

Surrey Local Firefighters' Pension Board – Informal Meeting

NOTES of the remote (Microsoft Teams) meeting of the **SURREY LOCAL FIREFIGHTERS' PENSION BOARD** held at 10.30 am on 6 August 2020.

Elected Members:

(Present = *)

- * Mr Nick Harrison (Chairman)
- * Richard Jones
- * Glyn Parry-Jones
Dan Quinn

In attendance

Sally Wilson – Scheme Manager
Richard Tedd - Project Manager, SPT Data, Digital & Special Projects
Tom Lewis – Pensions Support & Development Manager
Neil Mason – Strategic Finance Manager - Pensions
Lindsey Shaw – Workforce Information Manager
David John – Audit Manager

1 APOLOGIES FOR ABSENCE

An apology was received from Dan Quinn.

2 MINUTES FROM THE PREVIOUS MEETING: 30 APRIL 2020

The minutes were noted by the Board and agreed as a true record of the meeting.

3 QUESTIONS

None received.

4 TERMINATION OF AN EMPLOYER REPRESENTATIVE AND FURTHER APPOINTMENT OF AN EMPLOYER REPRESENTATIVE TO THE SURREY LOCAL FIREFIGHTERS' PENSION BOARD

Key points raised in the discussion:

The Chairman introduced the report of the Appointment & Termination Panel.

RESOLVED:

The Board noted that Sally Wilson was confirmed as Scheme Manager and that Dan Quinn had been appointed to the Board.

Actions/further information to be provided:

That Dan Quinn receive the necessary training prior to the next meeting.

5 ACTION TRACKER

Key points raised in the discussion:

- a) A5/20 – was noted as completed. It had been agreed to adopt the same targets as the LGPS scheme.
- b) There were a lot of ongoing issues and a further update would be provided to the next meeting.

RESOLVED:

The Board reviewed and noted its action tracker.

Actions/further information to be provided:

None.

6 NOMINATION OF VICE CHAIRMAN

Key points raised in the discussion:

The Chairman nominated Dan Quinn which was seconded by Glyn Parry-Jones.

RESOLVED:

To **RECOMMEND** that Dan Quinn be approved by the Appointment & Termination Panel as Vice Chairman of the Board.

Actions/further information to be provided:

To seek approval of the Appointment & Termination Panel via the Appointment & Termination process.

10.52 am – due to the webcasting function becoming unavailable and therefore unable to complete the agenda in public it was agreed that the meeting become an informal meeting held in private.

7 CHANGES TO CONSTITUTION

Key points raised in the discussion:

- a) The Chairman welcomed Sally Wilson as the new Scheme Manager and highlighted the changes to delegations approved at Council on 7 July 2020. The Board were also now able to delegate substitutes.
- b) Sally Wilson thanked the Board for the support given to her as a Member of the Board.

Actions/further information to be provided:

That Members inform Democratic Services of any potential substitutes.

8 ADMINISTRATION UPDATE (1 APRIL 2020 - 30 JUNE 2020)

Witnesses:

Tom Lewis - Pensions Support & Development Manager
Sally Wilson – Scheme Manager

Key points raised in the discussion:

- a) The Pensions Support & Development Manager reported that Annual Benefit Statements were on track to have all out by 31 August. The team had coped well and done phenomenal work considering that most of it had been done from home when it would normally be run from four computers in the office.
- b) The Pensions Support & Development Manager updated the Board on the scheme valuation work being undertaken. A final template regarding what information was required by Government Actuary's Department (GAD) was awaited. He thought that it would be straightforward to get that information out on time.
- c) The Pensions Support & Development Manager spoke of assurances around administration team and explained that he had looked for support from Shropshire but that had fell through but talks were ongoing with West Yorkshire and Lewes with regard to outstanding cases. Further analysis and assurance around this would be reported to next meeting of the Board. The Chairman gave further information on transfer in and transfer out and further information was requested for next meeting.
- d) The Scheme Manager updated the Board that the Covid-19 FPS governance survey was completed.
- e) The Scheme Manager reported that the Template Administration Strategy review had been useful and timely and she would be looking to adopt the Template Strategy.
- f) The Board spoke of the urgent need for increased skills and resources within the Pension Team. There was much more work coming which would mean increased workload and would welcome any increase in capacity as a matter of urgency.

Actions/further information to be provided:

None.

9 RISK REGISTER

Witnesses:

Richard Tedd – Project Manager
Sally Wilson – Scheme Manager

Key points raised in the discussion:

- a) The Project Manager introduced the report and highlighted risks that had changed or been updated. He also reported that risks around administration needed further consideration.
- b) There had been issues around the ownership of the register and Sally Wilson agreed to take ownership of it and update it regularly. She highlighted that the ownership of risks had changed and most were with the fire service.
- c) A point was raised at the last meeting by a Member regarding the 10% adjustment which was to be included in the Register. The Scheme Manager stated that she had included this as F16 risk but was happy to enter as a separate risk. Because of the financial and workload affects Members agreed that this should be a separate risk.

- d) A Member reported on the government consultation on the discriminatory aspects of the 2015 scheme and this would create more work.
- e) On the back of the O'Brien case a further modified scheme options exercise would be needed and this should be added to the Register as this was as again it would be a financial and resource risk.
- f) Considering the future growth in administration workload, a Member thought that F3 should be upgraded to a red rating. There was some further discussion on extra work on projects and their impact on risks F2 and F3.

Actions/further information to be provided:

That changes as stated in c), e) and f) be made to the Risk Register.

PART 2 NOTES

10 PART 2 – AUDIT REPORT

Witnesses:

Sally Wilson – Scheme Manager
 Richard Tedd – Project Manager
 David John – Audit Manager

Key points raised in the discussion:

- a) The Scheme Manager stated that this audit report had been with the service since March and that an action plan had been drawn up and good progress made against that plan. Changes to governance had been agreed at Council and a project manager joined the team.
- b) The Chairman stated that the Annual FPS report was due to go the Audit Committee with a deadline of September. The Scheme Manager stated that she would be working on this and liaising with Democratic services.
- c) The Scheme Manager reported that now key performance indicators were in place she would ensure that this was embedded in the service level agreement and taken into account in any future transition arrangements around pension administration.
- d) The Scheme Manager also reported that officers were publishing monthly bulletins and were working with the LGA to develop a good practice model for providing guidance.
- e) In relation to the FPS Regulations the Project Manager reported that this would be a big piece of work and that liaison with East Sussex was taking place as they had been through this process and were considerably ahead. He confirmed that the service was on track to meet the October deadline.
- f) The Board requested regular updates on actions to future meetings.
- g) The Audit Manager highlighted the positive attitude of management to solve the issues raised. He stated that Audit would revisit in Q3 or Q4 of this year and would report back to the Board on its findings. He also praised the work of Siva Sanmugarajah who had changed career path to work with pensions.

Actions/further information to be provided:

That the Scheme Manager provide the Annual FPS report for Audit Committee.
 Siva Sanmugarajah to be invited to the next meeting.
 That an update come to the next meeting.

11 DATE OF THE NEXT MEETING

Actions/further information to be provided:

Democratic Services to arrange a date for three months time.

Meeting ended at: 11.55 am

Chairman

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