

Agenda for a meeting of the West Yorkshire Pension Fund Pension Board to be held on Wednesday, 28 March 2018 at 10.00 am in WYPF, Aldermanbury House, Godwin Street, Bradford BD1 2ST

Members of the Committee

Employer Representatives	Member Representatives
Councillor M Slater (Chair) – Bradford	Mr G Nesbitt – GMB
Councillor G Hyde – Leeds	Mr M Binks – Unison
Councillor M Isherwood – Wakefield	Mr C Sykes – Unison
Ms R Manning - Employer	Mr M Morris - Unite

Notes:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

From:

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Interim City Solicitor
Agenda Contact:

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To:

A. PROCEDURAL ITEMS

1. DISCLOSURES OF INTEREST

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

Notes:

- (1) *Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) *Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) *Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) *Officers must disclose interests in accordance with Council Standing Order 44.*

2. MINUTES

Recommended –

That the minutes of the meeting held on 8 November 2017 be signed as a correct record (previously circulated).

(Jane Lythgow – 01274 432270)

3. INSPECTION OF REPORTS AND BACKGROUND PAPERS

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.

Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Jane Lythgow - 01274 432270)

B. BUSINESS ITEMS

4. MINUTES OF THE WYPF JOINT ADVISORY GROUP 25 JANUARY 2018 1 - 12

The report of the Director, West Yorkshire Pension Fund, (**Document “L”**) reminds Members that the role of The Pension Board, as defined by sections 5(1) and (2) of the Public Service Pensions Act 2013 is to assist the Council as Scheme Manager in ensuring the effective and efficient governance and administration of the Local Government Pension Scheme (LGPS) including securing compliance with the LGPS regulations and any other legislation relating to the governance and administration of the LGPS; securing compliance with the requirements imposed in relation to the LGPS by the Pensions Regulator; and any other such matters as the LGPS regulations may specify.

The Minutes of meeting of WYPF Joint Advisory Group, 8 November 20107 are submitted to the Pension Board to enable the Board to ensure effective and efficient governance and administration of the LGPS.

Recommended –

Members are requested to review the minutes of the WYPF JAG meeting held on 25 November 2017.

(Rodney Barton – 01274 434523)

5. INVESTMENT REFORM CRITERIA AND GUIDANCE - INVESTMENT POOLING 13 - 18

The report of the Director, West Yorkshire Pension Fund, (**Document “M”**) provides an update on the continued development of pooling arrangements.

The report also informs the Board of the requirement of the Administering Authority to confirm that the pooling arrangements meet the criteria set out in the November 2015 Investment Reform and Criteria Guidance. Document “M” summarises how those criteria are met by the Northern Pool.

The Pension Board is asked to note the progress on pooling to date, and confirm the pooling arrangements for the Northern Pool meet the criteria set out in the November 2015 investment reform and criteria guidance, in compliance with the statutory guidance to the Investment Regulations.

(Rodney Barton – 01274 432317)

6. REGISTER OF BREACHES OF LAW 19 - 26

The Director, West Yorkshire Pension Fund, will present **Document “N”** which reports that, in accordance with the Public Service Pensions Act 2013, all Public Service Pension Schemes come under the remit of the Pensions Regulator.

Section 70 of the Pensions Act 2004 (the Act) imposes a requirement to report a matter to the Pensions Regulator as soon as is reasonably practicable where that person has reasonable cause to believe that:

- (a) a legal duty relating to the administration of the scheme has not been or is not being complied with, and
- (b) the failure to comply is likely to be of material significance to the Pensions Regulator in the exercise of any of its functions.

A Register of Breaches of Law is therefore maintained in accordance with the Pensions Regulator’s requirements and WYPF Breaches Procedure.

Recommended

That the entries on the Register of Breaches of Law be noted.

(Caroline Blackburn – 01274 434523)

7. PENSIONS ADMINISTRATION REPORT

27 - 42

The report of the Director, West Yorkshire Pension Fund, (**Document “O”**) sets out developments within the Fund in the last year covering changes in employers, membership, Performance and Benchmarking, Employer and Customer Service Surveys, Internal Dispute Resolution Procedure Cases and External Business.

Recommended –

That the report be noted.

(Yunus Gajra – 01274 432343)

8. LOCAL GOVERNMENT PENSION SCHEME

43 - 46

The report of the Director, West Yorkshire Pension Fund, (**Document “P”**) updates Members on current issues affecting the Local Government Pension Scheme (LGPS).

Recommended –

That the report be noted.

