



Yate Town Council

Full Council

Wednesday 10th May 2023

You are hereby summoned to attend a meeting of **Yate Town Council** to be held at **Poole Court (Council Chamber)** on **Tuesday 16 May 2023** between **8.00pm and 9.00pm** for the purpose of transacting the business set out in the Agenda below.

Hayley Townsend
Town Clerk

Anyone attending this meeting is encouraged to follow the below guidance:

- *On entering the venue, please use hand sanitiser*
- *Attendees must not attend if showing any symptoms of Covid-19.*
- *No papers will be available; attendees are requested to download documents to their devices prior to the meeting;*
- *Attendees are encouraged, wherever possible, to take low carbon transport to meetings including walking, cycling, car sharing etc.*

In the event of a fire alarm or other emergency (signalled by a continuously ringing bell), please leave the building through the nearest fire exit or safest evacuation route. Please meet by the flag pole in the car park.

In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.

1. Apologies for absence
2. Declarations of Interest under the Localism Act 2011

Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.

Hayley Townsend, Town Clerk, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP



Telephone and Minicom 01454 866506 Fax 01454 866514
Email info@yatetowncouncil.gov.uk www.yatetowncouncil.gov.uk





3. To:-
 - 3/1 receive requests for dispensations from Councillor John Ford and Councillor Ray Perry, to enable them to discuss matters relating to YOSC Ltd (for which they are both trustees) at Town Council meetings until the 2027 elections;
 - 3/2 receive any other requests for dispensations.
4. Public Participation Session with Respect to Items on the Agenda.
5. To receive and **APPROVE** the Minutes of the Town Council Meeting held on 21 February 2023. [Click here for minutes](#)
7. To receive and **NOTE** the Minutes of the Environment and Community Committee meeting held on 7 March 2023. [Click here for minutes](#)
8. To receive and **NOTE** the Minutes of the Finance and Governance Committee meeting held on 28 March 2023. [Click here for minutes](#)
9. To receive and **NOTE** the Minutes of the Planning and Transportation Committee meeting held on 25 April 2023. [Click here for minutes](#)
10. To receive and **NOTE** the minutes of the Annual Town Meeting held on 14 March 2023 [Click here for minutes.](#)
11. To receive and consider the following items on the Clerk's Report. (Copy herewith)
 1. **Items Referred from the Environment and Community Committee Meeting Held on 7 March 2023**
 - 1/1 Youth Service
 2. **Items Referred from the Finance and Governance Committee Meeting Held on 28 March 2023**
 - 2/1 Kingsgate Park Refurbishment Project
 - 2/2 White Lion
 3. **Items Referred from the Planning and Transportation Committee Meeting Held on 25 April 2023**
 4. **Delegated Decisions**
 - 4/1 Record of Delegated Decisions

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4/2 Planning Comments Submitted under Delegated Powers (21 March 2023 and 18 April 2023)

5. Financial Reports

- 5/1 Accounts for Payment
- 5/2 Avon Pension Fund Committee

6. Town Council Project Steering Group Reports (Task Limited)

- 6/1 Play Areas and Properties Project Steering Group
 - (a) Kingsgate Park Refurbishment Project
- 6/2 YOSC
 - (a) YOSC Drainage Improvement Project
 - (b) YOSC Liaison - Governance
- 6/3 New North Yate Community Building

7. Consultations

- 7/1 Current Consultations
 - Consultation - Yate Orienteering event
- 7/2 Consultations Responses
 - Help Tackle Violence Against Women and Girls in South Gloucestershire
 - Drug and Alcohol Treatment Services Commissioning
- 7/3 Urgent Consultations

8. Yate Town Centre

- 8/1 Yate Town Centre Strategy Group

9. Ladden Garden Village

- 9/1 Correspondence to South Gloucestershire Council
- 9/2 Ladden Garden Village Liaison Group

10. Consideration of Impact of Decisions on Climate and Waste

11. Confidential Items

- 11/1 Confidentiality Confirmation

To **RESOLVE** to enter confidential session if required: *In view of the confidential nature of the business to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.*

- 11/2 Staffing and Governance; Community Engagement Assistant Post

- 11/3 To **RESOLVE** to return to public session.

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Yate Town Council

Full Council meeting

16 May 2023

Town Clerk's Report

1 ITEMS REFERRED FROM THE ENVIRONMENT & COMMUNITY COMMITTEE MEETING HELD ON 7 MARCH 2023

1/1 Minute No 6.5 (b) Youth Service

Further to the resolution at the Environment and Community Committee meeting on 7th March 2023, information has been received from SGC that the timeline for their procurement starts in April 2023 and concludes in September 2023. SGC has advised Town and Parish Councils as follows:

*You will need to **express an interest** to a youth provider who is preparing a tender by the end of May 2023, saying that you would like to be part of the Youth Activity Offer arrangements and agree in principle with the youth provider the number of nights of provision wanted and likely contribution you will put forward as a budget proposal to take effect from 1st April 2024.*

Final tenders will be sought in July, so that is when your commitments and plans need to be fairly firm.

