



Local Pension Board Annual Report

24 May 2023

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Chairman's introduction

Welcome to the Annual Report of the Local Pension Board (LPB) of Wiltshire Pension Fund (WPF). This report covers the period from 1st April 2022 to 31st March 2023 during which the LPB held 4 meetings. Where appropriate pictorial links are made in the report to the WPF's Vision, Goals and Values.

The focus of the LPB has been on ensuring that WPF governance complies with the Public Service Pensions Act, all of the relevant LGPS regulations, LGPS best practice guidance issued by the national LGPS Advisory Board or CIPFA, and the requirements of the Pensions Regulator (TPR).

I am pleased to say that, with the support of the officers of the Wiltshire Pension Fund Committee, the Board continued to make good progress in fulfilling its terms of reference during the 2022/23 financial year, and the LPB is again able to provide assurance that the WPF is complying with its statutory duties.

During 2022/23 the LPB undertook a wide range of work, as set out in the "Outcomes and LPB recommendations made to the Administering Authority (Pension Committee)" section of this Annual Report, on pages 6 to 9, which provides details of the work undertaken and the recommendations made to the Pensions Committee, all of which were accepted by the Committee.

During the year, a number of key areas were examined in detail by the Board given their importance to the Fund and its members. These included:

- **Governance and administration.** The Board highlighted administration performance issues and backlogs which, unless effectively addressed, would have a significant negative impact on the quality of the services provided to the members of the WPF. Following recommendations to the Pension Committee additional staffing resources have now been provided, and actions are now being taken, as set out in the 2023/24 Business Plan of the WPF, to rectify the problems identified. The Board and Committee will continue to closely monitor these areas.
- **Data Security, Cyber resilience and Business Continuity Planning.** Following an external review requested by the Board, IT specialists concluded that all of the Pension Regulator requirements in this high risk area were being met by the WPF.
- **Central Recharges.** The Board highlighted concerns regarding a lack of clarity on service standards and the transparency of cost calculations in relation to the provision of support services to the WPF by Wiltshire Council. These issues have now been rectified.

In past years officers of the Wiltshire Pension Fund (the Fund) have undertaken an internal review of the Fund's compliance against the Regulators Code of Practice 14. However, with the anticipated introduction of the Regulator's new single code of practice in 2023 this review has been stood down and a new Own Risk Assessment (ORA) review, consistent with the requirements of the new code of practice will replace it. Details of this self-assessment are set out on page 9 of this Annual Report, and the results of this new review will be submitted to the Board during the course of the 2023/24 scheme year.

During 2022/23 the Board has also regularly examined the risk register of the fund and the outcomes from internal and external audit reports, as set out in the “Outcomes” table and in the audit section of the annual report on page 10. In relation to the internal audit, during the year an audit of key financial controls was undertaken which provided a “limited assurance” rating, albeit that the report highlighted that there had been key areas of improvement implemented during 2022/23.

However, the new report highlighted a number of key recommendations for further improvements, as set out on page 10 of this report. Actions to address many of these issues have already commenced, and the Board will closely monitor progress in this area during 2023/24.

In order to effectively carry out the roles of the Board, and to meet the knowledge and understanding requirements of Board Members, as set out in the Public Services Pensions Act 2013, the Board has a training plan which is updated and approved annually. Details of training are set out on pages 4 and 5 of this Annual Report, from which it can be seen that a wide range of different training opportunities were taken up by Board members during 2022/23.

Finally, the Pension Board can only function effectively with the input of all Board members, and I would like to thank my fellow Board members for their support and commitment to their roles on the LPB during the last financial year, and I commend this report to you.

Mark Spilsbury - Independent Chair of the Wiltshire Local Pension Board.

LPB members register and declarations of interest

Role	Member	Date of Appointment	Date left Office	Number of meetings attended in 2022/23 (maximum 4)
Independent Chairman	Mark Spilsbury	01/04/2020	-	4
Employer Member Representatives	Paul Smith	25/02/2020	-	2
	Laura Fisher	03/09/2021	-	3
	Juliet Weimar*	27/10/2022	-	2
	Mike Pankiewicz	14/07/2015	-	4
Scheme Member Representative	Marlene Corbey	20/10/2020	-	4
	Asifa Ashraf	17/05/2022	01/02/2023	3

*Attendance includes being present as an observer



Biographies of the Local Pension Board Members

Independent Chairman:

Mark Spilsbury, former Head of the Gloucestershire Local Government Pension Fund & Chair of the Local Pension Board for the Cornwall Pension Fund.

