



NORTHAMPTONSHIRE FIRE AND RESCUE AUTHORITY

PENSION BOARD MEETING

**Thursday 2nd November 2023 – 12:00-13:30)
(to replace Thursday 21st September 2023 at 9.30-11.00)**

**The Hill Room, Darby House
And Microsoft Teams**

If you should have any queries in respect of this agenda, or would like to join the meeting please contact Kate Osborne 03000 111 222

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Members of the public, with the permission of the Chair of the Committee, may ask questions of members of the Committee, or may address the Committee, on an item on the public part of the agenda.

Further details regarding the process for asking questions or making an address to the Committee are set out at the end of this agenda notice

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Public Meeting of the Fire Pension Board				Time
1	Welcome and Apologies for non- attendance			
2	Declarations of Interests			
3	Meetings and Action log 9th June 2023	Chair	Report	
4	Combined agenda item to include: - Fire fighters pension scheme administration update, - Update and Breaches of Law, - LGA Bulletin – points of interest, - LGA Bulletin and WYPF client report actions(CF from July)	NA/ WYPF	Verbal (action list as report)	
5	Annual Report	HS	Report	
6	Compliance with the Pensions regulator and Code of Practice	NA/ HS	Verbal	
7	Communication updates	HK/ NA	Verbal	
8	Annual Benefits Statement	NA/ HK	Verbal	
9	Age Discrimination remedy update	NA	Verbal	
10	Risk Register (July register included as printed report) and Data Improvement Plan update	NA	Verbal	
11	New Abatements Q1 2023	NA	Verbal	
12	Board Training (CF from July)	KO	Report	
13	Agenda Plan	HK / KO	Report	
14	AOB	Chair		
15	Confidential items – any	Chair		
	Resolution to exclude the public	Chair		
	Future Meetings: - 21st September - 8th December 2023 - 28th March 2024 - 18th July 2024			

Agenda Item : 3

NFRS Pension Board meeting NOTES AND ACTION LOG – 9th June 2023

Attendees: Nick Alexander (NA); Kate Osborne (KO); Helen King (HK); Jim Dorrill (JD); Mark Jones (MJ); Aidan Philips (AP); Helen Scargill (HS)

	Issue	Responsible	Comments
1	Welcome and Apologies for non- attendance		<ul style="list-style-type: none"> • Welcome <ul style="list-style-type: none"> ○ Mark Jones new CFO
2	Declarations of Interests		-
3	Meetings and Action log 29th September 2022		- Happy to supersede any actions with meeting actions of today and July meeting
4	Fire fighters pension scheme administration update	HS/ NA	<ul style="list-style-type: none"> • Having to back entries out so full year figures can be posted. Is more complicated and processing is ongoing. • benefits statements expected before deadline date. • Legislation – responded to HO remedial service consultation – and HO have confirmed they are hoping to get consultation response and final rates available before summer recess (mid to end July). • Matthews consultation – closing date for responses is today and WYPF have sent a response. HO have said they expect consultation response available after summer recess, early to mid Sept. • HMRC have got a second set of documents out for documentation. HS need a roundtable about the regulations. No formal response to consultation expected. • NA –a number of items still going about immediate detriment quotes. Currently 3 in train they are being dealt with. • two are with West Northants. One only started in 2020 so there are questions around previous information prior to this. • All year end returns are completed and certified and back with HO as they are being audited. • NA thanked HS for the year end information. NA – have they provided April and May for this year. HS to check and get back to NA • HK any problems with West Northants to let NA and HK know, or any delays in responses for HS

