

CAMBRIDGESHIRE LOCAL PENSION FUND BOARD: MINUTES

Date: 2 July 2021

Time: 10:00am – 10:50am.

Venue: Virtual Meeting

Present: Councillors: Simon King and Philippa Slatter, Parish Councillor Denis Payne (Chair).

Employee Representatives: Martin Dachs and Barry O’Sullivan (Vice-Chair).

1. Apologies for Absence and Declarations of Interest

Apologies were received from Val Limb. No or declarations of interest were received.

2. Election of Chair and Vice-Chair

It was proposed by Barry O’Sullivan, seconded by Councillor Philippa Slatter with the unanimous agreement of the Board that Councillor Denis Payne be elected as Chair for the municipal year.

It was proposed by Martin Dachs, seconded by Councillor Denis Payne with the unanimous agreement of the Board that Mr Barry O’Sullivan be elected as Vice-Chair for the municipal year.

3. Minutes – 23 April 2021 and Action Log

The minutes and action log were raised for noting. During the item:

The Chair encouraged Members to attend cyber training provided by Aon.

In response to Member’s questions, officers explained that:

- The responsible investment strategy was to go to the Board for post scrutiny, likely in November.
- Training would occur online.

The minutes of the meeting held on 23 April 2021 were agreed as a correct record. The action log was noted.

4. Cambridgeshire Pension Fund Committee Minutes – 25 March 2021

The minutes of the Pension Fund Committee were brought to the Board. In response, Members requested a copy of the annual investment monitoring results when available.
Action.

In response to Members' questions, officers explained that the Funding Strategy Statement is distributed to employers.

The Board resolved to note the minutes of the meeting held on 25 March 2021.

5. Administration Performance Report

The Board received a standing report demonstrating a number of key areas of administration performance for consideration by the Pension Fund Board to ensure the effective and efficient governance and administration of the scheme. In particular, the reporting officer highlighted:

- Section 4 - Breaches of the law - that the ongoing breach of the law listed was non-material.
- Section 5 - Internal Resolution Procedure - that of the six cases listed, five were ongoing.
- Appendix 1 – KPIs - that the three red and three amber KPIs were explained on page 36 of the document.
- Appendix 2 - Receipt of employer contributions - in April 99.2% of employers had paid their contributions on time.

In response to Members' questions, officers explained that:

- Late payments were chased by the team prior to escalation. The late payment policy demonstrated the fund's approach to the resolution of late payments.
- Employers entering the Fund for a brief period, may be small companies meeting statutory pension requirements for a single, short-term contract with only a few employees.
- The Pension Fund used automated systems and no longer accepted cheques. This assisted in the reduction in late payments.
- That the two previously red KPIs were related to staff performance. This was resolved through additional training.

It was resolved unanimously note the Administration Performance Report and take remedial action as necessary.

6. Risk Monitoring Report

The Board received a quarterly report for the Cambridgeshire Risk Strategy and Risk Register. These were reviewed and approved by the Pension Fund Committee on 28 March 2019, and reviewed as a standing item by the Pension Fund Board to ensure the risk register remained up to date. An overhaul of the risk register was on the Pension Fund Board agenda plan.

In particular, the reporting officer noted the five updated risks:

- Risk 3 - Climate risk - was updated to reflect the introduction of the ACCESS Task and Finish Group.
- Risk 6 – Cybercrime - was separated from Risk 16, Security, in response to discussions with the Board. Training was scheduled to manage this risk.
- Risk 9 - Responsible governance - was increased as a result of new, inexperienced membership. The training summer programme was scheduled to mitigate this risk.
- Risk 13 - Conflict of interest management - residual risk increased.
- Risk 14 - Poor data quality resulting in inaccurate information dispersion - wording was updated to include delays. This increased the residual risk. Mitigations were added.
- Short–med risk level had been updated to reflect the reintroduction of in-person work.

In response to Members comments, officers explained:

- Red Risks 1,2 and 3 could not be further mitigated as they were risks caused by external factors for which the Fund was not in full control.

Individual Members raised the following issues in relation to the report/commented:

- Martin Dachs to provide risk register aid. **Action.**
- That training fitted in more information than Members were able to remember. In response to this, it was noted that training sessions were recorded for members' to revisit and specific training would be provided for specific decisions.
- Suggested that in the risk register overhaul, red risks were given additional controls in order that they may become amber.

It was resolved unanimously to review the current risks facing the Fund and take remedial action as necessary.

7. Local Pension Fund Board Agenda Plan

The Committee received the agenda plan. In response Member's suggested:

- Noting the November meeting on the agenda plan. **Action.**
- Labelling whether agenda items were pre- or post-scrutiny. **Action.**

The Committee resolved unanimously to note the Agenda Plan.

8. Exclusion of the Public and the Press

It was resolved that the press and public be excluded from the next item on the grounds that it contains exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended. It was resolved that it was not in the public interest for the information to be disclosed as it contained information relating to the financial or business affairs of any particular person (including the authority holding that information).

Chair