

Report to: **Pension Board**

Date: **4 February 2016**

By: **Assistant Chief Executive**

Title: **Policies of the Administering Authority**

Purpose: **To provide Board members with information on East Sussex County Council policies and procedures regarding conflicts of interest, record keeping/meeting attendance, and data protection and freedom of information**

RECOMMENDATIONS

The Pension Board is recommended to note the information on East Sussex County Council policies and procedures detailed in this report

1. Background

- 1.1 As the East Sussex Local Government Pension Scheme (LGPS) Manager, East Sussex County Council (ESCC) is responsible for determining the responsibilities and functions of the East Sussex Pension Board (PB) in accordance with the requirements of the Public Service Pensions Act (2013).
- 1.2 Details of Pension Board responsibilities and functions are detailed in the ESCC constitution (*Part 3 Table 5*):
<https://new.eastsussex.gov.uk/yourcouncil/about/keydocuments/constitution/> (the section relating to the PB is included as **Appendix 1** to this report).
- 1.3 Responsibilities that are specific to the PB are listed in the relevant section of the ESCC constitution (see above). More generally, members of all ESCC committees, including the PB, are required to abide by the ESCC Code of Conduct for Members. This is set out in *Part 5 Table 1* of the ESCC constitution (see **Appendix 2**). Other general rules and procedures for the conduct of meetings, access to information etc. are detailed in *Parts 4 and 5* of the constitution ('Rules of Procedure' and 'Codes & Protocols') – see the link above.

2. Details

- 2.1 **Conflicts of Interest.** *Part 2* of the ESCC Code of Conduct for Members details how Members should respond to potential conflicts of interest that may arise when particular issues are being considered. PB members are required to act in accordance with this Code.
- 2.2 **Record Keeping/Meeting Attendance.** *Part 4 Table 1* of the ESCC constitution details the 'standing orders' that determine how ESCC committees, sub-committees and other bodies are to conduct their business. Standing Order 7 relates to member attendance at meetings and notes that: "The Assistant Chief Executive shall hold a record of members' attendances at meetings of the County Council, Committees, Sub-Committees and Panels".
- 2.3 **Data Protection and Freedom of Information.** *Part 4 Table 2* of the constitution details ESCC committee procedures regarding public access to information. PB members should also note that the Code of Conduct for Members (point 4.(a)) requires all Members to

maintain the restrictions applying to any confidential information they may have access to –
e.g. confidential committee papers.

3. Conclusion and recommendation

- 3.1 Pension Board members are asked to note ESCC policies and procedures, conflicts of interest, record keeping/meeting attendance, data protection and freedom of information.

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