



Democratic Support Service  
County Hall  
Northampton  
NN1 1DN

**Northamptonshire Fire & Rescue Service  
Local Pension Board  
Meeting held in public in  
The Conference Room, Moulton Logistics Centre, Moulton, Northampton**

**Actions & Summary of Meeting: Friday 10 September 2018**

**Agenda Item No: 2**

**PRESENT:-**

Terry Smith (Employee Representative & Chairman)

|                          |                         |             |                         |
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| Shaun Hallam             | Employer Representative | Jim Dorrill | Employee Representative |
| Councillor Graham Lawman | Employer Representative |             |                         |

Also in attendance (for all or part of the meeting)

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| Jenny Daniels | Democracy Officer (minutes)                    |
| Darren Dovey  | Chief Fire Officer                             |
| Paul Hanson   | Democratic Services Manager                    |
| Joanne Walton | LGSS Pensions Governance & Regulations Manager |

| Item No. | Item   | Action to be taken by       |
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| 01/18    | <p><b><u>Apologies for Absence and Declarations of Interest:</u></b></p> <p>There were none.</p> <p>There were no declarations of interest.</p> <p>Shaun Hallam was welcomed to the meeting as David Harding's replacement.</p>  | Jenny Daniels               |
| 02/18    | <p><b><u>Election of Chairman and Vice-Chairman</u></b></p> <p>It was noted that once the rules changed in January 2019, Helen King who was the Police and Crime Commissioner's S151 Officer was likely to sit on the board. Darren would speak to Essex County Council as the only other joint Fire Service managed by the Police and Crime Commissioner as to how they managed the Local Pension Board.</p> <p>Shaun Hallam would be Chairman and Jim Dorrill would be Vice-Chairman.</p> <p><b>RESOLVED: that Shaun Hallam would serve as Chairman and Jim Dorrill as Vice-Chairman for the year 2018/19</b></p>  | Shaun Hallam<br>Jim Dorrill |
| 03/18    | <p><b><u>Minutes of the Meeting held on 1 December 2017:</u></b></p> <p>The Local Pension Board discussed the minutes of the meeting held on 1 December 2017 and noted the following:</p> <ul style="list-style-type: none"> <li>• Darren Dovey had given feed back on the risk register to Dave Harding. He would ask Shaun to follow this up.</li> <li>• They would have a meeting outside of this meeting regarding stage 2 appeals to ascertain how they would be managed.</li> </ul> <p><b>RESOLVED that: the Local Pension Board approved the minutes of the meeting held on 1 December 2017 as an accurate record of the meeting subject to the inclusion of the following:</b></p> |                             |

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|                     | <ul style="list-style-type: none"> <li>• <b>Item 12/17 should have a semi-colon at the end of the sentence.</b></li> <li>• <b>Item 12/17, 2<sup>nd</sup> bullet point should read back and not bar.</b></li> <li>• <b>Item 15/17 should state that individuals could not be advised by the Pensions team but seek individual advice.</b></li> <li>• <b>A separate meeting outside of this meeting would be held to discuss arrangements for managing Stage 2 appeals; and</b></li> <li>• <b>Shaun Hallam would chase up feedback on the risk register.</b></li> </ul>  | <p><b>Jenny Daniels</b></p> <p><b>Darren Dovey</b></p> <p><b>Shaun Hallam</b></p> |
| <p><b>04/18</b></p> | <p><b><u>Northamptonshire Firefighters’ Pension Scheme(s) Administration:</u></b></p> <p>At the Chairman’s invitation, Pensions Governance &amp; Regulations Manager Joanne Walton introduced this report (copies of which had been previously circulated) highlighting the following:</p> <ul style="list-style-type: none"> <li>• Section 3 was concerned with the Administration Performance and all of these had met targets The volume was fairly low and Benefit Statements went out on 31 August 2018.</li> <li>• In relation to reconciliation of payroll of the 372 records they held for previous and current pensions, 74 could potentially be overpaid. On further inspection, 4 had been written off because they were for a small amount but 1 had been an overpayment of £4,000.</li> <li>• Members had been reimbursed in January/February 2018.</li> <li>• 5 complex cases remained due to the number of times the payroll system had changed. All were on the Altair System but the Firefighters’ pension had moved each time the Council had changed. An update would be brought to the next meeting.</li> <li>• The contracting out reconciliation was ongoing but would come to an end on 21 September 2018. HMRC had stated they did not want any queries close to 31 October 2018 and ITM had provided assurance that it would come in.</li> </ul> <p>In answer to queries on the report the following was confirmed:</p> <ul style="list-style-type: none"> <li>• The updates in relation to contracting out of reconciliation would be provided by e-mail.</li> <li>• An underpayment was possible through the pensions increase if it was not given at the right time. Most pension under payments were due to not applying the index linked increase.</li> <li>• There were some widows payments that might also be wrong.</li> </ul> |   |

