



Scheme Advisory Board minutes: index by topic

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Abatement

- Paper to Board on outstanding technical queries delaying publication of abatement guidance. Legal view to be obtained: [Meeting 17.09.2020](#) [Item 5.3]

Administration

- Options paper to be provided on future administration of scheme; benchmark review of administration costs: [Meeting 09.03.2018](#) [Item 12]
- Bids invited for benchmarking exercise: [Meeting 20.06.2018](#)
- Launch of Aon administration and benchmarking review, data collection and timescales confirmed: Meeting 04.10.2018 [confidential]
- Update on admin and benchmarking review: Special meeting 24.01.2019 [confidential]
- Aon present initial findings from admin and benchmarking review: [Meeting 13.06.2019](#)
- Leics CC update Board on increasing administration risks/ cost/ resource in light of remedy. Board asked to consider whether action should be taken to mitigate potential risks of a reducing admin market: [Meeting 03.10.2019](#)
- Overview of next steps arising from Aon review; update on recommendations: [Meeting 03.10.2019](#) [Item 8]
- Update on recommendations from admin and benchmarking review, deferral of some planned actions pending remedy: [Meeting 09.01.2020](#)
- Progress update on recommendations from Aon admin and benchmarking review: [Meeting 11.06.2020](#) [Item 7.4]
- Board consider paper on pension administration market and complexity, with TPR input. Secretariat to draft survey of FRAs: [Meeting 17.09.2020](#) [Item 5.2]
- Pension administration strategy consultation response: [Meeting 17.09.2020](#) [Item 6.1]

Annual Benefit Statements

- ABS survey update: [Meeting 01.12.2017](#) [Item 9]
- ABS production: [Meeting 20.06.2018](#)
- Board asked for views on including projections on ABS 2020, given that it will not be possible for calculations to reflect remedy. Board agree that direction be given to include projections to NPA for consistency: [Meeting 31.03.2020](#) [Item 7]

Board Membership

- [Meeting 20.04.2016](#)
- [Meeting 26.05.2016](#)
- Advisers and Observers: [Meeting 30.11.2016](#) [Item 8]
- Legal adviser invitation to bid issued: [Meeting 09.03.2018](#)
- Appointment of legal adviser (Weightmans) to Board: [Meeting 20.06.2018](#)
- Actuarial adviser invitation to bid issued: [Meeting 20.06.2018](#)

- Terms of committees and advisers; replacement committee members sought: Special meeting 24.01.2019 [confidential] [\[Item 4\]](#)
- Appointment of vice-chair: [Meeting 09.01.2020](#)
- Review of committee and adviser recruitment in line with chair term ending; views sought on re-procurement for four-year period: [Meeting 09.01.2020](#) [\[Item 6\]](#)
- Malcolm Eastwood's final meeting as chair: [Meeting 31.03.2020](#)
- Conflict of interest forms required only for new conflicts, review on an annual basis: [Meeting 17.09.2020](#)
- Board agree NFCC representative as permanent observer: [Meeting 17.09.2020](#)

Budget

- [Meeting 20.04.2016](#)
- [Meeting 26.05.2016](#)
- Ministerial approval given. Work commencing to levy FRAs and collect monies: [Meeting 07.09.2016](#)
- Update on budget and provision of Secretariat: [Meeting 30.11.2016](#) [\[Item 5\]](#)
- Formation of Budget Committee: [Meeting 30.11.2016](#)
- Agreement of levy 2016/2017, 2017/2018 and action to collect: [Meeting 30.11.2016](#)
- Levy being collected: [Meeting 06.03.2017](#)
- Levy collected from all FRAs: [Meeting 14.6.2017](#)
- Budget proposal: [Meeting 01.12.2017](#)
- Draft budget paper: [Meeting 09.03.2018](#)
- Ministerial approval given. Work commencing to levy FRAs and collect monies: [Meeting 04.10.2018](#) [confidential]
- 2020-21 budget approved by the minister. Reductions as a result of COVID-19 incorporated into proposed expenditure: [Meeting 10.12.2020](#) [\[Item 6.3 – confidential\]](#).

