

ITEM No ...8.....

REPORT TO: PENSION SUB-COMMITTEE OF THE CITY GOVERNANCE COMMITTEE & PENSION BOARD– 11 DECEMBER 2023

REPORT ON: PROPOSED TIMETABLE OF MEETINGS FOR 2024

REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES

REPORT NO: 375-2023

1 PURPOSE OF REPORT

This report proposes a suggested programme of meetings of the Pension Sub-Committee & Pension Board in 2024.

2 RECOMMENDATIONS

It is recommended that Members of both Sub-Committee and Board examine the dates set out in the timetable in Appendix 1 and agree the proposed programme of meetings.

3 POLICY IMPLICATIONS

This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

4 CONSULTATIONS

The Chief Executive and Head of Democratic and Legal Services have been consulted in the preparation of this report

5 BACKGROUND PAPERS

None

**ROBERT EMMOTT
EXECUTIVE DIRECTOR OF CORPORATE SERVICES**

1 DECEMBER 2023

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PENSION SUB-COMMITTEE & PENSION BOARD

TIMETABLE FOR 2024

Sub-committee date and time	Fund Manager to attend	Quarter / Year under consideration	Schedule of proposed committee reports *
Monday 18 March 2024 at 12pm	To be confirmed	31 December 2023	<ul style="list-style-type: none"> - Treasury Management Policy and Strategy - Business Plan - Funding Strategy Statement - Pension Administration Strategy - Statement of Investment Principles Review - Annual Audit Plan 2024/25 - Annual Investment Performance Review - Training Plan and Policy - Risk Policy - Procurement Policy - Annual Internal Audit Report 2023/24 - Actuarial Valuation 2023
Monday 24 June 2024 at 12pm	Schroders	31 March 2024	<ul style="list-style-type: none"> - Unaudited Annual Report and Accounts - Annual Governance & Governance Compliance Statements - Environmental, Social & Corporate Governance Policy
Monday 23 September 2024 at 12pm	Baillie Gifford	30 June 2024	<ul style="list-style-type: none"> - Draft Audited Annual Report and Accounts - Annual External Audit Report 2023/24 - Annual Treasury Management Activity
Monday 9 December 2024 at 12pm	Fidelity	30 September 2024	<ul style="list-style-type: none"> - Proposed Timetable of Meetings for 2025 - Annual Assessment of Investment Advisory Services - Pension Administration Strategy - Treasury Management Activity 2024/25 (Mid-year Review)

* The following standard committee reports will be received quarterly – Quarterly Funding Update, Risk Register, Pension Administration Performance and Investment Performance Summaries. Bi-annual reports will be received for Socially Responsible Investment Activities and Securities Lending.

NOTE

These joint meetings will now be held in a hybrid format, which provides the option of attending in person, or remotely as required. The appropriate Committee Room will be advised at time of invite, and will be available for half an hour prior to the meetings for the Pension Board to meet, if required.

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