

Minutes

PENSIONS BOARD

5 September 2018

Meeting held at Committee Room 3 - Civic Centre,
High Street, Uxbridge UB8 1UW



	<p>Employer Representatives: Zak Muneer and Hayley Seabrook</p> <p>Employee Representatives: Roger Hackett and Venetia Rogers.</p> <p>Apology for Absence: None</p> <p>Also Present: None</p> <p>LBH Officers Present: Ken Chisholm (Corporate Pensions Manager), Sian Kunert (Head of Pensions Treasury and Statutory Accounts)</p>
	<p>Pre Meet</p> <p>Prior to the start of the meeting members met for a discussion on board role and training items</p>
	<p>ELECTION OF TEMPORARY CHAIR (<i>Agenda Item 2</i>)</p> <p>Zak Muneer was elected to chair this meeting. The chair will rotate throughout the year with equal distribution of employer and employee representatives.</p>
	<p>DECLARATIONS OF INTEREST AND ANY CONFLICTS OF INTEREST (<i>Agenda Item 3</i>)</p> <p>Zak Muneer declared his daughter works for KMPG however not within Investment advisory. Zak remained in attendance for all items. No other conflicts of interest were declared.</p> <p>Members requested an updated list of related party companies to ensure all declarations and conflicts identified</p> <p>SK</p>
	<p>MINUTES OF THE MEETING HELD ON 4 OCTOBER 2018 (<i>Agenda Item 4</i>)</p> <p>Members discussed GDPR arrangements. Agreed as an accurate record.</p>

	<p>EXCLUSION OF PRESS AND PUBLIC (<i>Agenda Item 5</i>)</p> <p>That Agenda Item 9 be considered in private for the reasons stated on the agenda.</p>	
	<p>ADMINISTRATION AND COMMUNICATIONS UPDATE (<i>Agenda Item 6</i>)</p> <p>Member's were updated on the current communications and activity within administration of the fund. Members reviewed the draft publications to active members and were informed SCC plan to send 3 newsletters over the course of the year, one each to active, deferred and pensioners. Recommendations on the pensioner communication included advertising of self service, annual increases and lifestyle issues.</p> <p>There was a suggestion that the branding of Orbis and Surrey CC should be highlighted to members of the fund and maybe this could be included in the newsletter. KC to discuss with SCC.</p> <p>Members were invited to attend the meet the actuary day being held on 20 September for all employers of the scheme.</p> <p>SCC plan to create a diary system to meet with employers and members which will include site visits to other employer locations.</p> <p>Members were advised there were no breach's to ASB in 2018. LHC statements were found to hold errors but members were assured this was a single occurrence for this employer due to the data submitted from the payroll provider. Hillingdon internal team assessed the payroll data returned prior to submission to SCC which ensured the records were correct. The team will ensure LHC is internally reviewed in 2019 to validate and provide additional credibility to the work produced.</p> <p>An updated was provided on the self service system and members were advised actives can carry out calculations on their own pensions to reflect lifestyle choices such as early retirement or reduced hours.</p>	<p>Action by</p> <p>KC</p>
	<p>DATA QUALITY AND SCORE (<i>Agenda Item 7</i>)</p> <p>Members discussed the requirements for the completion of a data score and were advised of the complications due to no clear guidance at this stage as to the actual data request from the Pensions Regular as this had not yet been issued. The Data Commissioner confirmed the universal report could not be used for data score purposes. The board were advised the fund will have something to be able to submit within the time frames. A concern was raised over the data score in relation to deferred pensioner addresses and how this can regularly be traced. It was noted data may not be comparable in the first year and scores could deteriorate in the 2nd year as the data requirements become clearer and embedded.</p> <p>Board members requested an update report at their next meeting.</p>	