Communications and Branding

- Discussion regarding format and content of official communications and correspondence from SAB: [Meeting 30.11.2016](#) [\[Item 7\]](#)
- SAB website member area demonstration: [Meeting 01.12.2017](#)
- Altair member self-service demo: [Meeting 01.12.2017](#)
- SAB branding and communication guidelines: [Meeting 01.12.2017](#) [\[Item 10\]](#)
- FPS Regulations and Guidance website demo: [Meeting 09.03.2018](#)
- Board express concern that communications and bulletins are not read or actioned: Special meeting 24.01.2019 [confidential]

Cost-effectiveness committee

- Proposal: [Meeting 07.09.2016](#)
- Creation of sub-committees: [Meeting 30.11.2016](#) [\[Item 10\]](#)
- SAB agreed to progress committees before next meeting: [Meeting 06.03.2017](#)
- Sub-committee to be concerned with cost of running scheme and actuarial cost of the scheme: [Meeting 14.06.2017](#)
- Update from committee, including draft data report on 2016 valuation assumptions: [Meeting 09.03.2018](#)

COVID-19

- Update on the impact of pandemic on pension scheme operation. Consideration of eligibility of COVID-19 as a qualifying injury: [Meeting 11.06.2020](#) [Item 6.2]
- COVID-19 governance survey update: [Meeting 17.09.2020](#) [Item 6.2]
- Reductions as a result of COVID-19 incorporated into proposed budget expenditure for 2020-21: [Meeting 10.12.2020](#) [Item 6.3 – confidential].
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Data

- Admin and benchmarking committee to consider standard list of data items: [Meeting 01.12.2017](#)
- SAB to lead scheme-specific data review: [Meeting 09.03.2018](#) [Item 12]
- TPR introduce common and scheme-specific data scoring to scheme return in 2018. Secretariat to add criteria to weight data for accuracy to data scoring guidance: [Meeting 03.10.2019](#) [Item 9]
- Revised data scoring guidance issued in 2019; scheme-specific items likely to change following remedy. Continuing Board support requested: [Meeting 09.01.2020](#)

Death benefits

- Home Office update on proposed amendments in response to Brewster case (removal of requirement for nomination form): [Meeting 20.06.2018](#)
- Lack of provision within FPS 1992 for unmarried partner's survivor benefits: [Meeting 20.06.2018](#)
- Amendments relating to survivor benefits and same-sex spouses (Walker case): [Meeting 20.06.2018](#)

Eligibility

- Eligibility for membership of FPS 2015 (must meet definition of firefighter): [Meeting 26.05.2016](#)
- Legal advice received on the meaning of “temporary” in the context of the schemes: [Meeting 11.06.2020](#) [Item 6.1]
- Board further consider legal advice presented in June on “temporary” in relation to eligibility and pay. Advice to be converted into FRA note: [Meeting 10.12.2020](#) [Item 5.2]

Exit cap

- Application of £95k exit cap to the FPS outlined: [Meeting 14.03.2019](#)
- Update on £95k exit cap consultation. [Technical note](#) provided to FRAs: [Meeting 13.06.2019](#)

Funding/Valuation

- Past service costs: [Meeting 26.05.2016](#)
- Past service costs to be kept on agenda to note potential risk to breaching cost cap: [Meeting 30.11.2016](#)

- Home Office to provide further information to SAB on valuation progress and cost mechanisms: [Meeting 30.11.2016](#)
- 2016 funding valuation – Home Office to consult SAB in early summer for views on past service costs and in early autumn for setting scheme specific assumptions: [Meeting 06.03.2017](#) [Item 7]
- Secretary of State requests view from SAB on treatment of past service costs for valuation purposes: [Meeting 14.06.2017](#)
- Valuation – Assumptions Report from First Actuarial: [Meeting 25.09.2017](#)
- Home Office update on valuation consultation response: [Meeting 01.12.2017](#)
- Draft data report on 2016 valuation assumptions: [Meeting 09.03.2018](#)
- Home Office update on 2016 valuation results: [Meeting 20.06.2018](#)
- Discussion on provisional valuation results; cost-cap floor breached, employer rates set to increase, Home Office open consultation with SAB under [regulation 150A](#): [Meeting 04.10.2018](#) [confidential]
- Agreement of SAB proposal to rectify cost-cap breach; consideration of report provide by First Actuarial; Home Office receive verbal confirmation of proposal: [Meeting 05.12.2018](#) [confidential]
- Home Office continue to consider Board's proposal in relation to policy; new HMT Directions awaited; equality impact of proposals to be investigated: [Special meeting 24.01.2019](#) [confidential]
- HMT pause cost-cap process on 30 Jan 2019 and issue new Directions on 14 Feb; GAD finalise 2016 valuation and issue employer contribution rates for each scheme. Board note concern over funding: [Meeting 14.03.2019](#)
- FBU advise Govt that a judicial review will be requested if cost-cap pause is not lifted: [Meeting 09.01.2020](#)
- GAD confirms that cost cap process has restarted and remedy costs will be included in the recalculation: [Special meeting 16.02.2021](#)

