

WILTSHIRE PENSION FUND ACTION PLAN 2015-18

Activity		Deadline	Links to Objective No.	Purpose	Priority	Resource Risk	Action Update March 2017
1	Refresh key policy documents: <ul style="list-style-type: none"> -Statement of Investment Pripls. - Communication Strategy - Administration Strategy - Admin Authority Directions Policy - Cessation Policy - Funding Strategy Statement - Investment Strategy Statement - Governance Comp. Statement 	Annually 2015 June 2015 Sept 2015 Dec 2015 Dec 2016 Jan 2017 Apr 2017 June 2017	1	To seek Member approval and formally publish.	High	Low	All on target except Governance Compliance Statement that will be reviewed in June 2017.
2	Establish, train & agree work plan for the Local Pension Board	On-going from June 2015	3	To ensure the Local Pension Board becomes operational from 31 July 2015 in line with legislation.			
3	Rolling annual schedule of Pension Clinics	June 2015 onwards	6	To ensure a regular schedule of pension clinics take place every year.			
4	Review contract for Independent Governance Adviser	July 2018	3	In line with good governance contracts should be reviewed on a periodic basis and this contract has been in place for 5 years.	Low	Medium	Low priority and preference to maintain continuity of advice during period of significant change.

Activity		Deadline	Links to Objective No.	Purpose	Priority	Resource Risk	Action Update March 2017
5	Members' training: a) Specific issues b) Implement Plan c) Refresh Training Plan	As required, July 2015 Nov 2017	1 & 3	To provide training on specific issues ahead of relevant decisions by the Committee. To provide training for all Members of the Committee in line with the CIPFA Knowledge & Skills Framework as outlined in the current training plans.			
6	Gather external customers feedback on pension services & effectiveness	July 2015 onwards	8 & 6	To measure the quality and experience of the pension services being provided to see what developments are needed.			
7	Consider the Government's response to future of the LGPS consultation	Autumn 2015 onwards	10	To ensure the Fund is involved in trying to shape the future of the scheme and its implementation.			
8	Procurement & Implementation of new investment mandates resulting from Investment Review	Sept 2015 onwards	4	A number of new mandates could be required from the annual asset allocation review.			
9	Undertake overseas members existence exercise	Sept 2015	1 & 8	An audit requirement is that existence testing is carried out periodically on the membership to avoid overpayments. Separate exercise required for overseas pensioners.			

Activity		Deadline	Links to Objective No.	Purpose	Priority	Resource Risk	Action Update March 2017
10	Run Annual Employer / Pensioner Meetings and other more regular road shows/seminars	Sept 2015 onwards	8 & 6	To improve communications with the Fund's members and employers organisations in line with best practice.	Low	Low	Partially complete. Road shows and pension clinics on-going. AGM to be held in June 2017
11	Implementation of regular covenant & risk review of employer bodies, including regular monitoring against the performance requirements within the Pension Administration Strategy	Sept 2017	7	To ensure regular engagement takes place with all employers and that risks to the Fund are periodically assessed.	High	Medium	Partially complete - covenant & risk review framework has been set up. Monitoring performance is being developed in line with Fund's internal KPIs (April 2017).
12	Set up a formal process for monitoring the performance of the Fund's advisors	N/A	3	To ensure the Fund meets best practice and complies with the Myners Principle for Performance monitoring.	Low	Medium	Low priority. Undertaken informally. This is best practice. Defer to next Business plan
13	Review Pension Fund Website	Dec 2015	1, 6, 8	To ensure that the Fund's website provision has been reviewed, up-to-date, in line with best practice and serving the needs of our customers as well as possible.			
14	Implement Bi-annual Performance Reporting	Dec 2015	1 & 8	To improve management information to assist with performance monitoring and increase transparency.	Medium	Medium	Partially complete - currently being developed with the aim to have in place by April 2017.

Activity		Deadline	Links to Objective No.	Purpose	Priority	Resource Risk	Action Update March 2017
15	Review / Retender Custody Contract	Dec 2015	1 & 5	To ensure that the Fund achieves best value for money in relation to its investment custody arrangements.			
16	Develop use of social media in development of communications strategy	March 2016	6	To consider all forms of digital communications / social media that may assist in communicating with the membership.	Low	Low	Complete - Twitter account now active (Feb 2017).
17	Set up a formal process for monitoring the performance of the Committee	N/A	12	To ensure the Fund meets best practice and complies with the Myners Principle for Performance monitoring.	Low	Medium	Partially complete – have reviewed ISC, looking to see if same approach used for main committee. Defer to next Business Plan
18	Retender print contract	March 2016	8 & 6	To ensure most cost-effective contract in place.			
19	Consider implementation of “flight path” liability monitoring framework	March 2016	4	To have a framework / plan in place should funding levels (i.e. gilt yields revert) improve that could reduce the future funding risk.			
20	Review potential to implement differing investment strategies for employers	March 2016	4 & 11	In light of the differing set of risks different employers in the Fund now face there is a potential need for different investment strategies when looking at ways for employers to address deficits.			
21	Monitor the Fund’s performance against the	March 2016	1 & 8	To ensure the Fund has liaised with its employers, checked and cleansed its			

