

**Minutes of the meeting of the Local Pension Board held on 11 January 2018 at  
Fire and Rescue Headquarters, St Asaph Business Park**

PRESENT

Richard Fairhead, ACFO, Association of Principal Fire Officers, Employee Representative  
(Chair)

Cllr Bryan Apsley, Employer Representative

Julie Brown, Head of Finance, Advisor

Parry Davies, Fire Brigades Union, Employee Representative

Geraint Hughes, Fire Officers' Association, Employee Representative

Cllr John Brynmor Hughes, Employer Representative

Blythe Roberts, Fire Brigades Union, Employee Representative

Paul Scott, Fire Officers' Association, Employee Representative

Cllr J Rodney Skelland, Employer Representative

Alwen Davies, Members' Liaison Officer, Minute Taker

APOLOGIES

Ruth Simmons, ACFO, Association of Principal Fire Officers, Employee Representative

1 DECLARATIONS OF INTEREST

1.1 None.

2 MINUTES OF THE LAST MEETING AND MATTERS ARISING

2.1 The minutes of the meeting held on 7 April 2017 were approved as a correct record and there were no matters arising.

2.2 In relation to the training aspect, it was confirmed that the training needs analysis and accompanying documentation would be resent to all members.

3 MAINTAINING MEMBER CONTRIBUTIONS MODULE

3.1 The Head of Finance led members through the maintaining member contributions module and thereafter the assessment was successfully completed.

3.2 The learning objectives were:

- the importance of maintaining and monitoring contributions
- the legal requirements for maintaining contributions
- what should be recorded so that the scheme can monitor the payment of contributions
- how to monitor the payment of contributions
- how to manage overdue contributions
- dealing with payment failures.

#### 4 PROVIDING INFORMATION TO MEMBERS AND OTHERS MODULE

4.1 The Head of Finance led members through the providing information to members and others module and thereafter the assessment was successfully completed.

4.2 The learning objectives were:

- the legal requirements around providing information to members and others
- who is entitled to the information
- what information must be provided
- when information must be provided
- how information should be provided
- the importance of having effective systems for providing information.

#### 5 UPDATE ON INFORMATION SUPPLIED TO MEMBERS

5.1 The Head of Finance informed members that pension information is made available to staff via internal publications such as the staff weekly brief and the staff magazine Y Fflam. The information is repeated for several weeks in order to ensure staff are able to understand it and make enquiries where necessary.

5.2 Members are also able to access their own pension records online and their annual benefits statement and this is their opportunity to ensure their details are correct. In May 2016, an internal audit was undertaken looking at data accuracy; consideration will be made as to the regularity of such an audit.

5.3 It was suggested that the pension seminar for people who are about to retire should be held three years in advance of their proposed retirement date in order for them to be able to plan accordingly. Members also felt that it would be useful if the Local Pension Board published a newsletter on its work so that staff are aware that such a Board is in place. It was noted, however, that there is a section on the Authority's website dedicated to the Local Pension Board.

#### 6 LPB DOCUMENTATION

6.1 Members were reminded that the LPB section on the Authority's website holds the following documentation:

- Terms of Reference
- North Wales Fire and Rescue Service policy and procedure for reporting Breaches of the Law to the Pensions Regulator
- Conflict of Interest policy
- Annual reports
- Agenda and minutes of meetings.

## 7 PENSIONS REGULATOR GOVERNANCE SURVEY

7.1 The Head of Finance informed members that the Pensions Regulator had issued a governance survey in the Autumn; ACFO Fairhead and the Head of Finance had completed it on behalf of the LPB and copies were available for members.

7.2 It was noted that Local Pension Board issues are looked at by the Scheme Advisory Board in Wales and the Pensions Regulator.

## 8 A O B

8.1 Parry Davies enquired about the minimum number of meetings per year which was currently set at two. Following discussion it was agreed that meetings would be held in April, September and January.

## 9 SCHEME ADVISORY BOARD UPDATE

9.1 Paul Scott attended the last meeting of the Scheme Advisory Board; he informed members that the scheme is currently undergoing a revaluation by the Government Actuary Department and a response for additional pension data and feedback on assumptions have been submitted to the Welsh Government.