

## Pension Board and Committee – Work Programme

Future Pension Board Agenda		
Item	Description	Author
<b>Standing items (items that appear on each agenda)</b>		
Pension Committee Agenda	A consideration of the draft agenda of the Pension Committee.	Head of Pensions
Governance Report	A report on governance issues effecting the fund, developments in the LGPS, policy amendments and McCloud working group update	Pensions Manger – Governance and Compliance
Employer Engagement and Contributions Report	A report on Employer Engagement matters to note, Employer Contributions update, Communications from the Fund and Communications working group update	Pensions Manger – Employer Engagement
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. This is reported in Q2-4 only.	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
<b>1 June 2022</b>		
Good Governance Decision making matrix	Report to outline the revise the decision-making matrix for the Pension Fund, delegations and representations in line with SAB Good Governance project	Head of Pensions
Communications Policy	Revision to the Communications Policy	Head of Pensions
Covenant Review Report	Report from PWC on the covenant review project	Head of Pensions
External Audit Plan for the East Sussex Pension Fund 2021/22	Draft External Audit Plan for 2021/22 Pension Fund Financial Statements	Head of Pensions

Governance and Compliance Statement	Annual Review of Governance and Compliance Statement	Governance and Compliance Pensions Manager
Annual Report of the Pension Board	Annual report of the Pension Board to the Scheme manager outlining the work throughout the year	Head of Pensions with the Chair of the Board
Training Policy	Biannual review of the training Strategy	Governance and Compliance Pensions Manager
Expansion of Pension Board	Report on options of expanding Pension Board to 8 members from 6	Head of Pensions
Representation of Brighton and Hove CC on Pension Committee	Report on the request received for Brighton and Hove CC to be represented on the Pension Board	Head of Pension
Privacy Statement	Report on annual review of privacy statements	Governance and Compliance Pensions Manager
<b>9 September 2022</b>		
Independent Auditors Report on the Pension Fund Account and Annual Report and Accounts 2021/22	A report on the External Audit findings of the Pension Fund financial Statements and the complete 2021/22 Annual Report and Accounts.	Head of Pensions
2022 Actuarial Valuation and Funding Strategy Statement	Report from the Fund Actuary on the March 2022 triennial valuation process, methodology and assumptions with a draft Funding Strategy Statement for approval prior to consultation	Head of Pensions
<b>15 November 2022</b>		

Employer Forum Agenda	Discussion on Pension Fund Employer Forum Agenda topics	Pensions Manger – Employer Engagement
Annual Training Plan	Report on Training completed in the year and training recommendations for the up-coming year	Head of Pensions
<b>8 February 2023</b>		
Business Plan and Budget 2023/24	Report to set the Budget for the Pension Fund for the Financial Year 2023/24 including the Business Plan with key deliverables for the year.	Head of Pensions
External Audit Plan for the East Sussex Pension Fund 2022/23	Draft External Audit Plan for 2021/22 Pension Fund Financial Statements	Head of Pensions
2022 Valuation report and results and Final Funding Strategy Statement (FSS)	Final report and results from the Fund Actuary of the 31 March 2022 triennial valuation with the final FSS for approval post consultation.	Head of Pensions

## Actions requested by the Pensions Board

Subject Area	Detail	Status
Internal Audit reports	The Board requested that internal audit consider an audit of the common data sets provided to the Pensions Regulator	TBC
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 provided when new KPI tool implemented
Decision making	To revise the decision-making matrix (including a RACI model) and to circulate it for information.	To be provided June 2022

