

COMMISSIONERS FOR FIRE & RESCUE SERVICE

Papers for the Local Pension Board Committee to be held on:

Wednesday 3 July 2024, 1000hrs

**In person at South Wales Fire & Rescue Service Headquarters,
Forest View Business Park, Llantrisant, CF72 8LX**

Or

Remotely via MS Teams

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

Link: <https://bit.ly/LocalPensionBoard-03-07-24>

**Any issues please contact
01443 232000 and ask for Governance Support**

A G E N D A

1. Apologies for Absence
2. Declarations of Interest

Commissioners 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 South Wales Fire and Rescue Authority (Exercise of Functions) (Wales) Directions 2024 and the Local Government Act 2000.

3. Chairperson's Announcements

REPORTS FOR DECISION

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Signature of Monitoring Officer:

Handwritten signature of E. G. Neathhead in black ink.

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN

SOUTH WALES FIRE & RESCUE SERVICE

AGENDA ITEM NO 4
3 JULY 2024

LOCAL PENSION BOARD COMMITTEE

APPOINTMENT OF NEW CHAIR AND REVIEW OF THE LOCAL PENSION BOARD TERMS OF REFERENCE (ToR)

THIS REPORT IS FOR DECISION

REPORT OF THE ACO PEOPLE SERVICES, ALISON REED
REPORT PRESENTED BY DIRECTOR OF PEOPLE SERVICES, ALISON REED

SUMMARY

This report confirms the appointment of a new Chair of the Local Pension Board with immediate effect.

This report also invites Members to review the Terms of Reference (ToR) for the Local Pension Board as set out in the Members Handbook.

RECOMMENDATIONS

1. That Members confirm the appointment of the new Chair, namely Dean Loader who is the Assistant Chief Fire Officer (ACFO) Operational Response.
2. That Members review the Terms of Reference (ToR) for the Local Pension Board, contained in the Members Handbook, pages 6 – 12 at Appendix A.

1. BACKGROUND – APPOINTMENT OF NEW CHAIR

- 1.1 Following the appointment of the Board of Commissioners, the role of Scheme Manager has been delegated to the Director of People Services. As a result, the ACFO Operational Response, Dean Loader has been appointed to chair the Local Pension Board.

2. BACKGROUND – TERMS OF REFERENCE

- 2.1 Terms of Reference (ToR) define the purpose and structures of a project, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to achieve a shared goal.

2.2 Terms of Reference provide a documented basis for making future decisions and for confirming or developing a common understanding of the scope among stakeholders.

2.3 Terms of Reference should include the following:-

- Objectives, scope and deliverables (i.e. what has to be achieved)
- Roles and responsibilities (i.e. who will take part in it)
- Resources (i.e. how it will be achieved)

3. ISSUES

3.1 It is good practice to review the Terms of Reference regularly. Members of the Board are invited to review the Terms of Reference and provide comments at the meeting.

3.2 The Firefighter Pension Scheme (Wales) Regulations 2015 state “no member or officer of an authority responsible for the discharge of any function of these regulations (apart from any function relating to a local pension board or the Firefighters’ Pension Scheme Advisory Board for Wales) may be a member of a local pension board”.

4. IMPLICATIONS

4.1 Community and Environment

4.1.1 There are no additional financial issues arising as a result of this report.

4.2 Regulatory, Strategy and Policy

4.2.1 The requirement to establish a local pension board is set out in scheme regulations.

4.3 Resources, Assets and Delivery

4.3.1 The recommendations in this report do not present any additional requirements in terms of resourcing, assets and delivery.

5. EVALUATION & CONCLUSIONS

5.1 As noted in this report, scheme regulations state that each Scheme Manager must establish a local pension board. It is also good practice to review ToR on a regular basis and therefore it is our intention to diarise a review on an annual basis.

6. RECOMMENDATIONS

- 6.1 That Members confirm the appointment of the new Chair, namely Dean Loader who is the Assistant Chief Fire Officer (ACFO) Operational Response.
- 6.2 That Members review the Terms of Reference (ToR) for the Local Pension Board, contained in the Members Handbook, pages 6 – 12 at Appendix A.

Contact Officer:	Alison Reed Director of People Services
Background Papers	Appendix A – Members Handbook LGA Scheme Manager Guidance Note

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APPENDIX A**SOUTH WALES****FIRE & RESCUE SERVICE****LOCAL PENSIONS BOARD****MEMBERS HANDBOOK**

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Chapter 1

Chairs Welcome

Welcome to the South Wales Fire & Rescue Service Local Pension Board (LPB) Members Handbook. The purpose of the handbook is to provide you with a one-stop-shop of the relevant information you need to allow you to discharge your duties as an LPB member.

We each play a key role as members of the LPB and, as such, it is the role of the LPB to provide oversight and assistance on Firefighter Pensions to the Scheme Manager. Accordingly, the Local Pension Board is not a decision-making body in relation to scheme management and administration but makes recommendations to assist in such activities.

I am grateful for your continued support, and I hope you find this handbook a useful addition to your toolkit.

DEAN LOADER

CHAIR OF LOCAL PENSION BOARD

Chapter 2

Membership of the Local Pension Board

The Local Pension Board shall comprise the following: -

- (a) 3 employer representatives
- (b) 3 scheme member representatives
- (c) Scheme advisors as appropriate
- (d) Chair – neither Employee or Employer representative

Named substitutes will be permitted and will be required to attend training events and will receive all paperwork for each meeting.

The Scheme Manager shall make appropriate arrangements for the establishment of the membership of the Pension Board.

No elected member or officer of the Scheme Manager who is responsible for the discharge of any function for the Firefighters' Pension Scheme(s) may be a member of the South Wales Fire and Rescue Service Local Pension Board.

Term of Office

Members appointed remain members as long as they are eligible, and to assist in continuity of experience on the Local Pension Board.

Attendance

Each Board member should endeavour to attend all Local Pension Board meetings during the year. In the event of consistent non-attendance by any Board member, then the tenure of that membership should be reviewed by the other Board members in liaison with the Scheme Manager.

Other than by ceasing to be eligible as set out above, a Board member may only be removed from office during a term of appointment by the unanimous agreement of all of the other members.

The Local Pension Board may, with the approval of the Scheme Manager, co-opt persons who are not members of the Board to serve on sub-committees, particularly where this would add skills and experience. Notwithstanding the appointment of co-opted members, the majority of the Board shall be comprised of employer and Scheme member representatives, represented in equal number.

Quorum

At least four people must be present, including the Chair with at least one employee representative being present.

Advisers and co-opted persons do not count towards the quorum.

Conflicts of Interest

The policy for identifying conflicts of interest is set out in a separate statement.

Local Pension Board Review Process

The Local Pension Board will undertake each year a formal review process to assess how well it and its committees, and the members are performing with a view to seeking continuous improvement in the Board's performance.

Chapter 3

Terms of Reference

1. INTRODUCTION

The purpose of this document is to set out the Terms of Reference for the Local Pension Board (Firefighters' Pension Fund). Appendix 'A' establishes the relationship between the Scheme Manager and the Local Pension Board.

The Local Pension Board will exercise all its powers and duties in accordance with the law and the Terms of Reference.

The Local Pension Board is providing oversight and assistance to the Scheme Manager. Accordingly, the Local Pension Board is not a decision-making body in relation to scheme management and administration but merely makes recommendations to assist in such activities.

2. ROLE OF THE LOCAL PENSION BOARD

The role of the Local Pension Board as defined by Sections 5 (1) and (2) of the Public Service Pensions Act 2013, is to:

Assist the Scheme Manager:

- To secure compliance with the Firefighters' Pension Scheme(s) regulations and any other legislation relating to the governance and administration of the Firefighters' Pensions Scheme(s)
- To secure compliance with requirements imposed in relation to the Firefighters' Pension Scheme(s) by the Pension Regulator
- To secure effective and efficient governance and administration of the Firefighters' Pension Schemes
- In such other matters as the Firefighters' Pension Scheme(s) regulations may specify

Secure the effective and efficient governance and administration of the Firefighters' Pension Scheme(s) for the Scheme Manager (Firefighters' Pension Fund)

Provide the Scheme Manager with such information as it requires to ensure that any member of the Local Pension Board or person to be appointed to the Local Pension Board does not have a conflict of interest.

The role of the Local Pension Board will be confined to these matters and not decision making.

The Local Pension Board will ensure it effectively and efficiently complies with the code of practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

The Local Pension Board will also help ensure that the Firefighters' Pension Scheme(s) are managed and administered effectively and efficiently and complies with the code of practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

The Local Pension Board shall meet sufficiently regularly to discharge its duties and responsibilities effectively, and at least 3 times per municipal year.

Minutes of each meeting will be e-mailed to Members. In addition, reports and recommendations will be made to the Scheme Manager insofar as they relate to the role of the Local Pension Board.

3. APPOINTMENT OF MEMBERS OF THE LOCAL PENSION BOARD

The process for selecting members of the Local Pension Board is set out below.

The Local Pension Board shall comprise:-

- 3 employer representatives
- 3 scheme member representatives
- Scheme advisors as appropriate
- Chair – neither Employee or Employer representative

Named substitutes will be permitted and will be required to attend training events and will receive all paperwork for each meeting.

