



To: **Members of the Local Pension Board**

Notice of a Meeting of the Local Pension Board

Wednesday, 18 November 2015 at 10.30 am

Room 3 - County Hall, New Road, Oxford OX1 1ND

Peter G. Clark
Head of Paid Service

November 2015

Contact Officer: **Julie Dean**
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Membership

Chairman - to be determined under Agenda Item 1

Scheme Member Representatives on the Board:

Alistair Bastin	Unison
Stephen Davis	Unite
Duncan Hall	Unison

Employer Representatives on the Board:

District Councillor Roger Cox	Vale of White Horse District Council
Councillor Bob Johnston	Oxfordshire County Council
David Locke	Oxford Diocesan Schools Trust

Notes:

- ***Date of next meeting: to be decided***

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 (01865) 815270 or 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. Appointment of Independent Chair

The Board are advised that according to national guidance on the creation and operation of the Pensions Boards, an independent chair would have no pre-existing employment, financial or other material interest in either the Administering Authority or in any scheme employer in a fund administered by the Administering Authority and would not be a scheme member in a fund administered by the Administering Authority.

It is understood that Graham Burrow, Head of Pensions of the Gloucestershire LGPS Pension Fund has none of these links with the Oxfordshire Fund. It is therefore proposed that the Board confirms the appointment of Graham Burrow as independent Chair of the Oxfordshire Local Pension Board.

2. Apologies for Absence

3. Declarations of Interest - see guidance note opposite

4. Petitions and Public Address

5. Terms of Reference for the Local Pension Board (Pages 1 - 12)

The Board is **RECOMMENDED** to formally adopt the Terms of Reference for the Board. The document is attached at **LPB5**.

6. Communication of Pension Board Business with Employers and Scheme Members

To discuss the method by which members of the Board would communicate the business of the Board with employers and scheme members.

7. Work Programme (Pages 13 - 142)

The Board is invited to develop a work programme for the forthcoming year. To support this item, the Board will receive a presentation on a number of key fund documents - these being:

- The Annual Report & Accounts 2014/15
- The Fund Risk Register
- A recent Pension Fund Committee report on Employer Issues
- The draft Key Performance Indicator framework which has been developed by the Scheme Advisory Board.

All of these documents are attached at **LPB7**.

This session will provide Board Members with training in respect of major features of the Oxfordshire Pension Fund; and will aim to identify areas which the Board will wish to follow up at a future meeting.

The Board will also be invited to note that the Pension Fund Committee will be discussing their own future work programme at their meeting on 4 December 2015. This will include a discussion on the support and advice they would wish to receive from this Board.

8. Board Training Programme

This item invites the Board to discuss the approach they wish to follow in meeting their training needs, to include external courses, joint training sessions with the Pension Fund Committee and specific sessions delivered on the day of Board meetings to provide further background to Board papers.

9. Dates for Future Meetings

To discuss when in the Committee cycle the Board would like future meetings to occur and to agree a date for the next meeting. A list of dates will then be circulated.