

**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**

**12 DECEMBER 2023**

**PENSION SUB-COMMITTEE & PENSION BOARD**

**TIMETABLE FOR 2024**

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

\* 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.