

Due to the current heightened security level at all our premises, Members are reminded to wear their identity badges whilst attending meetings. Any visitors must produce photographic identification at Reception.

LOCAL PENSION BOARD COMMITTEE SUMMONS

SOUTH WALES FIRE & RESCUE AUTHORITY

You are required to attend a meeting of the Local Pension Board Committee **To be held on StarLeaf - Access Code: 4950642848** on **Monday, 25 January 2021 at 1030 hours**

Please ensure you join the meeting 15 minutes prior to meeting time

Any issues please contact
01443 232000 and ask for Member Services

A G E N D A

1. Apologies for Absence
2. Declarations of Interest

Members of the Fire & Rescue Authority are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct.

3. Chairperson's Announcements
4. To Receive the Minutes of:-
 - Local Pension Board Committee Meeting held on 19 October 2020 3
5. Local Pension Board – Firefighter Pensions Administration: Key Performance Indicators and Administration Activity 7
6. Local Pension Board - Members Handbook 13

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| 7. | Local Pension Board – January 2021 Training Framework | 15 |
| 8. | Training Session for Members – To be presented verbally on the day | 19 |
| 9. | Update on Pensions Consultation – To be Presented verbally on the Day | 21 |
| 10. | Forward Work Programme for Local Pension Board 2020/2021 | 23 |
| 11. | To consider any items of business that the Chairperson deems urgent (Part 1 or 2) | 29 |

Signature of Proper Officer:



MEMBERSHIP
Councillors:

S	Bradwick	Rhondda Cynon Taff
L	Brown	Monmouthshire
V	Smith	Monmouthshire
D	White	Bridgend
R	Bailey	Fire Brigades' Union
D	King	FRSA
R	Prendergast	Association of Principal Fire Officers
S	Saunders	Fire Brigades' Union

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE LOCAL PENSION BOARD MEETING HELD ON MONDAY 19 OCTOBER 2020 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS OR REMOTELY VIA STARLEAF

19. PRESENT:

Councillor	Left
S Bradwick (Chair)	Rhondda Cynon Taff
P Drake	Vale of Glamorgan
G Holmes	Rhondda Cynon Taff
V Smith	Monmouthshire
R Bailey	Fire Brigades Union
S Saunders	Fire Brigades Union
D King	Fire & Rescue Service Association
R Prendergast	Association of Principal Fire Officers
Mr I Traylor	Pensions Service Director, Rhondda Cynon Taff BC

APOLOGIES:

L Brown	Monmouthshire
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OFFICERS PRESENT:- DCO Sally Chapman - Monitoring Officer ACO A Reed – Director of People Services, Mr C Barton – Treasurer

20. DECLARATIONS OF INTEREST

All Members declared a personal non-prejudicial interest in each agenda item which affected their Authority.

21. CHAIR'S ANNOUNCEMENTS

Cllr Bradwick and attendees all agreed that the announcement of Cllr Davies, Chairperson of FA receiving a MBE in the Queens Honour List was very much well deserved and congratulations were noted.

22. MINUTES OF PREVIOUS MEETING

The minutes of the Local Pension Board meeting held on 6 July 2020 were received and accepted as a true record of proceedings.

23. UPDATE ON KPI STATISTICS

Mr Ian Traylor presented Members with an update on the KPI Statistics, the report was circulated prior to the meeting. The report updated members on key activity undertaken for the period 1st April to 30 September 2020. Mr Ian Traylor advised that some of KPI's were over the 10 days target and this was due to resources issues over the summer period due to the current situation with COVID-19 but things are improving now.

RESOLVED THAT

Members noted the noted the performance data, relevant pension administrative overview and update.

24. LOCAL PENSION BOARD - OUTCOMES OF TRAINING NEEDS ANALYSIS

The ACO People Services presented the report to Members outlining that there is a statutory requirement that all Board Members have the requisite knowledge, skills and understanding to enable them to fulfil their role on the board and as such there must be a Training Strategy in place. Members were invited to undertake a Training Needs Analysis and the report confirms the training plan for the year ahead. Members were invited to undertake the Pension Regulator toolkit which is an on-line toolkit to support enhancement of skills and knowledge. Members are required to undertake the tool based exercise on a yearly basis so can get a minimum standard of knowledge. The link to the training will be emailed to all Members and they will need to register and complete each section which can be completed in bite sizes chunks, they should aim to complete within a month. Hard copies will also be sent out to Members.

