

**MINUTES OF THE MEETING OF THE
LOCAL PENSION BOARD**

Virtual via Teams

7 February 2023 (4.05 - 5.35 pm)

Present:

Andrew Frater (Scheme Employer Representative), 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, Tara Haroon, James Grafton, Sam Kemp, Alexandra McMahon, Lilian Thomas

Guests: Mark Waterworth (LLPA), Greg Smith (LLPA)

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

139 CHAIR'S ANNOUNCEMENTS

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

140 APOLOGIES FOR ABSENCE

Apologies were received from Denise Broom (Scheme Employer Representative).

141 DISCLOSURE OF INTEREST

There were no disclosures of interest.

142 MINUTES OF THE MEETING LPB 15 NOVEMBER 2022

The minutes of the meeting of 15 November 2022 were accepted as a true and accurate record.

143 MINUTES OF THE MEETING PC 22 DECEMBER 2022

The Pensions Committee minutes and feedback by officers 22 December 2022 meeting were noted.

Members were reminded that there would be a training session titled: Education session on climate metrics - 2023 Key Action from Embedding Climate Risk Management into the Fund' paper presented in December 2022. This would take place via Teams on 6 March 2023 at 16:00.

The sign in is as follows:

Meeting ID: 337 258 427 124

Passcode: seN5hP

144 **LPPA QUARTERLY PERFORMANCE REPORT**

The Board were presented a report from Greg Smith of the Local Pensions Partnership.

GS explained that LPPA had moved to a new pension system called UPM. Clients were phased onto the system and there was a relaxation of service levels for November, December and January to allow for teething problems.

Things were still not on track and it was expected that service level agreements would return to the targeted 95% after approximately six months. There were also currently call centre waiting times of 9 minutes and there was a target to get those times down to under 4 minutes.

Members raised concerns over communication with LPPA and needed assurances that year end information would be provided. GS assured that communications would be improved in the future given that there was a new executive team in place that had significant LGPS experience. There was also a client forum scheduled for the end of February whereby they would be going through how to get to back to level within the agreement, how wait times would be reduced, how to make tangible improvements and how to roll out the new pensions administration system whilst improving customer relationships.

The Board agreed that LPPA needed to be kept to account and any further issues would be raised with them.

145 **PENSIONS RISK REGISTER**

The Board were presented with a summary of the risk register. It was explained that it was presented to the Pensions Committee. They requested that coloured wording be added because the risks were not clear.

It was suggested that benchmarks should be added to the risk register and all risks should be measurable.

The Board noted the report.

146 **PENSIONS ADMINISTRATION STRATEGY**

The Board were presented with a report outlining the Pension Administration Strategy. It was explained a 12 month strategy was created and communications were sent to employers with a short paragraph about outsourcing in the hopes of raising awareness. It was noted that Caroline Guyon (CG) needed to work with LPPA to establish what support could be provided via reporting from the UPM system. It was agreed that it was

important to consider any items that the LPPA were not able to help with and to further decide what could be done with the information provided.

CG would bring back an update to the next meeting.

The Board noted the report.

147 **COP14 COMPLIANCE CHECKLIST**

The Board were presented with a report that contained the COP14 Checklist.

It was explained that there were robust processes in place and there were no issues with employers and late payment of contributions. Work was required around the LPPA reports against SLA disclosure timescales. CG would discuss with Greg and his team to see if that could be implemented.

148 **POSITION OF CHAIR**

It was explained to the Board that initially when the advertisement was posted for position of Chair, there were a number of people interested in the position.

However, once the packs, the terms of reference and the information about the allowances were sent through to the interested parties, no one applied. The feedback CG received was that the pay was not sufficient.

After research of what other London Boroughs were paying, it was suggested that £8000 should be allocated from the Pension Board budget. This amount would need to be approved and then the position would be re-advertised.

The requirements for the position would be as follows: attendance of 5 meetings a year including the AGM, the expectation of the ability to challenge officers and have a strong understanding of the regulatory requirements. Therefore, the allowance would reflect that level of importance. The job description with terms of reference was already a part of the pack and the Committee would need to review the performance of the Chair.

CG thought the fund manager would be involved in the process of overseeing the role as well; however, she would look into this further. CG would also enquire to the Pension Officer Group for clarity on where the responsibility sits for specific aspects of the chair.

The next step would be to investigate the performance review process further to ensure the Board were happy with the process of monitoring performance output before appointing a Chair for the 4 year term and pending approval of the 151 Officer.

The Board **noted** the Officers' recommendations.

149 **DRAFT LOCAL PENSION BOARD BUDGET 23/24 TO 26/27**

The Board was presented with the LPB Draft Budget for 23/24-26/27. It was explained that budget revisions were made from the last four year budget in regards to the Members allowance and traveling. It was revised from the previous budget of £3,000 to £12,000 from 23/24 onwards to include the allowance for the new Chair.

There were 3 new members appointed since the last four year budget and also to fund the appointment allowances and travel for an independent chair. Therefore that cost was put up to £12,000. Communications and computing the previous budget added another £500. Incorporated with printing and stationery and office expenses added up to another £3900. The professional advice was revised to £5000 because it was never used in the four years previously. Therefore, it was put partly towards the £12,000 and the actual £8000 for the new Chair and the training and development of £10,000. The budget for the next four years was set at £31,900.

Members who did not plan on claiming there allowances were asked to email LT as soon as possible.

It was also noted that DF would chase the Ill Health Liability Insurance (IHLN) notifications.

The board **agreed** the recommendation of an independent chairman at a cost of no more than £8000 and dependent on outcome of performance measures.

Chairman