			<p>Questions:</p> <ul style="list-style-type: none"> • MJ – gathering information about transferees moving forwards when joining could negate legwork later down the line. • AP – remedy – are we in a position to start paying remedy soon. HS – when regulations come into play – potentially October. From that date re-calculation of pension benefits will take place (legacy benefits or reform scheme benefits) and statements will be sent out. No definitive timetable but there is a remedy timetable suggested. This will be a staged process according to national advice and timetables. • MJ – some authorities are already paying ahead of the remedy. MJ as scheme leader accepted the s151 advice to await legislation to make action plan for remedy quotes. • MJ – fair warning to WYPF that there will be a deluge of requests. – NA this has been considered and plans internally are in place ready to bulk request WYPF. • HK – WYPF completed consultation(s) – can we have a copy? HS doesn't think this should be an issue. Will put a link on Hot Topics to see consultation response. For any future consultations is appropriate would be useful. Action HS – to speak to MM about this as a future arrangements.
5	Update and Breaches of Law	YG WYPF	- None to report.
6	LGA Bulletin – points of interest https://fpsregs.org/index.php/bulletins-and-circulars/bulletins	HS	<ul style="list-style-type: none"> • Ill health retirement in scope for remedy where you are needing to get IQMP to get certificate • LGA has produced template letters alongside this. • Feb – factsheet provided for Matthews – suggestions to FRA to prepare for Matthews in advance of legislation. HS to provide a letter that they send out as part of tracing service. ACTION: HS will make template letter available so we can have a look to see if it would be viable to contact members who might be eligible for Matthews that we can replicate. HS will make available through Hot Topics. • March – consultations • Had to suspend processing certain cases due to the scape discount rate changes.

			<ul style="list-style-type: none"> • April – Matthews – provided link to poster – recommendation to make available around stations. With the hope that the people still employment know someone who might not work for the service anymore but may be effected by Matthews. So would let the ex employee know action is required. NA – this could be possible. ACTION: AP will also support by contacting some retirees. • April – LGA guide on secondary contracts and impact on injury and benefits. Making sure communications are working • May – temp letters for ill health referrals. Also data sharing for age discrimination remedies. • Data collection extract – there is a financial data collection extract that asks for all for financial information from members under both schemes. IF not completed and returned they cannot do category re-count. • ACTION NA : Needs to be looked at as a priority and returned to WYPF in timely manner. Deadline end June 2023 – unlikely to be met. NA – with Sue currently. Likely 30th August. There is a guidance document which HS will send to NA to support this smooth data recording. • NA and HK to discuss should the team need any support with this.
7	Discussion around chair/ vice chair		<ul style="list-style-type: none"> • Mark Jones – elected as chair and Jim Dorrill – elected as vice chair • MJ requested a look into board members training. HS mentioned the TPR modules • HS also mentioned the usefulness of a training log . ACTION KO to create Get LGA training in – 1 free per year is available. They will cover roles and responsibilities of the board and get the board to be aware or highlighting knowledge and r&rs. • HK asked HS for copies of decent training logs. ACTION • Board member training on agenda at each meeting - ACTION
8	Discussion around Pension Board Meetings		<ul style="list-style-type: none"> - TPR recommend 4 pension board meetings per year – ACTION KO to schedule future meetings - Next meeting 20th July - March, July, Sept, December - Board Training on scheduled on meeting date. - DD – communications representation at Board meeting – HK to discuss ACTION
9	Agenda Plan	HK / KO	<ul style="list-style-type: none"> - Add communications - Add board training

			<ul style="list-style-type: none"> - HS – actions from bulletins and monthly client reports – should have a document which lists the actions and the date of completion – ACTION – to create document - TOR revision – MJ – ACTION - catalogue of legislative resources to be gathered.
10	AOB	Chair	<ul style="list-style-type: none"> - HS – update the absolute backstop for pension dashboards is 31st October 2026. - JD – remedy and staff receiving money – previous meeting we spoke about first statement received – 2025 statement. HS – active members will be entitled to receive an ABS RSS – August 2024 - MJ – publicising meetings – website.
11	Confidential items – any	Chair	
	Resolution to exclude the public	Chair	
	Future meetings - 20 th July 2023		

Add communications to ALL future agendas.

