

**REPORT OF SERVICE DIRECTOR – FINANCE, PROCUREMENT &  
IMPROVEMENT****PENSIONS INVESTMENT SERVICE PLAN AND TRAINING****Purpose of the Report**

1. To inform Members of the Pensions & Treasury Management Service Plan in respect of pension fund investments for 2017/18 and of progress against the 2016/17 plan. To note the attendance at conferences and training during 2016/17 and to seek approval for attendance at conferences and training in 2017/18.

**Information and Advice**

2. It is considered best practice that a business plan is agreed to support the work of the Fund, including major milestones and issues to be considered during the year and appropriate provisions regarding training. The investment related activity of the Fund is supported by the Pensions & Treasury Management team within the Resources Department and this team produces a service plan each year outlining key tasks and outputs.
3. The relevant parts of the plan for 2016/17 are reviewed at **Appendix A**. The majority of issues were properly considered and appropriate actions taken but outstanding items that remain relevant have been included in the plan for 2017/18. The relevant extracts of the plan for 2017/18 are shown at **Appendix B**.
4. The Fund is committed to ensuring those charged with decision-making and financial management have effective knowledge and skills and this is achieved through attendance at key conferences and the provision of specific training and information for members. Attendance at conferences and training during 2016/17 is shown at **Appendix C**. Reports have been presented to the Pensions Sub-Committee on each of the conferences attended as well as the property inspection.
5. It is proposed to arrange a further property inspection/ training session in 2017/18 and to continue to attend key pension conferences. The Local Government Employers (LGE) LGPS Fundamentals course is well regarded by those who have attended and it is proposed to continue to offer this course to new members of the Committees or those wishing to refresh existing knowledge. The Fund is a member of the Local Authority Pension Fund Forum (LAPFF) and attendance at quarterly business meetings is another useful addition to members' knowledge and skills.

6. Approval is sought for attendance at the following conferences and training in 2017/18. Nominations will be sought in due course for attendance at these events.

<b>Conference</b>	<b>Location</b>	<b>Date</b>	<b>Attendance</b>
PLSA Local Authority Conference (formerly NAPF)	Cotswolds	15 <sup>th</sup> – 17 <sup>th</sup> May 2017	2 Officers
LGE LGPS “Trustees” Conference	Manchester	June	2 Members 1 Officer
LGC Investment Summit	Celtic Manor	7 <sup>th</sup> – 8 <sup>th</sup> Sep 2017	2 Members 1 Officer
LAPFF Annual Conference	Bournemouth	7 <sup>th</sup> – 9 <sup>th</sup> Dec 2017	1 Member 1 Officer
LAPFF Business Meetings	London	Quarterly	1 Member 1 Officer
Property Inspection/ Training	Various	October	Available to all members of Pension Sub-Committees
LGE LGPS Fundamentals Course	Various	October to December	New Members and Members requiring refresher training

### **Reason/s for Recommendation/s**

7. It is considered best practice for an administering authority to prepare a business plan to support the work of the Fund and to ensure those charged with decision-making and financial management have effective knowledge and skills.

### **Statutory and Policy Implications**

8. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **RECOMMENDATION/S**

- 1) That the review of the 2016/17 Service Plan be noted.
- 2) That the 2017/18 Plan be noted.
- 3) That it be noted that attendance at key conferences and training is part of the Fund’s commitment to ensuring those charged with decision-making and financial management have effective knowledge and skills.
- 4) That attendance at conferences and training during 2016/17 be noted.
- 5) That The Nottinghamshire Pension Fund Committee be recommended to approve attendance at conferences and training as shown at paragraph 6.

**Name of Report Author: Keith Palframan**

**Title of Report Author: Group Manager – Financial Strategy & Compliance**

**For any enquiries about this report please contact: Keith Palframan**

**Constitutional Comments (KK 16/1/17)**

1. The proposals in this report are within the remit of the Pensions Sub-Committee.

**Financial Comments (KRP 11/1/17)**

2. Costs associated with attending conferences and other training events are a legitimate charge to the Fund in accordance with governing regulations. An appropriate proportion of the costs of the Pensions & Treasury Management team is recharged to the Fund on an annual basis.

**Background Papers**

None

## Pensions & Treasury Management Service Plan 2016/17

The relevant parts of the 2016/17 Service Plan are shown below with comments on progress.

