

OXFORDSHIRE LOCAL PENSION BOARD – 26 OCTOBER 2018

CONSTITUTION OF THE LOCAL PENSION BOARD

Report by the Director of Finance

Introduction

1. At the last meeting of the Board, members reviewed the Board's Constitution on light of the experience of the first years of operation. Following a discussion in respect of the planning of the Board's agenda, the Chairman undertook to proposed revisions to the Constitution to enable Board Members to add items to the agenda. Following circulation of the draft changes, one member of the Board requested that the item be brought back to this meeting for further discussion, before a revised Constitution was submitted to the Pension Fund Committee for approval.

Issues to be Considered

2. At the last meeting, it was the view of members that there needed to be a mechanism to add items to the agenda of future meetings of this Board. At the suggestion of the Chairman, it was agreed to add an item at the end of each meeting where all members of the Board could propose items for future meetings, and following discussion by the Board, the items could be accepted and timetabled as appropriate.
3. Concern was expressed that whilst this process was a useful addition to the current Constitution, it did not allow for items that may arise between meetings. It was further proposed by the Chairman, that all members of the Board could therefore make a request to add such items to a future agenda through the Board Secretary. The Chairman proposed that such requests should be received a minimum of one month in advance of the meeting, to enable Officers to prepare a paper on the item, to be published as part of the agenda pack. This would allow Board Members time to properly consider the item and collect any views from the group they represent, as well as ensuring that the Board continued to operate in a transparent way, and any member of the Fund or the general public could seek to address the Board on the published items
4. It was further argued that there may be occasions were items of great urgency were identified where there was not the ability to provide one month's notice of the item. In these exceptional cases it was proposed that the Chairman of the Board could accept the item onto the next agenda, as long as the reasons for accepting the item as a matter of urgent business were confirmed in writing to the Board members who accepted the need to take the item at the meeting.
5. In the draft Constitution prepared by the Chairman, these issues were covered in a new paragraph 30 to the Constitution. The drafting assumed

that responsibility for final agreement to the agenda remained with the Chairman, to enable the Chairman to exercise h/her responsibility to ensure that the meetings of the Board are productive and effective.

- 6. The Board is invited to review the attached draft Constitution as prepared by the Chairman, to agree any further changes to the draft and to forward the final draft Constitution to the Pension Fund Committee for approval.**

Lorna Baxter
Director of Finance

Contact Officer_ Sean Collins, Service Manager (Pensions), Tel: 07554 103465

October 2018