

**Pension Advisory Board Progress Report – September 2020**

<b>Date Received &amp; Minute Number</b>	<b>Subject</b>	<b>Matters Arising</b>	<b>Who</b>	<b>Update</b>	<b>Next Update</b>
<b>22/11/18 Minute No. 77.5 1st Bullet</b>	Pensions Committee Representative Member Roles	The Board queried if the Pensions Committee's 'Employee' representative role should be 'Member' representative.	RW	The amendment will be considered at the September Governance Committee.	Closed
<b>22/11/18 Minute No. 77.5 3rd Bullet</b>	Governance Policy and Compliance Statement	The Board queried if there should be more references to the Board, e.g. Board meeting frequency.	VH	One of the outcomes of the Good Governance review is likely to be a revised and updated Governance Compliance Statement. The policy document will be reviewed as part of the County Council's response to the new Guidance or as part of the scheduled review of the two documents in mid-2020 – whichever is the earlier. The Board are scheduled to review the Governance Compliance and Governance Policy document in November 2020.	13/11/2020
<b>22/11/18 Minute No. 77.5 4th Bullet</b>	Governance Policy and Compliance Statement	The Board sought clarity on the terminology 'usual maximum length' of representative members.	RW	The anticipated length of term is aligned to Committee members (ie 4 years).  Should an occasion arise where a term longer than this required, discussions would take place between the Chairman of the Pensions Committee, Director of Finance and Support Services and the Director of Law and Assurance	Closed
<b>06/03/19 Minute No. 89.3</b>	The Pension Regulator	The Board proposed inviting The Pension Regulator to a future Board meeting	RW	To be reflected as part of the full Training Strategy which will be published separately to the Business Plan for 2020/21 once more information is known about how external providers will be delivering events.	13/11/2020
<b>20/11/19 Minute 39.3 3rd Bullet</b>	Review of Pension Fund Policy Documents	Officers resolved to investigate possibility of reviewing breach log for risk consideration.	TA	A highlight report will be prepared for 30 September 2020 and shared with the Scheme Manager, the Pensions Committee and Pension Advisory Board	Closed
<b>26/02/20 Minute 51.1 1st Bullet</b>	Terms of Reference	The Board queried the frequency of meetings as outlined in the terms of reference	RW	It is proposed that reference to months is removed so that the item reads –  <i>The Pension Advisory Board shall meet sufficiently regularly to discharge its duties and responsibilities effectively. There will be no fewer than four meetings a year (one of which will be the Annual General Meeting) be held in (provisionally) March, July and November.</i>  The amendment will be considered at the September Governance Committee.	Closed
<b>26/02/20 Minute 54.2 1st Bullet</b>	Employer AGM	The Board queried the number of board attendees for the employer AGM in July	PS	The Chairman to update the report	Closed
<b>26/02/20 Minute 54.2 2nd Bullet</b>	Internal Audit Presentation	The internal audit was not made at the February meeting	RW	To be covered as part of the 2020/21 Business Plan deliverables.	31/03/2021
<b>26/02/20 Minute 54.2 3rd Bullet</b>	Internal Audit Review	The Internal Audit review of internal procedures and controls relating to third party contracts did not take place in February	RW	To be covered as part of the 2020/21 Business Plan deliverables.	31/03/2021
<b>26/02/20 Minute 54.2 4th Bullet</b>	Communications	The Board requested that a note to be added to confirm that communications were reviewed at the February meeting	PS	The Chairman to update the report	Closed
<b>26/02/20 Minute 54.2 5th Bullet</b>	Training attendance amendments	For 2019/20 training the entry for Internal Audit to be deleted and entry for Becky Caney attending CIPFA LPB Spring Seminar to be deleted	PS	The Chairman to update the report	Closed

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<b>26/02/20</b> <b>Minute 54.2</b> <b>6<sup>th</sup> Bullet</b>	Training Table updates	Dates to be added to the Pension Advisory Board 2019/20 training table	RW	The Pension Advisory Board in February included a summarised table:  <a href="https://westsussex.moderngov.co.uk/documents/s14678/Appendix%20A%20-%20Business%20Plan%20Performance%20Report%20for%20201920.pdf">https://westsussex.moderngov.co.uk/documents/s14678/Appendix%20A%20-%20Business%20Plan%20Performance%20Report%20for%20201920.pdf</a>  However a more detailed register including dates is included within the Training standing agenda item  <a href="https://westsussex.moderngov.co.uk/documents/s14676/Training.pdf">https://westsussex.moderngov.co.uk/documents/s14676/Training.pdf</a>	Closed
<b>26/02/20</b> <b>Minute 60.2</b> <b>1<sup>st</sup> Bullet</b>	Training Log Updates	Training log to be updated to show that Tim Stretton did not attend the CIPFA Local Pension Board Spring Seminar on 20/02/20 and that LGA Employer training had taken place.	AC	Training log to be updated.	Closed
<b>26/02/20</b> <b>Minute 60.2</b> <b>2<sup>nd</sup> Bullet</b>	Pension Regulator Toolkit	Adam Chisnall to look into results for individual Pension Regulator Toolkit training	AC	Clarity to be provided on this to the relevant Board member.	Closed
<b>26/02/20</b> <b>Minute 60.2</b> <b>4<sup>th</sup> Bullet</b>	CIPFA Training Slides	Adam Chisnall to liaise with Miranda Kadwell re presenting these to a future Board meeting.	AC	Arrangements to be made to schedule the training for an appropriate time.	Closed
<b>26/02/20</b> <b>Minute 60.2</b> <b>5<sup>th</sup> Bullet</b>	ACCESS Training	The Board will receive training on Access with the Pensions Committee	RW	The revised Inter Authority Agreement between participating ACCESS Authorities will be completed by the Authority once ratified by the appropriate officers at the participating authorities. Training on ACCESS Governance will be provided to the Pensions Committee and Pension Advisory Board following the completion of the IAA.	13/11/2020
<b>26/02/20</b> <b>Minute 60.2</b> <b>6<sup>th</sup> Bullet</b>	Seminar slides	The Chairman to circulate the slides from the seminar he recently attended.	PS	Slide circulation to be discussed at September meeting.	Closed