

Lancashire County Council

Lancashire Local Pension Board

Tuesday, 9th July, 2019 at 2.00 pm in Meeting Room CHG:04 - A Floor, County Hall, Preston.

Agenda

Part I (Open to Press and Public)

No. Item

Part I (Open to Press and Public)

- 1. Constitution, Membership and Terms of Reference of the Board** (Pages 1 - 2)
- 2. Apologies**
- 3. Disclosure of Pecuniary and Non-Pecuniary Interests**
- 4. Minutes of the Last Meeting** (Pages 3 - 10)

To be confirmed, and signed by the Chair.
- 5. Presentation by Mr J Livesey from Mercers on the valuation**
- 6. Regulatory Update** (Pages 11 - 14)
- 7. Draft Lancashire County Pension Fund Communications Policy** (Pages 15 - 26)
- 8. Update on Part I reports presented to the recent Pension Fund Committee** (Pages 27 - 28)
- 9. Feedback from members of the Board on pension related training, conferences and events.** (Pages 29 - 30)
- 10. Review of 2018/19 Training Record for Board members** (Pages 31 - 36)

11. Urgent Business

An item of urgent business may only be considered under this heading where, by reason of special circumstances to be recorded in the minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency. Wherever possible, the Chief Executive should be given advance warning of any Member's intention to raise a matter under this heading.

12. Date of Next Meeting

The next scheduled meeting of the Board will be held on the 15th October 2019 at 2pm in Meeting Room CHG 04 at County Hall, Preston.

13. Exclusion of Press and Public

The Board is asked to consider whether, under Section 100A(4) of the Local Government Act, 1972, it considers that the public should be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 12A to the Local Government Act, 1972, as indicated against the heading to the item.

Part II (Not Open to Press and Public)

- | | |
|---|-----------------|
| 14. Update on Part II reports presented to the recent Pension Fund Committee | (Pages 37 - 38) |
| 15. Pension service administration update | (Pages 39 - 48) |
| 16. Lancashire County Pension Fund Breaches Log | (Pages 49 - 58) |

L Sales
Director of Corporate Services

County Hall
Preston

Lancashire Local Pension Board

Meeting to be held on Tuesday, 9 July 2019

Electoral Division affected: None

Constitution, Membership and Terms of Reference of the Board

Contact for further information: Mike Neville, 01772 533431, Legal and Democratic Services mike.neville@lancashire.gov.uk

Executive Summary

An update on the Constitution, Membership and Terms of Reference of the Lancashire Local Pension Board.

Recommendation

That the Constitution, Membership and Terms of Reference of the Pension Fund Committee, as set out in the report, be noted.

Background and Advice

The current constitution of the Lancashire Local Pension Board is 9 on the basis of an independent Chair and 4 members each representing employers and scheme members.

The current membership of the Board is as follows.

William Bourne - Independent Chair

County Councillor C Wakeford - Employer representative (Lancashire County Council)

Mr T Pounder - Employer representative (Lancashire County Council)

Mr S Thompson - Employer representative (Unitary, City, Borough Councils and Police/Fire)

Mr C Gibson - Employer representative (Other Employers)

Ms K Haigh - Scheme member representative.

Ms Y Moulton - Scheme member representative.

Mr K Wallbank - Scheme member representative.

Vacancy - Scheme member representative.

A copy of the current Terms of Reference of the Board is available to view at Article 7 (Other Committees of the County Council) of the Lancashire County Council [Constitution](#).

In the interests of good governance and in accordance with the Work Plan approved by the Board on the 29th January 2019 it is intended to review the Terms of Reference of the Board towards the end of the year with a view to presenting a report to the meeting on the 14th January 2020 with any recommended amendments.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

No significant risks have been identified.

Local Government (Access to Information) Act 1985 List of Background Papers

Paper	Date	Contact/Tel
N/A		

Reason for inclusion in Part II, if appropriate
N/A

Lancashire Local Pension Board

Minutes of the Meeting held on Tuesday, 30th April, 2019 at 2.00 pm in Room CHG: 05 at County Hall, Preston

Present:

Chair

William Bourne

Board Members

County Councillor Christian Wakeford, Employer representative - Lancashire County Council

Tony Pounder, Employer representative - Lancashire County Council

Steve Thompson, Employer representative - Unitary, City, Boroughs, Police and Fire

Carl Gibson, Employer representative - Other Employers

Kathryn Haigh, Scheme Member representative

Bob Harvey, Scheme member representative

Yvonne Moulton, Scheme Member representative

Keith Wallbank, Scheme Member representative

Officers

Mike Neville, Senior Democratic Services Officer, Lancashire County Council.

Paul Dobson, Treasury Management and Pensions, Corporate Finance, Lancashire County Council.

Colin Smith, Technical Adviser Pensions, LCPF, Lancashire County Council.

Mukhtar Master, Governance & Risk Officer LCPF Lancashire County Council.

1. Apologies

No apologies for absence were received.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

Mr Thompson informed the meeting that he was the Treasurer of one of the organisations referred to in one of the reports considered by the Pension Fund Committee in March 2019 referred to in item 15 on the agenda.

3. Minutes of the Meeting held on 29th January 2019

Resolved: That the Minutes of the meeting held on the 29th January, 2019, are confirmed as an accurate record and signed by the Chair.

4. Constitution, Membership and Terms of Reference of the Board

Mr Neville presented a report on the current constitution, membership and Terms of Reference of the Lancashire Local Pension Board and reminded members of the Board that they had been asked to review information in the Register of Interests and inform him of any amendments.