RESOLVED THAT:

Members agreed to all the areas of focus of the training strategy.

25. HM TREASURY CONSULTATIONS ON CHANGES TO 2015 SCHEME ARRANGEMENTS

ACO People Services presented the report around the consultation document published by HM Treasury outlining proposals to rectify unlawful age based discrimination in the 2015 Pensions Schemes and the 'employers response'. ACO People Services thanked Members for their support in shaping the response which has now been sent to HM Treasury.

RESOLVED THAT:

Members noted the 'employer's response' which was submitted in early October. And the Scheme Advisory Board Wales response which was requested for technical feedback.

26. UPDATE REPORT ON PUBLICATION OF ANNUAL BENEFITS STATEMENT

ACO People Services advised that this was previously covered in the update on KPI Statistics. ACO People Services thanked Mr Ian Traylor and the team at RCT for getting this done in a timely fashion.

RESOLVED THAT:

Members noted the update.

27. TRAINING SESSION FOR MEMBERS

Accountant Kim Jeal People Services delivered a short presentation on the role of Board Members, she stated that ACO People Services will be circulating an email to Members after this meeting and it will contain two documents 'Public Service Pension Board' and 'Governance and Administration'. If Members require any further assistance they can contact Kim Jeal direct and hard copies will be forwarded.

RESOLVED THAT:

Members noted the update.

28. LOCAL PENSION BOARD - MEMBERS HANDBOOK

ACO People Services presented further chapters 14 - 16 of the handbook to members for approval. Chapters 1 - 13 have been previously approved by Members.

RESOLVED THAT:

Members approved the further chapters 14 - 16 of the handbook. This will complete the suite of documents and a full handbook will be issued to all Members following the meeting via email.

29. FORWARD WORK PROGRAMME FOR LOCAL PENSION BOARD 2020/2021

The ACO People Services presented Members with the Forward Work Programme for 2020 / 2021, which was agreed by Members.

30. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIRPERSON DEEMS URGENT (PART 1 OR 2)

There were no items of urgent business for Members to consider.

SOUTH WALES FIRE & RESCUE AUTHORITY
LOCAL PENSION BOARD COMMITTEE
REPORT OF THE SERVICE DIRECTOR PENSION, RCT PENSION
ADMINISTRATION SERVICE

AGENDA ITEM NO 5
 25 JANUARY 2021

**LOCAL PENSION BOARD – FIREFIGHTER PENSIONS ADMINISTRATION:
 KEY PERFORMANCE INDICATORS AND ADMINISTRATION ACTIVITY**

SUMMARY

The Service Level Agreement (SLA) between SWFRS and Rhondda Cynon Taf Country Borough Council sets out the manner in which certain duties and responsibilities are expected to be carried out. A key element of the SLA is the reporting on actual performance activity against the agreed key delivery Service Standards. The following report is intended to provide Pension Board with an update on key activity undertaken during the reporting period and shares the performance data for the period 01st April 2020 to 30 November 2020.

RECOMMENDATION

That Members of the Pension Board note the performance data included at Appendix 1.

That Members of Pension Board note the relevant pension administrative overview and update included at Appendix 2.

1. BACKGROUND

- 1.1 The ongoing monitoring of the key performance indicators / service standards and activity, is indented as a measurement to help evaluate the success of the otherwise of the service provided to the South Wales Fire & Rescue Authority on behalf of its scheme members, by the RCT Pension Service.

2. FINANCIAL CONSIDERATIONS

- 2.1 There are no significant financial implications from this report.

3. RECOMMENDATIONS

- 3.1 That Members of Pension Board note the performance data included at Appendix 1
- 3.2 That Members of Pension Board note the relevant pension administrative overview and update included at Appendix 2.

