

**Governance Review Actions Progress**

Status	Category	Action	Comments	Date Due
AC	Finance and Business Planning	That the Fund Annual Report and Accounts be reported to the Pension Committee prior to being reported to the General Purposes and Audit Committee	There are currently 3 years of accounts where the audit is still to be completed. When the backlog has been removed this will be incorporated in the normal cycle of reporting.	
AC	Finance and Business Planning	To report when the 2019/20 pension fund report and accounts have been signed off by audit	Not yet signed off	April 2024
C	Constitutional Actions	To review voting rights of categories of Pension Committee Members. Board would like to see inclusion of a non-council employer representative and a voting member representative	Agreed by Committee. Monitoring Officer to action	Completed
C	Constitutional Actions	To create a Fund wide Conflicts of Interest Policy covering Committee, Board and Senior Officers and incorporating work with the LCIV	Went to Cttee in June 23. Amendments requested. Discussed at Board July 23. Revised version going to cttee in Sep 23.	Completed
C	Constitutional Actions	Clearly documented Scheme of Delegation – to include greater detail regarding the delegation to the Director of Finance Investment and Risk and Section 151 Officer in the next update to the constitution		Completed
C	Constitutional Actions	That a small annual allowance should be paid to Pension Board members to reflect the increasingly onerous skills and training requirements	Agreed by Committee. Monitoring Officer to action	Completed
C	Constitutional Actions	To include LCIV relationships structures in the constitution	Agreed by Committee. Monitoring Officer to action	Completed
C	Constitutional Actions	Update Part 3 of the Constitution to be consistent to avoid any confusion around the responsibilities of the Pension Board	Agreed by Committee. Monitoring Officer to action	Completed
C	Policy and Process	Regularly review knowledge and skills requirements as a standing agenda item for Board and Committee meetings	Added to forward plan	Completed
C	Policy and Process	To review the Investment Strategy Statement- to include compliance statement against the Myners Principles	Will be done alongside the Triennial Valuation	Completed
C	Policy and Process	To review the Breaches of the Law Policy		Completed
C	Policy and Process	To review the Administration Strategy	In progress	Completed
C	Policy and Process	To review the Communications Policy		Completed
C	Policy and Process	To review the Governance and Compliance Policy		Completed

C	Policy and Process	To review the IDR procedure to include details on what is exempt (as per section 50(9) of the 1995 Pensions Act	Already included	Completed
C	Projects	That the Committee will carry out a check on how the Fund complies with the recommendations of the Good Governance and where work will be required to ensure compliance by March 2023	Some work on actions required by the Fund has already been undertaken. Officers will continue to progress actions required.	Completed
C	Resourcing	To review the operation of procurement and recruitment for the Fund	This will be worked on over the year and reported back.	Completed
C	Resourcing	Where services are provided by the Council, including the provision of payroll and meeting support services, to put in place service level agreements covering delivery times, volumes and price.	It was felt that the service had improved, so no formal SLA's were required at this stage. This is to be reviewed in six months	Completed
C	Resourcing	That the administering authority should proactively consider the use of third party suppliers to increase the resources available to the Fund	The Fund is using Hymans to assist with backlog work and continues to benefit from governance consultancy provision from AON. Additionally, Burges Salmon now undertake legal comment for reports.	Completed
C	Website	Consider adding additional information from Code of Practice paragraph 96 about the Pension Board and Pension Committee members onto the Fund website	Report going to Board January 2023	Completed
IP	Finance and Business Planning	To compile a 3-year financial plan covering admin, fund management and other overhead costs	This was presented to Committee in June 2022 and further enhancements will be incorporated into the next review.	Apr 24 Board
IP	Policy and Process	To create a Data Improvement Plan	Checks are currently carried out on data but officers will formalise this in a policy document	April 2024
IP	Policy and Process	To create a Record Management Policy		April 2024
IP	Resourcing	That the resourcing required in order to provide an efficient service be reviewed especially considering McCloud and Pension Dashboards. The Board receive a report on resourcing twice a year	This will be added to the agenda planner	April 2024

IP	Website	That the Committee receive a report on compliance with the Aon report on publication of the Fund's policies and documents by September 2023		March 2024
ND	Projects	That the Committee is provided with an evaluation against the new TPR Code requirements in due course and will address areas of partial compliance and noncompliance in a timely manner	The TPR Code is still in draft form and has not yet been agreed. Officers have begun to look at the draft document and will complete a full assessment of Fund compliance and carry out actions to address requirements in due course.	TBC
ND	Resourcing	The Board requested that an options appraisal of the Pensions Administration Function be carried out.		June 2024
NPOA	Non-Pension Officer Actions	That the Committee recommends that the Council looks at appointing members to the Committee and the Board for a period of 4 years within the electoral cycle	At the June 2022 Pension Committee, the Chair of the Board requested that Committee members committed to four-year terms to aid continuity.	
NPOA	Non-Pension Officer Actions	The Section 151 Officer to review the structure of the Pensions Function and how that sits within the Council structure.	This will be carried out when considering the plan for 2023/24	

