Wiltshire Council

AGENDA

Meeting: **Wiltshire Pension Fund Committee**

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

Date: **Thursday 12 December 2024**

Time: <u>**10.00 am**</u>

Please direct any enquiries on this Agenda to Ben Fielding - Senior Democratic Services Officer of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line: 01225 718656 or email: Benjamin.fielding@wiltshie.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:

<u>Voting Membership</u>
<u>Wiltshire Council Members:</u>
Cllr Richard Britton (Chairman)
Cllr Gordon King
Cllr Stuart Wheeler
Cllr Gavin Grant
Cllr Robert Yuill

<u>Substitute Members</u>
 Cllr Sarah Gibson MP
Cllr Carole King
Cllr Christopher Newbury
Cllr Ian Thorn

<u>Swindon Borough Council Members</u>
Cllr Kevin Small
Cllr Vijay Manro

<u>Employer Body Representatives</u>
Jodie Smart
Claire Anthony

Non-voting Membership
<u>Observers</u>
Stuart Dark
Mike Pankiewicz

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Parking

To find car parks by area follow this link. The three Wiltshire Council Hubs where most meetings will be held are as follows:

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Bourne Hill, Salisbury
Monkton Park, Chippenham

County Hall and Monkton Park have some limited visitor parking. For meetings at County Hall there will be two-hour parking. 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. For Monkton Park, please contact reception upon arrival.

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.

Our privacy policy is found here.

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

Items to be considered	**Time**

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PART I

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

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1   **Membership and Apologies**   **10.00am**

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

2   **Minutes** *(Pages 7 - 12)*

To approve and sign as a true and correct record the Part I (public) minutes of the previous meeting held on 21 November 2024.

3   **Declarations of Interest**

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

4   **Chairman's Announcements**

To receive any announcements through the Chairman.

5   **Review of Actions Log** *(Pages 13 - 14)*

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

6   **Review of the Minutes of the Local Pension Board** *(Pages 15 - 24)*

To receive the minutes of the meeting of the Local Pension Board held on 7 November 2024. To review the summary of the recommendations made by the Board.

7   **Public Participation**

The Council 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 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 **Thursday 5 December** 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 **Monday 9 December**. 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   **Headlines and Monitoring (HAM)** *(Pages 25 - 70)*

A report for the committee's ongoing oversight of:
- Scheme, Regulatory, Legal and Fund Update
- Administration KPI update – 1 October 2024 to 30 November 2024
   a) McCloud and Pension Dashboard updates
   b) Pension Review update
- Risk Register
- Audit update
   a) SWAP KC actions
   b) Audit strategy 2025/26

9   **TPR General Code of Practice plan and self-assessment**   **10.20am**
(Pages 71 - 74)

An update by the Fund Governance Manager on the progress for implementing changes to the Fund's internal controls as a result of the new general code of practice.

10   **Review of Cyber, Data Security & Business Recovery** *(Pages*   **10.30am**
75 - 116)

The Fund Operations Manager will present the Fund's cyber security policy for consideration by the Board and recommendation to the Committee. The presentation will also include a summary on the Fund's Business Continuity Plan.

11   **Risk Management framework update** *(Pages 117 - 126)*   **10.40am**

An update by the Head of Wiltshire Pension Fund concerning the progress of the Fund's new Risk Management a framework.

12   **Key Financial Controls** *(Pages 127 - 132)*   **10.50am**

An update by the Investment and Accounting Team Lead concerning the operational accounting arrangements.

13   **Payroll migration update**   **11.00am**

The Fund Operations Manager will provide report concerning the completion of the payroll migration.

Please note this report will follow as a supplement.

14   **Committee Forward Work Plan** *(Pages 133 - 136)*   **11.10am**

To review the work plan for the committee.

15   **Date of Next Meeting**

To determine the date of the next Committee meeting dates:
- Investment focused meeting 27 February 2025
- Administration focused meeting 20 March 2025

16   **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.

17   **Exclusion of the Public**   **11.15am**

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 18 – 21 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

18   **Minutes** *(Pages 137 - 144)*   **11.20am**

To approve and sign as a true and correct record the Part II (private) minutes of the previous meeting held on 21 November 2024.

19   **Review of the Minutes of the Local Pension Board (Part II)** *(Pages 145 - 152)*

To consider the Part II (private) minutes, and recommendations arising, from the last meeting of the Local Pension Board held on 7 November 2024.

20   **KPI Improvement Plan**   **11.30am**

An update by the Administration Team Lead concerning progress against the KPI Improvement Plan.

Please note this report will follow as a supplement.

21   **Pension Review and Consultation** *(Pages 153 - 166)*   **11.40am**

An update by the Head of Wiltshire Pension Fund concerning anticipated changes to the LPGS.