



OFFICIAL

Human Resources Activity Report

Human Resources Committee

Date: 7 October 2022

Agenda Item:

Submitted By: Chief Employment Services Officer

6

Purpose	To inform Members of key human resources and occupational health metrics incorporating data from quarter 1 of this financial year. This includes establishment strength, sickness absence data and high-level discipline and grievance figures.
Recommendations	That Members note the content of the report.
Summary	This report informs Members of key data relating to Human Resources for 2022/23 and specifically Quarter 1 (1 April to 30 June).

Local Government (Access to information) Act 1972

Exemption Category: None

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Background papers open to inspection: None

Annexes: None

1. STAFF PROFILE (EMPLOYEE HEADCOUNT) - 1 December 2020 to 30 June 2022

Wholetime

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Dec 2020	808	7	6	12	16	3	1	35	53	835	888
Mar 2021	808	7	6	12	16	3	1	42	53	842	895
Jun 2021	817	8	6	12	16	3	1	49	57	855	912
Sep 2021	813	8	6	12	16	3	1	48	61	846	907
Dec 2021	813	9	6	14	16	3	1	50	62	850	912
Mar 2022	806	11	6	13	17	2	2	60	67	849	917
Jun 2022	790	11	6	15	17	2	2	69	67	844	912

Control

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Dec 2020	47	0	0	2	1	0	0	1	36	15	51
Mar 2021	47	0	0	2	1	0	0	1	36	15	51
Jun 2021	44	0	0	2	1	0	0	1	34	14	48
Sep 2021	42	0	0	2	1	0	0	1	31	15	46
Dec 2021	46	0	0	2	0	0	0	2	35	15	50
Mar 2022	46	0	0	2	0	0	0	2	35	15	50
Jun 2022	46	0	0	2	0	0	0	2	34	16	50

On-Call

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Dec 2020	142	1	0	1	1	0	0	16	8	153	161
Mar 2021	144	1	0	2	1	0	0	15	11	152	163
Jun 2021	147	1	0	2	1	0	0	12	11	152	163
Sep 2021	143	2	0	1	1	0	1	13	11	150	161
Dec 2021	144	2	0	2	1	0	1	12	8	154	162
Mar 2022	146	2	0	2	1	0	1	10	8	154	162
Jun 2022	146	2	0	2	1	0	1	9	8	153	161

Green Book

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Dec 2020	265	5	2	2	19	2	0	17	172	140	312
Mar 2021	266	5	2	3	18	2	0	21	172	145	317
Jun 2021	262	5	2	3	18	2	0	21	179	142	312
Sep 2021	269	4	2	2	17	4	0	24	178	144	322
Dec 2021	269	6	2	2	16	3	0	21	176	143	319
Mar 2022	271	5	2	2	20	3	0	24	184	143	327
Jun 2022	266	5	2	3	20	2	0	24	181	141	322

Brigade Total

	White British or Irish	Any Other White	Any Other Ethnicity	Mixed	Asian or Asian British	Black or Black British	Chinese	Not Known	Female	Male	Total Staff
Dec 2020	1262	13	8	17	37	5	1	69	269	1143	1412
Mar 2021	1265	13	8	19	36	5	1	79	272	1154	1426
Jun 2021	1270	14	8	19	36	5	1	83	281	1163	1435
Sep 2021	1267	14	8	17	35	7	2	86	281	1155	1436
Dec 2021	1272	17	8	20	33	6	2	85	281	1162	1443
Mar 2022	1269	18	8	19	38	5	3	96	294	1161	1456
Jun 2022	1248	18	8	22	38	4	3	104	290	1154	1445

The above figures include: (CB, Mat & Secondment)

Wholetime employees – (1 Career Break, 2 Maternity, 3 Secondment)

Control employees – (1 Career Break, 1 Maternity, 0 Secondment)

On-call employees – (5 Career Break, 1 Maternity, 0 Secondment)

Green Book employees – (0 Career Break, 4 Maternity, 3 Secondment)

