

**MINUTES OF THE MEETING OF THE  
LOCAL PENSION BOARD  
Committee Room 1-Town Hall - Town Hall  
6 June 2016 (10.00 - 10.40 am)**

**Present:**

Justin Barrett (Employer Representative) (Chair) and David Holmes (Employer Representative)

Mark Holder (Scheme Member Representative) and Marsha Jane Thompson (Scheme Member Representative)

**1 CHAIR'S ANNOUNCEMENTS**

The Chair announced details of the arrangements in case of fire or other event that would require the evacuation of the meeting room.

**2 APOLOGIES FOR ABSENCE**

There were no apologies for absence, all members of the Board being present.

**3 DISCLOSURE OF INTEREST**

There were no disclosures of interest.

**4 MINUTES OF THE MEETING**

The minutes of the meeting held on 14 April 2016 were noted.

**5 ELECTION OF CHAIRMAN**

The Board were advised that in accordance with the Terms of Reference a Chair was to be appointed by the employer and scheme members from amongst their own number, on a rotating basis with the term of office being shared between an employer and a scheme member representative on an equal basis.

After discussion it was felt that this first year had been a learning experience and therefore it was **agreed** that Justin Barrett be reappointed Chair for a second term and that next year a scheme member be appointed to the position of Chair.

## **6 ANNUAL REPORT 2015/16**

The Board gave consideration to the format and content of the Annual report. They have agreed that it should include reference to this being the inaugural year and a learning experience for all involved.

The report should also look back at the reports they have considered and the actions taken. This would include reference to Fair Deal and TUPE, the issue of indemnities and bonds, early redundancy gap and other matters covered.

An opportunity should be taken to reconsider what the Boards role was and how it's interaction with officers should develop.

We have asked the Clerk to draft the Annual Report for our consideration.

## **7 REVIEW OF WORK PLAN**

The work plan agreed for 2015/16 had been a first step to try to identify key matters which needed to be considered. With a number of meetings held we were now in a better place to consider a work plan for 2016/17.

A key area to consider in 2016/17 is Pensions Administration. We were aware that the oneSource finance team were being reorganised and we need to ascertain from the Pension Committee whether or not they were confident that the proposed structure was adequate to meet all the demands on it.

We would also like to know from the Pensions Committee whether they were happy with the Pension Administration performance in achieving or not achieving its KPI's and whether those measures were the ones which they should be focussing on.

We wish to finalise our review of Fair Deal and TUPE and have a report on how the current changes, i.e. introduction of Multi Academy Trusts and College reorganisation would impact on the Pension Scheme. DH advised that under the current proposals colleges could merge, not necessarily on geographic location and staff could be transferred from one scheme to another.

With regard to risk assessment we would be seeking an assurance that the risk strategy had been updated to meet the current needs with specific reference to the possible threats to Havering.

The work Plan would be a live document and subject to change as necessary.

## 8 FUTURE MEETINGS

We have discussed whether it is necessary for officers to attend every meeting and agreed that the agenda should be structured to allow officers to attend just to deal with just items which require their attention.

The following were the items we wish to discuss at the next meeting on 28 June 2016:

1. Review of Terms of Reference (JG to provide samples of over Terms of Reference)
2. Review of Code of Conduct (JG to undertake research)
3. Update on where we are on Fair Deal and TUPE
4. Brainstorming on the way forward
5. Feedback from Pensions Committee on 14 June 2016.
6. Position re officer support i.e. access to legal support.

DH would circulate the latest consultation from the Department of Communities and Local Government with particular emphasis on any implications for governance.

---

**Chairman**