Governance

- TPR Presentation – results from admin and governance survey 2015: [Meeting 07.09.2016](#) [Item 8]
- TPR Presentation – results from admin and governance survey 2016: [Meeting 14.06.2017](#) [Item 8]
- TPR results from admin and governance survey 2017: [Meeting 20.06.2018](#) [Item 9]
- Key findings from TPR admin and governance survey 2018: [Meeting 03.10.2019](#) [Item 9]
- TPR to undertake supervision relationships with four FRAs to improve knowledge of sector: [Meeting 09.01.2020](#)

IDRP

- Two-stage IDRP procedure to be retained, subject to education and future review: [Meeting 20.06.2018](#) [Item 12]
- Mechanics of IDRP process to be reviewed: [Meeting 04.10.2018](#) [confidential]
- Board agree that IDRP data should be collected to monitor patterns or trends: [Meeting 14.03.2019](#)
- Board asked to consider appropriate decision makers at each stage and reduction of timescales: [Meeting 13.06.2019](#) [Item 9]

- Draft guidance to be agreed by email. Warm-up article on data collection planned for Jan 2020 bulletin: [Meeting 09.01.2020](#)

Ill-health and injury awards

- Review of ill-health award (lower tier to upper tier): [Meeting 20.06.2018](#)
- Review of IQMP process, guidance and forms planned: [Meeting 20.06.2018](#)
- Note to be issued to FRAs not to “act blindly” on receipt of IQMP opinion: Meeting 04.10.2018 [confidential]
- Review of ill-health award (lower tier to upper tier): Meeting 04.10.2018 [confidential]
- Board to note challenges presented to FRAs by the ill-health process and regulations: [Meeting 13.06.2019](#) [Item 8]
- Review of ill-health award (lower tier to upper tier): [Meeting 13.06.2019](#) [Item 8]
- Formation of working group to review certificates and guidance discussed: [Meeting 13.06.2019](#) [Item 8]
- Establishment of working group postponed due to remedy: [Meeting 09.01.2020](#)
- Update on issues surrounding medical retirements in relation to processes and terminology. Secretariat to draft statement for IQMPs on assessing for both final salary and CARE schemes: [Meeting 10.12.2020](#) [Item 6.1]

Local Pension Boards

- [Meeting 20.04.2016](#)
- Advice note to LPBs regarding review of pensionable pay: [Meeting 07.09.2016](#)
- Central guidance to be provided by SAB: [Meeting 30.11.2016](#)
- Survey to record updates of LPBs: [Meeting 30.11.2016](#)
- LPB survey update: [Meeting 09.03.2018](#) [Item 7]
- Approval of joint pension board guidance: [Meeting 13.06.2019](#) [Item 11]
- Challenges engaging with some LPBs noted, although there has been improvement in frequency of meetings within the last 12 months: [Meeting 09.01.2020](#)

Local Pension Board effectiveness committee

- Proposal: [Meeting 07.09.2016](#)
- Creation of sub-committees: [Meeting 30.11.2016](#) [Item 10]
- SAB to ensure LPBs are aware of responsibilities under TPR Code of Practice 14 – to be progressed via Effectiveness of Pension Board Subcommittee: [Meeting 30.11.2016](#)
- SAB agreed to progress committees before next meeting: [Meeting 06.03.2017](#)
- Sub-committee to consider how LPBs can be supported centrally and provide reminders of good governance tools: [Meeting 14.06.2017](#)
- Update from committee, including LPB survey results: [Meeting 09.03.2018](#)
- Update from committee, including ABS 2018 survey results and joint pension board guidance: [Meeting 14.03.2019](#)