2. Sickness Absence

SICKNESS ABSENCE - WORKING DAYS LOST PER EMPLOYEE
JULY 2021 - JUNE 2022 PER MONTH

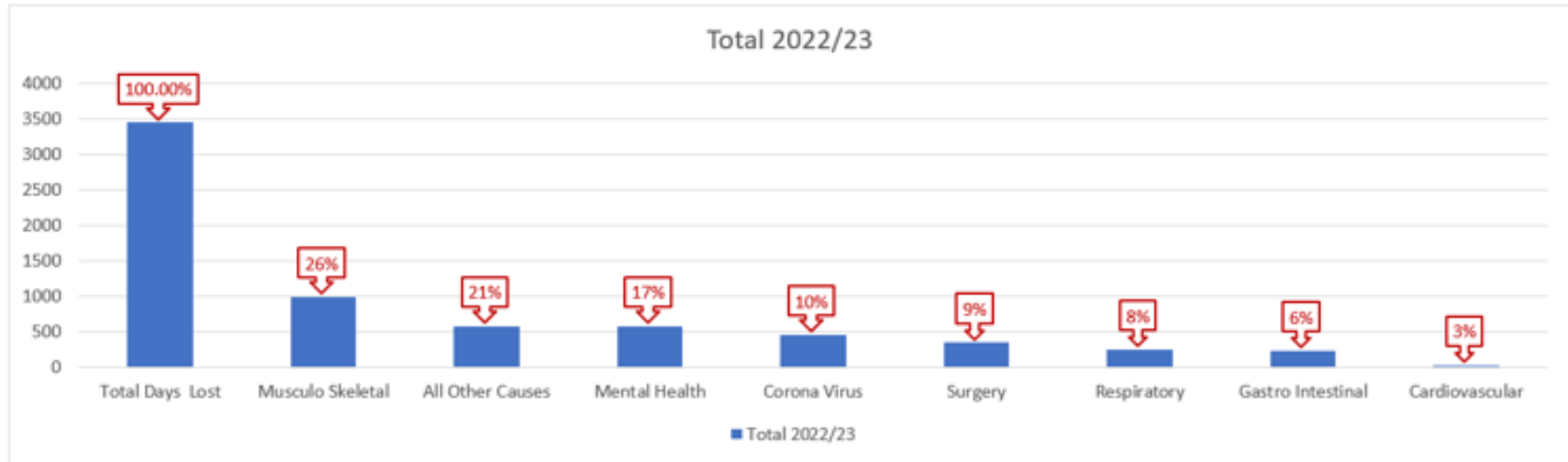
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Ops Response	2.20	1.53	1.31	1.57	1.27	2.06	2.42	1.31	1.66	1.21	0.98	0.94
Ops Support	0.90	0.51	0.33	0.37	0.55	0.34	1.45	0.84	0.60	0.17	0.00	0.85
Prev & Prot	0.87	1.05	0.73	0.73	1.35	1.59	1.23	1.16	1.27	1.32	0.83	0.33
Legal & Gov	2.05	2.32	3.68	2.30	1.10	0.65	1.25	0.65	0.65	1.42	1.48	1.45
Service Support	1.37	0.78	0.94	0.76	0.96	1.04	0.91	0.75	1.14	0.94	1.07	1.06
Emp Services	1.12	0.96	1.03	1.47	1.21	2.02	1.60	0.67	1.71	1.05	0.47	0.69
Finance	0.18	1.71	0.65	0.53	0.71	2.16	1.11	0.71	0.00	0.88	0.00	0.00
Corporate Comms	0.94	0.06	0.00	1.56	1.81	1.94	1.71	0.94	2.05	2.26	1.90	2.60
FSHQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	1.91	1.36	1.21	1.40	1.21	1.85	2.09	1.18	1.52	1.15	0.94	1.15
Target	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58
Previous Year Total (2020/21)	0.74	0.53	1.03	1.45	1.59	0.96	1.51	1.34	0.92	0.79	0.96	1.07

GREEN - BELOW TARGET
AMBER - WITHIN 10% OF TARGET
RED - OVER 10% OF TARGET

These figures include absence due to Covid19 and Self Isolating per

SICKNESS ABSENCE - MAJOR CAUSES FOR CURRENT YEAR 2022/23 (Financial Years)

	Total Days Lost	Musculo Skeletal	All Other Causes	Mental Health	Corona Virus	Surgery	Respiratory	Gastro Intestinal	Cardiovascular
Total 2022/23	3446.0	987.0	582.0	577.0	450.0	346.0	246.0	228.0	30.0
Percentage	100.00%	26%	21%	17%	10%	9%	8%	6%	3%



