

	<p>Paragraph 38: Joe Rollin confirmed that he was the designated person to take responsibility for ensuring that arrangements were in place to support Board members.</p> <p>Paragraph 41: The Board discussed the implications of an Ombudsman’s ruling in respect of employer’s liability for not advising staff of tax implications when they became re-employed.</p> <p>Paragraph 42: The Chair suggested that an annual review of the Board’s terms of reference be built into the work programme.</p> <p>Paragraph 45: It was noted that it had been some time since the Pensions and Investment Committee had considered the Council’s AVC arrangements. It was suggested that the current provider be asked to give a presentation to a joint session of the Committee and Board. The Secretary would discuss this with the Chair of the Committee and Section 151 Officer.</p> <p>Paragraph 46: The Secretary would provide the Board Members with an up to date list of the documents that they needed in order to be conversant with the Scheme.</p> <p>Paragraph 60: Board members were asked to keep the Secretary informed of any training they undertook so their training logs could be kept up to date.</p> <p>Publication of Pension Board Information Paragraph 97: It was agreed that Pensions Board agendas and minutes should be published on the Pensions Fund website.</p> <p>Managing Risks Paragraph 100: The Secretary advised that he was hoping that the Risk Register would be ready to be considered at the next meeting of the Pensions and Investment Committee on 11th February.</p> <p>Ongoing Monitoring of Data Paragraph 137: The Secretary confirmed that he was confident of meeting the deadline for publishing Annual Benefits Statements but he did have concerns over the accuracy of some of the data as he was aware that payroll systems were struggling to cope with different schemes</p>	<p>Secretary</p> <p>Secretary</p> <p>Secretary</p> <p>Secretary</p> <p>Board Members</p> <p>Secretary</p>
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	<p>since the introduction of Care Average Revalued Earnings (CARE). Pensions and Payroll staff would work closely together to ensure that the information was as accurate as possible. The Board noted the importance of getting this information correct as awards were locked 12 months after being made. The Board discussed what could be done and suggested that the Council's Internal Audit Service be asked to undertake a sample check. The Secretary also suggested that Pensions and Payroll staff be asked to attend a Board meeting to brief members. The Board also noted that there was a role for the Trade Unions to play in encouraging their members to check their Annual Benefits Statements and query anything that they did not understand.</p> <p>Date Improvement Plan Paragraph 141: The Secretary confirmed that every year end the employers identified poor quality or missing data. This was a matter for the employers rather than the Board.</p> <p>Other Legal Requirements Paragraph 146: The Secretary confirmed that the Scheme complied with Data Protection legislation and other legal requirements.</p> <p>Developing a record for monitoring the payment of contributions Paragraph 157: The Secretary would report on any problems with contributions from employers, otherwise the Board would assume compliance.</p> <p>Benefit Statements Paragraph 188: The Board agreed that scheme members needed to take more of an interest in their Annual Benefits Statement and if necessary take independent advice.</p> <p>Reporting Breaches of the Law Paragraph 241: The Board noted that the process for reporting any breaches of the law had been approved at the last meeting.</p> <p>Whistleblowing Protection and Confidentiality Paragraph 272: The Secretary confirmed that the Council's Whistleblowing policy included pensions.</p>	Secretary
4.	<p>Board Work Programme The Chair asked Members to let the Secretary know if they had any items they wanted to be included on the next agenda.</p>	

5.	Date of Next Meeting The next meeting was scheduled for 4 th March. Alternative dates were considered but none suited everyone. Wayne Thomas sent his apologies for 4 th March.	
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Gerard Moore
Chair