

# AGENDA

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**Meeting:** Local Pension Board

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

**Date:** Thursday 27 October 2022

**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.

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)  
Paul Smith  
Laura Fisher

Asifa Ashraf  
Mike Pankiewicz  
Juliet Weimar

## **Recording and Broadcasting Information**

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**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

# AGENDA

## Part I

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

1 **Apologies and Membership**

To receive any apologies for the meeting.

To note any changes to membership of the Board.

2 **Minutes and Action Tracking (Pages 7 - 16)**

To confirm as a true and correct record the minutes of the previous meeting held on 18 August 2022.

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

3 **Declarations of Interest**

To receive any declarations of disclosable interests.

4 **Chairman's Announcements**

To receive any announcements through the Chairman.

5 **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 20 October 2022 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 24 October 2022, 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.

6 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee and Investment Sub-Committee** *(Pages 17 - 22)*

To consider the public minutes of the Wiltshire Pension Fund Committees held on 5 September 2022 & 6 October 2022 (to follow).

7 **Scheme, Legal, Regulatory and Fund Update** *(Pages 23 - 30)*

A report providing an update on the latest Scheme, Legal, Regulatory and Fund developments for the Board's information by the Head of the Wiltshire Pension Fund.

- a) Evolve rescheduling
- b) Post fiscal event update

8 **Business Plan 2022-2032** *(Pages 31 - 36)*

A report updating members on the progress against the Plan's objectives by the Head of the Wiltshire Pension Fund.

9 **Training Update** *(Pages 37 - 44)*

Training – DLUHC (SAB) Good Governance Review

10 **Administration Quarterly Key Performance Indicators and Data Improvement Plan** *(Pages 45 - 70)*

A report presenting the Fund's administration statistics from the Pension Administration Lead.

To include:

- a) ABS, PSS
- b) New Report design (merging Admin & Financial KPIs)

11 **Key Financial Controls** *(Pages 71 - 80)*

An update by the Senior Investment and Accounting officer concerning the operational accounting arrangements.

12 **Responsible Investment Plan** *(Pages 81 - 86)*

An update by the Senior Investment and Accounting officer on progress against the plan.

13 **Data Retention Policy** *(Pages 87 - 94)*

To review the Fund's policy on data retention. To be presented by the Pension Administration Lead.

14 **Audit Update** *(Pages 95 - 114)*

An update on 2022/23 audit plan activity and audit recommendations for 2021/22. Presented by the Head of the Wiltshire Pension Fund & the Fund Governance and Performance Manager:

- a) SWAP Key Financial Controls 2021/22 actions
- b) Audit progress 2022/23:
  - i. SWAP Pension Payroll Reconciliation
  - ii. TPR self-assessment
  - iii. Statutory Returns
  - iv. Brunel cost savings

15 **Risk Register Update** (*Pages 115 - 124*)

A report presenting the Risk Register for the Wiltshire Pension Fund for review by the Board. Presented by the Fund Governance and Performance Manager.

To introduce members to the new Risk Register design.

16 **Employer Compliance and Performance** (*Pages 125 - 128*)

A report outlining the approach being taken by officers to ensure employer compliance. Presented by the Fund Governance and Performance Manager.  
Ref: LPB terms of reference – paragraph 80

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 **Date of Next Meeting and Forward Work Plan** (*Pages 129 - 134*)

The next meeting of the Board will be held on 1 February 2023.

The Board to review and approve its new Scheme Year Forward Work Plan which is attached for members' consideration.

19 **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 20-22 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.*

20 **Minutes and Key Decisions of the Wiltshire Pension Fund Committee**  
(Pages 135 - 140)

To consider the Part II (Private) minutes of the Wiltshire Pension Fund Committee held on 5 September & 6 October 2022 (to follow).

21 **Cyber Security Update** (Pages 141 - 158)

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

22 **Minutes of the Previous Meeting** (Pages 159 - 166)

To approve the Part II minutes of the meeting of the Board held on 18 August 2022.