Employer Member Representatives:

Paul Smith, Head of Finance and Deputy S151 officer - Swindon Borough Council

Laura Fisher, HR Consultant, Wiltshire Council

Juliet Weimar, Head of Resources & Venues – Trowbridge Town Council

Scheme Member Representative:

Mike Pankiewicz, Unison representative, retired member

Marlene Corbey, Unison representative, retired member
Asifa Ashraf, Wiltshire Council employee, active member

Full biographies for all Board Members can be found here

<http://www.wiltshirepensionfund.org.uk/wiltshire-pension-fund/about-us/local-pension-board/>

The register of interests for members of the Local Pension Board can be found here

<http://cms.wiltshire.gov.uk/ieListMeetings.aspx?Cid=1280&Year=0>

LPB approved training plan and members training logs

The Public Service Pensions Act 2013¹ requires that members of Local Pension Boards have an appropriate level of knowledge and understanding to carry out their role. Members must be conversant with:

- The regulations of the Local Government Pension Scheme, including historical regulations and transitional provisions, to the extent that they still affect members; and
- any document recording policy about the administration of the scheme

Local Pension Board members must also have knowledge and understanding of;

- the law relating to pensions, and
- such other matters as may be prescribed in other legislation

The degree of knowledge and understanding must be appropriate for the purposes of enabling the individual to properly exercise their role. The Wiltshire Pension Fund is committed to supporting members to achieve the level of knowledge and understanding they require by providing the appropriate training and assistance.

Degree of Knowledge and Understanding

Members must “be conversant with” the rules of the LGPS and the policies of the Fund i.e., a working knowledge of what is relevant to the subject under discussion. A Board member be able to identify and challenge a failure to comply with:

- the LGPS Regulations;
- other legislation relating to the governance and administration of the scheme;
- requirements imposed by the Pensions Regulator; and
- any failure to meet the requirements set out in any relevant tPR code of practice



Areas of Knowledge and Understanding

The areas in which Local Pension Board Members would be expected to be conversant include, but are not limited to:

- Scheme approved policies.
- Risk assessment and management
- Scheme booklets and other members’ communications
- The role of Local Pension Board Members and the scheme manager (Wiltshire Pension Fund)
- Policies in relation to the exercise of discretions
- Communications with scheme members and employers

¹ The Public Service Pensions Act 2013 made amendments to the Pensions Act 2004 (see s248A)

- Key policy documents on administration, funding, and investment

Achieving the required level of knowledge and skills

The Board members approved training programme covering the period 2021 to 2025 has been fully implemented and is designed to develop the necessary level of knowledge and skills for members. The strategy integrates with the Pension Fund Committee members training programme & aims to offer the widest opportunity for development. In line with the CIPFA 2021 guidance the Fund approved and published its member training policy, which can be found here: https://www.wiltshirepensionfund.org.uk/media/8972/Committee-and-Board-Training-Policy/pdf/Committee__Board_Training_Policy_2021_.pdf?m=637841427951930000

The Local Pension Board's training plan can be viewed here: [link](#)

This year the Local Pension Board received the following training sessions:

Date of meeting	Topics Covered	Duration (Minutes)	MS	PS	LF	JW	MP	MC	AA
18/08/2022	TPR's new code of practice	30	✓	✓		✓	✓	✓	✓
27/10/2022	SAB: Good Governance Review	30	✓	✓	✓	✓	✓	✓	✓

The following were joint training sessions with the Pension Committee:

