

Appendix A

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

12th September 2018
Minutes of meeting

Present: Mark Hemming- Chair (MH), Faye Mansfield (FM), Richard Priest (RP), Calum Bel (CB), Tony Cliffe (TC), Chris Wycherley (CW) & Caroline Jordan (CJ)

Guest: Helen Scargill (HG) – West Yorkshire Pension Fund

Item		Action
1	<p>Apologies for Absence:</p> <p>No apologies</p>	
2	<p>Minutes from Previous Meeting</p> <p>The minutes from the meeting held on the 2nd May 2018 were agreed.</p> <p>For completion of action points please see the Action Log.</p>	
3	<p>Conflict of Interest</p> <p>MH informed the Board that he would shortly be promoted to Director of Finance & Assets and this would result in a conflict of interest so would need to tender his resignation from the Board and as Chair. The Board asked MH to attend the next meeting as advisor and MH agreed.</p> <p>A discussion followed regarding the appointment of a new Chair. CB agreed to put himself forward as Chair and RP and MH seconded the appointment.</p> <p>It was discussed that FM also has a conflict of interest as the Schemes Administrator. It was agreed that FM would resign from the Board and act as an Advisor to the Board.</p> <p>Two new employer representatives will need to be put forward and elected at the next meeting. MH and FM agreed to think who will be suitable and inform the other Board members of recommendations.</p>	<p>FM/MH</p>
4	<p>Review of Terms of Reference</p> <p>The Board reviewed the current Terms of Reference.</p> <p>The Board decided that a fixed term should be in place for the Chair and Board Members. After a further discussion, it was agreed that after 3 years the position of Chair and other Board members should be reviewed.</p> <p>A conversation took place regarding who the Board reports to. The Board has agreed a new Chair but who will decide the recommendation, the Scheme Manager, CFO or SMB. MH agreed to follow up on this matter.</p> <p>FM to update the Terms of Reference with fix term for Chair and Board members.</p>	<p>MH</p> <p>FM</p>

<p>5</p>	<p>WYPF Update</p> <p>Helen Scargill updated the meeting on recent events including:</p> <ul style="list-style-type: none"> • Target Figures: These had been meet except the target for the dispatch of the Annual Statements, but this had been rectified. • Annual Benefit Statement: As explained before the statements have been sent out but could be looked at as a breach. HS informed the Board that 6 out of 329 statements were not sent out on time. <p>Following a brief debate it was decided that this would not constitute a reportable breach.</p> <ul style="list-style-type: none"> • On-line Members: HS informed the Board that WYPF's on-line portal had been experiencing problems. It was advised that until the problems had been solved the use of the on-line portal should not be promoted. • Monthly Client Reports: HS notified the Board that monthly figures were available and sent to FM regularly. <p>FM agreed to make these reports available monthly to Board Members.</p>	<p>FM</p>
<p>6</p>	<p>Treatment of temporary promotions between 1 July 2013 and 1 April 2018</p> <p>FM updated the Board on the current situation regarding the treatment of temporary promotions. A discussion took place and the following points raised:</p> <ul style="list-style-type: none"> • Individual Allowance Breached: CB asked whether individual allowances may have been breached and if so what the tax implications might be. FM to look into the problem and check to see if any FF's may have breached the allowance. • Timescale: FM was asked what the timescale was for the process. FM confirmed she was unsure but hoped that the process would be completed by the end of March 2019. A dedicated resource was being used so no other work would interfere with the completion of the process. • Report this as a Breach: It was considered by the Board if this should be reported as a breach. <p>RP asked if procedures that should have been in place to pick up the mistake where now in place. FM confirmed that new procedures were now in place.</p> <p>HS felt the breach should be reported to show that the Scheme Manager was now in control of the situation and putting new processes and procedures into place to prevent this happening again.</p> <p>It was agreed that this was a red breach and should be reported. FM to report the breach.</p>	<p>FM</p> <p>FM</p>

	<p>CB asked for confirmation that the other amber breaches had been reported as agreed at previous meeting.</p> <p>FM informed the Board that these had not been reported. A discussion took place and MH agreed to look at the minutes of previous meetings to see what was agreed.</p>	MH
7	<p>Objectives and Work Plan for 2018/19</p> <p>No update.</p>	
8	<p>Communication Strategy</p> <p>The Board reviewed the discussion about how best to communicate updates regarding pensions.</p> <p>It was again proposed that e-mails would be the best way to communicate changes. It was suggested that this matter needed to go higher than the IT department as an e-mail pointing to the new information on the I-drive may solve many questions.</p>	
9	<p>Performance Data</p> <p>MH ran through the Survey of FRA Local Pension Boards 2017 and highlighted the recommendations on page 25.</p> <p>It was agreed that section 5.3 on page 25 should be reviewed at the next meeting including resources.</p>	ALL
10	<p>Training Needs</p> <p>Board Member agreed to look at training needs at the next meeting.</p>	ALL
11	<p>Appointments</p> <p>Resignation of current Chair from the Board due to conflict of interests – MH</p> <p>New appointment of Chair – CB</p> <p>FM resigned from the Board and will now advise the Board on Pension matters.</p>	
12	<p>AOB</p> <p>CW asked about the eligibility of who can join the FF's pension and if the Authority were making sure only eligible FF's were enrolled. MH asked CW to send any communications he had regarding the eligibility to join and he would look into it.</p> <p>TC enquired whether the apprentices were offered a pension scheme by Encompass and if yes if any payments could be transferred into the FF's pension when they become fulltime FF's. FM confirmed that a pension scheme had been offered. HS agreed to see if it would be transferable to the FF pension scheme.</p>	CW/MH HS
13	<p>Date of Next Meeting</p> <p>Tuesday 15th January 2019 – 2:00pm – 4:00pm Meeting Room 1</p>	