

# AGENDA SUPPLEMENT

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**Meeting:** Local Pension Board  
**Place:** Kennet Room, County Hall, Trowbridge, BA14 8JN  
**Date:** Thursday 11 October 2018  
**Time:** 10.30 am

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**The Agenda for the above meeting was published on 3 October. Additional documents are now available and are attached to this Agenda Supplement.**

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.

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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21 **Date of next meeting and Forward Plan (Pages 3 - 6)**

This supplement was published after the meeting as a record of an updated Forward Plan that was tabled at the meeting.

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**LOCAL PENSION BOARD - WORK PLAN**

Meeting:	11-Oct-18	24-Jan-19	23-May-19	22-Aug-19	14-Nov-19	xx-Jan-20
<b>Standard Items:</b>						
Membership	✓	✓	✓	✓	✓	✓
Attendance of Non Members	✓	✓	✓	✓	✓	✓
Apologies for absence	✓	✓	✓	✓	✓	✓
Minutes of last Board & matters arising not on agenda	✓	✓	✓	✓	✓	✓
Chairman's announcements	✓	✓	✓	✓	✓	✓
Declaration of Interest	✓	✓	✓	✓	✓	✓
Public Participation	✓	✓	✓	✓	✓	✓
Date of Next Meeting	✓	✓	✓	✓	✓	✓
Urgent Items	✓	✓	✓	✓	✓	✓
<b>Main business items:</b>						
<b>Board Governance</b>						
Election of Vice Chair				✓		
Board Budget setting		✓				✓
Board KPIs to monitor				✓		
Board Annual Report			✓			
Review Board's Terms of Reference (if and as required)		✓				
Board Annual Training Plan Update			✓			
Training Item relevant to agenda	Delegations - Council, PC, ISC officers, BOB, LPB	Internal and external SLAs	TBC	TBC	TBC	TBC
Code of Conduct & Conflicts of Interest Policy			To review again in April 2020			

Forward Work Plan and Dynamic Reviews	✓	✓	✓	✓	✓	✓
Review - how did the Board do?	✓	✓	✓	✓	✓	✓
<b>Meeting:</b>	<b>11-Oct-18</b>	<b>24-Jan-19</b>	<b>23-May-18</b>	<b>22-Aug-18</b>	<b>14-Nov-18</b>	<b>xx-Jan-19</b>
<b>Fund Governance</b>						
Scheme Legal, Regulatory & Fund update	✓	✓	✓	✓	✓	✓
Review of Risk Register	✓	✓	✓	✓	✓	✓
Fund update & comments on minutes of PC & ISC and BPP/BOB	✓	✓	✓	✓	✓	✓
Review Governance Compliance Statement				✓		
Review Fund Training Programme		✓				✓
Review all Fund Declarations of Interest		✓				
tPR Code of Practice 14/record keeping compliance survey results			✓			
Results of national LGPS surveys	✓					
Review external advisor appointments process/controls and internal SLAs	✓					
Review Triennial Valuation Process		✓				
Review Triennial Valuation Results				✓		
Review fund delegations and internal controls	✓					
Review CIPFA Admin, WM investment and other Fund benchmarking results		✓				
<b>Meeting:</b>	<b>11-Oct-18</b>	<b>24-Jan-19</b>	<b>23-May-19</b>	<b>22-Aug-19</b>	<b>14-Nov-19</b>	<b>xx-Jan-20</b>
<b>Fund Plans, Policies &amp; Strategies</b>						
Review Fund Annual Business Plan		✓				✓
Review Admin Strategy & Charge Out Rates		✓				✓
Review Admin Authority Discretions/review process		✓				✓
Review Funding Strategy Statement		✓				
Review GAD triennial S13 results	✓					

Review Statement of compliance with FRC stewardship code				✓		
Review statutory Investment Strategy Statement updates		✓				✓
<b>Meeting:</b>	<b>11-Oct-18</b>	<b>24-Jan-19</b>	<b>23-May-19</b>	<b>22-Aug-19</b>	<b>14-Nov-19</b>	<b>xx-Jan-20</b>
<b>Administration</b>						
Review employers admin KPIs and compliance	✓	✓	✓	✓	✓	✓
TPR breaches policy/reporting review		✓				✓
Review Fund fraud risk prevention and mitigation measures		✓				✓
Review Fund website contents and resilience		✓				✓
Review of Fund Complaints policy, IDRP procedures & PO cases		✓				✓
Review Fund Communications (employers/members)				✓		
Review of Data Security & Business Recovery		✓				✓
Review GMP reconciliation process/results	✓					
Benchmark Annual Report with other BPP Funds			✓			✓
Review of Annual Benefit Statement process	✓				✓	
<b>Financials &amp; Audit</b>						
Review Fund Annual Report				✓		
Review Fund Annual Accounts	✓			✓		
Review Internal Audit Report			✓			
Review External Audit Report	✓			✓		
Input to Annual External Audit Plan			✓			
Input to Annual Internal Audit Plan		✓			✓	

<b>Total number of Agenda Items:</b>	<b>27</b>					
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