Contact Officer:	Background Papers:
Ian Traylor Service Director – Pensions, Procurement & Transactional Services RCTCBC (Third Party Pension Administrator)	Appendix 1 – Current Year Key Performance Appendix 2 – Pension Administration Update

MONTHLY SERVICE STANDARDS Scheme FIR (2006 Scheme and Transitioned members)															Relates to last Month Completed		
STANDARD MEASURED		TARGET	INTERVENTION	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	Comments	2020/2021 Year to Date Actual %
% Refund of contributions processed within 10 days	Payment	100	95	0	0	0	0	0	0	0	0					No cases completed	0
% Divorce Estimates processed within 10 days	Statement	100	95	100	0	100	100	100	0	100	100					2 cases completed. Both on time	100
% Preserved Benefits processed within 10 days	Statement	100	90	100	0	100	0	100	87.5	100	100					25 cases completed. All on time	98.39
% Employer requests for retirement estimates processed within 5 days	Statement	100	95	0	0	0	0	0	0	0	0					No cases completed	0
% Retirements from Active membership processed within 5 days	Payment	100	95	100	0	0	100	0	100	100	0					3 cases completed. All on time	100
% Preserved Benefits into payment on retirement processed within 5 days	Payment	100	95	0	0	0	100	100	0	100	0					No cases completed	100
% Transfers In processed within 10 days	Statement	100	90	0	0	100	0	0	0	0	100					3 cases completed. All on time	100
% Transfers Out processed within 10 days (Monthly)	Payment	100	95	0	0	0	0	0	100	100	100					1 case completed. On time	100
% death grant for active members within 5 days (Monthly)	Payment	100	95	0	0	0	0	0	0	0*	0					* 2 cases completed in Oct (both over target)	0
% death grant for pensioner members within 5 days (Monthly)	Payment	100	95	0	0	0	0	0	0	0	0					No cases completed	0

MONTHLY SERVICE STANDARDS															Relates to last Month Completed		
Scheme 090 (Protected 92 Scheme and Transitioned members)																	
STANDARD MEASURED		TARGET	INTERVENTION	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	Comments	2020/2021 Year to Date Actual %
% Refund of contributions processed within 10 days	Payment	100	95	0	0	0	0	0	0	0	0					No cases completed	0
% Divorce Estimates processed within 10 days	Statement	100	95	100	0	100	100	0	100	100	100					3 cases completed. All on time	100
% Preserved Benefits processed within 10 days	Statement	100	90	100	0	100	100	100	0	0	0					No cases completed	100
% Employer requests for retirement estimates processed within 5 days	Statement	100	95	0	0	100	100	100	0	100	100					1 case completed. On time	100
% Retirements from Active membership processed within 5 days	Payment	100	95	100	100	50	83	40	100	100	0					No cases completed	78.57
% Preserved Benefits into payment on retirement processed within 5 days	Payment	100	95	0	0	0	0	0	0	0	100					1 case completed. On time	100
% Transfers In processed within 10 days	Statement	100	90	0	0	0	0	0	0	0	0					No cases completed	0
% Transfers Out processed within 10 days (Monthly)	Payment	100	95	0	0	0	0	0	100	0	100					2 cases completed. On time	100
% death grant for active members within 5 days (Monthly)	Payment	100	95	0	0	0	0	0	0	0	0					No cases completed	0

Appendix 2

The following information is intended to provide Members of Pensions Board with an overview and update on key administrative activity:

Data Quality

The Annual 'Data Quality' score has been produced and has been reported to the Pension Regulator as part of the scheme return requirement during October. The result demonstrates further improvement this year in respect of scheme specific and membership as follows:

2019

	Common Data	Scheme-specific (Conditional) Data
1992	99%	93%
2006	94%	98%
2015	98%	99%

2020

	Common Data	Scheme-specific (Conditional) Data
1992	98%	96%
2006	97%	99%
2015	99%	99%

Member Self-Serve Statistics

Member Self-Serve (MSS) take-up as at 21 December 2020

	Status 1 (Actives)	Status 2 (Pending leavers)	Status 3 Leavers	Status 4 (Deferred)	Status 5 (Pensioners)	Status 6 (Dependants)	Overall
Scheme 090	83.58%	-	10.43%	55.95%	32.49%	3.35%	40.45%
<i>Total Membership</i>	408	-	115	84	1105	179	1891
Scheme FIR	44.93%	29.03%	22.22%	32.68%	41.76%	0.00%	38.11%
<i>Total Membership</i>	868	31	81	820	91	6	1897

Scheme Member Complaints

- There are no formal complaints to report this period.

