

## **LOCAL GOVERNMENT PENSIONS BOARD**

**Thursday, 7 February 2019**

**Minutes of the meeting of the Local Government Pensions Board held at the Guildhall EC2 at 1.45 pm**

### **Present**

#### **Members:**

James Tumbridge (Chairman)	Jon Avern
Alderman Ian Luder (Deputy Chairman)	Christina McLellan

#### **Officers:**

James Graham	- Group Accountant, Chamberlain's Department
Kate Limna	- Corporate Treasurer, Chamberlain's Department
Matt Mott	- Pensions Manager, Chamberlain's Department
Christopher Rumbles	- Town Clerk's Department
Lisa Moore	- Policy and Compliance Officer, Chamberlain's Department
Richard Jeffrey	- Comptroller and City Solicitor

#### **1. APOLOGIES**

Apologies were received from Martin Newnham and Yvette Dunne.

#### **2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations of interests.

#### **3. MINUTES OF THE PREVIOUS MEETING**

**RESOLVED** – That the public minutes of the meeting on 31<sup>st</sup> October 2018 are approved as an accurate record. The Chairman asked that minutes be made available for him to sign.

#### **4. OUTSTANDING ACTIONS**

The Board received a report of the Town Clerk that summarised outstanding actions from the previous meetings.

#### **Internal mechanism for testing future print runs**

The Pensions Manager explained that a meeting had taken place with the recently appointed print management company, APS Group, looking to address the issues encountered last year in relation to personal data and also to agree a process for delivery of all mailouts during 2019. Following constructive discussions, it was agreed that APS would be provided with a comprehensive list of all mailouts for 2019 along with digital and hard copies of all paperwork and a timeline for each mailing. The Pensions Manager suggested these additional measures would work towards achieving successful delivery of future

mailouts but stressed that each mailing would continue to be closely monitored. The Pensions Manager confirmed that a further update would be brought to the next meeting of the Board. During discussion and questions, the following points were noted:

- No evidence of APS' performance at other clients had been obtained, but it was noted that APS worked for other Local Authorities and were experienced at handling sensitive data.
- City Procurement were responsible for overseeing the corporate contract and the Pensions Office continue to liaise with them closely.
- The City Corporation would need to be able demonstrate it was doing all it could do to mitigate the risk and to prevent a repeat of the error in the future.

The Chairman questioned if there was any mechanism for sharing the Board's concerns and whether it would assist officers in recording these concerns. It was agreed that a formal record of the Board's concerns in relation to APS would be conveyed to the Commercial Director, City Procurement (Chamberlain's Dept) explaining the unique and specific requirements of the Pensions Office and stressing the need for regular feedback to be given on working with the printers.

### **Stand Alone Email Addresses**

Members debated the need for stand-alone email addresses to provide a method for anyone with a query or question to be able to make contact with the Board.

Following discussion, it was concluded that there was sufficient information available for individuals to make contact with the Pensions Office and the Board should they wish to do so. This included, contact information for the Pensions Office being circulated with the Pensions Newsletter including details of a dedicated pensions inbox, contact details of the Committee Clerk being shown on the City Corporation's Local Government Pensions Board webpage as well as email addresses for the Chairman and Deputy Chairman being shown for direct access to them.

The Board welcomed the prominent feature of contact information and the Chairman concluded that, given the email addresses and contact details were prominent, that individuals would be able to make contact to resolve most enquires and that there was no need for an additional email address.

### **Pensions Investments**

The Corporate Treasurer clarified that the Chancellor's previous announcement in relation to investments does not directly impact on the Local Government Pension Scheme (which is overseen by the Ministry of Housing, Communities and Local Government).

### **Risk Register**

Members note that Cyber Security had been added to the Risk Register.

5. **PRESENTATION BY CITY PROCUREMENT**

The Pensions Manager referred to the previously agreed approach to bring different elements of training to the Board and confirmed that the Policy and Compliance Officer, City Procurement would be talking the Board through procurement processes on this occasion.

The Policy and Compliance Officer talked the Board through the Procurement Code, procurement thresholds, processes for procuring items over £100k, OJEU tender compliance rules and the City Corporation's approach to Responsible Procurement.

The Pensions Manager thanked the Policy and Compliance Officer for her very high-level procurement awareness training. The Pensions Manager went on to highlight to the Board work that was taking place in relation to new pensions software. It was explained that the current system relies on paper records, with information currently being stored on two separate digital platforms that do not talk to each other.

The Pensions Manager explained that the direction of travel would hopefully lead to a system offering an online account with secure login and where individuals would be able to access online statements, change their address details and update other relevant information.

The Chairman questioned the regularity with which an online system would be accessed by an individual and suggested the need to consider secure logins and the implications of lost passwords for infrequent users.

**Resolved**, that the training update be noted.

6. **TERMS OF REFERENCE**

The Board considered a report of the Town Clerk presenting terms of reference for annual review.

**Resolved**, that the terms of reference are agreed.

7. **THE CITY CORPORATION'S PENSIONS SCHEME - UPDATE**

The Board received a report of the Chamberlain providing information and updates on a range of topics in relation to the City Corporation's Local Government Pension Scheme.

**Data Retention Policy**

The Chairman referred to the Data Retention Policy and reference to the policy being reviewed as necessary by the City Corporation. The Chairman suggested that the Pension Regulator would not deem this wording appropriate and proposed it be tweaked to something more specific e.g. reviewing information annually to confirm the correct information was being retained.

The Chairman suggested the policy should lead with the expected time period for retaining information e.g. life of pensioner plus 15 years. This would then meet the expectation of the Pension Regulator.

A discussion followed regarding retention of information and the appropriate period of time to retain data. The Pensions Manager explained that to offer consistency 15 years after pension benefits had ceased to be paid to a scheme member and their beneficiaries had been deemed an appropriate period of time. The Comptroller had been consulted on the report and confirmed that 15 years was the upper time limit on third parties being able to make a financial claim against any individual.

The Chairman concluded the item and suggested the policy needed updating to lead with an expected time period for retaining information, clearly stating that an annual review of information would be conducted and also making reference to the right to be forgotten in relation to regulations and the Data Protection Act.

It was agreed that an updated policy document would be circulated for comment and that final approval be sought under delegated authority.

**Resolved**, that the pension update be noted; that an updated Draft Retention Policy be circulated for comment and agreed under delegated authority.

8. **INSURANCE AND INDEMNITIES**

The Board considered a joint report of the Chamberlain and Comptroller and City Solicitor setting out the position in relation to the potential personal liability of members of the Local Government Pensions Board and the Police Pensions Board in the event of breaches of data protection legislation and proposing that the City Corporation indemnifies Members of the Boards against any such personal liability.

The Chairman welcomed the proposal but suggested the recommendation would need bringing forward when reporting to Court of Common Council to clearly show what was being approved.

It was agreed the report would be circulated to Police Pensions Board seeking their comments. Subject to comments, the report to Court of Common Council would be able to reference support of both Boards.

**Resolved**, that approval be given to the recommendation set out in paragraph 15 of the report and that onward approval of Court of Common Council be sought.

9. **TERMS OF APPOINTMENT**

The Board received a report of the Town Clerk confirming action taken since the last meeting in extending terms of Membership for Scheme Members Representatives.

**Resolved**, that the report be received and its contents noted.

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

The Chairman took the opportunity to convey his thanks to Alderman Luder for the leadership, expertise and knowledge he had demonstrated during his term as the Board's first Chairman and for his level of commitment to the Board during this period.

**The meeting closed at 3.10pm**

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Chairman

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