

AGENDA

Meeting: Local Pension Board
Place: Wiltshire Council Offices, County Hall, Trowbridge
Date: Thursday 14 November 2019
Time: 10.30 am

Please direct any enquiries on this Agenda to Craig Player, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713191 or email craig.player@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:

Cllr Richard Britton
Sarah Holbrook
Ian Jones
Rod Lauder

Mike Pankiewicz
Howard Pearce (Chairman)
Barry Reed

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County Hall, Trowbridge
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

PART 1

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

1 **Attendance of non-members of the Board**

To note the attendance of any non-members of the Board present.

2 **Membership**

To note any changes to the membership of the Board.

3 **Apologies**

To receive any apologies for absence.

4 **Minutes and action-tracking** (Pages 7 - 16)

To confirm as a true and correct record the minutes of the previous meeting held on 22 August 2019.

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

5 **Declarations of Interest**

To receive any declarations of disclosable interest.

Board Members' Registers of Interest are available [here](#), members are reminded to review their Rol on a regular basis and report any changes to Democratic Services.

6 **Chairman's Announcements**

To receive any announcements through the Chairman.

7 **Public Participation and Councillors Questions**

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 06 November 2019 in order to be guaranteed a written response prior to the meeting. Any question received between the above deadline, and no later than 5pm two clear working days before the meeting, 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 and Investment Sub Committee** (Pages 17 - 22)

To consider the Part 1 (public) minutes of the Wiltshire Pension Fund Committee and Investment Sub Committee held on 03 October and 05 September 2019.

To also discuss the approach to internal recharges.

9 **Annual training review: Board, Committee and Officers** (Pages 23 - 36)

To receive an update on the Fund's training strategy and to present a new training strategy for officers.

10 **Scheme legal, regulatory and Fund update** (Pages 37 - 42)

To receive a report providing an update on the latest Scheme, Legal, Regulatory and Fund developments for the Board's information.

11 **Risk Register update** (Pages 43 - 48)

To receive a report presenting the Risk Register for the Wiltshire Pension Fund for review by the Board.

12 **Administration Key Performance Indicators** (Pages 49 - 62)

To receive a report presenting the Fund's administration Key Performance Indicators for review by the Board.

13 **Internal Audit actions update** (Pages 63 - 70)

To receive a paper summarising the progress made against SWAP's internal audit recommendations from their report dated 30 April 2019. The Board is also asked to provide any recommendations for audits to take place next year.

14 **Pensions Administration Strategy** *(Pages 71 - 116)*

To receive a paper introducing a revised Pension Administration Strategy for the Board's consideration (following a period of consultation with scheme employers).

15 **Communications Strategy** *(Pages 117 - 128)*

To receive a paper introducing a revised Communications Strategy.

16 **Fund's Data Retention Strategy** *(Pages 129 - 132)*

To receive a report outlining the Fund's approach to data retention.

17 **Pension Regulator Engagement Report** *(Pages 133 - 140)*

To receive a report in which the Fund self-assesses its performance against the categories identified from a recent tPR engagement report.

18 **How did the Board do?**

The Chairman will lead a discussion on how the meeting went and request feedback on how the Board could be developed, and for members to feedback any relevant updates.

19 **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.

20 **Date of next meeting and Forward Plan** *(Pages 141 - 144)*

The next meeting of the Board will be held on 13 February 2020 and other future dates can be found [here](#).

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

21 **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 22-23 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.

22 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee, Investment Sub-Committee and Brunel Oversight Board** *(Pages 145 - 150)*

To consider the Part 2 (private) minutes of the meetings of the Wiltshire Pension Fund Committee and Investment Sub-Committee held on 03 October 2019 and 05 September 2019 and the minutes from the Brunel Oversight Board.

23 **Minutes** *(Pages 151 - 158)*

To confirm as a true and correct record the Part 2 minutes of the meeting held on 22 August 2019.