



Essex County Council

Essex Pension Fund Advisory Board

This meeting is not open to the public

14:00	Wednesday, 21 September 2022	Committee Room 2, County Hall, Chelmsford, CM1 1QH
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For information about the meeting please ask for:

Amanda Crawford, Compliance Manager

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Email: Amanda.crawford@essex.gov.uk

How to take part in/watch the meeting:

Participants: (Officers and Members) will have received a personal email with their login details for the meeting. Contact the Compliance Team if you have not received your login.

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Essex Pension Fund Advisory Board	PAB 01
Date: 21 September 2022	

Essex Pension Fund Advisory Board Membership, Apologies and Declarations of Interest

Report by the Compliance Manager

Enquiries to Amanda Crawford on 03330 321763

This Report is for noting

Executive Summary

Fund Officers have been notified that Councillor Jack Duffin has resigned from his position on the Board. Fund Officers are liaising with the Democracy Team at Thurrock Borough Council to establish when Councillor Duffin's replacement will be appointed.

No apologies have been received at the time of writing the report.

1. Purpose of the Report

- 1.1 To present Membership, Apologies and Declarations of Interest for the 21 September 2022 PAB.

2. Recommendation

- 2.1 That the Board should note:
 - Membership as shown overleaf;
 - Apologies;
 - Declarations of Interest to be made by Members of the Board in accordance with the Members' Code of Conduct and the Essex Pension Fund's Conflict of Interest Policy.

3. Membership

(Quorum: 4)

9 members consisting of:

- one Independent Chairman;
- four Scheme Member representatives; and
- four Employer representatives.

Membership

Representing

Nicola Mark

Independent Chairman

Scheme Members Representatives

Andrew Coburn

Pensioner, Ex Essex County Council, UNISON

Debs Hurst

Active Member, Chelmsford College

Stuart Roberts

Active Member, Shenfield High Academy

Christopher Downes

Active Member, Essex County Council

Employer Representatives

James Durrant

Essex Police, Fire and Crime Commissioner
Fire and Rescue Authority (Essex PFCC FRA)

Councillor Martin Bracken

Chelmsford City Council

Vacant

Thurrock Borough Council

Councillor Lewis Barber

Essex County Council

Notes of the meeting of the Essex Pension Fund Advisory Board (PAB), held in Committee Room 2 at 2:00pm on 06 July 2022

1. Networking Session

It was agreed at the PAB meeting held 18 March 2022, that with the 06 July 2022 being the first meeting of the municipal year, PAB Members would attend in person to enable Board Members to network for the first 30 minutes of the meeting.

The Chairman thanked PAB Members and suggested this activity take place at least once a year.

2. Membership, Apologies and Declarations of Interest

The report of the Membership, Apologies and Declarations of Interest were received.

Membership

Present:

Independent Chairman

Nicola Mark MBE Independent

Employer Representative

James Durrant	Essex Police, Fire and Crime Commissioner Fire and Rescue Authority
Cllr L Barber	Essex County Council (via Zoom)
Cllr M Bracken	Chelmsford City Council (via Zoom)
	Left at 15.28

Scheme Member Representatives

Andrew Coburn	UNISON
Stuart Roberts	Shenfield High Academy
Debs Hurst	Chelmsford College
Christopher Downes	Essex County Council

In addition, the Essex Pension Fund Strategy Board (PSB) Member, Sandra Child (UNISON), attended as an Observer.

The following Officers and Advisers were also present in support of the meeting:

Jody Evans	Director for Essex Pension Fund
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Samantha Andrews	Investment Manager
Sara Maxey	Employer Manager
Daniel Chessell	Retirement Manager
Amanda Crawford	Compliance Manager
Marcia Wong	Compliance Officer
Peter Herring	Graduate Finance Trainee (Observer)
Oliver Murray	Senior Pension Consultant (Observer via Zoom)

It was noted that the meeting would be recorded to assist with the Notes for the meeting.

Apologies for Absence

There were none.

Employer Representative, Cllr J Duffin, was absent from the meeting. In addition, the Chairman informed the Board that the Independent Governance and Administration Adviser (Aon) would not be attending the meeting.

Opening Remarks

The Chairman welcomed Members of the PAB, Officers and Observers to the meeting.

2. Declarations of Interest

Declarations were received from:

Nicola Mark declared she was in receipt of a LGPS Pension from another Fund;

Andrew Coburn declared he was in receipt of an Essex LGPS Pension;

Cllr M Bracken declared that his sister was in receipt of an Essex LGPS Pension;

Debs Hurst, James Durrant and Stuart Roberts declared they were active Essex LGPS Members; and

Christopher Downes declared he was an active member of the LGPS and both parents were in receipt of LGPS pensions.

Resolved:

The Board noted the content of the report.

3. Essex Pension Fund Advisory Board Appointment of Vice Chairman

The Chairman invited Committee Members to make nominations for the appointment of the Vice Chairman. One nomination was received and then seconded, following a show of hands, Andrew Coburn was re-appointed as Vice Chairman of the PAB.

Resolved:

Andrew Coburn be re-appointed as the Vice Chairman of the PAB for this municipal year.

4. Notes of the previous meeting held on 18 March 2022

Notes of the meeting of the PAB held on 18 March 2022 were approved as a correct record and signed by the Chairman.

The following points were raised for noting:

- PAB Members were issued with an invitation on 23 March 2022 to attend the 29 March 2022 Pre-Valuation webinar. The Compliance Team were advised that Andrew Coburn attended this training;
- the Compliance Team emailed PAB Members on 30 March 2022 asking for volunteers for the Task and Finish Group (T&FG) to review the "Role of the PAB" area of activity within the PAB Annual Workplan;
- a draft PAB Pamphlet has been developed by the T&FG for review by the PAB as part of agenda item 8a;
- PAB Members were emailed on 30 March 2022 to remind them of today's Networking Session and that face-to-face attendance would be required;
- Christopher Downes received his Individual Training Plan having completed his Training Needs Analysis questionnaire and his One-to-One meeting with Fund Officers; and
- PAB Members were provided with the CIPFA Annual Training Day Agenda on 20 April for consideration which was attended by James Durrant on 18 May 2022. In addition, an Agenda for a similar event hosted by Barnett Waddingham was issued on 03 May and this was attended by Christopher Downes on 22 June 2022. Both PAB Members expressed the events were worthwhile for PAB Members to attend.

Resolved:

The Board noted the updates provided.

5. Essex Pension Fund Advisory Board (PAB) Terms of Reference

The Compliance Manager advised the Board that PAB Members were invited to attend Governance Training sessions on 14 June, 01 July and 05 July 2022 in order to note the PAB Terms of Reference (TOR).

PAB Members were advised that after the review of the Board's TOR by Fund Officers, it was recommended that no changes were required at this present time and the TOR as set out in Appendix A of the report, be noted.

Resolved:

The Board noted the TOR as set out in Appendix A of the report.

