

To: Members of the Pension Fund Committee

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

**Friday, 11 September 2020 at 10.00 am**

Please note that due to guidelines imposed on social distancing by the Government the meeting will be held virtually.

If you wish to view proceedings please click on this [Live Stream Link](#)  
However, that will not allow you to participate in the meeting.

**Notes:**

- ***Date of next meeting: 4 December 2020***
- ***The formal meeting of the Committee will be preceded by a private training session at 9.30 am delivered by Hymans Robertson on the Good Governance Project and the results of the National Knowledge Assessment.***



Yvonne Rees  
Chief Executive

September 2020

Committee Officer: **Deborah Miller**  
Tel: 07920 084239; E-Mail: [deborah.miller@oxfordshire.gov.uk](mailto:deborah.miller@oxfordshire.gov.uk)

---

### **Membership**

Chairman – Councillor Kevin Bulmer  
Deputy Chairman - Councillor Nicholas Field-Johnson

#### *County Councillors*

Ian Corkin  
Mark Lygo  
Charles Mathew

John Sanders  
Roz Smith  
Lawrie Stratford

Alan Thompson

#### *District Councillors (Co-optees - Voting)*

Alaa Al-Yousuf

Jo Robb

## 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 Glenn Watson on **07776 997946** or [glenn.watson@oxfordshire.gov.uk](mailto:glenn.watson@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. **Apologies for Absence and Temporary Appointments**
2. **Declarations of Interest - see guidance note**
3. **Minutes** (Pages 1 - 10)

To approve the minutes of the meeting held on 5 June 2020 (**PF3**) and to receive information arising from them.

## 4. **Petitions and Public Address**

*This meeting of the Pension Fund Committee will be held virtually in order to conform with current guidelines regarding social distancing. Normally requests to speak at this public meeting are required by 9 am on the day preceding the published date of the meeting. However, during the current situation and to facilitate these new arrangements, we are asking that requests to speak are submitted by no later than 9am four working days before the meeting i.e. 9 am on 7 September 2020. Requests to speak should be sent to [Deborah.miller@oxfordshire.gov.uk](mailto:Deborah.miller@oxfordshire.gov.uk) together with a written statement of your presentation to ensure that if the technology fails then your views can still be taken into account. A written copy of your statement can be provided no later than 9 am 2 working days before the meeting.*

*Where a meeting is held virtually and the addressee is unable to participate virtually their written submission will be accepted*

*Written submissions should be no longer than 1 A4 sheet.*

## 5. **Minutes of the Local Pension Board**

**10:20**

A copy of the unconfirmed Minutes of the Local Pension Board, which met on 17 July 2020 is attached for information only (**PF5**). **To Follow**

## 6. **Report of the Local Pension Board** (Pages 11 - 12)

**10:25**

In a response to a request from the Chairman of Pension Fund Committee to have a dedicated item on each Committee agenda for the work of the Local Pension Board, attached at (**PF6**) is the report by the Independent Chairman of the Local

Pension Board. It invites the Committee to respond to the key issues raised by the Pension Board at its most recent meeting on 17 July 2020.

***The Committee is RECOMMENDED to note the comments of the Board as set out below and confirm whether they are happy to have their draft minutes available to the Board in advance of them being agreed by the next meeting of the Committee itself.***

## **7. Review of the Annual Business Plan 2020/21 (Pages 13 - 18)**

**10:35**

This report will review progress against the key objectives and budget set out in the 2020/21 Business Plan. Full reports on the objectives in respect of implementing the Climate Change Policy and improving the Governance of the Fund are included later on in the agenda.

***The Committee is RECOMMENDED to note the progress against the key service priorities and the budget as set out in their annual business plan for 2020/21.***

## **8. Climate Change Policy Implementation Plan Update (Pages 19 - 22)**

**10:50**

This report will be the first of a regular report to update the Committee on progress in implementing the Climate Change Policy agreed at their meeting in June 2020.

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

- (a) note the report;***
- (b) endorse the Fund applying to join the Climate Action 100+ initiative and The Institutional Investors Group on Climate Change.***

## **9. Governance Review (Pages 23 - 52)**

**11:15**

This report responds to the service priority included within the Business Plan for 2020/21 to review the governance of the Fund in light of the increased focus on this issue from the Pension Regulator and the Scheme Advisory Board. The main report which has been produced by Hymans Robertson also includes the findings from the recent National Knowledge Assessment and proposes a further review of our governance arrangements and a detailed training plan to address the weaknesses identified within the results of the Assessment.