To receive:

1. draft Expression Of Interest (EOI) letter [Click her to read letter](#)
2. proposed schedule of youth provision 2024-2029, with proposed changes from the current schedule in yellow (Confidential Appendix to be received in confidential session)

It is **RECOMMENDED**:

3. YTC submit x3 Expressions of Interest letters, to the following organisations, with a request for proposals and costings to deliver the schedule of youth provision outlined in confidential appendix 1, to be returned to YTC by September 2023:
 - a. Creative Youth Network;
 - b. FACE;
 - c. Learning Partnership West.
2. The contract opportunity will be advertised on Contracts Finder (with notice of consultation with previous supplier);
3. Delegated Powers be granted to the Town Clerk, in consultation with nominated councillor representatives, to progress any matters associated with the youth commissioning process and appointment of a youth provision provider.

2 ITEMS REFERRED FROM THE FINANCE AND GOVERNANCE COMMITTEE MEETING HELD ON 28 MARCH 2023

2/1 Minute No. 7.3 Kingsgate Park Refurbishment Project

To receive the following recommendation from the Finance and Governance Committee meeting of 28 March 2023:

To achieve the aims of the phase 2 design brief, subject to agreed design and potential increase in costs if the final fixed contract value with Eibe is greater than £225,000, a recommendation from the Finance and Governance Committee be taken to Full Council for approval that £25,000 from the Major Project Sinking Fund earmarked reserves is held as a contingency, to allow for a contract of up to £250,000.

2/2 White Lion

Further to the granting of delegated powers to ‘the Environment and Community Committee and to the Finance and Governance Committee to take decisions in regard to the options of securing the White Lion and its future at the heart of our community’ (Minute No 101/2, Full Council 21 February 2023), and further to Minute No 7.6 of the Finance and Governance Committee of 28 March 2023, to **NOTE** that negotiations were held with the owner of the White Lion, but an agreement to proceed could not be reached.

3 ITEMS REFERRED FROM THE PLANNING & TRANSPORTATION COMMITTEE MEETINGS HELD ON 25 APRIL 2023

To **NOTE** that no items were referred to Full Council from the Planning and Transportation Committee meeting of 25th April 2023.

4 DELEGATED DECISIONS

4/1 Record of Delegated Actions

To **NOTE** that where action has been taken between meetings, it has been in consultation with members of the council via email and the existing below delegation invoked:

“The Town Clerk shall have the power to take action as necessary between Meetings of the Full Council, Committees, Sub-Committees, Project Steering Group Committees and Working Groups provided that such action is in accordance with the policy of YTC and is within budget.”

To receive list of decisions taken using above delegation to 4th May 2023. [Click here to read list.](#)

4/2 Planning Comments Submitted Under Delegated Powers

To **NOTE** that Planning and Transportation Committee meetings did not take place on 21 March 2023 and 18 April 2023. Instead, a positive decision was taken to save time and cost by the Committee agreeing (digitally) the comments to be submitted and invoking delegation to the clerk to submit them to SGC. The submissions of 21 March 2023 and 18 April 2023 were formally reported to the Planning and Transportation Committee meeting of 25 April 2023.

5 FINANCIAL REPORTS

5/1 Accounts for Payment

To receive and **NOTE** the accounts for payment previously authorised in line with the Financial Regulations. [Click here for payment list](#)

5/2 Avon Pension Fund Committee

To receive request from the Avon Pension Fund inviting Yate Town Council to nominate a councillor as a Town and Parish Council representative to act as a non-voting member on the Avon Pension Fund Committee.

Members to review and consider the information provided by Avon Pension Fund and advise if a nomination is to be submitted by the deadline of 5pm on 31st May 2023. (Appendix 2)

6 TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)

6/1 Play Areas and Properties Project Steering Group – Kingsgate Park Refurbishment Project

To **NOTE**:

- A request was made to SGC Property Services, to remove the 2028 break clause in the 50 year lease agreement for Kingsgate Park. An update from SGC remains outstanding (request sent 10.03.2023, chased on 09.05.2023);
- Zip wire:
 - installed w/c. 17th April 2023
 - ROSPA report received WC. 24.04.2023;
 - Equipment opened 28th April 2023;
 - Final cost £8,368.42 ex VAT;
 - The zip wire project is completed.
- Coronation seat sculpture
 - sculpture commenced on 12th April 2023

- unveiling event arranged by Councillor Chris Willmore took place on 7th May 2023. In attendance was the Vice-Lord Lieutenant of Gloucester (Roger Deeks), Andy O'Neill (artist), Friends of Kingsgate Park, YTC Councillors, volunteers and residents.
 - The carving project is completed. Thanks be relayed to everyone involved.
- The Public Works Loan was drawn down on 17.04.2023, to the value of £300,000; terms 24 years and 12 months;
- Phase 1 - Childrens Playground timber refurbishment:
 - JCT Minor Works contracts are expected to be signed and returned by the supplier by mid-May 2023;
 - A preliminary site visit with the supplier is due to take place week commencing 15.05.23, with works scheduled to commence thereafter. Works will take approximately 6 weeks to complete and will be phased (where possible) to ensure key areas are accessible during the May/June half term;
 - rope manufacture is delayed due to material supply issues on some ropes; delivery of these ropes is expected after the end of June 2023. It is not recommended that the current rope manufacturer is changed as the current supplier has previously supplied high quality, long-life products. This delay will not affect the woodwork repairs;
 - X1 reference was received and accepted as satisfactory (due diligence process);
 - Risk assessments, method statements (RAMS) and proof of insurances have been requested from the supplier ahead of works commencing;
 - Refurbishment of Multi Games Area (MUGA) - X1 quote has been returned within the budget set. Further negotiation of works schedule is needed by Estates Manager. Potential dates for these works have been requested from the supplier;
 - Phase 2 – New equipment Kingsgate Park refurbishment:
 - 28.02.2023 the tender opportunity for Phase 2 closed;
- 01.03.2023 phase 2 tenders were opened. [Click here minutes](#)
- 5 tender submissions were received from the following suppliers (in alphabetical order):
 - i. Eibe Play Ltd;
 - ii. ESP;
 - iii. Kompan;
 - iv. Proludic;
 - v. Studio Hardie
- For the following values (in ascending order):
- i. £195,000.00
 - ii. £196,604.00
 - iii. £198,033.93
 - iv. £200,000.00