The Scheme Manager shall make appropriate arrangements for the establishment of the membership of the Pension Board.

No elected member or officer of the Scheme Manager who is responsible for the discharge of any function for the Firefighters' Pension Scheme(s) may be a member of the Local Pension Board.

The Scheme Manager must be satisfied that: -

- a person to be appointed to the Pension Board as an Employer Representative has the capacity (i.e., time and resources) to represent the employer on the Pension Board; and

- a person to be appointed as a Scheme Member Representative has the capacity to represent members on the Pension Boards; and
- a person to be appointed as an Independent Member / Chair has the capacity to fulfil this role on the Pension Board.

Each Employer Representative and Scheme Member Representative will have an individual voting right.

The Scheme Manager must be satisfied that any person to be appointed as a member of the Pension Board does not have a conflict of interest.

Pension Board members must endeavor to attend all Pension Board meetings and meet key attendance and training requirements to retain their membership during the period of their appointment to the Pension Board.

Employee and employer representatives shall be appointed in equal number and shall together form the majority of the Local Pension Board's membership.

The Chair of the Local Pension Board will be the Assistant Chief Fire Officer, Operational Response. It will be the role of the Chair to ensure that all members of the Board show due respect for the process, that all views are fully heard and considered and to determine when consensus has been met.

Term of Office

Members appointed remain members as long as they are eligible, and to assist in continuity of experience on the Local Pension Board.

Attendance

Each Board member should endeavour to attend all Local Pension Board meetings during the year. In the event of consistent non-attendance by any Board member, then the tenure of that membership should be reviewed by the other Board members in liaison with the Scheme Manager.

Other than by ceasing to be eligible as set out above, a Board member may only be removed from office during a term of appointment by the unanimous agreement of all of the other members.

The Local Pension Board may, with the approval of the Scheme Manager, co-opt persons who are not members of the Board to serve on sub-committees, particularly where this would add skills and experience. Notwithstanding the appointment of co-opted members, the majority of the Board shall be comprised of employer and Scheme member representatives, represented in equal number.

4. QUORUM

At least four people must be present, including the Chair with at least one employee representative being present.

Advisers and co-opted persons do not count towards the quorum.

5. CONFLICTS OF INTEREST

The policy for identifying conflicts of interest is set out in a separate statement.

6. LOCAL PENSION BOARD REVIEW PROCESS

The Local Pension Board will undertake each year a formal review process to assess how well it and its committees, and the members are performing with a view to seeking continuous improvement in the Board's performance. This will take the format of an annual report to the Board of Commissioners.

7. ADVISERS TO THE LOCAL PENSION BOARD

The Local Pension Board may make use of advisers from time to time, subject to any applicable regulation and legislation in force, but this will be optional resource subject to budget agreements.

8. KNOWLEDGE AND SKILLS

A member of the Local Pension Board must be conversant with: -

- (a) The legislation and associated guidance of the Firefighters' Pension Scheme(s)
- (b) Any document recording policy about the administration of the Firefighters' Pension Scheme(s) which is for the time being adopted by the Scheme Manager (Firefighters' Pension Fund).

A member of the Local Pension Board must have knowledge and understanding of: -

- The law relation to pensions, and
- Any other matters which are prescribed in regulations

It is for the individual Local Pension Board members to be satisfied that they have the appropriate degree of knowledge and understanding to enable them to properly exercise their functions as a member of the Local Pension Board.

In line with this requirement, Pension Board members are required to be able to demonstrate their knowledge and understanding and to refresh and keep their knowledge up to date. Pension Board members are therefore required to maintain a written record of relevant training and development.

Local Pension Board members will undertake a personal training needs analysis and regularly review their skills, competencies, and knowledge to identify gaps or weaknesses.

Local Pension Board members will comply with the Scheme Manager's training policy.

9. LOCAL BOARD MEETINGS – NOTICE AND MINUTES

The Scheme Manager shall give notice to all Local Pension Board members of every meeting of the Pension Board.

The Scheme Manager shall ensure that a formal record of Local Pension Board proceedings is maintained.

Following the approval of the minutes by the Chair of the Local Pension Board, they shall be circulated to all Members of the Board.

There will be a minimum of three Local Pension Board meetings per year.

10. REMIT OF THE LOCAL PENSION BOARD

The Local Pension Board must assist the Scheme Manager with such other matters as the scheme regulations may specify. It is for scheme regulations and the Scheme Manager to determine precisely what the Local Pension Board's role entails.

11. STANDARDS OF CONDUCT

The role of Local Pension Board members requires the highest standards of conduct and therefore the 'seven principles of public life' will be applied to all Local Pension Board members. There are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.

12. DECISION MAKING

Each member of the Local Pension Board will have an individual voting right, but it is expected the Local Pension Board will as far as possible reach a consensus. The Chair of the Local Pension Board will have the final 'casting' vote which will be reported to the Scheme Manager.

13. PUBLICATION OF LOCAL PENSION BOARD INFORMATION

Scheme members and other interested parties will want to know that the Firefighters' Pensions Fund is being efficiently and effectively managed. They will also want to be confident that the Local Pension Board is properly constituted, trained and competent in order to comply with scheme regulations, the governance and administration of the scheme and requirements of the Pension Regulator.

Local Pension Board papers, agendas and minutes of meetings will be published on the South Wales Fire and Rescue Service website. These may at the discretion of the Scheme Manager be edited to exclude items on the grounds that they would either involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A (2) of that Act and/or they represent data covered by the Data Protection Act 1998.

The Scheme Manager will also consider requests for additional information to be published or made available to individual scheme members to encourage scheme member engagement and promote a culture of openness and transparency.

14. ACCOUNTABILITY

The Local Pension Board will be collectively and individually accountable to the Scheme Manager.

15. EXPENSE REIMBURSEMENT (REMUNERATION AND ALLOWANCES)

LPB members do not receive any remuneration for their role.

16. REPORTING BREACHES

Any breach brought to the attention of the Local Pension Board, whether potential or actual, shall be dealt with in accordance with the procedure set out in a separate policy document, and would be dealt with through the appropriate channels currently in existence.

17. INTERPRETATION

Any uncertainty or ambiguity or interpretation required relating to any matters contained in this document shall be resolved by reference to the Scheme Manager.

18. DEFINITIONS

- The term 'Local Pension Board' means the Local Pension Board for the South Wales Fire and Rescue Service, administering authority for the Firefighters' Pension Fund as required under the Public Service Pensions Act 2013.

- 'Scheme Manager' means the Director of People Services as the administering authority for the Firefighters' Pension Fund.
- 'Chair' refers to duties to be performed, or authorities exercised, by the Chair.
- 'Scheme' means the Firefighters' Pension Scheme 1992, the New Firefighters Pension Scheme 2007, Firefighters Compensation Scheme, RDS Modified Scheme and New Firefighters Pension Scheme 2015.

Chapter 4

The Pensions Regulator Guide to the Code of Practice 14

1. This code of practice is issued by The Pensions Regulator ('the regulator'), the body that regulates occupational and personal pension schemes provided through employers.
2. The regulator's statutory objectives are to:
 - protect the benefits of pension scheme members
 - reduce the risks of calls on the Pension Protection Fund (PPF)
 - promote, and improve understanding of, the good administration of work-based pension schemes
 - maximise compliance with the duties and safeguards of the Pensions Act 2008
 - minimise any adverse impact on the sustainable growth of an employer (in relation to the exercise of the regulator's functions under Part 3 of the Pensions Act 2004 only).
3. The regulator has a number of regulatory tools, including issuing codes of practice, to enable it to meet its statutory objectives.
4. Codes of practice provide practical guidance in relation to the exercise of functions under relevant pensions legislation and set out the standards of conduct and practice expected from those who exercise those functions.

Please use the link below to review the Pensions Regulator Code of Practice.

<https://www.thepensionsregulator.gov.uk/en/document-library/codes-of-practice/code-14-public-service-pension-code-of-practice>

Chapter 5

The Pensions Regulator Quick Guide to

Public Service Pension Boards

The Public Service Pensions Act 2013 and the Public Service Pensions Act (Northern Ireland) 2014 require pension boards to be established for the public service pension schemes.

These are initially the schemes for civil servants, armed forces, health service workers, teachers, judiciary, police, firefighters and local government workers, teachers, judiciary, police, firefighters, and local government workers. In due course it may also include some public body schemes.

The role of each board is to help ensure each scheme complies with governance and administration requirements. They may have additional duties if scheme or other regulations so specify.

Pension boards need to have an equal number of employer representatives and member representatives. They may also have other types of members, such as independent experts. All pension board members have a duty to act in accordance with scheme regulations and other governing documents.

Scheme regulations (or scheme-specific guidance) may provide further detail on the scope of the pension board and how it should operate, for example how many pension board members need to attend a meeting and how often it should meet.

Scheme governance and administration

Scheme managers are responsible for the key areas of governance and administration including.