The Chair reported that Mr R Harvey had informed him that he wished to resign as a Scheme Member representative and on behalf of the Board the Chair thanked Mr Harvey for his contribution to the work of the Board since its inception in 2015.

The Board noted it was intended to review the Terms of Reference later in the year and it was suggested that consideration be given to making all appointments to the Board subject to an initial 4 years with an option for an extension of a further 4 years.

Resolved:

1. That the decision of the full county council on the 28th February, 2019, to appoint Mr W Bourne as the independent Chair of the Lancashire Local Pension Board with effect from the 1st April, 2019, for an initial 2 years with an option for an extension for a further 2 years, is noted.
2. That the resignation of Mr R Harvey, with effect from the 1st May, 2019, is noted and the Board place on record their thanks for his contribution to the work of the Board since its inception in 2015.
3. That Officers undertake a recruitment and selection process to identify a suitable candidate to fill the vacancy for a Scheme Member representative on the Board as a result of the resignation referred to at 2 above.

5. Annual Report 2018/19

The Chair presented a report on the draft 2018/19 Annual Report which highlighted key activity undertaken by the Board over the last 12 months and included information regarding the attendance of Board members at meetings between July 2018 and April 2019, internal/external and online training received and the cost associated with the operation of the Board.

The Board discussed attendance and how the Fund had benefitted from activity over the year and it was suggested that the Chair consider making minor amendments to the wording of the report to clarify attendance and to emphasise how the Board's activities result in better outcomes for stakeholders.

Resolved:

1. That, the draft 2018/19 Annual Report of the Lancashire Local Pension Board, as set out in Appendix 'A' to the report, is approved, subject to any minor amendments to be agreed with the Chair regarding clarification of attendance by members of the Board and how the Board's work leads to better outcomes.

2. That once finalised the Annual Report referred to at 1 above be recommended to the Pension Fund Committee on the 21st June, 2019, for approval and inclusion in the Lancashire County Pension Fund Annual Report.

6. Chairs report on the Lancashire Local Pension Board Appraisal.

The Chair presented his report on the findings of the series of one to one meetings with members of the Board, Officers and the Chair of the Pension Fund Committee to discuss the operation of the Board over the last 12 months.

During consideration of the report clarification was sought regarding difficulties which some Board members had experienced when accessing the online secure Pensions Library. The Board also noted that the resignation of Mr R Harvey would leave a single Board member with responsibility for taking a lead on 'Investment Policy documents' and 'service providers governance'.

Resolved:

1. That the trial of allocating particular areas of Board activity to selected Board members (as set out in the table below) be continued and individual members asked to take formal responsibility for leading discussions at future meetings.

Area	Includes	Members
Compliance with regulations and statutory guidance	TPR, LGPS, regulations	KH, CG
Communications	Engagement, Comms policy	CW, KW
Administration	KPIs, ABSs, admin breaches	YM, ST
IT	Fraud control, data protection, cyber	CW, Vacancy
Investment policy documents	ISS, Actuarial report, RI	ST, Vacancy
Service providers governance	LPP, custodian, audit	TP, Vacancy
Risk	Risk Register	CG, Vacancy

2. That the Head of Fund be requested to notify members of the Board of any opportunities to either give presentations or write short articles in newsletters in order to publicise the role of the Pension Board.
3. That arrangements be made for briefing sessions to be held at 1.30pm ahead of the Board meetings specified below
9th July, 2019 - record-keeping and reporting breaches of law.
21st April, 2020 - the legal and regulatory structure of the Fund.
4. That arrangements be made for a social lunch at 1.00pm on the 15th October 2019 ahead of the scheduled meeting of the Board.

5. That Mr Neville contact all members of the Board to ensure that they are able to access the information/guidance held in the secure Pensions Library.
6. That at least one Employer representative and one Scheme Member representative from the Board be included among the interviewees when the Balanced Scorecard Report to evaluate the Local Pension Partnership's activities is conducted.
7. That Officers be asked to include a review of the administration KPIs provided by the Local Pension Partnership in the 2019 Workplan for the Board.

7. Lancashire Local Pension Board Workplan

A report was presented on the 2019/20 work plan which had been amended in accordance with the decision at the last meeting and approved by the Pension Fund Committee on the 29th March 2019.

It was noted that three documents had been due to be reviewed at the meeting and Mr Dobson confirmed that the Termination Policy had been reviewed in April 2018 and would be looked at again as part of the Funding Strategy Statement and no amendments were considered necessary to the current Governance Policy and Pensions Administration Strategy Statement.

The Board discussed data quality and agreed that in future an update should be presented to the meeting in January each year. It was also agreed that the update on the monitoring of KPIs scheduled for the meeting on the 14th January 2020 should also include the review of the administration KPIs provided by the Local Pensions Partnership, identified during the appraisal and agreed by the Board under the preceding item.

It was noted that the 2019 appraisal of the Board would be undertaken around the Board scheduled for the 14th January 2020 (as discussed at the previous meeting) and the Chair's draft report presented to the subsequent meeting.

Resolved: That subject to the following amendments the 2019/20 work plan for the Board is approved.

1. A report on the data quality of the Fund to be presented to the Board on 14th January 2020.
2. A report on the review of the administration KPIs for the Fund provided by the Local Pensions Partnership be presented to the Board on 14th January 2020.
3. That the appraisal of the operation/effectiveness of the Board be carried out in January 2020 with a report on the findings to be presented to the subsequent meeting of the Board.

8. Regulatory Update

Mr Smith, Technical Adviser Pensions for the LCPF, presented a report which updated the Board on the following pension regulatory matters.

