

REPORT TO: PENSION SUB-COMMITTEE OF THE CITY GOVERNANCE COMMITTEE & PENSION BOARD– 9 DECEMBER 2024

REPORT ON: PROPOSED TIMETABLE OF MEETINGS FOR 2025

REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES

REPORT NO: 329-2024

1 PURPOSE OF REPORT

This report proposes a suggested programme of meetings of the Pension Sub-Committee and Pension Board in 2025.

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**

29 NOVEMBER 2024

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PENSION SUB-COMMITTEE & PENSION BOARD**TIMETABLE FOR 2025**

| Sub-committee date and time | Fund Manager to attend | Quarter / Year under consideration | Schedule of proposed committee reports * |
|-------------------------------------|-------------------------------|---|--|
| Monday 17 March 2025 at 12pm | Apollo | 31 December 2024 | <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 2025/26 - Annual Investment Performance Review - Training Plan and Policy - Risk Policy - Procurement Policy |
| Monday 23 June 2025 at 12pm | Legal & General | 31 March 2025 | <ul style="list-style-type: none"> - Unaudited Annual Report and Accounts - Annual Governance & Governance Compliance Statements - Environmental, Social & Corporate Governance Policy - Annual Internal Audit Report 2024/25 |
| Monday 22 September 2025 at 12pm | Schroders | 30 June 2025 | <ul style="list-style-type: none"> - Draft Audited Annual Report and Accounts - Annual External Audit Report 2024/25 - Annual Treasury Management Activity |
| Monday 8 December 2025 at 12pm | Baillie Gifford | 30 September 2025 | <ul style="list-style-type: none"> - Proposed Timetable of Meetings for 2026 - Annual Assessment of Investment Advisory Services - Pension Administration Strategy - Treasury Management Activity 2025/26 (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 be held remotely until further notice. Time will be made available half an hour prior to the meetings for the Pension Board to meet, if required.

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