

APPENDIX C

Buckinghamshire & Milton Keynes Fire Authority Fire Fighters Local Pension Board Meeting

5 July 2017
Minutes of meeting

Present: Mark Hemming (MH), Faye Mansfield (FM), Calum Bell (CB),
Tony Cliffe (TC) & Caroline Jordan (CJ)

Item		Action
1	Apologies for Absence: Richard Priest and Greg O'Neil	
2	Minutes from Previous Meeting The minutes from the meeting held on the 20 th April 2017 were agreed. For completion of action points please see the Action Log.	
3	Conflict of Interest No new conflicts of interest were declared.	
4	Pension Administration Update FM updated the meeting on current issues which included: <ul style="list-style-type: none">• FM confirmed that she would be visiting• Back dated pension payments being looked at on a case by case basis. Twenty four individuals involved.• All targets being met• FM attended the regional meeting at WYPF which was very informative. The working relationship with WYPF is going well.	
5	Objectives and Work Plan for 2015/16 A discussion took place on the best way for the Board to report to SMB. Following the discussion it was agreed that MH would produce a covering report and attach the minutes and action plan to go to the August SMB meeting. If SMB required more information more and then be added.	MH
6	Communication Strategy Communications were discussed and the following points raised: <ul style="list-style-type: none">• It was agreed that a copy of the newsletter sent out by WYPF should be considered at the next meeting. FM and TC to bring copies to the meeting.	TC/FM

	<ul style="list-style-type: none"> TC informed the meeting he was have a few problems logging on to the new portal. It was agreed that TC would look at what is available and report back to the Board if more information is required. 	TC
7	<p>Performance Data</p> <p>EM presented the data that had been requested at the last meeting, KPI's and Membership information. A discussion took place and the following points raised:</p> <ul style="list-style-type: none"> CB asked if WYPS calculations were based on their information and did not include any time delays from B&MKFRS. FM confirmed that these calculation were from WYPF's own data and did not include any delays in receiving information from us. CB asked how the membership numbers had been calculated. FM to ask WYPF how the back down of the membership figures has been calculated. 	FM
8	<p>Training Needs</p> <p>FM asked that all board members return there completed "Development Records". These need to be returned asap. If you need any further information please contact FM before the next meeting.</p> <p>A discussion followed regarding the on-line training.</p> <p>It was agreed that a section from the "Public services pension schemes: Learning needs analysis of certain governance and administration requirements" would be discussed at each meeting. The next meeting will discuss section one "My role, responsibilities and duties as a pension board member".</p> <p>This will highlight any areas that may need additional training sessions.</p>	ALL
9	<p>Appointments</p> <p>No new appointments made.</p> <p>FM informed the Meeting that Claire Allcock had appointed a new assistant, so we could expect more communications with FRS's.</p>	
10	<p>AOB</p> <p>No A.O.B.</p>	
11	<p>Date of Next Meeting</p> <p>Tuesday 19 September 2017at 14:00 Meeting Room 2</p>	