National Insurance

- Contracted out liabilities reconciliation: [Meeting 06.03.2017](#) [Item 6]
- Board note High Court determination on GMP equalisation and consultation on GMP indexation: [Meeting 10.12.2020](#)

Optants out

- Board note concern over opt out rates and reasons; difference between retained and whole time FFs acknowledged. Template opt out form and notes shared: [Meeting 14.03.2019](#)

Pay

- Acknowledgment of complexities: [Meeting 26.05.2016](#)
- Update on actions arising from pensionable pay workshop: [Meeting 07.09.2016](#) [Item 11]
- Survey and guidance to LPBs deferred until legal adviser appointed to SAB: [Meeting 30.11.2016](#)
- Concerns re pensionable pay for valuation purposes: [Meeting 14.06.2017](#)
- Board to consider supporting request to TPO to refer pensionable pay cases to the High Court: [Meeting 25.09.2017](#) [Item 11]
- Pensionable pay, identified as an area of risk, can be addressed following appointment of legal adviser: [Meeting 20.06.2018](#)
- Two pension award guidance: [Meeting 20.06.2018](#)
- Update. Secretariat to work with legal adviser to produce guidance of basic principles based on regulations and case law: Meeting 04.10.2018 [confidential]
- Subset of Board to determine pensionable pay issues and publish central guidance on principles and rectification: [Meeting 09.01.2020](#)
- Pensionable pay resources to be collated and held in the member-restricted area of the FPS regulations and guidance website: [Meeting 09.01.2020](#)
- Pensionable pay: confirmation of resources provided to FRAs; legal advice received on retrospective correction of historic pay errors; impact of pensionable pay decisions on past-service costs considered: [Meeting 11.06.2020](#) [Item 6.3]
- Retrospective correction of historic pensionable pay errors. Board discuss next actions as consensus could not be reached due to lack of precedence and case law: [Meeting 17.09.2020](#) [Item 5.1]

Policies

- Agreement of policies required to be drafted: [Meeting 20.04.2016](#)
- Board policies published on [code of conduct](#), [conflict of interest](#), [knowledge and understanding](#): March 2020

Risk

- Key governance risks: [Meeting 26.05.2016](#)
- Duty of Scheme Managers and LPBs under Public Service Pensions Act 2013 and compliance with Pension Regulator Code of Practice: [Meeting 07.09.2016](#) [Item 9]
- Draft risk register: [Meeting 09.03.2018](#) [Item 9]
- Risk register update – no progress: [Meeting 20.06.2018](#)
- Review of draft risk register; are those listed a direct risk to the SAB: Special meeting 24.01.2019 [confidential]
- Revised risk register presented to Board to drive development of a formal workplan: [Meeting 10.12.2020](#) [Item 5.1]

Scheme Management and Administration committee

- Proposal: [Meeting 07.09.2016](#)
- Creation of sub-committees: [Meeting 30.11.2016](#) [Item 10]
- SAB agreed to progress committees before next meeting: [Meeting 06.03.2017](#)
- Sub-committee to provide guidance to SAB to understand the value and cost of administration; to draft benchmarking guides for administration; to consider how administrators can be best supported centrally; to identify and publish best practice: [Meeting 14.06.2017](#)
- Admin and benchmarking committee to consider standard list of data items: [Meeting 01.12.2017](#)
- Update from committee, including scheme-specific data: [Meeting 09.03.2018](#)
- Update from committee, initial findings from benchmarking review presented by Aon: [Meeting 14.03.2019](#)