- Managing risks and ensuring there are adequate internal controls
- Keeping records and ensuring the quality of member data
- Ensuring the correct contributions are paid to the scheme
- Managing conflicts of interest
- Publishing information about the board
- Communicating information to members
- Resolving disputes and reporting certain breaches of the law
- Pension boards are responsible for assisting the scheme managers in securing compliance with the scheme regulations and other legislation relating to the governance and administration of the scheme, including the matters listed above. The nature of this role in assisting scheme managers varies from scheme to scheme. The remit of pension boards is clarified by the scheme regulations or scheme-specific guidance.

Pension board meetings

Pension board meetings are formal, minuted occasions, where the status of the scheme and associated issues are reviewed, and recommendations are made concerning the standards of scheme governance and administration.

There may be standard items on the agenda at every meeting, with extra items added as needed. There should be adequate time to deal with each issue on the agenda. If a board member feels that any particular subject is not being given enough time, they should highlight this as a concern.

Who boards will work with

In the schemes with local administration (the police and firefighters' schemes in England and Wales, and the local government schemes in England, Scotland, and Wales), the national scheme advisory board monitors standards across the entire scheme and advises scheme managers and pension boards on improving effectiveness and efficiency of the scheme and any pension fund of the scheme.

In local government pension schemes which have investment funds, the scheme manager will be responsible for administering, investing and managing the pension fund and may delegate these responsibilities to a committee, an officer or an investment manager (as appropriate). The pension board will assist the scheme manager. The board's role will vary from scheme to scheme, but is likely to generally consist of scrutiny, oversight and/or assurance. In Scotland, regulations have given pension boards specific powers to monitor investments.

The scheme managers are: -

- The administering authorities in the local government scheme
- The chief police officers, and various others, in the police scheme
- A fire and rescue authority board/Scheme Manager
- A relevant minister or secretary of state
- A Northern Ireland department

Publishing information about the board

In order to demonstrate that the scheme is being run effectively and efficiently, specific information on the pension board should be published and made easily accessible to scheme members. All information should be kept up-to-date and encompass factors such as:

- The full terms and conditions for the board
- Who the board members are
- How members are represented on the board
- The responsibilities of the board as a whole
- The pension board appointment process

- Who each individual pension board member represent

Help from The Pensions Regulator

Our website provides guidance to help pension board members carry out their role effectively. See <https://www.thepensionsregulator.gov.uk/en/public-service-pension-schemes>

We also provide learning resources in the form of a 'Public service toolkit' at www.pensionseducationportal.com

Board members should become familiar with our code of practice for public service schemes, which provides further guidance on governance and administration. It can be found at www.tpr.gov.uk/code14.

Other sources of help

Other sources that may provide information or assistance to pension boards include the following: -

- Scheme advisory boards may provide advice to the local government, firefighters' and police schemes on the effective and efficient administration and management of their scheme and any pension fund of the scheme.
- Employer associations, such as the Local Government Association and the NHS Confederation, may provide information and assistance to employer representatives.
- Trade unions and the Police Federation may provide information and assistance to member representatives.
- The Chartered Institute of Public Finance and Accountancy (CIPFA), a public finance accountancy body, is active in the local government pension schemes, providing advice and setting standards – see www.cipfa.org
- The Pensions Ombudsman attempts to resolve disputes which scheme managers and trustees have failed to resolve. It also provides free information on pensions governance – see www.pensions-ombudsman.org.uk
- Pensions Management Institute (PMI) provides a range of professional qualifications and training for pensions professionals – see www.pensions-pmi.org.uk
- Pensions and Lifetime Savings Association (PLAS) represents funded pension schemes and their advisers. It also provides pension training courses – see www.plsa.co.uk

How to contact us

The Pensions Regulator, Napier House, Trafalgar Place, Brighton, BN1 4DW

customersupport@tpr.gov.uk, www.tpr.gov.uk, www.pensionseducationportal.com

Free online learning for those running public service schemes

Chapter 6

The Pensions Regulator – Conflicts of Interest

Conflicts of interest at a glance

1. The management of conflicts of interest is key to good scheme governance. While The Pensions Regulator recognizes that many schemes have robust procedures, evidence suggests that there are aspects of conflicts management where further attention is required.
2. This guidance aims to provide educational support, particularly to smaller schemes, with a view to both sharing good practice and raising standards, in line with one of the regulator's statutory objectives.
3. This guidance acknowledges that there are certain aspects of the law relating to conflicts of interest which are unclear. This guidance concentrates on the governance aspects of conflicts management. It is not a substitute for taking legal advice.
4. A conflict of interest may arise when a fiduciary (which includes a trustee) is required to take a decision where:
 1. The fiduciary is obliged to act in the best interests of his beneficiary and
 2. Another fiduciary duty owed to a different beneficiary in relation to that decision, giving rise to a possible conflict with his first fiduciary duty ^[2], which needs to be properly addressed.

Such a conflict can inhibit open discussions or result in decisions, actions or inactions that are not in the best interests of beneficiaries. This, in turn, may result in the trustees acting improperly, lead to a perception that the trustees have acted improperly, and may invalidate a decision or transaction.

5. Conflicts of interest may be classified as either real conflicts or potential conflicts ^[3].
6. Broadly, when considering conflicts of interest, this should be done in three stages:
 1. **Identification** - for any conflicts management procedure to be successful it must include a process for identifying conflicts.
 2. **Monitoring** and
 3. **Managing**.

It is the third stage which is particularly difficult. The law relating to conflicts of interests is complex and comes from a variety of sources including common law (case law), the rules of equity and trust law, and pensions and general

legislation. When trustees consider how best to manage a conflict, the role of the legal adviser is important.

7. The regulator recognizes that it can be beneficial to appoint senior staff from the sponsoring employer as trustees, particularly in terms of knowledge, expertise and experience. However, conflicts are inherently likely to arise before and after appointing such individuals as trustees. It is therefore vital that those conflicts are appropriately identified, monitored, and managed.
8. Throughout this guidance reference to 'employer' may include members of the employer group and other parties with a financial interest in the scheme.
9. Clearly the way in which conflicts are managed will be case specific and may reflect the nature or scale of the conflict. This may include the use of a number of measures (provided such measures are permitted by the scheme's legal framework). Some conflicts of interest may be so acute or pervasive that it would be better to avoid them entirely, for example, the acutely conflicted trustee could resign. In such circumstances they could be replaced, as appropriate, by the appointment of an independent trustee.
10. There are potential risks with any approach. When seeking to manage a non-trivial conflict of interest, and where the conflict could have the potential to be detrimental to the conduct or decisions of the trustees, the regulator would expect trustees to seriously consider obtaining independent advice from a lawyer when considering any option. Trustees should therefore assess the nature of the conflict being managed and the risk or threat to decision-making.
11. Trustees also need to ensure that adviser conflicts, which may affect the independence of advice, are identified and appropriately managed.
12. There should be a culture of openness: disclosure of conflicts should be embraced, not ignored. We expect all conflicts of interest to be resolved sensibly. Where a conflict comes to the attention of the regulator and the regulator considers that it is not being managed appropriately, we will take appropriate action. In some circumstances this might include the replacement of a trustee(s) and/or the appointment of an independent trustee.

Footnotes for this section

- [1] Section 5(1) (d) Pensions Act 2004 – 'to promote, and to improve the understanding of, the good administration of work-based pension schemes.'
- [2] Such conflicts of interest may affect not only trustees but also directors, agents, professional advisers, and others.
- [3] Unless otherwise stated, references to 'conflicts of interest' include real and/or potential conflicts.
- [4] All examples in this guidance are for illustrative purposes only and do not negate the trustees' duty to seek independent legal advice where appropriate. All conflicts scenarios are scheme specific and fact dependent and should be discussed with a legal adviser.

- [5] The regulator would also expect trustees to seriously consider seeking legal advice if they are in any doubt whether or not a conflict is non-trivial or whether or not it could have the potential to be detrimental to the conduct or decisions taken by the trustees.

Full guidance can be accessed here:

<https://www.thepensionsregulator.gov.uk/en/document-library/regulatory-guidance/conflicts-of-interest#091e243bd87746baa0e887e51fe53935>

Firefighter Pensions Schemes – Chapters 7 – 11

Whilst the below affords information on all Firefighter Pension Schemes, it is worth noting that from April 2022 the only active Firefighter Pension Scheme is the Firefighters Pension Scheme (Wales) 2015. All the other schemes closed to future accruals on the 31st March 2022, although some individuals will maintain a link back to their previous legacy scheme for pension entitlement purposes.