Stats												
	AC	C	IP	ND	NPOA	OS	Q	Total	X NPOA	X ND	X AC	
No	2	18	5	2	2	0	0	29	27	25	23	
%	7	62	17	7	7	0	0	100				
% X NPOA	7	67	19	7		0	0	100				
X ND	8	72	20			0	0	100				
X AC		78	22			0	0	100				

Key	
AC	Accounts Issue beyond our control
C	Completed
IP	In Progress
ND	Not Yet Due for Action
NPOA	Non Pension Officer Action
OS	Outstanding
Q	Query

**SAB Good Governance Review Progress**

Status	Category	Re	Action
Completed	B. Conflicts of interest	B1	Each fund must produce and publish a conflicts of interest policy which includes details of how actual, potential and perceived conflicts are addressed within the governance of the fund, with specific reference to key conflicts identified in the Guidance
Completed	C. Representation	C1	Each fund must produce and publish a policy on the representation of scheme members and non-administering authority employers on its committees, explaining its approach to voting rights for each party.
Completed	D. Knowledge and understanding	D3	Administering authorities must publish a policy setting out their approach to the delivery, assessment and recording of training plans to meet these requirements
Completed	E. Service Delivery for the LGPS Function	E2	Each administering authority must publish an administration strategy.
External Body to Action	A. General	A1	MHCLG will produce statutory guidance to establish new governance requirements for funds to effectively implement the proposals below. ("the Guidance").
External Body to Action	B. Conflicts of interest	B2	The Guidance should refer all those involved in the management of the LGPS, and in particular those on decision making committees, to the guide on statutory and fiduciary duty which will be produced by the SAB – now updated
External Body to Action	D. Knowledge and understanding	D1	Introduce a requirement in the Guidance for key individuals within the LGPS, including LGPS officers and pensions committees, to have the appropriate level of knowledge and understanding to carry out their duties effectively.
External Body to Action	D. Knowledge and understanding	D2	Introduce a requirement for s151 officers to carry out LGPS relevant training as part of CPD requirements to ensure good levels of knowledge and understanding.
External Body to Action	D. Knowledge and understanding	D4	CIPFA should be asked to produce appropriate guidance and training modules for s151 officers.
External Body to Action	F. Compliance and improvement	F2	LGA to consider establishing a peer review process for LGPS Funds.
In Progress	A. General	A3	Each administering authority must publish an annual governance compliance statement that sets out how they comply with the governance requirements for LGPS funds as set out in the Guidance. This statement must be co-signed by the LGPS senior officer and S151.
In Progress	E. Service Delivery for the LGPS Function	E3	Each administering authority must report the fund's performance against an agreed set of indicators designed to measure standards of service.
In Progress	E. Service Delivery for the LGPS Function	E4	Each administering authority must ensure their committee is included in the business planning process. Both the committee and LGPS senior officer must be satisfied with the resource and budget allocated to deliver the LGPS service over the next financial year.
In Progress	F. Compliance and improvement	F1	Each administering authority must undergo a biennial Independent Governance Review and, if applicable, produce the required improvement plan to address any issues identified. IGR reports to be assessed by a SAB panel of experts
O/S	E. Service Delivery for the LGPS Function	E1	Each administering authority must document key roles and responsibilities relating to the LGPS and publish a roles and responsibilities matrix setting out how key decisions are reached. The matrix should reflect the host authority's scheme of delegation and constitution and be consistent with role descriptions and business processes
Other Council Officer / Dept to Action	A. General	A2	Each administering authority must have a single named officer who is responsible for the delivery of all LGPS related activity for that fund. ("the LGPS senior officer").

<b>External Body to Action</b>			
<b>6</b>			
<b>Other Council Officer / Dept to Action</b>			
<b>1</b>			
<b>Total Pen Officer Actions</b>	<b>Completed</b>	<b>In Progress</b>	<b>O/S</b>
<b>9</b>	<b>4</b>	<b>4</b>	<b>1</b>
<b>Total Actions</b>			
<b>16</b>			
<b>% Pen Officer Actions Completed</b>	<b>44</b>		
<b>% Pen Officer Actions In Progress</b>	<b>44</b>		
<b>% Pen Officer Actions O/S</b>	<b>11</b>		