Tax

- Annual allowance, transition members (examples): [Meeting 26.05.2016](#)
- 2016 tax changes – provision of tax training sessions: [Meeting 30.11.2016](#) [Item 11]
- Voluntary Scheme Pays – options for introduction Voluntary Scheme Pays arrangement to the Firefighters' Pension Schemes, presented by Home Office: [Meeting 06.03.2017](#) [Item 8]
- Feedback from tax awareness seminars: [Meeting 09.03.2018](#)
- Public sector pensions tax working group created, led by FLA. Evidence to be collected for value in investigating AA/ LTA flexibilities: [Meeting 04.10.2018](#) [confidential] [Item 10]
- Request for information to FRAs circulated in December; 8 responses received. Request to be reissued with extended deadline: [Special meeting 24.01.2019](#) [confidential]
- Update on request for information; direct email to CFOs generated increased responses. Data found to be inconclusive: [Meeting 14.03.2019](#) [Item 8]
- [NHS scheme consults on increased flexibility](#). More evidence needed of impact on frontline services to support similar initiative for FPS. Working group to be convened: [Meeting 03.10.2019](#)

Technical Group

- Update: [Meeting 07.09.2016](#) [Item 10]
- Action summary: [Meeting 30.11.2016](#)
- Update: [Meeting 01.12.2017](#)
- Update, including aggregation guide and two pension awards: [Meeting 20.06.2018](#)
- Technical group referral: pension credits derived from transitional membership: [Meeting 04.10.2018](#) [confidential] [Item 11]
- Update on technical queries including scheme pays timescales, pension buy back for unpaid leave, and pension credits: [Meeting 14.03.2019](#) [Item 9]

Terms of Reference

- [Meeting 20.04.2016](#)
- [Meeting 26.05.2016](#)

- [Meeting 07.09.2016](#)

Transitional protections/ age discrimination remedy

- Update on legal stages to age discrimination case relating to transitional protections in FPS 2015. Court of Appeal find in favour of claimants. Government request leave to appeal to Supreme Court: Special meeting 24.01.2019 [confidential]
- Home Office update on legal challenge; Government request to appeal denied. Technical discussions to commence following case management hearing on 18 Dec 2019: [Meeting 03.10.2019](#)
- Home office update on provisions of interim order and next steps. HMT paper on high level proposals expected by end Jan 2020. Guidance on immediate cases acknowledged as a priority; FRAs to be asked to provide data on numbers: [Meeting 09.01.2020](#)
- Formation of stakeholder working group to hold technical discussions in order to provide SAB response to HMT proposals: [Meeting 09.01.2020](#) [Item 8]
- Agreement of Board response to HMT proposals, focusing on considerations in five key areas. Length of document and proposal of further options discussed. Response can be shared with Police SAB: [Meeting 23.03.2020](#)
- Final response agreed, with acknowledgement on challenge of providing a decision when so many factors, particularly around cost, remain unknown: [Meeting 31.03.2020](#)
- Update on immediate data event request provided. Wording to be strengthened before providing to the Home Office: [Meeting 31.03.2020](#)
- FBU have written to the Home Office regarding immediate cases. Guidance requested as soon as possible: [Meeting 11.06.2020](#)
- Summary and discussion on key points of HMT consultation: Special meeting 03.09.2020 [confidential]
- Board discuss reactions to consultation proposals and immediate detriment note issued by the Home Office. Additional discussion on key issues including timescales and next steps on responding to the consultation: Special meeting 03.09.2020 [confidential]
- Questions tabled to HMT for response during engagement meeting: [Meeting 17.09.2020](#)
- Immediate detriment: detailed discussion on informal Home Office guidance including expectations of all parties. Board to issue data request to FRAs: [Meeting 17.09.2020](#) [Item 5.4 - confidential]
- Age discrimination consultation: detailed discussion on consultation proposals, with TPR input. High level paper provided to inform initial thinking on the Board's response: [Meeting 17.09.2020](#) [Item 5.5 – confidential]
- LGA and Home Office update on engagement with HMT during the remedy process. Board acknowledge email from Home Office noting consultation response and next steps: [Meeting 10.12.2020](#)
- Board consider SAB survey of FRA arrangements for remedy in both Sargeant and Matthews: [Meeting 10.12.2020](#) [Item 4.3]
- Immediate detriment: summary of FRA responses to data request presented to Board: [Meeting 10.12.2020](#) [Item 6.2]

- HMT consultation response: Home Office update the Board on HMT consultation decisions and outline high-level legislative timeline; Board consider where further clarity is required in relation to points raised in the SAB response and immediate detriment. Additional discussion on administrative impacts and next steps, including project management: [Special meeting 16.02.2021](#)