

WILTSHIRE COUNCIL

WILTSHIRE LOCAL PENSION BOARD

16 July 2015

Local Pension Board Work Plan for 2015-16

Purpose of the Report

1. The purpose of this report is to outline the need for a Work Plan for the Local Pension Board (LPB) and to initiate discussions on the areas of work that could be covered over the next 12 months.

Background

2. As outlined in the Terms of Reference outlined elsewhere on this agenda, the LPB shall report to the Pension Fund Committee at least annually:
 - a) a summary of the work undertaken since the last report
 - b) the work plan for last year and the programme for the next 12 months
3. Therefore, the LPB needs to consider and develop a work plan for the forthcoming annual period.

Considerations for the Board

4. To assist, the Terms of Reference provide details of the core function of the LPB which is to assist the Pension Fund in securing compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme.
5. Therefore, the LPB may determine the areas it wishes to consider including but not restricted to:
 - a) Review regular compliance monitoring reports which shall include reports to and decisions made under the Regulations by the Committee.
 - b) Review management, administrative and governance processes and procedures in order to ensure they remain compliant with the Regulations, Relevant Legislation and in particular the Code.
 - c) Review the compliance of scheme employers with their duties under the Regulations and Relevant Legislation.
 - d) Review such documentation as is required by the Regulations including the Governance Compliance Statement, Funding Strategy Statement and Statement of Investment Principles.
 - e) Review scheme members and employers communications as required by the Regulations and Relevant Legislation.
 - f) Monitor complaints and performance on the administration and governance of the scheme.

- g) Review the Internal Dispute Resolution Process and Pensions Ombudsman cases.
 - h) Review the arrangements for the training of Board members and those elected members and officers with delegated responsibilities for the management and administration of the Scheme.
 - i) Review the complete and proper exercise of employer and administering authority discretions.
 - j) Review the outcome of internal and external audit reports.
 - k) Review draft accounts and Fund annual report.
6. The second core function of the LPB is to ensure the effective and efficient governance and administration of the Scheme. Again, the LPB may determine the areas it wishes to consider including but not restricted to:
- a) Monitor performance of administration, governance and investments against key performance targets and indicators.
 - b) Review the effectiveness of processes for the appointment of advisors and suppliers to the Administering Authority.
 - c) Monitor investment costs including custodian and transaction costs.
 - d) Monitor internal and external audit reports.
 - e) Review the risk register as it relates to the scheme manager function of the Administering Authority
 - f) Review the outcome of actuarial reporting and valuations.
 - g) Provide advice and make recommendations when required to the Committee on areas that may improve the effectiveness and efficient operation and governance of the Fund.
7. The main focus on the next 12 months should be based around setting up the polices of the LPB. Other areas for consideration are the annual and statutory obligations of the Fund which will take place over the next year.
8. A potential, but not exhaustive list is shown below:
- a) Development of the Conflict of Interest and Code of Conduct Policies
 - b) Development and approval of a Breaches Policy
 - c) Development and approval of a Training Policy
 - d) Review of the requirements under the Pension Regulator Code of Practice
 - e) Review of the draft accounts and Annual Report
 - f) Review of external Audit Report
 - g) Review of the Statement of Investment Principles
 - h) Review of Annual Benefit Statements
 - i) Review the outcome of the 2016 Valuation
 - j) Review the updated Funding Strategy Statement

9. It is proposed ideas and further suggestions are discussed at this meeting and a Work Plan drafted for approval in October.

Environmental Impact of the Proposal

10. Not applicable.

Financial Considerations & Risk Assessment

11. There are no significant financial implications or risks from this report.

Legal Implications

12. There are legal implications from this report.

Safeguarding Considerations/Public Health Implications/Equalities Impact

13. There are no known implications at this time.

Reasons for Proposals

14. To ensure the LPB is fulfilling its duty to assist the Wiltshire Pension Fund in ensuring compliance with the scheme regulations and securing effective and efficient governance and administration of the LGPS scheme.

Proposals

15. The Board is asked to discuss areas for the forthcoming Work plan to be then finalised and approved at this meeting in October 2015.

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Unpublished documents relied upon in the production of this report: NONE