## Future Pension Committee Agenda

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<b>Standing items (items that appear on each agenda)</b>		
Governance Report	A report on governance issues effecting the fund, developments in the LGPS, approval of policy amendments and McCloud working group update	Pensions Manger – Governance and Compliance
Employer Engagement and Contributions Report	A report on Employer Engagement matters to note, Employer Contributions update, Communications from the Fund and Communications working group update	Pensions Manger – Employer Engagement
Pensions Administration report	An update on the performance of the Pensions Administration Team.	Head of Pensions Administration
Internal Audit reports	Internal audit reports on the ESPF and annual audit plan.	Head of Internal Audit
East Sussex Pension Fund (ESPF) Quarterly budget report	An update on the ESPF's budget - <i>reported Q2-4 only</i>	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
Investment Report	A Quarterly performance report of the investment managers	Head of Pensions and Investment Consultant
East Sussex Pension Fund (ESPF) Breaches Log	A report on the ESPF breaches log – <i>reported only when a new breach is recognised, or status changed. Report goes quarterly to Board.</i>	Head of Pensions
Employer Admissions and Cessations	A report on the admission and cessation of employers to the ESPF - <i>reported only when outstanding admissions or cessations.</i>	Head of Pensions
<b>24 February 2022</b>		
2020 Stewardship Code Submission	Report outlining the Funds compliance with the 2020 Stewardship Code	Head of Pensions
Business Plan and Budget 2022/23	Report to set the Budget for the Pension Fund for the Financial Year 2022/23 including the Business Plan with key deliverables for the year.	Head of Pensions
Internal Audit Strategy and Plan	Draft internal audit Pension Fund Strategy and Audit Plan 2022/23	Internal Audit
Additional Voluntary Contributions (AVC) review	Paper reviewing the AVC provision to members	Head of Pensions
<b>17 June 2022</b>		

Governance and Compliance Statement	Annual Review of Governance and Compliance Statement	Governance and Compliance Pensions Manager
Annual Report of the Pension Board	Annual report of the Pension Board to the Scheme manager outlining the work throughout the year	Head of Pensions with the Chair of the Board
Carbon Footprinting	A report on the carbon footprint of the portfolio of ESPF including whether investments are in line with transition pathways.	Head of Pensions
External Audit Plan for the East Sussex Pension Fund 2021/22	Draft External Audit Plan for 2021/22 Pension Fund Financial Statements	Head of Pensions
Covenant Review Report	Report from PWC on the covenant review project	Head of Pensions
Communications Policy	Revision to the Communications Policy	Head of Pensions
Training Policy	Biannual review of the training Strategy	Governance and Compliance Pensions Manager
<b>20 July 2022 (no standing items)</b>		
Investment Strategy Review	Annual consideration on the effectiveness of the Investment strategy and suggested changes to the Investment Strategy Statement.	Head of Pensions
Training / Focus of choice	Time for specific training or to focus on a specific topic	Head of Pensions



**27 September 2022**

Independent Auditors Report on the Pension Fund Accounts 2021/22	A report on the External Audit findings of the Pension Fund financial Statements for 2021/22	Head of Pensions
Pension Fund Annual Report and Accounts 2021/22	2020/21 Annual Report and Accounts for approval	Head of Pensions
2022 Actuarial Valuation and Funding Strategy Statement	Report from the Fund Actuary on the March 2022 triennial valuation process, methodology and assumptions with a draft Funding Strategy Statement for approval prior to consultation	Head of Pensions

**30 November 2022**

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

**22 February 2023**

Business Plan and Budget 2023/24	Report to set the Budget for the Pension Fund for the Financial Year 2023/24 including the Business Plan with key deliverables for the year.	Head of Pensions
External Audit Plan for the East Sussex Pension Fund 2022/23	Draft External Audit Plan for 2021/22 Pension Fund Financial Statements	Head of Pensions
2022 Valuation report and results and Final Funding Strategy Statement (FSS)	Final report and results from the Fund Actuary of the 31 March 2022 triennial valuation with the final FSS for approval post consultation.	Head of Pensions

<b>Actions requested by the Committee</b>		
<b>Subject Area</b>	<b>Detail</b>	<b>Status</b>
Beyond Oil and Gas Alliance	Request for a paper to be made available at February 2022 meeting to provide members with information on the Beyond Oil and Gas Alliance so Committee members have sufficient information to consider if they want to issue a public statement, calling on the UK Government to commit to becoming a core member of the Beyond Oil & Gas Alliance	To be presented in February 2022 meeting
Schroders Cash position	Request for officers / Isio to find out reasons for the large cash position in the Schroders portfolio	Complete – update to be provided February 2022 meeting
Correlation of assets	Request for a brief overview of how the portfolio investments are correlated	To be presented in February 2022 meeting
Inflation	Request for information on how increasing Inflation could impact the Fund	To be presented in February 2022 meeting