3. ESTABLISHMENT AND STRENGTH 1 APRIL 2017 to 30 JUNE 2022

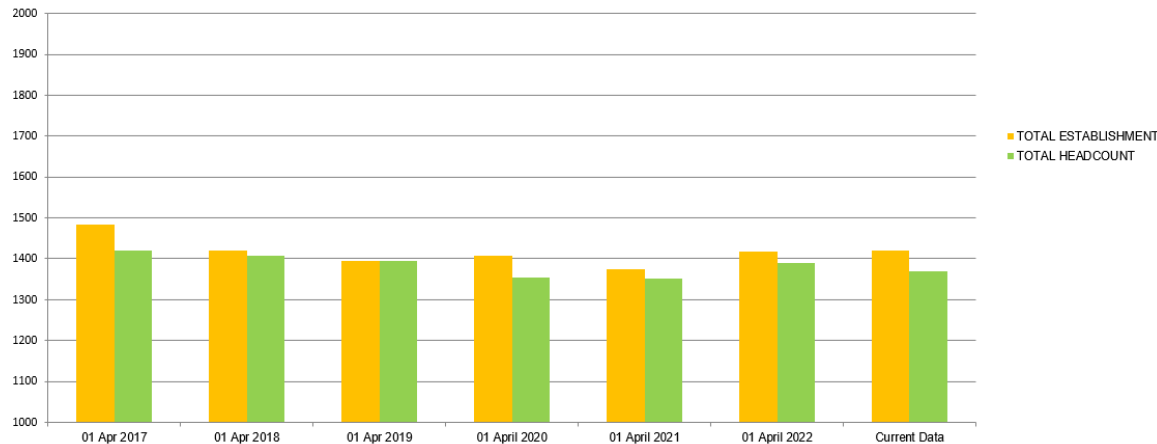
Summary Figures – Establishment and Strength

	TOTAL ESTABLISHMENT	TOTAL HEADCOUNT	WHOLETIME ESTABLISHMENT	WHOLETIME HEADCOUNT	RETAINED ESTABLISHMENT	ON CLL POSITIONS COVERED*	CONTROL ESTABLISHMENT	CONTROL HEADCOUNT	GREEN BOOK ESTABLISHMENT	GREEN BOOK HEADCOUNT
01 Apr 2017	1483	1421	1032	985	120	94	43	49	288	293
01 Apr 2018	1420	1408	963	959	120	87	43	47	294	315
01 Apr 2019	1396	1394	927	951	120	82	44	48	305	313
01 April 2020	1408	1355	930	914	120	87	44	46	314	308
01 April 2021	1375	1351	900	895	120	96	44	51	311	309
01 April 2022	1418	1390	934	917	120	96	44	50	320	327
Current Data	1420	1369	934	912	120	85	44	50	322	322
Reductions to date	63	52	98	73	0	9	-1	-1	-34	-29

* Retained strength shown as number of positions covered not people employed (this includes posts that will be covered by Trainees)

Graphical Representation of Establishment and Strength

Graphical Representation of Establishment and Strength



Summary Figures - Employee FTE data - Current Date

	Current Headcount	Current Employee FTE
Wholetime	917	902.40
Control	50	44.76
On Call	161	84.67
Green Book	322	283.78

4. HEALTH AND SAFETY PERFORMANCE 1 JAN 2022 – 30 JUNE 2022

Lost time up to 3 days

Actual performance 2022/23	Target 2022/23
2	24

Lost time over 3 days

Actual performance 2022/23	Target 2022/23
7	22

RIDDOR Major injury/disease

Actual performance 2022/23	Target 2022/23

5. OCCUPATIONAL HEALTH KEY PERFORMANCE INDICATORS 1 APRIL 2021 – 30 JUNE 2022

OH KPI's

Period 1st April 2022 – 30th June 2022

Ref No.	KPI	Target	Quarter 1 st April 2022 – 30 th June 2022	YTD 1 st April 2022 – 31 st March 2023	Target achieved for present quarter
1	Management referral to appointment date (3 weeks)	90%	67%	67%	
2	AMA report to management within 48hr	90%	100	100	
3	No. of Did Not Attends (DNA's) or cancellation <48 hr notice*		0 Nurse 0 AMA	0 0	
4	No. of physiotherapy referrals		38	38	
5	No. of counselling referrals				
6	No. of management referrals		12	12	
7	No. of health screenings		4	4	
8	No. of self-referrals		1	1	
9	No of AMA consultations		231	231	

Please note the health screenings now include the Asbestos medicals.

