

Pension Fund Decision Making – Appendix 1

Fund Policies and Strategies	Committee – Admin Focus	Committee – Investment Focus	Local Pension Board	Comments
Governance Compliance Statement	✓		✓	
Business Plan	✓		✓	
Administration Discretions Policy	✓		✓	
Administration Strategy & Charge-out rates	✓		✓	
Funding Strategy Statement	✓		✓	
Investment Strategy Statement/Statement of Investment Principles (incl. Stewardship Code Statement)	✓	✓	✓	
Cessation Policy	✓			
Financials and Audit				
Financials and Audit	Committee – Admin Focus	Committee – Investment Focus	Local Pension Board	Comments
Review Fund Annual Report		✓	✓	
Review Fund Annual Accounts		✓	✓	
Review Internal and External Audit Report	✓	✓	✓	
Wiltshire Pension Fund Administration Budget	✓			Authority is delegated to the Treasurer to move funding between budget headings as required.
Local Pension Board Budget	✓		✓	To go to the LPB first and then included in the full Fund budget to go to Committee.
Treasury Management Strategy		✓		
Budget Monitoring Report/ Administration Outturn Statement		✓		
Input into Internal and External Audit Plans			✓	

Administration	Committee – Admin Focus	Committee – Investment Focus	Local Pension Board	Comments
Review Employer’s Data Compliance			✓	
Fraud and Risk Prevention			✓	
Review of Fund Website	✓		✓	
Review Communications Strategy	✓		✓	
Internal Disputes Resolution and Complaints Policy	✓		✓	
Data Security/Compliance and Business Continuity	✓		✓	
GMP reconciliations project	✓		✓	
Fund Governance				
Fund Governance	Committee – Admin Focus	Committee – Investment Focus	Local Pension Board	Comments
Scheme, Legal, Regulatory and Fund update	✓		✓	
Review Fund Risk Register	✓		✓	
Review Fund Training Programme	✓		✓	
Compliance with tPR checklist			✓	
Administration Key Performance Indicators	✓		✓	
Review External advisor appoints process and controls			✓	
Review Fund delegations and internal controls			✓	
Benchmarking results	✓		✓	
Breaches Policy			✓	
Review Valuation Process			✓	
Review Ombudsman cases			✓	
Investments				
Investments	Committee – Admin Focus	Committee – Investment Focus	Local Pension Board	Comments
Investments Quarterly Performance Report	✓	✓		
Valuation update	✓		✓	

Contribution rates	✓	✓	✓	Agreed by the Committee and reported to LPB for info.
Individual Employer Investment Strategy and Club Vita update	✓			
Flight Path Strategies		✓		
Appointing an Investment Manager	✓	✓		Investment focussed Committee to lead
Terminating a Manager Contract	✓	✓		Investment focussed Committee to lead
Review of Investment Manager Performance		✓		
Other				
	Committee – Admin Focus	Committee – Investment Focus	Local Pension Board	Comments
Brunel Update	✓	✓	✓	
Brunel Reserve Matters		✓		This can be determined between meetings in consultation with all members if an urgent meeting cannot be called.
ABS Publication Update/Review	✓		✓	
AGM Feedback	✓		✓	
Board Governance				
	Committee – Admin Focus	Committee – Investment Focus	Local Pension Board	
Local Pension Board Code of Conduct and CoI Policy	✓		✓	To be reviewed by the LPB prior to decision by Committee.
Local Pension Board Annual Report			✓	To be reviewed by the LPB before inclusion in full Fund Report approved by Committee.

Committee delegations

Wiltshire Council Constitution Part 3 (2.7) Wiltshire Pension Fund Committee:

It will exercise the functions of the Council as administering authority under the Local Government Superannuation Acts & Regulations and deal with all matters relating thereto. The committee will publish meetings attendance records in an Annual Report.

The Committee's terms of reference are set out in Protocol 2a

Officers

Part 3 D (1.3) Full Council, its Committees and the Cabinet will make decisions on matters of significant policy. The Directors have express authority to take all necessary actions to implement Council, Committee and Cabinet decisions that commit resources, within agreed budgets in the case of financial resources, as necessary and appropriate.

Part 3

1.7 Without prejudice to the generality of the foregoing, the Directors shall have the power:

a. To take all lawful action consistent with overall council policy to deliver agreed strategy, plans and policy and to comply with statutory obligations within their areas of responsibility and within approved budget. This shall include, but not exhaustively:

- Invitation and acceptance of tenders
- Submission of bids for funding
- Write-off of irrecoverable debts
- Virement (within the budget framework)
- Disposal and acquisition of assets
- Service and placing of any necessary statutory or

other notices (other than those expressly reserved to Full Council, Committee or Cabinet)

- After consultation with the Solicitor to the Council, authorising the institution, defence, settlement or participation in criminal or civil proceedings in relation to any legislation which they are responsible for monitoring, enforcing or otherwise implementing on behalf of the Council;

- b. To put in place management arrangements, which define the area of responsibility of all officers under their service area.
- c. To determine staffing arrangements within approved budgets, subject to agreement on grading with the Head of Paid Service after consultation with the other Corporate Directors and conformance with Council policies and the Finance Regulations and Procedure Rules (Part 9).
- d. To take all action to recruit, appoint, develop, manage and reward employees within approved Council policies and procedures (including operation of policies for voluntary severance, early retirement, redundancy and redeployment) and relevant conditions of service.