

Governance Best Practice - Compliance Statement

Regulation 55 of the local Government Pension Scheme Regulations 2013 requires Local Government Pension Schemes (LGPS) Administering Authorities to measure their governance arrangements against the standards set out in the Statutory Guidance issued by the, then, Secretary of State for Communities and Local Government.

The following compliance statement sets out where the Pension fund is fully compliant with the guidance and, where it is not fully compliant, provides an explanation.

Principal A - Structure

- a. The management of the administration of benefits and strategic management of Fund assets clearly rests with the main committee established by the appointing council. *Fully compliant-Council Constitution delegates responsibility for the Pension Fund to the Pension Committee in respect of these matters*
- b. That representatives of participating LGPS employers, admitted bodies and Scheme members (including pensioners and deferred members) are members of either the main or secondary committee to underpin the work of the main committee. *Fully compliant-Pensioner and Union representatives are appointed to the Pension Committee; representatives of the admitted bodies, academies and scheme members are appointed to the Pension Board.*
- c. That where a secondary committee or panel has been established, the structure ensures effective communication across both levels. *Fully Compliant – reports on the work of the Committee are reported to the Board and vice versa; the Chair of the Board attends the Committee as an observer and, as appropriate, is invited to speak and, particularly, to report on the work of the Board.*
- d. That where a secondary committee or panel has been established, at least one seat on the main committee is allocated for a member from the secondary committee or panel *Partially compliant - the Chair of the Board attends the Committee as an observer and, as appropriate, is invited to speak and, particularly, to report on the work of the Board.*

	Not Compliant		Fully Compliant
a)			✓
b)			✓
c)			✓
d)		✓	

Principle B – Committee Membership and Representation

- a) That all key stakeholders are afforded the opportunity to be represented within the main or secondary committee structure. These include:-
- i) Employing authorities (including non-scheme employers, eg admitted bodies);
 - ii) Scheme members (including deferred and pensioner scheme members);
 - iii) Where appropriate, independent professional observers; and
 - iv) Expert advisers (on an ad-hoc basis).

Fully compliant- The Committee includes eight Councillors and employing authorities are represented at the Board; Scheme members are represented by a staff side Union representative at the Committee and by three representatives at the Board; Pensioners are represented by 2 representatives at the Committee one of whom has voting rights; an investment adviser attends all meetings of the Committee and other expert advisers are invited to attend as and when required.

- b) That where lay members sit on a main or secondary committee, they are treated equally in terms of access to papers and meetings, training and are given full opportunity to contribute to the decision making process, with or without voting rights. *Fully Compliant- All members of both the both the Committee and Board are sent meeting papers ahead of meetings, are invited to training and are able to contribute fully to the decision making process.*

	Not Compliant			Fully Compliant
a)				✓
b)				✓

Principle C - Selection and role of lay members

- a) That committee or panel members are made fully aware of the status, role and function they are required to perform on either a main or secondary committee. *Fully Compliant- see Governance Policy; training sessions specifically cover these points*
- b) That at the start of any meeting, committee members are invited to declare any financial or pecuniary interest related to specific matters on the agenda. *Fully Compliant- Members of the Committee declare interests at the start of each meeting.*

	Not Compliant			Fully Compliant
a)				✓
b)				✓

Principle D – Voting

- a) The policy of individual administering authority on voting rights is clear and transparent, including the justification for not extending voting rights to each body or group represented on main LGPS committees. *Fully Compliant-See Governance Statement Whilst one of the pensioners’ representatives and the trade union member representative do not have voting rights at the Committee, they are encouraged to participate fully in the meetings and decision making process.*

	Not Compliant			Fully Compliant
a)				✓

Principle E - Training/Facility time/Expenses

- a) That in relation to the way in which statutory and related decisions are taken by the administering authority, there is a clear policy on training, facility time and reimbursement of expenses in respect of members involved in the decision-making process *Fully Compliant.*
- b) That where such a policy exists, it applies equally to all members of committees, sub-committees, advisory panels or any other form of secondary forum. *Fully compliant*
- c) That the administering authority considers the adoption of annual training plans for committee members and maintains a log of all such training undertaken. *Fully Compliant – the Council seeks to ensure that all members of both the Committee and Board are aware of the six areas of knowledge and skills relating to the LGPS which CIPFA has identified as being the core technical requirements for those involved in decision taking; they are advised of training opportunities and a log is maintained of all training undertaken.*

	Not Compliant			Fully Compliant
a)				✓
b)				✓
c)				✓

Please use this space if you wish to add anything to explain or expand on the ratings given above:

Please see the Fund’s Training Policy

Principle F - Meetings (frequency/quorum)

- a) That an administering authority’s main committee or committees meet at least quarterly
Fully Compliant
- b) That an administering authority’s secondary committee or panel meet at least twice a year and is synchronised with the dates when the main committee sits. *Fully Compliant.*
- c) That an administering authority that does not include lay members in their formal governance arrangements must provide a forum outside of those arrangements by which the interest of key stakeholders can be represented. *Not applicable - Employer and scheme member interests are represented at the Pension Committee and the Pension Board.*

	Not Compliant			Fully Compliant
a)				✓
b)				✓
c)				n/a

Principle G - Access

- a) That subject to any rules in the Council’s Constitution, all members of main and secondary committees or panels have equal access to committee papers, documents and advice that falls to be considered at meetings of the main committee *Fully compliant- Meeting papers are dispatched to all members 5 clear working days prior to each meeting and, at the same time, published on the website.*

	Not Compliant			Fully Compliant
a)				✓

Please use this space if you wish to add anything to explain or expand on the ratings given above:

Whilst one of the Pensioner representatives and the trade union member representative do not have voting rights, they are encouraged to fully participate in the meetings and decision making process.

Principle H - Scope

- a) That administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements. *Fully Compliant-The Committee and Board review all aspects of the Pension Fund management.*

	Not Compliant			Fully Compliant
a)				✓

Principle I - Publicity

- a) That administering authority have published details of their governance arrangements in such a way that stakeholders with an interest in the way in which the scheme is governed, can express an interest in wanting to be part of those arrangements. *Fully Compliant - Governance Policy and Compliance statement published in full on the Pensions website <http://www.croydonpensionscheme.org/>*

	Not Compliant			Fully Compliant
a)				✓

August 2019

To be reviewed in June 2020