



## **Notice of Meeting and Agenda**

### **Pensions Audit Sub-Committee**

**2.00 pm Tuesday, 27th September, 2022**

LPF Board Room - LPF Board Room, Atria One, 144 Morrison Street, Edinburgh

This is a public meeting and members of the public are welcome to attend.

The law allows the Sub-Committee to consider some issues in private. Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

#### **Contacts:**

Susan Handyside, Governance Manager, Lothian Pension Fund

Tel: 07771378238

Email: [susan.handyside@edinburgh.gov.uk](mailto:susan.handyside@edinburgh.gov.uk)

Lesley Birrell, Committee Services, City of Edinburgh Council

Tel: 0131 529 4240

Email: [lesley.birrell@edinburgh.gov.uk](mailto:lesley.birrell@edinburgh.gov.uk)

## 1. Quorum Check

---

- 1.1 The Convener will check to ensure a quorum is in attendance to ensure the meeting can proceed.

## 2. Order of Business

---

- 2.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

## 3. Declaration of Interests

---

- 3.1 Members of the Sub-Committee and members of the Pension Board should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

## 4. Deputations

---

- 4.1 If any

## 5. Minutes

---

- 5.1 Minute of Pensions Audit Sub-Committee of 7 December 2021 (circulated) - submitted for approval as a correct record 7 - 12

## 6. Reports

---

- 6.1 Agenda Planning – report by the Chief Executive Officer, Lothian Pension Fund (circulated) 13 - 20

|            |   |           |
|------------|---|-----------|
| <b>6.2</b> | Audited Annual Report and Accounts of the Lothian Pension Fund and Scottish Homes Pension Fund – report by the Chief Finance Officer, Lothian Pension Fund (circulated) | 21 - 318  |
| <b>6.3</b> | Irrecoverable Overpayment of Pensions – Decisions Made Under Delegated Authority - report by the Chief Executive Officer, Lothian Pension Fund (circulated)             | 319 - 322 |
| <b>6.4</b> | Lothian Pension Fund - Internal Audit Update as at 31 August 2022 - report by the Senior Audit Manager, City of Edinburgh Council (circulated)                          | 323 - 342 |
| <b>6.5</b> | Fraud Prevention - report by the Chief Executive Officer, Lothian Pension Fund (circulated)   | 343 - 348 |
| <b>6.6</b> | Risk Management Summary – report by the Chief Risk Officer, Lothian Pension Fund (circulated)   | 349 - 362 |

## **7. Motions**

---

**7.1** None.

## **8. Resolution to Consider in Private**

---

**8.1** The Sub-Committee is requested under Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the public from the meeting for the following items of business on the grounds that they would involve the disclosure of exempt information as defined in Paragraphs 1.3 and 6 of Part 1 of Schedule 7A of the Act.

## 9. Private Reports

---

- 9.1 Information Security Update - report by the Chief Executive Officer, 363 - 412  
Lothian Pension Fund (circulated)

### Nick Smith

Service Director – Legal & Assurance

### Committee Members

---

John Anzani (Convener) and Councillors Doggart and Neil Ross.

Please note that members of the Pension Board and the Independent Professional Observer will also be invited to attend and participate in this meeting.

### Information about the Pensions Audit Sub-Committee

---

The Pensions Audit Sub-Committee consists of 2 Councillors and 1 external member and is appointed by the City of Edinburgh Council in its separate capacity as administering authority of the Lothian Pension Fund. The Pensions Audit Sub-Committee usually meets 3 times a year.

The Audit Sub-Committee monitors the operation of the Fund's internal controls, governance, risk and compliance arrangements and financial reporting.

This meeting is being held in the Lothian Pension Fund Boardroom, Atria One, Morrison Street, Edinburgh and is open to members of the public. The meeting will be monitored by Susan Handyside.

The Committee [Term of Reference](#) and [Procedural Standing Orders](#).

### Pension Board Members

---

Alan Williamson, Brian Robertson, Darren May, Jim Anderson, Sharon Dalli, Thomas Carr-Pollock, Tom Howorth, Nick Chapman and Tony Beecher.

## **Information about the Pension Board**

---

The Pension Board consists of 10 members, 5 members from the employer bodies and 5 members from trade unions representing members within the pension funds as set out in the regulations.

The role of the Pension Board is to help ensure that the operation of the pension funds is in accordance with the applicable law and regulation.

<https://www.lpf.org.uk/us>

## **Independent Professional Observer**

---

Andy McKinnell

## **Information about the Independent Professional Observer**

---

The Independent Professional Observer is appointed by the Lothian Pension Fund to help strengthen the Lothian Pension Fund's governance. The role is to provide independent observations to the Pensions Committee and Pension Board.

The purpose of the role is to enhance the scrutiny of the decision making and provide the Committee and Board with additional experience and knowledge impartial from the Lothian Pension Fund's Officers.

## **City of Edinburgh Council Oversight**

---

The City of Edinburgh Council has statutory responsibility to administer the Lothian and Scottish Homes Pension Funds. In order to most effectively carry out that function (and to reflect the separate statutory responsibilities, and regulation, of the pension funds) the City of Edinburgh Council has delegated management responsibility for the Pension Funds to the Lothian Pension Fund Group and its two arms-length companies LPFE Limited and LPFI Limited. Critical parent oversight continues to be carried out by the Pensions Committee and Richard Carr, Interim Executive Director of Corporate Services for The City of Edinburgh Council as the Administering Authority for the Fund to ensure that its statutory functions are being properly carried out.

## **Lothian Pension Fund Senior Leadership Team**

---

The senior leadership team responsible and accountable for the business and activities of the Lothian Pension Fund Group are:

David Vallery, Chief Executive Officer

Bruce Miller, Chief Investment Officer  
Kerry Thirkell, Chief Risk Officer  
John Burns, Chief Finance Officer  
Helen Honeyman, Chief People Officer

## **Further Information and Contact**

---

If you have any questions about the agenda or meeting arrangements, please contact Susan Handyside, Governance Manager, Lothian Pension Fund, Atria One, 144 Morrison Street, Edinburgh EH3 8EX, Tel 07771378238, email [hanS33@lpf.org.uk](mailto:hanS33@lpf.org.uk)

The agenda, minutes and public reports for this meeting can be viewed via the City of Edinburgh Council [committee portal](#).