

 <b>Brent</b>	<p style="text-align: center;"><b>Pension Board</b> 7 July 2015</p> <p style="text-align: center;"><b>Report from Democratic Services Manager</b></p>
<b>Constitutional matters</b>	

## 1.0 Recommendations

- (i) to note the membership, terms of reference and arrangements for meetings of the Board as set out in this report;
- (ii) to agree a quorum.

## 2.0 Description

On 25 February 2015, the General Purposes Committee agreed to establish a Pension Board in accordance with Section 5 of the Public Service Pensions Act 2013 and under regulation 106 of the Local Government Pension Scheme Regulations 2013 (as amended).

- 2. The Board operates independently of the Brent Pension Fund Sub-Committee.
- 3. The Board is not a committee constituted under Section 101 of the Local Government Act 1972 and therefore no general duties, responsibilities or powers assigned to such committees or to any sub-committees or officers under the Council's constitution, standing orders or scheme of delegation apply to the Board unless expressly included in this document.

### **Membership and quorum**

- 2.1 The membership of the Board was agreed by the General Purposes Committee on 27 May 2015 as follows:

Brent employer representatives - Councillors Choudhary and Kabir  
Brent employer representative from another employer within the pension fund  
– awaiting nomination  
Brent member representative (Trade Union) – Unison – Bola George  
Brent member representative (Trade Union) – GMB – Euton Stewart

Brent member representative (Pension Scheme member) – Trevor Dawson

Recruitment of an Independent Chair was at that time still in progress. Mr David Ewart has since been selected and his appointment will be ratified at the next meeting of the Committee. The Chair is a non-voting member of the Board.

Guidance suggests that a meeting of the board is only quorate when at least 50% of both member and employer representatives are present. The Board is asked to agree a quorum that should ensure at least one member and one employer representative is present.

Members of the Pension Board will be appointed by the General Purposes Committee and no substitutes will be permitted. The term of office for members will run for an initial two year period. Any representative who ceases to hold the relevant office or employment that qualifies them to serve shall cease to be a member and an alternative representative will be sought.

### **Terms of reference**

- 2.2 The terms of reference of the Board were agreed at the Annual meeting of Full Council on 20 May 2015 as follows:

Under the Local Government Pension Scheme Regulations 2013 (as amended):

- (i) To assist the Council as scheme manager in securing compliance with:
  - a. The Local Government Pension Scheme Regulations 2013 (as amended),
  - b. any other legislation relating to the governance and administration of the Local Government Pension Fund Scheme (LGPS),
  - c. requirements imposed by the Pensions Regulator in respect of the LGPS,
  - d. such other matters as the LGPS regulations may specify;
- (ii) to assist the Council in securing the effective and efficient governance and administration of the scheme;
- (iii) to consider cases that have been referred to the Pension Regulator and/or the Pension Ombudsman, recommending changes to processes, training and/or guidance where necessary;
- (iv) to produce an annual report outlining the work of the board throughout the financial year to the General Purposes Committee.

### **Meetings**

- 2.3 A sufficient number of meetings will be called to enable the Board to discharge its functions effectively, as decided by the Chair of the Board with the consent of the other Board members, with no fewer than two meetings a year being held. A further meeting of the Board has been scheduled in the Council's programme of meetings for 2 February 2016.

- 2.4 The Council shall give notice to all the Board members of every meeting of the Board, which will be held in public (apart from confidential matters), with all members normally being sent an agenda and papers at least five working days before the meeting unless an urgent meeting is required.
- 2.5 Any meeting of the Board will include provision for confidential matters or matters that would involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 to be dealt with privately by means of passing a resolution excluding the press and public.
- 2.6 The Council shall ensure that a formal record of Board proceedings is maintained. All agendas, reports and minutes will be available on the Council's website except for any confidential or exempt matters

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