

REPORT TO:	Local Pension Board 2 July 2015
AGENDA ITEM:	5
SUBJECT:	Rules of Procedure for the Local Pensions Board
LEAD OFFICER:	Richard Simpson, Assistant Chief Executive and section 151 Officer
CABINET MEMBER:	Not applicable
PERSON LEADING AT THE BOARD MEETING:	Solomon Agutu, Head of Democratic Services and Scrutiny

1. EXECUTIVE SUMMARY

- 1.1 The Pension Board is asked to agree the rules of procedure for the Committee and recommend them to Full Council for adoption and note the Terms of Reference.
- 1.2 The rules of procedure form part of the constitution of the Council. On 25 March 2015 The General Purposes and Audit Committee agreed to establish the Local Pension Board (Minute A23/15) and delegated to the Director of Finance power to finalise the “terms of reference” which probably also meant finalising the Rules of Procedure. Since then the draft Rules of Procedure have been amended and the Board is being asked to recommend their adoption to full council
- 1.3 The Pension Board rules require the Board to agree the dates of all future meetings for the 2015/16 year. In accordance with rule 13 of the Terms of Reference, the Pension Board is now asked to agree the meeting dates for the 2015/16 year.
- 1.4 The Pension Board is further invited to approve the distribution list for agendas to be dispatched in preparation for each meeting.

2. RECOMMENDATION

- 2.1 To agree the rules of procedure and note the Terms of Reference for the Pension Board and to refer to full council for approval. This document is attached as **Appendix A**
- 2.2 To approve the following dates for the 2015/16 schedule of meetings of the Pension Board:
 - 8 October 2015 2pm – 5pm
 - 7 January 2016 2pm – 5pm

- 21 April 2016 2pm – 5pm

2.3 To agree the distribution list. This document is attached as **Appendix B**.

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BACKGROUND DOCUMENTS: None

ATTACHMENTS: Appendix A: Draft Rules of Procedure
Appendix B: Proposed Distribution list