



## Officers Working Group (OWG) Meeting

10 May 2017 11.30 – 15.00

City Hall, Cardiff

### Briefing Note for the JGC

#### Present:

Chris Moore (CM), Carmarthenshire (CCC)  
Anthony Parnell (AP), Carmarthenshire  
Christine Salter (CS), Cardiff  
Gary Watkins (GW), Cardiff  
Gareth Henson (GH), Cardiff  
Debbie Fielder (DF), Flintshire  
Phil Latham (PL), Flintshire

Caroline Roberts (CR), Gwynedd  
Dafydd Edwards (DE), Gwynedd  
David Powell (DP), Powys  
Joe Rollin (JR), Powys  
Chris Lee (CL), RCT  
Barrie Davies (BD), RCT  
Jeff Dong (JD), Swansea  
Graeme Russell (GR), Torfaen

#### Other Attendees:

Tracey Williams (Carmarthenshire - Minute taker)

#### Apologies for Absence:

Ben Smith, Swansea  
Nigel Aurelius, Torfaen  
Paul Rowles, Torfaen

This was the first meeting of the Officers Working Group (OWG).

All 8 funds were in attendance and it was agreed that Carmarthenshire County Council (CCC) as host authority would chair this meeting and future meetings until 31 December 2017. The chair would then be rotated every 6 months in alphabetical order.

It will be the responsibility of the chair to report back to the Joint Governance Committee (JGC).

#### **1. OWG Terms of Reference (TOR)**

Agreed that Schedule 8 of the Inter Authority Agreement (IAA) would be used and reviewed annually in June.

#### **2. Inter Authority Agreement (IAA)**

Apart from a couple of minor amendments the IAA would be signed and sealed by each authority in June/July. CCC to keep all 8 documents as host authority.

### **3. Operator Agreement and Tender Process**

The draft agreement has been issued to each authority following an extensive piece of work from the officer sub group, Hymans and Burges Salmon. Eight tenders have been received from the selection phase of the tender exercise. Six will be invited to tender.

### **4. Host Authority**

CCC provided a summary of the host authority's responsibilities and draft budget which was agreed by officers and would be put forward as a recommendation to the JGC for discussion and approval.

### **5. Website**

It was agreed that a bilingual website would be beneficial and would be linked to the individual authority websites. The logo would be refined and the Wales pool would be renamed the Wales Pension Partnership (WPP)

### **6. Joint Governance Committee (JGC)**

Quarterly meetings:

- 29 June 2017
- 18 September 2017 (rearranged)
- 20 December 2017
- 28 March 2018

The Operator will be appointed in the September meeting.