

Scheme Advisory Board

Actions Summary

Grey shading indicates completed, other than for any further monitoring or reviews

Meeting Date and agenda item	Action:	Progress
20.04.2016 4a	Action: Secretariat to amend ToR to clarify process of advising the Home Secretary, and circulate for consultation	Complete: ToR amended for meeting on 26 th May 2016
20.04.2016 4a	Action: Secretariat to include a training session in the meeting of 26 th May 2016	Complete: Included in meeting on 26 th May 2016
20.04.2016 4a	Action: Secretariat to amend ToR to confirm Quorum and circulate for consultation	Complete: ToR amended for meeting on 26 th May 2016
20.04.2016 4a	Action: Secretariat to amend ToR to confirm position on substitutes and circulate for consultation	Complete: ToR amended for meeting on 26 th May 2016
20.04.2016 4a	Action: Sean Starbuck to provide Secretariat with suggested amendments,	Complete: Sean sent amendments to Clair
20.04.2016 4d	Action: Secretariat to provide a paper to board on options for appointment of legal and actuarial advisers	Complete: Paper 3 scheduled at SAB meeting 30 th November 2016 – item 8
20.04.2016 4e	Action: Board to write to local pension boards setting out methods for communication	Complete: Letter of introduction from SAB Chair to boards circulated to SAB board members for agreement 29.06.2016
20.04.2016 4f	Action: SAB Budget to be drafted by secretariat	Complete: Budget circulated to SAB board members for agreement 29.06.2016
20.04.2016 4g	Action: Board Policies to be drafted for – Knowledge and Understanding, Code of Conduct and Conflicts Policy	Not started, await appointment of SAB Secretariat

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20.04.2016 5	Action: SAB to issue survey to boards to LPBs to understand constitution of local boards	In progress, discussed with Local Pension Board Committee – To be launched with website Complete: Survey issued on 28 November 2017
20.04.2016 5	Action: As per action 4e, secretariat to draft a letter to Local Pension Boards	Complete: Letter of introduction sent from SAB Chair to boards
20.04.2016 6	Action: To share board members email addresses	Complete
20.04.2016	Action: To share a list of all Local Pension Board members and chairs with SAB members	Complete: Email sent 19 th May 2016
26.05.2016 3	Action: To note that past service costs are potentially a risk to the cost ceiling	To keep on agenda. Formal response sent to Home Office on 31 st July 2017
26.05.2016 4	Action: To investigate and provide a paper for September board meeting detailing key risk areas for consideration by the board in order to publish advice to Local Pension Boards	Complete: Provided paper to board on scheme assessment of code of practice, and recommendations for board
26.05.2016 4	Action: Write to Local Pension Board chairs inviting them to provide the Scheme Advisory Board with their concerns on local risk factors	Will be part of survey. Complete: included in survey
26.05.2016 5	Action: Amend ToR to reflect that the Chair is part of the board and has a vote	Complete: Redrafted ToR sent to SAB members 29.06.2016
26.05.2016 5	Action: To clarify that the SAB are allowed to appoint substitutes without those substitutes being appointed by the Home Secretary	Complete: Marc Sherratt has confirmed that members can nominate substitutes as they see fit, without appointment by the Home Secretary
26.05.2016 5	Action: Amend ToR to reflect the vote process and that the chair does not have a vote.	Complete: Redrafted ToR sent to SAB members 29.06.2016
26.05.2016	Action: Circulate final clean and tracked versions of the ToR	Complete: Circulated to SAB members 29.06.2016
26.05.2016 6	Action: Secretariat and Chair to draft proposed budget for submission to Home Office	Complete: Budget paper circulated to SAB on 29.06.2016

