

# **Council**

## **SUPPLEMENTAL SUMMONS**

**DATE: Thursday 16 January 2020**

**9. PENSION BOARD ANNUAL REPORT 2018/19 (Pages 3 - 12)**

RECOMMENDATION I: Pension Board  
(31 October 2019)

**12. CHANGES TO THE COUNCIL TAX SUPPORT SCHEME (CTS) FOR 2020-21  
(Pages 13 - 16)**

Recommendation I: Cabinet  
(9 January 2020)

**14. HEALTH AND WELLBEING BOARD CHANGES TO TERMS OF REFERENCE  
(Pages 17 - 26)**

Recommendation I: Health and Wellbeing Board  
(14 January 2020)

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**COUNCIL**  
**16 JANUARY 2020**

**PENSION BOARD**  
**RECOMMENDATION**  
**(31 OCTOBER 2019)**

**RECOMMENDATION I**

**PENSION BOARD ANNUAL REPORT**  
**2018/19**

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# **PENSION BOARD**

## **MINUTES**

### **31 OCTOBER 2019**

**Chair:** \* Mr R Harbord

**Board Members:** \* Councillor James Lee Harrow Council, Employer Representative  
\* Gerald Balabanoff (VC) Scheme Members' Representative - Pensioners

**In attendance: (Officers)** Iain Millar Treasury and Pensions Manager

\* Denotes Member present

### **RECOMMENDED ITEMS**

#### **53. Pension Board Draft Annual Report 2018-19**

The Board received a draft from the Director of Finance on the Pension Board's Annual Report, setting out actions taken by the Board in the year to 31 March 2019.

Following comments from Board members, an officer undertook to make changes to the wording on meeting frequency (pp.45/46 of the report), following consultation with the Chair. It was agreed that the amended draft Annual Report be circulated for comments to Board members before referring to Full Council for approval.

**Resolved to RECOMMEND:** That the report be recommended to Council, subject to agreed changes to the wording of the content.

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# LONDON BOROUGH OF HARROW PENSION BOARD

## 2018/19 ANNUAL REVIEW

### Background

The Local Pension Board was set up by 1 April 2015 in accordance with the requirements of the Public Service Pensions Act 2013.

The Council was required to set up a Pension Board with responsibility for assisting it as the administering authority of the Local Government Pension Scheme (LGPS) in relation to the following:

- securing compliance with the LGPS regulations and other legislation relating to the governance and administration of the LGPS;
- securing compliance with requirements imposed in relation to the LGPS by the Pensions Regulator; and
- such other matters as the LGPS regulations may specify.

The Act provides for the membership to be of equal numbers of “employer representatives” and “member representatives”. In addition we have an Independent Member who is currently the Chair of Pension Board.

Harrow Pension Board’s Terms of Reference requires the Board to present a report on its work to the Full Council once a year.

This report covers the work of Pension Board to 31<sup>st</sup> March 2019 and the fourth year of operation of the Harrow Pension Board.

### Meetings

Pension Board meets quarterly and held its first meeting on 25 June 2015. The current Chair, Richard Harbord and Vice Chair, Gerald Balabanoff were appointed at that meeting and has been re-appointed to those posts annually since that date.

There is an expectation from the Pension Regulator that Pension Boards will meet four times a year.

### Role and Terms of Reference

We understand our role and are generally happy with the generic nature of the Terms of Reference. However, our view is that we should meet more than twice a year and that the periods of office of the various members be staggered to avoid the potential loss of too much experience at one time.

We have also requested that the membership of Pension Board is extended to ensure that each meeting is quorate. The current terms of reference make no provision for reserve members.

We have also requested that all reports from Pension Fund Committee including exempt reports be made available for review by Pension Board on a timelier basis.

