

MINUTES of the meeting of the **SURREY LOCAL FIREFIGHTERS' PENSION BOARD** held at 10.30 am on 21 November 2024 at Committee Room, Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey, RH2 8EF.

These minutes are subject to confirmation by the Committee at its meeting on Thursday, 6 February 2025.

(* present)

Elected Members:

- * Paul Bowyer
- * Nick Harrison (Chairman)
- * Glyn Parry-Jones
- * Sally Wilson (Vice-Chairman)

33/24 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

None received.

34/24 MINUTES FROM THE PREVIOUS MEETING: 25 JULY 2024 [Item 2]

The minutes from the meeting on 25 July 2024 were agreed as an accurate record of the meeting.

35/24 DECLARATIONS OF INTEREST [Item 3]

None.

36/24 QUESTIONS AND PETITIONS [Item 4]

There were none.

37/24 SURREY FIREFIGHTERS' PENSION BOARD ACTION AND RECOMMENDATION TRACKER [Item 5]

Witnesses:

Danni Lamaignere, Scheme Manager
Janine May, Senior Pensions Advisor
Jo Hart, Pension Support Assistant (MS Teams)

Key points raised during the discussion:

1. In relation to Action A1/20, the Vice-Chairman noted that the 208 individuals originally contacted represented the entire cohort that needed to be contacted at that time.
2. In relation to A20/20, The Board noted that they were awaiting a response from XPS.
3. In relation to A7/21, XPS were unable to provide a comment regarding the ongoing tracing work. The Chairman requested that XPS review each action prior to future meetings to identify any points of consideration to raise with Members.
4. Officers further noted that Actions A7/21 and A7/22 were part of an ongoing programme of work related to the Pension Dashboard. The Board agreed to close these actions, subject to a future report on the Pension Dashboard referencing the key points of the actions.

5. Members agreed to close Actions A6/24, A8/24 and A11/24.

Actions/ further information to be provided:

Actions A7/21 and A7/22 – closed.

Actions A6/24, A8/24 and A11/24 – closed.

Resolved:

The Board noted the Actions and Recommendations Tracker.

38/24 SCHEME MANAGEMENT UPDATE REPORT [Item 6]

Witnesses:

Danni Lamaignere, Scheme Manager
Janine May, Senior Pensions Advisor
Jo Hart, Pension Support Assistant (MS Teams)

Key points raised during the discussion:

1. The Scheme Manager introduced the report and provided a brief summary.
2. The Board noted details related to the McCloud - Age Discrimination Remedy, 10% Pensionable Allowance, Retained Settlement – Matthew’s cases and tracing, the pension dashboard, Pre-Retirement Courses, LGA training, Unit 4 Payroll Adjustments, Communications and usage of the SharePoint site, and risk management, as outlined in the report.
3. The Board noted that the deadline for issuing Annual Benefit Statements (ABS) had passed due to delays in obtaining the necessary payroll data for XPS to produce the statements. It was also noted that Remediable Service Statements (RSS) for active members had been similarly affected. Members acknowledged that officers were continuing to work with Payroll to obtain the required data. Additionally, the Board noted that the deadline for Pension Savings Statements had also been missed, and the Regulator had been informed. Officers further confirmed that the Regulator had been notified of the delays to the ABSs and RSSs, with the breaches logged internally.
4. With regard to obtaining data from Payroll, the Chairman suggested that officers engage with the Local Government Pension Scheme (LGPS) Team, who had experienced greater success in securing the data, to explore potential assistance and best practices.
5. A Member raised concerns that some individuals had not received their Annual Benefit Statements from the previous year. Officers confirmed they would contact XPS to investigate this matter further outside the meeting.
6. In Regard to the Retained Settlement – Matthew’s cases, Members noted that the Workforce Working Group (WWG) had agreed to a tracing exercise in January 2024. A decision had been made to focus on the calculations and creation of the statements over the previous few months, with the tracing exercise to be initiated in due course. The Data Protection Impact Assessment (DPIA) had been approved, and a contract had been drafted. The contract was currently with the legal team awaiting final approval.

7. With regard to the Annual Benefit Statements (ABS) and Remediable Service Statement (RSS) issues related to data collection, the Chairman enquired whether officers were obliged to report the matter to the Scheme Advisory Board. Officers confirmed that there was no obligation but suggested it might be beneficial to provide the information. The Chairman concluded that reporting should only be pursued if deemed necessary.

Actions/ further information to be provided:

None.

Resolved:

The Board noted the report.

39/24 XPS - SURREY FIRE & RESCUE AUTHORITY PENSION BOARD REPORT [Item 7]

Witnesses:

Sharon Potter, XPS
Danni Lamaignere, Scheme Manager
Janine May, Senior Pensions Advisor
Jo Hart, Pension Support Assistant (MS Teams)

Key points raised during the discussion:

1. The representative from XPS introduced the newly formatted report and provided members with a brief update. The Board noted detail related to membership numbers, ABS-RSS process runs, McCloud – Business as Usual Lump Sum Payments, McCloud – ABS-RSS Issuance, errors and complaints and Member engagement.
2. Following discussion, Members noted that the report referenced another Fire Authority. The representative from XPS was unable to confirm whether the error was limited to the wording or if the data was also incorrect, though it appeared the data was wrong. The representative apologised for the error and agreed to include the missing data in the next iteration of the report. The Chairman concluded the item and requested that XPS provide correct data in future reports.
3. Before closing the item, the Chairman emphasised the importance of submitting a report in advance of the deadline to allow officers sufficient time to review it before publication. Furthermore, officers expressed satisfaction with the new format of the report but stressed the need for accurate data.

Actions/ further information to be provided:

None.

Resolved:

The Board noted the report.

40/24 FIRE BULLETINS [Item 8]

Witnesses:

Danni Lamaignere, Scheme Manager
Janine May, Senior Pensions Advisor
Jo Hart, Pension Support Assistant (MS Teams)

Key points raised during the discussion:

1. The Board noted the fire bulletins.

Actions/ further information to be provided:

None.

Resolved:

The Board noted the fire bulletins.

41/24 RISK REGISTERS [Item 9]**Witnesses:**

Danni Lamaignere, Scheme Manager
Janine May, Senior Pensions Advisor
Jo Hart, Pension Support Assistant (MS Teams)

Key points raised during the discussion:

1. The Board noted the risk registers.
2. Officers highlighted a risk related to a delay to the 2023/2024 end of year return which had been added.
3. Members noted that the risk related to team resource had been reduced.

Actions/ further information to be provided:

None.

Resolved:

The Board noted the risk register.

42/24 DATE OF THE NEXT MEETING [Item 10]

The Board noted that the date of the next meeting was 6 February 2025.

Meeting ended at: 11.45 am

Chairman