v. £200,000.00

- 09.03.2023 tender presentation took place with shortlisted suppliers. A decision was taken to appoint Eibe Play Ltd, as the preferred supplier for phase 2 [Click here to read minutes](#)
- 16.03.2023 the project working group and Eibe met to refine the phase 2 design for public consultation [Click here to read minutes](#)
- 29.03.2023 a contingency budget recommendation (item 2/1 above), was made by the project working group to the Finance and Governance Committee [Click here to read minutes](#)
- It was further RESOLVED at the meeting of the Finance and Governance Committee held on 28.03.23:
 - The Town Council's Financial Regulations require consideration of security, for the due performance of a contract, over the value of £100,000. Officers will request Eibe consider the following options, to act as security, as part of the contract:
 - performance bond;
 - phased payments (YTC usually require 5% retention per invoice, 2.5% payable on project completion (following ROSPA inspection/approval), and 2.5% payable 12months from completion date, to cover the snagging period post completion.)
 - Delegated powers be granted to implement the chosen security option (outlined above) in consultation with members of the Play Areas and Properties Project Steering Group.
- The following payment terms have been sent to Eibe, a response is awaited:
 - *1st Invoice - 100% payment for the equipment (minus 5% of invoice value for retention) which will be invoiced on day of delivery*
 - *2nd Invoice – 50% of the installation (minus 5% of invoice value for retention), invoiced half way through the project*
 - *3rd Invoice – remainder of the full invoice (minus 2.5% of invoice for retention) which will be invoiced on the day the inspection has taken place*
 - *4th Invoice - 2.5% of contract value, payable 12months from completion date, to cover the snagging period post completion*
- 29.03.2023 a decision was taken to revise the project timeline, for phase 2 works to commence in September 2023, to remove the risk of any labour/ material/ conditions delays, affecting use of the play area during the school summer holidays;
- Between 10.04.23 and 30.04.23, public consultation for phase 2 design took place and included online surveys, x2 workshops on site, specific contact with groups/ schools/ organisations working with children and families with access needs;
- On 17.05.2023 a meeting of the project steering group will take place to consider the public consultation feedback and agree a final design for phase 2;
- Due diligence Eibe;

- Financial checks were undertaken and the outcome was satisfactory;
 - X3 references requests sent, x1 completed/returned;
- Following confirmation of the final design, the following will be undertaken:
 - final costings returned;
 - phase 2 budget allocation confirmed;
 - payment terms confirmed;
 - schedule for work confirmed;
 - order raised;
 - JCT Design and Build Contracts to be signed by both parties.

6/2 YOSC

(a) YOSC Drainage Improvement Project

This project will be incorporated under the business plan for YOSC, currently being drafted.

(b) YOSC Liaison – Governance

To **NOTE** that negotiations continue with YOSC Ltd regarding a draft lease and funding agreement for the YOSC site.

6/3 New North Yate Community Building (NNYCB)

To receive and **NOTE**:

1. A letter received on 20.03.23 from Nigel Riglar, Executive Director Department for Place, South Gloucestershire Council [Click here to read letter](#)
2. Further to receipt of the above letter, email correspondence between the Community Projects Manager and Nigel Riglar [Click here to read emails](#)

To receive response from SGC if available.

7. CONSULTATIONS

7/1 Current Consultations

Consultation Name	Link	Date Circulated	Closing Date	Notes
Consultation Yate Orienteering event	Click here for consultation	16.05.2023	01.06.2023	

7/2 Consultation Responses

Consultation Name	Link	Date Circulated	Closing Date	Notes
Help tackle violence against women and girls in South Gloucestershire South Gloucestershire Council	Click here for consultation	09.02.2023	24.2.2023	To NOTE that individuals were invited to reply to this consultation and delegated powers were granted to the Clerk to respond on behalf of Yate Town Council. To NOTE no responses were received.
Drug and alcohol treatment services commissioning South Gloucestershire Council	Click here for consultation	15.02.2023	17.3.2023	To NOTE that individuals were invited to reply to this consultation .

7/3 Urgent Consultations

To receive any urgent consultations.

8 YATE TOWN CENTRE

8/1 Yate Town Centre Strategy Group

To **NOTE** that a doodle will be circulated and date agreed.

9 LADDEN GARDEN VILLAGE

9/1 Correspondence to South Gloucestershire Council

Further to Minute No 5.11 of the Finance and Governance Committee meeting of 6th December 2022 (SGC response to Councillor Chris Willmore) and Minute 67 of the Full Council meeting of 25th October 2022, to be advised that contact was made with SGC to enquire whether there would be any formal response to YTC from SGC, further to deep concerns in respect of delivery of facilities at Ladden Garden Village and request for a meeting with senior SGC officers. To **NOTE** that SGC confirmed that the response to Councillor Chris Willmore's email, as reported to the Finance and Governance Committee on 6th December 2022, can be taken as the response to the Town Council.