- Scheme Advisory Board cost management consultation.
- Employee Contribution Bands 2019/20.
- Fair Deal – Strengthening pension protection consultation.
- Consultation on implementation of late retirement factors.
- Exit credits
- Exit payment reforms consultation.

Resolved: That the regulatory updates set out in the report and given at the meeting are noted.

9. Update on Part I presented to the Pension Fund Committee

The Chair presented a report on matters considered by the Pension Fund Committee on the 29th March 2019 under Part I of the agenda.

The Board discussed the Lancashire County Pension Fund 2019/20 budget, Responsible Investment and the Discretions Policy Statement and noted that earlier in the meeting it had been agreed that a report on Data Quality be presented to the Board in January 2020.

Resolved: That the reports considered by the Pension Fund Committee on the 29th March 2019 under Part I of the agenda are noted.

10. Feedback from members of the Board on pension related training, conferences and events.

A report was presented on internal/external pension related training events attended by members of the Board since the last meeting. Individual Board members gave feedback on their experiences at the events which were all considered to have been informative and useful. It was also noted that some members of the Board had completed online training modules from The Pension Regulators Public Service toolkit.

Resolved: That the feedback on conferences and events attended by members of the Board since the last meeting is noted.

11. Report of the Advisory Group on implementation of the Service Improvement Plan

A report was presented on the outcome of the Advisory Group (established by the Board at the previous meeting) which had met the Deputy Director of Member

Operations from the Local Pensions Partnership on the 6th March 2019 to discuss the implementation of the Service Improvement Plan.

In considering the report, the Board noted the constructive discussion which had taken place at the Advisory Group and the ongoing work being undertaken to improve and stabilise the pension administration service. However, the Board continues to be concerned about the content and accuracy of the data which it is shown, and its resulting inability to assure itself that the pension administration is continuing to provide value for money since it was transferred to LPP. The Board understands that LPP needs more time to complete the stabilisation of its operations but believes that there should, at an agreed point in the future, be an independent assessment of the control environment and overall value for money of this service. It was agreed that the Chair would discuss the Board's concern informally with the Chair of the Pension Fund Committee.

Resolved:

1. That the comments of the Advisory Group, as set out in the report presented, be noted and taken into account by the Deputy Director of Member Operations at the Local Pensions Partnership when implementing the Service Improvement Plan.
2. That the Board recognised there was still work to be done and continue to seek assurances regarding the quality of service provided by the pension administration service and, if appropriate, consider recommending in 6 to 12 months that an internal audit be undertaken to provide further assurance on the pension administration service.

12. Urgent Business

No items of urgent business were raised under this heading.

13. Date of Next Meeting

It was noted that in accordance with a decision earlier in the meeting the next Board would be preceded by a 30 minute briefing on record keeping and reporting breaches of the law.

Resolved:

1. That the next scheduled meeting of the Board to be held at 2.00pm on the 9th July, 2019, in Room CHG: 04 preceded by a 30 minute briefing on record keeping and reporting breaches of the law.
2. That the Scheme Actuary be invited to attend the next meeting and give the Board a presentation on plans for the valuation.

14. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraphs of Part 1 of Schedule 12A to the Local Government Act, 1972, as indicated on each item. It is considered that in all the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

15. Update on Part II reports presented to the Pension Fund Committee

Exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

The Chair presented a report on matters which had been considered by the Pension Fund Committee on the 29th March 2019 and the Board discussed the Lancashire County Pension Fund Employer Risk Report and noted that the contents would be taken into account by the Scheme Actuary as part of the triennial valuation.

Resolved: That the reports considered by the Pension Fund Committee on the 1st February 2019 and 29th March 2019 under Part II of the agenda, as referred to in the report presented, are noted.

16. Monitoring of KPIs for administration, complaints, governance and investments

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Mr Dobson reported that there were no new significant issues to report. The Board noted that in accordance with a decision earlier in the meeting existing KPIs would be reviewed and a report on the findings presented to the Board in January 2020.

17. Update on LPP Transformation Plan

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Mr Dobson reported that he had consulted with colleagues at the Local Pensions Partnership who had confirmed that there was nothing further to be added to the

stabilisation and improvements to the pension administration service which had been reported to the last Committee and discussed at the recent Advisory Group.

18. Breaches reported to Pension Fund Committee since the last meeting

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Mr Master informed the Board that there had been 7 data breaches since the last meeting, none of which had been deemed as being material breaches in accordance with the Code of Practice 14 guidance. In considering the information provided at the meeting the Board requested clarification regarding the number of individuals affected by each individual breach.

Resolved: That the update regarding data breaches is noted and that members of the Board be provided with clarification regarding the number of individuals affected by each of the breaches reported at the meeting.

L Sales
Director of Corporate Services

County Hall
Preston

Lancashire Local Pension Board

Meeting to be held on Tuesday, 9 July 2019

Electoral Division affected: (All Divisions);
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Regulatory Update

Contact for further information:

Colin Smith, 01772 534826, Technical Advisor, Lancashire County Pension Fund,
Colin.Smith@lancashire.gov.uk

Executive Summary

This report sets out an update on various pension related regulatory issues to assist members of the Pension Board to exercise their functions as a member of the Pension Board effectively.

Recommendation

The Board is asked to consider and note the contents of the report.

Background and Advice

1. Consultation on implementation of late retirement factors

This relates to actuarial factors uplifting a members benefits where they retire after their normal retirement date. As reported at the last board the proposals include a change in methodology as well as a change in factors.