Date of meeting	Topics Covered	Duration (Minutes)	MS	PS	LF	JW	MP	MC	AA
05/04/2022	Valuation training - Assumption setting	60						✓	
16/05/2022	Strategic Asset Allocation & the Treasury management strategy	120	✓				✓		
06/10/2022	Cyber Security Review	30	✓				✓		
03/11/2022	New member Induction training	170				✓			✓
17/11/2022	Valuation training - Preliminary results	60	✓				✓		
17/11/2022	Strategic Asset Allocation training	60	✓				✓		
10/01/2023	MiFID II refresher training	20	✓				✓		
02/03/2023	Biodiversity and Taskforce for Nature Related disclosures (TFND) themes	20					✓		
23/03/2023	Administration Plan - Approach to KPI Improvements	20	✓				✓		

The following was additional training opportunities undertaken by Board Members:

Date of meeting	Topics Covered	Duration (Minutes)	MS	PS	LF	JW	MP	MC	AA
Completed 22/23	TPR on-line toolkit completion	420					✓		
Completed 22/23	LOLA - Module 1 - An introduction to the LGPS	60				✓	✓		✓
Completed 22/23	LOLA - Module 2 - LGPS Governance & Oversight Bodies	60				✓	✓		✓
Completed 22/23	LOLA - Module 3 - Administration & Fund Management	75			✓	✓	✓		
Completed 22/23	LOLA - Module 4 - Funding and Actuarial Matters	60			✓	✓	✓		
Completed 22/23	LOLA - Module 5 - Investments	70		✓	✓	✓	✓		
Completed 22/23	LOLA - Module 6 - Current Issues	25	✓	✓	✓	✓	✓		
Oct-22	LGPS Fundamental training - Day 1	285				✓			
Nov-22	LGPS Fundamental training - Day 2	285				✓			✓
Dec-22	LGPS Fundamental training - Day 3	270				✓			✓
21/07/2022	Cyber Security Workshop	90					✓		
28/09/2022	BPP Investment Day	300	✓						

Key:

HP – Mark Spilsbury, Independent Chair
PS – Paul Smith, Employer Representative
LF – Laura Fisher, Employer Representative
JW – Juliet Weimar, Employer Representative
MP – Mike Pankiewicz, Member Representative
MC – Marlene Corbey, Member Representative
AA – Asifa Ashraf, Member Representative

TPR – The Pension Regulator
LOLA – LGPS On-line Learning Academy

LPB workplan and outcomes

In pursuit of the Local Pension Board’s aim to assist the Administering Authority as set out in the Legal Basis section, it has set up a work plan intended to operate in conjunction with the workplan of the Fund whilst being committed to its own primary function.



To achieve this Local Pension Board’s terms of reference requires that it develops and reports to the Wiltshire Pension Fund Committee, at least annually, on its work plan for the year. Examples of the areas work it considers it will include (but are not limited to) can be found in paragraphs 80 and 81 of its terms of reference. <http://www.wiltshirepensionfund.org.uk/media/3560/terms-of-reference-local-pension-board.pdf>

Outcomes and LPB recommendations made to the Administering Authority (Pension Committee)

Decisions about the running of the Pension Fund are made by the Wiltshire Pension Fund Committee which is delegated to carry out that function by Wiltshire Council in its capacity as the Administering Authority for the Wiltshire Pension Fund.

The creation of the Local Pension Board does not change the core role of the Administering Authority nor the way it delegates its pension functions to the Pensions Committee. The role of the Local Pension Board is to oversee decisions made by the Administering Authority and to make recommendations to improve the efficient and effective administration and governance of its pension function, including funding and investments.



This year the Local Pension Board has fulfilled its role in the following ways;

Date - Ref	Area	Minute	Outcome
All meetings	Pension Committee decision making	The Local Pension Board actively scrutinises all Pension Committee papers and minutes.	Minuted in LPB minutes
5 May 2022 (Min 96)	Membership	Resolved: The Board recommended that Asifa Ashraf be appointed to the Board as a Scheme Member representative	The Board recommendation was accepted

