Essex Pension Fund Board	**EPB/07/12**
date: 7 March 2012	

Pension Fund Board Web Based Facility

Report by the Group Manager Investments

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1.   Purpose of the Report

1.1   To update the Board on the progress made in investigating a web based facility to replace the Pension Fund Board Members' Handbook.

2.   Recommendations

2.1   To delegate to officers the procuring of and implementation of the web based solution for Board members.

3. Background

3.1   At the last meeting, the Board agreed that they would like to move to a web based solution to replace the existing handbook. Officers were asked to investigate potential solutions.

4. Progress

4.1   A specification of requirements (attached at Annex 1) has now been sent to three providers and officers are waiting for quotes from those providers. It is hoped that once the preferred solution is identified, it can be implemented in a short timescale.

5. Link to Essex Pension Fund Objectives

5.1   Ensuring access to appropriate information will assist Board members in achieving the following Fund Objectives:
   - Ensure the Pension Fund is managed and its services delivered by people who have the appropriate knowledge and expertise
   - Act with integrity and be accountable to our stakeholders for our decisions, ensuring they are robust and well based
   - Deliver information in a way that suits all types of stakeholder

6. Risk Implications

6.1   Lack of easy access to key information may result in Board members not having the appropriate information for preparation for Board meetings, which could impact decision making, or hinder their ability to respond to enquiries by other stakeholders on Fund matters.

7. Communication Implications

7.1   There are no further communications implications beyond those mentioned in this report.

8. Finance and Resources Implications

8.1   Provision of the handbook in hard copy format requires officer's time. An electronic format would reduce the need for officer's time, but would result in software costs. It is expected that the software costs will be in the region of £4,000 per annum, with the possibility of initial development costs of approximately £3,000.

9. Background Papers

9.1   Report EPB/37/11 Pension Fund Handbook from 14 December 2011.