

PENSION BOARD

MINUTES of a meeting of the Pension Board held on Friday 23 October 2015 at the Cabinet Suite - Shire Hall, Gloucester.

PRESENT:

Sean Collins
Cllr Nigel Moor
Owen Shaw

Jon Topping
Kate Walton

Substitutes:

Officers in attendance: Graham Burrow, Sharon Crane and Joanne Moore

Apologies:

7. APOLOGIES

There were no apologies at the meeting.

8. DECLARATIONS OF INTEREST

Owen Shaw confirmed that he had now retired from Cirencester College. Owen enquired whether this would have any impact on his position as a member of the Pension Board. **Action by – Graham Burrow**

9. MINUTES OF THE PREVIOUS MEETING

The minutes of the Pension Board meeting held on 13 July 2015 were agreed and signed as a correct record of that meeting.

10. UPCOMING TRAINING DAY

Members were reminded that a training day for the Pension Committee and Pension Board would be held at Shire Hall, Gloucester at 10.00 am on 5 November 2015. All members of the Pension Board were invited to attend.

11. PENSION FUND ACCOUNTS 2014/15 AND THE EXTERNAL AUDITOR'S AUDIT FINDINGS REPORT 2014/15

Graham Burrow, Head of Pension Fund at Gloucestershire County Council, informed the Pensions Board that the Pension Committee had considered the Pension Fund's Annual Accounts for 2014/15 at its meeting in August 2015. The Audit and Governance Committee had subsequently agreed the accounts in September 2015, and had considered the Audit Findings Report 2014/15. It was noted the external auditor had recommended a review of user access segregation conflicts within the County Council's SAP system. Management were going to undertake a review. The external auditor also recommended that

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management reduce the number of users with access to privileged transactions. The outcomes will be reported back.

The Pension Board noted the Pension Fund Annual Accounts 2014/15 and the External Auditors Audit Findings Report 2014/15.

12. PERFORMANCE INDICATORS

The Pension Board received information on the performance indicators included in the 2014/15 Annual Pensions Report and an update on draft Key Performance Indicators that are being piloted by the national Scheme Advisory Board.

Graham Burrow, Head of Pension Fund, informed the Board that, to meet the reporting mechanism requirements referred to in the Guidance Document for Local Government Pension Scheme Funds 2014, a number of performance indicators, (Annex 1 to the report), are included in the Pension Fund's Annual Report. The performance indicators fell into two categories, the first, to assess the 'financial performance' of the fund, and the second, to consider its 'administrative management performance'.

The Head of Pension Fund reported that the Fund had not met the deadline of 31st August 2015 for issuing Annual Benefit Statements to active and deferred scheme members. This was a result of receiving employer returns for 2014/15 after the statutory deadline of 30th June. To avoid a similar occurrence in 2015/16 steps would be taken to ensure employer information was provided on time in future. An update would be provided to the next meeting of the Pension Board.

The missed deadline had been reported to the Pension Regulator and no penalties were imposed subject to the Benefit Statements being sent out by 30th November. (This was achieved)

Action by Graham Burrow

In considering the results of an employer satisfaction survey undertaken in 2014/15, the Board noted that only one complaint had been received. The Board felt it might be useful to receive information on the outcomes of any complaints. **Action by Graham Burrow**

The Pension Board requested an update on the key performance indicators that are being developed by the Scheme Advisory Board.
The Pension Board

RESOLVED to note: -

- a) *The Performance Indicators included in the Pension Fund Annual Report at Annex 1, and*
- b) *The Scheme Advisory Board Key Performance Indicators at Annex 2*

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13. POLICY DOCUMENTS

The following policy documents were considered at a training session that had been held earlier that day: -

- a) Government Policy Statement
- b) Governance Compliance Statement
- c) Statement of Investment Principles (SIP)
- d) Funding Strategy Statement (FSS)
- e) Administration Strategy
- f) Communication Policy
- g) Business Plan – Gloucestershire Pension Fund 2015-16
- h) Pension Fund Risk Register
- i) Pension Committee Plan 2015/16
- j) Draft Shadow Scheme Advisory Board Plan 2015
- k) Note to Pension Committee regarding LGPS pooled investments (exempt)

The documents can be viewed at the following link: -

<http://www.gloucestershire.gov.uk/extra/pensions/investments>

14. WORK PLAN FOR 2015/16

The Pension Board was asked to consider which of the following work strands it wished to prioritise when considering its work programme:

- The Fund's management, administrative and governance processes to ensure compliance with the Regulator's Code of Practice
- Compliance of decisions taken by the Fund's delegated decision makers with regulations and the funds own policies
- Ensuring that the Fund's policies, (including how the Pension Fund intended to exercise its discretions under the Local Government Pension Scheme), are up to date and compliant.
- The funds own policies, including for example, communications, governance, administration for compliance with regulations
- Any other matters, as requested by the administering authority

Noting the dates of forthcoming Pension Committee meetings, as

Friday 13 November 2015
Friday 27 November 2015 (Annual Meeting)
Friday 12 February 2016

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Friday 13 May 2016
Friday 12 August 2016
Friday 11 November 2016
Friday 2 December 2016

it was suggested that the Board consider what items it wished to consider in the short term, (urgent, more specific items), and what items it wished to consider as periodic or regular updates, before scheduling the dates of meetings to coincide with committee meetings.

The following proposals were made: -

- 1) Risk Register–April 2016
- 2) Investment Fees –April 2016
- 3) Key Performance Indicators – April 2016

The Pension Board suggested future meetings should include updates on the government's proposals for the pooling of investments..

To aid communication between the Pension Committee and the Pension Board, it was suggested the Board receive Pension Committee papers on publication of the committee agenda, followed by an invitation for board members to attend committee meetings, (in an observer capacity), for matters of particular interest.

Members requested that a standard item be included on the agenda of future Pension Board meetings, to allow its members to refer any concerns or considerations to the Pension Committee.

15. DEVELOPMENT OF A TRAINING STRATEGY REGARDING KNOWLEDGE AND UNDERSTANDING

It was noted that the Pension Committee was due to receive training on 5 November 2015 and that the Pension Board was welcome to attend the training, which would be held at Shire Hall, Gloucester at 10.00 am.

Having requested details of LGA training dates in 2016, member's attention was drawn to point 5.5 of the minutes of the previous meeting, (13 July 2015), and the proposal that should a member wish to attend the 3 day LGA training course, it should be with the agreement of the Board. Furthermore, discussions to be held with neighbouring authorities to identify what training might be available locally.

16. NEXT MEETING

It was suggested that the Pension Board meet in either March or April 2016, and again in October 2016.

Action by – Stephen Bace

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CHAIRMAN

Meeting concluded at 3.15 pm