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PRIVATE & CONFIDENTIAL

Mr Michael Burton
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*By recorded delivery and email to
Michael.burton@thepensionsregulator.gov.uk*

22 November 2017

Dear Mr Burton

Re: Local Government Pension Scheme – London Borough of Barnet Superannuation Scheme

Further to my letter to you of 21 November I am pleased to write to you with responses to the outstanding queries contained in your letter of 31 October 2017. I omitted to attach performance reports in response to one of your queries and these are now included with this letter (*by email in a zip file and hard copy by recorded delivery*).

The Position Moving Forward

tPR Query	Scheme Manager Response
Confirm who – both name and role – is present for the quarterly governance meetings referred to in the current risk register as part of risk PB003. Please also provide the terms of reference for this body and details as to how it interacts with the Pension Board and/or Pension Fund Committee	With effect from 1 October 2017 the governance meetings have been moved to monthly and are attended by the following: <ul style="list-style-type: none">- LBB Strategic HR Lead, Natasha Edmunds- LBB Strategic Lead Commercial, Elaine Tuck- Capita HR Business Manager, Audrey Weightman- Capita Head of Public Sector Pensions, Paul James- Capita Employee Benefits Business Assurance Manager, Christopher Dixon- Capita HR Operations Director, Lucy Bailey Terms of reference are being finalised to include clarity of roles and responsibilities for group members. The meetings entail reviewing performance in the preceding

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	<p>period, reviewing upcoming events on the scheme calendar, reviewing progress against the Service Improvement Plan and reviewing and updating risks on the risk register.</p> <p>The meetings review and agree reports that are then addressed at the Pension Board meetings alongside the Service Improvement Plan. A meeting of the Pension Board is due to take place on 29 November 2017 and a link to the Board papers (which includes performance reports and the Service Improvement Plan) is provided here:</p> <p>http://barnet.moderngov.co.uk/documents/g9339/Public%20reports%20pack%2029th-Nov-2017%2019.00%20Local%20Pension%20Board.pdf?T=10</p>
Provide minutes from the quarterly governance meetings for the past 12 months, or since the meetings began if less than 12 months	Previous meetings have not been formally minuted. For future meetings actions will be recorded and circulated to attendees to ensure progress is tracked.
Confirm who is responsible for providing reports from the quarterly governance meetings to the Pension Fund Committee and/or the Pension Board, and whether that is detailed in a terms of reference for the meetings. If so, please provide a copy of the same	The Capita Head of Public Sector Pension is responsible for producing reports arising from the (now monthly) governance meetings, these reports are reviewed at the meetings prior to quality assurance by the Strategic HR Lead and then sign off by the Scheme Manager. As above Terms of Reference are currently being finalised.
Provide a copy of the monthly performance reports for the last 12 months, or since they were first created if less than 12 months ago.	<p>Please see attachments for copies of all reports from May 2017 to October 2017.</p> <p><i>These were omitted from the response provided on 21 November and are now included (by email in a zip file attachment and hard copy by recorded delivery)</i></p>
Confirm how the Quarterly Service Pension Service Meeting's review of the interaction between the Pension Board and Pension Fund Committee came into being; when the review commenced; the progress made to date; and the timeline for implementing any recommended actions, providing copies of relevant documentation	From the beginning of October 2017 the Assistant Chief Executive assumed responsibility as the lead officer for pension administration and for the Pension Board. As part of his new responsibilities he asked officers to review the interaction between the Pension Board and the Pension Committee, seeking a meeting with the two Chairmen to ensure there was clarity of roles and responsibilities, including statutory functions, between the two governance bodies. It subsequently became clear that officers had already been working (since September 2017) to establish the clarity being sought by

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	<p>the Assistant Chief Executive, however this action arose out of a desire for best practice and compliance with regulatory compliance rather than an issue raised through the quarterly pension service review meetings. As a result of the review and with the agreement of the two Chairmen it was agreed that the Pension Board would lead on the monitoring of the administration contract, that the two chairmen would have a call after each Board meeting, that the Chair of the Board was welcome to attend any Committee meeting to discuss concerns or recommendations (including to present the Board's annual report) and the Chair of the Committee was available to attend the Board should his presence be required. In addition Pension Board membership is being increased to provide greater scrutiny of Pension Fund administration. The above changes are being discussed at the forthcoming meeting of the Pension Board on 29 November 2017. A link to the relevant Pension Board report outlining the above is provided here: https://barnetintranet.moderngov.co.uk/documents/s43643/Local%20Pension%20Board%20Update%20Report.pdf</p>
<p>Clarify when the new generic mailbox will be established and, aside from the Regulator, who will be informed of its existence and, if not clear, what other purpose it will be used for</p> <p>Implementation date added</p>	<p>The generic mail box is being created to enable prompt identification of issues raised by the Regulator. As part of the Service Improvement Plan there is a requirement to develop and implement a comprehensive communications strategy. The communications strategy is in the process of being developed and it is envisaged that part of the strategy will include use of various channels (including the mailbox) for relevant stakeholders to assist with communications, engagement, notifications etc.</p> <p>The generic mailbox was established on 12 September 2017</p>
<p>Tell the Regulator when the annual data improvement programme started and detail how it is different from the plans/procedures previously in place</p>	<p>The annual data improvement programme forms part of the Service Improvement Plan. This is the first time that the Scheme has put formal data improvement plans in place. In September 2017 a review was completed to score Scheme data against tPR Common Data requirements. Discussions are currently underway between the Council and Capita on the detailed scope and next steps for data improvement and it is anticipated these will be agreed to enable the Conditional Data Analysis review to be able to be undertaken and reported by the end of January 2018. On completion of the review</p>

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	a formal timeline will be agreed around data rectification requirements and associated data improvement.

Pension Board Training

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Please provide a copy of the training programme for the Barnett Waddingham seminar(s)	<p>Please see attached zip file</p> <p>The zip file contains the slides used for officer training which was attended by the Head of Treasury and Pensions and the Governance Team Leader</p> <p>Should the regulator require sight of the slide materials for the members' seminar the Council can contact Barnett Waddingham to source the materials.</p>
Provide a copy of the training programme provided by CSG and Capita	Please see attached zip file

I trust the above provides the answers to the outstanding queries, and please do not hesitate to contact me or my colleague, Natasha Edmunds, Strategic HR Lead, should you have any questions on the information contained in this letter.

Yours sincerely,

Stephen Evans
Assistant Chief Executive