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|              | <b>RESOLVED that: the Local Pension Board (Firefighters' Scheme) noted the update.</b>   | <b>Joanne Walton</b> |
| <b>05/18</b> | <p><b><u>Northamptonshire Firefighters' Overpayment of Pension Policy:</u></b></p> <p>At the Chairman's invitation, LGSS Pensions Governance &amp; Regulations Manager, Joanne Walton introduced this report (copies of which had been previously circulated) stating the following:</p> <ul style="list-style-type: none"> <li>• There was a need to have an overpayment of policy in place in order that everyone was treated fairly. The Pensions Regulator was taking a keener interest in Local Pension Boards.</li> <li>• It was good to have a policy in place which made those working in pensions understand the overpayments in place. To use it without discretion however was not good.</li> <li>• The framework discussed how overpayments and underpayments could occur and how aware the pensioner could be. The Pensions Ombudsman considered whether the pensioner was aware or could have been aware that an overpayment had been made. A public pension scheme would have to have a policy for recovering it.</li> <li>• The policy also discussed the Limitation Act which was something they would have to navigate when asking for overpayments back. If the overpayment was really old it could not be recovered.</li> <li>• A payment that was knowingly made was an authorised payment and they tried to avoid these as much as possible. There were times when mistakes would happen though and that is why you have to understand the unauthorised payments part of it.</li> <li>• It was tricky asking for an unauthorised payment back from an 86 year old. You would have to ask for it but would not extend something so that they or you would receive nil.</li> <li>• Eversheds had approved it.</li> </ul> <p>In answer to queries on the report the following was confirmed:</p> <ul style="list-style-type: none"> <li>• The Chief Fire Officer had written off small amounts that would have to be repaid from a person's estate.</li> <li>• One pension of high value had been found.</li> <li>• Usually when a person died the bank had returned the payments because there was no-one to receive them.</li> <li>• Other overpayments had been made because someone had paid a GNP payment on top of the pension instead of within it.</li> <li>• If it was paid over a 10-year period it was reasonable to ask for it back over a 10-year period with the</li> </ul> |                      |