(Tracy Weaver - 01274 433571)

9. THE PENSION REGULATOR'S RECORD KEEPING AND DATA QUALITY REQUIREMENTS

47 - 48

The report of the Director, West Yorkshire Pension Fund (**Document “Q”**) advises Members of the Pension Regulator’s (TPR) Code of Practice 14 and the Public Service Pensions (Record Keeping & Miscellaneous Amendments) Regulations 2014 requirements for public sector pension funds to maintain comprehensive and accurate data on their members and their member’s pension contributions.

Work will start in summer 2018 to assess the quality of data held by the Fund and the creation of a data improvement plan.

Recommended –

That the report be noted.

(Caroline Blackburn – 01274 434523)

10. **UPDATE ON THE GUARANTEED MINIMUM PENSION (GMP) RECONCILIATION EXERCISE** 49 - 50

The report of the Director, West Yorkshire Pension Fund (**Document “R”**) advises Members that the Guaranteed Minimum Pension (GMP) Reconciliation Exercise is to wind up the contracted out element link between the LGPS (Local Government Pension Scheme) and the SERP’s (State Earnings Related Pension Scheme) which affected members with service between 6 April 1978 and 5 April 1997.

The reconciliation process is designed to allocate all GMP liabilities to the correct Fund before the deadline in 2018, after which, the relevant Fund that holds the record will be liable for pension inflation increases.

The amount of the GMP will contribute towards the calculation of the members’ benefits in the New State Pension system and this began on 6 April 2016.

Recommended -

That the Board note the update contained in Document “R” and acknowledge the potential additional workloads anticipated from this exercise.

(Grace Kitchen – 01274 434266)

11. **PENSIONS ADMINISTRATION STRATEGY AND COMMUNICATIONS POLICY** 51 - 72

The Director, West Yorkshire Pension Fund, will present a report, (**Document “S”**) which advises Members that, as part of the compliance with the LGPS Regulations 2013 regulations, WYPF prepare a written statement of the authority’s policies in relation to such matters as it considers appropriate in relation to procedures for liaison and communication with scheme employers and the levels of performance which the employers and WYPF are expected to achieve.

The Pensions Administration Strategy and Communications Policy are produced each year and approved by Joint Advisory Group (JAG).

There are no changes to the Pensions Administration Strategy. The Communications Policy has been updated to reflect activities planned for 2018-19.

Recommended –

That the Pensions Administration Strategy and Communications Policy 2018/19, contained in Document “S” be noted.

(Yunus Gajra – 01274 432343)

12. TRAINING, CONFERENCES AND SEMINARS

73 - 74

The Director, West Yorkshire Pension Fund, will present a report, (**Document “T”**) which informs Members that their training to understand the responsibilities and issues which they will be dealing with is a very high priority. The report also explains that specific training through one to one meetings with the in-house team can also be arranged.

Members are requested to consider attending the training events contained in Document “T”.

(Caroline Blackburn – 01274 434523)

13. EXCLUSION OF THE PUBLIC

Members are asked to consider if the item relating to the West Yorkshire Pension Fund Investment Advisory Panel should be considered in the absence of the public and, if so, to approve the following recommendation:-

Recommended –

That the public be excluded from the meeting during consideration of the item relating to minutes of the West Yorkshire Pension Fund Investment Advisory Panel meetings held on 2 November 2017 and 25 January 2018 because information would be disclosed which is considered to be exempt information within paragraph 3 (Financial or Business Affairs) of Schedule 12A of the Local Government Act 1972 (as amended).

It is considered that, in all the circumstances, the public interest in maintaining this exemption outweighs the public interest in disclosing this information as it is in the overriding interest of proper administration that Members are made aware of the financial implications of any decision without prejudicing the financial position of the West Yorkshire Pension Fund.

**14. MINUTES OF THE WEST YORKSHIRE PENSION FUND
INVESTMENT ADVISORY PANEL HELD ON 2 NOVEMBER 2017
AND 25 JANUARY 2018**

The report of the Director, West Yorkshire Pension Fund, (**Document “U”**) reminds Members that the role of the WYPF Pension Board, as defined by sections 5 (1) and (2) of the Public Service Pensions Act 2013 is to assist the Council as Scheme Manager in ensuring the effective and efficient governance and administration of the Local Government Pension Scheme (LGPS) including securing compliance with the LGPS regulations and any other legislation relating to the governance and administration of the LGPS; securing compliance with the requirements imposed in relation to the LGPS by the Pensions Regulator; and any other such matters as the LGPS regulations may specify.

The minutes of the meetings of the WYPF Investment Advisory Panel are submitted to the Pension Board to ensure effective and efficient governance and administration of the LGPS.

Members are requested to review the Not for Publication minutes appended to Document “U”.

(Rodney Barton – 01274 432317)