

**MINUTES** of the meeting of the **SURREY LOCAL FIREFIGHTERS' PENSION BOARD** held at 10.00 am on 5 August 2021 at Woodhatch Place, 11 Cockshot Hill, Reigate RH2 8EF.

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

**Elected Members:**

(\* = present)

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

**54/21 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

None received.

**55/21 MINUTES FROM THE PREVIOUS MEETING: 22 APRIL 2021 [Item 2]**

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

**56/21 DECLARATIONS OF INTEREST [Item 3]**

None received.

**57/21 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**58/21 ACTIONS TRACKER [Item 5]**

**Witnesses:**

Sally Wilson, Head of Data, Digital & Special Projects

**Key points raised during the discussion:**

1. In regards to Action A20/20, officers confirmed that a meeting on Guaranteed Minimum Pension (GMP) reconciliation was held with XPS to agree a timeline and arrange processes following the transfer over to XPS.
2. The Board agreed to close Action A24/20.
3. The Board agreed to close Action A2/21
4. The Board agreed to close Action A3/21

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

None.

**Recommendations:**

The Committee noted the actions tracker.

## **59/21 SCHEME MANAGEMENT UPDATE REPORT [Item 6]**

### **Witnesses:**

Sally Wilson, Head of Data, Digital & Special Projects

### **Key points raised during the discussion:**

1. Officers introduced the report and provided a brief summary. Members noted:
  - a. The Home Office had issued an update to the existing informal and non-statutory guidance on immediate detriment cases.
  - b. In regard to the Scheme Sanction Charge (SSC), Members noted that letters had been issued and refunds paid within the June 2021 payroll.
  - c. In regard to resources, recruitment was underway for a Senior Pension Advisor and a Pensions Project Support Officer. Interviews were due to take place at the end of July 2021.
2. The Chairman sought clarification on whether the posts were full time and permanent. Officers confirmed that both posts were full time and permanent.

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

None.

### **Recommendations:**

The Board noted the update report.

## **60/21 ADMINISTRATION UPDATE 1 MARCH TO 30 JUNE 2021 [Item 7]**

### **Witnesses:**

Clare Chambers, Pension Service Delivery Manager

### **Key points raised during the discussion:**

1. Officers introduced the report and provided a brief summary. Members noted:
  - a. The report covered a four month period.
  - b. There was a reduction in the amount of work being completed due to resources being prioritised elsewhere. At the end of the period there were no death cases outstanding and one retirement case outstanding.
  - c. All Annual Benefit Statements had been produced and now work was ongoing to print and dispatch.
  - d. Data remedy work on admin records was ongoing prior to migration.
2. The Chairman asked Members to note the open items from paragraphs 9 and 10 of the report.

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

None.

**Recommendations:**

The Board noted the report.

**61/21 RISK REGISTER [Item 8]**

**Witnesses:**

Sally Wilson, Head of Data, Digital & Special Projects

**Key points raised during the discussion:**

1. Officers introduced the Risk Register and provided an overview of updates. Updates included:
  - a. Risk 22 was closed
  - b. There were no changes to 'high' risks
  - c. Officers proposed to close Risk 21
2. The Chairman noted that Risk 21 related to moving out of County Hall. Following a short discussion, the Board agreed to remove Risk 21 from the Risk Register.

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

None.

**62/21 EXCLUSION OF THE PUBLIC [Item 9]**

**Resolved:** That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

**63/21 SCHEME MANAGEMENT UPDATE REPORT [Item 10]**

**Witnesses:**

Sally Wilson, Head of Data, Digital & Special Projects

**Key points raised during the discussion:**

1. The Part 2 Annex to item 6 was introduced by officers. The Board asked a number of questions which were responded to by the officers present.

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

None.

**64/21 DATE OF THE NEXT MEETING [Item 11]**

To Board noted the date of the next meeting as 25 November 2021.

Meeting ended at: 2.00 pm

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**Chairman**