

SUMMARY ACTION SHEET

Pension Board Meeting – 22 April 2016

NO	ITEM	ACTION	WHO	UPDATE
1	Agenda Cover Sheet	Amend 'board member status' for Owen Shaw from 'employee representative' to 'scheme member representative'. Owen has retired from his position as Head of HR at Cirencester College.	Stephen Bace	
2	Minutes (Item 3)	Officers to produce a summary sheet of key actions to accompany the minutes of Pension Board meetings.	Jo Moore	
3	Annual Benefit Statements (Item 4)	The Pension Board welcomed the proposal to impose charges to reflect additional costs incurred on employers failing to meet the deadlines for submitting employer returns. Officers to notify employers of this decision.	Mark Spilsbury	
6	Breaches Policy (Item 5)	Jo Walker (Director: Strategic Finance) to notify the Chairman of the Pensions Committee of any significant breaches of law. Officers to notify the Pension Board of any breaches.	Jo Walker and Mark Spilsbury	
7	KPI's (Item 6)	Where possible, officers to record 'maximum scores' and 'actual scores' to the KPI pro forma.	Graham Burrow	
8	KPI's (Item 6)	Board members requested an update, (at the next Pension Board meeting), on the how the Gloucestershire Fund was performing against primary performance indicators and the position regarding secondary indicators.	Graham Burrow	
9	Business Plan (Item 7)	Subject to the agreement of the Chairman of the Pension Committee, the minutes of Pension Board meetings to be considered at Pension Committee meetings. A standing item to be included on the Pension Committee agenda.	Mark Spilsbury Graham Burrow	

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10	Business Plan (Item 7)	Subject to the agreement of the Chairman of the Pension Committee, a spokesperson from the Pension Board to be given an opportunity to ask questions/make comments at Pension Committee meetings. The invitation to speak to be made under the item of the agenda relating to 'Consideration of the Pension Broad minutes'.	Mark Spilsbury	
11	Business Plan (Item 7)	Officers to circulate the minutes of the 'Project Brunel Shadow Oversight Board' meetings to the members of the Pension Board.	Mark Spilsbury	
12	Business Plan (Item 7)	In noting the minutes of the Project Brunel Shadow Oversight Board meetings, the Pension Board to raise any concerns arising from the minutes with officers, who will advise the Chairman of the Pension Committee of any concerns. If the matter is unresolved, the Pension Board to consider arranging a special meeting.	Mark Spilsbury	
13	Risk Register (Item 8)	The Pension Committee to consider placing an additional risk on the risk register relating to the impact of the Cotswold/West Oxfordshire unitary proposals on the development of the SW Investment Pool.	Mark Spilsbury	
14.	Risk Register (Item 8)	The Pension Board indicated it would like to monitor the potential risks associated with the West Oxfordshire/Cotswold District unitary proposal'.	Pension Board	