

Urgent Decision Record

Date of Committee Meeting	15 December 2021
Title of Committee Report	Governance and Assurance

Relevant Section of the Admin Authority Constitution (Taken from Pension Committee Terms of Reference)	<p>Pensions Committee Terms of Reference - Urgent Decision of Pension Committee</p> <p>URGENT DECISIONS</p> <ul style="list-style-type: none"> • The Chair, Vice Chair or nominated person in consultation with the 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. Decision made under this provision will be reported to the next available meeting of the Committee.
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Background to Decision	<p>The West Midlands Pension Committee Membership consists of 10 Wolverhampton elected councillors (as the Administering Authority), together with invited members from across the Metropolitan District Authorities of the West Midlands region who all participate as voting members and four Trade Union representatives who sit on the Committee as observers. Quorum for the committee is determined by the committee and should be of a number that enables effective decision making across the represented membership.</p> <p>During the pandemic rules on face to face meetings were relaxed at a national level to enable those attending virtually to be included in the quorum for attendance, enabling the effective decision of matters being presented at a time when management of the pandemic was a priority.</p> <p>Following the relaxation of lockdown, Government did not extend the interim arrangements to allow S101 meetings of local authorities to meet virtually, instead reverting to the requirement for them to be held in person.</p>
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	<p>The quorum for the pension committee (requiring attendance in person), currently stands at nine. Quorum for regulatory committees across Wolverhampton Council and other regional committees in the West Midlands stands at circa 20% of total membership. It is therefore proposed to reduce the quorum for pension committee to reflect arrangements across the Council's other committees and to support the effective decision making process.</p> <p>It is proposed that the quorum should be reduced to 5, to include at least 1 elected member from the City of Wolverhampton Council and one Metropolitan District Representative. Members of the Committee who do not attend the meeting in person will still have the option to join virtually and participate in the discussion.</p>
Reason the decision cannot be determined at Committee	<p>Due to the Covid-19 pandemic, increasing case numbers and concerns with regards to the spread of variants it is deemed necessary to seek urgent decision to reduce the Pensions Committee's Quorum in advance of the next meeting on 15 December 2021. This will allow the Committee to continue to hold quorate meetings and support effective decision making whilst also protecting committee members.</p> <p>A report will be presented to committee at it's next scheduled meeting to confirm the decision being taken.</p>
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Action undertaken to determine decision (including advice taken, meetings held, etc.)	A review of quorum requirements for Wolverhampton Regulatory committees has been undertaken to determine minimum attendance requirements, together with benchmarking of peer LGPS Funds.
Urgent Decision Process Approval	Following discussion, the Chair and Vice Chair concluded that the decision was urgent and determined the recommendations agreed.

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Recommendations outlined by Officers	To approve: a. The changes to the Committee's Quorum
Decision taken under urgent powers	To approve the recommendations

Date Completed	6 December 2021
Signed by Chair of Pensions Committee	<i>Milkinder Jaspel</i>
Signed by Vice Chair of Pensions Committee	<i>L. Coltriggwood</i>
Signed by Director of Pensions	<i>M. Lambert</i>
Signed by relevant Head of Service	<i>Rachel Howe</i>