

Pension Fund Investment Sub - Committee

14 September 2015

Business Plan 2015/16

Recommendation

That the Pension Fund Investment sub-committee approve the revised Business Plan as set in out in **Appendix A**.

1. Purpose of the Report

- 1.1 At the sub-committee meeting on 15 June 2015 the annual business plan for 2015/16 was approved by the sub-committee. It was decided at the meeting above that a revised report would be presented which suggests a responsible committee to each item that reflects revised governance arrangements, particularly the introduction of the Local Pension Board.

2. Business Plan 2015/16 by Committee

- 2.1 **Appendix A** sets out the approved business plan for the 2015/16 financial year with the suggested committee against each item that will receive future reports.

Background Papers

None

	Name	Contact Information
Report Author	Mathew Dawson, Treasury and Pension Fund Manager	01926 412227 mathewdawson@warwickshire.gov.uk
Head of Service	John Betts, Head of Finance	01926 412441 johnbetts@warwickshire.gov.uk
Strategic Director	David Carter, Strategic Director, Resources Group	01926 412564 davidcarter@warwickshire.gov.uk

**Warwickshire County Council Pension Fund
Business Plan and Actions for 2015/16**

Appendix A

Administration				
Objective(s)				
<ul style="list-style-type: none"> - to ensure scheme is run in accordance with the rules; agreed service standards and compliantly - to deal with and rectify any errors and complaints in a timely way 				
Action	Description	Timescale	Primary Responsibility	Committee
1	Head of Finance, Resources to receive service plan report on a quarterly basis	Ongoing with reports due end Mar, Jun, Sep and Dec	Andrew Lovegrove	Local Pension Board
2	Completion of Pension Fund Annual Report	By 30 September 2015	Mathew Dawson	Local Pension Board
3	Review of any complaints and how they have been dealt with by Director of Resources	Ongoing	Mathew Dawson/Neil Buxton	Staff and Pensions
4	Further pension fund website development (in line with Group business plan)	Ongoing	Neil Buxton	Staff and Pensions
5	Development of Member Self Service facility to enable scheme members to view their record and benefits.	Ongoing	Neil Buxton	Staff and Pensions
6	Continued work on LGPS 2014 Scheme	Ongoing	Neil Buxton	Staff and Pensions
7	Support remaining employers in their auto-enrolment staging.	Ongoing	Neil Buxton	Local Pension Board
8	Implementation of Local Pension Board	First meeting July 2015	Andrew Lovegrove	Local Pension Board

Communication				
		Objective(s) <ul style="list-style-type: none"> - to convey the security of the Scheme - to ensure members understand and appreciate the value of their benefits 		
Action	Description	Timescale	Primary Responsibility	Committee
1	Timely production of minimum one annual pensioners' newsletter	At least one per annum	Neil Buxton	Local Pension Board
2	Timely production of benefit statements	Active members 31 Aug 2015 Preserved members 30 June 2015 Councillors 31 May 2015	Neil Buxton	Local Pension Board
3	Review communication material in last 12 months and compare with good practice	Annually	Neil Buxton	Local Pension Board
4	Communication on a timely basis of the new LGPS scheme to Sub-committee, employer bodies and members	As information becomes available	Mathew Dawson/Neil Buxton	Staff and Pensions
5	Prepare and implement Pension Fund Annual Meeting (Nov) and Employers' Forum (as and when deemed necessary)	At least one each per annum	Mathew Dawson /Neil Buxton	Staff and Pensions

Actuarial/Funding				
Objective(s)				
<ul style="list-style-type: none"> - 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	Committee
1	Receive annual funding updates (ongoing and IAS19)	March 2015, July 2015 and August 2015	Mathew Dawson	Pension Fund Investment Sub-Committee
2	Receive contribution monitoring schedule from Treasury Team and monitor	Ongoing	Mathew Dawson	Local Pension Board
3	Member training covering current issues	Ongoing	Andrew Lovegrove/Mathew Dawson	Pension Fund Investment Sub-Committee and Local Pension Board.

Pension Fund Investment Sub-committee Members				
Objective(s) <ul style="list-style-type: none"> - 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 clearly and effectively 				-
Action	Description	Timescale	Primary Responsibility	Committee
1	Review decision making process to ensure decisions are made effectively	Ongoing	Pension Fund Investment Sub-committee	Local Pension Board
2	Review member training requirements and implement training plan as appropriate	Ongoing	Andrew Lovegrove/Mathew Dawson/Chairman	All
3	Ensure compliance with the forward plan and CMIS deadlines	Ongoing	Mathew Dawson	Pension Fund Investment Sub-Committee
4	Review Pension Fund Investment meeting structure	Ongoing	Andrew Lovegrove/Mathew Dawson/Chairman	Pension Fund Investment Sub-Committee
5	Respond to forthcoming changes in legislation	Ongoing	Andrew Lovegrove/Mathew Dawson	Local Pension Board and Staff & Pensions

Financial & Risk Management				
Objective(s)				
<ul style="list-style-type: none"> - 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	Committee
1	Monitor pension fund expenses for next financial year	Ongoing	Mathew Dawson	Pension Fund Investment Sub-Committee
2	Produce cash flow forecast for next three financial years	September 2015		Pension Fund Investment Sub-Committee
3	Produce Draft Statement of Accounts	22 June 2015	Mathew Dawson	Staff and Pensions
4	Produce Pension Fund Annual Report	30 September 2015	Mathew Dawson	Local Pension Board
5	Carry out risk assessment of scheme	Annually	Andrew Lovegrove	Pension Fund Investment Sub-Committee
6	To implement a system of disaster recovery/business continuity in the event of major disaster	Ongoing	Andrew Lovegrove/Mathew Dawson	Local Pension Board

Investment				
Objective(s)				
<ul style="list-style-type: none"> - Periodically review investment strategy and benchmarks - Monitor performance against benchmarks - Meet with investment managers to discuss performance 				-
Action	Description	Timescale	Primary Responsibility	Committee
1	Transition of assets to successful infrastructure fund managers	Starting March 2015 and on-going	Mathew Dawson	Pension Fund Investment Sub-Committee
2	Transition of assets to fundamental indexation manager	April 2015	Mathew Dawson	Pension Fund Investment Sub-Committee
3	Transition of assets to private equity funds	Ongoing	Mathew Dawson	Pension Fund Investment Sub-Committee
4	Review of investment manager arrangements	Ongoing	Mathew Dawson	Pension Fund Investment Sub-Committee
5	Review asset allocation and possible further diversification in partnership with consultant and independent advisor	Following 2016 Actuarial Valuation	Andrew Lovegrove/Mathew Dawson	Pension Fund Investment Sub-Committee
6	Discuss/meet with all active investment managers	At least annually	Mathew Dawson	Pension Fund Investment Sub-Committee
7	Revise SIP following investments in 1+2 above	September 2015	Mathew Dawson	Pension Fund Investment Sub-Committee

8	Sub-committee to receive quarterly monitoring reports	Quarterly	Mathew Dawson	Pension Fund Investment Sub-Committee
9	Ongoing consideration of best practice	Ongoing	Andrew Lovegrove	Local Pension Board