

Bath & North East Somerset Council		
MEETING:	AVON PENSION FUND COMMITTEE	
MEETING DATE:	9 DECEMBER 2011	AGENDA ITEM NUMBER
TITLE:	WORKPLANS	
WARD:	ALL	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1 – Investments Workplan to 31 March 2012		
Appendix 2 – Pensions Benefits Workplan to 31 March 2012		
Appendix 3 – Committee Workplan to 31 March 2012		
Appendix 4 – Investments Panel Workplan to 31 March 2012		
Appendix 5 – Training Programme 2011-13		

## **1 THE ISSUE**

- 1.1 Attached to this report are updated workplans for the Investments and Pensions Benefit teams which set out the various issues on which work will be undertaken in the period to at least 31 March 2012 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.
- 1.3 The provisional training programme for 2011-2013 which was discussed at the March 2011 committee meeting is included as Appendix 5.
- 1.4 The workplans are consistent with the 2011/2014 Service Plan but also include a number of items of lesser significance which are not in the Service Plan.
- 1.5 The workplans will be updated quarterly.

## **2 RECOMMENDATION**

- 2.1 That the workplans for the period to 31 March 2012 be noted.

### **3 FINANCIAL IMPLICATIONS**

3.1 There are no financial implications arising from this report.

### **4 THE PURPOSE OF THE WORKPLANS**

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 ongoing 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 Reviewing the future workplan provides the opportunity for the Committee to consider the process to be undertaken for each project, their level of involvement and whether any of the work should be delegated to the Investment Panel and/or officers.

4.3 At this stage the primary focus of the Panel is monitoring the investment managers as no investment projects are currently delegated to the Panel

4.4 As this is a new committee, the committee workplan includes a number of training sessions planned for 2011/12 which are designed to support the committee in their role. In addition the provisional training plan for 2011 -13 is also included so that Members are aware of intended training sessions. This plan will be updated quarterly.

### **5 RISK MANAGEMENT**

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

### **6 EQUALITIES**

6.1 This 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 (Divisional Director – Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	Liz Feinstein, Investments Manager; Steve McMillan, Pensions Manager
<b>Background papers</b>	
<b>Please contact the report author if you need to access this report in an alternative format</b>	