Activity		Deadline	Links to Objective No.	Purpose	Priority	Resource Risk	Action Update March 2017
	Pension Regulator's Record Keeping requirements and ensure plan in place to meet targets			own data and have processes in place to ensure compliance, while developing the Fund's own data cleansing practices using mortality screening against governmental databases.			
22	Implement changes to tax liability information for members	April 2016	1 & 8	To provide the correct information to members for the changes in the tax relief allowances and ensure the systems are able to accommodate any additional procedures from a administration perspective.			
23	Full Actuarial Valuation (Actuary)	May - Oct 2016	1 & 8	To identify the Funding Level at a whole Fund and Employer level and the associated Employer Contribution Rates.			
24	Members' Handbook	May 2017	1 & 12	To refresh the Members' Handbook for the benefit of newly elected Members of the Committee.	Low	Medium	Partially complete – Board members handbook completed, Committee handbook to be reviewed but not needed until May 2017.
25	Review effectiveness and work plan of Investment Sub-Committee	June 2016	4	To consider the effectiveness of the recently established ISC and its contribution to overall governance.			
26	Discuss & agree Actuarial Valuation results with Committee & employers	Oct - Dec 2016	1 & 8	To have the Actuarial Valuation formally signed off by 31 December 2016 (three months ahead of statutory deadline).	High	Medium	Should be complete by 6 April 2017.

Activity		Deadline	Links to Objective No.	Purpose	Priority	Resource Risk	Action Update March 2017
27	Draft separate Financial Standards for the Pension Fund	N/A	1 & 5	The Pension Fund currently uses the Wiltshire Council standards which are not always applicable.	Low	Low	Low priority and resource availability. No current material operational issue from delay. Defer to next Business Plan
28	Implement scheme members self-service	Dec 2018	5, 6, 10	To improve the level of access for members for their benefits.	Medium	Medium	On-going – different systems have been reviewed. Loss of knowledge in Systems Team need to focus on core service activities.
29	Complete GMP reconciliations project	Dec 2018	1 & 8	To reconcile all the GMP members data on the pension database to ensure it matches with HMRC as HMRC are removing this support facility in 2016.	High	Low	On-going – timescale led by HMRC responses. All data reviewed for pensioners & deferred members. Target for completion December 2018 in line with HRMC deadline..
30	Refresh Funding Strategy Statement	Jan 2017	1	To have an up-to-date Funding Strategy Statement, which is a statutory document required to set-out the longer-term view of how liabilities will be funded and the agreed level of compromise between stability and affordability of employer contributions.			
31	Review / Retender Altair Pension Software contract	Jan 2017	1 & 8	To ensure the Fund is achieving best value from its current contract.	Medium	Low	Currently on-going.

Activity		Deadline	Links to Objective No.	Purpose	Priority	Resource Risk	Action Update March 2017
32	Re-tender / drawdown from framework Actuarial Contract	Sept 2018	1 & 12	To ensure that there is an up-to-date and competitive actuarial contract in place.	High	Low	Fund will use the national framework when the South West ones ends. Fund is contracted to use Hyman Robertson until end of 2018.
33	Re-tender / drawdown from framework Investment Consultancy contract	Sept 2018	1 & 12	To ensure that there is an up-to-date and competitive investment consultancy contract in place.	High	Low	Fund will use the national framework when the South West ones ends. Fund is contracted to use Mercers until end of 2018.
34	Review pension payroll service	Jan 2018	1 & 8	To review the potential options for pension payroll.	Medium	Low	
35	Review, retendering and implementation of the Fund's ESG arrangements	Jan 2018	1 & 4	To ensure that the Fund is complying with best practice and is achieving best value in relation to environmental, social and governance issues.	Low	Low	
36	Review employers method of data submission & potential for self-service	Mar 2018	6, 8, 10	To improve the quality of data submission and access to employer bodies.	Medium	Low	Advisable to consider ahead of Member self-service
37	Continue to develop a high performing team	On-going	2	To have a highly motivated staff team with the necessary professional, managerial and customer skills to provide excellent service, implement changes and have the technical detail to	Medium	Low	On-going – 5 members of the team now qualified CIPPS Pension Administrators.

Activity		Deadline	Links to Objective No.	Purpose	Priority	Resource Risk	Action Update March 2017
				meet the ever increasing complexities of the scheme.			
38	Continually review opportunities for further collaboration with partners	On-going	12	To continue to be involved and utilise national frameworks to reduce the procurement costs of adviser services and to benefit from bulk discounts.	High	High	On-going - Brunel Pension Partnership project reached Full Business Case stage.
39	Review potential for "opportunistic" investments and 'inward' investments as they arise	On-going	4	To keep abreast of potential opportunities for the Fund.	Medium	Low	