Report origin	Date	Topic	Action	Action Reference	deadline date	Completion date
WYPF Client Report	Jan-23	general	Sign up for 'Hot Topics'	WYPF23-01		
WYPF Client Report	Feb-23		(pg 11) return waiver relating to approaches for processing estimates and retirement quotes for leavers to WYPF	WYPF23-02		
WYPF Client Report	Feb-23		(pg 15) identify members affected who may need to be sent for an ill-health reassessment and arrange for an associated consent letter to be sent	WYPF23-03		
WYPF Client Report	Mar-23		none highlighted	WYPF23-04		
WYPF Client Report	Apr-23			WYPF23-05		
WYPF Client Report	May-23			WYPF23-06		
WYPF Client Report	Jun-23			WYPF23-07		
WYPF Client Report	Jul-23			WYPF23-08		
FPS Bulletin	Jan-23	Template member consent letters	FRAs to identify affected members of the pension scheme who may need to be sent for an ill-health reassessment and arrange for the appropriate member consent letter to be sent to them.	see WYPF23-03		
FPS Bulletin	Jan-23	SAB levy 2022-23 - Request for PO numbers	to provide valid purchase order number, stating the number of employees eligible to join on of the Firefighters' Pension Schemes as of 1 April 2022.	FPS23-01		
FPS Bulletin	Feb-23	Data collection for the 2015 remedy	FRAs to ensure that the data collection template is completed and sent to administrators so that administrators and FRAs are prepared for the implementation of remedy from 1 October 2023.			
FPS Bulletin	Feb-23	Pension Scheme Migration	Migrate to the Managing Pension Schemes service as soon as possible.			
FPS Bulletin	Feb-23	The Bereavement benefits remedial order 2022	FRAs and administrators to share this information in communications with pensioners.			
FPS Bulletin	Mar-23	Consultation on the Firefighters Pension Scheme (Remediable Services) Regulations 2023	All interested parties are encouraged to respond to the consultation by the deadline of 23 May 2023.			
FPS Bulletin	Mar-23	Top up grant 2023 - Collection of pensions accounting data	FRAs to start preparing their pensions income/expenditure data in order to submit their returns by the Home Office deadline.			
FPS Bulletin	Mar-23	Spring budget 2023	FRAs and administrators to share this information with the relevant parties within their organisation.			
FPS Bulletin	Mar-23	DWP announces delays to dashboard connection deadlines	FRAs and administrators to make sure that relevant parties within their organisation are aware of the announcement and TPR's actions.			
FPS Bulletin	Apr-23	Consultation on the Firefighters Pension Scheme (Remediable Services) Regulations 2023	All interested parties are encouraged to respond to the consultation by the deadline of 23 May 2023.		23/05/2023	
FPS Bulletin	Apr-23	Consultation on Retained Firefighters Pensions: Proposed changes to the Firefighters Pension Scheme (England) 2006	All interested parties are encouraged to respond to the consultation by the deadline of 9 June 2023.		09/06/2023	
FPS Bulletin	Apr-23	SCAPE Discount Rate Methodology Consultation Response	The CETV technical note was suspended on 30 March 2023. All CETV's, Pensioner cash equivalents and non-club transfers-in should be suspended until the revised technical note is published.			
FPS Bulletin	Apr-23	Fire England - Commutation on retirement factors and guidance updated	The new factors are effective from 3 April 2023. Please ensure that you are using the revised factors for any retirements after this date.			
FPS Bulletin	Apr-23	Secondary Contracts	FRAs may wish to review their contracts to ensure that a secondary contract has been awarded correctly.			
FPS Bulletin	Apr-23	A Matthews poster has been published under the Second options exercise – Resources on the Special members of FPS 2006 page:	FRAs will need to personalise the poster and publicise the second options exercise at their fire authority and fire stations.			
FPS Bulletin	Apr-23	Bluelight Inbox Technical Queries	As covered in Bulletin 58 – June 2022, please can we remind you to complete the query form for all technical queries that are sent to the Bluelight inbox.			
FPS Bulletin	Apr-23	Generic text for estimate/retirement letters	FRAs to consider including within their estimates and/or retirement letters to members.			
FPS Bulletin	Apr-23	Request for contact details	FRAs and administrators are reminded to include a request to members to keep them updated of any change of contact details in correspondence which is issued to them.			
FPS Bulletin	Apr-23	Annual allowance - impact of the backdated pay award	FRAs and administrators to consider the factsheet when determining their calculations for Annual Allowance where a backdated pay award has occurred.			
FPS Bulletin	May-23	Consultation on the Firefighters Pension Scheme (Remediable Services) Regulations 2023	FRAs and administrators should familiarise themselves with the response, ahead of the Home Office's response to the consultation.			
FPS Bulletin	May-23	The Pension Regulation data requirements - 2023 scheme return	FRAs and administrators to review the data scoring guidance for 2023 ahead of the scheme return.			
FPS Bulletin	May-23	Ill health re-assessment IQMP template referral letters available	FRAs should send these and the relevant accompanying documentation to the IQMP using the relevant IQMP template referral letter.			
FPS Bulletin	May-23	Government Actuaries Department (GAD) - updated factors	FRAs and Administrators to ensure that they are using the correct factors.			
FPS Bulletin	May-23	Data Conference Slides	FRAs to view the slides and consider data more strategically now and in the future.			
FPS Bulletin	May-23	Age discrimination remedy - data sharing	Administrators to share pensionable data for members who are subject to age discrimination remedy and have had an inter-brigade transfer during the remedy period with the current FRA's administrator on request.			
FPS Bulletin	May-23	Automatic enrolment - call for evidence	FRAs to be aware of this call for evidence.			
FPS Bulletin	May-23	The Public Service Pension Schemes (Rectification of Unlawful Discrimination) (Tax) (No. 2) Regulations 2023	Interested parties to review the consultation and establish whether you wish to respond to the consultation by 19 June 2023.		19/06/2023	
FPS Bulletin	May-23	SAB response to the Consultation on the Firefighters Pension Schemes (Remediable Service) Regulations 2023	FRAs and administrators should familiarise themselves with the response, ahead of the Home Office's response to the consultation.			

