

## Minutes

### PENSIONS BOARD

17 February 2021

Meeting held virtually



	<b>LIVE RECORDING COMMENCED</b>	
	<p><b>Employer Representatives:</b> Hayley Seabrook and Shane Woodhatch</p> <p><b>Employee Representatives:</b> Roger Hackett and Tony Noakes</p> <p><b>Apology for Absence:</b> Yvonne Thompson-Hoyte (Interim Pension Fund Manager)</p> <p><b>Also Present:</b> Cllr Martin Goddard – Chair Pensions Committee Daniel Kanaris (AON Hewitt)</p> <p><b>LBH Officers Present:</b> James Lake (Chief Accountant), Tunde Adekoya (Pension Fund Accountant), Seby Carvalho (Pension Fund Technical Officer), Olivia Richards (Pension Fund Administration), Mark Braddock Senior Manager – Democratic Services and Shannon Scott (Trainee accountant)</p>	
	<b>ELECTION OF TEMPORARY CHAIR</b> ( <i>Agenda Item 2</i> )	
	Roger Hackett has been elected as Chair for one year. The chair will rotate annually with equal distribution of employer and employee.	
	<b>DECLARATIONS OF INTEREST AND ANY CONFLICTS OF INTEREST</b> ( <i>Agenda Item 3</i> )	
	None.	
	<b>MINUTES OF THE MEETING HELD ON 25 NOVEMBER 2020</b> ( <i>Agenda Item 4</i> )	
	Agreed as an accurate record.	
	<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"><li>The Chair explained that matters arising in relation to Part II items, will be discussed in Part II of the meeting</li></ul>	

	<p><b>EXCLUSION OF PRESS AND PUBLIC</b> (<i>Agenda Item 5</i>)</p> <p>That Agenda Items 12, 13 and 14 be considered in private.</p>	
	<p><b>PENSIONS BOARD TERMS OF REFERENCE</b> (<i>Agenda Item 6</i>)</p> <p>James Lake – Chief Accountant, explained that the terms of reference (ToR) could be amended and that it should include elements of the SAB model, such as term of the Chair and the minimum quorum. Democratic Services suggested that reference can be made to the SAB ToR in that it should operate within SAB guidelines. The SAB sample ToR alone are not consistent with the Council’s approach of streamlining ToR which is why this has been met in the middle.</p> <p>Tony Noakes nominated Roger Hackett as Chair for a year, this was seconded by Hayley Seabrook. There was a unanimous decision by Board members to appoint him. The Chair will rotate annually with equal distribution of employer and employee.</p> <p>Cllr Martin Goddard explained to the Board that it may be useful to keep him around for part two of the meeting if any of the participants had any concerns or queries that he may be able to resolve. Mark Braddock had a view that it could be useful to have that two-way flow of information.</p> <p>The Board discussed its role, concluding it should provide oversight and maintain an overarching view of all pensions processes and decisions. Board should ensure that it raises any concerns and questions it has about the correct working of processes or the reasonableness of decisions. The Board's should raise concerns with the administrative authority if it has queries. In summary the role of the Pensions Board is to ensure due process has been followed and raise concerns if it considers perverse decisions were made</p> <p>Daniel Kanaris, Roger Hackett and James Lake, all welcomed Cllr Martin Goddard’s point of harmonious working and stated that Hillingdon has one of the healthiest Committees and Board relationships due to being able to discuss points and questions in an informal manner.</p> <p><b>Resolved: The Pension Board noted the terms of reference.</b></p> <p>Mark Braddock left the meeting.</p>	

**TPR CODE OF PRACTICE 14 COMPLIANCE** (*Agenda Item 7*)

James Lake - Chief Accountant, presented to the Board the relevant TPR code of practice 14 compliance items: I8, I9, J3, I2, I3, I6 and K7.

Items I8, I9 and J3 are now fully compliant, whilst items I2 and I3 are waiting for the internal dispute process to update before I2 and I3 can become fully compliant, it was advised that the general review of processes will cover these both. I6 is partially compliant until Hillingdon can review letters and notifications in quarter 1 this year. K7 is also partially compliant as there is a wait for two Board members to complete their training course on knowledge and skills. Tony Noakes confirmed he had just completed and returned his K&S assessment.

Members praised the work that the Officers have been doing and explained that there are multiple policies on page 42 that Hillingdon must keep up-to-date. In addition a question was raised as to whether Hillingdon will continue to keep the policies on the website or if the policies will be moved over to Hampshire's website. Officers responded to this query to explain that the best way forward would be to have the policies up on both websites, however the mechanics of this has yet to be decided upon as clarification was required of who should be looking after the different aspects of each website.

An opposing view that Hampshire should take a back seat to Hillingdon in terms of being responsible for looking after the policies and website was discussed, which saw the Board and the Officers in agreement whilst waiting for Officers to update the Board with progress.

**Action Point: The Board will wait on updates from the Officers.**

**ADMINISTRATION UPDATE** (*Agenda Item 8*)

James Lake - Chief Accountant presented the Board with the latest KPI targets which saw the KPI behind 100% target, due to the KPI being up and down it can be difficult to see a trend, the next step is to obtain a general weighted average indicator from Surrey, however since Surrey are experiencing difficulties with their performance, Hillingdon should hold them accountable but also support Surrey so that the remainder of the service can continue.