It was further **NOTED** at the Finance and Governance Committee meeting on 6th December 2022 that a joint response from Yate Town Council, along with other local stakeholders, is being formulated in response to the email sent to Councillor Chris Willmore. To receive any update.

9/2 Ladden Garden Village Liaison Group

To receive notes of the Ladden Garden Village Liaison meeting held on 24th February 2023. [Click here to read notes.](#)

10 CONSIDERATION OF IMPACT OF DECISIONS ON CLIMATE AND WASTE

To consider if there are any impacts on climate and waste following decisions taken during the meeting.

11 CONFIDENTIAL ITEMS

11/1 Confidentiality Confirmation

To **RESOLVE** to enter confidential session if required: *That in view of the confidential nature of the business about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.*

11/2 Staffing and Governance; Community Engagement Assistant Post

To receive paper (Confidential Appendix 3)

11/3 To **RESOLVE** to return to public session.

Avon Pension Fund

Local Government Pension Scheme

Post: Avon Pension Fund, Bath & North East Somerset Council,
Lewis House, Manvers Street, Bath, BA1 1JG

Web: www.avonpensionfund.org.uk

Tel: 01225 477000

Email: avonpensionfund@bathnes.gov.uk

Fax: 01225 395264



To the Clerks of the Town & Parish
Councils in the Avon Pension Fund

Enquiries to : APF_Governance@bathnes.gov.uk
Our Reference :
Date : 2nd May 2023

Dear Clerk of the Council,

Town and Parish Council Representative on the Avon Pension Fund Committee

The Avon Pension Fund Committee has been constituted to represent the broad range of stakeholders in the Fund. There are 16 members on the Committee, of which 12 are voting members and 4 non-voting members. One of the non-voting members is nominated by the Town and Parish Councils (T&PC) in order that the views of this group of employers are represented on the Committee. Cllr John Goddard of Hanham Parish Council was the T&PC representative but he has now resigned. Please see the attached terms of reference which sets out the Fund's Committee structure.

Following the local elections on 4 May 2023, a T&PC representative will need to be appointed to the new Committee. The Fund is inviting nominations be put forward for this role. If there is more than one nomination, a ballot will be organised for the T&PC by the Fund.

I attach an information pack for prospective representatives, which contains the Committee's Terms of Reference and a job description. The job description sets out the person specification, roles and responsibilities of non-voting members, plus a background note to the Fund. The next meeting of the Committee is on 23 June 2023.

I would appreciate if you could circulate this information to the councillors in your organisation and invite you to nominate a councillor (using the nomination form attached to this letter) by 5pm on 31st May 2023, by email to APF_Governance@bathnes.gov.uk.

Regards,

Carolyn Morgan

Carolyn Morgan
Government & Risk Advisor
Avon Pension Fund

JOB DESCRIPTION FOR NON-VOTING MEMBERS OF BATH & NORTH EAST SOMERSET COUNCIL'S AVON PENSION FUND COMMITTEE

Purpose of Role:

The role of a non-voting member of the Avon Pension Fund Committee is to oversee and make decisions concerning the strategy and operations of the pension fund. This includes scheme administration, the investment and funding strategies and performance of the Fund, its advisors and service providers, plus governance of the Committee and the Fund.

Members have a fiduciary duty to act in the best financial interests of the Avon Pension Fund and its members, i.e. to manage the Fund ensuring financial viability and considering all financially material risks.

Members must be fully conversant with the Committee's Terms of Reference and have sufficient knowledge to make informed decisions.

In relation to Committee meetings:

- 1) Attend meetings of the Avon Pension Fund Committee (quarterly meetings plus ad hoc special meetings and workshops), speak during debates, and ask questions outside the general public access rules.
- 2) Receive all papers for the Committee at the same time as voting members of the Committee.
- 3) Make representations to the Committee on behalf of the represented body.

In relation to Training:

- 4) Non-voting members do not have the same requirement for training as the voting members of the Committee. However internal and external training will be organised as appropriate to the role.

Principal Responsibilities of Committee and Investment Panel:

5) After taking advice from officers and external advisors:

- a) determine the Fund's Investment Strategy Statement and strategic asset allocation including the approach to responsible investing and the setting of climate objectives
- b) determine the Funding Strategy through the approval of the Funding Strategy Statement
- c) determine the Communication and Administration Strategies of the Fund

- d) monitor Brunel Pension Partnership's (Brunel) performance in delivering investment services to the Fund
- e) monitor the governance of Brunel Pension Partnership and make recommendations to the Brunel Oversight Board
- f) approve the process for appointing actuarial, investment and specialist advisors and other third party services

6) Monitor:

- a) the performance of the investments on a regular basis
- b) the voting of the Fund's shares
- c) the pensions administration service and the service budget
- d) the performance and effectiveness of the Fund's advisors and external suppliers and of the Committee itself
- e) the Fund's Additional Voluntary Contributions arrangements periodically
- f) the Fund's compliance with relevant regulations

7) Consider and approve:

