



## Firefighter Pension Schemes Local Pension Board Minutes

<b>Date of meeting</b>	<b>Tuesday 21<sup>st</sup> July 2015</b>
<b>Time of meeting</b>	<b>5.00pm</b>
<b>Location of meeting</b>	<b>GF01, Kelvedon Park</b>

### Attendees:

#### Employer representatives:

Paul Hill, Assistant Chief Fire Officer  
David Bill, Assistant Chief Fire Officer  
Glenn McGuinness, Deputy Director of Finance  
Jane Corsham, Strategic HR Projects Manager

#### Employee representatives:

Martin Leach, FBU  
Nigel Dilley, FOA  
Graham Byford, RFU  
Stuart McMillan, employee representative

	Agenda item	Action
1	<p><b>Welcome and introductions</b></p> <p>All were welcomed to the first meeting by Paul Hill, Chair of the Local Pension Board (the Board) PH had been appointed to the role of Chair by the Scheme Manager.</p> <p>PH explained that this first meeting was to enable the Board to be fully compliant with regulations as it needed to sit by the end of July. The first business meeting would be organised following delivery of training to Board Members.</p> <p>PH circulated the form where members could declare a potential conflict of interest. The firefighter pension scheme members completed the form but it was recognised that their membership of the scheme</p>	<p>Conflict of interest to be a standard agenda item for all future meetings (PH)</p>

	Agenda item	Action
	should not generate a conflict of interest.	Register of Potential and Actual Conflicts of Interest to be maintained according to guidance (JC)
2	<p><b>Agree terms of reference (draft terms of reference attached)</b></p> <p>The terms of reference for the Board were discussed. Jane explained that they had been provided by the Local Government Association and were originally developed by Eversheds.</p> <p>The members agreed to appoint Dave Bill as Deputy Chair.</p> <p>JC explained that the minimum number of meetings was two a year but all agreed that the number of meetings per year would be set by the business agenda.</p> <p>The term of office for members had been set at two years to ensure that there was stability in membership once members had received training.</p> <p>ML advised that the LGA training session he attended yesterday had suggested that the Firefighters' Compensation Scheme (England) Order 2006 should also be within the remit of the Board.</p> <p>JC confirmed that the draft terms of reference had been provided to the LGA and that the Pension Regulator would, have an oversight role for Pension Board arrangements</p> <p>The terms of reference were agreed subject to any feedback from the LGA/Pension Regulator.</p> <p> Terms of Reference Pension Board final.d</p>	Terms of reference to be amended to include the compensation regulations.(JC)

	Agenda item	Action
3	<p><b>Appointment of Liaison Officer with the LGA/Scheme Advisory Board</b></p> <p>The meeting agreed that JC should be the Liaison Officer as she already has links with the LGA in her role of Chair of the Eastern Region Fire Pension Officer group which is a networking/ information sharing forum with other Fire Authorities in the region.</p>	
4	<p><b>Appointment of advisers to the Board</b></p> <p>All agreed to appoint James Durrant, Pensions Manager and David Golding, Team Manager for the Police and Fire Pension team at the Essex Pension Fund, as advisers to the Board. The need for additional advisers will be dictated by the agenda for meetings and will be agreed as necessary.</p>	<p>JD and DG to be notified of their appointment as advisers to the Board. (JC)</p>
5	<p><b>Establish current levels of knowledge and understanding to identify training gaps/consideration of learning needs</b></p> <p>The training needs analysis developed by the LGA was reviewed briefly and discussed. It was felt to be very comprehensive but was perhaps identifying a level of knowledge which might not be needed or attained by all Board members.</p> <p>The group were advised of the E-Learning materials which were available on the Pension Regulator website with the module on conflict of interest being the first one for the group to undertake. In all there are seven modules to work through. DB suggested the modules should be completed by the next meeting by members.</p> <p>Jane circulated information on how to register for the Pension Board forum on the Knowledge Hub as well as the Pension Regulator E- learning.</p>	<p>Complete the E-Learning Modules by the next meeting (ALL)</p> <p>JC to circulate this electronically.</p>

	Agenda item	Action
	 <p>Knowledge hub and TPR registration.docx</p>	
6	<p><b>Appoint a training representative to consider the boards training plan and to liaise with the LGA</b> <b>Agree training dates in September</b></p> <p>It was agreed that James Durrant will be the training representative for the Board and that dates for training will be suggested</p> <p>All agreed that the assumption should be that all will have the same knowledge requirements. Jane advised that James can deliver training to the Board and that she would discuss with him what was required and that this would then be delivered during September before the next Board meeting in October.</p>	<p>Inform JD of his appointment as training officer to the Board (JC)</p> <p>Suggest a training plan for Board members (JD, JC)</p>
7	<p><b>Any other business</b></p> <p>Jane showed the Code of Practice provided by the Pension Regulator ‘ Governance and Administration of public service pension schemes’ and advised that this code will govern how the Board should operate. This is available on the Pension Regulator website.</p>	
8	<p><b>Date of next meeting</b></p> <p>Leave arrangements were discussed in the autumn. Nigel confirmed he was on leave between the 17<sup>th</sup> September and the 2<sup>nd</sup> October.</p> <p>Jane advised that she would ask a member of Executive Support to organise a date for the next meeting.</p>	<p>Executive Support to organise the next meeting date.(JC)</p>
	The meeting closed at 5.30pm	