

To: Members of the Pension Fund Committee

Notice of a Meeting of the Pension Fund Committee

Friday, 1 March 2024 at 10.15 am

Room 2&3 - County Hall, New Road, Oxford OX1 1ND

If you wish to view proceedings online, please click on this [Live Stream Link](#).
However, that will not allow you to participate in the meeting.



Martin Reeves
Chief Executive

February 2024

Committee Officer: **Sharon Keenlyside**
Sharon.keenlyside@oxfordshire.gov.uk

Membership

Chairman – Councillor Bob Johnston
Deputy Chairman – Kevin Bulmer

County Councillors

Imade Edosomwan

Nick Field-Johnson
John Howson

Ian Middleton
Michael O'Connor

Non-voting Scheme Member Representative – Mr Steve Moran
Non-voting Member of Oxford Brookes University – Mr Alistair Fitt
Non-voting Member of District Councils – Councillor Jo Robb

Notes:

- ***Date of next meeting: 7 June 2024***
- ***The Committee meeting will be preceded by a training session on the Private Equity by Adams Street starting at 9.30 am in the meeting room.***

AGENDA

- 1. Apologies for Absence and Temporary Appointments**
- 2. Declarations of Interest - see guidance note**
- 3. Petitions and Public Address**
- 4. Minutes of Previous Meeting (Pages 1 - 12)**

To approve the minutes of the meeting held on 1 December 2023 and to receive information arising from them.

- 5. Minutes of the Local Pension Board (Pages 13 - 20)**

10:20

A copy of the unconfirmed Minutes of the Local Pension Board, which met on 26 January is attached for information only.

- 6. Private Equity Review**

10:25

Adams Street Partners will present an update on the private equity portfolio the Pension Fund holds with them.

The Committee is RECOMMENDED to note the Private Equity Review.

- 7. Report of the Independent Financial Adviser (Pages 21 - 90)**

10:45

This report will cover an overview of the financial markets, the overall performance of the Fund's investment against the Investment Strategy Statement and commentary on any issues related to the specific investment portfolios. The report includes the quarterly investment performance monitoring report from Brunel.

The Committee is RECOMMENDED to note the report of the Independent Financial Advisor.

8. Annual Review of Investment Performance

10:55

The Chief Investment Officer, Brunel, will cover the main issues arising from the performance of the Brunel portfolios over the past year and highlight the key issues for the forthcoming year.

The Committee is RECOMMENDED to note the annual review of investment performance.

9. Review of Post-Pooling Investment Costs (Pages 91 - 94)

11:25

A review of management fees incurred by the Pension Fund pre- and post-pooling.

The Committee is RECOMMENDED to note the report.

10. Draft Responsible Investment Policy (Pages 95 - 108)

11:30

This report will present the draft Responsible Investment policy to the Committee for feedback before it is put out for wider consultation.

The Committee is RECOMMENDED to agree the draft Responsible Investment Policy as presented at Annex 1 to this report as the basis of a consultation exercise with key Fund Stakeholders.

11. Report of the Local Pension Board (Pages 109 - 110)

11:45

The report sets out the items the Local Pension Board would like to draw to the attention of this Committee following their last meeting on 26 January 2024.

The Committee is RECOMMENDED to note the comments of the Board as set out in the report.

12. Annual Business Plan 2024/25 (Pages 111 - 150)

11:50

This report proposes a Business Plan, Budget and Training Plan for the

forthcoming financial year. The report also includes a review against the key priorities set out in the Annual Business Plan for 2023/24.

The Committee is RECOMMENDED to:

- a. **Note the progress against the service priorities for 2023/24;**
- b. **Determine their preferred approach to the proposed activity-based exclusions as set out in Annex 2; and**
- c. **approve the Business Plan, Budget, Training Plan and Cash Management Strategy for 2024/25 as set out at Annex 1, and authorise the Executive Director of Resources & Section 151 Officer to approve the Special Reserved Matter in respect of the Brunel budget.**

13. Risk Register Report (Pages 151 - 158)

12:05

This report will present the latest position on the Funds' risk register, including any new risks identified since the report to the last meeting.

The Committee is RECOMMENDED to note the latest risk register and accept that the risk register covers all key risks to the achievement of their statutory responsibilities, and that the mitigation plans, where required, are appropriate.

14. Governance and Communications Report (Pages 159 - 170)

12:10

This report covers the key governance and communication issues for the Fund, including a report on any breaches of regulation in the last quarter.

The Committee is RECOMMENDED to:

- i) **Note the Fund's update on the Pension Regulator's General Code of Practice.**
- ii) **Review and note the latest quarter's breaches for the fund.**
- iii) **Note the communications update regarding the McCloud Disclosure requirements and Member Engagement.**

15. Workforce Planning Report (Pages 171 - 174)

12:20

The report sets out the preliminary thoughts and ideas for the future workforce planning for the Fund.

The Committee is RECOMMENDED to

- i) **Agree to the development of a Succession Plan for both the Pension Services Manager and the Service Manager Pensions;**
- ii) **Agree to the development of a Workforce Strategy for the fund which:**
 - a) **Covers a short, medium and long-term horizon;**
 - b) **Facilitates the implementation of the appropriate structure, staffing, skills and knowledge to meet new and changing demands;**
 - c) **Makes use of new technologies and new ways of working, including agile working where appropriate;**
 - d) **Considers succession planning, retention, and development of the workforce.**

16. Administration Report (Pages 175 - 196)

12:30

This report updates the Committee on the key administration issues including service performance measurement, the debt recovery process and any write offs agreed in the last quarter.

The Committee is RECOMMENDED to

- a) **Agree the change of contract for two administrators from temporary to permanent posts;**
- b) **Determine whether to increase in establishment of one administrator post and one assistant post or reduce the SLA requirements; and**
- c) **Review team performance statistics and determine if any further information is required.**

17. Cyber Security Policy Review (Pages 197 - 200)

12:40

This report will present the reviewed Cyber Security policy to the Committee for approval.

The Committee is RECOMMENDED to review this report and determine any further actions to be taken.

18. Scheme of Delegations Policy Review (Pages 201 - 208)

12:50

This report will present the reviewed Scheme of Delegations policy to the Committee for approval.

The Committee is RECOMMENDED to agree the revised Scheme of Delegation contained as Annex 1 to this report, noting the key changes set out in the report below.

19. Corporate Governance and Responsible Investment (Pages 209 - 222)

13:00

This item provides the opportunity to raise any issues concerning Corporate Governance and Responsible Investment which need to be brought to the attention of the Committee.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.