- a) the annual report and accounts of the Fund
- b) internal and external audit reports concerning the performance and administration of the Fund
- c) the regulatory statements on investment principles, governance, administration, communication and the funding strategy
- d) the risk register
- e) the three-year Service Plan including the Fund's resource requirements
- f) discretions given by statute and regulation to the committee in relation to benefits under the LGPS
- g) applications from various non-profit making bodies for admitted body status in the Fund where they are not guaranteed by a scheme employer
- h) consultation papers and draft legislation issued by the Government where these have a material impact on the LGPS and the framework for administration

PERSON SPECIFICATION

Requirement	Essential	Desirable
1. Educational		<ul style="list-style-type: none"> • A professional qualification with a financial bias.
2. Work Experience	<ul style="list-style-type: none"> • Experience of risk and performance frameworks. 	<ul style="list-style-type: none"> • Past or present employment in financial services or finance.
3. Skills and Knowledge	<ul style="list-style-type: none"> • Good analytical understanding & enquiring mind. 	<ul style="list-style-type: none"> • Mathematical literacy. • Knowledge of investments and pensions.
4. Abilities	<ul style="list-style-type: none"> • Good verbal communication skills. • Determination to understand an issue fully prior to making a decision. • Self-confidence and ability to defend decisions. 	
5. Motivation	<ul style="list-style-type: none"> • Willingness to commit time to an area which is essentially "apolitical". • Willingness to commit significant time to training. 	
6. Equal Opportunities	<ul style="list-style-type: none"> • Understanding of and commitment to promoting equalities of opportunity within the pension scheme context. 	

Time Commitment

The time commitment required to discharge a Member's responsibility to a satisfactory level is at least 8 days per annum, made up as follows:

1. Committee meetings (8 days):

At least 4 Committee meetings annually plus 1 day for preparation per meeting.

The meeting dates for the rest of the year are:

23 June 2023

22 September 2023

15 December 2023

Plus optional training:

2. Committee workshops (4 days):

2 per annum

1 day for preparation per workshop

3. Ongoing training (3 days):

Up to 3 days per annum attendance at conferences and seminars

4. Fundamental Training course for new members (3 days):

Local Government Pensions Committee Course held over 3 (separate) days which is optional for new non-voting members.

5. The Pensions Regulator Knowledge and Skills Toolkit

Compulsory for all Committee members, web based self-learning modules over c. 3-4 days depending on existing level of knowledge (can be completed by module).

6. Proposed Avon Pension Fund Committee Training Programme 2023 - 2024

The proposed training plan consists of short training modules, provided by Hymans Robertson through their learning academy, and delivered in conjunction with the Committee cycle. This includes sessions on general and technical issues as well as investment and actuarial valuation and current issues.

Workshops will cover a wide range of topics and both these and the Hymans Robertson training modules are aimed to be delivered at most relevant times, according to agendas, throughout the year.

The training programme covers the following during 2023 - 24. This includes extra induction training sessions for the new committee.

Hymans Learning Academy	To be completed by	Title of Module	Content
Module 1	Jun-23	Intro to the LGPS	Intro to LGPS (12 mins) Role of a Councillor (20 mins)
Module 2	Jun-23	Governance & Oversight	LGPS governance (20 mins) LGPS Oversight Bodies - TPR (15 mins) LGPS Oversight Bodies - DLUHC & GAD (10 mins) Business Planning (10 mins)
Module 3	Dec-23	Administration & Fund Management	Intro to Administration (22 mins) Accounting & Audit (11 mins) Additional Voluntary Contributions (12 mins) Policies & Procedures (21 mins) Public Procurement (11 mins)
Module 4	Sep-23	Funding & Actuarial	Introduction to Funding Strategy (10 mins) LGPS Actuarial Valuation - Process & considerations (17 mins) LGPS Actuarial Valuation - Technical aspects (15 mins) LGPS employers (19 mins)
Module 5	Mar-23	Investments	Intro to Investment Strategy (10 mins) Investments - Mifid II (18 mins) LGPS Investment Pooling (12 mins) Performance Monitoring (18 mins) Responsible Investing (12 mins)
Module 6	Ongoing	Current Issues	Understanding McCloud (8 mins) Understanding Goodwin (4 mins) Cost Sharing (10 mins) Climate Change & TCFD (13 mins)

THE AVON PENSION FUND – BACKGROUND

Bath & North East Somerset Council administers the Avon Pension Fund on behalf of approximately 450 employing bodies (i.e. those with current contributors) mostly situated in the former Avon County Council area. The four unitary councils account for c. 56% of the contributing members. The total number of scheme members as at 31 March 2023 was c. 130,000, of whom 31% were contributors, 28% were pensioners and 41% deferred pensioners.

Bath & North East Somerset Council is one of 89 Councils which administer the Local Government Pension Scheme (LGPS) in the United Kingdom. At £5.4 billion, The Avon Pension Fund is one of the larger funds.

The LGPS is a statutory scheme, with all benefits guaranteed. The LGPS provides pensions based on final salary for service until 31 March 2014 and on Career Average Revalued Earnings (CARE) for service accruing from 1 April 2014.

Fund Governance

As administering authority for the Avon Pension Fund, Bath & North East Somerset Council has delegated responsibility for the Fund to the Pensions Committee, the primary decision making body for the Fund. The Public Service Pensions Act 2013 also requires each local LGPS fund to have a Pensions Board. This Board does not replace the Pensions Committee; its role is to ensure compliance with relevant regulations and codes of practice and also to assist the administering authority in achieving its administration strategy.

Administration Strategy

The administration strategy sets out policies in relation to its liaison and communication with scheme employers and how it intends to improve performance and meet all statutory requirements.

