

MINUTES of the meeting of the **INFORMAL SURREY LOCAL FIREFIGHTERS' PENSION BOARD** held at 10.30 am on 24 February 2023 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, 27 April 2023.

Members:

*In attendance

Paul Bowyer
Nick Harrison (Chairman)*
Glyn Parry-Jones* (attended virtually)
Dan Quin (Vice-Chairman)*

1/23 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

The Chairman stated that the meeting would be an informal meeting as the attendance did not meet quorum. In order for the meeting to be quorate, at least one employer representative and one member representative was required to be in attendance in person.

Apologies received from Paul Bowyer.

2/23 MINUTES FROM THE PREVIOUS MEETING: 10 NOVEMBER 2022 [Item 2]

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

The minutes would be formally agreed at the next formal meeting.

3/23 DECLARATIONS OF INTEREST [Item 3]

None received.

4/23 QUESTIONS AND PETITIONS [Item 4]

There were none.

5/23 SURREY FIREFIGHTERS' PENSION BOARD ACTION AND RECOMMENDATION TRACKER [Item 5]

Witnesses:

Sally Wilson, Scheme Manger
Carrie Pearce, Pensions Project Officer
Phillip Johnson, Senior Pensions Advisor

Key points raised during the discussion:

1. In regard to A8/22, a member of the Board asked whether the action was at a point where it could be closed. The board agreed to close the action.
2. In regard to Action A9/22, a Member of the Board asked whether the action was at a point where it could be closed. The Chairman highlighted that the action was due to be closed which was agreed.

Actions/ further information to be provided:

None.

Recommendations:

The Board noted the action tracker.

6/23 SCHEME MANAGER UPDATE REPORT [Item 6]

Witnesses:

Sally Wilson, Scheme Manger
Carrie Pearce, Pensions Project Officer
Phillip Johnson, Senior Pensions Advisor

Key points raised during the discussion:

1. The Scheme Manager introduced the report and highlighted detail related to McCloud - Age Discrimination, 10% Pensionable Allowance, Modified Scheme, Pension Policies, Audit, Pension Team Resourcing, Pensions Dashboard, the Public Service Governance and Administration Survey, Communications, Guaranteed Minimum Pension (GMP) Reconciliation, Training from the LGA as outlined in the report.
2. In regard to the Modified Scheme, the Chairman asked what the purpose was for the data collection exercise. The Pensions Project Officer explained that the information submitted, which was submitted along with other Fire and Rescue Authorities, was to contribute to the legislation and standard assumptions.
3. In regard to the pensions dashboard, the Chairman noted that the meeting with XPS was coming soon and requested that the Board receive an update at its next meeting. The representative from XPS explained that a team within XPS's Business Services Group had been undergoing a procurement exercise with integrated service providers and that an announcement was due on XPS's preferred service provider for the dashboard.
4. In regard to communications, the Chairman asked when the next automatic reenrolment was scheduled. The representative from XPS explained that automatic reenrolment was different for each authority.

The Scheme Manager said that they would provide a response outside the meeting. A member of the Board said that they agreed it would be helpful to circulate this information.

5. A Member of the Board said that the SharePoint site was looking really good and congratulated those involved. It was further said that it would be interesting to monitor the number of users who had accessed the SharePoint.
6. The Chairman commended the service for the creation of the summary on page 4 and said that it was very useful.

Actions/ further information to be provided:

A1/23 - Members to be provided with an update following a meeting with XPS, scheduled for early March, related to the Pension Dashboard.

A2/23 - Member to be provided with detail related to the next scheduled date for automatic reenrolment.

Resolved:

The Board noted the report.

7/23 XPS - SURREY FIRE & RESCUE AUTHORITY PENSION BOARD REPORT [Item 7]

Witnesses:

Paul Mudd, XPS

Key points raised during the discussion:

1. The representative from XPS provided Members with a brief overview of the report. Full detail could be found from 25 of the agenda.
2. In regard to common data, the Chairman said that it would be helpful for the Board to be provided with the number of deferred members that were past retirement age and had not been in contact with XPS. The representative from XPS agreed to provide the information.
3. In regard to performance, the Chairman asked whether XPS could continue with their excellent performance over the next period when taking into consideration the work required around the end of the tax year. The representative from XPS said that work related to tax was completed by a separate team and that they hoped to continue the current rate of performance. The Board noted details on XPS's internal team structures.
4. In regard to complaints, a Board Member said that they were not aware of any complaints coming through since the last meeting. Further to this, the Board Member thanked XPS for making the complaint process clearer on the queries webpage.
5. In regard to the member self-service, a Board Member said that there was good information included however the information was lost when transferred to the Portal and so members of the scheme needed to return to the self-service to access the information. The Board Member said that it would be helpful to have all the information in one place.
6. In regard to Immediate Detriment, a Board Member said that it would be beneficial to manage members expectations on its progress.

Actions/ further information to be provided:

A3/23 - To provide the Board with detail on the number of deferred members that were past retirement age and had not been in contact with XPS.

Resolved:

The Board noted the report.

8/23 FIRE BULLETINS [Item 9]

Witnesses:

Sally Wilson, Scheme Manager

Key points raised during the discussion:

1. The Board noted the bulletins.

Actions/ further information to be provided:

None.

9/23 RISK REGISTER [Item 8]

Witnesses:

Carrie Pearce, Pensions Project Officer
Sally Wilson, Scheme Manager
Phillip Johnson, Senior Pensions Advisor

Key points raised during the discussion:

1. The Pensions Project Officer noted that the format of the risk register had been updated due to updates to the LGPS, council and service risk registers. It was therefore decided to use the same risk register format as the Local Pension Board. Members noted that risks had been put into different categories and that four risk duplications were identified and removed. In regard to scoring, the officer stated that scoring had been applied to each category allowing for a more consistent approach and showed clearly any financial impacts. The template also highlighted the highest risks for the service to consider.
2. The Board noted the ongoing work to record and retain knowledge of processes from bank staff to the pension team.
3. In regard to Unit 4, the Chairman asked whether historic data could still be accessed following the transfer. The Pensions Project Officer agreed to provide a response following the meeting.
4. The Pensions Project Officer said that the new format was much easier for officers to work with compared to the previous template.
5. The Board supported the new format for the risk register.

Actions/ further information to be provided:

A4/23 - To provide the Board with details on whether historic data could still be accessed following the transfer to Unit 4.

Resolved:

The Board noted the risk register.

10/23 DATE OF THE NEXT MEETING [Item 10]

The Board noted the date of the next meeting.

Meeting ended at: 11.30 am

Chairman

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