The consultation closed on 17 April 2019 and a number of the consultation responses received have raised concerns about the originally proposed 1 May 2019 implementation date. As such discussions have taken place between the Ministry of Housing, Communities and Local Government, the Local Government Association and software suppliers and it has now been agreed that the revised factors will be effective from 1 September 2019 and the subsequent associated guidance will include a more simplified methodology to that shown in the original consultation document.

2. Consultation regarding the Local valuation cycle and the management of employer risk

The consultation document has already been shared with the Fund's scheme employers who were invited to respond in their own right. Full details were also presented at the last Pension Fund Committee who were advised that the Fund would be working closely with the Scheme Actuary in providing its own response and will take on board any comments provided by members of the Committee and the Pensions Board.

The Ministry of Housing, Communities and Local Government issued a consultation on 8 May 2019 with a closing date for responses set at 31 July 2019.

In brief the consultation covers the following areas:

- amendments to the local fund valuations from the current 3 year (triennial) to a 4 year (quadrennial) cycle
- introduction of measures aimed at mitigating the risks of moving from a triennial to a quadrennial cycle such as interim valuations
- proposals for flexibility on exit payments for terminating employers, in effect allowing a deferment of the payment where a sufficiently strong covenant exists to allow the terminating employer to provide an ongoing commitment to meet their existing liabilities
- proposals for further policy changes to exit credits for terminating employers, effectively allowing an administering authority to take into account a scheme employer's exposure to risk when calculating the value of an exit credit. In particular, if the service provider has not borne any pensions risk, but has become entitled to an exit credit, then the exit credit should be assessed as nil
- proposals for changes to the requirement for further education corporations, sixth form college corporations and higher education corporations in England to offer membership of the Local Government Pension Scheme to their non-teaching staff for new entrants

3. Fair Deal – Strengthening pension protection - Consultation

As reported previously this consultation contained proposals to strengthen the pension protections that apply when an employee of an LGPS employer is compulsorily transferred to the employment of a service provider. A copy of the Lancashire Fund's response was provided at the last Board meeting.

It is expected that the Fair Deal regulations and associated guidance will be issued towards the end of 2019.

4. Cost Cap and McCloud update

On 14 May the LGPS Scheme Advisory Board issued guidance concerning dealing with the potential additional costs and liabilities arising from the Cost Cap process and the McCloud discrimination case.

For the actuarial valuations, the Scheme Advisory Board's view is that the current benefit design as set out under the existing LGPS Regulations should be used to set employer contribution rates, but that Funds and employers should be mindful of the potential extra liabilities when setting their contribution rates at the 2019 valuation.

5. Exit Payment reform

As reported at the last Board meeting a further consultation on limiting exit payments for public sector workers was launched with a closure date of 3 July 2019.

Any introduction of an exit payment cap will lead to a number of actions and complexities that administering authorities, and employers, will need to be aware of. As such it is expected that a further separate consultation specific to the LGPS, including the methodology to adjust pension benefits, will be launched in due course, The Lancashire Fund will be responding to this once those details are released.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

No significant risks have been identified

Local Government (Access to Information) Act 1985 List of Background Papers

Paper	Date	Contact/Tel
N/A	N/A	N/A
Reason for inclusion in Part II, if appropriate		
N/A		

Lancashire Local Pension Board

Meeting to be held on Tuesday, 9 July 2019

Electoral Division affected: (All Divisions);
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Draft Lancashire County Pension Fund Communications Policy

(Appendices 'A' and 'B' refer)

Contact for further information:

Colin Smith, 01772 534826, Technical Advisor, Lancashire County Pension Fund,
Colin.Smith@lancashire.gov.uk

Executive Summary

This report contains an initial draft update to the communications policy which the Lancashire County Pension Fund is required to produce under the terms of the Local Government Pension Scheme Regulations. A final version of the policy will be taken to the Pensions Fund Committee in September for approval.

Recommendation

The Board are asked to review the wording of the draft communications policy set out at Appendix 'A' and provide comments in relation to this initial draft.

Background and Advice

Regulation 61 of the Local Government Pension Scheme Regulations 2013 requires each Local Government Pension Scheme administering authority to produce and publish a policy statement describing how it communicates with its stakeholders.

The Lancashire County Pension Fund's previous policy statement was published in 2014 (Appendix B) and has been reviewed to reflect the developments since then in relation to the Fund's approach to communicating with its stakeholders, and the working relationship it now holds with the Local Pensions Partnership.

An updated table setting out the communications programme in relation to the format, frequency and method of communication will be updated and added to the new draft (Appendix A) in due course.

Consultations

The Local Pensions Partnership have been consulted and have input to the review of this draft policy

Implications:

This item has the following implications, as indicated:

Risk management

No significant risks have been identified

**Local Government (Access to Information) Act 1985
List of Background Papers**

Paper	Date	Contact/Tel
Appendix A – Draft Communications Policy	01/07/2019	Colin Smith 01772 534826
Appendix B – Current Communications Policy		

Reason for inclusion in Part II, if appropriate

N/A

Appendix A

Lancashire Council Pension Fund (LCPF) Communications Policy

Every Local Government Pension Scheme (LGPS) administering authority must prepare, publish and maintain a new policy statement on communication strategy. The details of this legal requirement are contained in point Regulation 61 of the Local Government Pension Scheme Regulations 2013.

The communications policy statement must set out the administering authority's policy concerning communications with members, representatives of members, prospective members and scheme employers.

The policy statement must set out (a) the policies on the provision of information and publicity about the Scheme to members, representatives of members, and scheme employers; (b) the format, frequency and method of distributing such information or publicity; and (c) the promotion of the Scheme to prospective members and their employing authorities.