The Committee is **RECOMMENDED** to:

- (a) *note the update provided by Hymans Robertson at Annex 1 and in particular, the results of Oxfordshire's participation in the National Knowledge Assessment;*
- (b) *agree to ask Hymans Robertson to undertake the proposed governance review, and to ask Officers to finalise the details of the review with Hymans Robertson including the fee payable; and*
- (c) *agree the proposed training programme and ask Officers to continue to work with Hymans Robertson to develop appropriate options for each of the subjects to be covered. Members are asked to provide any preferences for on-line, face-to-face or written training delivery.*

## 10. Risk Register (Pages 53 - 60)

11:40

This report updates the Committee on the Fund's Risk Register, updating the position on risks reported to the last meeting and adding in new risks identified in the intervening period.

***The Committee is RECOMMENDED to note the changes to the risk register and offer any further comments.***

## 11. Administration Report (Pages 61 - 80)

11:50

This report updates the Committee on the key administration issues including the iConnect project, service performance measurement and any write offs agreed in the last quarter.

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

- (a) *note this report;*
- (b) *agree to delegate the preparation of a response on the consultation of changes to the Fire Service Pension Scheme to the Director of Finance following consultation with the Fire Service Pension Board, and*
- (c) *agree the response to the consultation on the extension of the Statutory Underpin in the LPGP as set out in Annex 2, amended as appropriate.*

## 12. GMP Reconciliation Project (Pages 81 - 84)

12:00

This report (PF12) details the provisional outcome of the scheme's GMP reconciliation exercise and seeks members views on what parameters should be applied to the final run.

**The Committee is RECOMMENDED to confirm:**

- a) ***That no trivial threshold amount should be applied to any identified member records;***
- b) ***That any underpayments identified should be paid to members as soon as possible on receipt of a final report from ITM, and interest paid in line with LGPS Regulations;***
- c) ***There should be no recovery of any historic overpaid pension identified by this exercise, and that members should be given 3 months written notice before any reduction identified by this exercise is applied to their pension in payment.***

### **13. Annual Report and Accounts (Pages 85 - 114)**

**12:10**

The Committee will be invited to accept the draft Annual Report and Accounts for the Pension Fund.

***The Committee is RECOMMENDED to note the report.***

### **14. Budget Outturn 2019/20 (Pages 115 - 118)**

**12:15**

This report analyses the actual spend by the Oxfordshire County Council Pension Fund during 2019/20 against the budget and highlights the reasons for any material variances.

***The Committee is RECOMMENDED to receive the report and note the out-turn position.***

### **15. EXEMPT ITEMS**

***The Committee is RECOMMENDED that the public be excluded for the duration of items 16,17 and 18 in the Agenda since it is likely that if they were present during those items there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified in relation to the respective items in the Agenda and since it is considered that, in all the circumstances of each case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.***

**THE REPORTS RELATING TO THE EXEMPT ITEMS ARE PUBLIC. ANY EXEMPT INFORMATION WILL BE REPORTED ORALLY.**

## **16. Overview and Outlook for Investment Markets (Pages 119 - 126)**

**12:25**

The attached report of the Independent Financial Adviser (**PF16**) sets out an overview of the current and future investment scene and market developments across various regions and sectors. The report itself does not contain exempt information and is available to the public. The Independent Financial Adviser will also report orally and any information reported orally will be exempt information.

*The public should be excluded during this item because its discussion in public would be likely to lead to the disclosure to members of the public present of information in the following prescribed category:*

3. *Information relating to the financial or business affairs of any particular person (including the authority holding that information) 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, in that such disclosure would prejudice the trading activities of the fund managers involved and would prejudice the position of the authority's investments in funding the Pension Fund.*

**The Committee is RECOMMENDED to receive the report, tables and graphs, to receive the oral report, to consider any further action arising on them and to bear the Independent Financial Adviser's conclusions in mind when considering the Fund Managers' reports.**

## **17. Overview of Past and Current Investment Position (Pages 127 - 188)**

**12:40**

The Independent Financial Adviser will review the investment activity during the past quarter, present a summary of the Fund's position as at 31 March 2020, and highlight any key performance issues, with reference to Tables and Graphs, and the Investment Performance Reports produced by Brunel.

## **18. Summary by the Independent Financial Adviser**

**12:55**

The Independent Financial Adviser will summarise any issues arising from the previous discussions.

**19. Corporate Governance and Socially Responsible Investment**  
(Pages 189 - 200)

**13:00**

This item will provide the opportunity to raise any issues concerning Corporate Governance and Socially Responsible Investment which need to be brought to the attention of the Committee.

---

**Pre-Meeting Briefing**

There will be a pre-meeting briefing on Wednesday 9 September at 11.00 am for the Chairman, Deputy Chairman and Opposition Group Spokesman.