6. DISCIPLINE AND GRIEVANCE CASES – 1 APRIL 2022 – 30 JUNE 2022

Period 1 April 2022 - 30 June 2022						
Disciplinary Cases by Directorate						
Directorate	Total Received in Period	Total Completed		Current Live Cases	Average time to complete (Days)	
		In Target	Out of Target			
Corporate Services	0			0		
Service Delivery	0			0		Green < 60 Days
Finance & Procurement	0			0		Red > 60 Days
Employment Services	0			0		
Service Support	0			0		
Grievance Cases by Directorate						
Directorate	Total Received in	Total Completed		Current Live Cases	Average time to complete (Days)	
		In Target	Out of Target			
Corporate Services	0			0		
Service Delivery	3		3	0	23	Green < 15 Days
Finance & Procurement	0			0		Red > 15 Days
Employment Services	0			0		
Service Support	1		1	0	156	

7. RECRUITMENT STATISTICS – 1 APRIL 2022 – 30 JUNE 2022

External Recruitment by Directorate 1 Apr to 30 Jun 2022							
Directorate	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Live cases	Average time to complete (Days)	Vacancies not appointed to
Finance & Procurement	3	3	3		0	39.33	
Service Delivery	3	3	2		0	33	1
Corporate Services	4	4	2		0	37	2
Employment Services	3	3	2		0	27	1
Service Support	3	3	1		0	21	2
Internal Only Recruitment by Directorate 1 Apr to 30 Jun 2022							
Directorate	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Lives cases	Average time to complete (Days)	Vacancies not appointed to
Finance & Procurement							
Service Delivery	5	5	4		0	23.6	1
Corporate Services							
Employment Services	1				1		
Service Support	3	3	2	1	0	30	0



OFFICIAL

Local Pension Board - Annual Report 2021 - 22

Human Resources Committee

Date: 7 October 2022

Agenda Item:

07

Submitted By: Director of Corporate Services/Monitoring Officer

- Purpose** To consider the Local Pension Board Annual Report 2021 – 22 and confirm whether the Local Pension Board is acting within its Terms of Reference and in accordance with good governance principles.
- Recommendations** That Members agree that the Local Pension Board is acting within its Terms of Reference and in accordance with good governance principles.
- Summary** The Local Pension Board is required to produce an Annual Report setting out activity undertaken during the course of the previous year.
- The Annual Report is submitted for formal ratification by this Committee.

Local Government (Access to information) Act 1972

Exemption Category: None

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Background papers open to inspection: None

Annexes: Annex 1 - Local Pension Board Annual Report 2021 – 22
Annex 2 - Local Pension Board Terms of Reference

1 Introduction

- 1.1 The Local Pension Board is required to submit an Annual Report for formal ratification by the West Yorkshire Fire and Rescue Authority's Human Resources (HR) Committee as set out in its approved Terms of Reference. The HR Committee is the responsible committee of the Fire Authority tasked with considering recommendations from the Local Pension Board.

2 Information

- 2.1 The draft Annual Report 2021 – 22 was considered by the Local Pension Board at its meeting held on 5 August 2022
- 2.2 A copy of the Annual Report is attached as an annex to this report and Members are invited to
- confirm (as appropriate) that the Local Pension Board is acting in accordance with its Terms of Reference and in accordance with good governance principles.

3 Financial Implications

- 3.1 There are no financial implications arising directly from this report.

4 Legal Implications

- 4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution

5 Human Resource and Diversity Implications

- 5.1 There are no human resources and diversity implications arising directly from this report.

6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorkfire.gov.uk))	No
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7 Health, Safety and Wellbeing Implications

- 7.1 There are no health and safety implications arising directly from this report.

8 Environmental Implications

- 8.1 There are no environmental implications arising directly from this report.

9 Your Fire and Rescue Service Priorities

- 9.1 Production of the Annual Report supports all the Fire and Rescue Service priorities.



LOCAL PENSION BOARD

Annual Report 2021 - 2022

OFFICIAL

Ownership: Legal and Governance

Date Issued: 07.10.22

Version:

Status: Final



Revision and Signoff Sheet

Change Record

Date	Author	Version	Comments
		V1 – initial draft	To submit to Local Pension Board for final comment and recommendation for approval to HR Committee – 5 August 2021
		V2 – final version	To submit to HR Committee for formal ratification

Reviewers

Name	Version Approved	Position	Organisation	Date
Nicola Houseman		Committee Manager	WYFRA	7/7/22

Distribution

Name	Position	Organisation
Local Pension Board		West Yorkshire Fire and Rescue Authority
Human Resources Committee		7 October 2022

Document Properties

Item	Details
Document Title	LOCAL PENSION BOARD
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1 Foreword

The purpose of this Annual report is to provide a source of information about the status of West Yorkshire Fire and Rescue Authority Local Pension Board for Scheme members and for the Scheme Manager together with a summary of issues considered in the relevant period (1 April 2021 – 31 March 2022)

In accordance with Section 5 and s.30 (1) of the Public Service Pensions Act 2013 and Regulation 4A of the Firefighters' Pension Scheme (Amendment) (Governance) Regulations 2015, the West Yorkshire Fire and Rescue Authority Local Pension Board was established in February 2015 to provide advice on the effective and efficient administration and management of the various firefighter pension schemes.

