

Date: 09 January 2019



**SOUTH YORKSHIRE  
LOCAL PENSION BOARD**

To: MEMBERS OF THE SOUTH YORKSHIRE  
LOCAL PENSION BOARD

18 Regent Street  
Barnsley  
South Yorkshire  
S70 2HG

[www.southyorks.gov.uk](http://www.southyorks.gov.uk)

This matter is being dealt with by: Gill Richards

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Dear Member

**SOUTH YORKSHIRE LOCAL PENSION BOARD**  
**Thursday 17 January 2019**

A meeting of the South Yorkshire Local Pension Board will be held at 12.30 pm on Thursday 17th January, 2019 in the Meeting Room 11, Town Hall, Barnsley, S70 2TA.

Please note the later start time of this meeting, this is to facilitate a Member Seminar in Meeting Room 14 after the Authority meeting which you are welcome to attend (unfortunately I am unable to give a definite start time for this).

A buffet will be served in Meeting Room 11 from 12 noon.

The agenda is attached.

Yours sincerely

D Terris  
Clerk

Encs

**Distribution:** Nicola Doolan, Cllr Phillip Lofts, Kevin Morgan, Susan Ross, Nicola Simpson Jill Thompson (Chair) and Garry Warwick.

## **Terms of Reference**

### **1. Compliance and Control**

- 1.1 To review administrative governance and risk management processes and procedures in order to ensure they remain compliant with the Regulations and regulators Code of Practice.
- 1.2 To assist with the development and review the implementation of the Authority's various policy documents and procedures.
- 1.3 To review the actions taken in response from internal and external review agencies (such as Internal and External Audit and the Pensions Ombudsman).

### **2. Administration**

- 2.1 To monitor and review the performance of the Scheme administration from the scheme members' and employers' perspective including making any recommendations for changes to the Pensions Administration strategy.
- 2.2 Assess the quality of service provided by the Pensions administration Service and identify any areas for improvement.

### **3. Communications**

- 3.1 To monitor and make recommendations as appropriate on the means and content of communication with scheme members and employers.
- 3.2 To produce an Annual Report upon the Board's activities to be submitted to the Pensions Authority.

### **4. Budget**

- 4.1 To agree an annual budget for the operation of the Local Pension Board and submit it to the Authority for approval.

### **5. Reporting**

- 5.1 To make such recommendations to the Authority with regard to the matters set out in these Terms of Reference as it sees fit.

# **SOUTH YORKSHIRE LOCAL PENSION BOARD**

**THURSDAY 17 JANUARY 2019 AT 12.30 PM IN MEETING ROOM 11, TOWN HALL,  
BARNSELY, S70 2TA**

## **AGENDA**

	<b>Item</b>	<b>Page</b>
1	Welcome and Apologies	
2	Declarations of Interest	
3	Announcements	
4	Minutes of the meeting held on 4 October 2018	1 - 8
5	Work Programme	9 - 10
6	Local Pension Board Expenditure Monitoring	11 - 12
7	Data Quality and Improvement	13 - 18
8	Border to Coast Pensions Partnership Joint Committee - Scheme Member Representation	19 - 20
9	Administration and Employer Performance	21 - 38
10	Review of Breaches, Complaints and Compliments	39 - 44