

# AGENDA

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**Meeting:** Local Pension Board

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

**Date:** Tuesday 13 February 2024

**Time:** 10.00 am

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Please direct any enquiries on this Agenda to Ellen Ghey of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718259 or email [ellen.ghey@wiltshire.gov.uk](mailto:ellen.ghey@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](http://www.wiltshire.gov.uk)

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## **Membership:**

Mark Spilsbury (Chairman)  
Marlene Corbey (Vice-Chairman)  
Laura Fisher

James Nicholson  
Mike Pankiewicz  
George Simmonds

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## **Recording and Broadcasting Information**

Wiltshire Council may record this meeting for live and/or subsequent broadcast. 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 submitting a statement or question for a meeting you are consenting that you may be recorded presenting this and that in any case your name will be made available on the public record. 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. Our privacy policy can be found [here](#).

## **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](#).

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

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

# AGENDA

## 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 or substitutions for the meeting.

4 **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 1 November 2023.

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

5 **Declarations of Interest** (*Pages 19 - 30*)

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

To receive an update on the Register of Interests.

6 **Chairman's Announcements**

To receive any announcements through the Chairman.

7 **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 **Tuesday 6 February 2024** 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 **Thursday 8 February 2024**, 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 and Key Decisions of the Wiltshire Pension Fund Committee**  
(Pages 31 - 48)

To consider the Part I (public) minutes, and recommendations arising, from the meetings of the Wiltshire Pension Fund Committee on 23 November 2023 and 14 December 2023.

9 **Headlines & Monitoring (HAM) Report** (Pages 49 - 98)

A report for the Board's ongoing oversight of:

- Scheme, Regulatory, Legal, and Fund Update
- Risk Register
- Administration KPI update – 1 October 2023 to 31 December 2023
  - a) Key business plan items – Aggregation Backlogs / i-Connect & Controls / Resourcing
  - b) Outsourcing updates
  - c) Business Plan 2024/27 summary
- Audit update 2023/24
  - a) SWAP Audit KPI 2023/24
  - b) SWAP Audit KFC 2023/24

10 **LPB Budget** (Pages 99 - 100)

LPB to endorse its budget 2024/25 as part of the recommendation to be submitted to the Pension's Committee. To be presented by the Investment and Accounting Team Lead.

11 **Key Financial Controls** (Pages 101 - 106)

An update by the Investment and Accounting Team Lead concerning the operational accounting arrangements and monitoring of the quarterly budget.

12 **Employer Update** (Pages 107 - 110)

The Employer Funding & Risk Lead will update the Board on employer related activities:

- a) The Employer Scorecard
- b) Employer Compliance – DSAs
- c) The Employer Review – internal working practices
- d) Employer Forum

13 **Immediate Payments Update** (*Pages 111 - 114*)

The Pension Administration Lead will present an “immediate payments” update following transfer of the fund payment process to Oracle.

14 **Administering Authority Discretions Policy** (*Pages 115 - 132*)

The Pension Administration Lead will present an updated version of the Administering Authority Discretions Policy for review by Members.

15 **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.

16 **Date of Next Meeting and Forward Work Plan** (*Pages 133 - 140*)

To note that the next ordinary meeting of the Board will be held on 22 May 2024.

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

17 **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 18-24 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.

18 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee**  
(*Pages 141 - 164*)

To consider the Part II (private) minutes, and recommendations arising, from the last meetings of the Wiltshire Pension Fund Committee held on 23 November 2023 and 14 December 2023 respectively.

19 **Brunel Governance Update**

A verbal update on the report from officers summarising the ongoing Brunel governance arrangements.

20 **KPI Improvement Plan** (*Pages 165 - 192*)

The Head of Wiltshire Pension Fund and Pension Administration Lead will present the KPI Improvement Plan, including a summary of the results of the recent staff engagement survey.

21 **Scheme of Sub-Delegation** (*Pages 193 - 198*)

The Fund Governance Manager will present an updated version of the Scheme of sub-delegation for review by the Board.

22 **Training**

Pension Fund procurement and how performance of suppliers can be monitored.

23 **LBP Minutes** (*Pages 199 - 208*)

To approve and sign as a true and correct record the Part II (private) minutes of the previous meeting held on 1 November 2023.

24 **Urgent Items**

Any other items of business of a confidential nature which, in the opinion of the Chairman, should be considered as a matter of urgency.