

## Bath & North East Somerset Council

MEETING:	<b>AVON PENSION FUND COMMITTEE</b>
MEETING DATE:	<b>22 March 2019</b>
TITLE:	<b>WORKPLANS</b>
WARD:	<b>ALL</b>
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b> <b>Appendix 1 – Investments Workplan to March 2020</b> <b>Appendix 2 – Administration Workplan to March 2020</b> <b>Appendix 3 – Committee Work plan to March 2020</b> <b>Appendix 4 – Investments Panel Work plan to March 2020</b> <b>Appendix 5 – Training Programme 2018-20</b>	

### **1 THE ISSUE**

- 1.1 Attached to this report are updated workplans for the Investments and Pensions Administration teams which set out the various issues on which work will be undertaken in the period and which may result in reports being brought to Committee. In addition there is a Committee workplan which sets out provisional agendas for the Committee's forthcoming meetings.
- 1.2 The workplan for the Investment Panel is also included for the Committee to review and amend as appropriate. The May 2019 Panel meeting has been cancelled due to elections. The September 2019 Panel meetings will be extended if needed to accommodate extra papers.
- 1.3 The provisional training programme for 2019-21 is included as Appendix 5. It has been updated following the self-assessment exercise.
- 1.4 The workplans are consistent with the 2018-21 Service Plan but also include a number of items of lesser significance which are not in the Service Plan.
- 1.5 The workplans are updated quarterly.
- 1.6 Member attendance at training events is recorded and reported annually in the Annual Report and Accounts. This will include a record of those members that have completed The Pension Regulators Knowledge and Skills Toolkit.

### **2 RECOMMENDATION**

- 2.1 That the workplans and training programme for the relevant periods be noted.

### **3 FINANCIAL IMPLICATIONS**

3.1 There are no financial considerations to consider.

### **4 THE REPORT**

4.1 The purpose of the workplans is to enable members to have a better appreciation of their future workload and the associated timetable. In effect they represent an on-going review of the Service Plan while including a little more detail. The plans are however subject to change to reflect either a change in priorities or opportunities / issues arising from the markets.

4.2 In 2019 the Triennial Valuation and a Strategic Investment Review will be undertaken and require a number of workshops to support the decision making. These will be updated following approval of the Strategic Review plan if required.

4.3 The workplans and training plan will be updated with projects arising when these are agreed.

4.4 The provisional training programme for 2019-21 is also included so that Members are aware of intended training sessions and workshops. This plan will be updated quarterly. It also includes a summary of the work the committee undertakes to meet the requirements of CIPFA's Knowledge and Skills Toolkit. It also includes workshops to cover aspects of training requested in the self-assessment exercise.

4.5 Please note that member attendance at training events is recorded and reported annually in the Annual Report and Accounts. This will include a record of those members that have completed The Pension Regulators Knowledge and Skills Toolkit.

### **5 RISK MANAGEMENT**

5.1 Forward planning and training plans form part of the risk management framework.

### **6 EQUALITIES**

6.1 An Equalities Impact Assessment has not been completed as the report is for information only.

### **7 CONSULTATION**

7.1 N/a

### **8 ISSUES TO CONSIDER IN REACHING THE DECISION**

8.1 N/a

### **9 ADVICE SOUGHT**

9.1 The Council's Monitoring Officer and Section 151 Officer have had the opportunity to input to this report and have cleared it for publication.

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<b>Background papers</b>	None
<b>Please contact the report author if you need to access this report in an alternative format</b>	