6. Essex Pension Fund Advisory Board Annual Report

The Board were presented with the 2021/22 PAB Annual Report detailing the work undertaken by the PAB for the previous year and that the Independent Chairman, Nicola Mark and the Vice Chairman, Andrew Coburn had approved the Report in June 2022.

PAB Members were advised that the Report required an amendment in regard to Cllr S Walsh's cessation date being 06 May 2021. In addition, it was noted that the headings from page 41 should read 2021/22.

It was further explained that once these changes had been made, the Report would be included within the Fund's Annual Report & Accounts and be forwarded to the Local Government Pension Scheme Advisory Board (SAB).

PAB Members requested if Officers could enquire as to what analysis SAB undertakes with the Annual Reports they receive from Local Pensions Boards as no feedback has ever been received.

Action:

Fund Officers to amend Cllr Walsh's leaving date to 06 May 2021 and amend headings from page 41 to read 2021/22.

Fund Officers to enquire with the SAB as to the analysis undertaken on Local Pensions Boards Annual Reports and if the results are published or made available.

Resolved:

The Board noted the content of the PAB Annual Report for onward transition to the SAB and acknowledged it be published within the Fund's Annual Report & Accounts.

7. Essex Pension Fund Strategy Board (PSB) Update

The Board received a presentation from the Director for Essex Pension Fund on the outcome of that morning's PSB meeting. The main areas of discussion were in relation to the following:

- Update on Pension Fund Activity: Quarterly Update Report

Progress against the Fund's Business Plan, Scorecard and Risk Register was provided showing that out of the forty-six priorities, one was completed, thirty were in progress and the remaining fifteen were not yet due to start.

The red Scorecard Measure in relation to PAB attendance was discussed noting that today's meeting would surpass the 80% target achieving 89% with only one PAB Member absent. However, it was noted that 100% was anticipated for this meeting.

It was noted that a full annual review of the Fund's Risk Register had been carried out by Fund Officers in consultation with ECC's Risk Advisor resulting in eight movements.

- Update on Essex Pension Fund Draft Accounts 2021/22 and External Audit

The Board echoed the comments made by the PSB with the continuing disappointing status of the 2020/21 External Audit with BDO still not in a position to sign off the Essex County Council (ECC) Accounts and as a consequence, the Pension Fund Accounts.

The timetable for this year's external audit was highlighted and the impact of the lateness of this year's audit were discussed in particular around the Triennial Valuation.

- Pooling Update

PAB Members discussed the PSB's in principle decision to implement Option 1 as detailed below of the Local Pensions Board (LPB) Observer attendance at the ACCESS Joint Committee (AJC) meetings.

Option 1

One Scheme Employer and one Scheme Member representative (whoever is available at the time) with the final decision agreed jointly by the PAB Independent Chairman and Director for Essex Pension Fund with the default substitute being the PAB Independent Chairman should a Scheme Employer and/or Scheme Member Representative not be available to attend the AJC.

Informal arrangements were also discussed to facilitate LPB representation at the September AJC. It was explained that local and ACCESS wide governance hurdles would need to be overcome in regard to all ACCESS Administering Authorities agreeing to the revised Inter-Authority Agreement and ECC Full Council the revised PAB TOR to facilitate this.

Members were reminded that PAB member attendance would be solely undertaken based on their role as a PAB Member and in their capacity as an Essex Pension Fund representative.

Subject to an informal arrangement taking effect it was agreed that the Compliance Team email all PAB members requesting expressions of interest in regard to representing Essex at the upcoming AJC meeting due to be held on 12 September 2022.

Other areas of business included:

- the Chairman and Vice Chairman arrangements for the Essex Pension Fund with: Cllr Susan Barker re-appointed as the Investment Steering Committee (ISC) and PSB Chairman as agreed at Full Council on 10 May 2022; Cllr Mark Platt being re-appointed as the ISC and PSB Vice Chairman as agreed at the 15 June 2022 ISC meeting; and Cllr Susan Barker to act as the Fund's representative on the AJC with Cllr Mark Platt deputising in her absence;
- the PSB TOR which was noted by PSB Members following the Governance Training held on various dates prior to the meeting;
- the PSB's 2021/22 Annual Report to ECC which was approved by the Chairman and Vice Chairman of the PSB and would be presented to ECC Full Council on 12 July 2022;
- the "Good Assurance" classifications received for both 2021/22 Internal Pension Fund Audit Reports marking this achievement for over a decade and noting that this was the fourth consecutive year with no recommendations made;
- the work undertaken by the ISC at their 15 June 2022 meeting;
- the work undertaken by the PAB at their 18 March 2022 meeting;
- the PAB Annual Report noting that this had been covered at the previous agenda item 6 of the PAB agenda pack;
- a training presentation from the Fund Actuary, Graeme Muir in regard to the 2022 Actuarial Triennial Valuation was noted with key issues identified for the LGPS as: Section 13; McCloud; Climate Change; and Covid-19;
- an update in regard to the PSB/ISC Training Plan showing the progress to date followed by the PAB's progress against their Training Plan;
- an update in regard to Employer Exit payments and the quarterly Employer Risk Analysis which showed six improvements, two slight declines and two Employers declining to a high-risk score; and
- an update in regard to the Multi Academy Trust (MAT) Liability Transfer was provided. It was explained that the PSB had previously agreed in March 2019 to allow a transfer of liabilities from Buckinghamshire Pension Fund to the Fund under certain stipulations which amongst these included a bond be in place in order for the Fund to proceed. It was explained that the Fund was contacted by the Education and Skills Funding Agency (ESFA) in June 2022 requesting that this stipulation

be removed, stating that no bond was now required as the Government Academies Guarantee would act as guarantor. The PSB accepted this and agreed to the revised proposal.

Action:

Subject to informal arrangements being made Members to notify the Compliance Team if they wish to be considered to be the Fund's representative at the AJC on 12 September 2022.

Fund Officers to liaise with the ACCESS Support Unit as to the draft TOR for ACCESS LPB Members attending the AJC.

Resolved:

The Board noted the papers reviewed by the PSB.

8. PAB Annual Workplan

The Compliance Manager presented a progress report in regard to the PAB Annual Workplan. It was explained that the first three items were on schedule to be completed by 31 March 2023 with the remaining two waiting on further guidance from the SAB and the release of The Pensions Regulator new Code of Practice before any work could commence. However, these were not due to be completed this year but over the next three years.

Resolved:

The Board noted the content of the progress report.

8a. PAB Pamphlet

The Board were presented with an update of the work achieved to date by the T&FG in regard to the development of the PAB Pamphlet which related to "The Role of PAB" area of activity within the PAB Annual Workplan.

PAB Members were reminded that at the 18 March 2022 a T&FG was agreed to be formed and following requests for volunteers the Membership was agreed as: James Durrant, Employer Representative; along with Debs Hurst and Christopher Downes, Scheme Member Representatives.