FPS Bulletin	May-23	SAB guidance not on Pensionable Pay Remedies	FRAs to refer to the pensionable pay note when dealing with cases where elements of pay need retrospectively adjusting.			
FPS Bulletin	May-23	HMRC Remedy Newsletter	Administrators and FRAs to consider whether you wish to volunteer to assist HMRC.			
FPS Bulletin	Jun-23	Consultation on the retained Firefighters' Pension: Proposed changes to the Firefighters' Pension Scheme (England) 2006	FRAs and administrators to familiarise themselves with the LGA's response, for information ahead of the Home Office's response to the consultation.			
FPS Bulletin	Jun-23	Consultation on The Public Service Pension Schemes (Rectification of Unlawful Discrimination) (Tax) (No.2) Regulations 2023	FRAs and administrators to familiarise themselves with the LGA's response, for information ahead of the HMRC's response to the consultation.			
FPS Bulletin	Jun-23	Data Collection for 2015 remedy	FRAs to ensure that the data collection template is completed and sent to administrators by their set deadlines, so that they are prepared for the implementation of remedy from 1 October 2023.			
FPS Bulletin	Jun-23	Firefighters Pay Scales	FRAs to make themselves familiar with the pay scales available ahead of the Special members FPS 2006 (Matthews) remedy exercise to commence in October 2023.			
FPS Bulletin	Jun-23	Home Office collection of FPS forecasts for 2023-24 to 2028-29	FRAs should start preparing to collate the necessary information (which is similar to that provided last year) from your records so that FRAs are well prepared, bearing in mind that some staff will be on summer leave.			
FPS Bulletin	Jun-23	Conculation on the retained Firefighter's Pensions: Proposed changes to the Firefighters' Pension Scheme (England) 2006	FRAs and administrators to familiarise themselves with the SAB's response, for information ahead of the Home Office's response to the consultation.			
FPS Bulletin	Jun-23	Consultation on The Public Service Pension Schemes (Rectification of Unlawful Discrimination) (Tax) (No.2) Regulations 2023	FRAs and administrators to familiarise themselves with the SAB's response, for information ahead of the HMRC's response to the consultation.			
FPS Bulletin	Jun-23	Added Years Factsheet	FRAs and Administrators to ensure they are using the updated version on their websites.			
FPS Bulletin	Jun-23	Government Actuaries Department (GAD) - Data Projects and Long-Term Strategy	FRAs are advised to read GAD's write up of the event and their broader focus on data			
FPS Bulletin	Jun-23	Remedy readiness self-assessment tool	Scheme managers to complete the self-assessment tool and report back to their senior teams and local pensions boards.			
FPS Bulletin	Jun-23	Data Conference Q and As	Pension Dashboards: FRAs and administrators may wish to review the Q and As for information.			
FPS Bulletin	Jun-23	Remedy member examples by GAD	FRAs and administrators should read these with reference to slide 15 from the coffee morning of 26 January 2023.			