Chapter 7: A Guide to the Firefighters Pension Scheme 1992

<http://www.legislation.gov.uk/ukxi/1992/129/schedule/2/made>

Chapter 8: A Guide to the Firefighters' Compensation Scheme 2006

http://www.legislation.gov.uk/ukxi/2006/1811/pdfs/ukxi_20061811_en.pdf

Chapter 9: A Guide to the New Firefighters Pension Scheme 2006 (England) and 2007 (Wales)

http://www.legislation.gov.uk/ukxi/2006/3432/pdfs/ukxi_20063432_en.pdf
<http://www.legislation.gov.uk/wsi/2007/1072/contents/made>

Chapter 10: A Guide to the Firefighters Pension Scheme (Wales) 2015

<http://www.legislation.gov.uk/wsi/2015/622/contents/made>

Chapter 11: A Guide to the Retained Firefighters Modified Pension Scheme

<https://www.fpsregs.org/images/RDS/8.Schemeguide.pdf>

Chapter 12

Fire Pension Schemes Comparison

FIREFIGHTERS' PENSION SCHEMES

Comparison between 1992, 2007, 2015 (Wales) & Modified Schemes

Feature	FPS 1992	FPS 2007	FPS (Wales) 2015	Modified
Basis of pension	Final salary	Final salary	Career Average Revalued Earnings (CARE)	Final salary
Accrual rate	1/60 th (2/60 th after 20 years)	1/60 th	1/61.4 th	1/45 th
Benefit/Membership cap	40/60 th	45 years	None	30 years
Revaluation rate	n/a	n/a	Average Weekly Earnings	n/a
Contribution rate	Tiered 2015/16 11.0%-17.0%	Tiered 2015/16 8.5%-12.5%	Tiered 2015: 10.0%-14.5%	Tiered 2015/16: 11.0%-17.0%
Normal pension age	55	60	60-Subject to regular review	55
Deferred retirement age	60	65	Linked to State Pension Age	60
Lump sum option	Age related commutation factors	Commute £1 of pension for £12 lump sum	Commute £1 of pension for £12 lump sum	Age related commutation factors
Ill-health provision	Banded on the length of service	Lower tier: 1/60 th accrued membership Higher tier: basic plus enhancement	Lower tier: 1/59.7 th accrued membership Higher tier: basic plus enhancement	Lower tier: 1/60 th accrued membership Higher tier: basic plus enhancement
Indexation of pension in payment	Consumer Price Index (CPI)	CPI	CPI	CPI
Cohabiting partner pension	No	Yes	Yes	Yes
Death in Service Death Grant	2 x pensionable pay	3 x pensionable pay	3 x pensionable pay	2 x pensionable pay
Death Grant where member dies within 5 years of retirement	No	Yes	Yes	Yes
Widow(er)s pension ceases on re-marriage	Yes	No	No	No

Chapter 13

The Pensions Regulator - Reporting Breaches of the Law

Key points

- Certain people involved with public service schemes must inform us of breaches of the law where that breach is likely to be of material significance to us.
- When deciding whether a breach is likely to be of material significance to us, those under a duty to report should consider the cause, effect, reaction to and wider implications of the breach.
- You should establish adequate procedures that enable breaches to be considered and reported.
- You must submit reports in writing and should provide as much useful information as possible.

The duty to report

Certain people must report breaches of the law to us where they have reasonable cause to believe that:

- a legal duty relevant to the administration of the scheme hasn't been or isn't being complied with this could relate for instance to keeping records, internal controls, calculating benefits and, for funded schemes, includes investment governance and administration matters
- this failure to comply is likely to be of 'material significance' to us

Who needs to report breaches

The following people need to report breaches of the law:

- managers of the scheme
- pension board members
- any other person involved in the administration of the scheme
- employers
- professional advisers including auditors, actuaries, legal advisers and fund managers
- any other person involved in advising the scheme manager in relation to the scheme

Deciding whether to report

Where you suspect a breach of the law, you should carry out checks to establish the facts around a suspected breach.

When deciding whether a breach is likely to be of material significance to us, you should consider the cause, effect, reaction to and wider implications of the breach. You should consider these points together and, if you believe a breach has occurred, you should report it to us.

You should record the breach even if you decide you don't need to report it to us

The below is a link to The Pensions Regulator page on reporting breaches of the law.

<https://www.thepensionsregulator.gov.uk/en/public-service-pension-schemes/scheme-management/reporting-breaches-of-the-law>

Chapter 14

LPB Training Strategy/Framework

ROLE OF A PENSION BOARD MEMBER

In accordance with [Section 5\(2\) of the Public Services Pensions Act 2013](#) amendments have been made to the Firefighters' Pension Schemes to provide for the establishment of a Local Pension Board. The purpose of the Local Pension Board is to assist the scheme manager in securing compliance with:

- Scheme(s) regulations
- Legislation relating to governance and administration of the scheme(s)
- Requirements imposed by the Pensions Regulator.

Local Pension Board members must:

- Be conversant with the scheme rules (have a working knowledge of the full range of Firefighters' Schemes regulations)
- Be conversant with documented governance and administration policies currently in force
- Have a knowledge and understanding of the law relating to pensions (and other associated legislation) to the degree appropriate for them to carry out their role, responsibilities, and duties.

TRAINING STRATEGY

A Local Pension Board member will:

1. Within 6 months from the date of appointment have completed all training necessary to fulfil the legal requirements made of a Board member.
2. Continuously review their knowledge and understanding and annually undertake a skills and learning analysis to identify any gaps in their knowledge.
3. Produce a personal development plan setting out clear and simple objectives.
4. Complete all learning objectives and scrutinise each activity as it is undertaken.
5. Record all learning undertaken by completing the policy framework.
6. Reflect on what they have learnt to assist in the completion of future learning activities.

TECHNICAL KNOWLEDGE, SKILLS AND TRAINING REQUIREMENTS

As a Local Pension Board Member there is an expectation that members will undertake the additional learning required in order for them to undertake their roles on the Board. The below forms the basic learning required, although members needs may evolve in line with the pensions landscape.

The Pensions Regulator public service toolkit

This tool is provided by The Pensions Regulator in order to assist LPB members in understanding their responsibilities and covers the below areas.

- Conflicts of Interest
- Managing Risk and internal controls
- Maintaining accurate data
- Maintaining member contributions
- Providing information to members and others
- Resolving internal disputes
- Reporting breaches of the law

The link below can be used to access this page on The Pensions Regulator website and a Toolkit Log in can be created here.

<https://www.thepensionsregulator.gov.uk/en/public-service-pension-schemes>

This section of the website is for anyone involved in the governance and administration of public service pension schemes. This includes scheme contacts, scheme managers, pension board members, administrators, and professional advisers.

There is a requirement for all LPB members to create an online account and to undertake the online training provided by the TPR. Once successfully completed a record of completion should be downloaded. This will form part of a members training record.

The Pensions Regulator Guide to the Code of Practice 14

This code of practice is directed at scheme managers and the members of pension boards of public service pension schemes and connected schemes.

This code of practice is issued by The Pensions Regulator ('the regulator'), the body that regulates occupational and personal pension schemes provided through employers.

The regulator's statutory objectives are to:

- protect the benefits of pension scheme members
- reduce the risks of calls on the Pension Protection Fund (PPF)
- promote, and improve understanding of, the good administration of work-based pension schemes
- maximise compliance with the duties and safeguards of the Pensions Act 2008
- minimise any adverse impact on the sustainable growth of an employer (in relation to the exercise of the regulator's functions under Part 3 of the Pensions Act 2004 only).

The regulator has a number of regulatory tools, including issuing codes of practice, to enable it to meet its statutory objectives.

Codes of practice provide practical guidance in relation to the exercise of functions under relevant pensions legislation and set out the standards of conduct and practice expected from those who exercise those functions.

The key areas that members should make themselves aware of are:

- Governing your scheme: -
 - Knowledge and understanding required by local pension board members.
 - Conflicts of interest and representation
 - Publishing information about schemes
- Managing risks: -
 - Internal controls
 - Identifying, Evaluating & Managing risks
 - Monitoring Controls Effectively
 - Outsourcing Services
- Administration: -
 - Scheme record-keeping
 - Maintaining contributions.
 - Providing information to members.
- Resolving issues: -
 - Internal dispute resolution
 - Reporting breaches of the law

The below link should be used to access The Pensions Regulator Code of Practice 14.

<https://www.thepensionsregulator.gov.uk/en/document-library/codes-of-practice/code-14-public-service-pension-code-of-practice>

Pensions Legislation

The Fire Pensions landscape can be complex to navigate and understand, however members of the local pension board are required to have an awareness of the pensions landscape in general, with a particular understanding around the legislation relating to Firefighter Pensions Schemes, both nationally and those published by Welsh Government.

Specific areas of note are:

- The legislative framework for pensions in the UK
- Specific Firefighters' Pension Scheme(s) regulations and statutory guidance, specifically:
 - Understanding scheme membership and eligibility
 - Understanding scheme benefits
- Firefighters' Pension Scheme(s) discretions and their impact on the pension scheme(s), employers, and taxpayers
- Keeping up to date with changes

Pensions Governance

Good governance is the bedrock of a well-run pension scheme. There is a clear link between good governance and good fund performance, so it is an essential part of effective scheme management. Without good governance, you are unlikely to achieve good outcomes for members.

Good governance is about having motivated, knowledgeable, and skilled people involved with running the scheme. It's also about having the right structures and processes to enable effective, timely decisions and risk management, and to provide clear scheme objectives. It helps you to effectively oversee:

- administration and record-keeping
- communications with members

You should spend time and resources getting your scheme governance right. This will help you to minimise risk and maximise opportunities for your scheme and your members. Investing in good governance is likely to save you in the long run, delivering good value for members and employers, and improving member outcomes.