In addition, it was also agreed that a Review Panel be set up consisting of: Nicola Mark, PAB Independent Chairman; Andrew Coburn, PAB Vice Chairman; Karen McWilliam, IGAA; and Daniel Chessell, Essex Pension Fund Retirements Manager to review the progress of the T&FG between meetings.

The Board reviewed the PAB Pamphlet both as a hard copy and an online format. It was explained that this was a starting point for the Pamphlet, and it is hoped that it would develop and grow over time. Developments would include an interactive digital version of the Pamphlet where the reader could click on a PAB Member's picture, and it would take them to a video of the PAB

Member describing their time on the Board. In addition, with the Fund's digitalisation ambition, a new website was being investigated which may open up further avenues for the Fund to explore.

It was agreed that when a recruitment arises, discussions should be held on how best to get the Pamphlet in the public domain.

The Director for Essex Pension Fund suggested that on the last page to get a holistic view the Board may wish to consider an Elected Member of the Board's commentary, so their viewpoint is also captured.

The Chairman thanked the T&FG for their contributions concluding that this was an excellent piece of work. It was also suggested that a website link and short sentence be added to the Pamphlet to state: *"Vacancies to the PAB occur from time to time and details can be found via the website"*.

Action:

Compliance Manager to invite PAB Elected Members to volunteer to provide a photograph and a short synopsis of their experience of being a PAB Member.

Debs Hurst to arrange to make a video of her comments and send to the Compliance Manager.

The Compliance Manager to add a web link and sentence to direct the reader to where more information regarding vacancies on the PAB can be found.

For a further meeting of the T&FG to be arranged to discuss the revised Pamphlet.

Resolved:

The Board noted the content of the report.

8b. Fund Surveys

The Retirements Manager provided the Board with an update in regard to the Fund's Surveys.

PAB Members were reminded of the T&FG that was set up during 2020 to review the Fund's surveys which consisted of: one PSB Member; three PAB Members; the IGAA; and the Retirements Manager.

It was explained that the outcome of the review was to create short thematic surveys which targeted Scheme Members and Employers at the time their interaction with the Fund was made.

The Board were informed that since the new survey process has been in place (from 01 April 2021), the response rate for Scheme Members and

Scheme Employers had increased by 3% and 27% respectively compared to previous year.

The Board were informed that the increase in responses could be attributable to the surveys being short with few questions, it taking a matter of moments to complete, and directing the questions specifically on their personal experience of the service that they had received from the Fund.

Overall, the positive feedback from Scheme Members was 94% and Scheme Employers 99%.

The Board welcomed the findings and suggested that in certain circumstances that a reminder to Employers could be issued if the Fund had not received a response.

Action:

Fund Officers to issue in certain circumstances reminders to Scheme Employers and/or specifically highlight the survey if it is included within normal business as usual correspondence.

Resolved:

The Board noted the presentation.

9. Papers provided to Essex Pension Fund Advisory Board (PAB)

The Board received a report from the Compliance Manager, which listed all the communications which had been issued to the Board since their last meeting.

Resolved:

The Board noted the content of the report.

10. Schedule of Future Meetings and Events

The Compliance Manager reminded the Board of the PAB meeting dates for the remainder of the Municipal Year, being:

Essex Pension Fund Advisory Board

Wednesday 21 September 2022	2pm – 4pm
Wednesday 07 December 2022	2pm – 4pm
Wednesday 22 March 2023	2pm – 4pm

PAB Members were also reminded that the PSB Meetings would be held on the same day with a start time of 10am.

In addition, the Board were made aware of the upcoming Fundamentals Training Programme for 2022 which would be held over three days over a three-month period. PAB Members were also notified that the Annual

Governance Conference had been advertised but the Agenda was yet to be issued and would be provided to the Board for consideration if the items were deemed as relevant for PAB Members to undertake.

Action:

Members to notify Compliance Manager if they wish to attend the Fundamentals Training Event.

The Compliance Manager to review the Annual Governance Conference Agenda when available, and if relevant to the work of the PAB forward on to PAB Members.

Resolved:

The Board noted the content of the report.

11. Any Other Business

A discussion regarding PAB Members attendance at meetings took place in regard to face to face or virtual attendance. The PAB Chairman confirmed she would be attending in person at each meeting. The Director for Essex Pension Fund advised the Board that a Hybrid solution will be adopted so that those who wish to attend the meeting face to face or virtually via Zoom can do so. The exception being the Annual Networking session which will take place each July where PAB Members will be encouraged to attend in person.

It was also confirmed that Members wishing to observe the PSB could do so face to face or virtually via Zoom.

Action:

Members to notify the Compliance Manager in advance of each meeting to confirm their attendance face to face or virtually via Zoom so that appropriate arrangements can be made.

Resolved:

The Board noted the update.

12. Closing Remarks

There being no further business the meeting closed at 4.18pm.

Chairman
21 September 2022

Essex Pension Fund Advisory Board	PAB 03
Date: 21 September 2022	

Essex Pension Fund Strategy Board (PSB) Update

Report by the Director for Essex Pension Fund

Enquiries to Jody Evans on 03330 138489

This Report is for noting

Executive Summary

The Director for Essex Pension Fund will update the Board on the Essex Pension Fund Strategy Board meeting held on 21 September 2022.

1. Purpose of the Report

- 1.1 To provide the Board with an update from the Essex Pension Fund Strategy Board (PSB) meeting held on 21 September 2022.

2. Recommendation

- 2.1 The Board note the papers reviewed by the PSB.

3. Background

- 3.1 Since the last Board meeting, one PSB meeting was held on 21 September 2022. Board Members (PAB) were sent copies of the Agenda Pack for this meeting and were provided the opportunity to observe.
- 3.2 Each agenda item from the 21 September 2022 PSB has been noted in Section 4 to encourage discussion by the Board after observing the PSB prior to this meeting.

4. Update on PSB meeting 21 September 2022

- 4.1 The Board are invited to discuss the items that were provided to the PSB at their 21 September 2022 meeting that took place earlier today. Areas available to discuss are as follows:

- Actuarial Triennial Valuation:
 - Actuarial Valuation Update; and
 - Essex Pension Fund Draft Funding Strategy Statement;
- Essex Pension Fund Terms of Reference;
- Update on Pension Fund Activity: Quarterly Update Report;
 - Including the Annual Review of the full Scorecard and full Risk Register for noting by the PAB;
- Essex Pension Fund Draft Accounts 2021-22;
- Essex Pension Fund Advisory Board (PAB) Quarterly Update:
 - The Role of the PAB; and
 - Fund Surveys;
- PAB Scheme Member and Employer Representation; and
- Employer Update.

5. Background Papers

- 5.1 PSB Agenda Pack for the 21 September 2022 meeting.

Essex Pension Fund Advisory Board	PAB 04
Date: 21 September 2022	

Essex Pension Fund Advisory Board (PAB) Annual Workplan

Report by the Compliance Manager

Enquiries to Amanda Crawford on 03330 321763

This Report is for noting

Executive Summary

This Report provides an update on the work undertaken in regard to the PAB Annual Workplan which was approved by the Essex Pension Fund Strategy Board (PSB) at their 18 March 2022 meeting.

