

Pension Board and Committee – Work Programme

Future Pension Board Agenda		
Item	Description	Author
Standing items (items that appear on each agenda)		
Pension Board Updates	Verbal updates on training events or conferences attended by Members of the Board	N/A
Pension Committee Agenda	A consideration of the draft agenda of the Pension Committee.	Head of Pensions
Governance and Employer Engagement Report	A report on governance issues effecting the fund, developments in the LGPS and Employer Engagement items of note	Head of Pensions
Pensions Administration report	An update on the performance of the Pensions Administration Team.	Head of Pensions Administration
Internal Audit reports	All internal audit reports on the ESPF are reported to the Board	Head of Internal Audit

East Sussex Pension Fund (ESPF) Quarterly budget report	An update on the ESPF's budget.	Head of Pensions
East Sussex Pension Fund (ESPF) Risk Register	A report on the ESPF's Risk Register	Head of Pensions
Work programme	A report on the Board and Committee's work programme	Head of Pensions
East Sussex Pension Fund (ESPF) Breaches Log	A report on the ESPF breaches log	Head of Pensions
Employer Admissions and Cessations	A report on the admission and cessation of employers to the ESPF.	Head of Pensions
15 February 2021		
Employer Contributions Report	Report on Employer Contributions including timing of payments and actions for occurrence of late payment – <i>to move to standing item from this meeting</i>	Head of Pensions
Covenant Review Report	Report from PWC on the covenant review project	Head of Pensions
Business Plan and Budget 2021/22	Report to set the Budget for the Pension Fund for the Financial Year 2021/22 including the Business Plan with key deliverables for the year.	Head of Pensions
Communications Report	Report from Head of ESCC Communications on recommendations for Communications approach for the Pension Fund and means to achieve this	Head of Communications and Marketing

1 June 2021

Administration KPI best practice	Report on how the ESPF KPIs for pension administration compare with those of other local government pension schemes.	Head of Pensions Administration
Internal Audit Strategy and Plan	Draft internal audit Pension Fund Strategy and Audit Plan 2021/22	Internal Audit

14 September 2021

Employer Newsletter	Review and consideration of content and design for annual newsletter to Employers	Head of Pensions
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5 November 2021

Employer Forum Agenda	Discussion on Pension Fund Employer Forum Agenda topics	Head of Pensions
Annual Training Plan	Report on Training completed in the year and training recommendations for the up-coming year	Head of Pensions

10 February 2022

Actions requested by the Pensions Board

Subject Area	Detail	Status
Internal Audit reports	Revised Internal Audit Strategy and timetable circulated to the Board and Committee	Circulated by email 2 October 2020
Internal Audit reports	The Board requested that internal audit consider an audit of the common data sets provided to the Pensions Regulator	TBC
Employer contributions	The Board requested a list of employers that were making late payments	To be considered at 15 February 2021 meeting
Scheme administration	The Board requested a report on potential recommendations from the Scheme Advisory Board (SAB) that the Scheme Manager role is removed from local authority control.	Ongoing discussions
Scheme administration	The Board requested a future report on how the ESPF KPIs for pension administration compare with those of other local government pension schemes.	To be reviewed as part of service level agreement
Decision making	To revise the decision-making matrix (including a RACI model) and to circulate it for information.	To be provided by Head of Pensions

Future Pension Committee Agenda

Item	Description	Author
Standing items (items that appear on each agenda)		
Investment Report	A Quarterly performance report of the investment managers	Head of Pensions and Investment Consultant
Governance and Employer Engagement Report	A report on governance issues effecting the fund, developments in the LGPS and Employer Engagement items of note	Head of Pensions
Pensions Administration report	An update on the performance of the Pensions Administration Team.	Head of Pensions Administration
Internal Audit reports	All internal audit reports on the ESPF are reported to the Board	Head of Internal Audit
East Sussex Pension Fund (ESPF) Quarterly budget report	An update on the ESPF's budget.	Head of Pensions
East Sussex Pension Fund (ESPF) Risk Register	A report on the ESPF's Risk Register	Head of Pensions
Work programme	A report on the Board and Committee's work programme	Head of Pensions

East Sussex Pension Fund (ESPF) Breaches Log	A report on the ESPF breaches log	Head of Pensions
Employer Admissions and Cessations	A report on the admission and cessation of employers to the ESPF.	Head of Pensions
1 March 2021		
PRI presentation to Committee	A presentation from the UN PRI in relation to the Pension Fund membership of this body.	N/A
Covenant Review Report	Report from PWC on the covenant review project	Head of Pensions
Business Plan and Budget 2021/22	Report to set the Budget for the Pension Fund for the Financial Year 2021/22 including the Business Plan with key deliverables for the year.	Head of Pensions
Communications Report	Report from Head of ESCC Communications on recommendations for Communications approach for the Pension Fund and means to achieve this	Head of Communications and Marketing
External Audit Plan for the ES Pension Fund 2020/21	Draft External Audit Plan for 2021/22 Pension Fund Financial Statements	Head of Pensions
15 June 2021		
Internal Audit Strategy and Plan	Draft internal audit Pension Fund Strategy and Audit Plan 2021/22	Internal Audit

Investment Strategy Statement review	Report reviewing Investment Strategy Statement	Head of Pensions
12 July 2021		
Independent Auditors Report on the Pension Fund Account and Annual Report and Accounts 2020/21	A report on the External Audit findings of the Pension Fund financial Statements and the complete 2020/21 Annual Report and Accounts for review.	Head of Pensions
28 September 2021		
Contracts and Tenders	Appointment of Independent Advisor	Head of Pensions
25 November 2021		
Annual Training Plan	Report on Training completed in the year and training recommendations for the up-coming year	Head of Pensions
24 February 2022		

Actions requested by the Committee

Subject Area	Detail	Date completed

Current working groups

Title of working group	Detail and meetings since last Pensions Board and Committee meetings	Membership
Investment and ESG Working Group	<p>The Investment Working Group and ESG working group has been amalgamated as agreed at Pensions Committee 21 September 2020.</p> <p>The group meet in ensure investment strategy changes are implemented and areas for strategy focus are processed in between Committee meeting when decisions will be made based on research and recommendations from the group.</p> <p>Recent meetings</p> <ul style="list-style-type: none">• 30 September• TBC w/c 2 November	Cllr Fox, William Bourne, Russell Wood, Sian Kunert, Representative from Investment Consultant

Data Improvement and ABS Working Group	<p>Recent meetings</p> <ul style="list-style-type: none"> • 17 September • Briefing note send out on status of outstanding work areas 23 October • TBC w/c 23 November 	Cllr Fox, Ray Martin, Diana Pogson, Stephen Osborne, Paul Punter, Sian Kunert, Ian Gutsell
McCloud Working Group	<p>The McCloud Working Group has been established to oversee the implementation of the McCloud ruling within a prescribed timeframe and addressing any gaps and barriers preventing progress and ultimately delivery of the project.</p> <p>Terms of Reference are being drafted by Hymans.</p> <p>A high-level impact assessment has been completed to identify those members of the scheme that will be affected by this ruling.</p> <p>The first meeting of The McCloud Working Group will take place in late November 2020</p>	Cllr Fox, Stephen Osborn, Lynda Walker, Paul Punter, Sian Kunert, Dave Kellond

Training and Development		
Title of Training/Briefing	Detail	Proposed Date