Administration Activities

- Pensions Saving Statements issued prior to the statutory deadline
- 'Annual Allowance Pension Tax' training and awareness session provided to relevant officers.
- Currently supporting Scheme Pays (Pension Tax) processes following member enquiries.
- The Fire Valuation data extract was provided to SWFRS on the 11th December
- On-going monitoring the evolving situation with regard to McCloud.

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LOCAL PENSION BOARD – MEMBERS HANDBOOK

SUMMARY

We have been developing the content of a Members Handbook for the purpose of ensuring all Board Members have the requisite knowledge, skills, and understanding to enable them to fulfil their role on the Board. This paper shares the completed version of the Handbook, Chapters 1-16, for final approval by the Local Pension Board.

RECOMMENDATION

That Members of the Board approve the completed version of the Members Handbook, Chapters 1-16, attached to the report at Appendix 1. This is the complete suite of documents, and a full handbook will be issued to all Members.

1. BACKGROUND

- 1.1 To support Members in their role we have been developing proposals for a Members Handbook. The intention is that the handbook provides a ready reference for Members on pensions and related matters. At its October 2019 meeting, the Board agreed to consider the content of the Members Handbook over the course of several meetings as this will allow Members to review the content in detail. This paper presents the final completed version of the handbook for Members to review.

2. FINANCIAL CONSIDERATIONS

- 2.1 There are no significant financial implications from this report.

3. RECOMMENDATIONS

- 3.1 That Members of the Board approve the completed version of the Members Handbook, Chapters 1-16, attached to the report at Appendix 1. This is the complete suite of documents, and a full handbook will be issued to all Members.

Contact Officer: ACO Alison Reed Director of People Services	Background Papers: Appendix 1 – Completed version of Members Handbook
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LOCAL PENSION BOARD – JANUARY 2021 TRAINING FRAMEWORK

SUMMARY

The Local Pension Board (LPB) is required to have a Training Strategy to meet the statutory requirements of ensuring all Board Members have the requisite knowledge, skills, and understanding to enable them to fulfil their role on the Board. Members were invited to undertake a Training Needs Analysis (TNA) to support the Training Strategy for the year ahead and this report confirms the training session for the January 2021 meeting.

RECOMMENDATION

That Members receive the training activity as highlighted below in paragraph 1.2 and attached to the report at Appendix 1, to be delivered on the day.

1. BACKGROUND

- 1.1 The Pensions Regulator (TPR) Code of Practice No 14: ‘Governance and Administration of Public Service and Pension Schemes’ identifies that every individual who is a Member of a Local Pension Board must:

Be conversant with:

- the rules of the scheme, and
- any document recording policy about the administration of the scheme which is for the time being adopted in relation to the scheme.

Have a knowledge and understanding of:

- the law relating to pensions, and
- any other matters which are prescribed in regulations.

- 1.2 In line with the TNAs that were returned, Members will receive a short awareness session on:

- Role of advisors and key persons
 - To include a perspective from the Pensions Administrator (RCT) on the following:
 - Service Level Agreement
 - Responsibilities
 - Discretions

2. FINANCIAL CONSIDERATIONS

2.1 There are no significant financial implications from this report.

3. RECOMMENDATIONS

3.1 That Members receive the training activity as highlighted below in paragraph 1.2 and attached to the report at Appendix 1, to be delivered on the day.

Contact Officer: ACO Alison Reed Director of People Services	Background Papers: Appendix 1
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APPENDIX 1

SOUTH WALES FIRE & RESCUE SERVICE

Local Pension Board Members

Training Needs Analysis

Ref'	Topic	Area of focus to support the training strategy
A	Background and Understanding of the Legislative Framework of the Firefighters' Pension Scheme	
B	General pensions legislation applicable to the FPS - An overview of wider legislation relevant to the FPS	
C	Role and responsibilities of the Local Pension Board	
D	Role and responsibilities of the Scheme Manager	
E	Funding and Accounting	
F	Role and responsibilities of the Scheme Employers	
G	Tax and Contracting Out	
H	Role of advisors and key persons	√
J	Key Bodies connected to the FPS – an understanding of the roles and powers.	