[The Local Government Pension Scheme for Green Book employees is monitored by a separate Local Pension Board established by the West Yorkshire Local Government Pension Scheme and does not form part of this Annual Report].

The Report includes commentary on the following;

- A summary of the work undertaken by the Local Pension Board during 2021 – 22
- Detail of areas investigated and how these areas were dealt with
- Any conflicts of interest and how these were managed
- Any identified risks and other areas of potential concern
- Any expenses and costs incurred by the Board
- Gifts and hospitality received by members of the Board
- Training for Board members
- Breaches
- Scrutiny and review

Information has also been categorised in parts of this Annual Report on the basis of the following Classifications

Classification	Action
	Outstanding
	Partially complete
	Complete

2 Membership and meetings of the Board

2.1 The West Yorkshire Fire and Rescue Authority Local Pension Board comprises 6 members as follows (as approved by the Full Authority on 24 June 2021);

3 x Scheme Member representatives (Ryan Binks, Chris Lawton (for part of the year), Jim Davies (FBU) and Ian Dunkley from 17.9.21)

3 x Scheme Manager representatives (Councillors Peter Harrand and Fozia Shaheen, and John Roberts CEx/CFO - Chair)

(plus Non-voting Officer Adviser(s) as appropriate)

2.2 The Board has met on 2 occasions in the 2021 – 22 year. There was an attendance of 83.3% during the period in question.

2.3 One of the Scheme Member representatives, Chris Lawton, had retired from the Brigade and consequently from membership of the Local Pension Board. The ensuing vacancy was filled by Ian Dunkley with effect from 17.9.21.

3 Work undertaken by the West Yorkshire Fire and Rescue Authority Local Pension Board 2021 – 22

3.1 The work undertaken by the Board during the course of the year has been defined by the extant Terms of Reference (initially approved at the 24 June 2016 meeting of the West Yorkshire Fire and Rescue Authority) and as amended in December 2021 with regard to the revised term of office (two years).

3.2 During the period 1 April 2021 – 30 June 2022 the following items were considered by the Board;

- Updates on the work with the national Scheme Advisory Board (SAB) & its sub-committee (Ensuring the effectiveness of the Local Pension Board)
- Pension Fund – Key Performance Indicators and corporate risks
- Discretions made by the Scheme Manager
- Annual benefit statements and pension saving statement deadline
- Annual review of Terms of Reference (amended)
- Pension Risk Register
- Compliance deadlines and Breaches Register
- Pensions administration audit
- Pension Ombudsman sample cases
- Legislative updates (including Memorandum of Understanding, updates / revisions to immediate detriment guidance re McCleod / Sargeant)
- Firefighter Pensions England bulletins
- The LGA self-assessment survey 2021
- Exit payments in the public sector
- RDS Modified Scheme update

3.3 The Activity report (submitted to each meeting) includes detail on the number of;

- pension scheme members across the various schemes
- number of new scheme members
- retirees
- pensioner members
- deferred members
- IDRPs stage 1 and 2 complaints
- Opt-outs
- Pension estimates requested / processed

3.4 Each agenda also includes the following standing items;

- legislative update (see section 10.)
- scrutiny and review (including discretions, breach and risk registers)
- Pensions ombudsman cases (see section 9.)
- Member training update
- WY Pension Fund key performance indicators

4 Specific investigations and Board resolutions

4.1 A summary of the areas considered during 2021 – 22 which warranted further investigation and action and the relevant outcomes are detailed in the table below.

Meeting	Summary	Outcome / resolution	Status
22 July 2021	Noted that pensions remedy had been included on the corporate risk register (moved from Pension Board register)	Completed	
19 January 2022	Outcome of Public Service Pensions and Judicial Offices Bill be communicated to members	Updates pending	
	Outcome of Warwickshire FRS challenge to Pensions Ombudsman be reported	Updates pending	

5 Conflicts of interest

5.1 As statutorily required, members of the Local Pension Board complete a Declaration of Interests. The register is maintained by the West Yorkshire Fire and Rescue Authority Committee Services section. Members of the Board reviewed their Declarations in July 2021.

5.2 There have been no declarations made by any member, adviser or attendee at any meeting of the Board during the relevant period.

