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 _____ Firefighters Pension Scheme
Scheme Advisory Board

Actions Summary - Completed Actions

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	Complete: Board policies published to board page

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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 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 (3)	Action: To note that past service costs are potentially a risk to the cost cap valuation	To keep on agenda. Formal response sent to Home Office on 31 July 2017 03.10.2019 Recent Booth vs MAWW case will require authorities to correct pensionable pay. The effect of that is yet to be understood. 11.06.2020 Paper provided to Board to determine if further action required or continue to maintain a watching brief. Home Office confirmed GAD considered past service pen pay costs for 2016 valuation but were deemed immaterial.

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		<p>Question from FA – can Board collate and provide data for GAD to incorporate into 2020 cycle. 17.09.2020 GAD has requested information from FRAs in respect of changes to pensionable pay made following the MAWW judgment. 10.12.2020 Action noted. Awaiting 2020 valuation results. 16.02.2021 GAD report limited changes to pensionable pay arrangements in England due to allowances already deemed pensionable or low numbers of members in receipt. Further evidence to be sought on behalf of the Board, such as pre- and post- values. 24.06.2021 HCWS757 confirmed that any impact on member benefits due to a breach to the cost-ceiling will be waived for the 2016 valuation. Additionally, the cost-control mechanism to be reviewed for the 2020 valuation. Await 2020 valuation results and outcome of review. 23.06.2022 Item closed by agreement of the Board. A new action relating to the 2020 valuation will be opened at the appropriate time.</p>
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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
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

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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
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. 11.06.2020 To revisit with new chair pending appointment.

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		17.09.2020 Revised risk register drafted. To be discussed with new chair in the first instance before tabling for future meeting. 10.12.2020 Complete: Revised risk register approved by Board and uploaded to website.
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

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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 undertaken 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.

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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.

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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 – tax awareness refresher and administrator training	Secretariat to open bid process. 09.01.2020 Tax working party to consider what guidance is necessary for stakeholder groups. Item closed and added to 03.10.2019(6).
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 03.10.2019 Embedded into training. Added to regional group agendas. Secretariat to issue guidance on weighting. 09.01.2020 Revised guidance and weighting criteria issued. Engagement with software suppliers

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		planned. Closed and new item on remedy data opened.
14.03.2019 (10) – replaces previous items on pensionable pay	Secretariat to work with legal adviser on pensionable pay issues to progress guidance to FRAs.	<p>Pensionable pay seminar scheduled for 18.07.2019</p> <p>Written legal advice commissioned on retrospective action and meaning of “temporary” in relation to eligibility (FT contracts and secondments).</p> <p>03.10.2019 MAWW factsheet issued. Pensionable pay workshop held in July.</p> <p>09.01.2020 Subset of Board to determine pensionable pay issues and publish central guidance on principles and rectification. Complete: Pensionable pay resources to be collated and added to a dedicated menu in member-restricted area of the Regulations and Guidance website.</p>
14.03.2019 (12)	Board to collect data on patterns of IDRPs to establish where advice and guidance is needed. Secretariat to progress.	<p>Ongoing.</p> <p>03.10.2019 Launch in October bulletin.</p> <p>09.01.2020 Launch delayed. Data to be requested annually in line with scheme year, article to be included in January bulletin. Link to item 13.06.2019(8).</p> <p>Completed: Paper provided to SAB</p>

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13.06.2019 (6)	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.	09.01.2020 See minutes [Item 9] Separate action summary for review recommendations to be created and maintained. Item closed.
13.06.2019 (8)	IDRP 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.	09.01.2020 Draft to be circulated to members by email, to be signed off at March meeting. 11.06.2020 Complete: guidance agreed by email and published with May bulletin. Further guidance for decision makers and members to follow.
03.10.2019 (7)	Future of pensions administration: More information to be sought via consultation on the marketplace and risk.	09.01.2020 Further research to be undertaken. 11.06.2020 To pick up with new chair once in post. 17.09.2020 Paper 2 provided to meeting to outline issues and options for consideration. Secretariat to draft survey for FRAs and administrators and request details of current contracts from FRAs. Drafts will be submitted to Board for review. 10.12.2020

