



LOCAL PENSION BOARD

Agenda

Date: Thursday, 4 June 2020

Time: 10:00 - 11:00

Zoom Meeting: <https://us02web.zoom.us/j/82360137944?pwd=RHZhbEtHaVJhb1VHc0JHRVpQUIIDZz09>

Find your local Telephone number: <https://us02web.zoom.us/u/klifidAQf>

Meeting ID: 823 6013 7944/ **Password:** 169169

Meeting Etiquette: Please feel free to dial into the session from 09:45 onwards to test the connection or chat with colleagues.

During the call, to avoid any unintended disruption, please can I ask that:

- when you are not speaking, to have your device microphone on mute.
- If you wish to speak, please wait until someone finishes their comment.
- The Chair will prompt each of you to share your thoughts after each discussion.
- Those who join via video conference are welcome to raise their hand if they wish to notify the chair that they wish to speak.

N.	AGENDA ITEM	LPB MEMBERS ARE ASKED TO	LEAD	TIME
1	LPB097 Introductory Matters <ul style="list-style-type: none"> ➤ Annual declaration of interests and conflicts ➤ Minutes and actions from the previous meeting held on 5 March 2020 	Note Approve	W Bourne	10:00
2	LPB098 LPFA Risk and Audit <ul style="list-style-type: none"> ➤ Review of key aspects of pension administration, corporate and non-investment related aspects of risk on the register ➤ Update on risk management principles ➤ PwC Internal Audit three-year plan 	Discuss Note Note	P Ballard	10:05
3	LPB099 General Administration Update <ul style="list-style-type: none"> ➤ Assurance statements on various matters: <ul style="list-style-type: none"> ○ Business Continuity Plan (BCP) Update/Covid-19 Response ○ Financial Monitoring & investment Reporting matters ○ Key Performance Indicators, Data Quality ○ Review of implementation of the requirements of TPR Code of Practice 14 ○ Review of Complaints, data protection breaches and ISO Incidents ○ LPFA CEO and Recruitment Update ○ Regulatory change, technical and consultation updates ➤ Annual Assurance statement on Data Quality ➤ Bi-Annual statements on: <ul style="list-style-type: none"> ○ Monitoring investment costs including custodian and transaction costs ○ Pensions Discretions 	Note Note Note Note Note Note Note Note Note Note	R Branagh	10:15
4	LPB100a Governance Update <ul style="list-style-type: none"> ➤ Local Pension Board Chairman Annual Report 	Review	W Bourne	10:30

N.	AGENDA ITEM	LPB MEMBERS ARE ASKED TO	LEAD	TIME
5	<p>LPB101a Pensions Administration Communications</p> <ul style="list-style-type: none"> ➤ LPFA Communication Strategy Update <p>LPB101b Pensions Administration Communications</p> <ul style="list-style-type: none"> ➤ Assisting with communications to members and employers as required from the regulations and newsletters ➤ Reports from the Engagement Team <ul style="list-style-type: none"> ○ Website including modeling process ○ Working Party update 	<p>Discuss</p> <p>Review</p> <p>Note Note</p>	J Crowhurst /A Peck	10:35
6	<p>Item for discussion by exception only</p> <p>LPFA Annual Report: Comments to be emailed to the LPP Company Secretarial Assistant for collation by Tuesday, 9 June 2020.</p> <p>LPB100b Governance Update</p> <ul style="list-style-type: none"> ➤ LPFA Draft Annual Report 2019/20: Pension Administration, Employer Risk, RI and Governing the Fund Sections ➤ Annual Governance Statement 2019/20 ➤ Local Code of Corporate Governance ➤ Governance Compliance Statement ➤ Communications Policy Statement ➤ 2019 Valuation Actuarial Report ➤ LPFA Private Board Minutes (11 December 2019) 	<p>Advise feedback by email.</p> <p>Review</p> <p>Review Review Review Review Note Note</p>		10:45
7	Any Other Business	Note	All	10:55
8	<p>Date of next meeting</p> <ul style="list-style-type: none"> ➤ 15 September 2020, 10:00 – 12:30 	Note		

Local Pension Board Members

Present: William Bourne (Chairman), Adrian Bloomfield, Sean Brosnan, Jenny Lo, Peter Scales, Amy Selmon, Prashant Solanky, Omolayo Sokoya, Frank Smith.

In attendance: Robert Branagh (LPFA Managing Director), Peter Ballard (LPFA Funding & Risk Director/ item 2 only), John Crowhurst (LPP Deputy Pensions Director/ Item 5 only) Alistair Peck (LPFA Communications and Project Manager), Gillian Workman (LPP Senior Company Secretarial Assistant)

Observers:

Anastasia Klimenko, LPFA Business Manager