

**MINUTES** of the meeting of the **SURREY LOCAL FIREFIGHTERS' PENSION BOARD** held at 2.00 pm on 22 April 2021 at Remote via Teams.

These minutes are subject to confirmation by the Committee at its meeting on Thursday, 5 August 2021.

(\* present)

**Elected Members:**

- \* Nick Harrison (Chairman)
- \* Richard Jones
- \* Glyn Parry-Jones
- \* Dan Quin (Vice-Chairman)

**34/21 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

There were no apologies.

**35/21 MINUTES FROM THE PREVIOUS MEETING: 15 JANUARY 2021 [Item 2]**

The minutes were agreed as an accurate record of the meeting.

**36/21 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**37/21 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**38/21 ACTION TRACKER [Item 5]**

**Witnesses:**

Clare Chambers, Pensions Service Delivery Manager

Sally Wilson, Scheme Manager

**Key points raised during the discussion:**

1. A7/20 – It was reported that the administration team had reduced the number of open cases in the last quarter. It was important to reduce the backlog as far as possible before the transfer to XPS. The Pensions Service Delivery Manager would ensure that focus was given to priority tasks and then identify other batches of transactions – primarily transfers in and out - for attention. There would be a negative impact on performance statistics due to catching up on the backlog.
2. A14 & A15 – The Board noted the update and would consider future training needs. There was a discussion around various external meetings that happened and attended by officers. The Chairman stated that he would log into the Scheme Advisory Board quarterly meetings. These two tracker items to be replaced by a new item on training.
3. A16/20 – The Scheme Manager updated on Pensionable Pay and reported that a new project manager was now in place so this and other projects could be taken forward through a Fire Pensions Programme Steering Group. A timeline for the Pensionable Pay project

would be established. She explained that the Steering Group would meet monthly and this Local Firefighters' Pensions Board would receive an update following each meeting. (*This was discussed under the item of Scheme Manager Update but minuted here for ease of reference*).

4. A1/21 – The Scheme Manager reported that the administration contract with XPS had been signed the day before and the team could now get on with detailing the transition plan. The Chairman welcomed this important step and requested that the transition plan be shared with the Board prior to the next meeting.

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

1. A14 & A15 to be replaced by a new item on training needs.
2. The Scheme Manager to share the XPS transition plan prior to the next meeting.
3. That the Scheme Manager update the Local Firefighters' Pension Board following each Programme Steering Group meeting, and a timeline for Pensionable Pay be established.

**Resolved:**

The Board noted the action tracker.

**39/21 ADMINISTRATION UPDATE: 1 DECEMBER 2020 - 28 FEBRUARY 2021**  
**[Item 6]**

**Witnesses:**

Clare Chambers, Pensions Service Delivery Manager

Sally Wilson, Scheme Manager

**Key points raised during the discussion:**

1. The Pensions Service Delivery Manager introduced the administration report and highlighted sections that related to information contained within the fire bulletins, the pensions helpdesk, processing of pension increases and horizon planning.
2. The Scheme Manager was asked if she was concerned about the Immediate Detriment referenced in bulletin 42. She responded that the age discrimination approach could be agreed across the sector and that she was included in all the discussions around this. In terms of data there was no template for collecting data and there was guidance on data provision by electronic means in bulletin 43. In response to a Member question the Scheme Manager confirmed that payment could not be paid until an assessment had been completed and that she was unable to commit to timelines at the moment.
3. The Chairman set the priorities as end of year processes/ ABS, reducing backlogs prior to the transfer to XPS, the XPS transfer itself, and other projects after that. This was confirmed by the Scheme Manager. She restated the complexity of the work but that it was being worked on.

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

None.

**Resolved:**

The Board is noted the content of the report.

**40/21 SCHEME MANAGEMENT UPDATE REPORT [Item 7]**

**Witnesses:**

Sally Wilson, Scheme Manager

Clare Chambers, Pensions Service Delivery Manager

**Key points raised during the discussion:**

1. The Scheme Manager introduced her report and explained that there were several complex issues being dealt with by the service at present. She had also attended a seminar on Immediate Detriment.
2. The Scheme Manager reported that The Pension Regulator had released the six processes factsheet, updated to reflect the results from the Pensions Regulator's most recent Governance and Administration survey. Scheme Managers and the Local Firefighters' Pension Board were asked to consider the six key processes factsheet, assess which they had in place and take action to address any gaps. The six processes were:
  - Documented policy to manage board members conflicts of interest
  - Access to knowledge, understanding and skills needed to properly run the scheme
  - Documented procedures for assessing and managing risks
  - Process to monitor records for accuracy and completeness
  - Process for resolving contribution payment issues
  - Procedure to identify, assess and report breaches of the law
3. The six key processes were in place in Surrey; however the Scheme Manager requested the support of the Board to review these processes to ensure they remained current. It was recommended that the review be undertaken by the Board Chairman and the Scheme Manager.

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

None.

**Resolved:**

The Board noted the update provided and supported the review of the six key processes following the publication of the most recent TPR Governance and Administration Survey results.

**41/21 RISK REGISTER [Item 8]**

**Witnesses:**

Sally Wilson, Scheme Manager

Clare Chambers, Pensions Service Delivery Manager

**Key points raised during the discussion:**

1. Risks F9i/F24 – contained a typo where employees should read employers.
2. Risks F8/F9i – The Chairman will discuss some of the scorings with the Scheme Manager outside of the meeting as he thought some of the scorings were too low.
3. Risk F16 – A Member had asked for this risk to be reviewed as there had been further incidences which showed that the actions were not working. The Scheme Manager reported that she had taken the issue to the Working Group and to JCCN but nothing was raised. The Scheme Manager to speak with Richard Jones outside of the meeting.
4. Risk F24 - The Board requested some re-wording of this risk as it was considered to be a financial risk which was not reflected in wording.
5. Risk F22 – to be closed.
6. Risk F29 – rating to be reconsidered at the next meeting.
7. Risk F30 – the Pensions Service Delivery Manager explained that there is a SAP freeze in place to support the move to the Surrey-wide DB&I project, so a monthly i-Connect link for Fire was not possible in the initial XPS transfer. XPS were content to accept an end of year file.

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

Risks F9i/F24 – amend typos  
Risks F8/F9i – to be reviewed  
Risk F16 – to be reviewed  
Risk F24 – to be re-worded  
Risk F22 – to be closed

**Resolved:**

The Board noted the report.

**42/21 DATE OF THE NEXT MEETING [Item 11]**

The Board noted that the next meeting would be held on 5 August 2021.

Meeting ended at: 2.55 pm

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**Chairman**