I = Impact L = Likelihood

HIGH RISK - 25
 MODERATE RISK - 10
 LOW RISK - 5

Reference	Risk Title	Cause and Effect	Priority (I x L)	Risk Control Residual	Action Required Target Risk	Closure note	
	<p>Management of the transfer of scheme member affected by the McClelland and Spurgeon ruling from their legacy schemes to the 2015 Home Office Police pension scheme.</p> <p>Risk Owner: Strategic Finance</p> <p>Last Updated: 05 March 2023 Last Review Date: 12 July 2023 Latest Review By: Joint Head of Finance</p> <p>Latest Review Comments:</p>	<p>Fire Fighters were automatically transferred to the 2015 Home Office Police pension scheme.</p> <p>The position is now in remedy the national working group are working with administrators to deliver an effective settlement</p> <p>Failure to manage the risk on transfer could lead to additional cost exposure and stakeholder concerns.</p>	Closed	Closed (was 12)	<p>Pension Scheme Regulations and Home Office Guidance, of which the Force acted upon.</p> <p>Continued payment until remedy</p>	<p>Continued monitoring of the national picture and once guidance is issued ensuring that WYFF are on top of this risk.</p> <p>Furthermore, by supplier and WNH engagement we can ensure a full reconciliation of transferred data and ownership</p>	All actions from the transfer from legacy schemes are complete. All members are currently within the 2015 scheme
	<p>Failure to update scheme rules or comply with legislation</p> <p>Risk Owner: Joint Head of Finance</p> <p>Last Updated: 05 July 2022 Last Review Date: 23 July 2023 Latest Review Comments: Pension Board decisions still to be agreed</p>	<p>Failure to update scheme rules or comply with legislation resulting in incorrect payments being made on to apply correct discretions following transfer to WYFF</p>	I = 3, L = 3	9	<p>The pensions board are to confirm the new discretions for transfer to WYFF.</p> <p>Milestone planning with WYFF to agree all processes and procedures</p>	<p>Positive confirmation of agreed discretionary policy and review in past go live ISA meetings.</p> <p>Enabling Service need to actively manage the Services (WNH & WYFF) to ensure that data is appropriately transferred in a timely manner</p>	
	<p>Covid-19 cover and delivery of service during peaks</p> <p>Risk Owner: Joint Head of Finance</p> <p>Last Updated: 21 April 2021 Last Review Date: 12 July 2023 Latest Review By:</p> <p>Comments: disaster plans have been reviewed and tested (during the first 3 push in north, OPS are working from home and social distancing)</p>	<p>No skilled workforce would require the enactment of the disaster plan and delivering contingency payroll or project management.</p>	Closed	Closed (was 4)	<p>Regular service updates from WNH and WYFF & internal management of information to continue process in case of sickness</p>	<p>Continues to monitor disaster recovery plans and ensuring supplier are meeting their statutory obligations for adherence to government guidelines and sickness.</p>	Business As Usual
	<p>Failure to inform members of pension changes</p> <p>Risk Owner: Joint Head of Finance</p> <p>Last Updated: 05 July 2022 Last Review Date: 12 July 2023 Latest Review By:</p>	<p>Failure to inform members of pension changes leading to members not being informed of changes in a timely fashion & potentially stopping timely changes to pension arrangements.</p>	I = 3, L = 2	6	<p>On going discussion and Communication plan with WYFF, Union, Members & Pensioners to ensure all known changes are communicated to all parties.</p>	<p>Regular checks between WNH & WYFF to ensure effective management of hand over and timely transfer of updates to WYFF data.</p>	Risk Owner: Finance and Resources Officer
	<p>Inadequate reporting to DPR, HMRC, 3rd parties</p> <p>Risk Owner: Strategic Finance Manager</p> <p>Last Updated: 05 July 2022 Last Review Date: 12 July 2023 Latest Review By: Joint Head of Finance</p>	<p>Inadequate reporting to DPR, HMRC and 3rd parties.</p>	I = 5, L = 1	5	<p>Ensure it is clear within take on plan the deliverables for the year and returns and other tasks reportable to the DPR and Home Office.</p>	<p>Agree deliver timeframe with WYFF and ensure the full deliverables list is managed by either WNH or WYFF based on deliverable data.</p>	
	<p>Increase in the number of opt outs & none enrollment when joining due to underappreciation of pension benefits, resulting in increased employer costs and reduced employee benefits.</p> <p>Risk Owner: Joint Head of Finance</p> <p>Last Updated: 05 July 2022 Last Review Date: 12 July 2023 Latest Review By:</p> <p>Opt outs have slow however, new intakes offer concerns due to opt in rates</p>	<p>Increase in the number of opt outs due to underappreciation of pension benefits leading to reduced numbers of active members and the potential for pension schemes to become unviable.</p>	I = 2, L = 2	4	<p>Auto enrollment now requires all new starters to be enrolled into a pension scheme and they have to actually opt out thus potentially reducing the number of opt outs.</p> <p>HR and Payroll to liaise and report on opt outs.</p> <p>The Pension Board conduct annual reviews and liaise with the Home Office.</p> <p>Force to actively promote benefits</p>	<p>Person Responsible: Lead HR Officer (Pensions)</p> <p>Further comms to be issued following the next intake to ensure all staff and Fire Fighters are aware of the scheme benefits.</p>	
	<p>Failure to deliver year end pension statements</p> <p>Last Updated: 12 July 2023 Latest Review Date: Latest Review By:</p>	<p>Delays in the year end process put pressure on the processing</p>	I = 3, L = 1	3	<p>A delay in the process could lead to fines, reputations in trust and confidence and missing HMRC deadlines</p>	<p>Keep up to date with the existing timeline</p>	
	<p>Data Management</p> <p>Last Updated: 12 July 2023 Latest Review Date: Latest Review By:</p>	<p>Inappropriate use and transfer on data to 3rd Parties</p>	I = 4, L = 2	8	<p>Data security mechanisms within Fire, WYFF & Police are appropriate for the management of personal data</p>	<p>Review and ensure audits are undertaken and reviewed</p>	
	<p>Mathematics case</p> <p>Last Updated: 12 July 2023 Last Review Date: Latest Review By:</p>	<p>Failure to implement the agreed outcomes from the ruling</p>	I = 3, L = 1	3	<p>Continual discussions with WYFF and work with pensioners on the options</p>	<p>Lead Person: Joint Head of HR</p> <p>Continual Management with the Joint Head of HR to deliver agreed outcomes.</p>	