The update shows that two of five tasks have been completed for the year.

1. Purpose of the Report

- 1.1 To provide the Board with a progress update on the work to be undertaken by the PAB as detailed in the PAB Annual Workplan.

2. Recommendation

- 2.1 That the Board note the content of the progress report at Appendix A.

3. Background

- 3.1 At the 18 March 2022 PSB meeting, the PSB approved the Fund's Three-Year Business Plan which incorporated the first edition of the PAB Annual Workplan.

4. PAB Annual Workplan

- 4.1 The PAB Annual Workplan identifies upfront key areas of activity that the PAB can assist and carry out throughout the year to support the work activities of the PSB and Fund Officers.
- 4.2 The areas of activities includes the:
- Role of the PAB;
 - Essex Pension Fund Communications Policy;
 - review of the new Fund Survey process;
 - work to be undertaken to ensure compliance with both:
 - The Pensions Regulator's (TPR) New Single Code; and
 - the pending Statutory Guidance that will be issued by Department for Levelling Up, Housing and Communities (DLUHC) in regard to the Scheme Advisory Board (SAB) Good Governance Project.
- 4.3 The Board have successfully completed the work associated with the Role of the PAB and the review of the Fund's Surveys.
- 4.4 The progress report against the Annual Workplan has been provided at Appendix A.

5. Link to Essex Pension Fund Objectives

- 5.1 Provide a high-quality service whilst maintaining value for money.
- 5.2 Ensure the Fund is managed and its services delivered by people who have the appropriate knowledge and expertise.
- 5.3 Act with integrity and be accountable to our stakeholders.
- 5.4 Deliver a high quality friendly and informative service to all beneficiaries and employers at the point of need.

- 5.5 Continually measure and monitor success against our objectives.
- 5.6 Ensure our communications are useful and easy to follow.

6. Risk Implications

- 6.1 Failure of governance arrangements to match up to statutory requirements and recommended best practice leads to financial loss and reputational damage.

7. Communication Implications

- 7.1 The PAB Annual Workplan is published on the Fund's website.
- 7.2 Other than ongoing reporting to the Board, there are no communication implications.

8. Finance and Resource Implications

- 8.1 None.

9. Background Papers

- 9.1 PAB Annual Workplan, PAB 08, 06 July 2022.
- 9.2 EPF Three Year Business Plan, PSB 04a, 18 March 2022.
- 9.3 PAB Annual Workplan, PAB 04, 18 March 2022.



Essex Pension Fund


PAB Annual Workplan

Progress Report

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Progress Update

Work to be carried out	Due Date	Current Status	Commentary
The Role of the PAB	31 March 2023	Complete	The outcome of the Task and Finish Group was reported to the PAB at their 06 July 2022 meeting. The final version of the PAB Pamphlet will be presented to the PSB at their 21 September 2022 for approval.
Communications Policy	31 December 2022	In progress	This Policy has been provided for the PAB to review as part of the Agenda Pack.
Fund Surveys	31 March 2023	Complete	The outcome of the Fund Surveys was reviewed by the PAB at their 06 July 2022 meeting. A report will be presented to the PSB at their 21 September 2022 meeting for noting.
TPR Single Code	31 March 2025	Not due to start	This will commence once the Single Code has been published (Autumn 2022).
SAB Good Governance Project	31 March 2024	Not due to start	This will commence once further guidance has been issued by SAB and/or DLUHC.

Essex Pension Fund Advisory Board	PAB 04a 
Date: 21 September 2022	

Essex Pension Fund Communications Policy

Report by the Compliance Manager in consultation with the Independent Governance & Administration Adviser (IGAA)

Enquiries to Amanda Crawford on 03330 321763

This Report is for noting

Executive Summary

This Report provides an overview of the changes made to the Essex Pension Fund Communications Policy since its approval in March 2020.

It is proposed that Board Members discuss the Policy and the training video which was viewed prior to the meeting and provide feedback to Fund Officers.

1. Purpose of the Report

- 1.1 To provide the Board with the revised Essex Pension Fund Communications Policy.

2. Recommendation

- 2.1 That the Board provide comments on the revised Essex Pension Fund Communications Policy and training video to Fund Officers for consideration and onward submission to the Essex Pension Fund Strategy Board (PSB).

3. Background

3.1 Regulation 61 of the LGPS Regulations 2013 requires each Administering Authority to prepare, maintain and publish a written statement setting out its policy concerning communications with:

- Scheme Members;
- representatives of Scheme Members;
- prospective Scheme Members; and
- Scheme Employers.

In particular the statement must set out its policy on:

- the provision of information and publicity about the Scheme to Members, representatives of Members and Scheme Employers;
- the format, frequency and method of distributing such information or publicity; and
- the promotion of the Scheme to prospective Members and their Employers.

3.2 The statement must be revised and published by the Administering Authority following a material change in their policy.

4. Review undertaken

4.1 The Communications Policy was last reviewed by the PSB in 2020 and it was agreed that the Policy would be reviewed every three years or sooner if the communications arrangements or other matters included within it merit reconsideration.

4.2 The Fund's digital progression was accelerated by the increase in demand during the Covid-19 pandemic and has led to the need for a full review of the Communications Policy to ensure it properly reflects how the Fund is currently communicating with Stakeholders and how it plans to do so going forward, aligning with the recent publication of the Stakeholder Engagement Strategy.

4.3 Fund Officers, in consultation with the IGAA, have produced the draft Communications Policy at Appendix A for comment by the Board.

4.4 Fund Officers will review the Policy and training video in line with the comments received ready for onward submission to the PSB.

5. Link to Essex Pension Fund Objectives

5.1 Reviewing and updating the Communications Policy will assist the Board in achieving the following Fund objectives:

- Communicate in a friendly, expert and direct way to our Stakeholders, treating all our Stakeholders equally;
- Ensure our communications are simple, relevant and have impact;
- Deliver information in a way that suits all types of Stakeholder; and
- Aim for full appreciation of the pension scheme benefits and changes to the scheme by all Scheme Members, prospective Scheme Members.

6. Risk Implications

6.1 Failure to review and update the Communications Policy could result in:

- A lack of clarity around the respective roles of the Fund and Employers leading to data issues and delays in collecting contributions and paying benefits to scheme members; and
- Failure to seek continual improvement in the Fund's communications leading to the Fund not meeting its communications objectives.

