

Report Title:	<b>Administration Report</b>
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Julian Sharpe, Chairman Pension Fund Committee and Advisory Panel
Meeting and Date:	Pension Fund Committee and Advisory Panel – 7 March 2022
Responsible Officer(s):	Kevin Taylor, Pension Services Manager and Philip Boyton, Pension Administration Manager
Wards affected:	None

## **REPORT SUMMARY**

This report deals with the administration of the Pension Fund for the period 1 October 2021 to 31 December 2021. It recommends that Members (and Pension Board representatives) note the Key Administrative Indicators throughout the attached report.

Good governance requires all aspects of the Pension Fund to be reviewed by the Administering Authority on a regular basis. There are no financial implications for RBWM in this report.

The committee are asked to note that Administration Reports are provided to each quarter end date (30 June, 30 September, 31 December and 31 March) and presented at each Committee meeting subsequent to those dates.

### **1. DETAILS OF RECOMMENDATION(S)**

**RECOMMENDATION:** That Committee notes the report;

- (i) Considers all areas of governance and administration as reported; and
- (ii) Considers all key performance indicators

### **2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED**

- 2.1 The Berkshire Pension Fund Committee has a duty in securing compliance with all governance and administration issues.

### **3. KEY IMPLICATIONS**

- 3.1 Failure to fulfil the role and purpose of the Administering Authority could lead to the Pension Fund and the Administering Authority being open to challenge and intervention by the Pensions Regulator.

#### 4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 Not applicable.

#### 5. LEGAL IMPLICATIONS

5.1 None.

#### 6. RISK MANAGEMENT

6.1 None.

#### 7. POTENTIAL IMPACTS

7.1 Equalities: Equality Impact Assessments are published on the [council's website](#)  
N/A

7.2 Climate change/sustainability: N/A

7.3 Data Protection/GDPR. N/A

#### 8. CONSULTATION

8.1 Not applicable.

#### 9. TIMETABLE FOR IMPLEMENTATION

9.1 Not applicable.

#### 10. APPENDICES

10.1 This report is supported by 1 appendix:

- Appendix 1: Administration Report 1 October 21 to 31 December 21

#### 11. BACKGROUND DOCUMENTS

11.1 This report is supported by 0 background documents.

#### 12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
<b>Mandatory: Statutory Officers (or deputy)</b>			
Adele Taylor	Executive Director of Resources/S151 Officer		
Emma Duncan	Deputy Director of Law and Strategy / Monitoring Officer		
<b>Deputies:</b>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)		
Elaine Browne	Head of Law (Deputy Monitoring Officer)		
Karen Shepherd	Head of Governance (Deputy Monitoring Officer)		
<b>Other consultees:</b>			

Cllr Julian Sharpe	Chairman – Berkshire Pension Fund Committee	23/11/2021	
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## REPORT HISTORY

<b>Decision type:</b>	<b>Urgency item?</b>	<b>To follow item?</b>
Pension Fund Committee decision	Yes/No	Yes/No

Report Author: Kevin Taylor, Pension Services Manager 07992 324393
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