Date - Ref	Area	Minute	Outcome
5 May 2022 (Min 103)	Business Plan 2022/23	Resolved: A paper detailing Business Plan completions and what had been taken forward would be communicated to both the Board and Committee at the end of the year	Regular updates on progress against the business plan were provided at meetings
5 May 2022 (Min 105)	Training	Resolved: The Board requested that officers send reminders to Members who had not completed their mandatory training	The Board recommendation was actioned
5 May 2022 (Min 109)	Pensions Administration Strategy	Resolved: To recommend the updated Pensions Administration Strategy to the Pension Committee for approval	The Board recommendation was accepted
5 May 2022 (Min 110)	Employer Charging Policy	Resolved: To recommend the updated Employer Charging Policy to the Pension Committee for approval	The Board recommendation was accepted
5 May 2022 (Min 111)	Audit Update	Resolved: To request that Wiltshire Council finance team provide an update on the determination of the level of the Council recharge to the Fund, including details of the service relating to that charge	The Board recommendation was accepted, but publication anticipated in 23/24
5 May 2022 (Min 115)	Risk Register	Resolved: To recommend the Committee accept the proposed changes set out in the Report	The Board recommendations was accepted
18 August 2022 (Min 122)	Membership	Resolved: The Board recommended that Juliet Weimar be appointed to the Board as an Employer Member representative	The Board recommendation was accepted
18 August 2022 (Min 131)	Training: TPR Code of Practice	Resolved: The Board requested a further update on the new single code of practice on publication of the Regulator's final guidance	The request was accepted, but publication will fall after March 2023
18 August 2022 (Min 135)	Audit update	Resolved: To agree the revised target dates in the SWAP audit recommendations dated March 2022 which are outlined in the actions log	The Board recommendation was accepted
18 August 2022 (Min 136)	Risk Register	Resolved: To recommend the Committee accept the proposed changes set out in the Report	The Board recommendations was accepted
18 August 2022 (Min 141)	Cyber Security Review	Resolved: To recommend that the Deputy Chief Executive of Wiltshire Council attends the next Committee meeting to respond to any questions raised on cyber security by members	The Deputy Chief Executive attended the 6 October meeting
27 October 2022 (Min 150)	Business Plan 2022/23	Resolved: To receive a draft improvement plan concerning the achievement of KPI targets.	The request was accepted, but the provision of information will fall after March 2023
27 October 2022 (Min 152)	Administration KPIs and Data Improvement Plan	Resolved: To provide the Board with detailed reports as well as the existing high-level presentation of the key data. To be encapsulated within an improvement plan.	The request was accepted, but the provision of

Date - Ref	Area	Minute	Outcome
			information will fall after March 2023
27 October 2022 (Min 153)	Key Financial Controls	Resolved: The Committee should raise the matter of progressing the Council's recharge with the Deputy Chief Executive of Wiltshire Council	The Board recommendation was accepted
27 October 2022 (Min 155)	Data Retention Policy	Resolved: To recommend the updated Data Retention Policy to the Pension Committee for approval	The Board recommendation was accepted
27 October 2022 (Min 156)	Audit update	Resolved: To recommend to the Committee that the SWAP audit actions 2022 are reviewed and ensure that they are completed at their Q4 2022 meeting	The Board recommendation was accepted
27 October 2022 (Min 157)	Risk Register	Resolved: To recommend the Committee accept the proposed changes set out in the Report, as well as re-examining the expertise of officers to see if it could now be reduced from amber to green	The Board recommendation was accepted
27 October 2022 (Min 158)	Employer Compliance & Performance	Resolved: Officers agreed to a) How the Employer Scorecard is introduced and how scheme employers should respond to it b) Have a clear strategy of who at the employer should receive this information & c) Consider how any correction to the scorecard would be managed, if an employer's compliance changed during a reporting period	The request was accepted, but the outcomes requested would fall after March 2023
27 October 2022 (Min 163)	Cyber Security Review	Resolved: Officers agreed to contact Aon with any subsequent questions raised by Committee and Board members following the meeting	The Board recommendation was accepted
1 February 2023 (Min 173)	Risk Register	Resolved: To recommend the CROC Group risk register changes relating to Administration and Data Management to the Committee.	The Board recommendation was accepted
1 February 2023 (Min 174)	LPB Budget review	Resolved: To recommend the Board's budget to the Committee and it be included within the Fund's Administration Budget for 2023/24	The Board recommendation was accepted
1 February 2023 (Min 175)	Training	Resolved: Endorsed the new Committee & Board member training strategy 2023/24, subject to inclusion of additional training on administration	The Board recommendation was deferred into the 2023/24 Scheme Year
1 February 2023 (Min 176)	Member Effectiveness review	Resolved: That the proportionate actions outlined in the Member Effectiveness Report 2022 be implemented, including signposting of information.	The Board recommendation was accepted