- Members are expected to have an understanding of governance structures, both nationally and locally, and the roles each body plays: -
 - Welsh Government (Responsible Authority)
 - Scheme Manager
 - The Scheme Advisory Board Wales (Welsh Government, 3 FRA Employer Representatives and Employee Representatives)
 - The Scheme Administrator (Rhondda Cynon Taff Pension Section).
 - The Pensions Regulator
 - The Money & Pensions Service (MAPS)
 - The Pensions Ombudsman
 - The Government Actuary Department
- Knowledge of stakeholders and the nature of their interests
- Knowledge of consultation, communication, and involvement options relevant to the stakeholders

Pensions Administration

SWFRS employs a 3rd party agency to undertake its pension Scheme administration, both for The Local Government Pension Scheme and its Fire Pension Schemes. Its current administration provider is Rhondda Cynon Taf, who have a pensions department dedicated to pension scheme administration for a number of employers, both large and small. The relationship between SWFRS (Scheme Manager) and RCT (Scheme Administrator) is managed through an SLA (Service Level Agreement). This is reviewed periodically and be amended by both parties with agreement.

Some areas that LPB Members would benefit from being aware of are:

- Understanding best practice in pensions administration e.g., performance and cost measures
- Understanding the required and adopted scheme policies and procedures relating to:

- Pension Administration Strategy
 - Member data maintenance and record-keeping processes
 - Contribution collection
 - Scheme communications policy, documents, and materials
 - Service Level Agreement
- Knowledge of how the pension fund interacts with HMRC.
 - Performance and payment schedule
 - The role of the scheme employer

RCT attend all 3 LPB meetings, in order to keep board members updated on key performance indicators and other administration related issues and also works closely with the Service inhouse Pensions Team.

Pensions Accounting and Audit Standards

The Service is legally required to report the activities of the Fire Pension Fund in its annual financial reports, with Wales Audit Office periodically auditing both the Service and RCT with regards its processes and procedures, to ensure that both financial and non-financial risks are identified and managed appropriately.

It would benefit members to have an understanding of the below:

- An understanding of the Accounts and Audit Regulations and legislative requirements relating to internal controls and proper accounting practice
- An understanding of the role of both internal and external audit
- An understanding of the roles played by third parties.

Performance and risk management

The role of The Local Pensions Board and its members is to ensure that through good governance, the performance of the Scheme is regularly monitored, and any risks identified and where possible actions put in place to mitigate in full or in part these risks. The LPB is required to develop and regularly review a pensions specific risk register.

An awareness of the below area will assist members in ensuring that both performance and risk are regularly considered at its meeting.

- An understanding of the importance of monitoring and assessing long-term risks.
- An awareness of the principles of performance management and the approach adopted by the administering authority.
- Awareness of the range of support services, who supplies them and the nature of the performance monitoring regime.
- An understanding of the risk and return characteristics.
- A broad understanding of the pension fund and the nature of the associated risks
- An understanding of how the pension fund interacts with HMRC.

Chapter 15

Public service pension schemes: Learning needs analysis of certain governance and administration requirements					
Step 1 – Plan your learning					
Learning needs analysis			Personal development		
1 – My role, responsibilities and duties as a pension board member					
Do I know...?	Rate my skills 1 – no knowledge 5 – highly skilled	My objectives	Timescale	What learning am I planning to do?	Where to find information
Who The Pensions Regulator is What my role, responsibilities and duties are How the regulator's code of practice will support me in assisting the scheme manager with running an effective and efficient scheme	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5				Introduction to public service pension schemes: www.tpr.gov.uk/PS-introduction
2 – The knowledge and understanding I need as a pension board member					
Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information

What I need to know about my scheme as a pension board member	1 2 3 4 5				Knowledge and understanding duty on pension board members: www.tpr.gov.uk/PS-knowledge
What I need to know about pensions law as a pension board member	1 2 3 4 5				
How to plan, follow and record my training, knowledge and understanding	1 2 3 4 5				
3 – Conflicts of interest					
Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
What information I need to provide to the scheme manager	1 2 3 4 5				'Conflicts of interest' course in the Public Service toolkit: www.pensionseducationportal.com
How to disclose potential or actual conflicts of interest	1 2 3 4 5				
How to monitor and discuss the risk of potential or actual conflicts of interest	1 2 3 4 5				
4 – Publishing scheme information					
Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
What information needs to be published about the pension board	1 2 3 4 5				Publishing scheme information: www.tpr.gov.uk/PS-publishing
How that information is to be recorded and published	1 2 3 4 5				
What the pension board's role is regarding the publication of that information	1 2 3 4 5				
5 – Risk management and internal controls					

Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
How risks will be identified and assessed How internal controls will be set up How risk assessments will be documented How possible fraudulent activity will be identified and dealt with Who is involved in internal controls and risk management and their role What the pension board's role is in internal controls and risk management	1 2 3 4 5 1 2 3 4 5				'Managing risk and internal controls' course in the Public Service toolkit: www.pensionseducationportal.com
6 – Record-keeping					
Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
How an effective scheme record-keeping process will be set up How the required records of scheme members' data, transactions and pension board decisions will be kept Who is involved in record-keeping and their role What the pension board's role is in record-keeping	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5				'Maintaining accurate member data' course in the Public Service toolkit: www.pensionseducationportal.com
7 – Maintaining contributions					
Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information

How employer and employee payment contributions will be monitored and recorded	1 2 3 4 5				'Maintaining member contributions' course in the Public Service toolkit: www.pensionseducationportal.com
How late or failed payments which are likely to be of material significance to the regulator will be reported to the regulator	1 2 3 4 5				
What the pension board's role is in maintaining contributions and notifying the regulator of late or failed payments	1 2 3 4 5				
8 – Communicating with members					
Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
What information must be provided to members about the administration of the scheme and their benefits	1 2 3 4 5				'Providing information to members and others' course in the Public Service toolkit: www.pensionseducationportal.com
How that information will be provided to members	1 2 3 4 5				
Who is involved in member communications	1 2 3 4 5				
What the pension board's role is in member communications	1 2 3 4 5				
9 – Resolving disputes					
Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
How disputes within my scheme will be resolved	1 2 3 4 5				'Resolving internal disputes' course in the Public Service toolkit: www.pensionseducationportal.com
How disputes within my scheme and their resolutions will be documented	1 2 3 4 5				
	1 2 3 4 5				

What the pension board's role is in the resolution of issues and disputes					
10 – Reporting breaches of the law					
Do I know...?	Rate my skills	My objectives	Timescale	What learning am I planning to do?	Where to find information
How to identify breaches of the law	1 2 3 4 5				'Reporting breaches of the law' course in the Public Service toolkit: www.pensionseducationportal.com
How breaches of the law will be assessed	1 2 3 4 5				
How breaches of the law likely to be of material significance to the regulator will be reported	1 2 3 4 5				
What my responsibility is to report breaches	1 2 3 4 5				
Who else is under a duty to report breaches	1 2 3 4 5				

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Scheme Manager

Introduction

This factsheet has been prepared to give guidance on the role of the scheme manager for the Firefighters' Pension Schemes.

Who is the scheme manager?

The Scheme Manager is defined under rule 3 and 4 of the 2014 regulations¹ as being the Fire and Rescue Authority as determined under section 1 of the Fire and Rescue Services Act 2004

The scheme manager is responsible for managing and administering this scheme and any statutory pension scheme that is connected with it.

If, under statutory amendment, the functions of the Fire and Rescue Authority are transferred to the mayor's office or the Police and Crime Commissioner, becoming a Police and Fire Crime Commissioner (PFCC), the mayor's office or PFCC will become the scheme manager. So it is important they understand the duties of the scheme manager and ensure appropriate delegation is in place.

Delegation and Management

The scheme regulations allow for the scheme manager to be delegated under rule 5 of the 2014 regulations², to such persons or employees of such person as may be authorised in that behalf by the scheme manager.

However, it is important to note that the power to delegate does not absolve the Fire Authority of the responsibility of the pension scheme. The responsibility to ensure the scheme is managed within the rules of the scheme rests with the Fire Authority, and any fines resulting from errors will be the responsibility of the Fire Authority.

¹ <http://www.legislation.gov.uk/uksi/2014/2848/regulation/4/made>

² <http://www.legislation.gov.uk/uksi/2014/2848/regulation/5/made>

It is therefore important to ensure that where the scheme manager delegation has been made to a person or persons, this is managed appropriately.

You may wish to consider the following questions when assessing the management of the delegation.

- **Who owns pensions**

Is there a natural home for pensions within your organisation?

Is this part of the senior management team responsibilities?

Is this one person's responsibility?

- **Who monitors**

Are there regular reports to the fire authority and from whom?

Is there a full understanding of risk?

Does the Local Pension Board report directly to the Fire Authority?

What escalation procedures are there?

Local Pension Board role

The role of the Local Pension Board is to assist the scheme manager. One of the ways they can assist the scheme manager is to ensure that any delegation in place is managed appropriately and that the scheme is in compliance with the regulations and relevant legislation.

Any change to the governance of the Fire and Rescue Authority may affect the employer membership of the Local Pension Board if elected members are members on the board. However, there would no other change to the Local Pension Board arrangements.