Investment Strategy

The Fund can meet its pension payments from contributions paid into the fund and from its investment income. The investment strategy is determined by the Pensions Committee and is currently implemented by external managers appointed by the Fund and by Brunel Pension Partnership.

The Fund is a member of the Brunel Pension Partnership (BPP) who, from April 2018 has been responsible for implementing the Fund's Investment Strategy. The Fund has transferred the management of all its liquid assets to BPP, with the Fund retaining operational responsibility for managing its cash requirement and winding down legacy private market funds with a fixed term to expiry (closed ended funds).

Once Avon's assets are within a BPP portfolio, the appointment, monitoring and deselection of managers is the responsibility of BPP.

Funding Strategy

The regulations require that the Fund's liabilities are valued every three years. The actuarial valuation sets the contribution rates and the deficit payments for the next three years. Each employer in the fund has an employer specific contribution rate set and deficit payment plan.

The last valuation was done at 31 March 2022. At this date the liabilities were valued at £6.1 billion and the assets at £5.8 billion giving a deficit of £0.3 billion, a funding level of 96%. The next valuation is due on 31 March 2025.

The funding position is reviewed regularly by the Committee.

The Fund has its own website www.avonpensionfund.org.uk which contains extensive information about the Fund.

Appendix 1

(1) AVON PENSION FUND COMMITTEE

Committee Scope

Bath and North East Somerset Council, in its role as administering authority, has executive responsibility for the Avon Pension Fund. The Council delegates its responsibility for administering the Fund to the Avon Pension Fund Committee which is the formal decision-making body for the Fund.

The Avon Pension Fund is a member of the Brunel Pension Partnership (Brunel). Brunel Pension Partnership Ltd (BPP Ltd) who will be responsible for implementing the Fund's Investment Strategy. Most of the Fund's assets have transferred to portfolios offered by Brunel with only less liquid legacy assets remaining under direct management of the Fund. Once Avon's assets are held within a Brunel portfolio, the appointment, monitoring and deselection of managers will be the responsibility of BPP Ltd.

Functions and Duties

To discharge the responsibilities of Bath and North East Somerset Council in its role as lead authority for the administration of the Avon Pension Fund. These include determination of all Fund specific policies concerning the administration of the Fund, the investment strategy and the investing of Fund monies and the management of the Fund's solvency level. In addition, the Committee is responsible for all financial and regulatory aspects of the Fund. At all times, the Committee must discharge its responsibility in the best interest of the Avon Pension Fund.

The key duties in discharging this role are:

1. Having taken appropriate advice determining the following:
 - a. the investment strategy and strategic asset allocation
 - b. the administration strategy
 - c. the funding strategy.
2. Monitoring the performance of the investment strategy, scheme administration, and external advisors.
3. Ensuring that the investment strategy can be delivered by the portfolios offered by BPP Ltd. If not, agree alternative arrangements. In relation to Brunel Pension Partnership:
 - a. Monitoring the performance of BPP Ltd in delivering investment services to the Fund. Make representations to the Brunel Oversight Board on matters of concern regarding the service provided by BPP Ltd and the performance of its portfolios.
 - b. Monitoring the governance of Brunel Pension Partnership and making recommendations to the Brunel Oversight Board. Terminating the Service Agreement with BPP Ltd.
4. Approving and monitoring compliance of statutory statements and policies required under the Local Government Pension Scheme Regulations.

5. Approving the annual budget and 3-year Service Plan and resource requirements to deliver the work plan.
6. Approving variances to budget within a financial year.
7. Approving the annual budget for the Pension Board subject to the approval of Pension Board's work plan.
8. Commissioning actuarial valuations in accordance with the provisions of the Local Government Pension Scheme Regulations.
9. Making representations to government and responding to consultations as appropriate concerning any proposed changes to the Local Government Pension Scheme.
10. Nominating a representative (and named substitute) from the Committee to represent the Committee on the Oversight Board for Brunel Pension Partnership.

Delegations

In discharging its role, the Committee can delegate any of the above or implementation thereof to the Sub-Committee (referred to as the Investment Panel) or Officers. The current delegations are set out below.

Composition

Voting members (14)	<p>5 elected members from B&NES (subject to the rules of political proportionality of the Council)</p> <p>3 independent members</p> <p>1 elected member nominated from each of Bristol City Council, North Somerset Council and South Gloucestershire Council</p> <p>1 nominated from the Higher and Further education bodies</p> <p>1 nominated from the Academy bodies</p> <p>1 nominated by the trades unions</p>
Non-voting members (3)	<p>1 nominated from the Parish Councils</p> <p>Up to 2 nominated from different Trades Unions</p>

The Council will nominate the Chair and Vice Chair of the Committee. The Vice Chair will be the Chair of Investment Panel.

Meetings

Meetings will be held at least quarterly. Meetings will be held in public, though the public may be excluded from individual items of business in accordance with the usual exemption procedures.

Quorum

The quorum of the Committee shall be 5 voting members who shall include at least 1 member from Bath and North East Somerset Council

Substitution

Named substitutes to the Committee are allowed.

(2) INVESTMENT PANEL

Committee Scope

The role of the Avon Pension Fund Committee Investment Panel shall be to consider, in detail matters relating to the investment of the assets within the strategic investment framework and performance of investment managers in achieving the Fund's investment objectives.