Date - Ref	Area	Minute	Outcome
1 February 2023 (Min 178)	Key Financial Controls reporting	Resolved: To use the Financial Controls Report to monitor progress against resolving issues and to develop accounting and control improvements	The Board recommendation was accepted
1 February 2023 (Min 181)	Audit	Resolved: The Board recommended the SWAP audit actions for 2022/23 be included in an actions log	The Board recommendation was accepted

LPB Actions log

The Local Pension Board use an Actions Log to track the progress of its actions. The Actions Log forms part of the Board's minutes and is considered at every meeting.

Review of LPB compliance with the Pension Regulator's Code of Practice No.14



One of the key responsibilities of the Local Pension Board is to assist the Administering Authority, Wiltshire Council, to ensure compliance with any requirements imposed by the Pensions Regulator in relation to the Scheme. This guidance can be viewed on the following link;

[Governance and administration of public service pension schemes | The Pensions Regulator](#)

Self-assessment against the Pension Regulator's Code of Practice

Typically, in March each year officers of the Wiltshire Pension Fund (the Fund) will undertake an internal review of the Fund's compliance against the Regulators Code of Practice 14. However, with the anticipated introduction of the Regulator's new single code of practice in 2023 this review has been stood down and a new Own Risk Assessment (ORA) review, consistent with the requirements of the new code of practice will replace it. The results of this new review will be submitted to the Board during the course of the 2023/24 scheme year.

The Public Service Pension Act 2013 introduced the requirement for the Fund to be compliant with the Pension Regulator's guidance relating to governance and administration. The Code of Practice 14 was subsequently introduced on 1 April 2015 and since then the Fund has self-assessed against the requirements of the Code on an annual basis, using a series of standard questions compiled by an external professional advisor. In turn, the Board has reported on the outcome of each self-assessment within this annual report. In conjunction with that annual self-assessment the Fund's Pension Committee has also periodically requested that its internal auditor reviews the findings of the officer's self-assessment to ensure that an independent oversight of self-assessment was maintained and in turn the Regulator's required standards.

With the introduction of the ORA review, a similar model of completion is proposed, in so far that officers will undertake an ORA, that self-assessment will be independently reviewed on a periodic basis and the results of any officer findings will be submitted to the Board for their consideration. Until the new assessment arrangements are established it is anticipated that the Board will take a prudent approach and request that an independent review is undertaken each year.

Regarding the structure of the new ORA review, the Board has received regular updates from officers and been advised that the modules within the drafted consultation document have been reviewed, a gap analysis of the fund governance and administration framework completed, data points established to assess the Fund's effective system of governance (ESoG), including the challenges, targets & thresholds that those data points will be subjected too, and a draft ORA policy prepared. In addition, a project plan & scorecard, consistent with those prepared by professional advisor has also been designed to undertake the review. On publication of the Regulator final guidance, the draft framework will be finalised, so that a review can be undertaken within the first 12 months.

Internal Audit Update

Whilst the Fund's self-assessment against the Regulator's Code of Practice has been delayed for 2022/23, the Board notes that the internal auditor, the South-West Audit Partnership (SWAP), has continued to provide its oversight function. In March 2022 the auditor's annual review provided a "no assurance" rating, following which a further audit was undertaken in November 2022. The finding of this audit provided a "limited assurance" rating and noted that there had been key areas of improvement during 2022. However, their new report highlighted the following recommendations to be taken forward:

- Rolling out of the Employer scorecard and where required escalating non-compliance through implementation of the Fund's charging policy.
- Enforcing adherence, a Fund writing off process concerning overpayments, management overpayments and ensuring aged debt is reviewed on a regular basis.
- Tighter management concerning the finalisation of death and transfer out cases, particularly in relation to the Fund's authorisation arrangements.
- Database updating of historical transfer-in liabilities, nomination forms, address changes and payroll differences.
- Active management of aggregation and undecided leaver backlogs
- Active management of retirees, where the member has passed 75 years of age.
- Improving the Fund's KPIs, the reporting of KPIs and the monitoring of staff productivity across the whole team
- Ensuring quality assurance checks are implemented and maintained and that sample checking is representative, proportionate, and independent.
- Embedding the Risk Register and addressing manager performance, where required

In all instances a progress plan against the audit recommendations has been implemented and will be regularly submitted to the Local Pension Board for monitoring.

