



Minutes

Name of meeting	ISLE OF WIGHT PENSION BOARD
Date and time	TUESDAY 28 JANUARY 2020, COMMENCING AT 2.00PM
Venue	CONFERENCE ROOM 4, COUNTY HALL, ISLE OF WIGHT
Board Members Present	Tracy Bull (Chair), Cllr Reg Barry, Barbara Milton, Trevor Ould Matthew Collier, Jo Thistlewood, Megan Tuckwell

38. [Minutes](#)

RESOLVED:

THAT the Minutes of the meeting held on 19 November 2019 be confirmed.

39. [Declarations of Interest](#)

No declarations were received at this stage.

40. [Progress from previous meetings](#)

Consideration was given to the progress against outcomes and recommendations arising from previous meetings and it was agreed that there was a need to establish how outcomes are reported back. Discussion took place regarding progress on implementing a tracing service for deferred members, the i-connect project, the review of the terms of reference, a briefing on the governance framework and an update on the valuation.

Following a question about the assumptions used for the triennial valuation, and the comparability of outcomes between LGPS funds and actuarial firms, members were advised about the Government Actuary's Department (GAD) Section 13 review process, which recalculates the outcomes of all actuarial valuations against a common set of assumptions, to assess compliance, consistency, solvency and long-term cost efficiency. A dry run was carried out in respect of the 2013 valuation, with the first formal reporting after the 2016 valuation. Another review would be completed following the 2019 valuation, likely to be published in 2021, and it was agreed this would be brought to the board for discussion when available.

The Technical Finance Manager noted that the board's annual report was published on the fund's website, and that board members had not yet met informally to review the Reporting Breaches of the Law Policy.

RESOLVED:

THAT the progress against outcomes from previous meetings be noted.

41. Minutes of the Isle of Wight Pension Fund Committee

Consideration was given to the minutes of the meeting of the committee held on 19 December 2019. The Technical Finance Manager advised that the Risk Management Policy had been adopted and published online, and the Committee had committed to eight meetings per year with a change of day (from Friday to Wednesday). Key priorities for the development of a new governance action plan were agreed to be knowledge and understanding, disputes, breaches, and cyber risk, and it was advised that a briefing on cyber risk was planned between the Technical Finance Manager and the Strategic Manager for ICT & Digital Services.

RESOLVED:

THAT the minutes of the meeting of the Isle of Wight Pension Fund Committee held on 19 December 2019 be noted.

42. Internal Audit Report and Actions

The Employment Services Lead Officer presented the report of the council's internal audit team on pension administration and highlighted the progress made with the implementation of the actions recommended in the report. The report provided an overall assurance of "reasonable assurance", indicating that weaknesses or risks had been identified but the overall activities did not pose significant risk to the Council. Data scores had shown improvement due to the data improvement plan and would be improved further following the finalisation of the GMP reconciliation project.

RESOLVED:

THAT the progress against the recommendations in the internal audit report be noted.

43. Training

The Technical Finance Manager presented the results of the Board's knowledge and understanding self-assessment and noted that no single area was of major concern. The lowest scoring area on average was around auditing and accounting standards, and it was advised that the Chief Internal Auditor had agreed to deliver a training session on this at some stage. Additionally, the Board would consider the Fund's annual report and accounts at its meeting on 17 June 2020. The Board agreed to meet informally to identify the areas which should be prioritised for training and development and how they wish this to be delivered. The Chair advised that she had attended the LGA governance conference during January, which covered board functions such as deep dives and forensic analysis, succession planning, actuaries' views on the McCloud ruling, advice on transfers, scams and cyber controls.

RESOLVED:

THAT members of the Pension Board meet informally to identify areas which should be prioritised for training and development and how this should be delivered.

44. Standing Items

a) KPIs

The Employment Services Lead Officer presented the administration statistics for

the year 2019-20 to date in terms of monitoring, performance indicators, and CIPFA benchmarking. It was noted that work was ongoing to cleanse backdated workflow tasks, and the KPIs would continue to develop in line with the CIPFA Annual Report and Accounts requirements and the outcomes from the Scheme Advisory Board's Good Governance Project.

RESOLVED:

THAT the administration statistics for the year 2019-20 to date be noted.

b) Breaches Log and Complaints

The board were advised that there had been no complaints or breaches reported since the last meeting. Discussion took place regarding the definition and method of recording of breaches and complaints, and how this differs from enquiries. It was agreed that the board would meet informally to discuss this.

RESOLVED:

THAT members of the Pension Board make arrangements to meet with the Technical Finance Manager and Employment Services Lead Officer to informally discuss and agree the definition and recording of breaches and complaints.

c) Employer Compliance with Administration Strategy

The board received information on employer compliance with end of month reporting and payment deadlines, and discussion took place regarding sanctions in place for repeated non-compliance. Two late data submissions from Barnardo's were due to staff sickness, and the admin team have subsequently introduced an escalation process in place with that employer to prevent future occurrences. Members were advised that none of the instances of late reporting or late payment gave cause for concern.

RESOLVED:

THAT the update on compliance with the administration strategy be noted.

d) Workplan

The board noted the work programme for forthcoming meetings of the Isle of Wight Pension Fund Committee and Pension Board, included various training sessions. Attention was drawn to the items due to be discussed at the next meeting on 21 April 2020, including the annual reviews of Governance Policy and Breaches Policy, as presented to the Board on 19 November 2019. It was agreed that the training session on 21 April 2020 would be used to consider the board's new terms of reference.

RESOLVED:

THAT the training session on 21 April 2020 be used to consider the new draft terms of reference, ahead of its inclusion as part of the constitutional review at to be agreed by the Full Council in May 2020.

45. Items Circulated for Members Attention

The board noted the items circulated for information since papers were published for the last board meeting (11 November 2019).

RESOLVED:

THAT items circulated for member's attention be noted.

46. Exclusion of Public and Press

RESOLVED:

THAT the public and press be excluded.

47. Confidential - Draft Business Plan 2020-23

The board considered the draft Isle of Wight Council pension fund business plan and were invited to contribute towards its completion. It was agreed that feedback would be provided outside of the meeting.

RESOLVED:

THAT any changes to the Draft Business Plan 2020-23 be sent to the Technical Finance Manager by 14 February 2020 for inclusion and subsequent submission to the Isle of Wight Pension Fund Committee on 13 March 2020.

48. Confidential - Funding Strategy Statement

The board considered the fund's revised draft funding strategy statement, including the process by which it had been prepared and consulted upon. It was agreed that feedback would be provided outside of the meeting.

RESOLVED:

THAT any changes to the Funding Strategy Statement be sent to the Technical Finance Manager by 14 February 2020 for inclusion and subsequent submission to the Isle of Wight Pension Fund Committee on 13 March 2020.

49. Confidential - Risk Register

The board considered the first draft of the fund's risk register, prepared by Hymans Robertson consolidating areas of risk from within existing published strategic documents of the fund.

RESOLVED:

THAT members of the Pension Board meet informally to work through the risk register in depth.