

**WARWICKSHIRE FIRE AND
RESCUE LOCAL PENSION
BOARD OF THE FIREFIGHTERS'
PENSION SCHEME**

11 January 2016

Agenda

The Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme will meet in Committee Room 2, Shire Hall, Warwick on 11 January 2016 on the rising of the Local Pension Board at 3.15pm

- 1. General**
 - i) Apologies**
 - ii) Board Members' Disclosures of Interests** (as stipulated by the Public Sector Pensions Act 2013 and set out in Annex A of the Agreed Board Terms of Reference).
 - iii) Minutes of the Meeting 28 July 2015**
- 2. Administration Update**
- 3. Next Steps**
- 4. Any Other Business**

Jim Graham
Chief Executive
Shire Hall
Warwick

Membership of the Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme

Chair

Keith Bray

Employers' Representatives

Gary Phillips - Deputy Chief Fire Officer

Liz Firmstone - Communities Group - Strategic Finance Manager

Katie Brown - HR Manager (Fire)

Employees' Representatives

Marcus Giles – Fire Brigades Union (Fire and Rescue)

Paul Morley – Fire Officers Association (Fire and Rescue)

Tony Morgan – Retained Firefighters Union

Advisers

John Betts - Head of Finance WCC

Sian Stroud – Senior Solicitor and Team Leader

For general enquiries please contact Paul Williams:

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Minutes of the Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme Meeting on 28 July 2015

Present:

Members

Keith Bray (Chair), Katie Brown, Liz Firmstone, Marcus Giles, Paul Morley, Tony Morgan, Gary Phillips

Officers

John Betts, Head of Finance
Neil Buxton, Pensions Manager
John Galbraith, Senior Solicitor, Pension Fund Services
Paul Williams, Democratic Services Team Leader.

1. General

(1) Apologies

None

(2) Board Members' Disclosures of Interests

None.

(Paul Williams explained that all Board members will be required to sign declarations of interest form. He asked that this be returned to him when completed.)

2. Introductions

Keith Bray, the Chair, welcomed Board members to the meeting introducing himself and explaining that he is also Chair of the Warwickshire Local Pension Board. He outlined his background in local government finance and set out the role expected of him in supporting the committee. It was stressed that the Board "belongs" to its six voting members. It exists to support them and the interests of those they represent.

The meeting reviewed its terms of reference as agreed by the Fire Authority. A number of points were noted, namely,

- The Board exists to act as 'a critical friend' to the fund and its managers.
- The Chair's role is to ensure that all views are heard and to try to secure consensus on matters under discussion..
- The Board has been provided with two advisers (legal and financial). If advice is required from others these can be brought in.

- The Board has a budget but it is important that no costs are incurred that do not add value to its work. The principal focus for local government expenditure should be front-line services.
- Agenda items for Board meetings will need to be identified by members and managers.

Neil Buxton introduced a briefing note that set out current membership of the Firefighters' pension scheme in Warwickshire. In response to a request from Tony Morgan, Neil Buxton agreed to provide details of the split between full-time and retained firefighters who are registered with the fund.

He informed the Board that running costs for the scheme are negligible with less than one full time equivalent post being committed to it. Board members acknowledged the support they receive and singled out Alistair Wickens (Senior Pensions Officer) for commendation. Regarding the support required by the fund it was noted that the main focus is not on the costs involved but in the level of expertise available.

It was stressed to members that the Pension Regulator's Code of Practice (No 14) requires that any breaches of the law must be brought to the attention of the appropriate officers and the Board and reported to the Regulator. It was agreed that the Code of Practice should be sent to all Board members.

3. Aims and Objectives of the Board for 2015/16 – Work Plan for 2015/16

No pressing issues were raised by the Board. However it agreed that it would wish to consider information on grievances and complaints as well as the material sent to members of the pension fund (performance and promotional material).

It was also agreed that it would be useful to see and understand the material sent to pension fund members by the trades unions.

4. Training Needs of Board Members and Feedback from DCLG Fire Pension Board Training

The Board acknowledged that knowledge and skills are essential to its effective operation. The training currently being delivered nationally and attended recently by some members in London is useful (if occasionally overwhelming) but it may be appropriate to commission further training specifically for the Board. It will take time to develop members' level of knowledge and understanding and it is important that Board members know where they can seek guidance if required.

The Chair agreed to contact Clair Alcock at the Local Government Association and request that she consider delivering more training sessions with at least one in the Midlands.

5. Any other Business.

In response to a question from Tony Morgan the meeting was informed that the pension fund is registered.

The board rose at 5.32p.m

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Chair

Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme

11 January 2016

Administration Update

1.0 Benchmarking

- 1.1 At its meeting in July the Board ask the administrator for comparative benchmarking figures for the administration of the Firefighters Pension Schemes.
- 1.2 There is no formal benchmarking club and the administrator contacted three local fire authority administrators with a simple pro-forma. Only one authority replied.
- 1.3 The results are attached at Appendix A

2.0 GAD v Milne

- 2.1 Board members will be aware that commutation factors for retirements between 1 December 2001 and 21 August 2006 had to be reassessed as a result of the above appeal.
- 2.2 The administrator identified 53 cases and gave an indication that if bank details were returned by 11 December 2015 payments would be credited to accounts before Christmas. Fifty replied either before or shortly after the deadline and all payments were made in time for Christmas.

3.0 Annual Benefit Statements

- 3.1 Annual benefit statements were issued to all active firefighters in service 31 March 2015 on 2 October 2015. (See Appendix B)

4.0 Communications

- 4.1 The administrator contributed to a newsletter issued to all firefighters concerning the new pension arrangements.
- 4.2 A member of the Treasury and Pension Group attended five stations for one-to-one sessions with firefighters concerning the new pension arrangements.