### Knowledge and Understanding of the Local Government Pension Scheme

To assist in our understanding and to assist in our scrutiny role, we have been provided with a large amount of information about the Scheme, usually with an officer's commentary, including:

- Annual Report and Accounts
- Governance Compliance Statement
- Communication Policy Statement
- Funding Strategy Statement
- Investment Strategy Statement
- Actuarial Valuation Reports from the Fund Actuary
- Pension Fund Risk Register
- Policy for Reporting Breaches of Law
- Investment Manager Internal Control Reports

### Relationship with Pension Fund Committee

At each meeting, the Board have been advised of the agendas of, and decisions taken by, the Pension Fund Committee at its recent meetings. Our views have, in turn, been reported to the Committee. The Board has also been invited to attend the Committee meetings and the training sessions held prior to each meeting.

A recurring theme throughout the year has been legal advice that members of the Board are not entitled to remain at the Committee's meetings when exempt papers are discussed even though Board members are expected to abide by the Council's Code of Conduct.

From 2018-19 Pension Board have been referring Pension Board minutes and recommendations to Pension Fund Committee.



## Annual Report and Financial Statements

We have been invited to consider the Annual Report and Financial Statements for the last three years together with their various attachments and the reports of the Auditor. The areas in which we expressed particular interest have been:

- Actuarial assumptions and actuarial valuation results
- Employer contributions
- The prospect of the funding deficit being recovered in 20 years
- The performance of the Fund and the way it is discussed in reports to facilitate the scrutiny process
- The effectiveness of investment managers internal controls
- Local Government Pension Scheme Pooling Arrangements through the London Collective Investment Vehicle (LCIV)
- Pension Fund Bank Account segregation and control of funds

We have received reports and presentations from the Actuary and from the London Collective Investment Pooling arrangements and a presentation from the Pension Regulator on the role of the Pension Regulator and pension scheme governance best practice.

## Investment and Management Expenses

We reviewed in detail the management expenses of the Fund and requested benchmarking details.

## Benchmarking and key performance indicators

We have shown particular interest in benchmarking and key performance indicators.

Traditionally, reliable benchmarking and comparison information covering all administering authorities has not been available. However, recent Government requirements in the context of the pooling arrangements have necessitated the provision of relatively consistent information from all administering authorities

We have also asked for refinement to pension administration reporting to better understand performance against key performance indicators. KPI's have been considered as a standing item since June 2017. Pension Board receives confirmation of breaches of law and has been assured that annual benefit statements are issued on time.

## Environmental, Social and Governance Issues (ESG)

The Board supports the Committee's stance in expecting fund managers to adopt appropriate codes of practice and that they are required to provide an explanation when they do not. We have also requested information on the LCIV approach to ESG

## **Training**

Pension Board has requested further trainings to cover the following:

- Governance and Key Legislation
- Actuarial and Funding Matters
- Investment and LGPS Pooling
- A presentation from the Pension Regulator on the role of the Pension Regulator and pension scheme governance best practice.

## **Conclusion**

The regulations governing Pension Boards were contained in the 2015 Regulations (SI2015/57)

The main provisions are:

“(1) Each administering authority shall no later than 1st April 2015 establish a pension board (“a local pension board”) responsible for assisting it -  
(a) to secure compliance with -

(i) these Regulations,

(ii) any other legislation relating to the governance and administration of the Scheme and any connected scheme, and

(iii) any requirements imposed by the Pensions Regulator in relation to the Scheme and any connected scheme; and

(b) to ensure the effective and efficient governance and administration of the Scheme and any connected scheme.

Essentially the role of the Pension Board is one of Scrutiny and our role is wholly advisory.

Pension Board is struggling to fulfil its role because of the problems to date in recruiting and retaining Board Members .Pension Board has recommended that its Terms of Reference are amended to increase Board representation to ensure that each meeting is quorate.

The fourth year has been one of further training, understanding the role and scrutinising the arrangements for the actuarial valuation and areas of key interest such as management fees internal control reporting, compliance with external audit recommendations and maintaining good pension administration performance.

The Board looks forward to consolidating performance in the current year and developing its role as an effective body for scrutiny and improvement.

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**COUNCIL  
16 JANUARY 2020**

**CABINET  
RECOMMENDATION  
(9 JANUARY 2020)**

**RECOMMENDATION I**

**CHANGES TO THE COUNCIL TAX  
SUPPORT SCHEME (CTS) FOR 2020-  
21**

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# CABINET

## 9 JANUARY 2020

Record of decisions taken at the meeting held on Thursday 9 January 2020.

