

CLWYD PENSION FUND COMMITTEE

Date of Meeting	Tuesday, 22 March 2016
Report Subject	Business Plan 2016/17 to 2018/19
Report Author	Chief Executive

EXECUTIVE SUMMARY

The purpose of the report is to provide Committee with the draft Business Plan for discussion and approval, after any agreed amendments.

The annual Business Plan covers a rolling three year period with the current period being from 2016/17 to 2018/19 (Appendix). The content was explained and discussed with both Clwyd Pension Committee and Local Pension Board Members at the 23 February 2016 workshop.

The draft Business Plan includes an explanation of the governance of the Fund, our aims and objectives, main risks and current risk statement, major projects and the resources required to deliver the Business Plan.

The format is similar to last year, with some additions, and considers governance, funding and investments and administration and communications. The aim is that the Business Plan should be understandable to our stakeholders, as well as a governance and management tool for the Fund.

RECOMMENDATIONS

1	That Committee Members discuss the attached draft Business Plan, including our aims and objectives, risk statement and resources.
2	That Committee Members agree any amendments resulting from the discussions.
3	That Committee Members approve the Business Plan with amendments, if necessary.

REPORT DETAILS

1.00	Business Plan 2016/17 to 2018/19
1.01	The draft Clwyd Pension Fund Business Plan for 2016/17 to 2018/19 is attached as an Appendix. This has been developed by the Advisory Panel and officers. A business planning workshop was held for Pension Fund Committee and Local Pension Board members on 23 February. This explained some of main projects and resources required over the next 3 years in some more detail and gave an opportunity for input and feedback.
1.02	<p>The format of the draft business plan follows that introduced for the 2015/16 business plan and covers all Fund activities including governance, investment and funding, and administration and communication. For each of these activities there are documented aims and objectives, risks and resources within the Business Plan.</p> <p>The aim is to develop a document which is both understandable to all our stakeholders as well as acting as a governance and management tool for Committee, Board, Advisory Panel and officers. To achieve this aim there are some additions from the 2015/16 document:</p> <ul style="list-style-type: none">• A section on business as usual which shows the wide number, variety and complexity of tasks undertaken by fund officers and advisors.• A current risk statement which explains the variety of risks managed by the fund; some that are by nature high risk and less controllable and others where further action is required to mitigate.• Aims and objectives for Administration and Communication following the implementation from 1st April 2016 of these new strategies, which in themselves are aspirational.
1.03	As is the case with the current year's Business Plan, an update on progress will be included within each quarterly Committee Agenda.

2.00	RESOURCE IMPLICATIONS
2.01	The budget for 2016/17 is considered as part of the Business Plan.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None directly as a result of this report.

4.00	RISK MANAGEMENT
4.01	The Business Plan, and the ongoing reporting on progress against it, are a key risk management tools. It also includes a section outlining the current risk situation that has been considered when developing the business plan.

5.00	APPENDICES
5.01	Appendix 1 – 2016/17 to 2018/19 Business Plan

6.0	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>Business Plan 2015/16 to 2017/18 – 24 March 2015 Clwyd Pension Fund Committee.</p> <p>Contact Officer: Philip Latham, Clwyd Pension Fund Manager Telephone: 01352 702264 E-mail: philip.latham@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
7.01	<p>(a) CPF – Clwyd Pension Fund – The Pension Fund managed by Flintshire County Council for local authority employees in the region and employees of other employers with links to local government in the region</p> <p>(b) Administering authority or scheme manager – Flintshire County Council is the administering authority and scheme manager for the Clwyd Pension Fund, which means it is responsible for the management and stewardship of the Fund.</p> <p>(c) PFC – Clwyd Pension Fund Committee - the Flintshire County Council committee responsible for the majority of decisions relating to the management of the Clwyd Pension Fund</p> <p>(d) LPB or PB – Local Pension Board or Pension Board – each LGPS Fund has an LPB. Their purpose is to assist the administering authority in ensuring compliance with the scheme regulations, TPR requirements and efficient and effective governance and administration of the Fund.</p> <p>(e) LGPS – Local Government Pension Scheme – the national scheme, which Clwyd Pension Fund is part of</p> <p>(f) Business Plan – A document that describes in detail how the CPF will achieve its goals and including a budget, estimated cash-flow and details of key tasks for a three year period.</p> <p>(g) Cash-flow – this is an accounting statement that shows the amount of cash generated and used by the CPF for a financial year.</p> <p>NB: The Business Plan covers a variety of technical areas. Further explanations can be found on other agenda items within this Committee agenda on investments, funding and administration.</p>