External Audit Update

Whilst an external audit had been undertaken by Deloitte the Board noted that for the fourth year in a row the auditor had not signed the Fund's Annual Report and Accounts by the statutory deadline. This year's accounts being the 2021/22 Scheme Year. During 2022/23 the Board made several enquiries to Wiltshire Council concerning the nature of the delayed sign offs and in turn Wiltshire Council continued to report that the nature of the auditor's delay lay with the Council's accounts and not the Fund's.

It is noted that the Fund's accounts are joint accounts with the Administering Authority, Wiltshire Council, and therefore the auditor will sign off the Fund's accounts at the same time as the Council's accounts. In light of the assurance provided by the Council that the auditor was satisfied with the Fund's accounts being in good order, it was felt that no further action could be taken by the Board. However, recognition of all the delayed signings of Accounts have been recorded on the Fund's TPR

breach log. As a result of the delay, it is noted that no recommendations for improvement can be forthcoming from the external auditor for this period.

Summary of LPB communications outlining links to the website

The Fund's [Communications Strategy](#) (due for review 2024) outlines the different communication methods the Fund adopts. In particular, it focuses on meeting two of the themes:

- To provide outstanding customer service and stakeholder relationships; and
- Embracing technology

Our website, members portal; My Wiltshire Pension and digital campaigns have been consistently reviewed and developed to ensure:



Due to the diverse scheme and employer membership with varying levels of understanding of pensions, access to technology and communication preferences, the key objective for the Fund is to provide effective communications for all preferences, needs and knowledge levels and to meet all legislative requirements.

Last year in our commitment to ensure members are informed on their pensions we carried out a postal mailer to all members who were not opted in to email communications, this resulted in an increased sign up to [My Wiltshire Pension](#) of c1,200 registrations.

We also carried out a week long digital campaign over [Pension Awareness week](#) covering different topical issues and common LGPS queries. This achieved an engagement rate of c50% with over 42,000 people viewing the emails across the week.

Our Employers have been engaging with the digital [quarterly newsletter](#) and [Employers Strategic](#) focus group hosted by the Employers representative. Communicating consistently and transparently with our employers helps to ensure they are kept up to date and are advocates for the scheme.



By diversifying our digital offering through the use of videos, and engaging graphic's we are seeing an overall increase in website visits, email views and My Wiltshire Pension registrations.

Main website link: www.wiltshirepensionfund.org.uk

LPB operational costs for 2022-23 & budget for 2023-24

The cost of the Wiltshire Pension Fund Local Pension Board is part of the overall running costs of the Fund and should be seen in the context of its role in assisting with the good governance and administration of the Fund.

The budget for the Local Pension Board is approved by the Pension Fund Committee as part of the process of setting the Fund’s budget for the year. Any additional expenditure must be approved by the Wiltshire Council’s Corporate Director of Resources & Deputy Chief Executive, s151.

The budget for 2022-23 and 2023-24 can be seen below.

	2022-23 Budget £	2022-23 Actual £	2023-24 Budget £
Independent Chair Remuneration	£10,672	£10,672	£11,750
Consultancy Fees	£2,000	£0	£2,000
Training	£2,000	£0	£2,000
Committee Services	£3,000	£3,000	£3,947
Travel & Subsistence & costs	£1,000	£325	£500
Catering	£400	£0	£400
Insurance	£5,760	£3,217	£3,539
Total	£24,832	£17,214	£24,136

Assurance of the LPB Annual Report

It is the role of the Local Pension Board to assist Wiltshire Council as the Administering Authority for the Wiltshire Pension Fund to secure compliance with:

- The LGPS Regulations and related legislation
- The requirements of the Pensions Regulator; and
- to ensure the effective and efficient governance and administration of the Scheme

The Local Pension Board is not intended to replace existing bodies such as the Wiltshire Pension Fund Committee, nor be responsible for the auditing of the Wiltshire Pension Fund. In carrying out its role, the Local Pension Board has:

- Considered the minutes of the Pension Fund Committee
- Considered the main policies and documents of the Wiltshire Pension Fund
- Considered the Funds Business Plan, Audit Report and Risk Management Strategy
- Received a report on the Fund’s compliance with the Pension Regulator’s Code of Practice No. 14
- Received legal and regulatory updates on LGPS matters.
- Received training from external advisers and Fund officers.

