

AGENDA

Meeting: Local Pension Board

Place: Kennet Room, County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Thursday 18 August 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 (Chair)

Marlene Corbey (Vice-Chair)

Paul Smith

Laura Fisher

Asifa Ashraf

Mike Pankiewicz

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Bourne Hill, Salisbury
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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

Items to be considered

Time

PART 1

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

1 **Membership** **10.00**

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 - 18*)

To approve and sign as a true and correct record the Part I (public) minutes of the previous meeting held on 5 May 2022.

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

4 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations.

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 11 August 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 15 August 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 19 - 30)*
- To consider the Part I (public) minutes, and recommendations arising, from the last meetings of the Wiltshire Pension Fund Committee held on 26 May 2022 and 28 July 2022.
- 8 **Scheme, Legal, Regulatory and Fund Update** *(Pages 31 - 40)* **10.15**
- A report providing an update on the latest Scheme, Legal, Regulatory and Fund developments for the Board's information by the Head of the Wiltshire Pension Fund.
- 9 **Business Plan 2022-2023** *(Pages 41 - 46)* **10.25**
- A report updating members on the progress against the Plan's objectives by the Head of the Wiltshire Pension Fund.
- 10 **Training Update** *(Pages 47 - 58)* **10.35**
- Training – National Knowledge Assessment, Member effectiveness review and Annual questionnaire.
- TPR Single Code of Practice
- 11 **Administration Quarterly Key Performance Indicator** *(Pages 59 - 66)* **10.45**
- A report presenting the Fund's administration Key Performance Indicators for review by the Board from the Pension Administration Lead.
- 12 **Key Financial Controls** *(Pages 67 - 76)* **10.55**
- An update by the Senior Investment and Accounting officer concerning the operational accounting arrangements. To include an update on the internal governance review.
- 13 **Pension Payroll Database reconciliation** *(Pages 77 - 80)* **11.05**
- An update from the Pension Administration Lead concerning the Pension Payroll reconciliation.
- 14 **Audit Update** *(Pages 81 - 90)* **11.15**
- An update on 2022/23 audit plan activity and audit recommendations for 2021/22. Presented by the Head of the

Wiltshire Pension Fund & the Fund Governance and Performance Manager.

SWAP Key Financial Controls 2021/22 actions

15 **Risk Register Update** (Pages 91 - 100) **11.25**

A report presenting the Risk Register for the Wiltshire Pension Fund for review by the Board. Presented by the Fund Governance and Performance Manager.

To update members on the new Risk Register design.

16 **Urgent Items** **11.35**

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.

17 **Date of Next Meeting and Forward Work Plan** (Pages 101 - 106) **11.45**

To note that the next ordinary meeting of the Board will be held on 27 October 2022.

The Board to review and approve its new Scheme Year Forward Work Plan which is attached for members' consideration

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 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.

19 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee** (Pages 107 - 122) **11.55**

To consider the Part II (private) minutes, and recommendations arising, from the last meetings of the Wiltshire Pension Fund Committee held on 26 May and 27 July 2022.

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| 20 | <u>Cyber Security Review</u> | <u>12.05</u> |
| | An update on the progress of this review by the Fund Governance & Performance Manager. | |
| 21 | <u>Minutes</u> <i>(Pages 123 - 132)</i> | <u>12.15</u> |
| | To approve and sign as a true and correct record the Part II (private) minutes of the previous meeting held on 5 May 2022 | |