

APPENDIX A

Action Log for Fire Fighters Pension Board

Date of Meeting	Action	Action taken	Action taken by
20 December 2016	<p>6 Communication Strategy</p> <p>The 18-20 pension dispute was discussed and MH confirmed that guidance had been published and agreed that he and FM would read through it and publish a memo about the contents.</p> <p>Payments already made for non-pensionable allowances. FM to raise with Lynne Swift if she would look at the repayments cases by case</p> <p>FM to review HR procedures regarding pensionable allowances.</p> <p>It was agreed that at the next meeting a review of subjects discussed needs to take place and how the Board reports back to SMB.</p>	<p>A memo was not published but all FF's involved were contacted and have been reimbursed any outstanding amount. Cases where FF's think they may be owed money are being reviewed.</p> <p>David Sutherland, Director of Finance & Assets has been approached to look at any disputed pay backs on a case by case bases.</p> <p>Procedures being looked at, but at present Bank payments are not pensionable.</p> <p>See minutes from 20 April 2017</p>	<p>FM</p> <p>FM</p> <p>FM</p> <p>All</p>
20 December 2016	<p>7 Performance Data</p> <p>The data performance information required needs to be agreed by the Board and the relevant information requested.</p>	<p>See minutes from 20 April 2017</p>	<p>All</p>

Date of Meeting	Action	Action taken	Action taken by
20 December 2016	<p>8 Training Needs</p> <p>FM to circulate a link to the on line training.</p> <p>FM to follow up on regional training and will inform the Board.</p>	<p>Link circulated to Board members.</p> <p>Board informed about regional training.</p>	<p>FM</p> <p>FM</p>
20 April 2017	<p>5 Objectives and Work Plan for 2015/16</p> <p>MH to write a communication advising individuals to obtain an up to date quote from WYPF where necessary.</p>	<p>Action carried forward</p>	<p>MH</p>
20 April 2017	<p>7 Performance Data</p> <p>FM to collate data received from WYPF over the last 12 months and bring to the next meeting for discussion.</p> <p>FM to check with WYPF if any complaints have been received over the last 12 months and if yes how these were dealt with.</p> <p>MH to look at setting the risk register up.</p> <p>FM will collate data from the SLA with WYPF over last twelve months.</p>	<p>Information collated - see minutes for 5 July meeting</p> <p>No complaints received over the last 12 months</p> <p>Work in progress</p> <p>Information collated - see minutes for 5 July meeting</p>	<p>FM</p> <p>FM</p> <p>MH</p> <p>FM</p>
20 April 2017	<p>8 Training Needs</p> <p>FM to circulate the "Public service pension schemes: Learning needs analysis of certain governance and administration</p>	<p>Document circulated to Board Members</p>	<p>FM</p>

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	<p>requirements" document.</p> <p>FM to email letter from Claire Alcock regarding the recruitment of volunteers to sit on the "SAB sub-group of effective administration".</p>	<p>E-mail circulated to Board Members</p>	<p>FM</p>