6 Identified Risks and areas of concern

6.1 No specific risks or areas of concern were raised during the year.

7 Expenses and Costs

7.1 There has been no expenditure or costs incurred within the relevant period for the administration of the Board.

8 Gifts and Hospitality

8.1 There have been no declarations of gifts or hospitality received by Members of the Local Pension Board during the relevant period.

9 Training

9.1 It is a statutory requirement of the Public Service Pensions Act 2013 that members of the Local Pension Board should have the capacity to become conversant with, and develop a knowledge of, detailed related issues in order to effectively carry out their duties.

9.2 The following training has been provided during the course of the year to Local Pension Board members;

- Pensions Regulator e-learning package
- Monthly bulletins from LGA Pension Advisory Service
- LGA National training programme – update / refresher training

9.3 One standing item on the Local Pension Board agendas is consideration of relevant Pension Ombudsman cases. The summaries provided and Ombudsman decisions serve as a learning tool for LPB members.

10 Legislative updates

10.1 As a statutory requirement, members of the Local Pension Board have been provided with regular legislative updates.

10.2 The following have been provided during the relevant period;

- Public Service and Judicial Offices Bill
- LGA / FBU Memorandum of Understanding / Framework
- Unauthorised payment charges
- Immediate detriment guidance
- RDS Modified Scheme
- Exit payments in the public sector

11 Scrutiny and review

11.1 Members are required to scrutinise areas relevant to the administration of the Firefighters' Pension Schemes.

11.2 The following areas were scrutinised during the relevant period;

- Pension Risk and breaches policy
- Discretions
- Breaches register
- Pension Risk register
- Compliance deadlines
- Pension administration audit

West Yorkshire Fire and Rescue Authority

Local Pension Board

Terms of Reference

Function and Responsibilities

The function of the Local Pension Board is to assist the Scheme Manager (West Yorkshire Fire and Rescue Authority) in administering the various firefighter pension schemes. This will be achieved by providing governance and by scrutiny of policies, pension documentation, decisions and outcomes.

The Local Pension Board will also assist the Scheme Manager to:

- secure compliance with the Regulations, any other legislation relating to the governance and administration of the Schemes, and requirements imposed by the Pensions Regulator in relation to the Schemes and;
- ensure the effective and efficient governance and administration of the Schemes

Duties of the Board

The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of these duties Board members:

- should act always in the interests of the Scheme and not seek to promote the interests of any stakeholder group above another
- should be subject to and abide by the Local Pension Board approved code of conduct

Frequency of meetings

The WYFRA Local Pension Board will meet six monthly (July and January in each municipal year), to review / report on previous actions and determine work streams and priorities for the future.

The Chair of the Board, with the consent of the Board membership, may call additional meetings. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone conferencing and e-mails.

Local Pension Board membership

To comply with the regulations the Board must have a minimum of four members (two Scheme Member representatives and two Scheme Manager representatives). A Local Pension Board membership of four is the most straight forward and cost effective way of providing the Local Pension Board and complying with the Regulations.

Membership of the West Yorkshire Fire and Rescue Authority Local Pension Board will be:

3 X Scheme Member representatives (including 1 x FBU representative)

3 X Scheme Manager representatives (2 x elected Members, 1 x Officer representative)

Non-voting Officer Advisor(s) as appropriate

Scheme Manager (elected Member) representation on the Board will be determined by the Fire Authority at its Annual Meeting (or as otherwise required). The Officer representative will be nominated by the Authority's Management Board.

The Officer Advisor will be a specific officer who is to assist the Board in gathering/analysing information and writing reports. The Board will also be able to request assistance from any officer who has specific knowledge of a subject matter they are investigating.

Scheme Member representatives

Scheme Member representatives shall be appointed to the Board on an annual basis (or as otherwise required) by the Executive Committee of the West Yorkshire Fire and Rescue Authority following a formal application process.

2 x Scheme Member representatives will be active, deferred or retired members of one of the firefighter pension schemes administered by WYFRA.

1 x Scheme Member representative will be nominated by the Fire Brigades' Union.

Scheme Member representatives should be able to demonstrate

- their capacity to represent pension scheme members
- capacity to attend and complete the necessary preparation for meetings, and
- capacity to participate in training as required

Scheme Manager representatives

2 x elected Member Scheme Manager representatives shall be appointed on an annual basis to the Board at the Annual Meeting of the Authority (or as otherwise required)

1 x Officer Scheme Manager representative shall be appointed/confirmed on an annual basis by the Authority's Management Board.

