



Minutes

Name of meeting	ISLE OF WIGHT PENSION BOARD	
Date and time	TUESDAY 23 OCTOBER 2018 COMMENCING AT 10.00AM	
Venue	CONFERENCE ROOM 4, COUNTY HALL, NEWPORT, ISLE OF WIGHT	
Board Members	Tracy Bull (Chair)	Employer Representative
	Cllr Reg Barry	Employer Representative
	Barbara Milton	Scheme Member Representative
Present	Jo Cooke, Leo Atkinson-Goffe, Sarah Millson, Claire Sarr, Jo Thistlewood, Megan Tuckwell	

8. [Board Membership](#)

The Technical Finance Manager advised that scheme member representative Jackie Johnson formally resigned from the board on 17 October 2018. In accordance with the terms of reference, UNISON had been contacted for a nomination with a request for a response by 30 November 2018.

9. [Minutes](#)

RESOLVED:

THAT the Minutes of the meeting held on 12 June 2018 be confirmed.

10. [Minutes of the Isle of Wight Pension Fund Committee \(IWPFCC\)](#)

The board gave consideration to the minutes of the meeting of the IWPFCC held on 14 September 2018. It was agreed that this was the preferred method of sharing information between the Committee and Board, in lieu of formal reports. It was advised that the draft minutes from this meeting would be published with the IWPFCC papers on 14 November 2018 (for the meeting 23 November 2018), therefore comments from the Board would need to be returned as soon as possible.

RESOLVED:

THAT the minutes of the Isle of Wight Pension Board and IWPFCC be shared at meetings going forward.

11. [Governance Review Update](#)

The Technical Finance Manager presented the report. It was noted that the report outlined the progress made to date 25 September 2018, with further work being undertaken before the meeting. The budget for 2019-20 had been drafted but was

not available as it had not been discussed between officers, but it was confirmed to be on track. Progress regarding recruitment was highlighted, and the Board were advised that the Pensions Regulator's Governance and Administration Survey would be issued in early November 2018 which would be circulated for comment from Board members. Questions were raised and clarity was provided regarding the criteria for marking the status of governance recommendation as minor/ significant lag.

RESOLVED:

THAT the Board note the progress made against the recommendations arising from the fund's governance review.

12. Administration Strategy

The Technical Finance Manager noted that additional information had been provided to Board members on 17 October 2018 which included a copy of the report showing Hymans Robertson's comments, and responses to the consultation at that date. Various comments were made throughout the Strategy and was agreed that the Technical Finance Manager would liaise with the Board members to finalise before recommendation to the IWPFC.

Members raised a question about disputed pension arrangements linked to a change of employment Terms & Conditions for some out of hours workers. The Technical Finance Managers stated that this was not an issue to be considered by the pension board, as it was an employer decision.

RESOLVED:

THAT the Board approve the draft Administration Strategy and recommend it to be adopted by the IWPFC.

13. Communications Strategy

The Technical Finance Manager provided a verbal update. It was advised that a draft Communications Strategy from Hymans had been received, but had not yet been circulated to the internal Media or Admin teams for comment. It was noted that the intention was to involve the Board to ensure it was fit for purpose, in terms of statutory requirements and the needs of LGPS members and employers.

RESOLVED:

THAT the Communications Strategy be added to the agenda for the meeting 15 January 2019 for recommendation to the IWPFC on 8 February 2019.

14. Data Quality Progress

Sarah Millson presented an update on the work being carried out by ITM on behalf of the Isle of Wight Council with regards to resolving historical data issues. The Pensions and Payroll Team Leader provided an update on the progress of the GMP reconciliation work being undertaken by JLT. The Data Improvement Officer provided an update on the progress towards the implementation of the i-connect software

solution with regards to future data quality assurance, and advised that the testing had gone well.

RESOLVED:

THAT the progress be noted.

15. **Standing Items:**

a) **Administrative KPIs**

The Technical Finance Manager advised that the format of reports would be amended to reflect service standards in the Admin Strategy once approved.

The Pensions and Payroll Team Leader presented the report and it was advised that data for September 2018 was input at the end of the month and would be available mid-October 2018. Discussion took place regarding human error in relation to manually imputing data and it was advised that a new digitalised system would reduce this risk. It was agreed that this new system would be promoted and a launch plan was to be developed as part of the Communications Strategy.

RESOLVED:

THAT the update be noted.

b) **Issues Log**

It was noted that the website was ready but not live, with an anticipated 'drip-feed' launch date of 31 October 2018.

Questions were raised regarding the recovery of funds for employers exiting the fund. It was advised that the Department for Education offered a "guarantee" to all failing academies, which would cover the deficit when the IW Studio School exits the fund in August 2019. Additionally, a change in government direction was reported in terms of multi-academy trusts (MAT): should there be more than one academy within an LGPS fund controlled by the same MAT, then the MAT is considered to be the employer, and will have an ongoing relationship with the fund until such time as the last academy under its control closes. In the case of Sandown Bay Academy, Academies Enterprise Trust is considered to be the employer, so the deficit on closure of Sandown Bay Academy would be added to the ongoing deficit for Ryde Academy. It was noted that an invoice would be raised for Planet Ice and the Isle of Wight Council would not bear these costs.

RESOLVED:

THAT the update be noted.

c) **Breaches Log and Complaints**

The Technical Finance Manager advised that no breaches or complaints had been reported since the last report to the Board, which had been recirculated to members on 16 October 2018. Further confirmation had been sought that no breaches or complaints had been reported within the Corporate Services directorate. It was noted that if issues were not reported as per the formal process, they cannot be identified and resolved.

Members requested that a recent incident where pensions information had been provided to a member, via their Annual Benefit Statement, based on incorrect data be reported as a breach, and be subject to further investigation. It was noted that the statement provided had been based on information received from the relevant employer (Isle of Wight Council).

RESOLVED:

THAT the update be noted, and further investigation into the reported potential breach would be undertaken.

d) **Training Activities**

A report was circulated which had been presented to the Pensions Regulator at the meeting on 10 September 2018, which set out the scheme manager's activity to facilitate Board members' development of knowledge and understanding. It was advised that the Pensions Regulator would be visiting on 7 November 2018 to outline the expectations of the Board members. The Technical Finance Manager suggested adding training sessions for members on various topics for up to one hour following the Board meetings, and it was noted that a Governance and Administration Objective Setting Workshop would take place following the IWPFC on 23 November 2018.

RESOLVED:

THAT the update be noted.

16. **Exclusion of Public and Press**

RESOLVED:

THAT the public and press be excluded.

17. **Confidential - ACCESS Update**

The Technical Finance Manager provided an update on the progress since the last meeting regarding the ACCESS pool. Discussion took place regarding the Board members attending the Joint Committee meetings as observers.

CHAIRMAN