
If calling please ask for:
Adam Chisnall

12 April 2018

Pension Advisory Board

A meeting of the Board is to be held at **9.30am, Friday 20 April 2018 at County Hall, Chichester.**

Tony Kershaw
Director of Law, Assurance and Strategy

A g e n d a

Part I

1. Declaration of Interests and Conflicts

Members and officers must declare any pecuniary or personal interest, or any potential conflicts of interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt, contact Democratic Services before the meeting.

2. Part I Minutes of the previous meeting

To confirm the part I minutes of the meeting of the Board held on 29 November 2017, [attached](#) (buff paper).

3. Urgent Matters

Items not on the agenda, which the Chairman of the meeting is of the opinion, should be considered as a matter of urgency by reason of special circumstances.

4. Part II Matters

Members are asked to indicate at this stage if they wish the meeting to consider bringing into Part I any items on the Part II agenda.

5. Progress Report

This report contains updates on matters arising from previous meetings, [attached](#).

The Board is asked to note the report and the progress on actions.

6. **Pensions Panel Minutes – Part I**

The Board is asked to note the confirmed part I minutes from November Pensions Panel meeting and the Agenda from the February Pensions Panel meeting, [attached](#).

7. **Pensions Panel Compliance**

Report by the Director of Finance, Performance and Procurement, [attached](#).

The Board is asked to note the compliance demonstrated by these reports.

8. **Regulations and Guidance update**

The Board to discuss any news/updates that are of interest.

9. **Administration procedures and performance**

Report by Director of Finance, Performance and Procurement and Director of Law Assurance & Strategy, [attached](#).

The Board is asked to note the report and confirm any further information that they require.

10. **Review of West Sussex Pension Advisory Board**

Report by Director of Finance, Performance and Procurement, [attached](#).

The Board is asked to consider the recommendations in the report relating to a review of the West Sussex Pension Advisory Board.

11. **Business Planning and Performance**

Report by the Chairman of the Pension Advisory Board.

The Board is asked to agree:

- i. the [Business Plan performance report](#) for 2017/18 [Appendix A] and to consider whether a more formal process of performance appraisal should be introduced;
- ii. the schedule of key tasks and activities as planned in 2017/18 and as achieved [Appendix B];
- iii. the budget statement showing expenditure in 2017/18 against budget and as planned for 2018/19 [Appendix C];
- iv. the statement for inclusion in the Fund Annual Report [Appendix D]; and
- v. that the Pensions Panel and Governance Committee be informed accordingly.

12. **ACCESS Work Update**

The Board is asked to note the update on ACCESS, [attached](#).

13. **Training**

The Board is asked to review the training log and provide details of their progress on the Pensions Regulator Toolkit, [attached](#).

14. **Date of Next Meeting**

The next meeting of the Board will be held at 9.30 am on Wednesday 18 July 2018.

Part II

The Board is asked to consider in respect of the following item whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Part I of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

The items for this part of the agenda are **enclosed for members of the Board only (yellow paper)**.

15. **Part II Minutes of the previous meeting**

To confirm the part II minutes of the meeting of the Board held on 29 November 2017, attached (yellow paper).

Exempt: paragraph 3, financial or business affairs of any person (including the authority).

16. **Pensions Panel Minutes – Part II**

The Board is asked to note the confirmed part II minutes from the November Pensions Panel meeting, attached (yellow paper).

Exempt: paragraph 3, financial or business affairs of any person (including the authority).

To: all members of the Pension Advisory Board