

## Pension Advisory Board

6 March 2019

### Progress Report

<b>Date received / Minute No:</b>	<b>Subject:</b>	<b>Matters Arising</b>	<b>Officer Contact:</b>
<b>18/07/18 Minute No. 62.4</b>	<b>Key Performance Indicators</b>	Request for information	Rachel Wood
<b>March Update</b>	The Board requested that the proposed list of new KPIs for Hampshire County Council could come to a Board meeting. <b>In Progress</b>		
<b>22/11/18 Minute Nos. 70.4 &amp; 70.5</b>	<b>Declarations of Interest &amp; Register of Interests</b>	Improving accessibility	Adam Chisnall
<b>March Update</b>	The locations of 'Declarations of Interest' & 'Register of Interests' are in set locations to align with corporate website structure and so it is not possible to move them. However, a link to the Register of Members' Interests has been added to the Board's description page. <b>Complete</b>		
<b>22/11/18 Minute No. 74.4</b>	<b>Business Plan</b>	Alignment with Pensions Panel	Peter Scales
<b>March Update</b>	The Chairman noted that there was no business plan for the Board and that the Pensions Panel business plan did not align with the work of the Board. The Chairman resolved to write a business plan for the Board. <b>In Progress</b>		
<b>22/11/18 Minute No. 74.6</b>	<b>Meetings</b>	Meetings for The Chairman with the section 151 officer and the Pensions Panel Chairman	Rachel Wood
<b>March Update</b>	The meetings had been referenced in the CIPFA review and officers resolved to look into the meetings. <b>In Progress (partly complete)</b> The Chairman met with the section 151 officer on 29 January.		
<b>22/11/18 Minute No. 74.7 1st Bullet</b>	<b>Inductions</b>	Induction process for new Board members	Rachel Wood

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<b>March Update</b>	Officers proposed looking into the Pensions Panel induction practices. <b>In Progress</b>		
<b>22/11/18 Minute No. 74.7 2nd Bullet</b>	<b>Board Member appointment terms</b>	Confirmation on terms of reference	Peter Scales
<b>March Update</b>	The term of office for members is four years. This can be extended following reselection up to a maximum of three terms. Reselection for those members whose appointments end on 31/03/19 is being investigated by the officers. <b>Complete</b>		
<b>22/11/18 Minute No. 76.5 1st Bullet</b>	<b>Pensions Panel</b>	Board member/ Pensions Panel Chairman attendance	Rachel Wood
<b>March Update</b>	Officers resolved to discuss regular Board member attendance and the Pensions Panel; and the Pensions Panel Chairman attending an annual Board meeting. <b>In Progress (partly complete)</b>  The Chairman to attend one Panel meeting each year to present the annual report (July proposed). The Pensions Panel Chairman to be asked about attending Pension Advisory Board meetings.		
<b>22/11/18 Minute No. 76.5 2nd Bullet</b>	<b>Raising of issues</b>	Structure Chart and Processes.	Rachel Wood
<b>March Update</b>	The Board discussed issue raising and the escalation process. Officers resolved to look into the formal processes and send a structure chart to the Board members. <b>In Progress</b>		
<b>22/11/18 Minute No. 77.5 1st Bullet</b>	<b>Pensions Panel Representative Member Roles</b>	Change in role title	Rachel Wood
<b>March Update</b>	The Board queried if the Pensions Panel's 'Employee' representative role should be 'Member' representative. <b>In Progress</b>		

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<b>22/11/18 Minute No. 77.5 2nd Bullet</b>	<b>Pensions Panel Independent Advisor</b>	Governance advice	Rachel Wood
<b>March Update</b>	Officers resolved to check guidance for independent governance advice for the Pensions Panel.  <b>In Progress</b>		
<b>22/11/18 Minute No. 77.5 3rd Bullet</b>	<b>Governance Policy and Compliance Statement</b>	References to the Board	Rachel Wood
<b>March Update</b>	Query if there should be more references to the Board, e.g. Board meeting frequency.  <b>In Progress</b>		
<b>22/11/18 Minute No. 77.5 4th Bullet</b>	<b>Governance Policy and Compliance Statement</b>	Representative member duration	Rachel Wood
<b>March Update</b>	The Board sought clarity on the terminology 'usual maximum length' of representative members.  <b>In Progress</b>		
<b>22/11/18 Minute No. 77.7 3rd Bullet</b>	<b>Internal Dispute Resolution Procedure (IDRP)</b>	Guidance clarity	Tara Atkins

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<b>March Update</b>	<p>The Board sought clarity on the information required to raise a complaint and felt that guidance should be clearer.</p> <p>Officers have proposed new wording as follows:</p> <p><b>First Stage</b></p> <p><i>If you need to make a formal complaint, you should make it:</i></p> <ul style="list-style-type: none"> <li><i>in writing, you may wish to use the application form for ease.</i></li> <li><i>normally within 6 months of the day when you were told of the decision you want to complain about</i></li> </ul> <p><b>Click on the <a href="#">application form</a> to complete.</b></p> <p>Officers will update the website with the policy, including this wording, at the point it is updated with Hampshire Pension Services details.</p> <p style="text-align: right;"><b>Complete</b></p>		
<b>22/11/18 Minute No. 78.3 6th Bullet</b>	<b>Administration procedures and performance</b>	P60 processes	Tara Atkins
<b>March Update</b>	<p>The Board queried the issues with P60 processes.</p> <p>It is officers' understanding that these will be sent from Hampshire Pension Services and will include Capita figures.</p> <p style="text-align: right;"><b>Complete</b></p>		