

FLINTSHIRE COUNTY COUNCIL (As Lead Authority for the Clwyd Pension Fund)

CLWYD PENSION FUND BOARD

Minutes of the meeting of the Clwyd Pension Fund Board of Flintshire County Council (as Lead Authority for the Clwyd Pension Fund), held at County Hall, Mold, on Tuesday, 28 June 2018 at 9.30am.

THE BOARD:

Present:

Chair: Mrs Karen McWilliam (Independent Member)

Member Representatives: Mrs Gaynor Brooks, Mr Phil Pumford

Employer Representatives: Mr Mark Owen, Mr Steve Jackson

IN ATTENDANCE

Mr Philip Latham (Clwyd Pension Fund Manager and Secretary to the Board)

Mrs Debbie Fielder (Pension Finance Manager)

Mrs Jayne Taylor (Principal Pensions Officer) – part meeting

Mrs Kerry Robinson (Principal Pension Officer) – part meeting

Mr Paul Friday (New Member Representative) observing

Actions

1. APOLOGIES/ WELCOME

Helen Burnham (Jayne Taylor substituted). The Chair welcomed Mr Paul Friday to the meeting as an observer in advance of his replacing Gaynor Brooks as Member Representative.

2. DECLARATIONS OF INTEREST

No new declarations were made.

3. MINUTES AND MATTERS ARISING

The draft minutes of the meeting held on the 27 February 2018 were confirmed as a correct record by all Board members.

In relation to the Cybercrime presentation which was being deferred to a later meeting, the Board requested that information from the Pensions Regulator be issued in advance of the

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Chair

meeting.

New Action – Link to relevant section on the Pension Regulator web site to be provided in advance of the Cybercrime presentation

Completed and/or outstanding actions were considered as part of agenda item 4 Action Tracker.

4. ACTION TRACKER

The Chair introduced this item explaining that the document was designed to track all action points identified by the Board, identify completed or outstanding actions and also ensure that none are overlooked.

The contents of the Action Tracker were discussed. As previously agreed, completed actions are now removed from the Action Tracker once reported as completed to the Board.

The following points were made in relation to the Action Tracker with other actions noted as ongoing:

- 9th action (Web-site) – Confirmed there would be on-going feedback of the web-site and that the emails should be updated to be hyperlinks.
- 14th action (Cybercrime/IT Security/ GDPR) – Presentation to Board at October 11th meeting.
- 15th & 16th actions (TPR Code of Practice) – These have been deferred as it was noted resource constraints are still delaying the update.
- 18th action – (WPP IAA) It was noted that there are still policies outstanding for the WPP.
- 20th action – (WPP Business Plan) This is still outstanding and the Board asked that it be highlighted again at the next OWG. It was agreed it would be appropriate if the Board raised it with the Host Authority, perhaps as a joint letter from all Welsh Pension Boards (see later point on this)
- 25th action – (ELT and WCBC agreement) Further meetings have been arranged and communications are in place.
- 26th action – (Disaster Recovery Test) The next test is still outstanding.

	<u>Actions</u>
<ul style="list-style-type: none"> • 27th action – (Consideration needs to be given to how the CEMs training can be delivered. <p><u>RESOLVED:</u></p> <p>The Board noted the <i>action tracker which is to be updated</i> as agreed.</p> <p><i>New Action – Web-site emails to be a hyperlink</i></p> <p><i>New Action – The Business Plan for WPP be raised at the next OWG</i></p>	<p>Board Secretary</p> <p>Board Secretary</p>
<p>5. ADMINISTRATION UPDATE</p> <p>Mrs Taylor provided the Board with an update on the following areas:</p> <p>Key Performance Indicators</p> <p>The Board received the summaries of KPI's for the previous quarters. These were explained to the Board and also noted that the figures relating to transfers were improving with the return to work after sickness of a member of staff.</p> <p>Current Workloads</p> <p>Mrs Taylor presented details of the due dates and outstanding cases relating to the Operations, Employer Liaison and Aggregation teams.</p> <p>She confirmed that Flintshire is now on iConnect and this has caused additional work initially while the team work through the issues which have been highlighted through the process.</p> <p>There has been a business case produced for additional resources and three positions have been agreed and advertised. It was explained that the complexity of the scheme is slowing down the processing time and they need additional resource for retirement and death grant payments to achieve the KPI's in the Administration Strategy.</p> <p>The Board recognised the strain on resources and the need for additional staff, commenting that they have seen the increased pressures within the section in the previous 3 years due to layers</p>	

Actions

of continued changes to the regulations.

Special Projects

The Board were given the latest statistics of Member Self Service which showed that there are currently 6,500 members have now registered and are actively using the site.

