

Tony Kershaw
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27 August 2020

Pension Advisory Board

A virtual meeting of the Board will be held at **9.30 am** on **Monday, 7 September 2020**.

Note: In accordance with regulations in response to the current public health emergency, this meeting will be held virtually with members in remote attendance. Public access is via webcasting.

Items 1 to 15 in Part I of the agenda will be available to watch via the internet at the address below. Items 16 to 18 in Part II of the agenda contain exempt information, as indicated, and therefore will not be broadcast.

<http://www.westsussex.public-i.tv/core/portal/home>

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Agenda

Part I

1. **Virtual Meeting Arrangements** (Pages 5 - 10)

Report by the Director of Law and Assurance.

The Board is asked to note the steps taken by the County Council to comply with requirements for formal Virtual Meetings. The Board is also asked to note the documents to Board members in June and ask any outstanding questions if applicable.

2. **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.

3. **Part I Minutes of the last meeting** (Pages 11 - 16)

The Board is asked to agree the Part I minutes of the meeting of the Board held on 26 February 2020 (cream paper).

4. **Pension Advisory Board Membership**

The Constitution for the Pension Advisory Board concerning membership terms is as follows:

'The term of office for employer and scheme member representatives is 4 years. This can be extended following reselection up to a maximum of three terms.'

The Board are asked to note that the Chairman has agreed to re-appoint Kim Martin as an Employer representative for a second 4 year term. The new term will begin at the end of the current term which is due to end in December.

5. **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.

6. **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.

7. **Progress Report** (Pages 17 - 18)

This report contains updates on matters arising from previous meetings.

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

8. **Business Planning and Performance** (Pages 19 - 34)

Report by the Chairman of the Pension Advisory Board.

The Board is asked to consider and agree the draft business plan for 2020/21 and that the Pensions Committee is informed accordingly.

9. **Regulations and Guidance update** (Pages 35 - 40)

Report by the Chairman of the Pension Advisory Board.

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

10. **Review of Pension Fund Policy Documents** (Pages 41 - 100)

Report by Director of Finance and Support Services.

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

11. **Administration procedures and performance** (Pages 101 - 110)

The Board is asked to consider the Administration Report from the 22 July 2020 Pensions Committee by Director of Finance and Support Services.

12. **Communication Strategy** (Pages 111 - 136)

Report by the Director of Finance and Support Services.

The Board is asked to note the schedule of Communications drawn from the Communication Strategy and provide feedback on the Communications presented at the meeting

13. **Pension Fund Covid-19** (Pages 137 - 146)

Report by the Director of Finance and Support Services.

The Board is asked to note report.

14. **Training** (Pages 147 - 166)

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 13 November 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 167 - 168)

The Board is asked to agree the Part II minutes of the meeting of the Board held on 26 February 2020 (yellow paper).

18. **Additional Voluntary Contributions** (Pages 169 - 178)

The Board is asked to consider the following report which went to the Pensions Committee on 22 July 2020.

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

To all members of the Pension Advisory Board