

COUNTY DURHAM AND DARLINGTON FIRE AND RESCUE SERVICE

At a **MEETING** of the **LOCAL PENSION BOARD** held at Service Headquarters, on **Tuesday, 6 February at 1030hrs**

EMPLOYER MEMBERS:

D Brown (DB) in the Chair

Cllr P Brookes (PB)

EMPLOYEE MEMBERS:

C Hockaday (CH)

INVITED ADVISORS:

A Harrison (AH)

S Lewin (secretariat)

1 Apologies

Apologies were received from Cllr F Tinsley and S Rye

2 Minutes of the Previous Meeting

Following minor amendment to reflect that the pension statements which were issued late in December 2016 were those in respect of the year 2015/16 and to correct a typo to Cllr Brookes initial, the minutes from the meeting held on 20 November 2017 were agreed as a true and accurate record.

3 Matters Arising

Pension Site on Sharepoint

This will be linked to the Sharepoint upgrade and is ongoing. There are no plans to have a pension calculator on the site at the moment as the two pension schemes make it difficult/cost prohibitive to manage. DB is confident that a calculator will be developed in the fullness of time.

Newsletter

Bulletins are circulated nationally however, it was recognised that it would be useful locally. This will be linked to the Sharepoint review.

PIs Risk Register

DB pulling together the PIs and risk registers from County and CDDFRS.

4 Declaration of Conflicts of Interest

None.

5 Pension HUB Communications

Bi-monthly bulletins are issued by the LGA. **Action:** SJL to circulate upon receipt.

6 National Scheme Advisory Board Update

D Brown advised that the website has a members area demonstration. No minutes are available from the last meeting which SR attended. **Action:** SR to provide update to next meeting.

PB queried arrangements re GDPR. AH advised that a data cleanse was carried out last year and that training has been undertaken to enable her to use the pensions system to avoid sending data to County. Resolution to the issues surrounding statements is currently being sought. There may be issues where pensioners fail to keep address details up to date.

7 Pension Issues and Workload

AH has recently carried out training with Durham County Council and is now able to add information direct to the system. Calculations for those who are in one pension scheme are working correctly. Template letters are to be added to the system in order to eliminate duplication. Better methods of communicating with members are being investigated in order to make the systems more accessible and easier to understand. Where it has been requested, AH is to visit watches to discuss pension statements. Work is ongoing regionally to provide a video to accompany annual statements however, it is uncertain when this will be completed. Changes to notes will be made earlier this year to enable them to be issued with the benefits statements.

8 Public Service Governance and Administration Survey

The survey was completed by 98% of FRS in December 2017 and, once the results have been published, will be circulated to the CFA.

9 Learning and Development: Update/Events

Local Firefighter Pension Board Training – 27 February 2018

DB, CH and PB to attend the training at Northumberland County Council. DB will be driving if anyone wishes to car share.

The awareness session which was cancelled today is to take place before the next meeting in June.

10 Any Other Business

None.

11 Time and Date of Next Meeting

TBC – June 2018.

ACTIONS FROM THE MEETING

Who	Action	When
AH	<u>Pension Site on SharePoint</u> This had not been progressed as yet, it will be linked to the new Sharepoint upgrade. In the meantime, other pension websites are being looked at for ideas to see what information they provide for the Firefighters' Pension Schemes.	Ongoing
DB	<u>Newsletter</u> It was suggested that a designated pensions folder to be placed on SharePoint, with an initial launch in Safer Times. Example of what it would look like to be brought back to next meeting. – linked to SharePoint review	Ongoing
DB	<u>PI's Risk Register</u> D Brown was to pull together PI's and risk register for the pension board for the next meeting.	Next meeting
SJL	<u>Pension HUB Communications</u> SJL to circulate bulletins upon receipt.	Ongoing
SR	<u>National Scheme Advisory Board</u> S Rye to provide an update to the next meeting.	Next meeting