Since the formation of the Local Pensions Partnership (LPP) in April 2016, many LCPF communications are now issued on its behalf by LPP. LPP adheres to these standards when issuing any communications on behalf of LCPF.

Our Policy

The LCPF communication policy aims to ensure that all communications are:

Clear

We strive to avoid jargon and technical terms whenever possible. Our communications should be consistent across all platforms including web, email, direct correspondence, telephone and face-to-face.

Accurate and timely

We always aim to deliver a proactive service that provides accurate information in a timely fashion. We have already moved towards more electronic communications and online self-service to help deliver information in an effective and timely manner and will look to increase this in the future.

Open to feedback

We encourage all scheme members, employers and other audiences to feedback on our work and help us improve our services.

Targeted

We aim to ensure that all communications are relevant and appropriate for the audience.

Accessible

We meet accessibility needs wherever possible. We aim to reach as many people as possible, regardless of their situation. We follow the Government's 'digital by default' aims, and in 2017 we began the move to more electronic communications. However, we recognise this may not be the best medium for all our audiences and will accommodate those who decide to opt out of e-communications.

Communications for Scheme Members

Appendix A

Whilst the easiest way for members to stay updated on the fund is via our online services, members can find the following information across several platforms:

My Pension Online – Member Self Service

- Annual Benefit Statements (ABS)
- Scheme Newsletters
- Monthly pay advice
- P60s

www.yourpensionservice.org.uk

- Personal pension details via our Member Self Service facility
- Guides to the scheme and its administration
- Scheme publications and literature

Via post

Members who have opted out of e-communications can request the following communications sent to a home address:

- Annual Benefit Statements (ABS)
- Annual Scheme Newsletters
- Pensioners pay advice
- P60s
- Scheme publications and literature
- Monthly pay advice

Forums & Events

LCPF are always pleased to meet their members face to face; members are encouraged to engage with our staff at the following events:

Communications for Scheme Employers

Like our members, employers are encouraged to use our online facilities and attend our face to face events to maximise our service value.

EPIC – Employer Portal

- Employers can access the Employer Portal at www.yourpensionservice.org.uk/employers/
- Offers secure data transmission and online form processing
- Quarterly newsletter to update on scheme changes and new initiatives
- Provides news and employer guides via www.yourpensionservice.org.uk.

Annual Employer Forum

The LCPF Annual Employer Forum is an opportunity for employers to learn about Scheme changes as well as relevant information from across the sector and the wider pensions industry. Attendees can learn more about new LCPF initiatives and ask questions of both LCPF and LPP senior management.

Appendix A

Information for Prospective Members

www.yourpensionservice.org.uk

Our websites offer information on joining the LGPS, scheme benefits as well as guidance on opting out of the scheme.

LCPF at industry events

Representatives of LCPF regularly attend industry events in order to broaden the reach of understanding and awareness of LCPF its values and ambitions.

A philosophy of continued learning

LCPF regularly reviews its communications channels to ensure these remain relevant and effective at reaching members, employees and the industry.

Rights to Information and Data Protection

Rights to Information

Nothing within this Policy Statement affects your rights to access or receive information under the Freedom of Information Act or the disclosure requirements of the Local Government Pension Scheme.

Data Protection

Since May 25th, 2018, LCPF has complied with EU General Data Protection Regulation (GDPR) and is therefore required to protect all personal information for which we are responsible, we have a legal obligation to process member's data under the Local Government Pension Scheme 2013 regulations. LCPF may only pass your details to named third parties under strictly controlled conditions and for very specific purposes. Members who wish to access their personal data can do so by contacting DPA@localpensionspartnership.org.uk

Review

We will continue to monitor the effective application of this policy and will be subject to revision in the light of significant changes to the LGPS or the Authority's structures or procedures.

Lancashire County Pension Fund

**Local Government Pension Scheme
Communication Policy Statement**

1 April 2014

Lancashire County Council
as administering authority of
**Lancashire County Pension
Fund**

Local Government Pension Scheme

Communication Policy Statement

Introduction

This is the Communication Policy Statement of Lancashire County Pension Fund which is administered by Lancashire County Council; the administering authority. All Local Government Pension Scheme (LGPS) administering authorities in England and Wales are required to prepare maintain and publish a written statement setting out their policy concerning communications with: -

- **Members;**
- **Representatives of members;**
- **Prospective members; and**
- **Scheme Employers**

In particular, the statement must set out their policy on: -

- ***The provision of information and publicity about the Scheme to members, representatives of members and Scheme Employers;***
- ***The format, frequency and method of distributing such information or publicity; and***
- ***The promotion of the Scheme to prospective members and their employers.***

Policy

Lancashire County Pension Fund recognises the government's objective to help people save for their retirement and will aim to: -

- ***Actively encourage the provision of good pension information and the promotion of pensions in the workplace.***
- ***Increase transparency and build trust, confidence and engagement in pension saving as the norm.***

To achieve its aim the administering authority will undertake to: -

- ***Provide clear, accurate and timely communication about the Local Government Pension Scheme to all stakeholders.****
- ***Actively promote the Scheme to prospective members and their employers.***
- ***Take a multimedia approach in recognition that different styles and methods of communication suit different stakeholders***
- ***Use and encourage the use of electronic/online communication and information sharing.***
- ***Support Scheme employers, providing publicity and information toolkits, to enable employers to fulfil their responsibility to communicate and share information with members in relation to the Scheme.***
- ***Treat information security with the upmost importance.***

Communication Policy Statement

Communication Programme

The Fund will regularly review the format, frequency and method of communication. The following programme is currently in use.

