

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	To be actioned for all future meetings
2	Minutes (Item 3)	Officers to produce a summary sheet of key actions to accompany the minutes of Pension Board meetings.	Jo Moore	To be produced for all meetings including the 22 April meeting.
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	All employer returns were received by the due date, hence no charges were levied. Increased charges for not meeting the deadlines will be considered as part of the next consultation on the Administration Strategy due to take place in February 2017 following agreement by the Pension Committee on 11 th February 2017
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	Actioned. No significant breaches have taken place to date.
7	KPI's (Item 6)	Where possible, officers to record 'maximum scores' and 'actual scores' to the KPI pro forma.	Graham Burrow	To be actioned once format and status of KPI's

SUMMARY ACTION SHEET

Pension Board Meeting – 22 April 2016

				has been confirmed
8	KPI's (Item 6)	Board members requested an update, (at the next Pension Board meeting), on how the Gloucestershire Fund was performing against primary performance indicators and the position regarding secondary indicators.	Graham Burrow	The Scheme Advisory Board (SAB) have not confirmed whether these are the KPIs to be used by LGPS Funds. Therefore this information is not currently available.
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	Agreed and actioned
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	Agreed and actioned
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	Minutes distributed with the papers for this meeting.
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	Minutes to be discussed at October Board Meeting with any issues being fed back to the Chair of the

SUMMARY ACTION SHEET

Pension Board Meeting – 22 April 2016

				Pension Committee.
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.	Mark Spilsbury	Cotswold/West Oxfordshire unitary proposals have now been dropped.
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	Cotswold/West Oxfordshire unitary proposals have now been dropped