Functions

The Investment Panel will:

1. Review strategic and emerging opportunities outside the strategic asset allocation and make recommendations to the Committee.
2. Review the performance of the investment and risk management strategies
3. Report matters of strategic importance to the Committee.

And have delegated authority for:

4. Monitoring the transition of assets to the Brunel portfolios and allocate assets to the relevant portfolio offered by Brunel
5. Approve and monitor tactical positions within strategic allocation ranges.
6. Approve allocations to emerging opportunities within the strategic allocations.
7. Approve commitments to Brunel's private market portfolios at each commitment cycle to maintain strategic allocations.
8. For the Risk Management Strategies monitor the outcome versus strategic objectives and consider whether any strategic changes are required to manage emerging risks.
9. For assets held outside Brunel:
 - a) Implement investment management arrangements in line with strategic policy.
 - b) Monitor investment managers' investment performance and make decision to terminate mandates on performance grounds.
10. Monitor the investment performance of the portfolios managed by BPP Ltd and report to Committee on investment matters with specific reference to strategy delivery.
11. Delegate specific decisions to Officers as appropriate.

Composition

The Panel shall comprise a maximum of 6 voting Members of the Avon Pension Fund Committee, of which 3 shall be Bath and North East Somerset Councillors (including the Chair and Vice-Chair of the Committee) and 3 will be the Independent Members.

Note: The appointment of Bath and North East Somerset Councillors to the Panel is subject to the rules of political proportionality of the Council.

Members shall be appointed to the Panel for a full 4-year Committee term.

The Council will nominate the Chair of the Panel.

Panel Meetings

Though called a "Panel", it is an ordinary sub-committee of the Committee. Accordingly, meetings must be held in public, though the public may be excluded from individual items of business in accordance with the usual exemption procedures.

The Panel shall meet at least quarterly ahead of the Committee meeting on dates agreed by Members of the Panel.

Quorum

The quorum of the Panel shall comprise 3 Members, who shall include at least one Member who is not a Bath & North East Somerset Councillor.

Substitution

Substitutes for the Panel must be members of Committee or their named Committee substitute.

Minutes

Minutes of Panel meetings (whether or not approved by the Panel) shall appear as an item on the next agenda of the meeting of the Committee that follows a meeting of the Panel.

(3) BRUNEL OVERSIGHT BOARD REPRESENTATIVE

Committee Scope

Brunel Oversight Board (the Board) is the primary governance body within the Brunel Pension Partnership. Each Fund within the partnership has a representative on the Board and this representative represents the Committee when discharging its duties. The Fund's representative will be the Committee Chairperson.

Functions

Acting for the administering authorities in their capacity as shareholders in BPP Ltd., the Board has responsibility for ensuring that BPP Ltd delivers the services required to achieve investment pooling across the Brunel Pension Partnership.

Subject to the terms of reference for the Board and the applicable shareholder documentation, the Board's role is to consider and address relevant matters on behalf of the administering authorities. These include the monitoring and strategic oversight functions necessary to its role, as well as acting as a conduit and focus of shareholder requirements and views.

Consistent with this role, the Board's duties include reviewing and discussing any matter which it considers appropriate in relation to BPP Ltd including BPP Ltd.'s services, performance, operations, governance, strategy, financing and management.

The main duties of the Board Representative are:

1. To represent the Committee and Shareholder on the Brunel Oversight Board.
2. To ensure that the Committee's views are communicated to the Board and BPP Ltd.
3. To ensure the Fund's and shareholder's interests are protected within Brunel in line with the legal framework within which Brunel operates.
4. To report back to the Committee and Shareholder all relevant issues discussed by the Board and recommendations to the Brunel Client Group and/or the Shareholders.
5. To seek the consensus view of the Committee for Shareholder and Board matters where necessary.
6. To raise issues with the Board at the request of Committee members, the shareholder representative or Head of Pensions.

(4) BRUNEL PENSION PARTNERSHIP WORKING GROUP

Committee Scope

This is a group of Committee members whose role is to consider in greater detail any issues arising from Brunel Pension Partnership with Officers, for example Reserve Matters, papers to be discussed at BOB. This will not include routine investment matters which are monitored by the Investment Panel.

Functions

With regard to any matters arising from Brunel Pension Partnership where the Avon Pension Fund have an interest:

- a) to consider each matter that will be brought to the Pension Committee and/or Shareholder representative for decisions in due course
- b) to provide guidance to the Pension Committee and/or Shareholder Representative in relation to each matter when they are being considered
- c) to provide guidance to the BOB representative as required
- d) to make recommendations to the Pension Committee regarding general oversight of the pool, as considered appropriate.

Composition

This group will consist of:

- a) the BOB Representative,
- b) named BOB substitute
- c) the Chair and/or Vice Chair if not the BOB representative /substitute
- d) an independent committee member.
- e) Head of Pensions
- f) Group Manager, Funding, Investments and Risk

Quorum

The Working Group shall be quorate if three members are in attendance, with at least 2 that are not fund officers. The Head of Pensions shall chair the Working Group.

Meeting Arrangements

The Working Group shall meet as and when required as determined by the Head of Pensions. Meetings may be via telephone conference.

Key discussions and action points from the Working Group will be recorded and the committee will be updated at the next committee meeting.

