

Tony Kershaw
Director of Law and Assurance

If calling please ask for:

Adam Chisnall on 033 022 28314
Email: adam.chisnall@westsussex.gov.uk

www.westsussex.gov.uk

County Hall
Chichester
West Sussex
PO19 1RQ
Switchboard
Tel no (01243) 777100



12 November 2019

Pension Advisory Board

A meeting of the committee will be held at **9.30 am** on **Wednesday, 20 November 2019** at **County Hall, Chichester, PO19 1RQ**.

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Agenda

Part I

1. Declarations 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 last meeting (Pages 5 - 10)

The Board is asked to agree the Part I minutes of the meeting of the Board held on 4 September 2019 (cream 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 (Pages 11 - 14)

This report contains updates on matters arising from previous meetings.

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 the meeting of the Pensions Panel on 24 July 2019; the confirmed minutes from the Annual Meeting of the Pensions Panel and the Employers in the Fund on 24 July 2019; and the agenda from the meeting of the Pensions Panel on 25 October 2019.

- (a) **24 July - Part I Pensions Panel Minutes** (Pages 15 - 20)
- (b) **24 July - Annual Meeting of the Pensions Panel and the Employers in the Fund Minutes** (Pages 21 - 24)
- (c) **25 October - Pensions Panel Agenda** (Pages 25 - 28)

7. **Regulations and Guidance Update** (Pages 29 - 34)

Report by the Chairman of the Pension Advisory Board.

The Board is asked to note the current issues relating to Scheme Regulations and Guidance.

8. **Governance Reviews and Surveys** (Pages 35 - 52)

Report by the Chairman of the Pension Advisory Board.

The Board is asked to note the current position on progress on the Scheme Advisory Board (SAB) governance review and to agree how best to manage responses to the surveys expected from The Pensions Regulator (tPR) and SAB.

9. **Business Plan Update** (Pages 53 - 72)

Report by the Chairman of the Pension Advisory Board.

The Board is asked to note the updates to the Business Plans of the Board and the Panel.

10. **Review of Pension Fund Policy Documents** (Pages 73 - 96)

Report by Director of Finance and Support Services.

The Board is asked to note the register of policy documents and provide feedback on the presented policy.

11. **The Pensions Regulator Code of Practice 14 (Compliance)** (Pages 97 - 108)

Report by Director of Finance and Support Services

The Board is asked to give feedback on the compliance checklist presented at the meeting

12. **Administration procedures and performance** (Pages 109 - 124)

Report by Director of Finance and Support Services.

The Board is asked to consider the report and propose any further information that they require.

13. **Communication Strategy** (Pages 125 - 146)

Report by Director of Finance and Support Services

The Board is asked to note the schedule of Communications drawn from the Communication Strategy and provide feedback.

14. **Training** (Pages 147 - 148)

The Board is asked to review the training log.

15. **Date of Next Meeting**

The next meeting of the Board will be held at 9.30 am on 26 February 2020.

Part II

16. **Exclusion of Press and Public**

The Board is asked to consider in respect of the following item(s) 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 below, 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.

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

17. **Part II Minutes of the last meeting** (Pages 149 - 152)

The Board is asked to agree the Part II minutes of the meeting of the Board held on 4 September 2019 (yellow paper).

18. **Pensions Panel Minutes – Part II** (Pages 153 - 158)

The Board is asked to note the confirmed Part II minutes from the meeting of the Pensions Panel on 24 July 2019 (yellow paper).

19. **ACCESS Update** (Pages 159 - 170)

The Board is asked to consider the following report which went to the Pensions Panel on 25 October 2019.

Report by Director of Finance and Support Services attached for members of the Board only (yellow paper).

To all members of the Pension Advisory Board