



ACCESS JOINT COMMITTEE

MINUTES of a meeting of the ACCESS Joint Committee held at Committee Room 1 - Camden Town Hall on Monday, 12th March, 2018.

PRESENT: Cllr A Reid (Chairman), Cllr R Stogdon (Vice-Chairman), Cllr S Barker, Mr N Chard (substituting for Mr C Simkins), Cllr V Churchman (substituting for Cllr A Axford), Cllr T Rogers, Mr J Hunt, Cllr M Kemp-Gee, Cllr G Lawman, Cllr D Williams.

ALSO PRESENT: John Wright (Hymans)

OFFICERS: Andrew Boutflower, Glenn Cossey, Paul Finbow, Nicola Mark, Kevin McDonald, John Shepherd, Jo Thistlewood, Patrick Towey, Nick Vickers, Mark Whitby, Rachael Wood, Denise Fitch and Anna Taylor

UNRESTRICTED ITEMS

60. Apologies.
(Item. 1)

Apologies were received from Cllr Jordan (Norfolk CC).

61. Declaration of interests in items on the agenda.
(Item. 2)

Rachael Wood made the Committee aware that her husband worked for the East Sussex Pension Fund.

62. Minutes of the meeting held on 29 January 2018.
(Item. 3)

RESOLVED that the open minutes be approved as a correct record and signed by the Chairman.

63. Motion to Exclude the Press and Public.
(Item. 4)

RESOLVED that, under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

RESTRICTED ITEMS

64. Exempt Minutes of the meeting held on 29 January 2018.
(Item. 5)

RESOLVED that the exempt minutes be approved as a correct record and signed by the Chairman.

65. ACCESS Communications update.
(Item. 6)

(1) Nicola Mark (Norfolk) updated the Joint Committee on interim ACCESS communications arrangements prior to the agreement and resourcing of a full communications policy and strategy.

RESOLVED that the update on ACCESS interim communications arrangements be noted.

66. Operator Establishment and Sub-Fund Implementation.
(Item. 7)

(Peter Hugh-Smith, Karl Midl and Denise Jones from LiNK Fund Solutions all attended the meeting for this item)

(1) Andrew Boutflower (Hants) updated the Joint Committee on the progress of finalising ACCESS' Operator Agreement with LiNK and the establishment of its ACS and sub-funds.

(2) Members discussed the timetable for engaging with LiNK and for submission to the Ministry of Housing, Communities and Local Government (MHCLG).

(3) The representatives from LiNK Fund Solutions presented to Members and answered questions and noted comments from Members. Members of the Committee would be invited to comment on the LiNK Prospectus whilst acknowledging that LiNK had ownership of this document.

(4) There would be an update on progress made by LiNK at the additional meeting.

RESOLVED that;

(a) approval of the voting guidelines for the ACCESS sub-funds be delegated to Andrew Boutflower in consultation with the Chairman and Vice-Chairman of the ACCESS Joint Committee.

(b) the remainder of the report, including the dating of the Operator Agreement with Link, the progress in the creation of ACCESS' ACS and sub-funds and the delay to the sub-fund application and launch be noted.

67. Governance update
(Item. 8)

- (1) Nicola Mark (Norfolk) and Barry Mack (Muse Advisory) updated the Joint Committee on the work done by Muse and the Governance Working Group.
- (2) Members discussed a meeting held with Section 151 Officers and suggested that the S151 Officers for ACCESS authorities be added to the distribution list for Joint Committee Papers.
- (3) Members requested that an update on progress with the governance arrangements be submitted to the next meeting.

RESOLVED that;

- (a) the “Statement of Purpose” and the draft contents for the Governance Manual be approved
- (b) the update from Muse be noted
- (c) an additional meeting of the Joint Committee be held in 6 weeks’ time.

68. Work Plan, Resourcing and Risks.
(Item. 9)

- (1) Mark Whitby (Northamptonshire) updated the Committee on the status of the Establishment Phase work plan along with the associated resourcing and project risk implications.
- (2) At Members’ request the list of officers and their roles would be put on the restricted part of the ACCESS website for reference.
- (3) Officers undertook to provide an update on progress with Phase 2 at the next meeting.

RESOLVED that;

- (a) the progress against the work plan and the resourcing and risk implications be noted
- (b) the 2017-18 updated budget be approved.

69. Passive Management transition
(Item. 10)

- (1) Patrick Towey (Hertfordshire) updated Members on the UBS issues.

RESOLVED that the verbal update be noted.

70. Items for information or advice from the Committee.

(Item. 11)

(1) Kevin McDonald (Essex) updated Members on the MHCLG Spring Progress Report.

RESOLVED that the verbal update be noted.

71. Date of next meeting.

(Item. 12)

(1) Members considered calling, in addition to the programmed meeting which was scheduled for 11 June 2018, an interim meeting to be held during w/c 23 April to update the Joint Committee on;

- a. Governance
- b. LiNK
- c. Phase 2

RESOLVED that an interim meeting be held during the week commencing 23 April 2018.

(Post meeting note – the interim meeting of the Joint Committee will be held on Thursday 26 April 2018)