

**AGENDA MANAGEMENT SHEET**

**Name of Committee** Pension Fund Investment Board

**Date of Committee** 18 May 2007

**Report Title** Business Plan

**Summary** Report setting out the Business Plan for 2007/08 in respect of the Warwickshire County Council Pension Fund

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**Would the recommended decision be contrary to the Budget and Policy Framework?** No.

**Background papers** None

**CONSULTATION ALREADY UNDERTAKEN:-** Details to be specified

- Other Committees  .....
- Local Member(s)
- Other Elected Members  Cllr Davis - Chair of Pension Board
- Cabinet Member  .....
- Chief Executive  .....
- Legal  Tony Maione
- Finance  David Clarke, Strategic Director of Resources
- Other Chief Officers  .....
- District Councils  .....
- Health Authority  .....
- Police  .....
- Other Bodies/Individuals  .....

**FINAL DECISION None**

**SUGGESTED NEXT STEPS:**

Details to be specified

Further consideration by this Committee  .....

To Council  .....

To Cabinet  .....

To an O & S Committee  .....

To an Area Committee  .....

Further Consultation  .....

**Pension Fund Investment Board - 18 May 2007**

**Business Plan**

**Report of the Strategic Director of Resources**

**Recommendation**

That the Board approve the Warwickshire County Council Pension Fund Business Plan for 2007/08 as set out in **Appendix A**.

**1. Introduction**

- 1.1 Following the publication of the Myners Report and the CIPFA Principles, local authority pension funds are recommended to compile an annual business plan, which should contain financial estimates for the investment and administration of the Pension Fund and appropriate provision for member training.
- 1.2 This report sets out the annual business plan for 2007/08.

**2. Business Plan 2007/08**

- 2.1 **Appendix A** sets out a recommended business plan for the 2007/08 financial year. The plan lists the investment and pension administration tasks, which should be carried out during 2007/08, and the target date when these should be achieved.
- 2.2 This document reconciles with the Treasury and Pensions Group's section of the Business Plan 2007-2010 compiled for the Resources Directorate.

**3. Recommendation**

- 3.1 The Board is asked to approve the Warwickshire County Council Pension Fund Business Plan for 2007/08 as set out in **Appendix A**.

DAVID CLARKE  
Strategic Director of Resources  
Shire Hall Warwick  
May 2007

**Warwickshire County Council Pension Fund  
Business Plan and Actions for 2007/08**

<b>Administration</b>			
Objective(s)			
<ul style="list-style-type: none"> <li>- to ensure scheme is run in accordance with the rules; in accordance with agreed service standards; and compliantly</li> <li>- to deal with and rectify any errors and complaints in a timely way</li> </ul>			
<b>Action</b>	<b>Description</b>	<b>Timescale</b>	<b>Primary Responsibility</b>
1	Strategic Director of Resources to receive service plan report on a quarterly basis	Ongoing – due end March; June; September; December	Phil Trigs
2	Board to receive the Pension Fund Annual Report	By 30 September	Phil Triggs
3	Review of any complaints and how they have been dealt with by Director of Resources	Ongoing	Phil Triggs/Neil Buxton
4	Task Manager/AXISe implementation	Ongoing	Neil Buxton
5	Website development	Ongoing	Neil Buxton

<b>Communication</b>			
Objective(s)			
<ul style="list-style-type: none"> <li>- to convey the security of the Scheme</li> <li>- to ensure members understand and appreciate the value of their benefits</li> </ul>			
<b>Action</b>	<b>Description</b>	<b>Timescale</b>	<b>Primary Responsibility</b>
1	Timely production of (at least) annual pensioners' newsletter	At least one per annum	Neil Buxton
2	Timely production of benefit statements	Annually	Neil Buxton
3	Review communication material in last 12 months and compare with good practice	Annually	Neil Buxton

## Actuarial/Funding

### Objective(s)

- to monitor the funding level of the Scheme including formal valuation every 3 years
- to monitor contribution payments to the Scheme by the contributors
- to understand legislative changes which will impact on funding

Action	Description	Timescale	Primary Responsibility
1	Receive annual funding updates (ongoing and FRS17)	Ongoing	Phil Triggs
2	Receive contribution monitoring schedule from Treasury Team and monitor	Ongoing	Phil Triggs
3	Member training covering funding issues	Ongoing	Phil Triggs
4	Triennial Actuarial Valuation	31 December 2007	Phil Triggs

## Pension Fund Investment Board Members

### Objective(s)

- to train and develop all members to enable them to perform duties effectively
- to meet quarterly and to include investment advisor and independent advisors as required
- to run meetings efficiently and to ensure decisions are made effectively

Action	Description	Timescale	Primary Responsibility
1	Review decision making process to ensure decisions are made effectively	2007/08	Board Members
2	Review member training requirements and implement training plan as appropriate	2007/08	Phil Triggs
3	Ensure that meeting papers are issued at least seven days prior to meeting	Ongoing	Phil Triggs
4	Review Pension Fund Investment Board meeting structure	2007/08	Phil Triggs
5	Finalise corporate governance compliance in line with Myners/CIPFA principles	Ongoing	Phil Triggs

## Financial & Risk Management

### Objective(s)

- To properly record financial transactions to and from the Scheme and produce annual accounts within 6 months of year end
- Manage advisers fees against budgets
- Assess the risk associated with the management of the Scheme

Action	Description	Timescale	Primary Responsibility
1	Produce expenses budget for next Scheme Year	2007/08	Phil Triggs
2	Produce Annual Statement of Accounts	Annually	Phil Triggs
3	Carry out risk assessment of financial management of scheme including fraud risk	Annually	Phil Triggs
4	To implement a system of disaster recovery/business continuity in the event of major disaster.	2007/08	Phil Triggs/Neil Buxton



<b>Investment</b>			
Objective(s)			
<ul style="list-style-type: none"> <li>- Periodically review investment strategy and benchmarks</li> <li>- Monitor performance against benchmarks</li> <li>- Meet with investment managers to discuss performance</li> </ul>			
<b>Action</b>	<b>Description</b>	<b>Timescale</b>	<b>Primary Responsibility</b>
1	Ongoing consideration of CIPFA/Myners principles	Ongoing	Phil Triggs
2	Review of investment manager arrangements	Annually	Phil Triggs
3	Meet with all investment managers	Quarterly	Phil Triggs
4	Review SIP	Annually	Phil Triggs
5	Investment Board to receive quarterly monitoring reports	Quarterly	Phil Triggs