

**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



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5 November 2020

## **Pension Advisory Board**

A virtual meeting of the Committee will be held at **9.30 am on Friday, 13 November 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 14 in Part I of the agenda will be available to watch via the internet at the address below. Items 15 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. 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 7 September 2020 (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 - 12)

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 Committee Minutes - Part I**

The Board is asked to note the confirmed Part I minutes from the meeting of the Pensions Committee on 22 July 2020 and the agenda from the meeting of the Pensions Committee on 23 October 2020.

(a) **22 July 2020 - Part I Pensions Committee Minutes** (Pages 13 - 18)

(b) **23 October 2020 - Pensions Committee Agenda** (Pages 19 - 22)

(c) **23 October 2020 - Chairman's webcast summary** (Pages 23 - 24)

7. **Business Plan Update** (Pages 25 - 44)

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 of the Pensions Committee.

8. **Regulations and Guidance update** (Pages 45 - 56)

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. **Administration procedures and performance** (Pages 57 - 68)

The Board is asked to consider the Administration Report from the 23 October 2020 Pensions Committee by the Director of Finance and Support Services.

10. **Communication Strategy** (Pages 69 - 90)

Report by Director of Finance and Support Services.

The Board is asked to note the schedule of Communications drawn from the Communication Policy Statement. The Board is also asked to provide feedback on the draft Communication Policy Statement and on the Communications presented at the meeting.

11. **Training**

The Board is asked to review the training log.

12. **Review of Pension Fund Policy Documents** (Pages 91 - 158)

Report by Director of Finance and Support Services.

The Board is asked to note the register of Policy Documents and provide feedback on the policy documents presented at the meeting in respect of their compliance with regulations and guidance.

13. **Date of Next Meeting**

The next meeting of the Board will be held at 9.30 am on 26 February 2021.

**Part II**

14. **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).

15. **Part II Minutes of the last meeting** (Pages 159 - 160)

The Board is asked to agree the Part II minutes of the meeting of the Board held on 7 September 2020 (yellow paper).

16. **Pensions Committee Minutes – Part II** (Pages 161 - 168)

The Board is asked to note the confirmed Part II minutes from the meeting of the Pensions Committee on 22 July 2020 (yellow paper).

17. **ACCESS Update** (Pages 169 - 174)

The Board is asked to consider the following report which went to the Pensions Committee on 23 October 2020.

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

18. **AVC Update** (Pages 175 - 180)

The Board is asked to consider the following report which went to the Pensions Committee on 23 October 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**