**Present:**

**Chair:** \* Councillor Graham Henson

**Councillors:** \* Sue Anderson \* Varsha Parmar  
\* Simon Brown \* Christine Robson  
† Keith Ferry \* Krishna Suresh  
\* Phillip O'Dell \* Adam Swersky

**Non-Executive Cabinet Member:** \* Antonio Weiss

**Non-Executive Voluntary Sector Representative:** \* John Higgins

**In attendance:** Richard Almond Minute 264  
Marilyn Ashton  
Camilla Bath  
Jean Lammiman  
Paul Osborn

\* Denotes Member present

† Denotes apologies received

### RECOMMENDED ITEMS

**267. Changes to the Council Tax Support Scheme (CTS) for 2020-21**

**Resolved to RECOMMEND:** (to Council)

That

- (1) the proposed income banded scheme for Council Tax Support claimants in receipt of Universal Credit for the financial year 2020/21 and beyond subject to annual review be approved;
- (2) the existing Council Tax Support Scheme be retained for all other claimants not in receipt of UC until the rollout of Universal Credit in Harrow was complete;
- (3) the proposed income banded scheme should also benefit from £400k of extra investment.

*[Call in does not apply to the decisions above as they are reserved to full Council].*

**RESOLVED:** That the Council Tax Exceptional Hardship Policy, as set out at appendix E to the report, be approved.

**Reason for Decision:** The Council had carried out a wide consultation to ensure that residents within Harrow were given the opportunity to give their views and help shape a future Council Tax Support Scheme. Feedback from the consultation had informed the recommendation to Cabinet.

**Alternative Options Considered and Rejected:** As set out in the report.

**Conflict of Interest relating to the matter declared by Cabinet Member/Dispensation Granted:** None.



**COUNCIL**  
**16 JANUARY 2020**

**HEALTH AND WELLBEING BOARD**  
**RECOMMENDATION**  
**(14 JANUARY 2020)**

**RECOMMENDATION I**

**HEALTH AND WELLBEING BOARD**  
**CHANGES TO TERMS OF REFERENCE**

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# HEALTH AND WELLBEING BOARD MINUTES

## 14 JANUARY 2020

|                            |                                 |                                     |                                |
|----------------------------|---------------------------------|-------------------------------------|--------------------------------|
| <b>Chair:</b>              | * Councillor Graham Henson      |                                     |                                |
| <b>Board Members:</b>      | * Councillor Simon Brown        |                                     |                                |
|                            | * Councillor Janet Mote         |                                     |                                |
|                            | * Councillor Christine Robson   |                                     |                                |
|                            | * Councillor Krishna Suresh (3) |                                     |                                |
|                            | * Dr Genevieve Small (VC)       | Chair, Clinical Commissioning Group |                                |
|                            | * Marie Pate                    | Healthwatch Harrow                  |                                |
|                            | * Javina Sehgal                 | Harrow Clinical Commissioning Group |                                |
|                            | * Dr Muhammad Shahzad           | Clinical Commissioning Group        |                                |
| <b>Non Voting Members:</b> | † Carole Furlong                | Director of Public Health           | Harrow Council                 |
|                            | * Paul Hewitt                   | Corporate Director, People          | Harrow Council                 |
|                            | * John Higgins                  | Voluntary Sector Representative     | Voluntary and Community Sector |
|                            | Chief Superintendent Sara Leach | Harrow, Brent & Barnet Police       | Metropolitan Police Service    |
|                            | *Chris Miller                   | Chair, Harrow Safeguarding Boards   | Harrow Council                 |
|                            | *Angela Morris                  | Director of Adult                   | Harrow Council                 |

- \* Denotes Member present
- (3), Denote category of Reserve Members
- † Denotes apologies received

## RECOMMENDED ITEMS

### 99. Health and Wellbeing Board Revised Terms of Reference

The Board considered a report on proposed amendments to its terms of reference. The Corporate Director People informed the Board that the changes had arisen from discussions at the Executive Board and Partnership Boards with regard to the purpose of the Board within the Integrated Care Partnership (ICP). The changes included confirmation that the Board did not perform a scrutiny function and emphasised the expectation that partners would be invited routinely.

