

For a meeting of the

PENSION BOARD

to be held on

THURSDAY, 30 JULY 2015

at

6:00 pm

in

Room 7 - York House

Gillian Norton, Chief Executive

Committee Members:	Jeremy DeSouza (Chairman), Stephen Cunningham, Jane Edmondson, Lucy Kourpas, Susan Shaw and Kelly Wallis
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Committee Administrator:	Antoinette Duhaney, Senior Democratic Services Officer
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1. **WELCOME & INTRODUCTIONS**
2. **APPOINTMENT OF VICE CHAIRMAN**
3. **APPOINTMENTS TO THE PENSION BOARD & TERMS OF REFERENCE** **All Wards**
4. **INTRODUCTORY PRESENTATION AND Q & A SESSION**
5. **PROGRAMME OF FUTURE MEETINGS**

PLEASE NOTE:

Please contact us if you require this agenda in Braille, large print, on audio tape or in a community language.

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1. The date of the next meeting of the Board has yet to be confirmed.
2. Members are reminded that they are required to securely dispose of agenda packs that contain private information.
3. For those members of the public with hearing difficulties induction loops have been fitted in the Council Chamber, Terrace Room, Salon and Room 7. In addition, there is an infra-red system installed in the Terrace Room. Neck loops and stetholoops are available in the Reception Office.

York House
Twickenham
TW1 3AA

22 July 2015

This agenda is printed on recycled paper.

Nese keni veshtersi per te kuptuar kete botim, ju lutemi ejani ne receptionin ne adresen e shenuar me poshte ku ne mund te organizojme perkthime nepermjet telefonit.

Albanian

এই প্রকাশনার অর্থ বুঝতে পারায় যদি আপনার কোন সমস্যা হয়, নিচে দেওয়া ঠিকানায় রিসেপশন-এ চলে আসুন যেখানে আমরা আপনাকে টেলিফোনে দোভাষীর সেবা প্রদানের ব্যবস্থা করতে পারবো।

Bengali

જો તમને આ પુસ્તિકાની વિગતો સમજવામાં મુશ્કેલી પડતી હોય તો, કૃપયા નીચે જણાવેલ સ્થળના રિસેપ્શન પર આવો, જ્યાં અમે ટેલિફોન પર ગુજરાતીમાં ઇન્ટરપ્રિટીંગ સેવાની ગોઠવણ કરી આપીશું.

Gujarati

اگر در فهمیدن این نشریه مشکل دارید، لطفاً به میز پذیرش در آدرس قید شده در زیر رجوع فرمایید تا سرویس ترجمه تلفنی برایتان فراهم آورده شود.

Farsi

إذا كانت لديك صعوبة في فهم هذا المنشور، فنرجو زيارة الإستقبال في العنوان المعطى أدناه حيث بإمكاننا أن نرتب لخدمة ترجمة شفوية هاتفية.

Arabic

اگر آپ کو اس اشاعت کو سمجھنے میں کوئی مشکل ہے تو، براؤزر میں نیچے دیئے ہوئے ایڈریس کے استقبال پر جا کر ملیئے، جہاں ہم آپ کیلئے ٹیلیفون انٹرپرائزنگ سروس (ٹیلیفون پر ترجمانی کی سروس) کا انتظام کر سکتے ہیں۔

Urdu

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਨੂੰ ਸਮਝਣ ਵਿੱਚ ਮੁਸ਼ਕਲ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਪਤੇ ਉੱਪਰ ਰਿਸੈਪਸ਼ਨ 'ਤੇ ਆਓ ਜਿੱਥੇ ਅਸੀਂ ਟੈਲੀਫੋਨ ਤੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਇੰਟਰਪ੍ਰਿਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

Punjabi

Jeżeli masz trudności ze zrozumieniem tej publikacji, proszę pójść do recepcji (adres jest podany poniżej), gdzie możemy zorganizować tłumaczenie przez telefon.

Polish

Civic Centre, 44 York Street, Twickenham, TW1 3BZ; 42 York Street, Twickenham, TW1 3BW; Centre House, 68 Sheen Lane, London SW14 8LP; Old Town Hall, Whittaker Avenue, Richmond, TW9 1TP; Or any library.

LONDON BOROUGH OF RICHMOND UPON THAMES**PENSIONS BOARD****DATE:** 30th JULY 2015**REPORT OF:** ASSISTANT DIRECTOR OF FINANCE**SUBJECT:** APPOINTMENTS TO THE BOARD AND TERMS OF REFERENCE**WARDS:** All**1. MATTER FOR CONSIDERATION**

- 1.1 This report gives an update on changes to the Pensions Board's Terms of Reference as agreed by the Chief Executive and on appointments to the Board

2. RECOMMENDATION

- 2.1 That the changes to the Terms of Reference be noted.
- 2.2 That the appointments to the Board be noted.