<b>Current working groups</b>		
<b>Title of working group</b>	<b>Detail and meetings since last Pensions Board and Committee meetings</b>	<b>Membership</b>
Investment Implementation Working Group (IIWG)	<p>The Investment Working Group and ESG working group have been amalgamated, as agreed at Pensions Committee 21 September 2020.</p> <p>The IIWG has an advisory role to oversee the implementation of decisions by the Pension Committee in relation to investment decisions and carry out detailed research and analysis for Pensions Committee.</p> <p>Recent meetings</p> <ul style="list-style-type: none"> <li>• 18 November 2021</li> <li>• 6 December 2021</li> <li>• 26 January 2022 – special meeting for Infrastructure Manager Selection Presentations (Core members only invited)</li> <li>• 28 January 2022</li> </ul>	<p>William Bourne, Russell Wood, Sian Kunert, Representative from Investment Consultant</p> <p>Cllr Fox or substitute committee member is invited to attend</p>
Administration Working Group	<p>The Administration Working Group was set up in 2021 following the conclusion of the ABS and Data Improvement Working Group. The group discuss ongoing administration projects and areas of administration focus</p> <p>Recent meetings</p> <ul style="list-style-type: none"> <li>• 2 December 2021</li> <li>• 19 January 2022</li> </ul> <p>Scheduled</p> <ul style="list-style-type: none"> <li>• 28 March 2022</li> <li>• 4 May 2022</li> <li>• 5 July 2022</li> <li>• 16 August 2022</li> <li>• 18 October 2022</li> </ul>	<p>Cllr Fox, Ray Martin, Stephen Osborne, Paul Punter, Sian Kunert, Ian Gutsell</p> <p>Vacancy for Scheme Member Rep</p>

	<ul style="list-style-type: none"> <li>15 December 2022</li> </ul>	
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>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 Group have acknowledged there are many data requests of employers and this project needs to be managed carefully with other demands on employers time.</p> <p>Recent meetings</p> <ul style="list-style-type: none"> <li>12 January 2022 – supported by Hymans</li> </ul>	<p>Cllr Fox, Stephen Osborn, Lynda Walker, Paul Punter, Sian Kunert, Dave Kellond</p>
Communications Working Group	<p>The Communications Working Group was established by the Pensions Board in February 2021 to drive forward improvements in communications with stakeholders with support from employee and employer representatives.</p> <p>Recent meetings</p> <ul style="list-style-type: none"> <li>14 December 2021</li> </ul> <p>Scheduled meetings</p> <ul style="list-style-type: none"> <li>28 February 2022</li> </ul>	<p>Lynda Walker, Ray Martin, Cllr Druitt, Sian Kunert, Tim Hillman, Izzy Widdowson, Paul Linfield</p> <p>Note - All Board members invited to attend</p>