Further Guidance

The LGA offer a free scheme manager training session under the SAB levy. Please email bluelight.pensions@local.gov.uk to arrange a session.

This factsheet has been prepared by LGA to give some guidance on the rules of the pension scheme using the regulations as they stand at January 2019, however they should be used only as an informal view of the interpretation of the firefighters' pension scheme as only a court can provide a definitive interpretation of legislation. This factsheet should not be interpreted as legal advice

Please address any queries on the content of this factsheet to bluelight.pensions@local.gov.uk

January 2019

AGENDA ITEM NO 5

Public Sector Toolkit

-

Verbal update to be provided on the day

Author: ACO Alison Reed

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THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN**SOUTH WALES FIRE & RESCUE SERVICE**AGENDA ITEM NO 6
3 JULY 2024

LOCAL PENSION BOARD COMMITTEE

REVIEW OF KEY PERFORMANCE INDICATORS**THIS REPORT IS FOR INFORMATION**

REPORT PRESENTED BY IAN TRAYLOR, HEAD OF SERVICE - PENSIONS, PROCUREMENT AND TRANSACTIONAL SERVICES, RHONDDA CYNON TAF CBC (SCHEME ADMINISTRATOR)

SUMMARY

The Service Level Agreement (SLA) between South Wales Fire & Rescue Service 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 Members with an update on key activity undertaken during the reporting period and shares the performance data for the periods December 2023 to March 2024

RECOMMENDATIONS

1. That Members of the Board note the performance data included at Appendix 1 attached to the report.
2. That Members note the relevant pension administrative overview and update included at Appendix 2 attached to the report.

1. BACKGROUND

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

2. ISSUES/IMPLICATIONS

- 2.1 There are no issues to report.

3. EVALUATION & CONCLUSIONS

- 3.1 Members of the Board are asked to review the outturns in the Appendices attached to the report with a view of discussing them at the meeting.

4. RECOMMENDATIONS

- 4.1 That Members of the Local Pension Board note the performance data included at Appendix 1 attached to the report.
- 4.2 That Members note the relevant pension administrative overview and update included at Appendix 2 attached to the report.

Contact Officers:	Ian Traylor Service Director Pensions, Procurement & Transactional Services, Rhondda Cynon Taf CBC (Scheme Administrator)
Background Papers	Appendix 1 – Current and Previous Year Key Performance Appendix 2 – Overview and Update of Administrative Activity

MONTHLY SERVICE STANDARDS																<u>Relates to last Month Completed</u>	
Scheme 090 (Protected 92 Scheme and Transitioned members)																	
<u>STANDARD MEASURED</u>		<u>TARGET</u>	<u>INTER' VENTION</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	Comments	<u>2023/2024</u> Year to Date Actual %
% Refund of contributions processed within 10 days	Payment	100%	95%	-	-	-	-	-	-	-	-	-	-	-	-	No cases completed.	-
% Divorce Estimates processed within 10 days	Statement	100	95%	-	100%	-	100%	-	100%	100%	100%	-	100%	100%	100%	One case completed. On time.	100.00%
% Preserved Benefits processed within 10 days	Statement	100	90%	-	-	100%	-	100%	-	100%	-	-	-	-	-	No cases completed.	100.00%
% Employer requests for retirement estimates processed within 5 days	Statement	100	95%	-	-	-	-	-	-	-	-	-	-	-	-	No cases completed.	-
% Retirements from Active membership processed within 5 days	Payment	100	95%	100%	-	100%	100%	80%	-	100%	100%	100%	-	-	100%	4 cases completed. All on time.	95.83%

% Preserved Benefits into payment on retirement processed within 5 days	Payment	100	95%	100%	-	-	-	-	-	-	0%	-	100%	-	100%	One case completed. On time.	75.00%
% Transfers In processed within 10 days	Statement	100	90%	-	-	-	-	-	-	-	-	-	-	-	-	No cases completed.	-
% Transfers Out processed within 10 days (Monthly)	Payment	100	95%	100%	-	-	-	-	-	-	-	100%	-	-	-	No cases completed.	100.00%
% death grant for active members within 5 days (Monthly)	Payment	100	95%	-	-	-	-	-	-	-	-	-	-	-	-	No cases completed.	-

MONTHLY SERVICE STANDARDS																Relates to last Month Completed	
Scheme FIR (2006 Scheme and Transitioned members)																	
STANDARD MEASURED		TARGET	INTER' VENTION	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	Comments	2023/2024 Year to Date Actual %
% Refund of contributions processed within 10 days	Payment	100%	95%	-	-	-	-	-	-	-	-	-	-	-	-	No cases completed	-
% Divorce Estimates processed within 10 days	Statement	100%	95%	-	100%	100%	-	-	100%	100%	-	-	100%	100%	100%	2 cases completed . On time.	100.00%
% Preserved Benefits processed within 10 days	Statement	100%	90%	100%	97.1 %	-	100%	100%	100%	100%	-	100%	100%	-	-	No cases completed	96.15%
% Employer requests for retirement estimates processed within 5 days	Statement	100%	95%	-	-	-	-	-	-	-	-	-	-	-	-	No cases completed	-
% Retirements from Active membership processed within 5 days	Payment	100%	95%	100%	-	-	-	100%	-	100%	100%	100%	100%	100%	100%	One case completed On time.	100.00%

% Preserved Benefits into payment on retirement processed within 5 days	Payment	Payment	100%	100%	-	100%	100%	-	100%	-	50%	-	-	-	-	No cases completed	71.43%
% Transfers In processed within 10 days	Statement	Statement	100%	-	-	-	-	-	-	-	-	-	-	-	-	No cases completed	-
% Transfers Out processed within 10 days (Monthly)	Payment	Payment	100%	-	100%	-	-	-	-	-	100%	-	-	-	-	No cases completed	100.00%
% death grant for active members within 5 days (Monthly)	Payment	Payment	100%	-	-	-	-	-	-	-	-	-	-	-	-	No cases completed	-
% death grant for pensioner members within 5 days (Monthly)	Payment	Payment	100%	-	-	-	-	-	-	-	-	-	-	-	-	No cases completed	-

Appendix 1

MONTHLY SERVICE STANDARDS															Relates to last Month Completed		
Scheme F15 (2015 Only Members)																	
<u>STANDARD MEASURED</u>		<u>TARGET</u>	<u>INTER' VENTION</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	Comments	2023/2024 Year to Date Actual %
% Refund of contributions processed within 10 days	Payment	100%	95%	-	-	-	-	-	-	-	-	-	-	-	-	No cases completed.	-
% Divorce Estimates processed within 10 days	Statement	100%	95%	-	-	-	-	100%	-	100%	-	-	-	-	-	No cases completed.	100.00%
% Preserved Benefits processed within 10 days	Statement	100%	90%	100%	100%	100%	100%	100%	-	100%	100%	100%	100%	100%	100%	20 cases completed. All on time.	100.00%
% Employer requests for retirement estimates processed within 5 days	Statement	100%	95%	-	-	-	-	-	-	-	-	-	-	-	-	No cases completed.	-
% Retirements from Active membership processed within 5 days	Payment	100%	95%	-	-	-	100%	-	-	100%	-	-	-	-	-	No cases completed.	100.00%

% Preserved Benefits into payment on retirement processed within 5 days	Payment	Payment	100%	-	-	-	-	-	-	-	-	-	-	100%	-	No cases completed.	100.00%
% Transfers In processed within 10 days	Statement	Statement	100%	-	-	-	100%	100%	100%	100%	100%	-	100%	-	-	No cases completed.	100.00%
% Transfers Out processed within 10 days (Monthly)	Payment	Payment	100%	-	100%	-	-	-	-	-	-	100%	100%	-	-	No cases completed.	100.00%
% death grant for active members within 5 days (Monthly)	Payment	Payment	100%	-	-	-	-	-	-	-	-	-	-	-	-	No cases completed.	-
% death grant for pensioner members within 5 days (Monthly)	Payment	Payment	100%	-	-	-	-	-	-	-	-	-	-	-	-	No cases completed.	-

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

Member Self-Serve Statistics

Member Self-Serve (MSS) take-up as 20th May 2024

	Status 1 (Actives)	Status 2 (Pending leavers)	Status 4 (Deferred)	Status 5 (Pensioners)	Status 6 (Dependants)
92 Scheme	87.08%	0%	74.60%	55.7%	17.56%
Total Membership	271	0	126	1210	205
2006 Scheme	73.74%	75%	47.83%	65.88%	0%
Total Membership	278	3	736	170	14
2015 Scheme	36.23%	25.00%	30.07%	66.67%	0.00%
Total Membership	737	4	439	3	0

Scheme Member Complaints

- There have been no formal complaints this period.

Key Administration Activities

- Regular meetings with SWFRS Pensions Team continue.
- Template Remedial Service Statement for Immediate Choice Cases has been drafted and SWFRS worked with Design Agency on Welsh Branding. LGA Timetable for issuing IC-RSS's to first cohort, (death and ill health cases) has been relaxed with new deadline being end of June 2024.
- RCT and SWFRS working towards production of 2024 Annual Benefit Statements to show roll back position by Statutory Deadline of 31 August 2024.
- Pensioners with backdated pay increases are being re-worked, started with cases where individuals were chasing and working through remainder.
- RCT Team attended regular drop-in sessions with Heywood to feedback any issues with pensions administration software to improve ability to administer benefits quickly and accurately.
- RCT Team regularly attend LGA Technical Briefing Sessions.
- 2023 Event Report Submitted to time.