3. DETAIL**Changes to the Terms of Reference**

- 3.1 The Council resolved, at its meeting of 3rd March 2015, to establish a Pensions Board in accordance with the requirements of the Public Service Pensions Act 2013.
- 3.2 The Council also agreed the Terms of Reference for the Board and delegated responsibility to the Chief Executive to make changes to the Terms of Reference to ensure compliance with statute and guidance.
- 3.3 It was anticipated that recruitment of members of the Board would prove difficult and the Terms of Reference allowed for the minimum number of representatives – 2 Employer representatives and 2 Employee representatives.
- 3.4 In practice, the Council received 6 applications, 3 employer and 3 employee representatives all of whom seemed likely to be able to meet the requirements of membership. In the circumstances, the Chief Executive decided to vary the membership of the Board to 6 members rather than exclude 2 applicants through an interview process. The change is highlighted in paragraph 1 of the Terms of Reference which are attached as Appendix A.

Appointments to the Board

3.5 The following persons have been appointed to the Board:

Jeremy Desouza – Employer Representative (LBRUT)

Lucy Kourpas – Employer Representative (AfC)

Kelly Wallis – Employer Representative (Waldegrave Trust)

Susan Shaw – Employee Representative

Jane Edmonson - Employee Representative

Stephen Cunningham - Employee Representative

In accordance with the Terms of Reference, these appointments run until the next local elections in 2018.

3.6 The Chief Executive has appointed Jeremy Desouza as Chair of the Board. This appointment will be reviewed after the first year of the Board's operation.

4. FINANCIAL IMPLICATIONS

4.1 The Chief Executive has agreed that members of the Board will receive £300pa. This is in line with co-opted members of Overview and Scrutiny Committees. This, and other costs of the Board, will be met by the Pension Fund.

5. POLICY IMPLICATIONS/CONSIDERATIONS

None

6. LEGAL IMPLICATIONS

None

7. EQUALITY IMPACT/CONSIDERATIONS

None

8. BACKGROUND PAPERS

None

9. CONTACTS

Graham Russell, Assistant Director of Finance
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020 8891 7226

London Borough of Richmond upon Thames Pensions Board

Terms of Reference

1. Membership

The Board will comprise [2-3](#) Member representatives and [2-3](#) Employer representatives. 1 of the Employer representatives will be an appropriate officer of the Council reflecting the Council's position as the major employer within the Scheme.

The Chair of the Board will be appointed by the Chief Executive from amongst the appointed members.

The term of membership will be the same as the elected Council's term of office.

A scheme of payment for Board members will be agreed by the Chief Executive.

The Chief Executive shall have the right to replace any member of the board who fails, for good reason, to attend 2 consecutive meetings, or who fails to meet any criterion relating to Board membership e.g. conflict of interest.

Employer and Member representatives on the Board must be able to demonstrate that they have the capacity to represent employers or members as appropriate.

The Chief Executive will determine an appropriate selection and appointment process for Board members.

2. Meetings

The first meeting of the Board will take place before 31st July 2015.

Thereafter, the board will meet twice a year. Exact timetables will be finalised in conjunction with Democratic Services.

The quorum for any meeting shall be 2 members comprising at least one employer and one Member representative.

Substitutes will not be allowed.

Meetings will be serviced by Democratic Services and subject to the same publication rules etc. as the Scrutiny Committee.

3. Voting rights

Each Board member will have one vote. In the event of a tied vote, the Chair will have the casting vote.

4. Conflicts of interest

The Administering Authority must be satisfied that any person appointed to the Pension Board and from time to time that any member of the Pension Board does not

have a conflict of interest, as defined under Section 5(5) of the Public Service Pensions Act 2013.

Any prospective member of the Board and any current member of the Board must provide the Administering Authority with such information as it reasonably requires to establish whether a conflict of interest exists.

5. Advisors to the Board

The Board will primarily be supported in its role and responsibilities by Officers of the Council.

There may be occasions where additional advice may be sought from other advisors, for example, the Fund Actuary. Where such advice is requested and there is a fee chargeable, the Director of Finance and Corporate Services must agree, in advance, to the payment of any such fees.

6. Functions of the Board

The Board will assist the Administering Authority:

(a) to secure compliance with-

- (i) the Local Government Pension Scheme (Amendment) (Governance) Regulations 2015,
- (ii) any other legislation or regulation relating to the governance and administration of the scheme,
- (iii) any requirements of the Pensions Regulator in relation to the scheme

(b) to ensure the effective and efficient governance and administration of the Scheme

7. Reporting

The Board will produce an annual report of its work, findings and recommendations.

The Board may, at any time, bring any matter to the attention of the Administering Authority if it judges that the matter is of sufficient importance that it cannot reasonably wait until the publication of the Annual Report mentioned above.

8. Code of Conduct

Members of the Board will be subject to the same Code of Conduct as members of the Council's Scrutiny Committee.

9. Knowledge and Understanding (including Training)

The Board will establish a Knowledge and Understanding Policy and Framework to address the requirements that apply to Board members.

Board members shall attend and participate in training arranged to meet the requirements of the Board's Policy and Framework.