Information	Stakeholder*	Format	Frequency	Method of distribution
Actuarial Valuation	All Stakeholders	Presentation, formal report,	Triennial with annual updates	Email, mail, website and face to face briefings.
Fund Policy and Statements	All Stakeholders	website	As amended	Mail/email
Annual Benefit Statements	Members	Online self service	Annual	Online/email alert
Customer Satisfaction Survey	All Stakeholders	Website	Ongoing	Click question
Member Guides	Members	website	On or before employment. On request	Via employer HR/payroll departments Mail/intranet
Employer Updates	Employer	Website, online	As required	email/internet
Pensioner payslips/P60's	Member	Online self service, paper	Annually	email/mail
Employer Guide	Employer	Website,	As amended	email /internet
Employer Training	Employer	Presentation Webcast	On request in line with SLA	Face to face – In house Employer locations. Website
Factsheets	All members	Paper/website	On request / as required	Mail/email/ internet

Communication Policy Statement

Individual member information	All Stakeholders	Paper, Online self service	As required	Mail, email
Employer information pack	Employer	Paper/website	On Admission	Face to Face
Newsletters	Members	Paper/website	Annual	Online
Scheme change and legislative change	All Stakeholder	Presentation/webcast Website	As required and on request	Face to face/internet
Fund Report and Accounts	All Stakeholders	Paper/website	Annually	Mail/email/ internet
Service Level Standards	All Stakeholders	website	As amended	Internet /intranet
Query	All Stakeholders	Telephone/email/online	Mon – Fri	Telephone/email/ Online

**Stakeholders are defined as members, representatives of members, prospective members and employers (members are defined as active, deferred or pensioner members).*

Scheme Regulations and Overriding Legislation

Lancashire County Pension Fund undertakes to comply with Local Government Pension Scheme Regulations and the relevant Overriding Legislation; In particular, the Fund undertakes to comply with the Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2013 [2013/2734]. A full list of Scheme and related legislation is set out below: -

Local Government Pension Scheme Regulations 2013 [2013/2356]

Local Government Pension Scheme (Transitional Provisions and Savings) Regulations 2014 [2014/]

Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2013 [2013/2734]

And the following Acts (including relevant secondary legislation made under each Act not mentioned above)

Communication Policy Statement

Finance Act 2004 [c.12]

Pension Schemes Act 1993 [c.48]

Pensions Act 1995 [c.26]

Pensions Act 2008 [c.30]

Public Service Pensions Act 2013 [c.25]

Welfare Reform and Pensions Act 1999 [c.30]

Pensions (Increase) Act 1971 [c.56]

Date Protection Act 1998 [c.29]

Review

This statement will be reviewed where there is any material change to the Funds policy in respect of communication.

Lancashire Local Pension Board

Meeting to be held on Tuesday, 9 July 2019

Electoral Division affected: None;

Update on Part I reports presented to the recent Pension Fund Committee.

Contact for further information:

Mike Neville, Tel: (01772) 533431, Senior Democratic Services Officer,
mike.neville@lancashire.gov.uk

Executive Summary

This report refers to items that were presented to the Pension Fund Committee on the 21st June 2019 under Part I of the agenda (available to the press and public) and members of the Board will be given an update on decisions taken at the meeting.

Recommendation

The Board is asked to comment on the Part I reports that were considered by the Pension Fund Committee on the 21st June 2019 and any decisions taken.

Background and Advice

At the meeting on the 21st June, 2019 the Pension Fund Committee considered a number of reports in Part I of the agenda (available to the press and public) which included the following.

- Constitution, Membership and Terms of Reference
- Minutes of the Meeting held on the 29th March 2019
- Lancashire Local Pension Board - Annual Report 2018/19
- Lancashire County Pension Fund 2018/19 financial and budget monitoring.
- Annual Governance Statement 2018/19
- Lancashire County Pension Fund Annual Report
- Annual Administration Report 2018/19
- Consultation on changes to the Local Valuation Cycle and the Management of Employer Risk

- 2019 Valuation process and timetable
- Internal Audit Assurance
- Responsible Investment
- Lancashire County Pension Fund Risk Management Framework
- Feedback from members of the Committee on pension related training, conferences and events.
- Review of Committee Member Training Record for 2018/19
- Lancashire County Pension Fund Branding
- Date of Next Meeting - 10.30am (preceded by a 30 minute briefing) on the 20th September 2019 in Committee Room 'C' –The Duke of Lancaster Room at County Hall, Preston.

The agenda for the Committee was published on the County Councils website and members of the Board were informed when a copy of the full agenda was available to view via the secure Pensions Library.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

There are no significant risk management implications associated with this report.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Tel
N/A		

Reason for inclusion in Part II, if appropriate

N/A

Lancashire Local Pension Board

Meeting to be held on Tuesday, 9 July 2019

Electoral Division affected: None;

Feedback from members of the Board on pension related training, conferences and events

Contact for further information:

Mike Neville, Tel: (01772) 533431, Senior Democratic Services Officer

mike.neville@lancashire.gov.uk

Executive Summary

This report relates to training which members of the Board have received since the last meeting and gives individuals an opportunity to provide feedback on their experience.

Recommendation

Individual members of the Board are asked to provide feedback on their experience of the pension related training referred to in the report.

Background and Advice

At the meeting on the 23rd March 2018 the Pension Fund Committee agreed a revised Training Policy which set out the Fund's approach to supporting the learning and development needs of individuals with responsibility for the strategic direction, governance and oversight of the Lancashire County Pension Fund through their membership of the Pension Fund Committee or the Lancashire Local Pension Board.