Output/Tasks	Deadline	Comments
<b>Investment Performance</b>		
Manage In-house portfolio	Ongoing	Transactions, values and returns reported to Investment Sub-Committee each quarter.
Monitor Fund performance against strategy	Ongoing	Fund valuation reported to Investment Sub-Committee each quarter. Fund performance presented to Pensions Sub-Committee by State Street Global Services.
<b>Statement of Accounts</b>		
Prepare statement of accounts	31/05/16	Produced on time and with an unqualified audit opinion.
Report to PF Committee	30/09/16	Report to Pension Fund Committee on 20/09/16 to present the accounts and the external auditor's ISA260 report.
<b>Annual Report</b>		Regulatory deadline 1st December
Prepare and publish annual report	30/09/16	Annual report completed and published on the Fund website by 30/9/16
<b>IAS19/FRS17 Reports</b>		
Year-end 31st March	31/04/16	Reports relating to accounting disclosures commissioned from actuary on behalf of employers.
Year-end 31st July	31/08/16	
Year-end 31st August	30/09/16	
<b>Quarterly Closedown</b>		
Quarter end March	27/05/16	All records reconciled and reports submitted by publication deadlines. Performance data submitted to State Street. ONS returns completed.
Quarter end June	26/08/16	
Quarter end September	25/11/16	
Quarter end December	24/02/17	
<b>Advice and Support to Committees etc</b>		
Pensions Investment Sub-Committee	Ongoing	Quarterly valuation and performance summary reports produced.
Pensions Sub-Committee	Ongoing	Reports produced in accordance with the Work Programmes for each committee.
Nottinghamshire Pension Fund Committee	Ongoing	

## Appendix A

Pensions Working Party	Ongoing	Two Working Parties held
Advice and information to committee members	Ongoing	Advice provided as required.
<b>Other</b>		
Review Fund policies	Ongoing	Retained as item in 2017/18 plan. Policies will be reviewed in light of Pooling.

## Pensions & Treasury Management Service Plan 2017/18

The relevant parts of the 2017/18 Service Plan are shown below.

Output/Tasks	Deadline	Comments
<b>Investment Performance</b>		
Manage In-house portfolio	Ongoing	
Monitor Fund performance against strategy	Ongoing	
<b>Statement of Accounts</b>		
Prepare statement of accounts	27/05/17	
Report to PF Committee and Pension Board	30/09/17	
<b>Annual Report</b>		Regulatory deadline 1st December
Prepare and publish annual report	30/09/17	
<b>IAS19/FRS17 Reports</b>		
Year end 31st March	29/04/17	Reports relating to accounting disclosures commissioned from actuary on behalf of employers.
Year end 31st July	31/08/17	
Year end 31st August	30/09/17	
<b>Quarterly Closedown</b>	Reports:	
Quarter end March	31/05/17	Reconcile records and prepare reports for Sub-Committee. Submit performance data to WM. Complete ONS returns.
Quarter end June	23/08/17	
Quarter end September	22/11/17	
Quarter end December	21/02/18	
<b>Advice and Support to Committees etc</b>		
Pensions Investment Sub-Committee	Ongoing	Reports produced from Quarterly Closedown process.
Pensions Sub-Committee	Ongoing	Work Programme will be maintained to assist the management of agendas, the scheduling of business and forward planning.
Nottinghamshire Pension Fund Committee	Ongoing	
Pension Board	Ongoing	
Pensions Working Party	Ongoing	Two Working Parties scheduled. Items for consideration will be determined in conjunction with the Chairman.
Pension Fund Annual Meeting	October	Presentations to Annual Meeting.
Advice and information to committee members	Ongoing	As required.
<b>LGPS Asset Pooling</b>		
Fortnightly meetings with LGPS Central	Ongoing	
Appointment of senior staff	01/04/17	
FCA submission	01/07/17	
Implementation of pool	Ongoing	

**Appendix B**

<b>Other</b>		
Investment Strategy Statement in place	01/04/17	New requirement, replaces SIP
Review and update Fund policies as required	ongoing	Impact of Pooling

## Attendance at conferences and training during 2016/17

<b>Event/Training</b>	<b>Location</b>	<b>Date</b>	<b>Attendance</b>
PLSA Local Authority Conference	Cotswolds	May	Cllr Reg Adair Chris King (Unison) Nigel Stevenson (Officer)
LGE LGPS "Trustees" Conference	Manchester	June	Terry Needham (Pensioners representative) Jon Clewes (Officer)
LGC Investment Summit	Celtic Manor	September	Mayor Kate Allsop Alan Woodward Keith Palframan (Officer)
LAPFF Annual Conference	Bournemouth	December	Cllr John Wilkinson Keith Palframan (Officer)
Property inspection including training on: <ul style="list-style-type: none"> <li>Value Investing</li> <li>Overview of the Manchester property market success story</li> </ul>	Various	October	Cllr Reg Adair Cllr Mike Pringle Cllr Chris Barnfather Cllr Sheila Place Cllr John Wilkinson Cllr Parry Tsimbirdis Chris King Alan Woodward William Bourne (Adviser) Dave Forster (Officer) Keith Palframan (Officer) Ciaran Gilfoyle (Officer)
Local Government Employers LGPS Fundamentals course (3 days)	Various	October to December	To be confirmed
Training will also be given by Schroders in advance of the Pensions Investment Sub-Committee meeting	London	March	