

# AGENDA

**Meeting:** Wiltshire Pension Fund Committee  
**Place:** Council Chamber - County Hall, Bythesea Road, Trowbridge,  
BA14 8JN  
**Date:** Thursday 16 December 2021  
**Time:** 10.00 am

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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](mailto:kieran.elliott@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225) 713114/713115.

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## Membership:

### Voting Membership

#### Wiltshire Council Members:

Cllr Richard Britton (Chairman)  
Cllr Gordon King  
Cllr Christopher Newbury  
Cllr Jonathon Seed  
Cllr Elizabeth Threlfall

#### Substitute Members

Cllr Pauline Church  
Cllr Robert Yuill  
Cllr Gavin Grant  
Cllr Carole King  
Cllr Ian Thorn  
Cllr Sarah Gibson

#### Swindon Borough Council Members

Cllr Steve Heyes  
Cllr Vijay Manro

#### Substitute Members

#### Employer Body Representatives

Tracy Adams  
Claire Anthony

### **Non-voting Membership**

#### Observers

Stuart Dark  
Mike Pankiewicz

## **Recording and Broadcasting Information**

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By submitting a statement or question for an online meeting you are consenting that you will be recorded presenting this, or this may be presented by an officer during the meeting, and will be available on the public record. The meeting may also be recorded by the press or members of the public.

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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](#).

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

**PART I****Items to be considered when the meeting is open to the public****1 Apologies**

To receive any apologies for absence or substitutions for the meeting.

**2 Declarations of Interest**

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

**3 Minutes of Previous Meetings (Pages 7 - 10)**

To approve and sign as a true and correct record the Part I (Public) minutes of the meeting held on 25 November 2021.

**4 Chairman's Announcements**

To receive any announcements through the Chairman.

**5 Review of actions arising from previous meeting (Pages 11 - 12)**

To review progress on any actions requested by the Committee in previous meetings.

**6 Review of the Minutes of the Local Pension Board (Pages 13 - 24)**

To receive the minutes of the meeting of the Local Pension Board held on 11 November 2021, and to review the summary of the recommendations made by the Board.

**7 Public Participation**

The Council welcomes contributions from members of the public, however, to ensure Covid-19 public health guidance is adhered to physical attendance at this meeting will be limited. Please contact the officer named on this agenda no later than 5pm on 14 December if you wish to attend this meeting.

**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 on the front of the agenda for any further clarification.

## Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on 9 December 2021 in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on 13 December 2021. Please contact the officer named on the front 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 Committee members prior to the meeting and made available at the meeting and on the Council's website.

### 8 **Staff Restructure**

To receive an update from the s151 Officer.

### 9 **Triennial Valuation 2022**

To outline the valuation timetable and provide training. In addition, to provide commentary on the Employer Investment strategy in accordance with the look forward plan and comment on the Club Vita results.

### 10 **Headlines and Monitoring** (Pages 25 - 52)

A report for the committee's ongoing oversight of:

- Scheme, Regulatory, Legal and Fund Update
- Key Performance Indicators (KPIs) – 1 July 2021 to 30 September 2021
  - a) Employer Data Compliance
- Fund Audits
  - a) Audit review 2021/22
  - b) Commissioning of the audit strategy 2022/23
- Risk Register
- Budget monitoring

### 11 **Training Update** (Pages 53 - 96)

To receive reports on the following:

- a) Draft member training policy and strategy 2021 – 2025
- b) Draft training strategy 2022/23

### 12 **Pensioner Payroll Data Base Reconciliation** (Pages 97 - 100)

To receive an update report on the progress of the Pensioner

Payroll Database Reconciliation project.

13 **Business Plan Objectives** (Pages 101 - 104)

To receive a report on progress on objectives of the 2021/22 business plan.

14 **Communications Strategy** (Pages 105 - 118)

To consider a proposal to update the Communications Strategy.

15 **Forward Work Plan** (Pages 119 - 124)

To review the work plan for the Committee 2021/22.

16 **Date of Next Meeting**

The next ordinary meeting of the Committee will be held on 3 March 2022, to be focused on Investment matters.

The next meeting focused on administration matters will be held on 31 March 2022.

17 **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.

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 19-23 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 1 & 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 of the Previous Meeting** (Pages 125 - 130)

To approve and sign as a true and correct record the Part II

(private) minutes of the previous meeting held on 25 November 2021.

20 **Fund Cyber Security and Business Continuity** *(Pages 131 - 166)*

To consider proposals for the Fund arrangements with its two key software providers and its current compliance with the Regulator's guidance

21 **Key Financial Controls** *(Pages 167 - 176)*

To receive an update outlining the operational accounting arrangements.

22 **Brunel Budget** *(Pages 177 - 180)*

To receive a report summarising the Brunel Budget.

23 **Brunel Governance Review Update**

To receive any verbal update on the Brunel Pension Partnership governance arrangements.