



Your ref:  
Our ref: Academy Observer  
Contact: Mr G Reader  
Direct: 01234 228562  
Line:  
Fax: 01234 228125  
Email: [Geoff.Reader@bedford.gov.uk](mailto:Geoff.Reader@bedford.gov.uk)

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Dear colleague

**Bedfordshire Pension Fund Committee  
Opportunity to attend meetings as an observer**

Academy schools established in Bedfordshire are scheme employers in the Local Government Pension Scheme. The cumulative effect on the active membership of all these schools is demonstrated in the following table.

Active Membership	31 March 2015	31 March 2016	Difference
Bedford Borough Council	2,884	2,961	77
Central Bedfordshire Council	4,485	4,692	207
Luton Borough Council	4,685	4,771	86
Academy Schools	3,532	3,997	465
Other	4,345	4,007	-338
<b>Total</b>	<b>19,931</b>	<b>20,428</b>	<b>497</b>

Therefore, Bedfordshire Pension Fund Committee has changed its structure and has created an observer role for an academy schools representative. The position of academy schools observer is yet to be filled.

The observer is invited to all Committee and Panel meetings and has full access to all the papers produced for meetings. The current Chairman encourages comments and views from the existing observers at the meetings.

Bedfordshire Pension Fund's current Governance Policy is available at:  
[http://www.bedspensionfund.org/fund\\_information/fund\\_governance.aspx](http://www.bedspensionfund.org/fund_information/fund_governance.aspx)

A more detailed description and key requirements for the role of the observer is shown in **Appendix A**.

The Fund recognises there are many academy schools and many ways in which the schools communicate with each other. Therefore, it would like the schools to choose who their observer should be but will consider any volunteers.

My contact details are above if you have any questions about the role.

Yours sincerely

Geoff Reader  
Head of Pensions

## **Academy School Observer Role – Key Requirements**

### **Qualities**

The Academy School observer should:

Have the ability to understand numerate explanations.

Be reasonably computer literate i.e. use e-mail, internet etc.

Engage in the work of the Committee and accept its deadlines (e.g. occasionally it will need to meet at short notice)

Have good availability

Have a willingness to undertake relevant training

### **Commitment**

The Academy Schools observer is expected to attend the Committee meetings. To give you an idea of the size of the commitment being sought, the Committee's current meeting schedule is as follows:

Quarterly – Borough Hall Bedford (usually 4 pm)

Next known meetings: 28 February 2017; 27 June 2017.

Quarterly – London (various locations) (usually mornings meeting as a Panel)

Next known Meetings: 17 February 2017; 16 June 2017;

Annual Meeting – Bedfordshire

Next meeting Borough Hall TBA 2017

Plus other 'special' meetings (e.g. investment manager selection, consideration of asset allocation) and training about the Local Government Pension Scheme.

The Committee and Panel meetings are normally 2 - 3 hours in length.

(Reasonable travelling costs will be met by the Pension Fund and refreshments provided on occasion).