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		<p>Draft survey approved by Board. Secretariat to arrange purchase of paid Survey Monkey plan and transfer Excel- based questionnaire to online software.</p> <p>18.03.2021</p> <p>Preview survey link shared with Board prior to meeting to road test FRA self-assessment survey and provide comments. Secretariat to refine Survey Monkey questionnaire in line with feedback. Telephone appointments will be offered to each FRA to assist with completion.</p> <p>24.06.2021</p> <p>Survey in progress. 21 responses received to date (18.06). Closing date 30 June 2021. Report to be tabled for September meeting.</p> <p>30.09.2021</p> <p>Paper 1 provided to meeting with survey research report. Next steps:</p> <ol style="list-style-type: none"> (1) Secretariat to prepare administrator survey (2) Secretariat to undertake gap analysis of individual FRA responses (3) Survey results cover note to be drafted on behalf of Board. <p>09.12.2021</p> <p>Tabled under Item 7. Sub-actions (2) and (3) completed.</p>
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		<p>Secretariat to provide each FRA copy of own results highlighting areas for improvement. 24.03.2022</p> <p>Sub-action 1 completed (admin survey). Each FRA LPB provided with individual exported results in late Dec/ early Jan. 23.06.2022 Item closed as no clear appetite from sector at present for centralised administration.</p>
09.01.2020 (8)	Secretariat to draft statement and circulate to Board for review, asking FRAs to provide their data on immediate remedy cases, with a reminder that an IQMP assessment for IHR is obtained under both schemes (noting that this does not guarantee payment) for claimants and non-claimants.	Completed: Bulletin 28 included data request and paper supplied to board at 31 March 2020 meeting.
09.01.2020 (11) – replaces previous item on monitoring data	To track issues relating to data during remedy process – including revised data measuring guidance (scheme-specific) fields and planned data seminar in April 2020.	<p>11.06.2020 Remedy software and administration working group (SAWG) to feedback to Board when appropriate.</p> <p>17.09.2020 Data workshop to be held at AGM 23 Sept to consider development of remedy data collection template.</p> <p>10.12.2020 Draft data guidance considered by communications group; final draft to be circulated once IC/ DCU is confirmed. Concerns over software providers preparedness for remedy preventing finalisation of a standard data collection template.</p>

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		<p>18.03.2021 Draft data collection guidance has been circulated to FRAs and administrators and work with software suppliers on a standard template has commenced. Paper 4 provided to the Board for discussion invites comments on revised data scoring expectations in the Pension Regulator's 2021 scheme return. SMA committee to work with FCWG to develop revised data scoring guidance. To be presented to full SAB in June and published in September.</p> <p>24.06.2021 Suite of data collection tools provided with FPS bulletin 44 – April 2021. Revised data scoring guidance to be carried forward and progressed through correspondence.</p> <p>30.09.2021 Pension administrators have now received data extract reports from software suppliers. The LGA to facilitate a workshop on completion of the data collection template and new data scoring requirements before the end of October.</p> <p>09.12.2021 As administrators are operating to different timescales and some FRAs have already started collating data, the planned workshop was no longer required. The TPR scheme return has also already been</p>
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		completed for 2021. Data scoring guidance to be revised for 2022. Item to be closed and new item added to SMA committee workplan.
17.09.2020 (5.3)	Secretariat to obtain a legal view on outstanding abatement queries to incorporate into the draft guidance.	10.12.2020 Further advice has been requested from the SAB legal adviser. 18.03.2021 Advice provided by email. Secretariat to arrange meeting with legal adviser to discuss incorporation into draft abatement guidance. 24.06.2021 Carry forward. To be progressed through correspondence. 30.09.2021 Queries continue to be received on abatement. Table latest draft guidance for December meeting. 09.12.2021 Draft guidance tabled under item 6. Guidance approved for publication. Item to be closed. 24.03.2022 Guidance paused in light of TPO determination; update needed to reflect outcome. Item to be closed once guidance is updated and issued. 23.06.2022

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		Complete: Informal abatement guidance for FRAs was issued on 31 May 2022 with the May FPS Bulletin.
17.09.2020 (5.4)	Secretariat to draft information note for FRAs to support implementation of Home Office immediate detriment guidance or robustly evidence challenges. Information to be requested on number of eligible members.	10.12.2020 Complete: LGA information note and assessment matrix provided to FRAs with FPS Bulletin 38. Paper 6 supplied to the Board provides information requested on the number of immediate detriment cases and quantum of cases that might experience technical issues through lack of guidance.
10.12.2020 (5.1)	(1) Secretariat to develop central training log to evidence Board members' knowledge and understanding. Training plan to be developed and agreed with Chair. (2) Volunteer sought to chair LPB effectiveness committee.	18.03.2021 (1) Secretariat working on an approach to document and record member training to be tabled in June. Including development of modular sessions on specific topics, for FRAs and administrators, as well as the SAB. (2) Complete: Matt Lamb appointed as chair. 24.06.2021 (1) Close current action and carry forward as two separate pieces of work: (i) development of training log; (ii) development of modular training session for SAB members as a long-term project. Ad-hoc training to be provided on request and as necessary.