Scheme Advisory Board Secretariat

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26.05.2016 7	Action: Progress pensionable pay workshop on 20 th July 2016	Complete: Pensionable pay workshop held on 20.07.2016
07.09.2016 9	Action: Board to ensure Local Pension Boards are aware of their responsibilities under the Pensions Act 2013 and Code of Practice 14, and look to assess how the board can provide central guidance	Governance Conference on 9 th October to include a next steps toolkit as demonstrated to Local Pension Board effectiveness group Complete.
07.09.2016 11	Action: Survey Fire Authorities on application of pensionable pay	To progress, await appointment of legal adviser
07.09.2016 11	Draft guidance note to Local Pension Boards to ensure they satisfy themselves that a review of pensionable pay is completed in light of Norman v Cheshire	To progress, await appointment of legal adviser
30.11.2016 2	Record attendance of board members at meeting and events in an attendance register	Complete: Attendance register circulated on 3 rd March 2017
30.11.2016 5	To action collection of Scheme Advisory Board levy	Complete: Letter to Fire Authorities sent on 23 rd January 2017. 57% response rate at time of paper
30.11.2016 6	To issue bulletin on protected age	To progress using new house style Complete: This has been published on www.fpsregs.org
30.11.2016 8	Advisers to Board: Secretariat to ballot for declarations of interest	Complete: Helen Scargill to be appointed in her role as Chair of the Technical Community
30.11.2016 9	Risk Strategy for Board, to be used to provide guidance to Local Pension Boards: Secretariat to seek proposals from appropriate parties to assist.	Progressing, draft risk register on khub. Working with Essex fire to produce a full risk register In progress. Board was presented with a draft SAB risk register, secretariat to progress
30.11.2016 10	Sub Committees: Each board to work with secretariat and chairman to progress sub-committees	Complete: Committees are now in place
30.11.2016 11	2016 Tax Changes: To seek proposals and costs from interested parties in providing tax training sessions	Complete: These sessions have now been delivered and received very good feedback

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30.11.2016 17	Cost Cap Mechanism and 2016 Valuation: Home Office to provide further information to the board	Complete: Training session and timescale to be presented at meeting on 6 th March 2017
06.03.2017 2	Awaiting secretary of state to appoint new board members	Proposals have been submitted to minister. Completed: Cllr Ian Stephens has been welcomed to the board.
06.03.2017 6	Secretariat to inform Local Pension Board Chairs and Scheme Managers of importance of Contracted Out Liabilities Reconciliation	To progress Complete – Included in LGA bulletin, Chairs update and LPB training
06.03.2017 7	Home Office to consult SAB on their views of how to take past service costs into account	Complete: Home Office submitted paper at 14 June 2017 meeting
06.03.2017	Home Office to consult SAB on their views for setting the scheme specific assumptions for the 2016 valuation.	Consultation response due by 6 th October Complete – extension allowed to 13 th October and response submitted on time
06.03.2017 8	Voluntary Scheme Pays. Board members agreed proposals B & C	Home Office to progress regulations. LGA to consider guidance Complete: LGA issued guidance in bulletin 4
14.06.2017 6	Scheme Advisory Board to respond formally to Home Office on consultation over past service costs by 31 st July 2017	Completed. Response sent on 31 st July 2017
14.06.2017 7	Re-circulate list of pension administrators to board members	Completed and sent to board members with minutes
14.06.2017 7	To include in future SAB paperwork a report on board training events undertaken by LGA	Completed,
14.06.2017 7	The secretariat and Local Pension Board Effectiveness committee to produce some simple Fire Pensions Governance guidance for boards	Completed.
14.06.2017 7	SAB to survey Local Pension Boards in September 2017 regarding compliance with the ABS statutory deadline.	Draft survey ready to go. Completed, Board informed of response at December 2017 meeting
01.12.2017 5 Data Concerns	SAB to lead on data improvement	Secretariat to progress

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01.12.2017 5 Data Concerns	SAB to work with sub-committees to develop standard list of scheme specific data for TPR purposes	Secretariat to progress
01.12.2017 7	SAB to champion use of on-line technology to provide Firefighter pension members with access to benefits	Secretariat to progress
01.12.2017 7	SAB to undertake strategic review at next meeting	Secretariat to progress through sub-committees Complete: Paper provided to board members at 9.03.2018 meeting
01.12.2017 11	Draft budget to be prepared for March 2018 meeting	Secretariat to progress Complete: Budget provided and agreed
01.12.2017 14	Consult board on October meeting dates	Secretariat to progress Complete
01.12.2017 15	Board to invite Annemarie Allen to March meeting to feedback from tax awareness sessions run throughout November to January	Secretariat to progress Complete
09.03.2018 11	Tax awareness – Include a follow up article in bulletin for next steps	Secretariat to progress
09.03.2018 12	In order for the board to consider future administration of the scheme, a benchmarking exercise on costs needs to be considered. Board to tender for an adviser to run a benchmarking exercise	Secretariat to progress
09.03.2018 16.1	The board agreed to tender for a permanent actuarial adviser to the board.	Secretariat to progress
09.03.2018 16.2	The board should respond to the Ombudsman judgment on pensionable pay	Secretariat to progress