7. Communication Implications

7.1 The Communications Policy will be published on the Fund's website when approved by the PSB.

7.2 The Communications Policy training video will be made available on the Fund's YouTube channel.

7.3 Other than ongoing reporting to the Board, there are no communication implications.

8. Finance and Resource Implications

8.1 None.

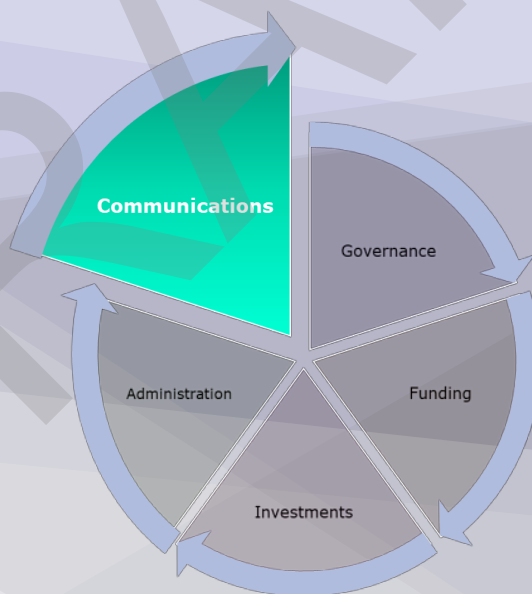
9. Background Papers

- 9.1 EPF Three Year Business Plan, PSB 04a, 18 March 2022.
- 9.2 PAB Annual Workplan, PAB 04, 18 March 2022.

Essex Pension Fund

Communications Policy

September 2022



Essex Pension Fund

Communications Policy

Introduction

This Policy provides an overview of how the Essex Pension Fund communicates with its full range of Stakeholders and how the Fund measures the success of its Communications Policy in conjunction with the Fund's Stakeholder Engagement Strategy.

It also outlines the Fund's continued development to move towards a more digital approach to communications. This Policy should be read in conjunction with the 'Communication Plan' which is detailed in Appendix A of this document along with the Stakeholder Engagement Strategy.



Essex County Council is the Administering Authority responsible for maintaining and managing the Essex Pension Fund on behalf of its Stakeholders; the Scheme Members and Employers participating in the Fund. These responsibilities are primarily set out in Local Government Pension Scheme (LGPS) Regulations. We work with over 743 Employers across the county to provide pensions to 174,351 Scheme Members (as at 31 March 2022).

This Policy has been developed in accordance with the LGPS Regulations 2013 (Regulation 61) and will be reviewed every three years and updated sooner if the communications arrangements or other matters included within it merit reconsideration.

**“We continually strive for Excellence, we
are always Professional and Friendly
We are Essex Pension Fund”**

Essex Pension Fund

Communications Policy

Key Stakeholders

We have varied audience groups with whom we communicate, including:



This also includes:

- prospective members and members who have opted out;
- prospective employers; and
- other interested groups including the national LGPS Technical Group (Technical Group), South East Counties Superannuation Officers Group (SECSOG) and Advisers to the Fund.

Objectives

To ensure that we are communicating effectively with our audiences and that we continue to develop and enhance the service we offer, we have set the following communication objectives:

- communicate in a friendly, expert and direct way to our Stakeholders, treating all our Stakeholders equally;
- ensure our communications are useful and easy to follow;
- deliver information in a way that suits all types of Stakeholders including providing more accessibility through greater use of technology; and
- aim for full appreciation of the pension scheme benefits and changes to the Scheme by all Scheme Members, prospective Scheme Members and Employers.



Essex Pension Fund

Communications Policy

Measuring whether we meet our Communication Objectives

We monitor our success against our communication objectives by analysing and measuring the responses to the Scheme Member and Employer surveys, along with other Stakeholder surveys and monitoring the usage of Member Online, Pensions Online and the Fund's website.



Specific measures and targets are agreed by the Essex Pension Fund Strategy Board (PSB) and contained in the Fund's Scorecard which is regularly reported to the PSB and Essex Pension Fund Advisory Board (PAB).

General Communication

When considering how to communicate with our Stakeholders we take into account the intended audience to ensure that our messages are delivered in a useful and easy to follow manner. This may involve using more than one method of communication based on the intended audience albeit the Fund will aim to use digital communications where appropriate given the efficiencies and ease of access it provides, as well as it being more environmentally friendly. We tailor our communication to the recipient's needs, making sure that our messages are clear, consistent and use plain English.

We deliver our communication using the most appropriate method and will continue to develop our digital platforms to encourage greater accessibility to our service for all Stakeholders. Scheme Members will be able to elect not to receive electronic communications. In such cases if the Fund is required to provide information this will be provided in paper form.

Each of our communications have a clear purpose and fit into our overall communications plan, so that they are cost effective.

The Fund actively seeks feedback from each of our audiences to continually review, enhance and improve our communication methods. This feedback is obtained through surveys.

The Fund also adheres to other legislative requirements, including the General Data Protection Regulations (GDPR), Freedom of Information (FOI) Act and pension disclosure legislation.

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Visual Identity

The Fund understands that brand recognition is a valuable asset for pension funds, and will work to develop our own visual identity, alongside Essex County Council's existing brand, in order to influence how our Stakeholders relate to us.

Pension funds who have their own style and brand can have a greater impact and their communications are instantly recognisable as being specifically pension related.

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Accessibility

The Fund is committed to ensuring that all Stakeholders are able to access our services, recognising that some individuals may require information to be provided in specific formats. While demand for alternative formats remains low at present, the Fund is able to issue documents in braille, large print or audio format on request.

We are continuing to develop our website www.essexpensionfund.co.uk to ensure that it meets the World Wide Web Consortium Accessibility Guidelines (version 2) "Double A" standard. The Fund has also committed a wider review of the website in their three-year Business Plan to help enhance the Fund's communication methods.



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Social Media



The Fund recognises the growing importance for organisations to have an online presence and therefore has developed a corporate LinkedIn profile and YouTube channel.

The LinkedIn account is primarily used to raise our online profile not only to our Scheme Members but also in a business to business environment, promoting the Fund's innovations and achievements, and helping build relationships with other LGPS funds and professional bodies within the pensions industry. We also advertise job opportunities within the Fund and vacancies on the PSB and/or PAB.

Our YouTube channel is being used to deliver online learning and development content for Scheme Employers and Scheme Members, increasing accessibility and reducing the economic and environmental impact of attending face to face training events and/or roadshows. In addition, the channel is also used by our Boards/Committee Members to view in-house training to assist the achievement of their Training Plan.



National Pension Awareness Day

Essex Pension Fund joins with other pension schemes and related organisations across the country each September to encourage Scheme Members, and prospective Scheme Members, to pay attention to their pensions, and to make sure that they are on track for the retirement that they want.

The Fund hosts a mix of virtual and in-person activities, such as virtual pension surgeries and roadshows, to reach as many members and potential members as possible to give them the opportunity to ask questions to better understand their pension benefits.

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Delivery of Communications

The communications will be delivered from existing resources and overseen by a dedicated Communications Analyst working as part of the Technical Hub.

The Fund will work with an external provider with regards to the printing and mailing of certain bulk communications, such as annual benefit statements.

