

Brunel Pension Partnership

Proposal for asset pooling in the LGPS



Annex Number: 02

Document: High Level Timetable and reporting for stage 3 (full business case and implementation of BPP)

Template Questions Addressed:

A3. The type of pool including the legal structure.

b) Please confirm that all participating authorities in the pool have signed up to the above. If not, please provide in an Annex the timeline when sign-off is expected and the reason for this to have occurred post July submission date.

A5. The timetable for establishing the pool and moving assets into the pool. Authorities should explain how they will transparently report progress against that timetable and demonstrate that this will enable progress to be monitored

b) Please provide as an ANNEX a high level timetable for the establishment of the structure and transition of assets as well as the proposed methodology for reporting progress against this timetable.

Stage 3 High Level Timetable and Reporting Approach

1. High Level Timetable for development of the full business case and BPP implementation (stage 3)

Development of the full business case will take place from July to October 2016. It will provide further detail to validate the proposed structure and processes, implementation plan, costs and savings.

Approval of the full business case by the Pension Committees and, where required, Councils of the participating authorities will take place October to December 2016. This will represent the formal sign off of the proposed pool structure by the Participating Funds.

As part of the full business case, the high level timetable will be validated/ updated and a detailed plan for the implementation will be developed.

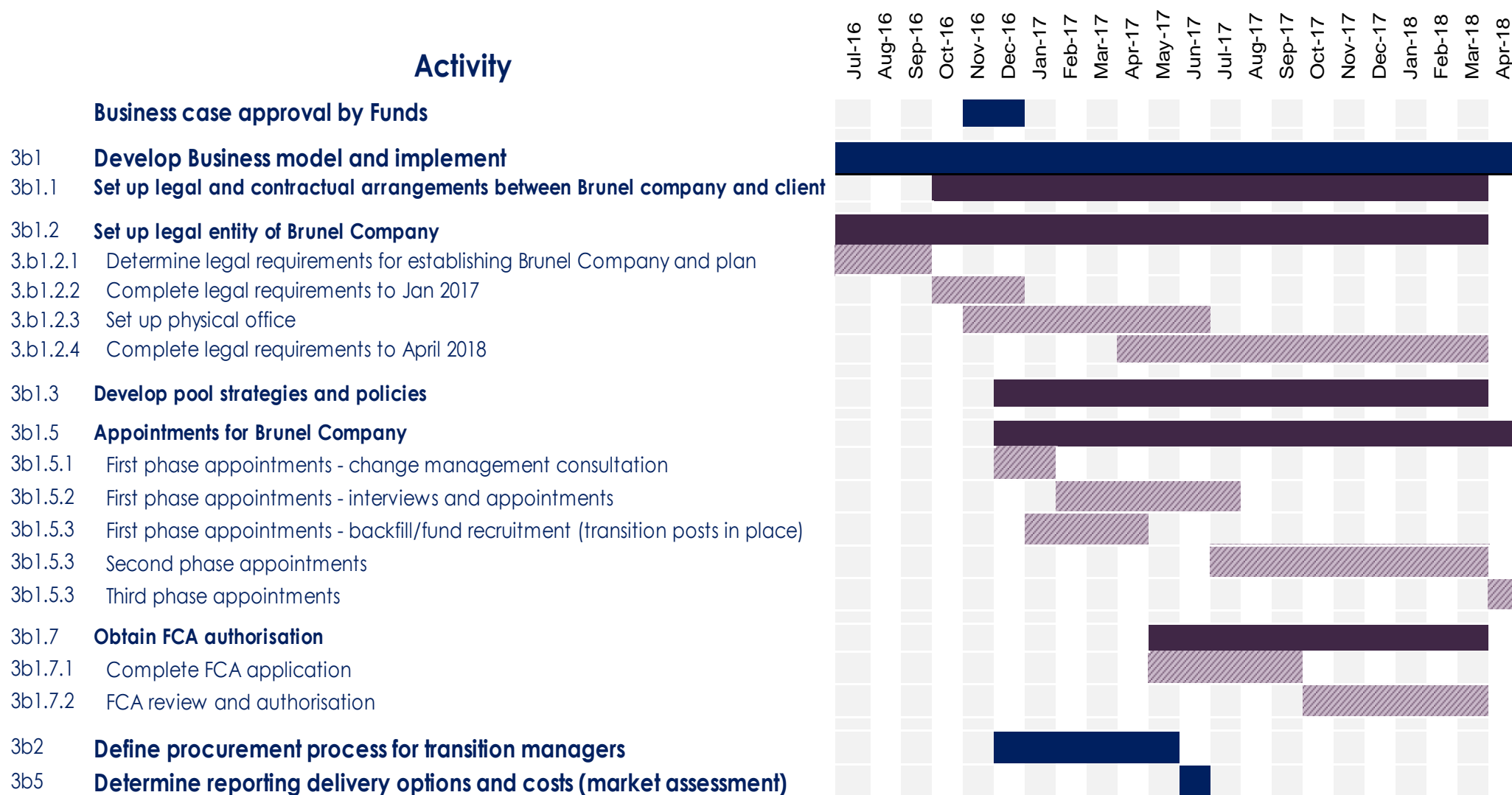
Once the full business case has been approved, the implementation of the proposed organisation will commence in line with the finalised timetable.