The member self-service is also reported as being positive and can be seen to have a continual increase in take up every quarter period.

Hillingdon have completed the Aon cyber security scorecard which is a benchmarking assessment against other local authorities to see best practice. Hillingdon are awaiting the results. The Board have also been informed that Hillingdon are committed to purchasing the Aon Cyber mapping tool kit which is still being developed by Aon, the question presented to the Board is whether to wait until Hillingdon move to Hampshire before completing which will be dependent on how efficient the tool kit will be to complete.

	<p>Pensions Board has struggled with getting a clear handle on cyber security mapping in the past and as such the Chair expressed his support for the new Cyber Mapping tool kit that AON Hewitt are developing and Hillington’s commitment to purchase it.</p> <p>Tony Noakes – Employee representative raised the concern of the 18% of pensioners actively using self-serve is relatively low so it may be difficult to inform them of the changes or where to navigate the pensioners to in relation to Hillingdon or Hampshire websites. James Lake – Chief Accountant responded to this concern with the view that pensioners have less of a need to use the online service. Hard copy communications will be sent out in the post to those not signed up.. Daniel Kanaris – Aon Hewitt Representative explained that this is a priority, but it is an LGPS problem not a Hillingdon problem.</p> <p><b>Action Point: The Officers will keep the Board up to date on the communications front.</b></p>	
	<p><b>TRAINING UPDATE AND LOG</b> (<i>Agenda item 9</i>)</p> <p>James Lake – Chief Accountant updated the Board with the training that has been completed so far by the Board members and the training that is currently still outstanding. The newest Board member Shane Woodhatch – Employee representative had yet to complete this training as a result of recently joining Hillingdon.</p> <p>The discussion then turned to page 38 on the CIPFA knowledge and framework questionnaire which when completed would help the Officers to create more targeted training for individual Board members so that they can identify and bridge their knowledge gaps.</p> <p>Board members also queried how to send out training items to their colleagues, does self-booked attendance at webinars count as training and how to record it? What about CPD certificates for these events, should they be sent in? Officers suggested they would send out an invite to the two specific training events discussed. It was confirmed self-booked attendance counted as training and details should be sent to the Pensions team in order they can log this.</p> <p><b>Resolved: The Members have been informed of the training to be completed.</b></p>	
	<p><b>WORK PROGRAMME 2021</b> (<i>Agenda item 10</i>)</p> <p>James Lake – Chief Accountant had recommended Board members to note the revised working dates and changed committee dates. Once these have been approved, they can be confirmed next week. Members were asked to pass on any ideas or views/suggestions for future work plans or events and these would be considered by the Officers.</p>	

	<p><b>Action Point:</b> Officers to wait for the approval for the work program.</p>	
	<p><b>ANNUAL REPORT OF THE BOARD</b> (<i>Agenda Item 11</i>)</p> <p>Roger Hackett – Chair presented the report that Officers had set out following the prescribed framework. James Lake – Chief Accountant encouraged Members to pass on any ideas or views/suggestions for future work plans or events and these would be considered by the Officers.</p> <p>Roger Hackett - Chair, had proposed items for inclusion in an email sent on the 2nd of December 2020. James Lake explained that many of the items listed were Committee items in the first instance. The list would be scrutinised and details sent to the Chair to confirm items of inclusion</p> <p>The sentence on formal investigations was to be removed as there had not been any.</p> <p><b>Resolved: The Pensions Board note the items discussed.</b></p>	
	<p><b>LIVE RECORDING ENDED</b></p>	
	<p><b>ADMINISTRATION PART II</b> (<i>Agenda Item 12</i>)</p> <p><i>This item was discussed as a Part II item without the press or public present as the information under discussion contained confidential or exempt information as defined by law in the Local Government (Access to Information) Act 1985. This was because it discussed ‘information relating to the financial or business affairs of any particular person (including the authority holding that information)’ (paragraph 3 of the schedule to the Act).</i></p>	
	<p><b>BREACHES LOG</b> (<i>Agenda item 13</i>)</p> <p><i>This item was discussed as a Part II item without the press or public present as the information under discussion contained confidential or exempt information as defined by law in the Local Government (Access to Information) Act 1985. This was because it discussed ‘information relating to the financial or business affairs of any particular person (including the authority holding that information)’ (paragraph 3 of the schedule to the Act).</i></p>	
	<p><b>REVIEW OF PENSION COMMITTEE PAPERS AND GOVERNANCE MAKING</b> (<i>Agenda item 14</i>)</p> <p><i>This item was discussed as a Part II item without the press or public present as the information under discussion contained confidential or exempt information as defined by law in the Local Government (Access to Information) Act 1985. This was because it discussed ‘information relating to the financial or business affairs of any particular person (including the authority holding that information)’ (paragraph 3 of the schedule to the Act).</i></p>	

	The meeting, which commenced at 3 pm, closed at 5:03 pm.	
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