Key Messages and Communication Channels

The following table shows the approach to Stakeholder communication and the key messages that the Fund wishes to deliver:

Stakeholder	Communications we provide	Key Messages we deliver within our communications
Active Members	<ul style="list-style-type: none">• Website• Member Online• Annual Benefit Statement• Scheme Literature• General Correspondence• Telephone Helpline• Virtual Pension Surgeries• Pensions Roadshows• Investment Strategy Statement	<ul style="list-style-type: none">• Be aware of Pension Transfer Scams.• Your pension is a valuable benefit.• It is important that you understand how the LGPS works.• Make sure you are saving enough for retirement.• It is important that you understand the impact of any changes in legislation.• Your employer pays in to help you save for your retirement.• Remember you have other benefits that come with your pension.• Before making a decision that will affect your future pension income you should consider seeking independent financial advice.• Essex Pension Fund are responsible investors.

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Stakeholder	Communications we provide	Key Messages we deliver within our communications
Potential Scheme Members including Opt Outs (those who have opted out or are thinking of opting out)	<ul style="list-style-type: none"> • Scheme information and guides • Website • General Correspondence • Telephone Helpline • Virtual Pension Surgeries • Pensions Roadshows 	<ul style="list-style-type: none"> • It is important that you understand the impact of any changes in legislation including Pension Reform and Automatic Enrolment. • The LGPS is a good way to save for your retirement. • Your Employer pays in to help you save for your retirement. • Most Scheme Members get tax relief on the contributions they pay into the LGPS. • Remember that other benefits come with the pension. • Before making a decision that will affect your future pension income you should consider seeking independent financial advice. • The 50/50 Scheme costs less to join but still provides valuable benefits. • Be aware of Pension Transfer Scams.
Deferred Scheme Members	<ul style="list-style-type: none"> • Website • Member Online • Annual Benefit Statement • Scheme Literature • General Correspondence • Telephone Helpline • Virtual Pension Surgeries • Investment Strategy Statement 	<ul style="list-style-type: none"> • Your pension is a valuable benefit. • Make sure you are saving enough for retirement. • Keep your details up to date. • You need to understand how your pension worked when you left. • It is important to understand how the LGPS works now, and the impact of any changes in legislation. • Understand the implications of transferring out of the Scheme. • Be aware of Pension Transfer Scams. • We will tell you if anything changes. • Before making a decision that will affect your future pension income you should consider seeking independent financial advice. • Essex Pension Fund are responsible investors.

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Stakeholder	Communications we provide	Key Messages we deliver within our communications
Pensioner Members	<ul style="list-style-type: none"> • Website • Member Online • Pay Advices and P60s • Pensions Increase Advices • General Correspondence • Telephone Helpline • Investment Strategy Statement 	<ul style="list-style-type: none"> • Keep your details up to date. • We are here to help with any questions you might have. • Your pension is protected by legislation. • Remember to phone the tax office with any tax queries you have. • Remember you have other benefits with your pension. • Before making a decision that will affect your future pension income you should consider seeking independent financial advice. • Essex Pension Fund are responsible investors.
Dependant Members	<ul style="list-style-type: none"> • Website • Member Online • Pay Advices and P60s • Pensions Increase Advices • General Correspondence • Telephone Helpline 	<ul style="list-style-type: none"> • Keep your details up to date. • We are here to help with any questions you might have. • Your pension is protected by legislation. • Remember to phone the tax office with any tax queries you have. • Before making a decision that will affect your future pension income you should consider seeking independent financial advice.

Essex Pension Fund

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Stakeholder	Communications we provide	Key Messages we deliver within our communications
Employers	<ul style="list-style-type: none"> • Website • Pensions Administration Strategy • Pensions Online • Employer Guide • Employer Newsletter • Email Alerts • Report and Accounts • Employer Meetings • Employer Forum • Training Workshops • Funding Strategy Statement • Investment Strategy Statement 	<ul style="list-style-type: none"> • Employers have a responsibility to provide employees with information about the LGPS. • Employers need to understand how the Scheme works and the effect of any changes that happen. • The LGPS is a valuable benefit for members and the Employer must help educate them to understand the changes and the impact. • Employers have a responsibility to inform the Fund of any changes to Scheme Members circumstances. • Employers must pay their pension contributions and their employees' pension contributions to the Fund by the legal deadline as outlined in the Fund's Administration Strategy. • Essex Pension Fund are responsible investors.

Under Regulation the Fund is unable to provide specific financial pension advice in relation to individual member enquiries.

Communicating with our Members

The Fund uses a variety of methods to communicate with Scheme Members, and differentiates between active, deferred and pensioner (including dependant) members when delivering key messages to each specific audience groups.

Scheme Members can nominate representatives that the Fund will communicate with on their behalf, subject to the provision of an appropriate letter of authority signed by the Scheme Member.

We want all Scheme Members and their representatives to be able to access our services easily and therefore employ a range of media to educate them about the LGPS and their pension benefits, delivered in a clear and easily understood way to ensure that members can make informed decisions about their benefits.

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Scheme Literature – A range of literature including Scheme guides and factsheets are produced by the Fund and is supplied to both Employers and to Scheme Members directly. Copies of all Scheme literature is available on our website www.essexpensionfund.co.uk

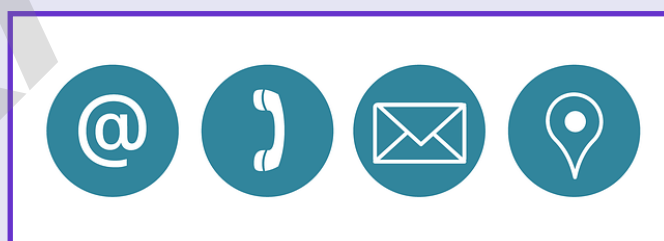
Annual Benefit Statements – We provide personalised statements to active and deferred Scheme Members (where the address is known) every year. The statements are posted to the member's home address and are available digitally on Member Online. We are working towards digital being the default method for distributing these statements.

Website – Our website www.essexpensionfund.co.uk includes extensive information and guides about the LGPS, and also contains factsheets, forms and up to date news about the Fund's activities and achievements. In addition, further information regarding the LGPS can be found on the LGPS Member website www.lgpsmember.org

Member Online – The Fund has established an online facility (known as Member Online) which allows members to securely access their pension records, including viewing Annual Benefit Statements and payslips, as well as letting them amend details, such as their contact information, and obtain retirement estimates.

Telephone Helpline – A dedicated telephone helpline (0333 0138384) is provided for Scheme Members and is widely publicised in Scheme literature.

General Correspondence – The Fund uses both surface mail and e-mail (pensionenquiries@essex.gov.uk) to receive and send correspondence.



Face to Face Meetings – The Fund operates an open-door policy, and Members are welcome to visit pension fund staff at our offices in County Hall during normal office hours without the need to make an appointment.

Member Roadshows – Prior to the Pandemic, the Fund promoted the many benefits of the Scheme by hosting a number of roadshows for current and prospective members at key locations across the county each year, offering drop in sessions to answer queries or presentations on specific topics. The Fund continue to hold these events upon request.