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SOUTH WALES FIRE & RESCUE SERVICE

AGENDA ITEM NO 7
3 JULY 2024

LOCAL PENSION BOARD COMMITTEE

**PUBLIC SECTOR PENSION SCHEME LEGISLATION – MCCLOUD & O'BRIEN
REMEDY EXERCISES AND THE PENSIONS DASHBOARD PROJECT**

THIS REPORT IS FOR INFORMATION

REPORT OF THE FIREFIGHTERS' PENSIONS TECHNICAL LEAD FOR SWFRS
& NWFRS

REPORT PRESENTED BY THE FIREFIGHTERS' PENSIONS TECHNICAL LEAD
FOR SWFRS & NWFRS, KIM JEAL

SUMMARY

To set out the statutory timelines imposed by the recent changes to Public Sector Pension Scheme legislation and more specifically Firefighter Pension Schemes. These are more commonly known as the McCloud and O'Brien (Matthews 2) pension remedy exercises.

In addition, the Pensions Dashboard Project, which is being implemented by the Department for Work and Pensions (DWP), is now gathering pace and the connection date, for schemes, in the Fire Sector, is October 2025.

Pensions dashboards are digital services – apps, websites or other tools – which savers will be able to use to see their pension information in one place. This includes information on their State Pension. A saver will use dashboards to search the records of all pension schemes to confirm whether or not they are a member.

RECOMMENDATIONS

1. Note the content of the report and,
2. Note the statutory obligation placed on the Scheme Manager to ensure that these timelines are met for all 3 national projects.

1. BACKGROUND – MCCLOUD

- 1.1 Following Lord Hutton's 2011 review of public sector pensions, the Public Service Pensions Act (2013) provided the legal framework to reform public sector pension schemes. Reforms included restricting existing final salary

schemes, extending retirement ages, and introducing CARE (Career Average Revalued Earnings) Schemes.

- 1.2 In 2015 the majority of public service pension schemes were reformed to provide defined benefits, on a CARE basis, and extended the normal retirement age of members. The pension scheme regulations were amended to introduce these changes, with the amended regulations also providing protections for certain members of existing final salary schemes. This protection was age related and members reaching the normal pension age of 55 by 31 March 2012, were afforded full protection with other members receiving protection on a tapered basis depending on their age. This protection was known as transitional protection and members who did not qualify for protection, transitional or otherwise (unprotected), were moved out of their legacy schemes, into the new 2015 Firefighters Pension Scheme on the 1st April 2015.
- 1.3 In October 2020 the UK Government undertook to consult the public on the way forward in relation to public service pension schemes and, in particular, how it should respond to the detail outlined in the judgement. The outcomes of the consultation were published on 4 February 2021, with an option called 'the Deferred Choice Underpin' being adopted. This means that members will make their decision between scheme benefit options shortly before their benefits are paid from the scheme, at the point of retirement. In the meantime, members will be deemed to have accrued benefits in their legacy schemes rather than reformed schemes, for the remedy period. The remedy period has been determined to be 1st April 2015 to 31st March 2022.
- 1.4 The Public Service Pensions and Judicial Offices Act 2022 (PSPJO) was given Royal Assent on 10 March 2022 and provides an overarching framework to allow public service pension schemes to remedy the impact of unlawful age discrimination.
- 1.5 There were 2 distinctly separate elements to the changes in legislation, the first came into effect on 1st April 2022 and was known as Prospective Remedy, which meant that from that date all members of the Firefighters Pension Schemes would be members of the Reformed 2015 Scheme. The 2nd was known as Retrospective Remedy, which came into effect on the 1st October 2023 and meant that those that had membership, in a Fire Scheme, during the remediable period, would be deemed to have accrued it wholly in their legacy pension scheme.

- 1.6 It is these complex changes, that fall under Retrospective Remedy, that form a large part of the national remedial exercise that is currently underway. The McCloud Remedy Exercise timelines are set out in the new legislation, and dictate that active pension scheme members, those that have already retired and member dependents must have received a Remedial Service Statement, no later than March 2025.
- 1.7 In order to facilitate progress through the project, members have been grouped into cohorts, with different milestones set and support provided nationally, by the LGA. These milestones are intended to keep the project on track, to complete on time and also assists in managing member expectations, as to when they are likely to receive information from the Service or Pension Scheme Administrators.
- 1.8 The first cohort, which are those that retired on the grounds of Ill Health or member beneficiaries, had a milestone of 31st March 2024, which is the date that the LGA set for these individuals receiving their Immediate Choice Remedial Service Statement (IC RSS). However, due to difficulties in processing these retrospective cases and clarity being sort from HMRC, around the application of tax and interest payments, the LGA have negotiated an extension to 30th June 2024. SWFRS **have 50+ individuals** that fall into this first cohort and are working with its pension scheme administrators to ensure that these individuals receive their IC RSS once these issues have been resolved. All of these member records have already been collated and submitted, to RCT for calculations to be made, prior to IC RSS being sent.
- 1.9 A recent update, from the LGA, confirms that these tax and interest rate issues are still being discussed with HMT and Home Office, and as such there is currently a pause on sending out the above IC RSS documents. Until we the sector receives confirmation on the way forward, there is a considerable risk that tax and interest rate calculations may have been applied incorrectly, at this point.
- 1.10 In addition, there is an expectation that the Annual Benefit Statements produced and sent to members by August 2024, will include the members roll back position, showing service for the remedial period (April 2015 to March 2022) included in the members legacy scheme. This affects all previously unprotected and taper protected members.

- 1.11 The deadline for this exercise is the end of May 2024, and work is underway to ensure that this information is provided to RCT Pension Scheme Administrators. This piece of work **affects 516 unprotected and taper protected members**, in SWFRS alone and is necessary for members to be able to receive annual benefit statements that include their service and pension entitlements, between April 2015 and March 2022, in the correct pension scheme. **407 member records have been completed** and submitted to RCT, with **109 record currently being worked on**.

2 BACKGROUND – O'BRIEN

- 2.1 In April 2006, the Firefighters Pension Scheme 1992 (FPS 1992) was closed to new members, and the New Firefighters Pensions Scheme 2006 (NFPS 2007 in Wales), came into force, which enabled On Call Firefighters to become pension scheme members from that date. Although the FPS 1992 Scheme remained unchanged for those regular firefighters who were already members.
- 2.2 Historically, On-Call firefighters were excluded from the Firefighters Pension Scheme 1992 (FPS 1992), which was challenged under the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000. This resulted in a determination that enabled certain On-Call firefighters, with service between 1 July 2000 and 5 April 2006, to become members of a pension scheme.
- 2.3 Between 2014 and 2015 an options exercise was undertaken, which gave those, that were eligible, the opportunity to join the NFPS 2007. This was the first options exercise, which is often now referred to as Matthews 1.
- 2.4 More recently, this judgment was challenged, at the European Court of Justice, in relation to fee-paid judges. The Court ruled, in that case, that service going back to the start of employment should be considered and the UK government accepted that the same principles applied to certain On-Call firefighters, whether they had made a legal challenge or not.
- 2.5 As a result, a second options exercise will now take place to allow eligible On-Call firefighters to buy pension service, as a special member of the FPS 2006, backdated to the start date of their employment. As part of this exercise the following individuals are eligible for the second options exercise:

- a. On-Call firefighters employed on any date between 7 April 2000 and 30 June 2000 (inclusive).
 - b. On-call firefighters employed on any date between 7 April 2000 and 30 June 2000 (inclusive) as well as on any date between 1 July 2000 and 5 April 2006 (inclusive).
 - c. On-call firefighters employed on any date between 1 July 2000 and 5 April 2006 (inclusive), but not on any date between 7 April and 1 July 2000, who were eligible to take part in the first options exercise but were not given opportunity to do so.
- 2.6 Of note, On-Call firefighters employed on any date between 1 July 2000 and 5 April 2006 (inclusive), but not on any date between 7 April and 1 July 2000, who were given the opportunity to take part in the first options exercise but did not choose to do so previously, are not eligible for the second options exercise.
- 2.7 On 31st March 2023, the Home Office launched a formal consultation on the Firefighters' Pension Scheme (England) 2006 for Retained Firefighters'. The deadline for formal responses was the 9th June 2023, with the legislative changes enacted, in England, on the 1st October 2023. FRAs, in England have 18 months to undertake this exercise. Welsh Government did not launch its consultation until 14th July 2023, with a closing date of 6th October 2023. The changes to the NFPS 2007 Wales scheme did not come into force until 1st February 2024, with an 18 month timeframe for full implementation of this project.
- 2.8 There are interdependencies between the McCloud and O'Brien Remedy exercises, for some On Call firefighters, which may pose some complications in meeting these timelines, on a purely individual basis.
- 2.9 The Service has **written out to 473** On Call or previously On Call staff, to inform them that they are eligible for an O'Brien/Matthews remedy and as of 9th May, **60 individuals had formally responded**, requesting calculations on their benefits, should they decide to buy back. The timescales linked to this project can range from the individuals original start date with the Service and March 2015, with some dates as far back and the 1960s. These returns are increasing by the day and the Service has 3 months, from receipt, to provide the individuals with this information.
- 2.10 The GAD has provided a calculator that enables Services to provide information on the purchase of previous service, for those that are entitled.

