Report to:	**Pension Board**
Date:	**5 November 2018**
By:	**Head of Pensions**
Title of report:	**Pension Fund Board/Committee Forward Plan 2018/19**
Purpose of report:	**The updated report sets out the Pension Fund Forward plan for 2018-19. The Plan includes key objectives for the Fund, training strategy/plan for the Fund and Member training log.**

RECOMMENDATION – The Board is recommended to note the content of this report.

1. Background

1.1 The Principles for Investment Decision Making and Disclosure in the Local Government Pension Scheme in the United Kingdom recommend the forward plan set out formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective acquisition and retention of public sector pension scheme finance knowledge and skills for those in the organisation responsible for financial administration, scheme governance and decision-making.

2. Report Overview

2.1 This report contain an updated 2018/19 Forward Plan, which will assists members with the Fund Governance arrangement, so that the Council is able to perform its role as the administering authority in a structured way, and an updated training plan, with a summary of both external and internal training events that Members and Officers can undertake in 2018/19.

3. Pensions Regulator Training Toolkit

3.1 The Pensions Regulator has provided an on-line training resource to assist those involved with the public sector pension schemes. This is accessed via a "Trustee Toolkit" link on its website. It provides a set of seven modules covering the key themes in the Code of Practice on governance and administration of public service schemes.

4. Joint Pension Board and Committee Training Session

4.1 The topics to be covered are detailed within the Pension Board and Committee Forward/Training plan, and the next joint training session is scheduled to take place on 22 January 2019. The proposed topics for the session will be on the *Knowledge of Pension Fund Stakeholders, Pension Fund Consultation and Communication, ACCESS Pool Governance, etc.*

4.2 Following the successful joint training session on 17 October 2018, covering 'Pension Administration - Understanding Best Practice; Interaction with HMRC; ESG; Merits and Dangers of Index Funds'. Few pension administration best practice areas for the Board consideration include –

- Administration and Communication Strategies;
- Target turnaround times for associated Key Performance Indicators (KPIs);
- Style of communications - level of focus on electronic / on-line services;
- Consideration of in-house, shared service, and third party administration provider;
- Key costs - systems/drive for efficiencies;
- Focus on quality - following best practice;
- Approach to charging employers for poor performance;
- Workload and volume of activity;
- What do your scheme members and employers think;
- Approach for scoring conditional data and systems availability, etc.

5. Conclusion and reasons for recommendations

5.1 The Board is requested to note the Pension Fund Board/Committee Forward Plan 2018/19.

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