Since the last meeting Mr T Pounder, Mr C Gibson and Miss Y Moulton have all attended an internal **Workshop on Employer Covenant Risk and Emerging Issues** which was held at County Hall, Preston on the 15th May 2019.

Mr Thompson has also confirmed that he has viewed the recording of the **Workshop on Responsible Investment** held on the 23rd January 2019 at County Hall, Preston, with Frances Deakin from the Local Pensions Partnership which can be accessed via the Pensions Library.

Online training

S Thompson has also confirmed that he has completed the following online modules from The Pension Regulator Public Service Toolkit.

1. Conflict of interest.
2. Managing risk and internal controls;
3. Maintaining accurate member data;

The 2019/20 Training Record for the Lancashire Local Pension Board has been updated to reflect all of the above.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

Without the required knowledge and skills members of the Board may be ill-equipped to make informed considerations regarding the direction and operation of the Pension Fund.

Financial

Any attendance, travel or accommodation costs associated with external training are met by the Pension Board.

Local Government (Access to Information) Act 1985 List of Background Papers

Paper	Date	Contact/Tel
Attendance sheet for pension workshop.	15 th May 2019	Mike Neville (01772 533431)

Reason for inclusion in Part II, if appropriate
N/A

Lancashire Local Pension Board

Meeting to be held on Tuesday, 9 July 2019

Electoral Division affected: None;

Review of the 2018/19 Training Record for Board members.

(Appendix 'A' refers)

Contact for further information:

Mike Neville, Tel: (01772) 533431, Senior Democratic Services Officer,
mike.neville@lancashire.gov.uk

Executive Summary

The record of internal/external training attended by members of the Board during 2018/19.

Recommendation

The Board is asked to review the Training Record for 2018/19 as set out at Appendix 'A' and comment as appropriate.

Background and Advice

At the meeting on the 23rd March 2018 the Pension Fund Committee agreed a revised Training Policy for the Lancashire County Pension Fund which also related to the Lancashire Local Pension Board.

The objectives of the Training Policy are to ensure that individuals have appropriate support to gain the breadth/depth of knowledge needed to fulfil their responsibilities effectively and that the Fund complies with guidance for providing training from the following sources:

- a) The Public Service Pensions Act 2013
- b) CIPFA Code of Practice on Public Sector Pensions Finance Knowledge and Skills 2013
- c) CIPFA Knowledge and Skills Framework
- d) CIPFA Local Pension Boards: Technical Knowledge and Skills Framework
- e) The Pensions Regulator: Code of Practice for Public Service Schemes No.14 Governance and Administration of Public Service Pension Schemes
- f) The Stewardship Code (Myners Principles)

Members of both the Board and the Committee are personally responsible for maintaining a record of their personal learning (self-directed study) as a basis for

demonstrating the steps they have taken to comply with the requirement to gain the knowledge and understanding needed to fulfil their responsibilities effectively and mitigate risks posed by any gaps in their knowledge. In addition, the Fund maintains a central record of Board member attendance at training events and of the individual learning needs identified through self-assessment to ensure the Fund is able to comply with requirements under CIPFA's Code of Practice on Public Sector Pensions Finance Knowledge and Skills to include information within the Fund's Annual Report on:

- how the knowledge and skills framework has been applied
- what assessment of training needs has been undertaken
- what training has been delivered against the training needs identified

Member compliance with the Training Policy and with the wider CIPFA Knowledge and Skills frameworks will be reviewed periodically in order to determine whether the risk posed from individuals having insufficient knowledge to meet their responsibilities (a risk formally identified within the Fund's Risk Register) is being adequately managed and mitigated through the arrangements put in place under the Training Policy and framework.

Between the 1st April 2018 and 31st March 2019 members of the Board have had an opportunity to attend a range of internal workshops and external conferences or seminars to support the development of their knowledge and understanding of pension related matters. Members have also been encouraged to complete the following modules in The Pension Regulators Public Service Toolkit:

1. Conflict of interest.
2. Managing risk and internal controls;
3. Maintaining accurate member data;
4. Maintaining member contributions;
5. Providing information to members and others;
6. Resolving internal disputes;
7. Reporting breaches of the law.

The Training Record for 2018/19 is attached at **Appendix 'A'**.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

Without the required knowledge and skills, those charged with governance and decision making may be ill-equipped to make informed decisions regarding the direction and operation of the Pension Fund. The Training Policy seeks to apply best practice and to ensure compliance with guidance from CIPFA and the Pensions Regulator. Failing to implement an adequate Training Policy and framework and to

regularly review the effectiveness of training arrangements would place the County Council (as Administering Authority) at risk of non-compliance with the Pensions Regulator's Code of Practice No. 14 (Governance and administration of public service pension schemes) and the legislative requirements that this code interprets.

Financial

Decisions made by the Pension Fund Committee have direct financial implications for the Fund. The Fund's Training Policy forms part of its governance and risk management arrangements which seek to ensure that both the Pension Fund Committee and Pension Board members are well-informed, confident, and knowledgeable participants who work effectively and consistently in the best interests of the Fund and its stakeholders. Any cost associated with Board member attendance, travel and subsistence associated with external conferences were met by the Pension Fund.

