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13 November 2018

## **Pension Advisory Board**

A meeting of the committee will be held at **9.30 am** on **Wednesday, 21 November 2018** at **County Hall, Chichester, PO19 1RQ**.

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Director of Law and Assurance

### **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 - 12)

The Board is asked to agree the Part I minutes of the meeting of the Board held on 18 July 2018 (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 13 - 16)

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 30 April and 25 July Pensions Panel meetings; the minutes from the 25 July Annual Meeting of the Pension Fund; and the Agenda from the 1 November Pensions Panel meeting.

- (a) **30 April - Part I Pensions Panel Minutes** (Pages 17 - 22)
- (b) **25 July - Part I Pensions Panel Minutes** (Pages 23 - 28)
- (c) **25 July - Annual Meeting of the Pension Fund Minutes** (Pages 29 - 32)
- (d) **1 November - Pensions Panel Agenda** (Pages 33 - 36)

7. **Business Planning and Performance**

The Board is asked to note the following documents linked to Business Planning and Performance.

- (a) **Pensions Panel Business Plan** (Pages 37 - 56)

The Board is asked to consider the Business Plan report by the Director of Finance, Performance and Procurement that was discussed at the 1 November Pensions Panel.

The Board is asked to note the progress made on the Fund Business Plan and consider the Training Strategy.

- (b) **Training Log** (Pages 57 - 60)

The Board is asked to review the training log and provide details of their progress on the Pensions Regulator Toolkit.

8. **Regulations and Guidance update** (Pages 61 - 66)

Report by the Chairman of the Pension Advisory Board.

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

9. **Review of CIPFA's Guide for Local Pension Boards** (Pages 67 - 132)

Report by Director of Finance, Performance and Procurement.

The Board is asked to note the update and consider the Guidance.

10. **Review of Pension Fund Policy Documents** (Pages 133 - 158)

Report by Director of Finance, Performance and Procurement.

The Board is asked to note the register of policy documents and give feedback on the policies presented at the meeting.

11. **Administration procedures and performance** (Pages 159 - 190)

Report by Director of Finance, Performance and Procurement.

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

12. **Date of Next Meeting**

The next meeting of the Board will be held at 9.30 am on 6 March 2019.

The Pension Advisory Board Dates for 2019/20 are listed as below:

22 May 2019

4 September 2019

20 November 2019

26 February 2020

**Part II**

13. **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).

14. **Part II Minutes of the last meeting** (Pages 191 - 192)

The Board is asked to agree the Part II minutes of the meeting of the Board held on 18 July 2018 (yellow paper).

15. **Pension Administration Update** (Pages 193 - 198)

The Board is asked to note the report by the Director of Finance, Performance and procurement on Pension Administration that was considered at the 1 November Pensions Panel (yellow paper).

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

The Board is asked to note the confirmed Part II minutes from the 30 April and 25 July Pensions Panel meetings (yellow paper).

(a) **30 April - Part II Pensions Panel Minutes** (Pages 199 - 204)

(b) **25 July - Part II Pensions Panel Minutes** (Pages 205 - 208)

**To all members of the Pension Advisory Board**