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|                     | <p>exception of extending something so that they or you would receive nil.</p> <p><b>RESOLVED that: The Local Pension Board adopted the Northamptonshire Firefighters' Overpayment of Pension Policy.</b></p>  | <p><b>Joanne Walton</b></p> |
| <p><b>06/18</b></p> | <p><b><u>Member Training Policy:</u></b></p> <p>At the Chairman's invitation, LGSS Pensions Governance &amp; Regulations Manager, Joanne Walton introduced this report (copies of which had been previously circulated) stating the following:</p> <ul style="list-style-type: none"> <li>• The Pensions Regulator would be looking at every Local Pension Board to have a training strategy in place. Whilst the Firefighter's Local Pension Board had one in place it had been revamped. It was a compliance factor to have one in place.</li> <li>• The Policy was very short and it was difficult to draft because there was a wealth of training for LGPS but not for the Firefighter's scheme.</li> <li>• There was a training needs analysis which members could complete and then officers could offer some training.</li> <li>• The Local Pension Board could offer training as part of its meeting but this Local Pension Board did only have 2 meetings a year and the Pensions Regulator might suggest it meet more often if was to incorporate training.</li> </ul> <p>In answer to queries on the report the following was confirmed:</p> <ul style="list-style-type: none"> <li>• Firefighters' Pensions Adviser at the Local Government Association, Clair Alcock could provide some more complicated training.</li> <li>• There were lots of courses also provided on the Pensions Regulator website. You would have to register but that was only to have a record on here.</li> <li>• The Scheme Advisory Board also had some general information on training.</li> <li>• Darren Dovey was going to an annual conference the following Friday afternoon as well.</li> </ul> <p><b>RESOLVED that: the Local Pension Board (Firefighters Scheme): confirmed they would undertake the training needs analysis.</b></p> | <p><b>Joanne Walton</b></p> |

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| 07/18 | <p><b><u>Local Pension Board Annual Report</u></b></p> <p>At the Chairman’s invitation, Democratic Services Manager, Paul Hanson introduced this item (copies of which had been previously circulated) stating the following:</p> <ul style="list-style-type: none"> <li>• This included the activities undertaken by the Board over the past 12 months.</li> <li>• It was submitted to Full Council and provided Council assurance that the Board was doing all it should.</li> <li>• It would be updated following this meeting.</li> <li>• It also included the work programme for the following year.</li> <li>• Policies would need to be reviewed but this could be discussed with the LGSS Pensions Governance &amp; Regulations Manager. Reconciliation would also need to be in the report.</li> <li>• If agreed the report would be presented to Full Council on 20 September 2018.</li> </ul> <p>In answer to queries on the report the following was confirmed:</p> <ul style="list-style-type: none"> <li>• The report covered the period 31 July 2017 – 31 July 2018.</li> <li>• Democratic Services had been involved in the discussions around the transfer to the Office of the Police and Crime Commissioner. They had also received correspondence from Dave Harding to enquire if they could continue support.</li> </ul> <p><b>RESOLVED that: the Local Pension Board agreed the Annual Report to be presented to Full Council on 20 September 2018.</b></p> | Paul Hanson   |
| 08/18 | <p><b><u>Meeting Dates 2019-2020:</u></b></p> <p>At the Chairman’s invitation Democracy Officer, Jenny Daniels introduced the report (copies of which had been previously circulated) stating all would be held at 2pm at Moulton Logistics Centre.</p> <p>The Chief Fire Officer would speak with Dave Harding about opening it up for election of new members or re-election of old ones and this would be an agenda item for the March 2019 meeting.</p> <p><b>RESOLVED that: the Local Pension Board agreed to meet on the following dates in 2019-2020:</b></p> <ul style="list-style-type: none"> <li>• <b>Monday 11 March 2019</b></li> <li>• <b>Monday 9 September 2019</b></li> </ul>  | Jenny Daniels |

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|       | <ul style="list-style-type: none"> <li>Monday 9 March 2020</li> </ul>  |               |
| 09/18 | <p><b><u>Any Other Business:</u></b></p> <p>The LGSS Pensions Governance &amp; Regulations Manager, Joanne Walton reported that the Pensions Regulator would issue the scheme return during September 2018. They could complete it and then send it to the Chief Fire Officer for amendments. It would need to be submitted 6 weeks from the date of the receipt. There was some flexibility on having not so good a score in year 1 and then to improve on it during year 2.</p> <p><b>RESOLVED that: the Local Pension Board noted the need to return the scheme return within 6 weeks of the date of receipt.</b></p> | Joanne Walton |
| 10/08 | <p><b><u>Date and Time of Next Meeting:</u></b></p> <p>Monday 11 March 2019.</p>   | Jenny Daniels |

There being no further business the meeting closed at 3.10pm.  
Jenny Daniels, Democracy Officer