Pensions Saving Statements – The Fund issues Pensions Saving Statements to active Scheme Members where their Pensions Savings may have exceeded the Annual Allowance limit for a tax year. The Statements include helpful guidance such as what Members may need to consider doing.

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Virtual Pension Surgeries - The Fund offers one-to-one video appointments via Microsoft Teams for all scheme members and perspective members. The appointments are available to discuss all aspects of the scheme and to answer any questions the scheme member may have about their pension benefits.

Virtual pension surgeries offer a personal, convenient and environmentally friendly way for scheme members to meet the team face to face.



Pay Advices and P60s – We issue pay advices to pensioner members every April, May and September plus if there is a change to the member's monthly net pension of more than £5.00 or a tax code change. The pay advices are also used to convey important generic messages to pensioners.

Report and Accounts – The Report and Accounts are produced annually and are made available on the Fund's website.

Communicating with Employers

To assist Employers, the Fund has a range of communication materials and methods that aims to increase their understanding of pension issues and help them fulfil their responsibilities as Scheme Employers. By working together, we are able to provide a better service to our members.

Employer Team – The Fund includes a dedicated Employer Team who liaise with Scheme Employers on all matters from bringing new Employers and Members into the Fund, reporting information to the Fund and fulfilling their regulatory requirements, to advising Employers of the correct process for retiring employees and exiting the Fund.

Pensions Administration Strategy – This Strategy provides an overview of how the Fund and Scheme Employers work together to achieve a high-quality service. It aims to set out the quality and performance standards expected of the Fund and its Scheme Employers and to promote good working relationships and improve efficiency between the Fund and its Employers. This Strategy is provided to Employers as part of the Fund's consultation process prior to publication.

Employer Website – The Fund website has a section for Scheme Employers. This holds resources such as Employers' guidance, Scheme Employer newsletters and links to LGPS circulars and bulletins.



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Employer Guidance – The Fund has produced and maintains a variety of guidance to assist scheme employers to understand their role. This guidance is supplemented by the LGA guides for HR and for Payroll which are accessible on the Fund's website and on the www.lgpsregs.org website.



Scheme Employer Newsletter – The Fund produces a newsletter for Scheme Employers covering current issues, Scheme changes and administration issues. This is sent to Employers electronically by email.

E-mail Alerts – The Fund sends a number of e-mail alerts to Employers throughout the year with important pension related news and information.

Report and Accounts – The Report and Accounts are produced annually and made available on the Fund's website.



Employer meetings or other ad hoc meetings – The Fund holds a number of Employer meetings at the offices of main Employers in the Fund to which all Fund Employers are invited. The Fund also attends meetings with employers either at the request of the Employer or if it has identified a need. These are usually to keep Employers up to date with LGPS developments and to offer training and assistance to the Employer to help them to carry out their pension obligations.

Employer Forum – The Fund holds an Employer Forum/Webinar periodically which focuses on funding, valuation and administration aspects of the Fund and any developments in the Scheme including identifying the likely impact of Scheme changes.

Training Workshops – The Fund offers training to all Scheme Employers on the LGPS and their role in administering the Scheme. Training covers the full range of administrative and regulatory activities and is tailored to the needs of the particular Employer. The Fund is developing the provision of training modules via its own YouTube channel to increase accessibility for Employers.



Pensions Online - The Fund has also developed an online platform which allows Employers to update their employee's pension records electronically. Employers are able to provide us with information relating to new Scheme Members, notify us of changes in hours or breaks in service, as well as providing leaving details in a safe and secure way, while delivering increased cost efficiency. We anticipate that Pensions Online will eventually provide a secure online hub where

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Employers will be able to locate all necessary resources, information and correspondence from the Fund and its use will become compulsory for all Employers.

Communicating with Prospective Members

The Fund works with Employers to promote the LGPS and reduce the number of members opting out of the Scheme, particularly after automatic enrolment.

Scheme Information / Guide – All prospective Scheme Members must be given basic information about the LGPS. The Fund requires employers to provide all employees information about the Scheme and to provide either a hard copy of the short scheme guide or direct them to an electronic version, when they become eligible to join the Scheme.

Website – The Fund's website www.essexpensionfund.co.uk contains information on Scheme details, leaflets, guides and forms etc and a 'Joining the Scheme' section which summarises the main benefits provided by the LGPS. There are also links to other organisations relevant to Scheme Members.

Pensions Roadshow – Prior to the Pandemic, the Fund staged a number of pension roadshows at the offices of main Employers in the Fund to which the employees of all Fund employers were invited. These events were not just aimed at Scheme Members but also at eligible employees who were not currently contributing to the Scheme. The Fund continues to hold these events upon request.

Virtual Pension Surgeries - The Fund offers one-to-one video appointments via Microsoft Teams for all scheme members, including perspective members and those who have previously opted out. The appointments are promoted with all scheme employers and via our website, and anyone with questions about the scheme or their benefits are encouraged to book a session.

Communicating with Boards/Committee Members

Essex Pension Fund is run by Essex County Council (ECC), the Administering Authority for the LGPS in Essex. The governance arrangements centre on the three bodies; PSB, Essex Pension Fund Investment Steering Committee (ISC) and PAB.

The Fund works closely with the PSB, ISC and PAB to ensure that they are fully informed on pensions matters and have sufficient knowledge and skills to fulfil their duties and responsibilities, including providing ongoing training for Board and Committee Members.

The PSB, ISC and PAB each meet on a quarterly basis, and details of upcoming meetings, including the public meeting packs provided to the PSB, ISC and PAB Members, can be found on the [Essex County Council's website](http://www.essex.gov.uk).



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Communicating with Pension Fund Staff

It is important that our staff are kept informed about the Fund's aims, achievements and the progression of the Business Plan. They should also be knowledgeable about the LGPS and aware of important changes within the overall pensions industry.



Staff members are able to access technical information via websites, a centralised database and through both internal training opportunities and external training events. Updates are provided to staff using a range of methods including by email, via regular newsletters, pension surgeries and face to face meetings with the Fund's Technical Hub and Management Team.

Key Risks

The key risks to delivering this Policy (as set out in the Fund's Risk Register) are outlined below. The Senior Management Team led by the Director for Essex Pension Fund work with the PSB and PAB to monitor these and other risks and consider how best to respond to them:

- as a result of failing to implement and align all processes by following the Communication Policy leading to the Fund issuing incorrect or inaccurate communications resulting in a lack of understanding and/or complaints from stakeholders;
- as a result of failing to deliver information in an appropriate way for Members or Employers, e.g., too complex, not relevant or in an unsuitable format, could lead to misunderstanding and complaints resulting in reputational damage;
- due to communications not customised to specific needs and/or are overly complicated could result in a lack of understanding by all stakeholders, which would cause reputational damage;
- failure to review and update Essex Pension Fund (EPF) Website could result in scheme members, prospective scheme members and employers being unaware of scheme changes which could cause a decline in new membership and/or members/employers exiting the scheme early.

