



To: **Members of the Pension Fund Committee**

***Notice of a Meeting of the Pension Fund Committee***

**Tuesday, 9 July 2013 at 4.30 pm**

**County Hall, New Road, Oxford**

*Peter G. Clark.*

Peter G. Clark  
County Solicitor

June 2013

Contact Officer: **Julie Dean**  
Tel: (01865) 815322; E-Mail: [julie.dean@oxfordshire.gov.uk](mailto:julie.dean@oxfordshire.gov.uk)

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**Membership**

*Councillors*

Surinder Dhesi  
Jean Fooks  
Patrick Greene

Mark Gray  
Nick Hards  
Sandy Lovatt\*

Neil Owen  
Stewart Lilly  
Richard Langridge\*

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\*Subject to County Council approval on 9 July 2013

*Co-optees*

District Councillor Hywel Davies  
District Councillor Jerry Patterson

## Declarations of Interest

### The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

### Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, or

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

### What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

### List of Disclosable Pecuniary Interests:

**Employment** (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines. <http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Rachel Dunn on (01865) 815279 or [Rachel.dunn@oxfordshire.gov.uk](mailto:Rachel.dunn@oxfordshire.gov.uk) for a hard copy of the document.

**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.**

# AGENDA

## 1. Election of Chairman for the remainder of the Council Year 2013/14

To elect a Chairman for the remainder of the Council Year 2013/14.

## 2. Election of Deputy Chairman for the remainder of the Council Year 2013/14

To elect a Deputy Chairman for the remainder of the Council Year 2013/14.

## 3. Apologies for Absence and Temporary Appointments

## 4. Declarations of Interest - see guidance note

## 5. Petitions and Public Address

## 6. Oxfordshire County Council Pension Fund - Employer Update

The report (**PF6**) seeks Committee approval for any new admissions to the Fund. It also updates members on the status of any current employer which impacts on future Scheme membership.

***The Committee is RECOMMENDED to:***

- a) ***approve the application for admitted body status by Oxfordshire South and Vale Citizen's Advice Bureau; and***
- b) ***approve the extension of the admission agreement with Capita (Vale)***

## 7. EXEMPT ITEM

***The Committee is RECOMMENDED that the public be excluded for the duration of agenda item 8 in the Agenda since it is likely that if they were present during this item there would be disclosure of exempt information as defined in Part 1 of Schedule 12 A to the Local Government Act 1972 (as amended) and specified in relation to the respective item in the Agenda and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.***

**THE REPORT RELATING TO THE EXEMPT ITEM HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS STRICTLY PRIVATE TO MEMBERS AND OFFICERS ENTITLED TO RECEIVE IT.**

## **8. Oxfordshire County Council Pension Fund - Employer Update**

The report (**PF8**) seeks Committee approval for a new admission to the Fund.

*The public should be excluded for the consideration of this report because its discussion in public would be likely to lead to the disclosure to members of the public present of information in the following category prescribed by Part 1 of Schedule 12A to the Local Government Act 1972 (as amended):*

*3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

*And since that it is considered that, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information in that disclosure at this time would prejudice the Authority's future negotiations since negotiations regarding the transfer of the contract are on-going and yet to be finalised and agreed. Thus the report is commercially sensitive.*

**The Committee is RECOMMENDED to approve the application for admitted body status by the organisation named in the report.**

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Division(s): N/A

## PENSION FUND COMMITTEE – 9 JULY 2013

### EMPLOYER UPDATE

#### Report by Assistant Chief Executive and Chief Financial Officer

##### Introduction

1. This report is to update members on recent applications for admission to the Fund and changes to existing admission agreements.

##### Oxfordshire South and Vale Citizen's Advice Bureau

2. Abingdon Citizen's Advice Bureau has been a scheme employer since 1998.
3. There has now been a restructure of the local Citizen's Advice Bureau with Abingdon being merged with Didcot, Henley and Thame to form the Oxfordshire South and Vale Citizen's Advice Bureau, from April 2013.
4. The newly formed body is seeking admission to the Oxfordshire County Council Pension Fund through novation of the existing admission agreement thereby assuming all liabilities of the Abingdon Citizen's Advice Bureau.

##### Capita (Vale)

5. In 2006 PFC approved the admission of Capita to the Oxfordshire County Council Pension Fund, following the outsourcing of staff from the Vale of the White Horse District Council (VWHDC)
6. The contract between the VWHDC and Capita was for a period of 7 years ending on 31 July 2013.
7. VWHDC now wish to extend this contract for a period of 3 years to 2016 and, in addition, transfer another group of staff to Capita on 01 July 2013.
8. There is limited/no risk to the Pension Fund as VWHDC will underwrite any pension liabilities not met by Capita.

## **RECOMMENDATION**

The Committee is RECOMMENDED to:

- a) approve the application for admitted body status by Oxfordshire South and Vale Citizen's Advice Bureau; and
- b) approve the extension of the admission agreement with Capita (Vale)

Sue Scane  
Assistant Chief Executive and Chief Finance Officer

Background papers: None  
Contact Officer: Sally Fox, Pension Services Manager, Tel:(01865) 797111

July 2013

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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