

Gavin Chambers
Assistant Chief Officer

Local Pension Board Chair

**Bedfordshire Fire and
Rescue Authority**



Local Pension Board Set up

- Chair
 - Two Employer representatives
 - Two Employee representatives
 - Scheme Manager
 - Pensions Administrator
-
- Due to number of employer and employee reps, had to cancel some meetings due to availability
 - Just increased to three employer and employee representatives
 - Pensions are a HR function at BFRS, with support via Finance (such as returns to Home Office)



Set Up

- Initially a report to the Fire & Rescue Authority back in March 2015
- LGA Training – all Pension Board Members (incl Scheme Manager and Chair)
- Scheme Manager Training (by LGA)
- The Pensions Regulator on line tool/training
- Attendance at annual events, such as Police/Fire Pensions Governance, Pensions AGM, Pensionable Pay training
- Terms of Reference and the required policies – such as Conflicts of Interest, Risk, Reporting of Breaches, Declarations of Interest, Training Policy.
- Also standard agenda, including the Risk Register and Annual Work Plan review



Assisting the Scheme Manager

- Scheme Manager, via delegation, is the Head of HR (day to day delegated to HR Manager)
- Regular liaison between PB Chair and Scheme Manager (sometimes receive emails/info the other is not aware of)
- PB Chair drafts each agenda and discusses with Scheme Manager, prior to sending out to PB attendees with reports, latest LGA Pension bulletins, Risk Register, minutes and action points etc
- Scheme Manager completes the returns (TPR, AON etc) for joint review with PB Chair before submission
- Scheme Manager fully participates in the meetings, giving feedback from Eastern Region Pension Meetings, covers two Ombudsman cases per meeting



Support and Communication

- PB Chair ensures Scheme Manager is supported, internally (such as Finance Team, administrative support), externally (such as the Administrator)
- Minuted PB meetings with actions captured
- Also an Action Log of action points from the LGA's bulletins
- Joint review of Administrators quarterly performance reports

- Communication – Comprehensive information on Pensions Website Page (incl PB minutes), Annual Report to the Fire & Rescue Authority, when required include items in the Service's weekly staff bulletin



Review of set up and progress

- Had an Internal Audit during 2018/19 by RSM and received “Substantial Assurance”
 - Invited Clair Alcock and Tristan Ashby to attend a Pension Board meeting to observe, input and receive feedback
 - Annual self assessment as part of Work plan
-
- Thank you – any questions?

