

SCHEME ADVISORY BOARD SURVEY OF LGPS LOCAL PENSION BOARDS - 2019

Section 1 : Compliance & Administration

Part 1

- 1 Who is responsible for appointing Board members?
- 2 How often a year is the Board required to meet, as per the Terms of Reference?
- 2a How often does the Board actually meet?
- 3 How many meetings were held in 2018?
- 4 What is the number of employer representatives on the Board?
- 5 What is the number of employee representatives on the Board?
- 6 Was the Chair of the Board :-

i) Selected by the Scheme Manager?

ii) Selected by Board members?

iii) Recruited after competition?

iv) Any other?
- 6a Is the Chair independent?
- 7 Is the Chair of the Board remunerated?
- 7a If the answer to 7 is "YES", what remuneration is paid?
- 8 Are any other members of the Board remunerated?
- 8a If the answer to 8 is "YES", what is the average amount of remuneration?
- 9 Are expenses paid to Board members?
- 10 Is facility time given by the scheme manager to employee representatives of the Board?
- 10a On a scale of 1 (very difficult) to 10 (very easy), how difficult has it been t recruit new employer members?
- 10b On the same scale of 1 to 10, how difficult has it been to recruit new employee members?

Part 2

- 11 Is there a written constitution for the Board?
- 12 Does the Board have a terms of reference?
- 12A If the answer to 12 is "YES", when was the terms of reference last reviewed?
- 13 Does the Board have a conflict of interest register?
- 13a If the answer to 13 is "YES", when was the conflict of interest register last reviewed?
- 14 Do you keep a register of breaches of the law?
- 15 Is there a Local Pension Board specific risk register?
- 15a If the answer to 15 is "Yes", when was the risk register last reviewed?
- 16 Is there a programme for Board members to acquire knowledge and understanding?
- 17 Where "YES" has been given as the answer to Questions 11 to 16, on a scale of 1 (very poor) to 10 (very good), how would you evaluate :-

i) the constitution

ii) the terms of reference

iii) the conflict of interest register

iv) the register of breaches

v) the risk register

vi) the knowledge and understanding programme
- 18 Is personal liability or indemnity insurance available to Board members?
- 19 Is the Board compliant with guidance issued by the Scheme Advisory Board?
- 20 If the answer to Question 19 is "No", give reasons below :-

- 21 Give up to three examples where you think the Board is working well :-

- 22 Give up to three examples where you think the Board could improve what it does :-

Section 2 : Operation and Working Relationship

- 23 On a scale of 1 (very poor) to 10 (very good), how would you evaluate :-

- i) the relationship between the administering authority and the board?

ii) the relationship between the pensions' committee and the board?

iii) the board's ability to identify non-compliance with legal requirements?

iv) the board's ability to make recommendations to the administering authority when non-compliance has been identified?

v) the administering authority's response to any such recommendations?

vi) the effectiveness of communication between the administering authority, pensions' committee and the board?

vii) the knowledge and understanding programme available to the board?
- 24 Has the administering authority in any capacity attended any local pension board meetings?
- 24a How many officers attend Board meetings on a regular basis?
- 24b Does the Section 101 Committee Chair attend Board meetings?
- 25 In the last 12 months, have any breaches of the law been identified by the local pension board?
- 26 Who is responsible for agreeing the agenda for local pension board meetings?
- 27 Have any local pension board meetings not been quorate?
- 28 Is voting a regular feature of local pension board meetings?
- 29 Does the local pension board have a webpage on the administering authority's web site?
- 30 Does the local pension board have a workplan?

31 Has the local pension board agreed any success measures/KPIs for its work?
32 Has the local pension board produced an Annual Report?
33 Are the local pension board's papers agenda, papers, etc, available on the board's webpage?
34 Does the local pension board have control of a budget?
34a If the answer to 34,is "YES", what is the size of the budget
34b How much has been spent against the budget in the last financial year
35 If it has a budget, can it be used to access independent external advice?
36 Does the local pension baord have access to internal and external audit reports?
36a Does the Board conduct a regular appraisal of its effectiveness?
36b If the answer to 36a is "YES", does the Board report on that to the section 101 pension committee?
36c Who drafts the Local Pension Board report for the purposes of the Pension Fund Annual Report?
37 Describe below any ways in which you think the working relationship between the administering authority, pensions' committee and the board could be improved.

YES/NO
YES/NO
YES/NO
YES/NO
YES/NO
YES/NO
YES/NO
YES/NO

38 Use the space below to comment on any other aspect of the new governance arrangements that you consider to be relevant.

39 As a percentage, how much time is spent at each Board meeting on the following topics

- i) Fund Governance

ii) Administration performance

iii) Communication

iv) Investments

v) Other
- If other, list 3 'other topics covered' and their percentage:
- 1

2

3

40 Has the Board assisted Funds in its improvement programme, give examples