

## Minutes

### PENSIONS BOARD

Tuesday 10 January 2017

Meeting held at Committee Room 3 - Civic Centre, High Street,  
Uxbridge UB8 1UW



HILLINGDON  
LONDON

	<p><b>Committee Members Present:</b> Councillors David Simmonds CBE (Chairman) and Kuldeep Lakhmana.</p> <p><b>Employee Representatives:</b> Roger Hackett, Venetia Rogers and Andrew Scott.</p> <p><b>Apologies:</b> Councillors Alan Chapman and John Morse (Councillor Kuldeep Lakhmana substitute).</p> <p><b>Also Present:</b> Rachel Abbey (Surrey County Council - Pensions Administration) and Daniel Kanaris (AON Hewitt).</p> <p><b>LBH Officers Present:</b> Ken Chisholm (Corporate Pensions Manager), Nancy LeRoux (Deputy Director Strategic Finance), Sian Kunert (Chief Accountant) and Khalid Ahmed (Democratic Services Manager).</p>	
54.	<p><b>DECLARATIONS OF INTEREST AND ANY CONFLICTS OF INTEREST</b></p> <p>Councillor David Simmonds declared a general Non-Pecuniary Interest as he was a member of the Teachers' Pensions Board. He remained in the meeting during discussion on all items.</p> <p>There were no conflicts of interests reported.</p>	
55.	<p><b>MINUTES OF MEETING HELD ON 5 OCTOBER 2016</b></p> <p>Agreed as an accurate record.</p>	
56.	<p><b>EXCLUSION OF PRESS AND PUBLIC</b></p> <p>That Agenda Items 5, 6 and 7 be considered in private for the reasons stated on the agenda.</p>	
57.	<p><b>COMMUNICATION POLICY DEVELOPMENT</b></p> <p><i>This item was discussed as a Part II item without the press or public present as the information under discussion contained confidential or exempt information as defined by law in the Local Government (Access to Information) Act 1985. This was because it discussed 'information relating to the financial or business affairs of any particular person (including the authority holding that information)' (paragraph 3 of the schedule to the Act).</i></p>	

<p>The representative from AON Hewitt provided the Board with the background to the requirement to the policy.</p> <p>The Board was informed that Local Government Pension Scheme (LGPS) Funds were required under the LGPS Regulations to devise and maintain a Communication Policy. Hillingdon's Policy had been last updated in 2014 and with the change of Fund Administrator it was now appropriate to update it.</p> <p>The Board was informed that the minimum content of a Communications Policy should include:</p> <ul style="list-style-type: none"> <li>• Key objectives;</li> <li>• Communication methodology;</li> <li>• How communication with scheme members should take place - active, deferred and pensioner; with prospective scheme members; with employers participating in the Fund; with Elected members; and with other bodies;</li> <li>• Statement of lines of communication within the Fund;</li> <li>• Link to Administration Strategy to identify how performance of communications was measured and monitored;</li> <li>• Oversight of compliance and quality of communications;</li> <li>• Publications;</li> <li>• Data protection statement.</li> </ul> <p>Discussion took place on key objective, or objectives of the policy and reference was made to the objectives contained within Surrey County Council Pension Fund Communication policy and the appropriateness of them for Hillingdon. The present objectives for Surrey were:</p> <ul style="list-style-type: none"> <li>• To accurately communicate the provisions and requirements of the Local Government Pension Scheme (LGPS) to all stakeholders.</li> <li>• To identify and meet all regulatory requirements regarding provision of information.</li> <li>• To promote appropriately membership of the LGPS Scheme to employees of participating employers.</li> <li>• To communicate clearly to all stakeholders their own responsibility for communication and information flows in relation to the Scheme, and work with these other parties to improve efficiency of communications.</li> <li>• To ensure communications are made in a timely manner.</li> <li>• To use a variety of means for communication, depending on the purpose and content of the communication, and recognising that different styles and methods will suit different stakeholders.</li> </ul> <p>Board Members believed that it was important to promote the scheme and to provide a greater explanation of the benefits of joining the scheme. Different ways of communication were required to appeal to all members of the scheme. Reference was made to the use of self help websites, frequently asked questions etc. or the production of a newsletter, twice a year.</p>	<p><b>Action by</b></p>
--	-------------------------

	<p>The representative from Surrey County Council, the new Pension Administrators for Hillingdon's LGPS, reported that there could be options for a single interactive portal website for Hillingdon members and this would be investigated.</p> <p>The Board was informed that a draft updated communications policy would be brought back to the next meeting of the Board, which would include updated objectives.</p> <p><b>RESOLVED –</b></p> <p><b>1. That the information provided be noted and an updated draft communications policy be submitted to the next meeting of the Board.</b></p>	
<p><b>58.</b></p>	<p><b>REVIEW OF PENSIONS COMMITTEE REPORTS</b></p> <p><i>This item was discussed as a Part II item without the press or public present as the information under discussion contained confidential or exempt information as defined by law in the Local Government (Access to Information) Act 1985. This was because it discussed ‘information relating to the financial or business affairs of any particular person (including the authority holding that information)’ (paragraph 3 of the schedule to the Act).</i></p> <p>The Board was provided with the agenda for the last Pensions Committee which took place on 7 December 2016 and noted the reports.</p>	
<p><b>59.</b></p>	<p><b>FREQUENCY OF MEETINGS DISCUSSION AND PENSIONS BOARD WORK PROGRAMME</b></p> <p><i>This item was discussed as a Part II item without the press or public present as the information under discussion contained confidential or exempt information as defined by law in the Local Government (Access to Information) Act 1985. This was because it discussed ‘information relating to the financial or business affairs of any particular person (including the authority holding that information)’ (paragraph 3 of the schedule to the Act).</i></p> <p>A general discussion took place on the frequency of Pension Board meetings and the requirement for Board Members to bring ideas forward to include in the Board's work programme. Attendance at Pensions Committee meetings would be beneficial for Board Members to enable a greater understanding of the governance and administration of the Pensions Scheme.</p> <p>Reference was made to the Pensions Regulator Code of Practice and issues which were outstanding would come back to the Board.</p> <p><b>RESOLVED –</b></p> <p><b>1. That the work programme be noted and Members of the Board be invited to report back to the next meeting on possible topics to be added to the work programme.</b></p>	

	The meeting, which commenced at 5.00 pm, closed at 5.45pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

--	--	--