5.0 Background Papers

None

	Name	Contact Information
Report Author	Neil Buxton	neilbuxton@warwickshire.gov.uk
Head of Service	John Betts	johnbetts@warwickshire.gov.uk
Strategic Director	David Carter	davidcarter@warwickshire.gov.uk
Portfolio Holder	Cllr Alan Cockburn	cllrcockburn@warwickshire.gov.uk

APPENDIX Ai

Warwickshire County Council

Fire Administration – Benchmarking

ABC Fire authority

In Confidence

No. of FTE staff employed in the administration of the Firefighter Pension Schemes	1
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Administration costs:

< £20k p.a.	>£20k <£40k	>£40k < £50k	>£50k <£60k	>£60k
√				

Payroll Costs: Don't know as contract is with HOST Council.

< £20k p.a.	>£20k <£40k	>£40k < £50k	>£50k < £60k	>£60k

Pension Admin system: (Altair assumed)

<£20k p.a.	>£20k <£40k	>£40k < £50k	>£50k <£60k	>£60k
√				

Membership details:

	1992 scheme	2006 scheme	2015 scheme	Modified retained
Active	110	73	191	46
Preserved Benefits	19	95	0	26
Pensioners	233	2	0	24
Spouse dependents /	37	1	0	0

Movements during the year: (movements from 31/03/2015 to 31/10/2015)

Retirements	7
New starters	248
Optants out	2
Refunds	0
Preserved Benefits	2
Transfers out	Can't provide as don't hold separate tasks to Local Government
Transfers in	Can't provide as don't hold separate tasks to Local Government
Paying additional contributions	Can't provide as don't hold separate tasks to Local Government
Estimates	Can't provide as don't hold separate tasks to Local Government

Industry Standards:

Industry Standard PIs	Target	Achieved %
Letter detailing transfer in quote	10 days	Can't provide as don't hold separate tasks to Local Government
Letter detailing transfer out quote	10 days	Can't provide as don't hold separate tasks to Local Government
Process and pay refund	5 days	Can't provide as don't hold separate tasks to Local Government
Letter notifying estimate of retirement benefit	10 days	Can't provide as don't hold separate tasks to Local Government
Letter notifying actual retirement benefit	5 days	Can't provide as don't hold separate tasks to Local Government
Process and pay commuted lump sum	5 days	Can't provide as don't hold separate tasks to Local Government
Letter acknowledging death of member	5 days	Can't provide as don't hold separate tasks to Local Government
Letter notifying amount of dependant's benefits	5 days	Can't provide as don't hold separate tasks to Local Government
Calculate and notify deferred benefits	10 days	Can't provide as don't hold separate tasks to Local Government

Date Annual Benefit Statement issued to Active members:	29/09/2015
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APPENDIX Aii

Warwickshire County Council

Fire Administration – Benchmarking

Warwickshire Fire and Rescue

In Confidence

No. of FTE staff employed in the administration of the Firefighter Pension Schemes	1
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Administration costs:

< £20k p.a.	>£20k <£40k	>£40k < £50k	>£50k <£60k	>£60k
	X			

Payroll Costs: not identified contract with WCC

< £20k p.a.	>£20k <£40k	>£40k < £50k	>£50k < £60k	>£60k

Pension Admin system: (Altair assumed)

<£20k p.a.	>£20k <£40k	>£40k < £50k	>£50k <£60k	>£60k
X				

Membership details:

	1992 scheme	2006 scheme	2015 scheme	Modified retained
Active	113	13	235	8
Preserved Benefits	30	89	-	12
Pensioners	335	2	-	9
Spouse dependents /	44	5	-	-

Movements during the year:

Retirements	14
New starters	4 (plus 231 new scheme starters)
Optants out	12
Refunds	-
Preserved Benefits	13
Transfers out	2 (inter-brigade)
Transfers in	1 (inter-brigade)
Paying additional contributions	-
Estimates	Unable to differentiate from LGPS task

Industry Standards:

Industry Standard PIs	Target	Achieved %
Letter detailing transfer in quote	10 days	-
Letter detailing transfer out quote	10 days	0
Process and pay refund	5 days	-
Letter notifying estimate of retirement benefit	10 days	Unable to differentiate from LGPS task
Letter notifying actual retirement benefit	5 days	100%
Process and pay commuted lump sum	5 days	100%
Letter acknowledging death of member	5 days	100%
Letter notifying amount of dependant's benefits	5 days	0
Calculate and notify deferred benefits	10 days	66%

Date Annual Benefit Statement issued to Active members:	02/10/2015
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1
Personal Benefit Statement

2 3 4
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6
7
10

Issue Date: 11

Personal Details

Full Name	12 4
Date of Birth	13
National Insurance Number	14
Payroll Reference	15
Role	16
Pensionable Pay	£18
Current Working Hours	5051
300	
Notional Start Date	17
301	

It is important that the details above are correct as any inaccuracies will affect all of the calculations below. If any of the above details are incorrect please inform the pensions office using pensions@warwickshire.gov.uk.

**Present Value of Benefits
Assuming Service up to 19**

Total Service	20 Years 21 Days	
Pension	£22	(per annum)
Spouses Pension	£23	(per annum)

**Value of Death Benefits
Assuming Service up to 19**

Death Grant	£24	
Spouses Pension for first 13 weeks	£25	(per week)
Thereafter	£26	(per annum)

Break in Service Details

Break Start Date	Break End Date	Reason for Break	Period of Break Years/Days
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389

369 ~~3650~~

401

402

403

370 ~~3704~~

405

406

407

388

372 ~~3708~~

409

410

411

374 ~~3712~~

413

414

415

376 ~~3716~~

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418

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378 ~~3720~~

421

422

423