The following pages include the key activities to be undertaken for completion of the business case (stage 3a) and the high level timetable for implementation of BPP (stage 3b).

Project Brunel - Stage 3a High Level Plan: Full business case

Activity		20-Jun	27-Jun	04-Jul	11-Jul	18-Jul	25-Jul	01-Aug	08-Aug	15-Aug	22-Aug	29-Aug	05-Sep	12-Sep	19-Sep	26-Sep	03-Oct	10-Oct	17-Oct
3a.	Develop Detailed Business Case																		
3a1	Workstream 1 - Structure process and people																		
3a1.1	Determine FCA authorisation process and permissions required																		
3a1.2	Define development and operations costs/ savings of entity 2018/33																		
3a1.3	Define roles within entity (transition and steady state)																		
3a1.4	Define appointment process and timescales involved (excl. non-execs)																		
3a1.5	Define detailed governance processes (inc defn of non-exec role)																		
3a1.6	Define procurement process																		
3a1.7	Determine requirements for the physical set up of the entity																		
3a1.7.3	Location agreed - feed into change management process by 15/8/16																		
3a1.8	Create outline business model																		
3a1.9	Define legal/ contractual arrangements between Brunel Company and client																		
3a2	Workstream 2 - Cost allocation and asset transition																		
3a2.1	Develop portfolio mandate specification (high level)																		
3a2.2	Define asset transition costs in more details																		
3a2.3	Define asset transition timetable																		
3a2.4	Define fee savings from pooling																		
3a2.5	Further analysis of performance opportunities, estimate enhanced performance																		
3a2.6	Define costs that will be distributed through Portfolio groups																		
3a3	Workstream 3 - Infrastructure																		
	Input from Cross-pool collaboration group, timing to be determined																		
3a4	Workstream 4 - Internal Management																		
3a4.1	Review internal management options and determine proposal																		
3a4.2	Briefing paper on the longer term options for internal management																		
3a5	Workstream 5 - Monitoring and Reporting																		
3a5.1	Define Funds' reporting requirements (services, standards, quality)																		
3a5.2	Develop reporting proposal (define standards, inc example outputs)																		
3a5.3	Identify delivery requirements/ process for external services (eg benchmarking)																		
3a5.4	Define statement of added value benefits																		
3a5.5	Determine contract management requirements																		
3a6	Workstream 6 - Develop full business case																		
3a6.1	Draft business case, include inputs from workstreams as available																		
3a6.2	Finalise business case																		
3a6.3	Full business case presented for approval by Funds																		

Project Brunel - Stage 3b High Level Plan - Implementation



2. Reporting Progress for Stage 3

A project structure was put in place for the development of the proposal which will continue through the development of the full business case and implementation of the BBP structure. It includes

- Shadow Oversight Board (SOB), set up to oversee the development of the proposal on behalf of the participating authorities. It is made up of the Chairs of the Pensions Committees from each Fund, an independent Chair, and S151 officer/CFO representatives.
- Shadow Operations Group (SOG), set up to develop the proposal, define and arrange the implementation work. It is made up of officers from the participating authorities.
- Project Executive with overall responsibility for delivery of the project.
- Project Manager, to coordinate the day to day activities of the project.

The project manager will issue a monthly status report to the Shadow Oversight Board and Section 151 officers/ CFOs, following review with the Project Executive and Shadow Operations Group. Any issues or risks that require urgent escalation will be communicated promptly, outside of the monthly reporting period.

Monthly meetings of the SOB will continue to provide a forum to discuss the progress, clarify any questions or concerns and to review/ agree to interim products that will form part of the full business case.

A website, www.brunelpensionpartnership.org has been set up to provide publically accessible information on the project and the status. It currently includes an overview of the project, key documents and useful links.

The project will continue to issue periodic newsletters to key stakeholders with highlights of the project process, which will also be available publically, via the website.