The funds external auditors have reviewed the LPB annual report as part of their annual audit of the Wiltshire Pension Fund, but they do not provide any assurance over its contents.

This report is intended for the information of Wiltshire Council, the Scheme members and employers who participate in the Wiltshire Pension Fund. This report has been formally noted by the Wiltshire Pension Fund Committee at their meeting of 13th July 2023.

LPB Annual timetable 2023-24 and proposed work plans

[Link](#)

Appendix 1

Legal basis of LPB and annual reporting

The Local Government Pension Scheme Regulations 2013 (“the Regulations”) established Wiltshire Council as the administering authority for the Wiltshire Pension Fund. The Regulations further require that Wiltshire Council establish a Local Pension Board for the purposes of assisting it;

- to secure compliance with the LGPS Regulations, other legislation relating to the governance and administration of the LGPS, and the requirements imposed by the Pension Regulator in relation to the LGPS; and
- to ensure the effective and efficient governance and administration of the LGPS

The functions of the Local Pension Board do not sit neatly within to local authority committees, including the Pension Fund’s Pension Committee. Importantly, it cannot be delegated to carry out the functions and responsibilities that legally pertain to the administering authority and has no decision-making authority.

The creation of a Local Pension Board does not change the way the administering authority delegates its pension functions, it serves an advisory and compliance role for the Fund. The role of the Local Pension Board is sometimes likened to that of a “critical friend”.

The Regulations require that the Local Pension Board must be constituted of at least 4 members, who can two of whom act for the membership and two who will act for the fund’s employers. While it is permissible for the Local Pension Board to contain “independent” members, such members are not permitted to vote. Details of how the Chair and members of the Local Pensions Board are appointed can be found in the terms of reference.

<http://www.wiltshirepensionfund.org.uk/media/3560/terms-of-reference-local-pension-board.pdf>

The Wiltshire Pension Fund Local Pension Board is comprised of;

- 3 scheme member representatives, and
- 3 employer representatives, and
- 1 non-voting Independent Chair

The Regulations do permit an administering authority to combine its Local Pension Board with the pension committee to which it has delegated some or all of its decision-making responsibilities in respect of the maintenance of the fund, however the express permission of the Secretary of State for the Dept. of Levelling Up, Housing & Communities is required. Wiltshire Council has chosen not to operate a combined Local Pension Board and Pension Committee.

The Public Service Pensions Act 2013 also brought about a new role with the LGPS for The Pensions Regulator. The Regulator now oversees the good governance within all Public Service Schemes, adopting the same powers of enforcement as it does over other Schemes.

While there is no statutory obligation for the Local Pension Board to publish a report, it is recognised as best practice for the Board to report on its activities for the year and its future plans. In addition, the administering authority is required to publish a governance compliance statement which, in addition to information on the governance of the Fund, should include details of the terms, structure and operational procedures relating to its Local Pension Board.

The Board is accountable solely to the administering authority for the effective operation, reporting only to the Pension Committee on the work that it has done, typically in the form of recommendations. The scope of the Board's reports shall include:

- a) a summary of the work undertaken since the last report:
- b) the work plan for last year and the programme for the next 12 months:
- c) areas to be investigated since the last report and how they were dealt with:
- d) any risks or other areas of potential concern it wishes to raise:
- e) details of training received since the last report and planned:
- f) details of all expenses over the past 12 months and projected for next year; and
- g) details of any conflicts of interest identified and how they were dealt with.

The Governance Compliance Statement of the Wiltshire Pension Fund can be found here https://www.wiltshirepensionfund.org.uk/media/6145/Governance-compliance-statement/pdf/Governance_compliance_statement.pdf?m=637506307796670000