Training and Development - recent and future events			
Title of Training/Briefing	Detail	Date	Attended
LGPS-Live – A webinar series Scheme Advisory Board Update	<ul style="list-style-type: none"> <li>• Collaborations and Consolidation in the LGPS</li> <li>• Should We Worry About Inflation?</li> </ul>	3 Nov '21	Cllrs: Hollidge, Hilton, Redstone
Aon's Global Pension Risk Survey 2021/22 UK Survey findings	Looked at the results and findings of the survey	4 Nov '21	Cllrs Hilton, Hollidge
LGPS Climate Summit	Covered: <ul style="list-style-type: none"> <li>• The Economics of Climate Change</li> <li>• From Risk to Opportunity</li> <li>• TCFD and the LGPS</li> <li>• Ensuring an inclusive Net Zero transition</li> <li>• What next after COP26?</li> <li>• Pooling and Climate Risk</li> <li>• Which truth? Data Malaise from Pandemic to Climate Crises</li> <li>• Addressing Greenwashing Risks: How Can the LGPS Steer Clear?</li> <li>• Driving the Transition: Effectively Investing in The Transition of Carbon Intensive Industries</li> <li>• How is Climate Change Shaping Private Equity and Venture Capital Investments?</li> <li>• Looking beyond – Biodiversity as an Investment Opportunity</li> <li>• Expectations for the LGPS 10 Years from Now</li> </ul>	15 Nov '21	Cllr Hilton
Embedding ESG into Pension Scheme Decision-Making - a toolkit for pension trustees	Key elements of the A4S toolkit and how it can be used by trustees to drive consensus across their Board, and by advisers to share with their clients	16 Nov '21	Cllrs Hollidge, Hilton

ESPF Employer forum	<ul style="list-style-type: none"> <li>• WHEB Investment Manager</li> <li>• Compliance and Governance update</li> <li>• Administration Manager Update</li> <li>• Engagement and Website update</li> <li>• I-Connect update</li> </ul>	24 Nov '21	R Martin, S Osborn, Cllr Illingworth.  Cllrs: Fox, Tutt, Hollidge, Redstone, Hilton
Evaluating the ESG Capabilities of Your Service Providers	Top tips and examples of good practice on procuring the right service providers to deliver your ESG objectives and assessing their continuous performance.	25 Nov '21	Cllr Hilton
LGPS Governance Conference 2022	<ul style="list-style-type: none"> <li>• The Economics of Climate Change</li> <li>• From Risk to Opportunity</li> <li>• TCFD and the LGPS</li> <li>• ensuring an inclusive Net Zero transition</li> <li>• What next after COP26?</li> <li>• Pooling and Climate Risk</li> <li>• Which truth? Data Malaise from Pandemic to Climate Crises</li> <li>• Addressing Greenwashing Risks: How Can the LGPS Steer Clear?</li> <li>• Driving the Transition: Effectively Investing in The Transition of Carbon Intensive Industries</li> <li>• How is Climate Change Shaping Private Equity and Venture Capital Investments?</li> <li>• Looking beyond – Biodiversity as an Investment Opportunity</li> <li>• Expectations for the LGPS 10 Years from Now</li> </ul>	20-21 Jan '22	Cllr Fox
Valuation	<ul style="list-style-type: none"> <li>• Purpose and objectives of the valuation</li> <li>• Valuing the assets and liabilities - methodology and approach</li> <li>• Data - requirements and the importance of data quality</li> <li>• Assumptions - how these are determined and their impact on results</li> <li>• A look back at the 2019 funding position and what we might expect at 2022</li> <li>• Hot topics impacting the valuation</li> </ul>	27 Jan '22	N Palermo, S Osborn; Cllrs: Fox, Hollidge, Druitt, Illingworth, Redstone, Hilton
<b>Title of Training/Briefing</b>	<b>Detail</b>	<b>Proposed Date</b>	<b>Invited</b>
LAPF Strategic Investment Forum	<ul style="list-style-type: none"> <li>• Bonds – balancing your portfolio's risk</li> </ul>	3 Feb '22	Committee Members

	<ul style="list-style-type: none"> <li>Fading scars and enduring policies – long term capital market assumptions as a key driver of portfolio construction</li> </ul>		
Admin and Data Forum 2022	½ day event run by Professional Pensions'. Focus on the challenges that trustees and scheme managers are currently facing, as they evolve their administrative and data functions to meet regulatory duties, capture efficiencies and provide best outcomes for members.	8 Mar '22	Committee Members
ESG Conference 2022 - Pensions, people, planet	2 day ESG conference run by PLSA	9-10 Mar '22	Committee Members
LGC Investment Seminar on 24-25 March 2022.	2 Day LGPS investment seminar held in Chester. Due to costs for this event places are not offered to all	24-25 Mar	Cllr Redstone