

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
1 June 2021		
Covenant Review Report	Report from PWC on the covenant review project	Head of Pensions
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
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		
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

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
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 considered at June 2021 meeting
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
15 June 2021		
External Audit Plan for the East Sussex Pension Fund 2020/21	Draft External Audit Plan for 2020/21 Pension Fund Financial Statements	Head of Pensions
Covenant Review Report	Report from PWC on the covenant review project	Head of Pensions
Carbon Footprinting and ESG analysis	A report on the carbon footprint of the portfolio of ESPF including whether investments are in line with transition pathways.	Head of Pensions
Internal Audit Strategy and Plan	Draft internal audit Pension Fund Strategy and Audit Plan 2021/22	Internal Audit
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		

Investment Strategy Statement review	Report reviewing Investment Strategy Statement	Head of Pensions
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		
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

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 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 over 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">• 11 December• 13 January• 11 February	<p>William Bourne, Russell Wood, Sian Kunert, Representative from Investment Consultant</p> <p>Cllr Fox or substitute committee member is invited to attend</p>

<p>Data Improvement and ABS Working Group</p>	<p>Recent meetings</p> <ul style="list-style-type: none"> • 26 November • 16 December • 4 February • Scheduled 24 February 	<p>Cllr Fox, Ray Martin, Diana Pogson, Stephen Osborne, Paul Punter, Sian Kunert, Ian Gutsell</p>
<p>McCloud Working Group</p>	<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"> • 8 December – supported by Hymans 	<p>Cllr Fox, Stephen Osborn, Lynda Walker, Paul Punter, Sian Kunert, Dave Kellond</p>

Training and Development - recent and future events

Title of Training/Briefing	Detail	Date	Attended
Cyber risk in the LGPS	AON Webinar - Cyber risk in the LGPS - for Committee and Board members	19 November 2020	Diana Pogson
LGPS for Committee and Board members	Overview of the Local Government Pension Scheme for Pension Committee & Local Pension Board Members training provided by Barnet Waddingham	26 January 2021	Cllr Chris Collier
Title of Training/Briefing	Detail	Proposed Date	Invited
BW LGPS Refresher training	Training session for those new to Pensions boards or Pensions Committees or those looking to refresh their knowledge provided by Barnet Waddingham.	26 th January or 26 th April 2021	Pensions Board Members
LGPS Local Pension Board Members' Spring Seminars	Barnett Waddingham, ESPF's new actuary, offer training opportunities for Pension Board members to support in their roles and understand current issues, through their LGPS local pension Board spring seminars	15, 16, 18 or 22 February 2021	Pensions Board Members
PLSA Investment Conference 2021	PLSA is running a three-day investment conference virtually, consisting of keynote speeches, intimate roundtable discussions and educational sessions built around key themes and hot topics covers every investment angle, from geopolitical factors influencing markets, to investment strategy to individual asset classes.	9 – 11 March 2021	Pension Committee Members
PLSA Local Authority Conference	Online two-day programme with a mix of keynote speeches, roundtable discussions and educational sessions. Sessions will cover governance, investment, administration and communications challenges of the LGPS.	18-19 May 2021	All