The Board confirmed the view of the Healthwatch Harrow representative that the key responsibility 'To have a role in agreeing the commissioning arrangements for local Healthwatch.' had not taken place and agreed to its deletion from the terms of reference.

Resolved to **RECOMMEND** (to Council):

That the amended terms of reference be adopted.

# TERMS OF REFERENCE

## COUNCIL

### HEALTH AND WELLBEING BOARD

#### 1. **Accountability**

The Health and Wellbeing Board is set up in accordance with section 102 of the Health and Social Care Act 2012. The Council can choose to delegate decision making powers to the Health and Wellbeing Board. Any recommendations are subject to the agreement of the Leader of the Council if they are not covered by the delegated authority.

Members of the Board will be required to abide by the Code of Conduct.

#### 2. **Purpose of the Board**

2.1. The Government proposes that statutory health and wellbeing boards will have 3 main functions:

- to assess the needs of the local population and lead the statutory joint strategic needs assessment
- to promote integration and partnership across areas, including through promoting joined up commissioning plans across NHS, social care and public health
- to support joint commissioning and pooled arrangements, where all parties agree this makes sense

The Board will cover both adult and children's issues.

2.2. The purpose of the Board is to improve health and wellbeing for the residents of Harrow and reduce inequalities in outcomes. The Board will hold partner agencies to account for delivering improvements to the provision of health, adult and children's services social care and housing services.

2.2.2.3. Scrutiny of the Board's activities will be performed by the Council's Health Scrutiny Committee

#### 3. **Key Responsibilities**

3.1. The key responsibilities of the Health and Wellbeing Board shall be:

3.1.1. To agree health and wellbeing priorities for Harrow

3.1.2. To develop the joint strategic needs assessment

3.1.3. To develop a joint health and wellbeing strategy

3.1.4. To promote joint commissioning

3.1.5. To ensure that Harrow Council and the CCG commissioning plans have had sufficient regard to the Joint Health and Wellbeing strategy

~~3.1.6. To have a role in agreeing the commissioning arrangements for local Healthwatch~~

~~3.1.7.~~3.1.6. To consider how to best use the totality of resources available for health and wellbeing.

~~3.1.8.~~3.1.7. To oversee the quality of commissioned health services

~~3.1.9.~~3.1.8. To provide a forum for public accountability of NHS, public health, social care and other health and wellbeing services

~~3.1.10.~~3.1.9. To monitor the outcomes of the public health framework, social care framework and NHS framework introduced from April 2013)

~~3.1.11.~~3.1.10. To authorise Harrow's Clinical Commissioning Group annual assessment

~~3.1.12.~~3.1.11. To produce a Pharmaceutical Needs Assessment and revise every three years

~~3.1.13.~~3.1.12. Undertake additional responsibilities as delegated by the local authority or the Clinical Commissioning Group e.g. considering wider health determinants such as housing, or be the vehicle for lead commissioning of learning disabilities services.

#### 4. Membership

4.1. The Chair of the Board will be the Leader of Harrow Council; or a nominated deputy.

4.2. The voting membership will be:

- Members of the Council nominated by the Leader of the Council (5)
- Chair of the Harrow Clinical Commissioning Group (vice chair)
- GP representative of the Harrow Clinical Commissioning Group
- A further representative of the Harrow Clinical Commissioning Group
- CCG Accountable Officer or nominee
- Representative of Healthwatch Harrow

4.3. The following Advisors will be non-voting members:

- Director of Public Health
- Chief Officer, Voluntary and Community Sector
- Senior Officer of Harrow Police
- Chair of the Harrow Safeguarding Children and Adult Board
- Chief Operating Officer – CCG
- Corporate Director, People
- Director Adult Social Services

4.4. The voluntary and community sector representative shall be nominated by the Voluntary Community Sector Forum on an annual basis.

4.5. Members are appointed annually. Members of the Board shall each name a reserve who will have the authority to make decisions in the event that they are unable to attend a meeting.

