

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. |

1

Scheme Advisory Board

| | | |
|-----------------|---|--|
| 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 |

2

Scheme Advisory Board

| | | |
|------------------|---|--|
| 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. 04.10.2018 Legal adviser now appointed, however, awaiting outcome of MAWW TPO decision and SYFRS determination on CPC. 08.03.2019 Closed. New item opened on pensionable pay |
| 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. 04.10.2018 Legal adviser now appointed, however, awaiting outcome of MAWW TPO decision and SYFRS determination on CPC. 08.03.2019 Closed. New item opened on pensionable pay |
| 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 |

Scheme Advisory Board

| | | |
|------------------|--|---|
| 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 |
| 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 |

Scheme Advisory Board

| | | |
|----------------------------------|---|---|
| 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 undertook 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 Complete. Issued guidance in bulletin 11 on data scoring and conditional data. Will need to monitor success – add as new item. |
| 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 Complete. Issued guidance in bulletin 11 on data scoring and conditional data. |
| 01.12.2017 7 | SAB to champion use of on-line technology to provide Firefighter pension members with access to benefits | Secretariat to progress 04.10.2018 Secretariat continuing to promote through training and considering alternative methods of raising profile. 08.03.2019 Ongoing, continue to highlight benefits in LPB training. Added to data conference agenda 03.10.2019. This has been embedded into all SAB comms, SAB to establish a software suppliers engagement group. Item closed. |

5

Scheme Advisory Board

| | | |
|---------------------|--|---|
| 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 | Complete. Issued with May 2018 bulletin |
| 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 | Complete. Invitation to bid issued and applications received. |
| 09.03.2018 16.1 | The board agreed to tender for a permanent actuarial adviser to the board. | Complete. Invitation to bid issued and applications received. |
| 09.03.2018 16.2 | The board should respond to the Ombudsman judgment on pensionable pay | Secretariat to progress - awaiting second TPO judgment. 08.03.2019 Completed. Update of judgment given in bulletin 14 , albeit judgment likely to be appealed. |
| 20.06.2018 11.8 | AGM to take place over 17 and 18 September at 18 Smith Square | Secretariat to progress |
| 20.06.2018 12.16 | Reissue original IDRPs guidance and offer training and support to FRAs | Secretariat to progress 04.10.2018 Guidance reissued. Training still to be offered. Closed. Replaced by new item on IDRPs. |

Scheme Advisory Board

| | | |
|-------------------|--|--|
| 04.10.2018 5.4 | LGA to establish working group on behalf of SAB to consider ill-health regulations and processes | In progress, discussions ongoing with Home Office. 13.06.2019 Working group to be convened of 3 employee and 3 employer reps, delegated to experienced individual directly involved with IHR process. ALAMA or IQMP to be invited. |
| 04.10.2018 6 | Home Office to consult with SAB on options for improving member benefits as a result of cost cap floor breach at the 2016 valuation. | Cost-effectiveness committee to progress with secretariat. Closed consultation submission made, and valuation subsequently paused. |
| 04.10.2018 7 | To action collection of Scheme Advisory Board levy. | Secretariat to progress |
| 04.10.2018 8 | Consultation on Aon benchmarking surveys | Admin & benchmarking committee to progress with secretariat. |
| 04.10.2018 10 | Further tax training sessions and materials to be procured. | Secretariat to open bid process. |
| 04.10.2018 10 | Evidence gathered for public service pensions tax flexibilities. | Completed. Paper 1 provided to board with summary results |
| 04.10.2018 11 | Legal opinion to be obtained on award of pension credit benefits in respect of transitional members. | Secretariat to progress with legal adviser. 08.03.2019 - Closed Home Office have now confirmed position, see paper 2 |
| 04.10.2018 12 | Monitor data guidance . | Secretariat to monitor. Data Conference scheduled for 03.04.2019 Embedded into training. Added to regional group agendas. To issue guidance on weighing |

7

Scheme Advisory Board

| | | |
|--|---|---|
| 14.03.2019 – replaces previous items on pensionable pay | Secretariat to work with legal adviser on pensionable pay issues | Pensionable pay seminar scheduled for 18.07.2019 Written legal advice commissioned on retrospective action and meaning of “temporary” in relation to eligibility (FT contracts and secondments). |
| 14.03.2019 12.4 | Board to collect data on patterns of IDRPCs to establish where advice and guidance is needed. Secretariat to progress. | Ongoing. |
| 13.06.2019 6.43 and 6.45 | Based on the Aon recommendations in the administration and benchmarking review: secretariat to progress the continuing provision of support and guidance to scheme managers, a pension administration strategy, and simplification of discretions. All other recommendations deferred to the Administration & Benchmarking committee. | |
| 13.06.2019 8.7 | IDRPC guidance to be updated to offer greater flexibility on persons to hear each stage and recommend maximum timescale for resolution. Secretariat to produce draft for review. | |