

**MINUTES OF THE MEETING OF THE
LOCAL PENSION BOARD
Virtual via TEAMS
15 November 2022 (4.00 - 4.59 pm)**

Present:

Mark Holder (Scheme Member Representative), Yasmin Ramjohn (Scheme Member Representative), Joanne Sladden (Scheme Employer Representative) and Dionne Weekes (Scheme Member Representative)

Officers: Debbie Ford, Caroline Guyon, James Grafton, Sam Kemp, Alexandra McMahon, Lilian Thomas

All decisions were taken with no votes against.

The Chairman reminded Members of the action to be taken in an emergency.

126 CHAIR'S ANNOUNCEMENTS

The Chairman advised members of actions to take if they are disconnected from the video call.

127 APOLOGIES FOR ABSENCE

Apologies for inability to attend the meeting were received from Denise Broom and Andrew Frater.

128 DISCLOSURE OF INTEREST

There were no disclosures of interest.

129 MINUTES OF THE MEETING 6 SEPTEMBER 2022

The minutes of the meeting of 6 September contained errors and the following needed to be corrected before they could be accepted as a true and accurate record:

- Borough was spelled incorrectly
- There were notes in the wrong sections

Once these changes were enacted the minutes were to be accepted as a true and accurate record.

130 PENSIONS COMMITTEE MINUTES 22 SEPTEMBER 2022

The Pensions Committee minutes and feedback by Officers of the 22 September 2022 meeting were noted.

131 **LLP QUARTERLY PERFORMANCE REPORT UPDATE**

It was reported that the annual benefit statements were sent out before 31st August 2022.

Refunds SLA was low but there was a 60% increase in caseloads.

Retirement satisfaction scores were shown on Page 30 along with data quality common and conditional data. **Action Point – LPPA to explain what the errors are on that.**

132 **LOCAL PENSIONS BOARD RISK REGISTER**

The Risk register did not go to the Pension's Committee however it would be at next Committee meeting in December.

133 **PENSIONS ADMINISTRATION STRATEGY**

It was explained that the administration system was doing what it should be. A few things were in progress on the data improvement plan.

The Performance report was done based on all data and now the new system would need to be examined to make sure that the data scores had not dropped.

All employers were receiving their log-in details and Communication was being sent to members. The link was on the website and everyone would know about the new system change by the week commencing 5th December 2022. If nothing arrived by then Members were to let Caroline know.

134 **LPPA ANNUAL INTERNAL CONTROL ASSURANCE**

The report was from the LPPA and it was requested that the Committee should look if there were any points that needed clarification and Janet could clarify further.

Action Point – Look and feedback questions. Janet to come in and talk through, members prepare questions beforehand. Then this would be taken to internal auditor and come back to the committee.

135 **PENSION FUND ANNUAL REPORT**

It was explained that the Pension fund Annual Report did not go through the LPB before publication because the meeting in early November was deferred and the timings were not conducive to reviewing; however, the information and the chance to review was still currently possible because the publication was unaudited and the deadline to publish is 1 December therefore if errors were found there was still an opportunity to do so.

Action point – Members were to come back to Debbie if errors were found or to submit any further feedback.

136 **COP14 COMPLIANCE CHECKLIST**

The item was noted by Members.

137 **POSITION OF CHAIR**

No one applied. **Action Point: Caroline would go back to individuals who had been interested for feedback.**

138 **AOB**

Debbie would send out employer contribution rate.

Action Point: Agendas would contain what must be read and what was just for information on large agendas to make it easier for Members to prepare for meetings.

Chairman