4.6. Board members shall sign a register of attendance at each meeting and should not normally miss more than one meeting within a financial year.

4.7. The chair of the Clinical Commissioning Group will serve as the vice chair of the Health and Wellbeing Board.

4.8. Key providers in Harrow will be invited to attend meetings as required depending on the subject under discussion.

4.9. Other agencies and organisations will be invited as the Integrated Care Partnership (ICP) develops to enable good outcomes to be delivered for Harrow citizens

#### **4.8.4.10. Participation of the NHS England**

4.8.1.4.10.1. NHS England must appoint a representative to join Harrow's Health and Wellbeing Board for the purpose of participating in the Boards preparation of the JSNA and JHWS.

4.8.2.4.10.2. The Health and Wellbeing Board can request the participation of the NHS England representative when

the Health and Wellbeing Board is considering a matter that relates to the exercise or proposed exercise of the commissioning functions of NHS England in relation to Harrow.

#### **4.9.4.11. Meeting Frequency**

4.9.1.4.11.1. The Board shall meet bi monthly subject to review

4.9.2.4.11.2. An extraordinary meeting will be called when the Chair considers this necessary and/or in the circumstances where the Chair receives a request in writing by 50% of the voting membership of the Board

#### **4.10.4.12. Health and Wellbeing Board Executive**

4.10.1.4.12.1. The purpose of the Health and Wellbeing Board Executive is to:

- Develop and deliver a programme of work based on the Joint Commissioning priorities and the Joint Health and Wellbeing Strategy
- Shape future years joint commissioning
- Shape the agenda for future HWB meetings
- Engage and understand the views of different organisations (including providers)
- Bring together a collective view of partners and providers to the bi-monthly Health and Wellbeing Board
- Share Commissioning Intentions and common priorities
- Govern and quality assure the Health and Wellbeing Board work programme
- Be aware and discuss emerging policy and strategy
- Problem Solving

4.10.2.4.12.2. The meetings of the Executive will be scheduled to meet before the Board.

4.10.3.4.12.3. Membership will consist of senior representatives from both the Council and Clinical Commissioning Group, including the Directors of Adults, Children's, and Public Health services, the Chair of Harrow Clinical Commissioning Group, Accountable Officer, Chief Operating Officer, GP Clinical Directors, and finance officers.



~~4.10.4.4.12.4.~~ The chairing of the Executive will alternate between the council's Corporate Director of People Services and the Chief Operating Officer, Harrow CCG.

#### **4.11.4.13. Local Safeguarding Boards**

~~4.11.1.4.13.1.~~ The Council's two Local Safeguarding Boards have a horizontal link to the Health and Wellbeing Board and include:

~~4.11.1.1.4.13.1.1.~~ Local Safeguarding Adults Board

~~4.11.1.2.4.13.1.2.~~ Harrow Local Children's Safeguarding Board

#### **4.12.4.14. Conduct of Meetings**

~~4.12.1.4.14.1.~~ Meetings of the Board will be held in public except where the public are excluded from the meeting by resolution in accordance with Access to Information Act.

~~4.12.2.4.14.2.~~ The quorum of the Board shall be 50% of the voting membership – however there must be attendance of at least one voting member from both the Council and the Clinical Commissioning Group. Should the quorum not be secured the meeting will not take place.

~~4.12.3.4.14.3.~~ Decisions shall be made on the basis of a show of hands of a majority of voting members present. The Chair will have a second or casting vote.

~~4.12.4.4.14.4.~~ Each meeting will have provision for the public to ask questions. There will be a total limit of 15 minutes for the asking and answering of public questions.

~~4.12.5.4.14.5.~~ Harrow Council Democratic Services will service the meetings including the preparation and circulation of agenda and the production of minutes.

~~4.12.6.4.14.6.~~ Minutes of the meetings will be available on the website of the council.

~~4.12.7.4.14.7.~~ The Chair shall sign off the minutes as a true and accurate record of the meeting.

~~4.12.8.4.14.8.~~ Agendas and supporting papers will be available on the website of the council at least five working days before the meeting.

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