Northamptonshire Commissioner Fire and Rescue Authority (NCFRA)

Report Title	Training monitoring log
To	NCFRA Pension Board
Date	27th July 2023

1. Purpose

1. This report is to present a proposed Training Log for Pension Board members
2. The Log itself shows areas of training as identified by the education portal on the Pensions Regulator Website.
[Welcome to The Trustee toolkit | Log in to the site \(thepensionsregulator.gov.uk\)](https://www.thepensionsregulator.gov.uk/welcome-to-the-trustee-toolkit)

2. Overview and update

1. The previous training update was brought to the Pension Board in March 2022. During this meeting a recommendation was suggested that Pension Board members complete the e-training listed within the Trustee Toolkit area on the Pensions Regulator website (listed above). Although this was recommended during the meeting, it was not agreed to be a mandatory requirement, just suggested should members wish to increase their knowledge in certain areas related to pension board.

2. Due to staff availability and a change in the management team within Northamptonshire Fire and Rescue Service, resulting in new members of the Fire Pension Board, member training was not discussed formally until the June interim meeting where it was suggested a training log be generated to monitor the training of the Pension Board members.
3. Since the time of this meeting there has been further changes within the staffing of both Northamptonshire Fire and Rescue Service and subsequently the Northamptonshire Fire Service Pension Board.
4. The areas listed in the draft training log below (excluding the “Role of the Pension Board and its members”) are 30 minute e-courses, but it is for the Pension Board to discuss which areas are necessary for all pension board members to complete.
5. It was also suggested at the June 2023 Pension Board meeting that one scheduled session per year should be dedicated to training the Pension Board by using training providers both internally through the West Yorkshire Pension Fund and also other relevant agencies suggested by West Yorkshire Pension Fund.

