

Agenda for a meeting of the West Yorkshire Pension Fund Pension Board to be held on Tuesday, 24 March 2020 at 10.00 am in Aldermanbury House, 4 Godwin Street, Bradford BD1 2ST

Members of the Committee

Employer Representatives	Member Representatives
Councillor S Lal (Chair) – Bradford	Mr G Nesbitt – GMB
Councillor D Jenkins– Leeds	Mr M Binks – Unison
Councillor M Johnson – 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:

Parveen Akhtar
City Solicitor
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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 17 December 2019 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 WEST YORKSHIRE PENSION FUND JOINT ADVISORY GROUP (JAG) 30 JANUARY 2020 1 - 14

The report of the Director, West Yorkshire Pension Fund, (**Document “X”**) 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 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 30 January 2020.

(Rodney Barton - 1274 432317)

5. 2019 ACTUARIAL VALUATION AND CONSULTATION ON THE FUNDING STRATEGY STATEMENT 15 - 20

The report of the Director, West Yorkshire Pension Fund (**Document “Y”**) explains that the next triennial actuarial valuation of the Fund is being prepared based on the situation at 31 March 2019, and will determine the level of employers’ contributions from 1 April 2020 to 31 March 2023.

The indications are that WYPF will be 106% funded compared to the situation at 31 March 2016 when it was 94% funded. As a result each of the five district councils will see a slight reduction in their employer contributions..

Recommended –

That the report be noted.

(Caroline Blackburn – 01274 432317)

6. PENSIONS ADMINISTRATION STRATEGY 2020/21

21 - 36

The report of the Director, West Yorkshire Pension Fund, (**Document “Z”**) explains that, as part compliance with the LGPS Regulations 2013, WYPF prepare a written statement of the authority’s policies in relation to such matters as it considers appropriate in relation to the levels of performance which the employers and WYPF are expected to achieve.

The Pension Administration Strategy is reviewed each year particularly if there are any new regulations and revisions to working practices.

The Pensions Administration Strategy is appended to Document “Z”.

Recommended –

That the report be noted.

(Yunus Gajra – 01274 434343)

7. COMMUNICATIONS POLICY 2020/21

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The Director, West Yorkshire Pension Fund, will present **Document “AA”** which reports that as part compliance with the LGPS Regulations 2013 WYPF prepare, maintain and publish a written statement setting out its policy concerning communications with:-

- a) Members
- b) Representatives of Members
- c) Prospective Members
- d) Scheme Employers

WYPF’s Communication Policy is updated each year to reflect the engagement planned with the various stakeholders and the forma of that engagement.

The Communications Policy is appended to Document “AA”.

Recommended –

That the Pension Communication Policy, appended to Document “AA” be noted.

(Yunus Gajra – 01274 434343)

8. REGISTER OF BREACHES OF LAW

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The Director, West Yorkshire Pension Fund, will present a report (**Document “AB”**) which informs Members that, in accordance with the Public Service Pensions Act 2013, from April 2015 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 it is reasonably practicable where that person has reason 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 any Breaches of Law is, therefore, maintained in accordance with the Pensions Regulators requirements and WYPF Breaches Procedure.

Recommended –

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

(Caroline Blackburn – 01274 434523)

9. WYPF DATA IMPROVEMENT PLAN

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

Recommended –

That the report be noted.

(Caroline Blackburn – 01274 434523)

10. WEST YORKSHIRE PENSION FUND RISK REGISTER

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The report of the Director, West Yorkshire Pension Fund (**Document “AD”**) informs members that West Yorkshire Pension Fund maintains a Risk Register which contains 44 risks that have been identified and framed into scenarios. The risks have been rated and 21 of these are above their acceptable tolerance level and 23 are below the tolerance line.

A presentation on five risks from the 21 above their tolerance level identified in Document “AD” will be provided so that members can ensure that adequate Management Action Plans are in place to monitor those risks.

Recommended –

That the five risks and action plans to manage and mitigate those risks contained in Document “AD” be noted.

(Yunus Gajra – 01274 432343)

11. WYPF PENSION BOARD WORK PLAN

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The report of the Director, West Yorkshire Pension Fund, (**Document “AE”**) 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.

A Work Plan of the regular reports presented to the Pension Board has been produced and is appended to Document “AE”.

Additional reports can be requested by the Pension Board in addition to the regular items. Additional reports can be requested by Members of the Pension Board at a preceding meeting or can be requested to be included on the agenda at the next meeting by contacting the Technical and Development Manager.

Recommended –

That the work plan of regular reports, appended to Document “AE”, be approved.

(Caroline Blackburn – 01274 434523)

12. TRAINING, CONFERENCES AND SEMINARS

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Members are reminded that training to understand their responsibilities and the issues they will be dealing with is a very high priority.

The report of the Director, West Yorkshire Pension Fund, (**Document “AF”**) informs Members of training courses, conferences and seminars which may be of assistance.

Recommended -

That consideration is given by Board Members at the events in Section 1 of Document “AF” and Members note the requirement to complete the Pension Regulators toolkit training.

(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 (**NOT FOR PUBLICATION Document AG**) 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 7 November 2019 and 30 January 2020 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 7 NOVEMBER 2019 AND 30 JANUARY 2020

111 -
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The report of the Director, West Yorkshire Pension Fund, (**NOT FOR PUBLICATION Document “AG”**) 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 the meeting of WYPF Investment Advisory Panel are submitted to the Pension Board to enable the Board to ensure effective and efficient governance and administration of the LGPS.

Members are requested to review the Not for Publication minutes of the Investment Advisory Panels held on 7 November 2019 and 30 January 2020 appended to NOT FOR PUBLICATION Document “AG”.

(Rodney Barton – 01274 432317)

15. EXCLUSION OF THE PUBLIC

Members are asked to consider if the item relating to Cyber Security (**NOT FOR PUBLICATION Document “AH”**) 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 Cyber Security 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 business implications of any decision without prejudicing the business position of the West Yorkshire Pension Fund.

16. CYBER SECURITY

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The report of the Director, West Yorkshire Pension Fund, (**NOT FOR PUBLICATION Document “AH”**) informs Members of the impact of cyber attacks on organisations that store financial information and personal identifiable information about individuals as is the case for WYPF.

The report identifies the impact of cyber attacks on Bradford systems and actions undertaken to support essential services.

Recommended –

That the report be noted.

(Yunus Gajra – 01274 432343)