

Agenda

PENSION FUND COMMITTEE

Date: Monday 26 November 2018
Time: 2.00 pm
Venue: Mezzanine Room 3 - County Hall, Aylesbury

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2 DECLARATIONS OF INTEREST To disclose any Personal or Disclosable Pecuniary Interests	
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7 FORWARD PLAN	41 - 44
8 EXCLUSION OF THE PRESS AND PUBLIC To resolve to exclude the press and public as the following item is exempt by virtue of Paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)	
9 CONFIDENTIAL MINUTES Of the meeting held on 24 th September 2018.	45 - 48

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14	DATE OF NEXT MEETING 28 February 2019 at 2.00pm, in Mezzanine Room 2, County Hall, Aylesbury.	

If you would like to attend a meeting, but need extra help to do so, for example because of a disability, please contact us as early as possible, so that we can try to put the right support in place.

For further information please contact: Fazeelat Bashir on 01296 382394, email: fbashir@buckscc.gov.uk

Members

Mr J Chilver (C)
Mr T Butcher
Mr C Harriss
Mr N Hussain
Mr D Martin (VC)
Mr M Barber, Thames Valley Police
Mr J Gladwin, District Council representative
Mr N Miles, Milton Keynes Council
Mr A Hussain

Minutes

PENSION FUND COMMITTEE

MINUTES OF THE MEETING OF THE PENSION FUND COMMITTEE HELD ON MONDAY 24 SEPTEMBER 2018, IN MEZZANINE ROOM 1 - COUNTY HALL, AYLESBURY, COMMENCING AT 2.30 PM AND CONCLUDING AT 4.50 PM.

MEMBERS PRESENT

Mr J Chilver (Chairman), Mr T Butcher, Mr C Harriss, Mr D Martin (Vice-Chairman),
Mr M Barber and Mr J Gladwin

OTHERS PRESENT

Carolan Dobson, Independent Adviser
Julie Edwards, Pensions and Investments Manager
Mark Preston, Finance Director, Business Services Plus
Matthew Passey, Mercer Investment Consulting
Claire Lewis-Smith, Principal Pensions Officer
Steve Mason, Pension Fund Board
Fazeelat Bashir, Committee & Governance Advisor
Tony English, Mercer Investments

AGENDA ITEM

1. APOLOGIES / CHANGES OF MEMBERSHIP

The Chairman reported that Mr A Hussain had been appointed to the Committee in place of Mrs A Cranmer.

Apologies were received from Mr N Miles , Mr A Hussain and Mr N Hussain.

2. DECLARATIONS OF INTEREST

There were none.

3. MINUTES

RESOLVED

The minutes of the Pension Fund Committee meeting held on 20 July 2018 were



agreed as a correct record, subject to the following amendment – Mr J Gladwin and Mr T Butcher would be added to the list of attendees .

ACTION: Mrs F Bashir

4. BUCKINGHAMSHIRE PENSION BOARD DRAFT MINUTES

Draft minutes of the Buckinghamshire Pension Fund Board meeting held on 18 July 2018 were reviewed. It was agreed that next year's accounts would include an explanation for the difference between the Net Assets Statement and Fair Value Hierarchy values.

ACTION: Chairman

5. PROCEDURE FOR REPORTING BREACHES OF THE LAW

Ms Lewis-Smith, Principal Pensions Officer, presented the Procedure for Reporting Breaches of the Law relating to the Buckinghamshire County Council Pension Fund.

RESOLVED: The Committee approved the Procedure for Reporting Breaches of the Law.

6. LOCAL AUTHORITY PENSION FUND FORUM

Ms J Edwards presented the report as a recommendation to agree membership of the Local Authority Pension Fund Forum (LAPFF).

It was noted that:

- The Committee considered the annual membership fee of £9,000 to be high, and required justification for the cost eg, shareholder influence. A member commented that purchasing the technical research separately could cost significantly more than £9,000.

RESOLVED: The Committee DID NOT agree to subscribe to the Local Authority Pension Fund Forum.

7. FORWARD PLAN

Ms J Edwards, Pension and Investments Manager, presented the Forward Plan.

The Chairman requested that the Forward Plan included a brief update on the performance, progress and transition of the Brunel Pension Partnership on a regular basis, at least every 6 months.

ACTION: Ms J Edwards

8. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

To exclude the press and public as the following item is exempt by virtue of Paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)

9. CONFIDENTIAL MINUTES

RESOLVED

The Committee agreed the confidential minutes of the Pension Fund Committee meeting held on 20 July 2018 as an accurate record.

10. BUCKINGHAMSHIRE PENSION BOARD CONFIDENTIAL MINUTES

RESOLVED

The Committee noted the confidential minutes of the Pension Fund Board meeting held on 18 July 2018.

11. PENSION FUND PERFORMANCE

The Committee received a report on Pension Fund Performance.

12. PRIVATE MARKETS

The Committee received a report on Private Markets.

(i) BRUNEL UK EQUITY PORTFOLIO

13. DATE OF NEXT MEETING

The next meeting will be held on 26 November 2018 at 2.00pm in Mezzanine Room 3, County Hall, Aylesbury.

CHAIRMAN

Minutes

PENSION FUND BOARD

**MINUTES OF THE PENSION FUND BOARD HELD ON WEDNESDAY 10 OCTOBER 2018,
IN MEZZANINE ROOM 3 - COUNTY HALL, AYLESBURY.**

MEMBERS PRESENT

Ms B Black, Mr P Dearden, Ms R Ellis (Vice-Chairman), Mr S Mason (Chairman) and
Ms L Wheaton

OFFICERS PRESENT

Ms J Edwards, Mrs C Lewis-Smith, Mr S Lugg, Ms C Platts and Mr M Preston

1 APOLOGIES/DECLARATIONS OF INTEREST/MINUTES

Apologies were received from Mr J McGovern, Ms T Pearce, Ms S Price and Mr I Thompson.

2 MINUTES OF THE PENSION FUND COMMITTEE

Action points from the Pension Fund Board meeting held on 18 July 2018 were reviewed and
the following points noted:

- The terms of reference had been amended to:
 - a. Make the Vice Chairman an elected position.
 - b. Clarify the responsibilities of the Vice Chairman.
- The final version of the 2018 Annual Report had been shared with the Board by Mrs C Platts, Pensions Communications Officer. There had only been minor changes to what they had seen previously.
- The feedback from the Brunel Oversight Board had been circulated with the agenda for the meeting.
- Ms J Edwards, Pensions and Investments Manager, Brunel risks applicable to the Fund will be reflected in the Fund's risk register.
- The number of meetings held annually was to be discussed later in the meeting. Administration performance would be discussed later in the meeting.

RESOLVED: The minutes of the meeting held on 18 July 2018 were AGREED as an accurate record and signed by the Chairman.

RESOLVED: The minutes from the Pension Fund Committee meeting 20 July 2018 were NOTED by the Board.

3 BCC PENSION FUND EMPLOYER NEWSLETTER - SEPTEMBER 2018

Mrs C Platts, Pensions Communications Officer, gave an overview of the newsletter circulated with the agenda.

Mrs Platts highlighted the following:

- The year-end timescales would be tighter next year due to the triennial valuation of the Fund.
- There were some changes expected to the scheme but it was not yet clear what these would be. The team were expecting January/February 2019 to be very busy due to these changes.
- The team would use their newsletter, including interim editions, to keep employers informed of changes as necessary.

RESOLVED: The Board NOTED the report.

4 I-CONNECT/PENSIONS 'ONLINE' UPDATE

Mr S Lugg, Project Manager, gave an overview of the report circulated with the agenda.

Mr Lugg highlighted the following points:

- Some EP60 information was not currently showing online and Mr Lugg was following this up with Heywood.
- There were now 15 active employers using the system and Mr Lugg hoped to see further uptake.
- Large and small employers were being targeted equally to sign up to i-Connect and the team were looking at how to “compel” employers/payroll providers to on-board.
- The team was aiming to roll out the system within Buckinghamshire County Council (BCC), including schools and academies who BCC provide payroll services to, in February 2019, subject to corresponding resource and commitment from the BCC team. Mr M Preston, Head of Finance - Resources and Pensions, confirmed that the management team remained committed to resourcing the project.
- Mr Lugg remained confident that the two year timescale was achievable for the majority of employers, once again subject to the necessary resource being provided to support successful project rollout and implementation.

RESOLVED: The Board NOTED the report and asked for updates to be brought to the meeting twice a year.

5 ADMINISTRATION PERFORMANCE STATISTICS

Mrs C Lewis-Smith, Principal Pensions Officer, gave an overview of the report circulated with the agenda.

In response to discussions, Mrs Lewis-Smith confirmed the following:

- There had been an increase in the “other” category of phone calls but the report did not give a breakdown of this category as per a request at the previous meeting. It would be included going forward.

ACTION: Mrs Lewis-Smith

- The start date for calculating timescales was from the receipt of formal notification of retirement.
- There were no complaints resulting from the 8% of cases not being completed within the 30 day timescales.
- As new workflow procedures are rolled, statistics will be provided to the Pension Fund Board. For example death benefits, AVC cases, and divorce estimates.
- There would be pensions taxation seminars taking place on 31 October 2018 in Aylesbury, and 7 November 2018 in Milton Keynes.
- Since annual benefit statements had been issued there had been an increase in My Pension Online users. Employers have been informed they can request reports on their employee take up. From 29 October 2018 it would be necessary to stockpile some cash equivalent transfer values until the new factors were confirmed by GAD. It was anticipated this could be resolved within a 6 week turnaround.
- Mrs Lewis-Smith would get clarification from Mrs S Price, Principal Pensions Officer, if the 50 cases quoted were the total numbers for the period.

ACTION: Mrs Lewis-Smith

RESOLVED: The Board NOTED the report.

6 TRAINING OPPORTUNITIES

Mrs Lewis-Smith, Principal Pensions Officer, gave an overview of the report circulated with the agenda.

Mrs Lewis-Smith highlighted the following points:

- The June 2018 conference had been deferred to January 2019. This would be the only conference for 2019.

Mrs Lewis-Smith asked for feedback from board members regarding the training they would like to receive. The Chairman reminded Members of their obligation to attend training. The Chairman felt that training around the life time allowance would be useful.

ACTION: All Board Members

RESOLVED: The Board NOTED the report.

7 FORWARD PLAN

Mrs Lewis-Smith, Principal Pensions Officer, gave an overview of the report and recommendations circulated with the agenda.

Mrs Lewis-Smith highlighted the following points:

- The team were looking to move the items on the risk register and other reports away from the March and July meetings when the Board agendas are generally full.
- The Board were asked to decide whether to hold three meetings or four meetings per year.

The following points were discussed and AGREED:

- The Board would meet four times a year starting from 2019.
- From mid-2019 the Brunel update would be brought to every other meeting.
- The minimum number of meetings a Member must attend each year would remain at two.
- The Pension Fund Boards Terms of Reference would be updated to reflect these changes.

ACTION: Ms Kenward

Regarding the content of the forward plan Members suggested:

- An i-Connect update at every other meeting only.
- The IDRP update to be in December which was a quieter period.
- The risk register would remain an annual item but officers would raise changes as necessary.
- Ideally one meeting a year would be kept lighter to give the opportunity to combine it with a short training session.

RESOLVED: The Board AGREED to hold 4 meetings per year.

8 ANNUAL BENEFIT STATEMENTS - ADMINISTRATION YEAR END UPDATE

Mrs Lewis-Smith, Principal Pensions Officer, gave an overview of the report circulated with the agenda.

Mrs Lewis-Smith highlighted at the time of publishing the update report, one employer annual return was outstanding and three had outstanding queries.

The Chairman thanked Mrs Lewis-Smith and her team for their hard work.

RESOLVED: The Board NOTED the report.

9 REPORTING BREACHES OF THE LAW

Mrs Lewis-Smith, Principal Pensions Officer, gave an overview of the report circulated with the agenda.

Mrs Lewis-Smith highlighted the following:

- On 24 September 2018 the new procedure was approved by the Pensions Fund Committee.
- A report would be taken annually to both meetings but any red breaches would be immediately brought to the next available meeting to discuss.

The Chairman highlighted that at the last Pension Fund Committee it had been discussed whether members of the Pension Fund Committee and the Pension Fund Board would hold personal liability for reporting breaches.

Mrs Smith-Lewis confirmed that:

- The wording aligned with similar policies from other providers.
- Anyone could seek guidance from independent parties, such as the Local Government Pension Committee (LGPC), if they wished to check their understanding of legislation before reporting a breach. Mrs Smith-Lewis would revise the wording to make it clear and would consider if it needed to go back to the Pension Fund Committee.

ACTION: Mrs Lewis - Smith

Mrs Ellis recommended the following change for clarity:

- at point 5 of the policy, to include the Monitoring Officer in addition to the Scheme Advisory Board (SAB) and the LGPC.
- It was also suggested that the decision tree should be updated with yes and no options.

RESOLVED: The Board NOTED the report.

10 EXCLUSION OF THE PRESS AND PUBLIC

11 ANNUAL BENEFIT STATEMENTS - CONFIDENTIAL APPENDIX

12 CONFIDENTIAL MINUTES PENSION FUND BOARD

13 CONFIDENTIAL MINUTES OF THE PENSION FUND COMMITTEE

14 GMP RECONCILIATION

15 BRUNEL PENSION PARTNERSHIP UPDATE

16 DATE OF NEXT MEETING/AOB

Any other business

- Mrs Lewis-Smith stated that the New Fair Deal Policy, governing pensions protection for employees, was expected to be received before Christmas 2018. The treasury cost mechanism process showed costs were not as expected and would lead to employer contributions going up and an improvement in Scheme member benefits. The SAB cost mechanism process would need to complete before any changes were made. The timescales between receiving the guidance and going live with changes would be very tight.

- The triennial Scheme valuation would take place in 2019 with revised employer contribution rates being introduced from April 2020.

Date for next meeting

- Ms Kenward, Board Clerk, would now set four dates for 2019 taking into account the dates of the Pension Fund Committee and inform the Board.

ACTION: Ms Kenward

CHAIRMAN

Pension Fund Committee

Title:	Governance Update
Date:	Monday 26 November 2018
Author:	Head of Finance – Resources & Pensions
Contact officer:	Claire Lewis-Smith, 01296 383424
Local members affected:	N/A

For press enquiries concerning this report, please contact the media office on 01296 382444

Summary

Regulation 55 of the Local Government Pension Scheme (LGPS) Regulations 2013 requires an administering authority to prepare a governance compliance statement. This statement must be kept under review and any appropriate revisions made.

Recommendation

The Committee are asked to AGREE the Governance Compliance and the Governance Policy Statement.

Attached at Appendix 1 is the revised Governance Compliance Statement. The Statement details whether the authority delegates its functions and if so, the terms, structure and operational procedures of the delegation, along with the frequency of meetings and voting rights. It also details the terms, structure and operational procedures of the local pension board. The Statement is used in conjunction with other statutory documents such as the pension fund annual report and audit report, as evidence that the Fund has robust governance in place.

Attached at Appendix 2 is the revised Governance Policy Statement. This sets out the County Council's arrangements for discharging its responsibilities for pension fund matters in accordance with the Governance Compliance Statement.

As a result of the review of both Statements, only minor revisions have been made to reflect title changes and to update the frequency of local pension board meetings.

Supporting information to include the following if a decision is being requested:

Resource implications

None

Legal implications

Regulation 55 of the LGPS Regulations 2013 requires review of the Governance Compliance Statement.

Other implications/issues

None

Feedback from consultation, Local Area Forums and Local Member views (if relevant)

N/A

Background Papers

<http://www.lgpsregs.org/schemeregs/lgpsregs2013/timeline.php#r55>



**Buckinghamshire County Council Pension Fund
Governance Compliance Statement
November 2018**

1. Introduction

- 1.1 This is the Governance Compliance Statement of the Buckinghamshire Pension Fund which operates as part of the Local Government Pension Scheme and is administered by Buckinghamshire County Council (the Council).
- 1.2 This statement has been prepared as required by Regulation 55 of the Local Government Pension Scheme Regulations 2013.

2. Governance Arrangements

- 2.1 Under the terms of the Council's Constitution, the functions of the Council as Administering Authority of the Pension Fund are delegated to the Pension Fund Committee and are excluded from the delegation of authority to the Cabinet and other Committees. The Pension Fund Committee is supported by officers of the Council, investment consultants and an independent adviser. Governance arrangements are outlined in the Governance Policy Statement.
- 2.2 The Pension Fund Committee meets five times a year and its members act in a quasi-trustee capacity. Under the Constitution, it is responsible for administering, investing and managing the Fund. Further meetings can be arranged if required. Terms of reference are available on the Council's website at:

<http://democracy.buckscc.gov.uk/mgConvert2PDF.aspx?ID=11106>

- 2.3 The purpose of the Local Pension Board is to assist the administering authority in its role as a scheme manager of the Scheme. This covers all aspects of governance and administration of the LGPS, including funding and investments. Such assistance is to secure compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme and any requirements imposed by the Pensions Regulator in relation to the Scheme. The Board must also ensure the effective and efficient governance and administration of the Scheme and help the administering authority, including undertaking work requested by the administering authority. Meetings are held four times a year. The Terms of Reference were adopted at the Board's first meeting and are available on the Council's website.

3. Functions and Responsibilities

- 3.1 The Pension Fund Committee approves the Pension Fund's Funding Strategy, the Investment Strategy Statement, the Governance Policy Statement and the Communications Policy. Other key responsibilities of the Committee include:
 - Policy approval
 - Appointing Advisers and monitoring Fund performance
 - Monitoring Scheme Governance

- 3.2 The Funding Strategy sets out the aims and purpose of the Fund and the responsibilities of the administering authority as regards funding the scheme. Regulation 7 of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 to formulate, publish and maintain an Investment Strategy Statement.
- 3.3 The Investment Strategy Statement required by Regulation 7 must include:-
- (a) a requirement to invest money in a wide variety of investments;
 - (b) the authority's assessment of the suitability of particular investments and types of investments;
 - (c) the authority's approach to risk, including the ways in which risks are to be measured and managed;
 - (d) the authority's approach to pooling investments, including the use of collective investment vehicles and shared services;
 - (e) the authority's policy on how social, environmental or corporate governance considerations are taken into account in the selection, non-selection, retention and realisation of investments; and
 - (f) the authority's policy on the exercise of rights (including voting rights) attaching to investments.
- 3.4 The Investment Strategy Statement must also set out the maximum percentage of the total value of all investments of fund money that it will invest in particular investments or classes of investment.
- 3.5 The Communications Policy details the overall strategy for involving stakeholders in the Pension Fund. The Pension Fund also has a Governance Policy Statement which outlines many of the frameworks identified within this document. Additionally, an administering authority discretions document has been developed stating those discretions found within the scheme that it has adopted. All documentation is published at www.buckscc.gov.uk/pensions
- 3.6 The Pension Administration Strategy is an important tool in managing and improving the administrative performance of the Fund. It formally sets out the requirements of both Buckinghamshire County Council as the Administering Authority and participating employers/third party payroll providers in the Fund in a single document within one framework, a formal review is undertaken every three years.

4. Representation

- 4.1 The Pension Fund Committee has 9 members as follows:
- Six Elected Members from Buckinghamshire County Council
 - One Elected Co-Opted Member from Milton Keynes Council
 - One Elected Police and Crime Commissioner (PCC) or Deputy PCC from Thames Valley Police

- One Elected Co-Opted Member chosen by the four District Councils in Buckinghamshire

Members have Quasi-Trustee status and consequently substitutions are not permitted.

- 4.2 The Local Pension Board has 8 members comprising of 4 employer representatives and 4 scheme member representatives

5. Stakeholder Engagement

- 5.1 A triennial meeting of the Pension Fund, called the 'Pensions General Meeting', is held in November/December in the year of the Fund valuation (the year prior to when the revised contribution rates from the valuation are due to come into effect), to which all employer representatives and scheme members are welcome. The purpose of the meeting is to report on investment performance and current issues of concern to the Fund stakeholders.

- 5.2 Mechanisms used to involve stakeholders include:

- Communication with Scheme Employers
- Dedicated Employer Liaison Officers and Communications Officer
- Training Events
- Meetings with the Actuary and the Auditors
- Meetings with Advisors
- Meetings with Brunel Pension Partnership
- Buckinghamshire Finance Officers meetings
- The annual report for the Pension Fund
- Scheme member newsletters/updates

6. Review and Compliance with Best Practice

- 6.1 This statement will be kept under review and will be revised and published annually or following any material change in the Governance Policy Statement of the Pension Fund.

- 6.2 The Pension Fund is regularly audited and no material findings have arisen from either our internal or external auditors.

- 6.3 The Regulations require a statement as to the extent to which the governance arrangements comply with guidance issued by the Secretary of State. This statement is confirming that all the above mentioned mechanisms are in place and are effective and embedded. Any breach of our Governance Policy would be outlined in this document and reported to the Chairman of the Pension Fund Committee. A summary of our compliance with recommended good practice is outlined below.

Responsible Officer: Claire Lewis-Smith, Principal Pensions Officer
(Governance & Employer Liaison)

Good Practice Requirement	Met/Not Met	Evidence
Structure		
The management of the administration of benefits and strategic management of fund assets clearly rests with the main committee established by the appointing Council.	Met	Pension Fund Committee (PFC) Terms of Reference
That representatives of LGPS Scheme employers and scheme members (including pensioner and deferred members) are members of either the main or secondary committee established to underpin the work of the main committee.	Met	PFC Terms of Reference and Buckinghamshire Pension Board (BPB) Terms of Reference
That where a secondary committee or panel has been established, the structure ensures effective communication across both levels.	Met	PFC meets five times per year and BPB meets four times per year. BPB minutes are on the PFC agenda and vice-versa
Representation		
That all key stakeholders are afforded the opportunity to be represented within the main or secondary committee structure. These include: - i) Scheme employers (including non-local government employers, e.g. admitted bodies); ii) Scheme members (including deferred and pensioner scheme members), iii) Independent professional observers, and iv) Expert advisors (on an ad-hoc basis).	Met	Key stakeholders on PFC or BPB as per Terms of Reference i) PFC and BPB ii) BPB iii) PFC and BPB iv) PFC and BPB
That where lay members sit on a main or secondary committee, they are treated equally in terms of access to papers and meetings, training and are given full opportunity to contribute to the decision making process, with or without voting rights.	Met	All PFC members and advisers get all papers except where it concerns them. BPB members are provided with relevant training as required under The Pensions Regulator's Code of Practice 14
Selection and role of lay members		
That committee or panel members are made fully aware of the status, role and function they are required to perform on either a main or secondary	Met	This is set out in the Committee's terms of reference.

committee.		
Voting		
The policy of individual administering authorities on voting rights is clear and transparent, including the justification for not extending voting rights to each body or group represented on main LGPS committees.	Met	Voting rights are not specifically noted in the PFC Terms of Reference. However under section 4 (Membership) there are 9 members and under section 4.5 it is noted that members have Quasi-Trustee status and therefore no substitutions are permitted. Section 4.6 confirms the Quorum is 4 members. BPB has 4 employer representatives and 4 scheme member representatives. The Terms of Reference confirms the Quorum is 4 Board members, comprising of at least 2 employer and 2 scheme member representatives. Substitutions are not permitted.
Training/facility time/expenses		
That in relation to the way in which statutory and related decisions are taken by the administering authority, there is a clear policy on training, facility time and reimbursement of expenses in respect of members involved in the decision-making process.	Met	<p>Training for PFC members is undertaken annually as detailed by the PFC training plan. This organisation has adopted the key recommendations of the <i>Code of Practice on Public Sector Pensions Finance Knowledge and Skills</i>. Reimbursement of Expenses is defined in BCC constitution.</p> <p>Training for BPB members is undertaken in accordance with The Pensions Regulator's Code of Practice 14.</p>
That where such a policy exists, it applies equally to all members of committees, sub-committees, advisory panels or any other form of secondary forum.	Met	Reimbursement of expenses is defined in BCC Constitution.
Meetings (frequency/quorum)		
That an administering authority's main committee or committees meet at least quarterly.	Met	PFC Terms of Reference.
That an administering authority's secondary committee or panel meet at least twice a year and is synchronised with the dates when the main	Met	BPB Terms of Reference.

committee sits.		
Access		
That subject to any rules in the council constitution, all members of main and secondary committees or panels have equal access to committee papers, documents and advice that falls to be considered at meetings of the main committee.	Met	Confirmed that this applies by Member Services.
Scope		
That administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements.	Met	PFC forward plan requires Senior Pension officers to attend meetings to discuss and raise issues outside the usual scope of Pension Fund Investment.
Publicity		
That administering authorities have published details of their governance arrangements in such a way that stakeholders with an interest in the way in which the scheme is governed, can express an interest in wanting to be part of those arrangements.	Met	All non-confidential agendas, papers and minutes are on BCC external website. There is a separate policies section on the website where all governance policies are available.

Buckinghamshire County Council Pension Fund Governance Policy Statement – November 2018



Background

1. Regulation 55 of the Local Government Pension Scheme regulations 2013, requires pension fund administering authorities to prepare and publish a governance compliance statement which covers:
 - whether the administering authority delegates its functions in relation to the pension fund to a committee, a sub-committee or an officer of the Council; and where this is the case, details of:
 - the frequency of any committee's meetings;
 - the terms of reference, structure and operational procedures in relation to the use of delegated powers;
 - whether the committee includes representatives of employers or scheme members; and if so, whether they have voting rights.
2. This policy statement sets out the County Council's arrangements for discharging its responsibilities for pension fund matters in accordance with the governance compliance statement.

Governance of Buckinghamshire Pension Fund

3. The current arrangements for the discharge of the County Council's responsibilities for pension fund matters are set out below.
4. Under the County Council's constitution, the County Council has delegated responsibility for decision-making on pension fund investments to the Pension Fund Committee. The Pension Fund Committee consults within the advisory framework and the Head of Finance - Resources & Pensions, before making decisions within the scope of their delegated powers. The Committee receives professional advice from an investment consultant and an independent adviser on investment strategy and other investment matters.
5. The terms of reference for the Pension Fund Committee are to agree:
 - the overall investment objective for the Fund;
 - the Fund's Investment Strategy Statement;
 - the Fund's asset allocation policy;
 - the appointment of firms to provide investment and actuarial advice for the Fund;
 - any other matters relating to the management and investment of the Pension Fund, as requested.

Reporting

6. The Chairman reports annually to the Cabinet and the Council on the discharge of the Committee's delegated responsibility and the performance of the Fund.



Membership

7. The membership of the Pension Fund Committee is:
 - Six elected members from Buckinghamshire County Council;
 - One elected member from Milton Keynes Council;
 - One elected Police and Crime Commissioner (PCC) or Deputy PCC member from Thames Valley Police;
 - One elected member chosen by the four District Councils in Buckinghamshire;

Members have Quasi-Trustee status and consequently no substitutions are permitted.

8. The Fund's investment consultants and independent adviser advise on investment strategy and other investment matters.

Operational Procedures

9. The Pension Fund Committee has five regular meetings scheduled each year. At four of the meetings the Committee receives a report on the investment performance of the fund in the quarter, the fund's longer term performance. The Committee meets to review the Fund's investment performance in relation to targets.
10. Procedures for communicating with employers contributing to the Pension Fund are set out in the Communication Policy Statement.

Knowledge and Skills Policy Statement

11. This organisation recognises the importance of ensuring that all staff and members charged with the financial administration and decision-making with regard to the pension scheme are fully equipped with the knowledge and skills to discharge the duties and responsibilities allocated to them.
12. It therefore seeks to utilise individuals who are both capable and experienced and it will provide/arrange training for staff and members of the pension fund's decision-making bodies to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills.



Pension Fund Committee

Title:	Pension Fund Risk Register
Date:	Monday 26 November 2018
Author:	Finance Director, Resources & Pensions
Contact officer:	Julie Edwards, Pensions & Investments Manager 01296 383910 Sam Price, Principal Pensions Officer (Administration)
Local members affected:	No

For press enquiries concerning this report, please contact the media office on 01296 382444

Summary

The Risk Register identifies the key risks to the Pension Fund and is reviewed periodically by the Pension Fund Committee and the Buckinghamshire Local Pension Board, the last Committee review took place on 24 May 2018 and the most recent Board review took place on 18 July 2018.

Recommendation

The Committee is asked to review the Risk Register for the Pension Fund and instruct officers to make any amendments necessary.

Resource implications

There are none arising directly from this report.

Background

The Committee is asked to review the attached register to ensure that:

- The descriptions of risks are still relevant;
- The current scores attributed to the impact and likelihood of the risks are appropriate, please see tables overleaf; and
- Risk treatment is adequate;

Risks relating to the fund management are attached as Appendix 1, administration risks are attached as Appendix 2. In accordance with the Council's risk management framework scores between 0 and 5 are attributed to the impact of the risk. The impact areas are service/performance, reputation/political, financial, data protection/technological, legislation/regulatory and health and safety. Appendix 3 shows the criteria for attributing the risk impact scores. Scores between 0 and 5 are attributed to the likelihood of the risk from extremely unlikely (1) to extremely likely (6). Appendix 4 shows the indicators for attributing the risk likelihood scores. The scores for each risk are combined and assigned red, amber or green in the heat map in accordance with the following table.

Matrix & Heat Map - scoring detail & colour scale							Scoring colour code	
5	5	10	15	20	25	30		1-3
	4	8	12	16	20	24		4-6
	3	6	9	12	15	18		7-12
	2	4	6	8	10	12		13-20
	1	2	3	4	5	6		21-30
	1	2	3	4	5	6		

Scale	Impact Areas
0-5	Service/Performance
0-5	Reputation/Political
0-5	Financial
0-5	Data Protection/Technological
0-5	Legislation/Regulatory
0-5	Health & Safety

Scale	Likelihood
1-6	Scores from

Background Papers

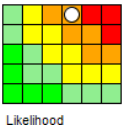

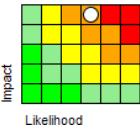

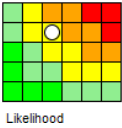

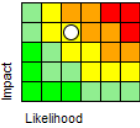

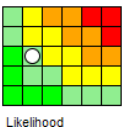

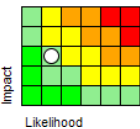

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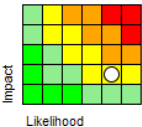

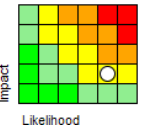

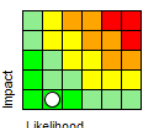

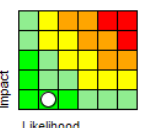

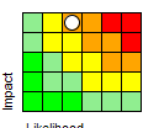

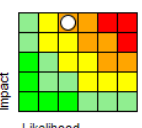

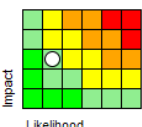

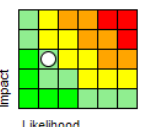

Pensions & Investments Risk Register

Report Type: Risks Report

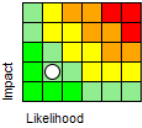

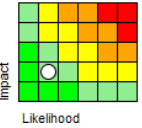

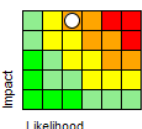

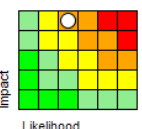
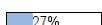
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Risk Name	Risk Description	Current Score	Direction of Travel	Target Score	Action Name	Description	Action Progress	Risk Owner	Latest Note	Date Reviewed
BSP-P&I-01 Investment Strategy	If the investment strategy does not produce the returns as envisaged / required then funds perform worse than expected, the deficit increases, pressure on employer contributions, pressure on Council Tax and reputational pressure on the Pension Fund				BSP-P&I-01 Investment Strategy Actions	Strategy reviewed formally every 3 years Review strategy more frequently - annual refresh Action Plan where issues arise Mini-valuation undertaken annually Appointment of Investment Consultant and Committee Advisor, Investment advice analysed. A long term view is taken with regards to the Fund's investment strategy.		Julie Edwards		10-Nov-2018
BSP-P&I-02 Significant Downturn in a Particular Sector	If there is a significant downturn in a particular sector / geographical location due to man made or natural disasters, then funds perform worse than expected, the deficit increases, employers contributions would need to be increased.				BSP-P&I-02 Significant Downturn in a Particular Sector Actions	Strategy reviewed every 3 years Review strategy more frequently - annual refresh Action Plan where issues arise. Managers closely monitored. Economic issues are being monitored. Closer monitoring of managers' views on Eurozone and BREXIT implications. Revised strategy implemented May 2014, investment strategy reviewed in March 2017. The Fund investments are diversified across several asset classes. Annual mini-actuarial valuation reported. Governance structures require meeting every Fund Manager on average 3 times per annum. Holistic reporting to Members - not just performance based.		Julie Edwards		10-Nov-2018
BSP-P&I-03 New Investment Vehicle Not Understood	If a new investment vehicle is not understood by the Pension Fund Committee then loss of control, limited governance exercised, poor controls / limited challenge and errors.				BSP-P&I-03 New Investment Vehicle Not Understood Actions	Ensure adequate training. Periodic training needs analysis undertaken to support annual training plan. Committee Advisor supports the Committee members understanding of asset classes and investment issues.		Julie Edwards		10-Nov-2018

Risk Name	Risk Description	Current Score	Direction of Travel	Target Score	Action Name	Description	Action Progress	Risk Owner	Latest Note	Date Reviewed
BSP-P&I-06 Public Sector Cuts	Public sector cuts could increase the number of early retirements, increase in administration costs and impact on revenue. Public sector cuts, member opt outs, localism and outsourcing could reduce the number of active members reducing contributions income. Contributions income could bring forward the date when the Fund has to use investment income to meet benefit payments.				BSP-P&I-06 Public Sector Cuts Actions	Review in light of austerity measures and other large employer strategies. Periodic meetings held with larger employers. Factor maturity of the Fund into investment strategy decisions, review Funding Strategy Statement every three years following the actuarial valuation.		Julie Edwards		10-Nov-2018
BSP-P&I-07 Significant Changes in Government Regulations	If significant changes in government regulations occur, for example IAS19, then limited opportunities for innovation exist and resource is wasted supporting employers / members with non-value adding activities.				BSP-P&I-07 Significant Changes in Government Regulations Actions	The Investment Regulations 2016 removed some of the existing prescriptive means of securing a diversified investment strategy and placed the onus on authorities to determine the balance of their investments and take account of risk. The Secretary of State has the power to intervene to ensure the more flexible legislation is used and the guidance on pooling is adhered to.		Julie Edwards		31-Mar-2019
BSP-P&I-09 Poor Fund Management	If there is poor Fund management caused by poor selection, loss of key staff, change in process or not keeping up with the market then there will be poor performance, reduced assets, damage to reputation and increased deficit.				BSP-P&I-09 Poor Fund Management Actions	Fund managers' performance actively reviewed quarterly. Investment strategy reviewed March 2017. Benchmarking undertaken and research undertaken.		Julie Edwards		10-Nov-2018
BSP-P&I-10 Underestimation of Pensioner Longevity	If there is an underestimation of pensioner longevity then there will be a failure to have high enough pension contributions and increased pressure on future contributions.				BSP-P&I-10 Underestimation of Pensioner Longevity Actions	Not within the Pension Fund's control Actuaries review projection of longevity regularly. The 2013 Actuarial Valuation mortality assumptions allowed for a long term rate of improvement in mortality rates. The 2016 mortality assumptions did not allow for a long term rate of improvement in mortality rates.		Julie Edwards		10-Nov-2018

Risk Name	Risk Description	Current Score	Direction of Travel	Target Score	Action Name	Description	Action Progress	Risk Owner	Latest Note	Date Reviewed
BSP-P&I-11 Inflation	If inflation is significantly greater than currently forecast, then a combination of lower bond values and increasing pay levels will cause the deficit to widen (all else equal). If inflation is negative (deflation) for a prolonged period of time, the value of the inflation linked bonds will decrease. However, the value of the liabilities would not fall to the same extent as pay levels are unlikely to fall and pensions cannot be reduced, which will cause the deficit to widen (all else equal).				BSP-P&I-11 Inflation Actions	The strategic allocation to inflation linked bonds within the investment strategy will increase in value if inflation expectations increase (all else equal), helping to offset some of the impact on the liabilities. The Pension Fund Committee will consider the Fund's exposure to inflation linked assets when reviewing the Fund's investment strategy. Part of the inflation linked bond allocation is managed actively, and the manager has discretion to increase or decrease the allocation in anticipation of increases or decreases in inflation expectations respectively		Julie Edwards		10-Nov-2018
BSP-P&I-12 Loss of Confidence by Employees and Employers	If there is loss of confidence by employees and employers in the Pension Fund management then political fallout, seen as a poor performer, criticism from external audit and Public Interest Reports.				BSP-P&I-12 Loss of Confidence by Employees and Employers. Actions	Pensions Communications Officer role involves designing and delivering communications strategy. The Buckinghamshire Pension Board was established in 2015.		Julie Edwards		10-Nov-2018
BSP-P&I-13 Market Volatility	If stock market volatility exists at key points in the cycle e.g. at time of actuarial review then, deficit grows as does pressure on employer costs.				BSP-P&I-13 Market Volatility Actions	Ongoing review more intense when markets are volatile. Key decision to be made in terms of timing of changes. Actuary using 'smoothing' effect which actively seeks to mitigate risks.		Julie Edwards		10-Nov-2018
BSP-P&I-14 Failure / Fraud at a Fund Management House or Nominee Company	If a failure / fraud of a fund management house or nominee company occurs, then there will be a short term performance failure, time and cost implications and a potential loss of opportunity if at the wrong moment.				BSP-P&I-14 Failure of a Fund Management House or Nominee Company Actions	Ongoing review using governance structures described previously.		Julie Edwards		10-Nov-2018

Risk Name	Risk Description	Current Score	Direction of Travel	Target Score	Action Name	Description	Action Progress	Risk Owner	Latest Note	Date Reviewed
BSP-P&I-15 Policy Compliance	If officers undertake fraudulent activity or do not follow policy decision or recommend inappropriate / radical policy decision then too great an exposure in certain areas will exist leading to greater volatility, break down of trust, policy decisions slowed, loss of opportunity and reputation damage.				BSP-P&I-15 Policy Compliance Actions	Effective scrutiny of officer activity by line management, Pension Fund Committee and audit		Julie Edwards		10-Nov-2018
BSP-P&I-17 Brunel Pension Partnership	Proposals to pool the Fund's assets in the Brunel Pension Partnership are currently being implemented. If the project is not managed and the transition is ineffective or excessive in cost, then the cost benefit ratio may not be achieved. If the guidance on pooling is not adhered to, then the Secretary of State may deem it necessary to intervene in the investment function of an administering authority.				BSP-P&I-17-01 Brunel Pension Partnership Actions	Project team, Shadow Oversight Board with representatives from the Pensions Committees, Client Operations Group with officer representatives and Finance and Legal Assurance Group established. Project plan regularly reviewed to help support workstreams and keep deliverables on track.		Julie Edwards	Brunel Pension Partnership Ltd was established on 18 July 2017, learning the lessons from the previous year a comprehensive review of the Business Plan for 2019 undertaken, The plan for transitioning assets to Brunel and resources have been reviewed. Developed passive equities have transitioned to Brunel.	15-Nov-2018

P&I Administration Risks

Report Type: Risks Report

Generated on: 15 November 2018

Risk Name	Risk Description	Current Score	Direction of Travel	Target Score	Action Title	Action Description	Action Progress	Risk Owner	Latest Note	Date Reviewed
31 RS-PA-01 Employer LGPS knowledge	Lack of employer understanding of the LGPS and knowledge of the Service Level Agreement may cause incorrect information to be provided and additional queries from employers	 Impact Likelihood		 Impact Likelihood				Julie Edwards	<p>Due to Scheme complexities and also changing staff this is an issue which will be encountered regularly. The team are also working closely with employers to improve knowledge by holding annual training events, face to face training and quarterly meetings with the larger employers. Quarterly newsletters are also provided, a dedicated employer area on the BCC LGPS website and each employer has a dedicated Liaison Officer within the team.</p> <p>Progress has been made over the past year, one large employer has cleared all outstanding backlog tasks and now regularly provides information on time. We are working closely with two main "issue" employers / payroll providers with the aim to help clear their backlogs and also improve the information they provide in future.</p>	15-Nov-2018

Risk Name	Risk Description	Current Score	Direction of Travel	Target Score	Action Title	Action Description	Action Progress	Risk Owner	Latest Note	Date Reviewed
RS-PA-02 Staff Capacity Issues	A lack of capacity due to staff losses or sickness could adversely affect the workload of the pensions section resulting in decreased productivity.							Julie Edwards	Risk level remains the same. The team is currently at a level which allows us to keep priority areas of work up to date and also begin to work on housekeeping/project areas. Temporary staff are still being utilised to cover for maternity leave or backlogs of work caused by an increase in volume of work from employers due to their backlogs.	08-Nov-2018
RS-PA-03 Pensions Administration Software	The risk that the pensions administration software (Altair) causes disruption due to system crashes etc. leading to calculation errors, delays and a loss of working time.							Julie Edwards	There has been no significant ICT issues lately suggesting that BCC have resolved any issues that had previously impacted the team. The likelihood has therefore reduced but there is still a possibility of impact.	08-Nov-2018
RS-PA-04 Software Updates	Software updates resulting from scheme changes may create errors in calculations thus resulting in more time spent checking and re-doing calculations.							Julie Edwards	Currently, the number of errors within Altair calculations is minimal compared to previous years. Where any issues arise, these are passed to the systems team/Heywoods to be resolved. In most cases, work around's are provided and the updates regularly resolve issues. Heywoods have also been open to suggestions of developments within the system that would aid the team so further improvements should be taking place.	08-Nov-2018
RS-PA-05 Staff Retention	Staff retention. There is a risk of losing trained staff to other organisations due to a lack of flexibility in the career matrix.							Julie Edwards	Remains a low likelihood of occurrence. Further work is underway regarding team structures to ensure the team is efficient and to keep staff morale high.	08-Nov-2018

Risk Name	Risk Description	Current Score	Direction of Travel	Target Score	Action Title	Action Description	Action Progress	Risk Owner	Latest Note	Date Reviewed
RS-PA-06 Quality / Timeliness Data from Employers	Poorly performing employers/payroll providers can cause additional work on the pensions team by not providing information which they have a statutory duty to provide. This results in wasted time chasing employers and creating a backlog of work.							Julie Edwards	Still continues to be an issue. I-Connect is currently being rolled out to employers with the aim that all employers will use this facility by 1st April 2020. This should result in an improvement in timeliness and also accuracy of the data. Our largest employer, BCC, are due to be live from early 2019.	08-Nov-2018
RS-PA-07 TUPE / Payroll Provider Changes	Additional work and disruption is caused due to outsourcing and changes in schools payroll providers creating losses of vital information. This results in a lot of extra work on pensions administration staff attempting to piece together information which should have been provided							Julie Edwards	Payroll changes do continue to be an issue where employers do not advise the team of these changes which results in delays in receiving information or pension records being updating incorrectly. A new monthly notification spreadsheet has been issued recently to all employers and this includes a tab to notify of payroll provider changes so the likelihood of this risk should reduce in the future.	15-Nov-2018

Risk Name	Risk Description	Current Score	Direction of Travel	Target Score	Action Title	Action Description	Action Progress	Risk Owner	Latest Note	Date Reviewed
RS-PA-08 TUPE Transfers / Academy Conversions	<p>The increase of TUPE transfers / schools opting for academy status has resulted in an increased workload for pensions staff.</p> <p>The TUPE officer must deal with the admission agreements as well as liaising with external contractors and the fund actuaries. The range of employees involved differ between employer but range from one employee to hundreds.</p>							Julie Edwards	<p>TUPE's are dealt with by the TUPE office and Academy conversions with specific Employer Liaison Officers which should reduce any impact on the team in terms of additional work & delays. The Principal 7 TUPE Officer have received all BCC & MKC schools to ascertain that 1/3rd have converted to Academy status which suggests further workloads to come. With this information the team can plan ahead.</p> <p>The likelihood has not reduced due to the fact that high workloads could be created due to Academy conversions.</p>	15-Nov-2018
RS-PA-09 Guaranteed Minimum Pension reconciliation	<p>The end of contracting-out of the Additional State Pension from April 2016 means that a Guaranteed Minimum Pension reconciliation of the Fund's records with the HMRC's records will need to be completed by 2018. This reconciliation may result in identifying overpayments/underpayments. If the reconciliation is not complete before the closing of the office this could result in the Fund being liable for GMP's which we should not be responsible for.</p>							Julie Edwards	<p>ITM are now well under way working on this as a project and are now at a stage of liaising with the payroll team.</p>	15-Nov-2018
RS-PA-10 Mid / High Earner Optouts due to Tax Legislation	<p>Tax legislation in respect of high-earners pensions contributions could result in a departure of high-earners from the Fund. High-earners leaving the Scheme could be perceived as senior management not advocating the benefits of the LGPS</p>							Julie Edwards	<p>Risk remains the same. Changes to the Annual Allowance are anticipated over the year couple of years which could result in high earners opting out of the scheme.</p>	08-Nov-2018

Risk Name	Risk Description	Current Score	Direction of Travel	Target Score	Action Title	Action Description	Action Progress	Risk Owner	Latest Note	Date Reviewed
RS-PA-11 Admitted Bodies Deficits	If Admitted Bodies who joined the Fund prior to 1997 fail or if current Admitted Bodies reduce their active members to 0, then the Fund has no powers to ensure these organisation make good any deficit.							Julie Edwards	An employer covenant exercise is currently taking place which will allow these to be renegotiated with a bond requirement however it is not mandatory. The Actuary has been instructed to complete a full employer risk review on certain categories of employer	15-Nov-2018
RS-PA-12 Mid / high earner optouts due to high employee contribution rates	The 3% on average increase employee pension contributions implemented, with effect from 1 April 2014, by increasing the tiers of contributions paid by mid/high earners could result in a departure of mid/high-earners from the Fund. Mid/High-earners leaving the Scheme could be perceived as senior management not advocating the benefits of the LGPS. During current period of low pay increases members may opt out due to pressures on household budgets.							Julie Edwards	Risk remains the same.	08-Nov-2018
RS-PA-13 Annual Benefits Statements Issuance	The Public Sector Pensions Act 2013 requires that Annual Benefits Statements are issued to Scheme Members by 31 August. There is a risk that the Regulator will issue a fine although this is the position for most local authorities.							Julie Edwards	The number of year end queries has continued to reduce which will result in a higher rate of ABS's issued for on going years. It is anticipated that the overall ABS's issued by the end of March 2019 will be 97%.	08-Nov-2018

RISK IMPACT AREAS

Score	Level	Service Delivery / Performance	Political / Reputation	Health and Safety	Technology / Data Protection	Financial	Legislation / Regulatory
1	Minimal	Minimal service disruption in non-critical area of service for brief period (hours).	Contained within service area. Complaint from individual / small group / single supplier. No press interest. Minor delay in member objectives	Minimal injury or discomfort to an individual. Failure to report notifiable incident to the HSE.	Isolated individual personal detail compromised / revealed.	Costing <£1m.	Minimal delay in inability to meet standards required by national regulatory organisations and statutory government standards agencies.
		Commercial Plan Outcomes/ Objectives delayed by less than 1 month.	Complaint from an individual to a member or internal complaint from a member. Minor change to political landscape.		Minimal technological failure / security breach with minimal impact on day-to-day service delivery.		Minimal disruption to our ability to fulfil statutory duties for a number of hours.
2	Minor	Minor effect to an important service area for a short period (days).	Adverse local publicity / local public opinion aware. Lowered perception/standing with local suppliers.	Injury causing loss of working time to an individual. HSE Investigation leads to improvement notice served or threat of prosecution.	Some individual personal details compromised / revealed.	Costing = £1m to <£2.5m.	Minor delay in inability to comply with standards required by national regulatory organisations and statutory government standards agencies.
		Commercial Plan Outcomes/ Project / Objective fails to deliver on 1 important aspect. Delayed by up to 3 months.	Complaint or petition from a local group / delay to member objectives. Moderate change to political landscape.		Minor technological failure / security breach to the organisation's ICT assets impacting on the day-to-day delivery of services.		Minor disruption to our ability to fulfil statutory duties for a short period (days).
3	Moderate	Moderate service disruption of an important service area for a period of up to a week.	Adverse national media interest and/or adverse publicity in professional/municipal press. Adverse local publicity of a major and persistent nature. Lowered perception/standing with national suppliers / professional / local government community.	Serious injury sustained by one or more individuals. Prohibition Notice served by the HSE that closes a key facility.	Many individual personal details compromised/ revealed	Costing = £2.5m to <£5m	Moderate delay / inability to comply with basic standards required by national regulatory organisations and statutory government standards agencies.
		Commercial Plan Outcomes/ Major Project / Objective fails to deliver several key benefits. Delayed by 3 - 6 months.	Moderate criticism from local government community. Significant delay in member objectives. Significant change in political landscape.		Large technological failure / security breach with a significant impact on the organisation's ICT assets essential for the day-to-day operation of critical services.		Moderate disruption to our ability to deliver statutory duties for a prolonged period to the detriment of vulnerable people across Buckinghamshire (weeks).
4	Significant	Significant service disruption, across several important areas of service for protracted period.	Adverse and persistent national media coverage. Adverse central government response, threat of removal of delegated powers. Public Enquiry. Officer(s) and/or Member(s) forced to resign. Council blacklisted by suppliers.	Serious permanent disablement of individual or several people. Prosecution under Corporate Manslaughter Act.	All personal details compromised/ revealed.	Costing = £5m to < £10m	Significant failure to comply with required standards set out by national regulatory organisations and statutory government standards agencies.
		Commercial Plan Outcomes/ Complete failure of business critical project / objective. Delayed by over 6 months.	Significant and persistent criticism from central government. Major delay in member objectives. Major change in political landscape.		Significant technological failure / security breach with a detrimental impact on the organisation's ICT assets essential for the day-to-day operation of critical services.		Complete failure to deliver a statutory duty to the detriment of vulnerable people across Buckinghamshire.
5	Severe	Complete service failure across all critical areas of service for protracted period.	Adverse and persistent international media coverage. Adverse central government response, threat of removal of delegated powers. Public Enquiry. Officer(s) and/or Member(s) forced to resign. Council blacklisted by suppliers.	Death of an individual or several people. Prosecution under Corporate Manslaughter Act.	All personal details compromised/ revealed and exposed to groups undertaking fraudulent activity.	Costing = £10m & over	Severe failure to comply with mandatory standards set out by national regulatory organisations and statutory government standards agencies.
		Complete failure to deliver Commercial Plan Outcomes/ business critical project / objective. Delayed by over 12 months.	Condemning criticism from central government. Complete failure to meet member objectives. Catastrophic change in national/international political landscape.		Severe and prolonged complete technological failure / full security breach with a detrimental impact on the organisation's ICT assets essential for the day-to-day operation of critical services.		Complete failure to deliver a statutory duty to the detriment of vulnerable people across Buckinghamshire for a protracted period.

RISK LIKELIHOOD

Score	Level	Description	Indicators
1	Extremely Unlikely	Less than 5% chance of occurrence	EITHER has happened rarely / Never before. OR less than 5% chance of occurring on or prior to proximity date.
2	Unlikely	5% - 20% chance of occurrence	EITHER only likely to happen once every 5 or more years. OR 5-20% chance of occurring on or prior to proximity date.
3	Less Likely	20% - 45% chance of occurrence	EITHER only likely to happen at some point within next 2-5 years. OR 20-45% chance of occurring on or prior to proximity date. OR circumstances occasionally encountered once a year.
4	More Likely	45% -70% chance of occurrence	EITHER likely to happen at some point within the next 2 years. OR 45-70% chance of occurring on or prior to proximity date. OR circumstances encountered few times a year.
5	Very Likely	70%-90% chance of occurrence	EITHER Likely to happen at some point within the next 12 months. OR 70-90% chance of occurring on or prior to proximity date. OR Circumstances encountered several times a year.
6	Extremely Likely	Over 90% chance of occurrence	EITHER Regular occurrence. OR Over 90% chance of occurring on or prior to proximity date. OR Circumstances that could give rise to the occurrence frequently encountered - at least monthly.

PENSION FUND COMMITTEE FORWARD PLAN

Updated	9-Nov-18
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26 November 2018		Aylesbury, County Hall	
Agenda Item	Author	Cyclical Item?	
Apologies	--	Every meeting	
Declarations of interest	--	Every meeting	
Minutes	--	Every meeting	
Apologies / Declarations of interest / Minutes	--		
Buckinghamshire Pension Board Minutes	Steve Mason	4 monthly	
Governance Update	Claire Lewis-Smith	Annually	
Pension Fund Risk Register	Julie Edwards	6 monthly	
Forward Plan	Julie Edwards		
Exclusion of Press and Public			
Confidential Minutes			
Buckinghamshire Pension Board Confidential Minutes	Steve Mason	4 monthly	
Pension Fund Performance	Julie Edwards	Quarterly	
Section 13 Summary	Julie Edwards	Ad hoc	
Brunel Update	Julie Edwards	Quarterly	
Date of next meeting / AOB	--		

March 2019		Aylesbury, County Hall	
Agenda Item	Author	Cyclical Item?	
Apologies	--	Every meeting	
Declarations of interest	--	Every meeting	
Minutes	--	Every meeting	
Pensions Administration Strategy	Claire Lewis-Smith	Triennially	
Treasury Management Service Level Agreement	Julie Edwards	Annual	
Pension Fund Risk Register	Julie Edwards	6 monthly	
Forward Plan	Julie Edwards	Every meeting	
Exclusion of Press and Public			
Confidential Minutes			
Employer Risk Analysis	Claire Lewis-Smith	Ad hoc	
Pension Fund Performance	Julie Edwards	No	
Date of next meeting / AOB	--		

May 2019		Aylesbury, County Hall	
Agenda Item	Author	Cyclical Item?	
Election of Chairman / Appointment of Vice-Chairman			
Apologies	--	Every meeting	

PENSION FUND COMMITTEE FORWARD PLAN

Updated	9-Nov-18
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Declarations of interest	--	Every meeting
Minutes	--	Every meeting
Buckinghamshire Pension Board Minutes	Steve Mason	4-monthly
External Audit Plan	Grant Thornton	Annual
Annual Accounts	Julie Edwards	Annual
Forward Plan	Julie Edwards	Every meeting
Exclusion of Press and Public		
Confidential Minutes		
Confidential Buckinghamshire Pension Board Minutes	Steve Mason	4 monthly
Pension Fund Performance	Julie Edwards	Quarterly
Brunel Update	Julie Edwards	Quarterly
Date of next meeting / AOB	--	

July 2019	Aylesbury, County Hall	
Agenda Item	Author	Cyclical Item?
Apologies	--	Every meeting
Declarations of interest	--	Every meeting
Minutes	--	Every meeting
Annual Accounts Audit	Julie Edwards /Grant Thornton	Annually
Annual Report 2018/19	Cheryl Platts	Annually
Forward Plan	Julie Edwards	Every meeting
Exclusion of Press and Public		
Confidential Minutes		
Brunel Pension Partnership Update		
Date of next meeting / AOB	--	

September 2019	Aylesbury, County Hall	
Agenda Item	Author	Cyclical Item?
Apologies	--	Every meeting
Declarations of interest	--	Every meeting
Minutes	--	Every meeting
Buckinghamshire Pension Board Draft Minutes	Steve Mason	4 monthly
Pension Fund Risk Register	Julie Edwards	6 monthly
Forward Plan	Julie Edwards	Every meeting
Exclusion of Press and Public		
Confidential Minutes		

PENSION FUND COMMITTEE FORWARD PLAN

Updated	9-Nov-18
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Buckinghamshire Pension Board Confidential Minutes	Steve Mason	4 monthly
Pension Fund Performance	Julie Edwards	No
	Mercer	No
Date of next meeting / AOB	--	

November 2019	Aylesbury, County Hall	
Agenda Item	Author	Cyclical Item?
Apologies	--	Every meeting
Declarations of interest	--	Every meeting
Minutes	--	Every meeting
Buckinghamshire Pension Board Draft Minutes	Steve Mason	4 monthly
		Ad hoc
		Ad hoc
Forward Plan	Julie Edwards	Every meeting
Exclusion of Press and Public		
Confidential Minutes		
Buckinghamshire Pension Board Confidential Minutes	Steve Mason	4 monthly
Pension Fund Performance	Julie Edwards	No
Private Markets		No
Date of next meeting / AOB	--	

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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