

# AGENDA

**Meeting:** Wiltshire Pension Fund Committee  
**Place:** Kennet Room, County Hall, Trowbridge, BA14 8JN  
- County Hall, Bythesea Road, Trowbridge, BA14 8JN  
**Date:** Thursday 28 July 2022  
**Time:** 10.00 am

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

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## Membership:

### Voting Membership

#### Wiltshire Council Members:

Cllr Richard Britton (Chairman)  
Cllr George Jeans  
Cllr Gordon King  
Cllr Christopher Newbury  
Cllr Jonathon Seed

#### Substitute Members

Cllr Pauline Church  
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 Steve Heyes  
Cllr Kevin Small

#### Substitute Members

Cllr Vijay Manro

#### Employer Body Representatives

Tracy Adams  
Claire Anthony

### **Non-voting Membership**

#### Observers

Stuart Dark  
Mike Pankiewicz

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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  
details

## Items to be considered

Time

### PART I

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

- 1 **Apologies** **10.00**

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

- 2 **Minutes of the Previous Meeting** *(Pages 7 - 10)*

To approve and sign as a true and correct record the Part I (public) minutes of the previous meeting held on 26 May 2022.

- 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** *(Pages 11 - 12)*

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

- 6 **Review of the Minutes of the Local Pension Board** *(Pages 13 - 24)*

To receive the minutes of the meeting of the Local Pension Board held on 5 May 2022.

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 **21 July 2022** 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 **25 July 2022**. 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) Report** *(Pages 25 - 60)* **10.05**

To receive a report for the committee's ongoing oversight of:

- Scheme, Regulatory, Legal and Fund Update
- Key Performance Indicators (KPIs)
  - a) Period – 1 January 2022 to 30 June 2022
  - b) New Fund reporting structure
- Risk Register
- Internal audit update
- Training update

9 **Business Plan 2022-2023** *(Pages 61 - 66)* **10.15**

The Head of Wiltshire Pension Fund will present a report updating members on progress against the Plan's objectives.

10 **Key Financial Controls** *(Pages 67 - 76)* **10.35**

A update by the Senior Investment and Accounting officer concerning the operational accounting arrangements and the 2021-22 Budget Outturn.

11 **Fund Annual Report and Accounts** *(Pages 77 - 82)* **10.45**

Presentation of the draft Annual Report and Accounts 2021/22 and an update on any external audit finding.

12 **Pensions Administration Strategy** *(Pages 83 - 132)* **10.55**

To approve the updated Pension Administration Strategy document. To be presented by the Pension Administration Lead

13 **Employer Charging Policy** *(Pages 133 - 140)* **11.05**

To review the updated administration charging policy. To be presented by the Pension Administration Lead.

- 14 **Pension Payroll Database Reconciliation** *(Pages 141 - 144)* **11.15**  
 To receive an update report on the progress of this project.
- 15 **Committee Forward Work Plan** *(Pages 145 - 152)* **11.25**  
 To review the work plan for the committee 2022-23.
- 16 **Date of Next Meeting**  
 The next ordinary meeting of the Committee will be held on 5 September 2022.
- 17 **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.

18 **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 19 onwards 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 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**

- 19 **Minutes of the Previous Meeting** *(Pages 153 - 160)* **11.40**  
 To approve and sign as a true and correct record the Part II (private) minutes of the previous meeting held on 26 May 2022.
- 20 **Review of Local Pension Board Minutes** *(Pages 161 - 170)*  
 To review the private (Part II) minutes of the meeting of the Local Pension Board on 5 May 2022.
- 21 **Cyber Security Review** *(Pages 171 - 174)* **11.50**  
 A report by officers setting out the scope and timetable for this

review. To receive feedback from members following the cyber security workshop

22 **Investment Management Fees and Costs for 2021/22** (Pages **12.00**  
175 - 182)

To receive a report on the annual investment management fees for the previous financial year.

23 **Brunel Governance Update** **12.10**

To receive a verbal update on the report from officers summarising the ongoing Brunel governance arrangements.