Scheme Manager representatives with delegated responsibility for discharging the Scheme Manager function of WYFRA may not serve as Scheme Manager representatives on the Board.

Scheme Manager representatives should be able to demonstrate

- their capacity to represent the Scheme Manager
- capacity to attend and complete the necessary preparation for meetings, and
- capacity to participate in training as required

Appointment of Chair and Vice chair

Local Pension Board Members will act as the Chair and Vice- chair on an annual, rotational basis ie. when a Scheme Manager representative is appointed Chair of the Board, the position of Vice chair will be filled by a Scheme Member representative and vice versa on an annual basis, unless agreed otherwise.

Notification of appointments

On appointment to the Board, WYFRA shall publish the name of the appointees, the process followed in the appointment together with the way in which the appointments support the effective delivery of the purpose of the Board.

Objectives

WYFRA Local Pension Board should consider the following:

- Are pension statements timely and accurate?
- How long does it take between retirement and receipt of pension?
- The number of errors made by the pension administrator.
- Are relevant policies in place and of a sufficient standard?
- Are pension estimates accurate and timely?
- Is the West Yorkshire Pension Fund (WYPF) website accurate and user friendly?
- Ensure that annual CARE scheme calculations are being carried out.
- Scrutinise data quality.

- Ensuring pension rules and regulations are being complied with, when officers are making decisions on pension matters.
- If complaints/appeals are being dealt with correctly and the correct procedures being followed.
- Review internal audit reports

This list is not exhaustive. The Local Pension Board will have the power to investigate anything it wishes in relation to the firefighters' pension schemes within WYFRS.

Conduct and Conflict of interest

Members of the Board are responsible for ensuring that their board membership does not result in any conflict of interest with any other posts they hold.

All members of the Board must declare to WYFRA on appointment and at any such time as their circumstances change any potential conflict of interest arising as a result of their position on the Board. On appointment to the Board and following any subsequent declaration of potential conflict WYFRA shall ensure that any potential conflict is effectively managed in line with both the internal procedures of WYFRA and the requirements of the Pensions Regulator's codes of practice on conflict of interest for Board members.

Members of the Board must not use their membership for personal gain.

Gifts and hospitality should only be accepted with the permission of the Authority - any gifts accepted should be reported on in the Local Pension Board's annual report.

Members of the WYFRA Local Pension Board should maintain confidentiality when discharging their duties.

The WYFRA Local Pension Board has the right to use WYFRA facilities and resources in the course of discharging its duties.

Knowledge and understanding (including Training)

Knowledge and understanding must be considered in light of the role of the Board to assist WYFRA as detailed above. The Board should establish and maintain a policy and framework to address the knowledge and understanding requirements that apply to Board members. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.

Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding

policy and framework. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

Term of office

Term of Office should be for 2 years and in accordance with the committee cycle in WYFRA

Board membership may be terminated prior to the end of the term of office due to:

- A Scheme Member representative no longer holding the office or employment or being a member of the body on which their appointment relied
- A Scheme Manager representative no longer holding the office or employment or being a Member on which their appointment relied
- The representative no longer being able to demonstrate their capacity to attend and prepare for meetings or to participate in required training

Board Members may be re-appointed for more than one term of office following an approved appointment / nomination process.

Reporting

The West Yorkshire Local Pension Board will produce an Annual Report which will highlight areas of concern and identify good practice.

The report will also contain information on the number of retirements (natural and ill health), new starters, membership and opt-out numbers.

The Board will report to the Human Resources Committee.

Resourcing and funding

Members of the WYFRA Local Pension Board will be entitled to claim any reasonable out of pocket expense incurred through discharging their Local Pension Board responsibilities.

The Board will not have a dedicated budget. Requests for finance to purchase technical assistance, Board member training and anything else the Board may require to effectively discharge its duties will be made through the WYFRA Finance and Resources Committee.

Quorum

A meeting is only quorate when three Board members are present (including either the Chair or Vice chair).

Voting

The Chair shall determine when consensus has been reached. There will be no casting vote.

Where consensus is not achieved this should be recorded by the Chair.

Relationship with West Yorkshire Fire and Rescue Authority

In support of its core functions the Board may make a request for information to WYFRA with regard to any aspect of the Scheme Manager function. Any such a request should be reasonably complied with in both scope and timing.

In support of its core functions the Board may make recommendations to WYFRA which should be considered and a response made to the Board on the outcome within a reasonable period of time.