Local Government (Access to Information) Act 1985 List of Background Papers

Paper	Date	Contact/Tel
Attendance Sheets from internal pension related workshops	2018/19	M Neville 01772 533431
Scheme of delegation approvals for Board member attendance at external Conferences/Seminars	2018/19	M Neville 01772 533431
Reason for inclusion in Part II, if appropriate N/A		

Lancashire Local Pension Board - Training Record for 2018/19

Date	Event/Conference/Workshop/Online	Venue	Provider
William Bourne (Independent Chair)			
5/7 th Dec 2018	Annual Conference	Bournemouth	LAPFF
17/18 Jan 2019	Governance Conference	Bristol	LGPS
19 Feb 2019	Online Module 1 - Conflict of interest	Public Service Toolkit	TPR
19 Feb 2019	Online Module 2 - Managing risk and internal controls	Public Service Toolkit	TPR
19 Feb 2019	Online Module 3 - Maintaining accurate member data	Public Service Toolkit	TPR
19 Feb 2019	Online Module 4 - Maintaining member contributions;	Public Service Toolkit	TPR
19 Feb 2019	Online Module 5 - Providing info to members and others;	Public Service Toolkit	TPR
19 Feb 2019	Online Module 6 - Resolving internal disputes;	Public Service Toolkit	TPR
19 Feb 2019	Online Module 7 - Reporting breaches of the law	Public Service Toolkit	TPR
County Councillor Christian Wakeford (Employer Representative – Lancashire County Council)			
Tony Pounder (Employer Representative – Lancashire County Council)			
22 May 2018	Workshop on Credit and Infrastructure	County Hall, Preston.	R J Tomlinson LPP
26 Sept 2018	Introduction to the Local Government Pension Scheme	Canary Wharf, London	CIPFA
6 Nov 2018	Workshop on the Actuarial Valuation	County Hall, Preston	J Livesey, Mercers
Steve Thompson (Employer Representative – Unitary, City, Borough Councils , Police & Fire)			
22 May 2018	Workshop on Credit and Infrastructure (webcast)	County Hall, Preston.	R J Tomlinson LPP
12 Oct 2018	LGPS Autumn Seminar for Pension Board members	Liverpool	CIPFA
Carl Gibson (Employer Representative – Other Employers)			
17/18 Jan 2019	Governance Conference	Bristol	LGPS
Kathryn Haigh (Scheme Member Representative)			
26 Sept 2018	Workshop on 'Analysing the Macro Backdrop for Investing'	County Hall, Preston	A Devitt
28 June 2018	Workshop on LCPF Annual Report and accounts (viewed online)	County Hall, Preston	A Leech and H Gallacher
6 Nov 2018	Workshop on the Actuarial Valuation (viewed online)	County Hall, Preston	J Livesey, Mercers
23 Jan 2019	Workshop on Responsible Investment update	County Hall, Preston	F Deakin LPP
4 Feb 2019	Online Module 3 - Maintaining accurate member data	Public Service Toolkit	TPR
4 Feb 2019	Online Module 7 - Reporting breaches of the law	Public Service Toolkit	TPR
13 Feb 2019	Online Module 5 - Providing info to members and others	Public Service Toolkit	TPR

12 March 2019	Workshop on Asset safety and cyber resilience	County Hall, Preston	R Frazer/D Seary. Northern Trust
13 Mar 2019	Local Pension Board Seminar	Liverpool	CIPFA
Bob Harvey (Scheme Member Representative)			
22 May 2018	Workshop on Credit and Infrastructure	County Hall, Preston.	R J Tomlinson LPP
28 June 2018	Workshop on LCPF Annual Report and accounts	County Hall, Preston	A Leech and H Gallacher
26 Sept 2018	Workshop on 'Analysing the Macro Backdrop for Investing'	County Hall, Preston	A Devitt
6 Nov 2018	Workshop on the Actuarial Valuation	County Hall, Preston	J Livesey, Mercers
Yvonne Moulton (Scheme Member Representative)			
12 Oct 2018	LGPS Autumn Seminar for Pension Board members	Liverpool	CIPFA
6 Nov 2018	Workshop on the Actuarial Valuation	County Hall, Preston	J Livesey, Mercers
23 Jan 2019	Workshop on Responsible Investment update	County Hall, Preston	F Deakin LPP
7 Feb 2019	6 th Annual Public Sector update for Payroll and HR Professionals	London	PwC/CIPP
14 Feb 2019	Online Module 1 - Conflict of interest	Public Service Toolkit	TPR
14 Feb 2019	Online Module 2 - Managing risk and internal controls	Public Service Toolkit	TPR
14 Feb 2019	Online Module 3 - Maintaining accurate member data	Public Service Toolkit	TPR
14 Feb 2019	Online Module 4 - Maintaining member contributions;	Public Service Toolkit	TPR
14 Feb 2019	Online Module 5 - Providing info to members and others;	Public Service Toolkit	TPR
14 Feb 2019	Online Module 6 - Resolving internal disputes;	Public Service Toolkit	TPR
14 Feb 2019	Online Module 7 - Reporting breaches of the law	Public Service Toolkit	TPR
Keith Wallbank (Scheme Member Representative)			
6 Nov 2018	Workshop on the Actuarial Valuation	County Hall, Preston	J Livesey, Mercers
23 Jan 2019	Workshop on Responsible Investment update	County Hall, Preston	F Deakin LPP
12 March 2019	Workshop on Asset safety and cyber resilience	County Hall, Preston	R Frazer/D Seary. Northern Trust
David Owen (Scheme Member Representative) ceased to be Board member June 2018.			
22 May 2018	Workshop on Credit and Infrastructure	County Hall, Preston.	R J Tomlinson LPP

Agenda Item 14

(NOT FOR PUBLICATION: By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

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Agenda Item 15

(NOT FOR PUBLICATION: By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

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(NOT FOR PUBLICATION: By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

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Agenda Item 16

(NOT FOR PUBLICATION: By virtue of paragraph(s) 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

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