

# AGENDA

**Meeting:** Wiltshire Pension Fund Committee  
**Place:** Kennet Room - County Hall, Bythesea Road, Trowbridge,  
BA14 8JN  
**Date:** Thursday 23 November 2023  
**Time:** 10.00 am

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Please direct any enquiries on this Agenda to Ben Fielding - Senior Democratic Services Officer of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line or email

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## Membership:

### Voting Membership

#### Wiltshire Council Members:

Cllr Richard Britton (Chairman)  
Cllr George Jeans  
Cllr Gordon King  
Cllr Christopher Newbury  
Cllr Stuart Wheeler

#### Substitute Members

Cllr Ernie Clark  
Cllr Sarah Gibson  
Cllr Gavin Grant  
Cllr Carole King  
Cllr Dr Nick Murry  
Cllr Ian Thorn  
Cllr Robert Yuill

#### Swindon Borough Council Members

Cllr Kevin Small  
Cllr Vijay Manro

#### Employer Body Representatives

Claire Anthony

### **Non-voting Membership**

#### Observers

Stuart Dark  
Mike Pankiewicz

## **Recording and Broadcasting Information**

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**County Hall, Trowbridge**  
**Bourne Hill, Salisbury**  
**Monkton Park, Chippenham**

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## **Public Participation**

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

Our privacy policy is found [here](#).

For assistance on these and other matters please contact the officer named above for details

## Items to be considered

Time

### PART I

#### Items to be considered when the meeting is open to the public

- 1 **Apologies** 10.00am

To receive any apologies for absence or substitutions for the meeting.

- 2 **Minutes** (Pages 7 - 20)

To approve and sign as a true and correct record the Part I (public) minutes of the previous meeting held on 13 July 2023 and 14 September 2023.

- 3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

- 4 **Chairman's Announcements**

To receive any announcements through the Chairman.

- 5 **Review of Actions Log** (Pages 21 - 22)

To review progress on any actions requested by the Committee in previous meetings.

- 6 **Minutes and Key Decisions of the Local Pension Board**  
(Pages 23 - 42)

To receive the minutes of the meeting of the Local Pension Board held on 10 August and 1 November 2023. To review the summary of the recommendations made by the Board.

- 7 **Public Participation**

The Council welcomes contributions from members of the public.

#### Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

#### Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on **Thursday 16 November 2023**, in order to be guaranteed of a written response. In order to receive a verbal response, questions must be submitted no later than 5pm on **Monday 20 November 2023**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

8 **Headlines and Monitoring (HAM)** (Pages 43 - 86) **10.10am**

A report for the committee's ongoing oversight of:

- Scheme, Regulatory, Legal and Fund Update
- Risk Register
- Administration KPI update – 1 July 2023 to 30 September 2023
  - a) Key business plan items – Aggregation Backlogs / i-Connect & Controls / Resourcing. Plus, presentation of a general business plan update.
  - b) Outsourcing updates
  - c) Review of Annual Benefit Statement and Pension Savings Statement issuance
- Audit update
  - a) Audit update
  - b) SWAP Audit 2022/23
  - c) Training plan update 2023/24

9 **Training** (Pages 87 - 102) **10.30am**

Presentation by Hymans on Employer Covenants reviews and the process of managing new and ceasing scheme employers.

10 **Responsible Investment Update** (Pages 103 - 106) **11.00am**

The Investment and Accounting officer to present a report on the Fund quarterly responsible investment performance.

11 **MiFID II Compliance** (Pages 107 - 112) **11.10am**

The Governance Manager will present an update requesting completion by members of their self-certification of MiFID II.

12 **Committee Forward Work Plan** (Pages 113 - 116) **11.20am**

To review the work plan for the committee.

13 **Date of Next Meeting**

To determine the date of the next Committee meeting dates:

- Investment focused meeting 29 February 2024
- Administration focused meeting 14 December 2023

14 **Urgent Items**

Any other items of business which, in the opinion of the Chairman, should be considered as a matter of urgency. Urgent items of a confidential nature may be considered under Part II of this agenda.

15 **Exclusion of the Public**

11.30am

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Numbers 16 – 23 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 1 & 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

**PART II**

**Item(s) during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed**

16 **Minutes** (Pages 117 - 134)

To approve and sign the Part II minutes of the Investment focused Committee meetings on 13 July and 14 September 2023.

17 **Minutes and Key Decisions of the Local Pension Board**  
(Pages 135 - 152)

To receive the Part II minutes of the meeting of the Local Pension Board held on 10 August and 01 November 2023. To review the summary of the recommendations made by the Board.

18 **Integrated payroll system project** (Pages 153 - 156)

11.45am

The Head of Wiltshire Pension Fund will present an update concerning the new Altair payroll system and the migration from SAP to Oracle. To include the SWAP audit report.

19 **Fraud case update**

11.55am

The Head of Wiltshire Pension Fund will present a verbal update on a case of customer fraud which has occurred.

