

**MINUTES** of the meeting of the **SURREY LOCAL FIREFIGHTERS' PENSION BOARD** held at 2.00 pm on 16 October 2015 at The Chapel at St David's, Surrey Fire and Rescue Service Headquarters, Croydon Road, Reigate, Surrey, RH2 0EJ.

These minutes are subject to confirmation by the Committee at its next meeting.

**Elected Members:**

- \* Matthew Baker (Vice-Chairman)
- \* Mr Nick Harrison (Chairman)
- \* Richard Jones
- A Glynn Parry-Jones

**1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

Apologies were received from Glynn Parry-Jones.

**2 DECLARATIONS OF INTEREST [Item 2]**

There were no declarations of interest.

**3 QUESTIONS AND PETITIONS [Item 3]**

There were no questions or petitions.

**4 TERMS OF REFERENCE [Item 4]**

**Witnesses:**

Neil Mason, Senior Advisor (Pensions)

**Key points raised during the discussion:**

1. The Board reviewed its terms of reference. The Vice-Chairman requested that Lindsey Shaw was invited to future meetings in an advisory capacity, as she had significant knowledge and experience of pension arrangements for fire-fighters.
2. The Board was asked to note that advice from Legal Services had clarified arrangements concerning the Chairman's casting vote, and that this was reflected in the terms of reference.
3. The Board confirmed with officers that the relevant statutory documents were available on the pension scheme website.

**Resolved:**

That the Board:

**notes** its terms of reference (annex 1).

**Actions/Further information to be provided:**

Link to the pension scheme website to be circulated to the Board.

**5 POLICY DOCUMENTS [Item 5]**

It was agreed that this item would be considered in conjunction with item 6.

**6 ATTENDANCE AND KNOWLEDGE AND UNDERSTANDING POLICY [Item 6]**

**Witnesses:**

Neil Mason, Senior Advisor (Pensions)

**Key points raised during the discussion:**

1. The Board was informed of the training required to comply with the attendance and knowledge and understanding policy. It was highlighted that the pensions regulator website was a useful resource and that the code of practice would assist Board members in completing their training.
2. The Board noted that the majority of its membership had attended the Fire Pension Board training organised by the Local Government Association.

**Resolved:**

The Board:

**notes** its Attendance and Knowledge and Understanding Policy (annex 1) and Code of Conduct and Conflict of Interest Policy (annex 2).

**Actions/Further Information to be provided:**

The Vice-Chairman to brief Glynn Parry-Jones on the meeting and training requirements.

**7 DATE OF THE NEXT MEETING [Item 7]**

The Board agreed that it would meet in February or March 2016, dependent on availability It was proposed that an item on auto-enrolments was brought to the next meeting, along with a breakdown of the fund's composition in terms of members and schemes.

Meeting ended at: 2.46 pm

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**Chairman**