

AGENDA

Meeting: Local Pension Board
Place: Council Chamber - County Hall, Bythesea Road, Trowbridge, BA14 8JN
Date: Thursday 5 May 2022
Time: 10.00 am

Please direct any enquiries on this Agenda to Kieran Elliott, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718504 or email kieran.elliott@wiltshire.gov.uk

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

Membership:

Mark Spilsbury (Chairman)	Ian Jones
Marlene Corbey (Vice-Chairman)	Mike Pankiewicz
Laura Fisher	Paul Smith

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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](#).

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

PART 1

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

1 Membership

To note any changes to the membership of the Board.

2 Apologies

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

3 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 17 February 2022.

The Board's action log is also attached for members' information.

4 Declarations of Interest

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

5 Chairman's Announcements

To receive any announcements through the Chairman.

6 Public Participation

The Board 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 above for any further clarification.

Questions

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Corporate Director), no later than 5pm on **Wednesday 27 April 2022** in order to be guaranteed a written response prior to the meeting. Any question received between the above deadline, and no later than 5pm on **Monday 2 May 2022**, may only receive a verbal response at the meeting.

Please contact the officer named on the first page 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 Board members prior to the meeting and made available at the meeting and on the Council's website.

7 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee** (Pages 21 - 26)

To consider the Part I (public) minutes from the last meetings of the Wiltshire Pension Fund Committee held on 3 March 2022 and 5 April 2022.

Please note that the minutes from the meeting held on 5 April 2022 will be published as an agenda supplement.

8 **Business Plan and Budget 2022/23** (Pages 27 - 48)

To consider a summary of the Committee's approval of the Fund's Business Plan and Budget presented by the Head of the Wiltshire Pension Fund.

9 **Scheme, Legal, Regulatory and Fund Update** (Pages 49 - 52)

To consider a report providing an update on the latest Scheme, Legal, Regulatory and Fund developments for the Board's information.

10 **Training Update** (Pages 53 - 54)

To consider the Hymans Robertson six monthly report.

11 **Key Performance Indicators (KPIs)** (Pages 55 - 64)

To receive a report presenting the Fund's administration Key Performance Indicators (KPIs) for review by the Board.

12 **Low Volume Performance Report** (Pages 65 - 74)

To receive a report from the Fund Governance and Performance Manager on the Fund's performance measurements for 2021/22.

13 **Draft LPB Annual Report 2021/22** (Pages 75 - 92)

To present the draft Local Pension Board annual report for 2021/22.

14 **Pension Administration Strategy** (Pages 93 - 142)

To review the updated Pension Administration Strategy document.

- Note: The Communications Strategy was approved in

December 2021.

15 **Employer Charging Policy**

To review the updated administration charging policy.

Please note that the report and any relevant appendices will be published as an agenda supplement.

16 **Audit Update** (Pages 143 - 150)

To consider a report updating the Board on activity arising from the 2022/23 audit plan. Notably:

- Key Financial Controls
- Cyber Security
- Risks PEN030 and PEN060

17 **tPR Code of Practice 14 Self Assessment for 2021/22** (Pages 151 - 154)

To consider a report updating the Board on the findings of an internal review of the Fund's compliance with the Pension Regulator's Code of Practice 14 for the Fund Year 2021/22.

18 **Key Financial Controls** (Pages 155 - 162)

To receive an update on the Fund's key financial controls which includes the Local Pension Board's outturn report.

19 **Fund Annual Report & Accounts and Audit Update**

To receive a verbal update from the Head of the Wiltshire Pension Fund.

20 **Risk Register Update** (Pages 163 - 172)

To consider a report presenting the Risk Register for the Fund for review by the Board.

21 **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.

22 **Date of Next Meeting and Forward Work Plan** (Pages 173 - 184)

To note that the next ordinary meeting of the Board will be held on 18 August 2022.

To review and approve the Board's new Scheme Year Forward Work Plan which is attached for members' consideration.

23 **Exclusion of the Public**

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 24 - 26 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 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.

24 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee** (Pages 185 - 194)

To consider the Part II (private) minutes from the last meetings of the Wiltshire Pension Fund Committee held on 3 March 2022 and 5 April 2022.

Please note that the minutes from the meeting held on 5 April 2022 will be published as an agenda supplement.

25 **Brunel Governance Review Update**

To receive a verbal update on the Brunel Pension Partnership governance arrangements and Shareholder NED meeting by the Head of the Wiltshire Pension Fund.

26 **Minutes** (Pages 195 - 204)

To approve and sign as a true and correct record the Part II (private) minutes of the previous meeting held on 17 February 2022.