

**Tony Kershaw**  
Director of Law and Assurance

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18 February 2021

## **Pension Advisory Board**

A virtual meeting of the Committee will be held at **9.30 am on Friday, 26 February 2021.**

**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.

**The meeting will be available to watch live via the Internet at this address:**

<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)**

To confirm the part I minutes of the meeting of the Board held on 13 November 2020.

#### **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 Statement** (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 meetings of the Pensions Committee on the 23 October 2020 and the 17 November 2020; and the agenda from the meeting of the Pensions Committee on 25 January 2021. Also included is a note from the Chairman summarising the Pensions Committee webcast from 25 January 2021.

(a) **23 October 2020 - Part I Pensions Committee Minutes** (Pages 13 - 18)

(b) **17 November 2020 - Part I Pensions Committee Minutes** (Pages 19 - 20)

(c) **25 January 2021 - Pensions Committee Agenda** (Pages 21 - 24)

(d) **25 January 2021 - Chairman's webcast summary** (Pages 25 - 26)

7. **Election of Scheduled Body Representative** (Pages 27 - 30)

The Board is asked to note the report from the 25 January 2021 Pensions Committee by the Director of Law and Assurance.

8. **Business Plan Update** (Pages 31 - 56)

Report by the Chairman of the Pension Advisory Board.

The Board is asked to agree the performance report for 2020/21 and that the Pensions Committee and Governance Committee be informed. The Board is also asked to note the Pensions Committee's business plan update report.

9. **Administration procedures and performance** (Pages 57 - 66)

The Board is asked to consider the Administration Report from the 25 January 2021 Pensions Committee by the Director of Finance and Support Services.

10. **Regulations and Guidance update** (Pages 67 - 78)

Report by the Chairman of the Pension Advisory Board.

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

11. **Communication Strategy** (Pages 79 - 84)

Report by Director of Finance and Support Services.

The Board is asked to; note the schedule of Communications drawn from the Communication Policy Statement; note updates made in the Communication Policy Statement; and provide feedback on the Communications presented at the meeting.

12. **Review of Pension Fund Policy Documents** (Pages 85 - 94)

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.

13. **Training** (Pages 95 - 96)

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

14. **Date of Next Meeting**

The next meeting of the Board will be held at 9.30 am on 28 April 2021.

**Part II**

15. **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).

16. **Part II Minutes of the last meeting** (Pages 97 - 100)

To confirm the part II minutes of the meeting of the Board held on 13 November 2020.

17. **Pensions Committee Minutes – Part II**

The Board is asked to note the confirmed Part II minutes from the meetings of the Pensions Committee on the 23 October 2020 and the 17 November 2020 (yellow paper).

- (a) **23 October 2020 - Part II Pensions Committee Minutes** (Pages 101 - 108)

(b) **17 November 2020 - Part II Pensions Committee Minutes** (Pages 109 - 112)

18. **AVC** (Pages 113 - 122)

The Board is asked to consider the following report which went to the Pensions Committee on 25 January 2021.

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

19. **ACCESS Update** (Pages 123 - 132)

The Board is asked to consider the following report which went to the Pensions Committee on 25 January 2021.

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**