Discussions were made around the accuracy of the benefit calculations members can access on MSS and Mrs Taylor confirmed that although members will use MSS initially, they will often contact the office for clarification.

The Board were provided with the results of the annual satisfaction survey which reported that there has been an improvement in most areas since the previous year. Although it was recognised that such a small sample of responses might not provide an accurate picture, Mrs Taylor noted they would consider how to increase the number of surveys completed.

6. EMPLOYER PAY ISSUE

This confidential agenda item related to Project Apple previously reported to the Pension Fund Committee.

The Board received an update from Mrs Robinson as to where the project was currently and recognised that the work involved would have a significant effect on the resources of both the ELT and operational teams.

The Board discussed reporting the breach to the Pension Regulator and asked that the Committee and Board are kept updated on the situation.

New action - The Board asked for the breach to be reported as soon as possible.

New action - The Board asked that the Committee and Board are kept updated on the situation.

**Board
Secretary**

**Board
Secretary**

7. ADDITIONAL VOLUNTARY CONTRIBUTIONS

The Board received an update from the AVC review carried out in November 2017 where the default fund was removed. The

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update confirmed that this had not had any detrimental impact on the membership.

8. ASSET POOLING

The Board received an update on the progress of the WPP and transition of assets into the Pool. Mr Latham confirmed that some governance documents are outstanding, however, he is happy that we are moving in the right direction in relation to the first sub fund for Global Equities and should achieve lower costs at better risk adjusted returns.

Mr Latham also updated the Board on the recent discussions the WPP had with a specific Infrastructure project in Swansea. The Board recognised it is not their role to comment on specific investments but there will need to be a clear process and governance in future in order for the WPP to assess any projects especially as Pooling will always bring these opportunities to the fore. It was also noted the potential for a conflict to arise where a project was local.

The Board agreed that there were a number of concerns including the lack of business plan/policies, the lack of clarity over decision making and report papers not being prepared in advance/presented on the day. The Board considered it would be useful if a joint letter to be sent to WPP from all Welsh Pension Boards asking for clarity on these matters.

New action - The Chair agreed to investigate this and then liaise with Mr Owens in preparing a draft.

Chair

9. CONSIDERATION OF 21 MARCH 2018 AND 13 JUNE 2018 PENSION FUND COMMITTEE PAPERS

The Board discussed the Pension Fund Committee papers from the previous 2 committees.

10. INPUT INTO ADVISORY PANEL AND CPF COMMITTEE

The Chair opened this item up to the Pension Board by providing an overview of AP and their link to the Committee and also how the Board links in. The Board requested that their views on the governance of the WPP and Project Apple are relayed to the AP.

New action – To feedback the views of the Board on Project Apple and the governance of the WPP to the AP.

**Board
Secretary**

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11. COMPLIMENTS AND COMPLAINTS

An anonymised log of the latest compliments and complaints had been circulated to the Board with the agenda.

The Board commented that complaints about delays in receipts of benefits also reiterated the need for additional resource in the section.

12. FUTURE WORK PLAN

The Chair presented the future work plan and initiated discussion. Whilst the Board agreed there was nothing further to be added at this time, they did recognise the requirement to monitor the progress of Project Apple.

13. PENSION BOARD BUDGET MONITORING

Mrs Fielder provided the final outturn report for 2017/18 which showed a £2k underspend on the £50k budget.

14. PENSION BOARD ANNUAL REPORT

The Board Members discussed the key themes to include in the Board's Annual Report and agreed that the Chair would draft the report and circulate to members for their comments.

New action – Chair to draft Pension Board Annual Report and circulate to members for comments.

Chair

15. FUTURE DATES

The Board Members were provided with the latest calendar of dates for Committees, training and other events open to Board members.

Cheshire Pension Board had asked if an officer and member of the Board would like attend their next Board (17th July or 6th November) as observers and reciprocate the invitation to the next Clwyd Board meeting in October. It was agreed that Phil Pumford would attend with Mr Latham on 17th July.

16. ANY OTHER BUSINESS

The Board recognised the emphasis on good data quality and the need for data improvement plans

The Pension Regulator are looking to randomly select 10 Funds across the LGPS to visit their offices. The Funds to be selected are not known at this time.

There will be letters being sent to all Funds highlighting good practices.

The Fund has raised the issue of Member representation on the WPP Joint Governance Committee on a comply or explain basis.

New action – Board to include in the letter to the WPP.

Mr Owen indicated that there was a new separate CIPFA Pension Board guidance available.

New action – Board Secretary to purchase a copy of the guidance and circulate to Board members.

This was the last meeting that Mrs Brooks would be attending and the Chair and the other Board members thanked her for all her valuable input over the last 3 years and wished her well for the future.

No further business was raised. It was agreed that the ***draft minutes would be circulated.***

Actions

Chair

**Board
Secretary**