

PROGRAMME OF FUTURE MEETINGS

Introduction

1. The Committee is invited to review meeting dates for 2023/24 and agree dates for specific meetings which will take place in person.

Recommendation

2. The Committee is asked to:
 - a) Note the proposed future meeting dates and,
 - b) Agree the date for in person meetings for the Pension Fund Committee and Joint Committee and Board training meetings,
 - c) Consider if the 10 March 2023 meeting should be in-person.

Background

3. At its meeting on 4 June 2021, Committee approved the meeting approach summarised in the table below.

	No of meetings per year	In Person	Virtual
Pension Fund Committee	4	1	3
Investment Sub-Committee	4	-	4
Joint Committee and Board Training	3	1	2

4. In reaching this view, Committee the following considerations into account: -
 - The Fund is committed to reducing its carbon footprint. Committee meetings are typically attended by more than twenty people, some of whom travel considerable distances to attend. Avoiding the need to travel reduces the carbon footprint and saves travel costs.
 - In person meetings include a requirement for refreshments which are typically bought in from external companies at a cost to the Fund.
 - The availability of suitable venues is reducing as Councils look to consolidate their building stock as less staff to work in offices full time. To continue with in person meetings, the Fund may need to rent space at non-Council venues.
5. Committee also resolved that no hybrid meetings would take place, i.e., where some Members attend virtually and some attend in person for the same meeting, and to keep the above approach under review and refine as required.

Programme of future meetings

6. The table below outlines the proposed dates for meetings in the 2023/24 financial year.

	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Pension Fund Committee	2 Jun	8 Sep	1 Dec	8 Mar
Investment Sub-Committee	19 May	25 Aug	17 Nov	9 Feb
Joint Training	-	14 Jul	27 Oct	23 Feb

7. These dates will be checked to avoid clashes with usual meeting schedules across the four Councils' meeting calendars, once they are available in the Spring. However, as the dates follow a similar pattern to previous years it is expected that there will be few clashes that would require changes to the dates outlined above.
8. Members are invited to consider on which date in the table above they would like to hold the in-person meetings for the Pension Fund Committee and Joint Training sessions in 2023/24.
9. Once the approach is agreed diary invites for virtual and in person meetings will be distributed.

Pension Fund Committee meeting – 2022/23

10. Members will recall that the original meeting planned for 9 September 2022 was moved to 30 September, due to the sad passing of Her Majesty Queen Elizabeth II. The 9 September meeting was meant to be in person but due to the date change it was not possible to find a suitable in-person venue on 30 September so the meeting was held virtually.
11. Although members had planned for one in-person meeting each year, typically in September, they may want to consider an in-person meeting for the final Pension Fund Committee meeting of the 2022/23 year which takes place on 10 March.