

## Governance update



### Joint Committee

**Date: 9 September 2019**

**Report by: Officer Working Group**

<b>Subject:</b>	<b>ACCESS Governance update</b>
<b>Purpose of the Report:</b>	The purpose of this paper is to update the Joint Committee (JC) on the progress of the Phase 3 Governance work, outlined to the Joint Committee at their meeting of 11 June 2019
<b>Recommendations:</b>	<p>The Joint Committee is invited to:</p> <ul style="list-style-type: none"><li>• note the revised timetable for completion of phase 3 governance deliverables</li></ul>
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## **1. Purpose**

- 1.1. The purpose of this paper is to update the Joint Committee (JC) on the progress of the Phase 3 Governance work, outlined to the JC at their meeting of 11 June 2019, and the subsequent associated extension of timescales for the delivery of this work.

## **2. Background**

- 2.1. In June 2018 the JC agreed to Phase 3 of the Governance Workstream, which included reviewing the Inter Authority Agreement (IAA) alongside the completion of the Governance Manual, with a primary focus on ensuring consistency and clarity.
- 2.2. In September associated costs for this area of work was presented to the JC and it was agreed to include in the budget plan.
- 2.3. Following an initial meeting with the Section 151 Officers on 12 December 2018, there was a further meeting on 25 January 2019 where governance documents were discussed in detail.
- 2.4. At the meeting on 25 January 2019, a number of amendments were agreed with the Section 151 Officers and these were further discussed at their meeting on 15 March.
- 2.5. At the JC meetings on 18 March and 11 June, the Committee were advised of the timetable and next steps for the finalisation of the key governance documents.

## **3. Progress since Joint Committee meeting on 11 June 2019**

- 3.1. Following the JC meeting on 11 June, a webinar took place with Monitoring Officers (12 June).
- 3.2. The webinar was hosted by Squire Patton Boggs and explained the rationale behind the changes made to the IAA. It also introduced the governance manual and its purpose.
- 3.3. Engagement was good with the majority of Authorities represented by their Monitoring Officer.
- 3.4. Following the webinar, Monitoring Officers were asked to provide feedback on the IAA.
- 3.5. Much of feedback was minor, but there were more significant amends raised by some of the Monitoring Officers. These require consideration by officers and a possible re-circulation of the IAA to the Monitoring Officers for final approval. A copy of the current draft can be circulated on request.
- 3.6. As a result of the ongoing engagement with Monitoring Officers, the original timetable for the execution of the IAA has been delayed and this is now expected to commence at the end of September. The revised timetable is shown below.

#### 4. Revised timetable for completion of the IAA review and finalisation of the Governance Manual

Shaded items are completed

Task	Date	Responsible party(ies)
S151 Officer meeting – revised ToR's discussed	15 <sup>th</sup> March	Section 151 Officers
Revised ToR's, revised IAA and governance manual finalised in draft and reviewed by GSG	w/c 8 <sup>th</sup> April	Squire Patton Boggs ACCESS Officers
Revised ToR's, revised IAA and governance manual issued to OWG for review & comment	w/c 15 <sup>th</sup> April	ACCESS Officers
OWG meeting – feedback taken from OWG on governance documents	25 <sup>th</sup> April	ACCESS Officers
Governance Sub-Group Meeting – final drafts revised; any required amends made	w/c 29 <sup>th</sup> April	Squire Patton Boggs ACCESS Officers
Email issued to Monitoring Officers outlining next steps	w/c 13 <sup>th</sup> May	ACCESS Officers
Governance report issued to Joint Committee; along with draft governance documents	4 <sup>th</sup> June 2019	ACCESS Officers
Joint Committee meeting – governance document recommendations considered	11th June 2019	Joint Committee
Monitoring Officers webinar/ Webinar recording issued Draft governance documents issued	12th June 2019	Monitoring Officers ACCESS Officers Squire Patton Boggs
Possible meeting of Monitoring Officers – feedback discussed and captured	Not required	Monitoring Officers Squire Patton Boggs
Feedback received from Monitoring Officers and final versions produced and signed off by the GSG	Revised date: Mid-September	Monitoring Officers ACCESS Officers Squire Patton Boggs
Individual Authorities commence execution of revised IAA	Revised date: End September	ACCESS Officers Monitoring Officers

#### 5. Governance training arrangements

- 5.1. It is still recognised that governance training will be required for all those involved in ACCESS, including members of the Joint Committee, S151 Officers, Officers (e.g. members of the Officer Working Group) and the ACCESS Support Unit and remains a key deliverable of Phase 3 of the Governance Workstream.
- 5.2. In addition, it has been agreed that training resources will also be made available for use with individual Pensions Committees and Local Pension Boards, to ensure consistency of content and understanding.

- 5.3. Once the IAA has had final approval, officers will commence the drafting of all training materials. It is expected that initial training for the Joint Committee will be held after the meeting on 9 December 2019.

## **6. Recommendation**

- 6.1. The Joint Committee is invited to:

- note the revised timetable for completion of phase 3 governance deliverables

## **7. Consultation with Key Advisers**

- 7.1. Squire Patton Boggs are providing legal advice.
- 7.2. Hymans Robertson are providing project management support.