

Notice of Meeting

Surrey Local Firefighters' Pension Board



Date & time	Place	Contact	Acting Chief Executive
Thursday, 26 October 2017 at 10.00 am	Surrey Fire and Rescue Service Headquarters Croydon Road Reigate, Surrey RH2 0EJ	Sharmina Ullah Room 122, County Hall Tel 0208 213 2838 sharmina.ullah@surreycc.gov.uk	Julie Fisher

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email sharmina.ullah@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Sharmina Ullah on 0208 213 2838.

Employer Representatives

Mr Nick Harrison (Employer Representative (Firefighters' Pension Scheme)) (Chairman),
Vacancy

Member Representatives:

Richard Jones (Employee Representative (Firefighter's Pension Scheme)) and Glynn Parry-Jones (Employee Representative (Firefighters' Pension Scheme))

TERMS OF REFERENCE

The role of the Local Firefighters' Pension Board as defined in the draft Firefighters' Pension Scheme (Amendment) (Governance) Regulations 2015, is to assist the Fire and Rescue Authority scheme Manager:

a) to secure compliance with:

- i) the scheme regulations;
- ii) any other legislation relating to the governance and the administration of the Firefighters' Pension Scheme and any other connected scheme;
- iii) any requirements imposed by the Pension Regulator in relation to the Firefighters' Pension Scheme

b) to ensure the effective and efficient governance and administration of the Firefighters' Pension Scheme

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

The Chairman to report apologies for absence.

2 MINUTES FROM THE PREVIOUS MEETING:

(Pages 1
- 6)

To approve the minutes of the meeting held on 9 February 2017 as a correct record.

3 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

4 QUESTIONS AND PETITIONS

To receive any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting, Thursday 19 October 2017.
2. The deadline for public questions is seven days before the meeting, Wednesday 18 October 2017.
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 ADMINISTRATION UPDATE: 1 JANUARY 2017 - 31 AUGUST 2017 AND DATA QUALITY REVIEW VERBAL UPDATE

(Pages 7
- 14)

Purpose of the report:

The Board is asked to **note** the content of this report and make recommendations if any further action is required.

6 INTERNAL DISPUTE RESOLUTION PROCEDURE

(Pages
15 - 30)

Purpose of the report:

The Board is asked to **note** the content of this report and make

recommendations if any further action is required.

7 DRAFT RISK REGISTER

(Pages
31 - 34)

Purpose of the report:

The Board is asked to **note** the content of this report and **approve** the draft Surrey Firefighter's Pension Scheme (FFPS) Risk Register (shown as Annex 1). The Board is further asked to make recommendations of any amendments to the Surrey FFPS Risk Register.

**8 ANNUAL BENEFIT STATEMENT REVIEW 2017 AND BREACH
VERBAL UPDATE**

(Pages
35 - 36)

Purpose of the report:

1. The Board is asked to **note** the content of this report.
2. The Board **notes** that a Breach has been reported to the Pensions Regulator (tPR).
3. The Board **recommends** that a project report on the production of annual benefit statements for 2017/18 be brought to the Board at its next meeting

9 DATE OF THE NEXT MEETING

The Board to discuss when to meet next and agree a date.

**Julie Fisher
Acting Chief Executive**

Published: Wednesday 18 October 2017

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

Anyone is permitted to film, record or take photographs at council meetings with the Chairman's consent. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that the Chairman can grant permission and those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation

