

From: Chairman Superannuation Fund Committee  
Corporate Director of Finance

To: Superannuation Fund Committee – 12 March 2021

Subject: Future committee work programme

Classification: Unrestricted

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**Summary:**

To report on the future committee work programme

**Recommendation:**

The Committee is recommended to agree the programme

**FOR DECISION**

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**Introduction**

1. The Committee are asked to agree the work programme for 2021-22 as follows. It is proposed that the meeting pattern is the same as for 2020-21 and for the time being meetings will be held via Microsoft teams.
  - a) The committee meeting pattern to be 4 quarterly meetings plus 1 extra, and that one manager is invited to present to each meeting.
  - b) All committee members to be invited to attend periodic meetings with the Fund's investment managers and invited to attend ACCESS 6 monthly investor days.
  - c) The extra meeting in February to be used for member training.
  - d) Additional meetings be organised perhaps jointly with members of the Pensions Board to cover specific issues and to ensure members complete the training plan.
  - e) This programme will be regularly reviewed with the chairman and updated to include additional issues that may arise.
2. Details of the matters to be covered at future committee meetings are set out in appendix 1.

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**March 2021**

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## Proposed matters for consideration at future committee meetings

Committee meetings	12 Mar 2021	18 June 2021	03 Sept 2021	10 Dec 2021	4 Feb 2022	11 Mar 2022
Internal Audit action plan update - Officer updates & any relevant lessons learnt to note	Y	Y				
Annual report and accounts and draft policies			Y			
Committee work programme – for agreement	Y					Y
Report from the Pensions Board meeting	Y	Y	Y	Y		Y
Pension Fund Business plan and budget update	Y	Y	Y	Y		Y
ACCESS update	Y	Y	Y	Y		Y
Employer, actuarial and governance matters	Y	Y	Y <sup>(a)</sup>	Y		Y
Pensions administration update	Y	Y	Y	Y		Y
Training - per the training plan	Y	Y	Y	Y	Y <sup>(b)</sup>	
Fund Position statement	Y	Y	Y	Y		Y
cashflow update	Y	Y	Y	Y		Y
Risk register	Y	Y	Y	Y		Y
Manager presentation	Y	Y	Y	Y		Y
Equity protection review <sup>(d)</sup>	Y	Y	Y	Y		Y
Investment Strategy	Y	Y	Y	Y		Y
Responsible Investment update <sup>(c)</sup>	Y	Y	Y	Y		Y

## Notes

- (a) Section 13 Report (2019 valuation - final report expected summer 2021)
- (b) training day provisionally planned for 4 Feb 2022 and additional training sessions TBC
- (c) RI working group to meet monthly
- (d) Equity protection working group next meeting 26 April and as required