(5) OFFICER DELEGATIONS

In addition to the responsibilities listed in the Council's scheme of delegation, some additional responsibilities for functions specifically related to pension fund activities and the authorisation of transactions have been delegated to officers by the Pension Fund Committee. These are set out in the Fund's Scheme of Delegation and include the following:

1. Implementation and day to day monitoring of the administration, investment and funding strategies and related policies.
2. Implementing investments in emerging opportunities within strategic allocations, either to be managed outside Brunel or instruct allocation to Brunel portfolio.
3. Implementing investment management arrangements in line with the strategic policy as follows:
 - a. For assets managed outside Brunel, this includes the setting of mandate parameters and the appointment of managers, in consultation with the Investment Panel.

- b. For assets managed within Brunel, deciding and instructing the allocation to each Brunel portfolio.
4. Implement the strategic risk management objectives of the Fund and take necessary action to ensure delivery of strategic outcomes. Ongoing consideration of these issues will be undertaken by the Funding and Risk Management Group (see section 6) who will report decisions and ongoing considerations to the Investment Panel.
5. Rebalancing the investment assets to target strategic allocations, when deemed prudent to do so, taking account of tactical allocations approved by the Investment Panel.
6. Representing the Fund on the Brunel Client Group to develop Brunel investment strategies and policies which effectively support the interests of the Fund.
7. Commissioning Elective Services from BPP Ltd and issuing instructions as permitted by the Brunel Service Agreement to BPP Ltd.
8. The appointment of specialist advisors to support the Committee and Officers in discharging their functions.
9. Determining policies that support the investment and funding strategies having taken expert advice.
10. In consultation with the Chair of the Committee, the Head of Pensions will approve the draft Statement of Accounts and Annual Report for audit.
11. Authorising expenditure from the Fund in accordance with the annual budget.
12. Admitting new admitted bodies into the Fund subject to them meeting Fund policy.
13. The Director - One West has authority to dismiss investment managers, advisors and 3rd party providers if urgent action is required (does not refer to performance failures but to their inability to fulfil their contractual obligations or a material failing of the company).
14. The Director - One West has authority to suspend policy (in consultation with the Chairs of Committee and Panel) in times of extreme market volatility where protection of capital is paramount.
15. Under its wider delegated powers, the Director - One West has delegated authority to effectively manage the liabilities of the Fund including the recovery of debt.
16. Exercising the discretions specified in the Local Government Pension Scheme Regulations in connection with deciding entitlement to pension benefits or the award or distribution thereof.
17. The Scheme Advisory Board's (SAB) Good Governance Review recommends that "*Each administering authority must have a single named officer who is responsible for the delivery of all LGPS related activity for that fund (the LGPS senior officer).*" The Head of Pensions has been formally recognised as the LGPS Senior Officer in the Council's constitution at Council Meeting held 21 July 2022.

(6) FUNDING AND RISK MANAGEMENT GROUP

Committee Scope

The Funding and Risk Management Group (FRMG) is a group of Avon Pension Fund officers and specialist advisors whose role is to consider in greater detail all strategic and operational aspects of the Risk Management Strategies.

Functions

In addition, it has specific delegated authority as follows:

1. Agree the operational structures to meet the strategic objectives determined by the Avon Pension Committee
2. Make changes to the structures as needed to ensure strategic outcomes continue to be achieved or to manage emerging risk
3. Implement the strategies including
 - a. Counterparty selection
 - b. Trigger frameworks
 - c. Collateral arrangements
 - d. Setting benchmarks
4. Determine the framework for monitoring the strategies and reporting to Panel & Committee

Composition

The Group will consist of the following:

From the Avon Pension Fund:

- Head of Pensions
- Group Manager, Funding, Investments and Risk
- Investment Manager
- Senior Investments Officer
- Other Fund Officers as required (for example Funding Manager, Governance & Risk Advisor)

Advisors

- Investment Consultant or deputy
- Risk Consultant or deputy
- Scheme Actuary or deputy
- Investment Manager as required

Quorum

FRMG shall be quorate if the following are in attendance:

- 2 Pension Fund Officers one of which must be the Head of Pensions or Group Manager, Funding, Investments and Risk
- Risk Consultant or deputy
- Investment Consultant or Scheme Actuary

Meeting Arrangements

FRMG will meet as and when required as determined by the Head of Pensions/Group Manager, Funding, Investments and Risk, but at a minimum quarterly. Meetings will be virtual.

Meetings will be chaired by the Head of Pensions or Group Manager, Funding, Investments and Risk. Key discussion and action points will be recorded, and minutes will be circulated to the Investment Panel. The group will also update the Panel at the following meeting.

Approved by the Avon Pension Fund Committee 24 June 2022

**Nomination Form - Town and Parish Council Representative
for the Avon Pension Fund Committee**

**Submission to Carolyn Morgan, Governance & Risk Advisor
by 5pm on 7 June 2023**

Any Town or Parish Councillor interested in putting themselves forward should complete this application.

Name of Councillor:
Elected member of Town or Parish Council (name):
Supporting statement as to why you would be appropriate for the role representing the Town and Parish Councils (please note that this is a non-political committee):
Supporting Committee Chairman or Town Clerk:
Name:
Date:

Notes:

- Avon Pension Fund Committee meetings are held 4 times a year.
- The 2023 Committee dates are:
23 June (10am)
22 September (10am)
15 December (10am)
- The Town and Parish Council member will be a non-voting member of the pension fund committee.
- Please return this form by email to : APF_Governance@bathnes.gov.uk