3. Proposed Actions

1. Pension Board to discuss training log topic areas
2. to schedule training at one of the dates arranged for this year’s Pension Boards and schedule training and topics to be included.

Proposed Training Log (copied from excel spreadsheet)

Person	Job role	Training topics																	
		Role of Pension Board and its members	Date	Conflict of Interest	Date	Managing Risk	Date	Maintaining accurate member data	Date	Maintaining member contributions	Date	Communicating information to members	Date	Resolving Internal Disputes	date	Breaches of Law	Date	Other	Date
	Chair of Pension Board																		
Jim Dorrill	Vice Chair																		
Helen King	Employer Representative																		
Nick Alexander	Employer Representative																		
Aidan Phillips	Employee Representative																		
Kate Osborne	Pension Board Administrator																		



Northamptonshire Firefighters' Pension Scheme Local Pension Board

AGENDA ITEM: 12

REPORT BY	Project Support Officer
SUBJECT	Northamptonshire Firefighters' Pension Scheme Local Pension Board - Agenda Plan
RECOMMENDATION	To discuss the agenda plan

1. Background

1.1 The agenda plan incorporates statutory, good practice and agreed scrutiny items and has been updated to reflect the items at the September 2022 to July 2024

	frequency required	27 th July 2023	21st September 2023	5th December 2023 TBC	28th March 2024	18th July 2024
Confirmed agenda to be circulated		20 th June	17th August	1st November	21st February	12th June
Deadline for reports to be submitted		17 th July	11th September	27th November	18th March	8th July
Papers to be circulated		19th July	13th September	29th November	20th March	10th July
Apologies and Declaration of Interests	every meeting	Apologies and Declaration of Interests	Apologies and Declaration of Interests	Apologies and Declaration of Interests	Apologies and Declaration of Interests	Apologies and Declaration of Interests

Minutes	every meeting	Minutes	Minutes	Minutes	Minutes	Minutes
Fire Fighters Pensions Scheme Administration	every meeting	Fire Fighters Pensions Scheme Administration	Fire Fighters Pensions Scheme Administration	Fire Fighters Pensions Scheme Administration	Fire Fighters Pensions Scheme Administration	Fire Fighters Pensions Scheme Administration
Update and breaches of Law	every meeting	Update on SLA and breaches of Law	Update on SLA and breaches of Law	Update on SLA and breaches of Law	Update on SLA and breaches of Law	Update on SLA and breaches of Law
LGA Bulletin – points of interest https://fpsregs.org/index.php/bulletins-and-circulars/bulletins	Every meeting	LGA Bulletin – points of interest	LGA Bulletin – points of interest	LGA Bulletin – points of interest	LGA Bulletin – points of interest	LGA Bulletin – points of interest
Compliance with the Pensions regulator and Code of Practice	annually	Compliance with the Pensions regulator and Code of Practice				
Risk Register	every meeting	Risk Register	Risk Register	Risk Register	Risk Register	Risk Register
Annual Report	annually		Annual Report			
Annual Benefits Statement	Annually		Annual Benefits Statement			
Immediate Detriment position	Annually	Immediate Detriment position				
Age Discrimination remedy	annually		Age Discrimination remedy			
Election of Chair and Vice chair	annually	Election of Chair and Vice chair				Election of Chair and Vice chair
Knowledge Management and Representative self-assessment			Knowledge Management and Representative self-assessment			

Communication plan (to list communications being sent)	Every meeting	Communication plan.	Communication plan.	Communication plan.	Communication plan.	Communication plan.
Board Training	Every meeting	Board Training	Board Training	Board Training	Board Training	Board Training
LGA Bulletin and WYPF client report actions	Every meeting	LGA Bulletin and WYPF client report actions	LGA Bulletin and WYPF client report actions	LGA Bulletin and WYPF client report actions	LGA Bulletin and WYPF client report actions	LGA Bulletin and WYPF client report actions
Data improvement plan	Annually?		Data improvement plan			
Proposed discretions			Proposed discretions			
Firefighters pension scheme administration – annual update	annually					
Abatements			Abatements			
Local Pension Board policy review	Every meeting – review different policies to ensure up to date					