Approval, Review and Consultation

This version of the Communications Policy was approved at the PSB on ***** 2022. It will be formally reviewed and updated at least every three years or sooner if the communications arrangements or other matters included within it merit reconsideration.

Essex Pension Fund

Communications Policy

Further Information

If you require further information about anything in or related to this Communications Policy, please contact:

David Tucker, Technical Hub Manager, Essex Pension Fund
Email – David.tucker@essex.gov.uk

Jody Evans, Director for Essex Pension Fund
Email - Jody.evans@essex.gov.uk

Essex Pension Fund
Seax House
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Essex
CM1 1QH

Method	Audience	Format	Frequency
YouTube Videos	All	Website	Always available
Drop in Service	All	Face to Face	Monday – Friday: 10:00am – 3:00pm <i>(Pre-booked appointments are available outside of these hours)</i>
Factsheets and Scheme Guides	All	Website	Always available
Website	All		Always available
Phone	All		Monday – Thursday: 8:30am – 5:30pm Friday: 8:30am – 5pm
Pension Fund Report and Accounts	All	Website	Annually
Pensions Saving Statements	Active Scheme Members	Paper version posted to home address.	Annually if applicable to Scheme Member
Annual Benefit Statements	Active Members Deferred Members	Paper version posted to home address. Electronic version via Member Online.	Annually
Member Roadshow	Active and Prospective Members	Face to Face	On request
Virtual Pension Surgeries	Active Members Deferred Members Prospective Members	Virtually via Microsoft Teams	Quarterly
Pay Advices	Pensioner Members	Paper version posted to home address. Member Online.	April, May and September, plus after change in net value of more than £5 or tax code change.
Pension Increase Letters	Pensioner Members	Paper version posted to home address.	Annually

Method	Audience	Format	Frequency
P60s	Pensioner Members	Paper version posted to home address. Member Online.	Annually
Retirement Roadmap	Pensioner Members	Paper version posted to home address.	On request of retirement
Employer Workshops	Employers	Face to Face and/or Webinar	On request
Employers Guide	Employers	Website E-mail	Always available
Pensions Administration Strategy	Employers	Website	Always available (reviewed at least every 3 years)
Pension Fund Valuation Reports	Employers	Website E-mail	Always available
Employers Forum	Employers	Face to Face and/or Webinar	Annually
Employer newsletter	Employers	Website E-mail	Quarterly

Essex Pension Fund Advisory Board	PAB 06
Date: 21 September 2022	

Papers provided to Essex Pension Fund Advisory Board

Report by the Compliance Manager

Enquiries to Amanda Crawford 03330 321763

This Report is for noting

Executive Summary

This report sets out all the communications the Fund has issued to the PAB since its last meeting.

1. Purpose of the Report

1.1 To note the distribution of the items detailed below since the last meeting of the PAB.

1.2 Essex Pension Fund Strategy Board (PSB):

Meeting of 06 July 2022

- Minutes and Slides e-mailed 22 July 2022

Meeting of 21 September 2022

- Agenda pack e-mailed 09 September 2022

Main Points to note:

Agenda item 03

- Actuarial Triennial Valuation:
 - Actuarial Valuation Update; and
 - Essex Pension Fund Draft Funding Strategy Statement

Agenda item 04

- Essex Pension Fund Terms of Reference

Agenda item 05

- Update on Pension Fund Activity:
 Quarterly Update Report

- | | |
|-----------------|---|
| Agenda item 06 | - Essex Pension Fund Draft Accounts 2021-22 |
| Agenda item 07b | - PAB Scheme Member and Employer Representation |

1.3 Essex Pension Fund Advisory Board (PAB):

Meeting of 06 July 2022 - Minutes and Slides e-mailed 22 July 2022

Meeting of 21 September 2022 - Agenda pack e-mailed 09 September 2022

1.4 Other:

ACCESS Joint Committee observing attendance	- E-mailed 22 July 2022 (followed up 02 August 2022)
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LGPC Bulletin 227	- E-mailed 29 July 2022
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Scheme Advisory Board (SAB) analysis of Local Pensions Board's Annual Reports	- E-mailed 15 August 2022
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LGPC Bulletin 228	- E-mailed 05 September 2022
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Individual and Group Training Plans	- E-mailed 09 September 2022
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2. Recommendation

2.1 That the Board should note the above communications.

Essex Pension Fund Advisory Board	PAB 07
Date: 21 September 2022	

Schedule of Future Meetings and Events

Report by the Compliance Manager

Enquiries to Amanda Crawford on 03330 321763

This Report is for noting

Executive Summary

This report details the upcoming Essex Pension Fund Strategy Board (PSB) and Essex Pension Fund Advisory Board (PAB) meeting dates for PAB Members to note along with internal and external Training Events for consideration.

1. Purpose of the Report

- 1.1 To provide the Board with an update on the schedule of future meetings and events for 2022/23.

2. Recommendation

- 2.1 That the Board note the content of the report.

3. Background

- 3.1 Dates of events and PAB meetings are provided below for the Board to note and to invite Members to attend any training sessions available.

4. Upcoming Event(s)

- 4.1 Fund Officers will continue to ensure a review of the advertised Conferences/Seminars is carried out in line with the Knowledge and Skills Strategy taking into consideration individual's Training Needs Analysis and the Fund's carbon footprint, will communicate any suitable Conferences either through emails and/or this Agenda Item. The upcoming events that PAB Members should be made aware include:

Training Events	
<u>Fundamentals Training Programme 2022</u> (for new Members or those in need of a refresher) <i>(To get the best from this training, you should try and attend all three days)</i>	
Day 1 18 October – Online or 20 October – Westminster (London)	9:30 – 16:00
Day 2 10 November – Westminster (London) 22 November – Online	9:30 – 16:00
Day 3 06 December – Westminster (London) 20 December – Online	9:30 – 16:00
<u>Annual Governance Conference</u>	
19 January to 20 January 2023 – Cardiff/Online (Online preferred option)	13:00 – 17:25 (19 January) and 09:25 – 13:20 (20 January)

Back to Basics Training Day	
Wednesday 18 January 2023 – face to face attendance in County Hall	9:00 – 12:30

5. Schedule of Meetings

- 5.1 The schedule of future meetings agreed for the remaining of municipal year 2022/23 are as follows:

Pension Advisory Board	
Wednesday 07 December 2022	14:00 – 16:00
Wednesday 22 March 2023	14:00 – 16:00

- 5.2 The PSB meetings are planned to be held on the same day and will commence at 10:00 on the dates listed above.

6. Finance and Resources Implications

- 6.1 All costs for training are met within the Fund's existing 2022/23 Budget and must be approved by the Compliance Manager and booked by the Fund.

7. Background Papers

- 7.1 Schedule of Future Meetings and Events, PAB 10, 06 July 2022.