**MINUTES OF THE MEETING OF THE YORKSHIRE & HUMBER EMPLOYERS' ASSOCIATION
HELD VIRTUALLY ON THURSDAY 7 July 2022
(Annual Meeting)**

Present:

County Council

Cllr Cliff Lunn North Yorkshire County Council

Metropolitan Districts

Cllr Jane Nightingale	Doncaster MBC
Cllr Alan Gardiner	Barnsley MBC
Cllr Silvia Dacre	Calderdale MBC
Cllr Michelle Collins	Wakefield MDC
Cllr Cate McDonald	Sheffield CC
Cllr Paul Davies	Kirklees Council
Cllr Stuart Sansome	Rotherham MBC

Unitary Councils

Cllr Nigel Ayre City of York

Fire Authorities

Cllr John Briggs Humberside Fire & Rescue Service

In Attendance

Jill Clayton	Wakefield MDC
Helen Weldon	Barnsley MBC
Mark Bennett	Sheffield CC
Claire Matson	Leeds CC
Justine Brooksbank	North Yorkshire CC
Jackie Addison	Calderdale MBC
Lyndsey Linton	ERYC
Ian Henderson	Rotherham MBC
Claire Waind	City of York
Mark Bennett	Sheffield City Council
Jacquie Hodgson	Craven DC
Deborah Lucas	Kirklees Council
Kerry McKee	Hull CC
Lee Mann	Rotherham MBC
Nick Smith	Bradford MDC
Rebecca Stanford	North Lincs
Julie Brookes	YHEA

Employers Secretary

Steve Walmsley (YHEA),

1. Introductions and Apologies

Apologies for absence were received on behalf of Cllr Tariq Hussain – Bradford MDC, Cllr Saghir Alam – Rotherham MBC, Andrew Dodman – Leeds CC, Anne Lloyd – Bradford MDC, Gemma Taskas – Leeds CC, Helen Whiting – City of York, Lynne Halls – Hambleton DC, Sarah Ridley - Harrogate BC, Christine Cooper – Humberside Fire and Rescue,

2. Appointment of Chair for 2022/23

Following nomination and seconding Cllr Jane Nightingale, Doncaster MBC was appointed as Chair for the 22/23 year.

3. Appointment of Vice-Chair for 2022/23

Nominations will be sought after meeting.

4. Appointment of Employers' Secretary

Steve Walmsley, Regional Employers Director was appointed as Employers' Secretary.

5. Members of the Employers Association 2022/23

Details circulated in advance of meeting.

6. Employers Association Constitution

No changes to the constitution were proposed

7. Regional Joint Council Arrangements for 2022/23

Regional Joint Council exists in the region and Joint Secretaries still in operation. The Trade Unions requested that formal meeting arrangements were put in place again. A revised draft constitution was shared with the trade unions over 12 months ago, this is still with the Trade Unions. The Trade Unions will be contacted regarding progress on this. If there is no response from the TU's the situation will remain the same as the Employers' Side is clear that a revised constitution is needed.

8. Meeting Arrangements for 22/23

Dates have been circulated to members. Meeting will continue to be held virtually using Microsoft Teams.

9. Final Accounts for 2021/2022 and Submission of Annual Return

The Audit for 21/22 is complete and once signed off will be submitted to Certification Office. Due to the implementation of the levy the Certification Office requires the audit process to be complete by 30 June from 2023.

10. Appointment of Auditors for 2022/23

Azets were appointed for 2022/23. This will be reviewed again for 2023/24.

11. Notes of the last meeting

Notes were agreed.

12. Matters Arising

Nothing reported

13. Update on Pay Negotiations

All the regional Pay briefings are now complete. Similar messages were received from all areas. Most Authorities have budgeted for 2% but now accept that this position needs to be reconsidered. Responses to a series of question from National Employers are now being collated. Employers are meeting with the Trade Unions at the end of July. It is anticipated that the Employers will make an offer at this stage. Depending on events at, and after, the next meeting the National Employers may have to consult Authorities again.

14. Fuel Costs and Mileage Rates

There is a lot of pressure on Authorities regarding this. Political groups at the LGA have been written to. LGA has a board meeting next week and thus will be on the agenda. If approved they will lobby the HMRC for increase in rates.

All Authorities are looking at solutions to this. One Local Authority had doubled up on July's mileage claim so that employees are a month ahead and have the money when needed not waiting to be reimbursed. This hasn't been approved Council wide only in certain sectors.

One Authority has increased the mileage rate above the HMRC rate of 45p per mile.

15. GDPR

Nothing reported

16. Any Other Urgent Business

Nothing reported.

17. Close of Meeting