

**Urgent Decision Record**

Date of Committee Meeting	22 March 2023
Title of Committee Report	Pensions Administration Report from 30 September 2022 to 31 December 2022
Relevant Section of the Admin Authority Constitution (Taken from Pension Committee Terms of Reference)	<p><b>URGENT DECISIONS</b></p> <ul style="list-style-type: none"> <li>The Chair or nominated person in consultation with the Executive Director of Pensions shall be able to exercise the powers of the Committee in any matter of immediate urgency which cannot wait until the next meeting. Decisions made under this provision will be reported to the next available meeting of the Committee.</li> </ul>
Background to Decision	<p>Each quarter, the Fund produces a Pension Administration Report to update on the activity and performance 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.</p> <p>Where required, the report details any applications that have been received from employers who wish to join the scheme during the reporting period.</p>
Reason the decision cannot be determined at Committee	<p>The meeting held on 22 March 2023 was not quorate, therefore, it is deemed necessary to seek an urgent decision on the employer applications as received by the Fund to join the scheme to allow for continued operation of the Fund until such time as a rescheduled meeting may take place.</p> <p>A report will be presented to Committee at its next scheduled meeting to confirm the decision being taken.</p>
Committee Report	Appended to this notice

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<p>Action undertaken to determine decision (including advice taken, meetings held, etc.)</p>	<p>The report appended to this notice was presented to and discussed at the inquorate meeting held on 22 March 2023. The report was also published online on modern.gov in accordance with statutory timescales and circulated to all Committee members.</p> <p>Nine Councillors including the Chair attended the meeting in person where the report was discussed.</p> <p>No objections were raised from the Committee members in attendance.</p>
<p>Urgent Decision Process Approval</p>	<p>Following discussion, the Chair concluded that the decision</p> <p>* was urgent and determined the recommendations agreed</p> <p>* <del>was not urgent and directed the decision to be taken at the next available Committee meeting.</del></p> <p>* delete as appropriate</p>
<p>Recommendations outlined by Officers</p>	<p>To approve the 8 applications for admission from employers to the Fund as detailed in section 9 of the report</p>
<p>Decision taken under urgent powers</p>	<p>* To approve the recommendations</p> <p>* <del>To not approve the recommendations</del></p> <p>* delete as appropriate</p>

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Date Completed	22.03.2023
Signed by Chair of Pensions Committee	[Redacted]
Signed by Executive Director of Pensions	[Redacted]
Signed by relevant Head of Service	[Redacted]

