



Date of Committee Meeting	30 March 2022
Title of Committee Report	Pensions Administration Report from 1 October to 31 December 2021
Relevant Section of the Admin	URGENT DECISIONS
Authority Constitution	• The Chair, Vice Chair or nominated person in consultation with the Director of Pensions shall be able to
(Taken from Pension Committee	exercise the powers of the Committee in any matter of immediate urgency which cannot wait until the next
Terms of Reference)	meeting. Decisions made under this provision will be reported to the next available meeting of the
	Committee.
Background to Decision	Each quarter, the Fund produces a Pension Administration Report to update on the activity and performance of the pension administration consists that the Fund provides. The consists covers ampleyer, systemer and
	of the pension administration service that the Fund provides. The service covers employer, customer and member services, data processing, benefit operations, payroll and systems/technical support.
	member services, data processing, serient operations, payron and systems, teenmear support.
	Where required, the report details any applications that have been received from employers who wish to join
	the scheme during the reporting period and also outlines write-off policy decisions that are required in line with
	the debt recovery policy.
	The south off maline decisions relate to ease subscribe manifes have been accomplished to record to
	The write-off policy decisions relate to cases whereby pension benefits have been overpaid to members (generally as a result of late notification of the death of a member) and after following the debt recovery policy
	become uneconomical to pursue or that the estate has insufficient funds to recover.
Reason the decision cannot be	The meeting held on 30 March 2022 was not quorate, therefore, it is deemed necessary to seek an urgent
determined at Committee	decision on the employer applications as received by the Fund to join the scheme and to accept the write-off
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	policy decisions to allow for continued operation of the Fund until such time as a rescheduled meeting may take place. A report will be presented to committee at its next scheduled meeting to confirm the decision being taken.
Committee Report	Appended to this notice
Action undertaken to determine decision (including advice taken, meetings held, etc.)	The report appended to this notice was presented to and discussed at the inquorate meeting held on 30 March 2022. The report was also published online on modern.gov in accordance with statutory timescales and circulated to all Committee members.
, ,	Six elected Councillors including the Chair and Vice Chair attended the meeting in person where the report was discussed, whilst a further six dialled in and attended virtually. In accordance with regulations virtual attendees do not count towards the quorum. Members attending online are permitted to partake in discussion but are not permitted to vote.
	No objections were raised from the Committee members in attendance (in person or online).
Urgent Decision Process Approval	Following discussion, the Chair and Vice Chair concluded that the decision
	*was urgent and determined the recommendations agreed
	*delete as appropriate
Recommendations outlined by Officers	To approve the eight applications for admission from employers to the Fund as detailed in section 9 of the report





	2. To approve the write-offs detailed in section 11 of the report.
Decision taken under urgent	*To approve the recommendations
powers	
	*delete as appropriate

Date Completed	07/04/22
Signed by Chair of Pensions Committee	
Signed by Vice Chair of Pensions Committee	
Signed by Director of Pensions	





Signed by relevant Head of Service	