Training event for January 2021:

- H - Role of advisors and key persons
 - To include:
 - Service Level Agreement
 - Responsibilities
 - Discretions

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AGENDA ITEM NO 8

Training Session for Members

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Author – ACO Alison Reed

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To be Presented Verbally on the Day

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AGENDA ITEM NO 9

Update on Pensions Consultation

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Author – ACO Alison Reed

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To be Presented Verbally on the Day

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**FORWARD WORK PROGRAMME FOR
LOCAL PENSION BOARD 2020/2021**

Report Name	Purpose of piece of work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Report on Scheme Data for the Firefighters Pension Scheme	To provide the Local Pension Board with FACTUAL STATS, Scheme Membership data and an update position on the fund.	ACO People Services Contact Officer: Alison Reed	6 July 2020	Presented
Report on Amendments to the Local Pension Board – Terms of Reference and Delegated Authorities	The purpose of the report is to set out the terms of reference for the LPB and the establish the relationship between the Board and the Fire Authority	ACO People Services Contact Officer: Alison Reed	6 July 2020	Presented
Report on the Local Pension Board – Members Handbook	The purpose of this Handbook is to assist you in your role as a member of the Local Pension Board and to familiarise you with the key	ACO People Services Contact Officer: Alison Reed	6 July 2020	Presented

Report Name	Purpose of piece of work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
	aspects of your role in the context of the Scheme(s).			
Review of Key Performance Indicators	To update Members	ACO People Services Contact Officer: Ian Traylor, RCT Pensions Officer	6 July 2020	Presented
Update on Protected Pension Age (PPA)	To update Members	ACO People Services Contact Officer: Alison Reed	6 July 2020	Presented
Update on Internal Dispute Resolution Procedures (IDRP)	To update Members	ACO People Services Contact Officer: Alison Reed	6 July 2020	Presented
Scheme Comparisons	To inform Members	ACO People Services Contact Officer: Alison Reed	6 July 2020	Presented

Report Name	Purpose of piece of work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Training Session for Members	To update Members	ACO People Services Contact Officer: Kim Jeal	6 July 2020	Presented
Report on Local Pension Board – Training Framework, to incorporate information from the TNA exercise	The purpose of the Training Framework is to establish a methodology for ensuring Members are appropriately trained and knowledge and understanding is maintained .	ACO People Services Contact Officer: Alison Reed	19 October 2020	Presented
Report on the Firefighters Pension Scheme 2015 Taper Protections – Legal Challenge	To update the Local Pension Board on the legal appeal to the FBU challenge to the Employment Tribunals judgement to reject the age discrimination claims brought by the Fire Brigades Union.	ACO People Services Contact Officer: Alison Reed	19 October 2020	Presented

Report Name	Purpose of piece of work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Update report on publication of Annual Benefits Statement	To provide Members with an update	ACO People Services Contact Officer: Alison Reed	19 October 2020	Presented
Training Session for Members	To update Members	ACO People Services Contact Officer: Kim Jeal	19 October 2020	Presented
Key Performance Indicators	To update Members	ACO People Services Contact Officer: Ian Traylor, RCT Pensions Officer	25 January 2021	On Agenda
Members Handbook	To update Members	ACO People Services Contact Officer: Alison Reed	25 January 2021	On Agenda

Report Name	Purpose of piece of work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Local Pension Board Training Framework	To update Members	ACO People Services Contact Officer: Alison Reed	25 January 2021	On Agenda
Training Session for Members	To update Members	ACO People Services Contact Officer: Alison Reed	25 January 2021	On Agenda
Update on Pensions Consultation	To update Members on recent consultation.	ACO People Services Contact Officer: Alison Reed	25 January 2021	On Agenda

Dates of meetings – 6 July, 2020, 19 October, 2020, 25 January, 2021

ACO Alison Reed – Director of People Services

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AGENDA ITEM NO 11

**To consider any items of business that the Chairperson deems urgent
(Part 1 or 2)**

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1.	Apologies for Absence	
2.	Declarations of Interest	
	Members of the Fire & Rescue Authority are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct.	
3.	Chairperson's Announcements	
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6.	Local Pension Board - Members Handbook	13
7.	Local Pension Board – January 2021 Training Framework	15
8.	Training Session for Members – To be presented verbally on the day	19
9.	Update on Pensions Consultation – To be Presented verbally on the Day	21
10.	Forward Work Programme for Local Pension Board 2020/2021	23
11.	To consider any items of business that the Chairperson deems urgent (Part 1 or 2)	29