This process is very complex and requires salary information for each year of employment, the calculation of contributions that should have been paid, tax and interest that applies, alongside the benefits that those individuals would be entitled to receive should they proceed in buying back this service.

- 2.11 The GAD delivered a workshop session, on the 8th May, to practitioners of the 3 Welsh Services, which should now enable them to start to process the calculations, for those that express an interest, although again there are some tax issues that have been raised, by the LGA with HMT, around the approach to calculating tax that relates to retrospective payments being made in any one particular financial year, which may have an impact on an individual's tax position and rate of tax applied.
- 2.12 Due to the tax issues raised and the protracted discussions that are underway, with HMT and HO, there have been discussions, in England, that an extension to the deadline, might be appropriate. This however is yet to be confirmed.

3 BACKGROUND – THE PENSIONS DASHBOARD PROGRAMME

- 3.1 The Pensions Dashboard Programme is a national programme that is being driven forward by the Department for Work and Pensions (DWP) and has been on the horizon since as far back as 2017. Pensions dashboards are digital services – apps, websites, or other tools – which savers will be able to use to see all of their pension information in one place. Additionally, a saver will be able to use dashboards to search the records of all pension schemes to confirm whether or not they are a member. This will also include information on their State Pension. This programme applies to all pensions schemes across the UK, whether public sector or private sector.

Dashboards aim to help members plan for retirement by:

- finding their various pensions and reconnecting them with any lost pension pots and
- understanding the value of their pensions in terms of an estimated retirement income

Local Pension Boards and Scheme Managers will need to ensure that it can connect with and supply pensions information to savers through dashboards, which is a duty required by the Pensions Dashboards Regulations 2022.

The Department for Work and Pensions (DWP) has set out a staged timetable for schemes to connect to the dashboard digital architecture. Schemes are being asked to connect over time according to their size and type. All schemes in scope must be connected by 31 October 2026 at the latest, although the Fire Sector has been given a connection date of 31st October 2025.

There is significant work involved to comply with dashboards duties and there may be a need to engage third-party suppliers to help with this work, such as administrators and/or an integrated service provider (ISP). The Service will need to work closely with its Pension Scheme Administrators (RCT) to assess the impact of the changes and plan how it will meet the dashboard duties.

Many of the dashboards processes are still being developed and the Pensions Regulator (TPR) has advised that it will provide further guidance when necessary to reflect future developments and the industry's experience with dashboards. There may be a need to procure new services or update supplier contracts or Service Level Agreements, that might already be in place once the impact on provisions has been assessed and agreed, which in turn, may have a financial cost to the organisation. Any such potential costs are still unknown at this time.

The TPR have also been given new powers to issue compliance notices and penalties to LPBs and scheme managers if they fail to comply with pensions dashboards requirements. These include connecting and maintaining their connection with dashboards, and complying with technical, data and other standard. The TPR can also issue compliance notices and penalties to third parties where they have caused non-compliance. This may include administrators, integrated service providers and employers.

4 IMPLICATIONS

4.1 Community and Environment

4.1.1 Regular dialogue with the Representative Bodies and Service wide communications has commenced and will continue on a regular basis going forward.

4.2 Regulatory, Strategy and Policy

4.2.1 The projects set out in this report are set out in legislation and the Pensions Dashboard programme is a national programme that is being driven forward by the Department for Work and Pensions (DWP).

4.3 Resources, Assets, Delivery

4.3.1 Following audit of the 2021/22 accounts by the Wales Audit Office, no concerns were expressed regarding the legality or accounting methodology adopted by the Service in respect of the Category 1 ID cases (McCloud) previously processed between October 2021 and September 2023. In total 50 cases were processed under this principal.

The long term financial liabilities of implementing these remedies is still yet to be quantified with estimated costs being provided by the Government Actuary Department (GAD) and included in the Authority's Balance Sheet. It is impossible to accurately assess the final impact until the remedy exercise has been finalised. As a result, the future revenue implications for the Service cannot yet be determined.

Additionally, administrative and software costs that directly relate to these exercises do not currently form part of the Service Level Agreement and RCT Pension Scheme Administrators will pass on these linked costs as and when they are presented by the software suppliers etc.

5. EVALUATION & CONCLUSIONS

5.1 The Service has increased resource within the Pensions Team to support the work on McCloud and O'Brien, however as noted throughout this report, there are a number of issues emerging at a national level, for example the tax issues highlighted elsewhere in this report, that may impact the achievement of the deadlines set. As noted in this report, these issues may result in an extension to the deadline, however, this has not been confirmed.

6. RECOMMENDATIONS

- 6.1 Note the content of the report, and
- 6.2 Note the statutory obligation placed on the Scheme Manager to ensure that these timelines are met for all 3 national projects.

Contact Officer:	Kim Jeal, Firefighters Pensions Technical Lead for SWFRS & NWFRS
Background Papers	
Appendices	

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THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN**SOUTH WALES FIRE & RESCUE SERVICE**AGENDA ITEM NO 8
3 JULY 2024

LOCAL PENSION BOARD COMMITTEE

PUBLICATIONS, UPDATES, INFORMATION (STANDARD ITEM)**THIS REPORT IS FOR INFORMATION**REPORT OF THE ACO PEOPLE SERVICES, ALISON REED
REPORT PRESENTED BY ACO ALISON REED, DIRECTOR OF PEOPLE SERVICES**SUMMARY**

This report shares relevant publications, updates and information relating to pension matters, with Members of the Local Pension Board

RECOMMENDATIONS

1. That Members of the Board review and note the publications which are shared for information and awareness purposes. These are attached to the report as Appendix 1.

1. BACKGROUND

- 1.1 To support Local Pension Board Members discharge their duties, this report shares recent relevant publications in relation to pension matters. These are not limited to fire pensions.

2. ISSUES/IMPLICATIONS

- 2.1 There are no issues arising as a result of this report.

3. RECOMMENDATIONS

- 3.1 That Members of the Board review and note the publications which are shared for information and awareness purposes. These are attached to the report as Appendix 1.

Contact Officer:	Alison Reed Director of People Services
Background Papers	Appendix 1 (FPS Bulletins 73, 74 & 75)

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Appendix 1**PUBLICATIONS, UPDATES, INFORMATION (STANDARD ITEM)**

<https://www.fpsregs.org/images/Bulletins/Bulletin-77-January-2024/FPS-Bulletin-77-January-2024-updated.pdf>

<https://www.fpsregs.org/images/Bulletins/Bulletin-78-February-2024/FPS-Bulletin-78-February-2024.pdf>

<https://www.fpsregs.org/images/Bulletins/Bulletin-79-March-2024/FPS-Bulletin-79-March-2024-v1.3.pdf>

<https://www.fpsregs.org/images/Bulletins/Bulletin-80-April-2024/FPS-Bulletin-80-April-2024.pdf>

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Forward Work Programme for Local Pension Board Committee

Expected Date of Report	Report Name	Purpose of Piece of Work	Information or Decision	Lead Director/ Contact Officer	Progress
18 June 2024	Appointment of new Chair and review of Terms of Reference	To appoint a new Chair to the LPB and also review the Terms of Reference for the LPB	Decision	Alison Reed	
18 June 2024	Review of Key Performance Indicators	A review of the KPIs agreed with our Pensions Administrator, RCT.	Information	Ian Traylor, RCT	
18 June 2024	Update on National Exercises	Update on progress in relation to McCloud and O'Brien.	Information	Kim Jeal	
18 June 2024	Public Sector Toolkit	Discuss the toolkit and agree timetable for completion of training	Decision	Alison Reed	
18 June 2024	Standard item – recent publications, newsletters, information	To update Members	Information	Alison Reed	
15 October 2024	Review of Key Performance Indicators	A review of the KPIs agreed with our Pensions Administrator, RCT.	Information	Ian Traylor, RCT	

15 October 2024	Update on National Exercises	Update on progress in relation to McCloud and O'Brien.	Information	Kim Jeal	
15 October 2024	Internal Dispute Resolution Procedures	Update on IDRPs cases	Information	Alison Reed	
15 October 2024	Scheme Advisory Board Wales	Verbal update	Information	Alison Reed	
15 October 2024	Standard item – recent publications, newsletters, information	To update Members	Information	Alison Reed	
25 February 2025	Review of Key Performance Indicators	A review of the KPIs agreed with our Pensions Administrator, RCT.	Information	Ian Traylor, RCT	
25 February 2025	Update on National Exercises	Update on progress in relation to McCloud and O'Brien.	Information	Kim Jeal	
25 February 2025	Standard item – recent publications, newsletters, information	To update Members	Information	Alison Reed	

AGENDA ITEM NO 10

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