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10.12.2020 (6.1)	Secretariat to draft statement on behalf of SAB to confirm that IQMPs may assess the same member against the criteria of multiple schemes for recognised purposes including injury awards under the compensation schemes, transitional deferred benefits, and age discrimination remedy/ immediate detriment.	18.03.2021 Complete: Instruction to IQMPs on behalf of SAB issued in FPS Bulletin 41 – January 2021 .
16.02.2021 (6.4)	Secretariat to draft open letter to HMT to acknowledge and welcome remedy consultation response and highlight where additional policy decision and detail is still required. Letter to be published on SAB website.	18.03.2021 Tabled for March meeting [Paper 3]. Secretariat to finalise draft letter to incorporate feedback and submit to HMT. 24.06.2021 Complete: Open letter to HMT agreed via correspondence and published on 25 May 2021.
16.02.2021 (7.1)	Remedy project plan and working groups will be established to clarify responsibilities and timescales. Secretariat to share PID and risk register with the Board. Associated papers to be tabled for March meeting: (1) refresh of SAB committees including terms of reference and workplans. (2) overarching project management process.	18.03.2021 Complete: Tabled for March meeting [Paper 1].
18.03.2021 (3.3)	Response to be submitted to TPR consultation on modular code of practice via LPB effectiveness committee. Closing date 26 May 2021.	24.06.2021 The SAB will seek to engage with TPR through the committee rather submit a direct response. Action closed and item added to LPB effectiveness committee agenda.
18.03.2021 (4.1.40)	When appropriate, cost-effectiveness committee to undertake review of report commissioned by the Home Office from GAD, on use of original 2016 assumptions for recalculation of the cost cap cost including McCloud.	24.06.2021 To review as appropriate. 24.03.2022

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		<p>Consider to progress or close this action now in light of final cost control valuation results.</p> <p>23.06.2022</p> <p>2016 cost control valuation complete. Item closed. A new action relating to the 2020 valuation will be opened at the appropriate time.</p>
18.03.2021 (5.3)	<p>Secretariat to draft form of words for April bulletin to caveat ABS 2021. Updated template and notes to be issued.</p>	<p>24.06.2021</p> <p>Complete: Recommendation on ABS 2021 issued in FPS Bulletin 44 – April 2021; template and notes issued with FPS Bulletin 45 – May 2021.</p>
24.06.2021 (5.1.14)	<p>Agreement to be sought from HMT to share McCloud factsheet with scheme managers by publication on www.fpsregs.org</p>	<p>Complete: McCloud factsheet published.</p>
24.06.2021 (6.26)	<p>Board members are invited to provide comments by email in order for the SAB to write to both software suppliers with follow-up questions to remedy assurance presentations. Secretariat to liaise with providers on availability of presentations.</p>	<p>Aquila Heywood and Civica presentations uploaded to member-restricted meetings page of www.fpsboard.org</p> <p>30.09.2021</p> <p>Comments awaited from the Board. Chair and secretariat to draft a follow-up letter to provide feedback from the June meeting and obtain information on progress following the introduction of the PSP&JO Bill.</p> <p>24.03.2022</p> <p>Software update provided under agenda item 9. Providers to be invited to June 2022 meeting. Item closed.</p>

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30.09.2021 (5.19)	Secretariat to pursue commissioning work on scenarios and personas to represent different member types and the impact that remedy may have on their benefits – via SMA committee.	09.12.2021 First Actuarial commissioned to produce a range of scenarios required to represent different member types and the impact of remedy on their benefits, as well as a tender specification. Update tabled under item 9. 24.03.2022 Close item once scenarios issued. Completed 01.04.2022. Item closed.
09.12.2021 (5.28)	Chair to draft letter to HMT on withdrawal of HO guidance.	24.03.2022 Complete: Letter submitted to CST on 17.12.2021 and published on SAB website. Response received 23.03.2022.
24.03.2022 (6.13)	Chair to draft letter to Home Office to acknowledge consultation response.	Complete: letter reviewed by Board and submitted on 20.04.2022.
24.03.2022 (9.9)	Secretariat to invite software suppliers to present plans for retrospective remedy at June SAB meeting.	Complete: tabled under Item 9.
24.03.2022 (13.12)	Secretariat to publish HMT's response to SAB letter requesting more information on the withdrawal of the Home Office's informal ID guidance.	Complete: letter published with FPS Bulletin 55 – March 2022 and uploaded to SAB website.
23.06.2022 (5.24)	2020 valuation assumptions to be considered by cost-effectiveness committee.	Complete: cost-effectiveness committee meeting held 05.07.2022.

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