

# AGENDA

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**Meeting:** Local Pension Board  
**Place:** The Kennet Room - County Hall, Trowbridge BA14 8JN  
**Date:** Wednesday 18 October 2017  
**Time:** 10.30 am

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Please direct any enquiries on this Agenda to Libby Johnstone, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718214 or email [libby.johnstone@wiltshire.gov.uk](mailto:libby.johnstone@wiltshire.gov.uk)

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

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## Chairman's Briefing

Date	Time	Location
18 October 2017	9:30am	Kennet Room

## Membership:

David Bowater  
Cllr Richard Britton  
Lynda Croft  
Sarah Holbrook

Mike Pankiewicz (Vice Chairman)  
Howard Pearce (Chairman)  
Barry Reed

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## **RECORDING AND BROADCASTING NOTIFICATION**

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

### **Parking**

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

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

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

### **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 **Attendance of non-members of the Board**

To note the attendance of any non-members of the Board present.

3 **Apologies**

To receive any apologies for absence.

4 **Minutes** (*Pages 7 - 24*)

To confirm as a true and correct record the Part 1 minutes of the previous meeting held on 13 July 2017.

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

5 **Declarations of Interest**

To receive any declarations of disclosable interest.

Board Members' Registers of Interest are available [here](#), members are reminded to review their RoI on a regular basis and report any changes to Democratic Services.

6 **Chairman's Announcements**

To receive any announcements through the Chairman.

7 **Public Participation and Councillors Questions**

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 11 October 2017** in order to be guaranteed a written response prior to the meeting. Any question received between the above deadline, and no later than 5pm two clear working days before the

meeting, 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.

8 **Minutes, Key Decisions, and Annual Report of the Wiltshire Pension Fund Committee** *(Pages 25 - 32)*

To consider the Part 1 (public) minutes of the Wiltshire Pension Fund Committee meeting held on 27 September 2017.

The Fund's Annual Report 2016-17 is available [here](#).

9 **Training Item: Fraud Prevention and Mitigation** *(Pages 33 - 36)*

The Interim Strategic Pension Manager will provide an overview of the Fraud prevention process and ways these are mitigated for the Wiltshire Pension Fund.

The Head of Pensions presents a report updating the Board on Fraud policies.

10 **Scheme Legal, Regulatory and Fund update** *(Pages 37 - 42)*

A report provides an update on the latest Scheme, Legal, Regulatory and Fund developments for the Board's information.

11 **Risk Register Update** *(Pages 43 - 50)*

A report presents the current Risk Register for the Wiltshire Pension Fund for review by the Board.

12 **Administration Key Performance Indicators** *(Pages 51 - 56)*

A report presents the Fund's administration Key Performance Indicators for review by the Board.

13 **External and Internal Audit Update** *(Pages 57 - 96)*

A report outlines the outcome of the 2016-17 external audit, the developments in the appointment of the new external auditors, along with an update on the proposed 2017 internal audit plan.

14 **Guaranteed Minimum Pension (GMP) Project update** *(Pages 97 - 106)*

A report provides an update on the progress of the Fund's GMP Project reconciling members' records with those of HMRC.

15 **Annual Benefit Statement Publication Review** (Pages 107 - 108)

A report presents the outcome of the Annual Benefit Statement exercise for 2017 for the Board's information.

16 **Employers Contributions Review** (Pages 109 - 114)

A report updates the Board on the employer contributions monitoring process and proposed changes currently being implemented.

17 **Local Pension Board Feedback on the Wiltshire Pension Fund Website**

A verbal update will be provided by the Head of Pensions on the comments received from the Board Members in relation to feedback on the website.

18 **How did the Board do?**

The Chairman will lead a discussion on how the meeting went and request feedback on how the Board could be developed, and for members to feedback any relevant updates.

19 **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.

20 **Date of next meeting and Forward Plan** (Pages 115 - 118)

The next meeting of the Board will be held on 17 January 2018, other future dates can be found [here](#).

The Board's Forward Work Plan is attached for members' consideration.

21 **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 22 – 24 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.

22 **Brunel Pension Partnership Update**

A verbal update on the progress of the Brunel Pension Partnership implementation will be provided by the Head of Pensions.

23 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee and Investment Sub Committee** *(Pages 119 - 126)*

To consider the Part 2 (confidential) minutes of the meetings of the Wiltshire Pension Fund Committee held on 27 September and Investment Sub Committee held on 13 September.

24 **Minutes** *(Pages 127 - 136)*

To confirm the Part 2 (confidential) minutes of the meeting held on 13 July 2017.