

# Cost Management, Benefit Design and Administration Committee

## Item 7 Paper B

### LOCAL PENSION BOARD SURVEY II

#### Issue

1. The Investment, Governance and Engagement committee has been given delegated authority by the Scheme Advisory Board to prepare and publish a second survey to assess the continuing effectiveness of local pension boards since the first survey was undertaken in 2017.
2. A copy of the draft survey is attached at Annex A for the information of committee members.

#### Consideration

3. The draft survey has been the subject of consultation with members of the Investment committee and their comments will now be taken on board with the aim of preparing a final version for approval by the Chair and/or Vice Chair of that committee.

#### Action

4. If members of the CMBDA committee have any comments they wish to make on the draft survey, these should be sent to Bob Holloway at [Robert.holloway@local.gov.uk](mailto:Robert.holloway@local.gov.uk) before the 14<sup>th</sup> June 2019.

## Annex A

### DRAFT LOCAL PENSION BOARD SURVEY – 2019

Please complete and return to your response to this survey by [date]. Please ensure that one survey response is submitted in respect of each Fund's Local Pension Board. If not completed directly by the Local Pension Board members, the survey response should at least be approved by the Chairperson of the Board, and preferably also agreed by all Board members. However, individual Board members may submit their own responses where they wish to include alternative responses to some questions.

*List of definitions and terms:*

"Required" – this means something that is a prerequisite within the Board's terms of reference

"Scheme manager" – the Administering Authority e.g. the Council

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"*Scheme manager officers*" – the officers who are responsible for the management of the pension fund, including the section 151 officer.

"*Board*" – Local Pension Board

"*Pension Committee*" – the section 101 committee which has delegated responsibility for pension fund matters, or where there is no formal committee, any equivalent advisory committee or panel.

**Q1a. Is the Board constituted under regulation 106 of the Local Government Pension Scheme Regulations 2013? YES/NO/DON'T KNOW**

**Q1b. If the answer is "No", under what power is the Board currently constituted? (text box)**

**Q2. Who is responsible for recruiting and appointing Board members? (text box)**

**Q3. How often is the Board required to meet? (text box)**

**Q4. How often did the Board meet in –**

a) 2015/16 (text box)

b) 2016/17 (text box)

c) 2017/18 (text box)

d) 2018/19 (text box)

**Q5. What is the required number of employer representatives? (text box)**

**Q6. How many employer representatives were vacant on the 1<sup>st</sup> April 2019? (text box)**

**Q7. What is the required number of member representatives? (text box)**

**Q8. How many member representatives roles were vacant on the 1<sup>st</sup> April 2019 (text box)**

**Q9. Is the Chair of the Board selected by –**

a) the scheme manager's officers? YES/NO/ DON'T KNOW

b) Board members? YES/NO/ DON'T KNOW

c) Any other (please describe)? (text box)

**Q10. Is the Chair independent? YES/NO/ DON'T KNOW**

**Q11a. Excluding reimbursement of direct expenses:**

i) is the Chair of the Board remunerated? YES/NO/ DON'T KNOW

ii) are other Board members remunerated? YES/NO/ DON'T KNOW

**Q11b. If the answer "YES", explain below the level of remuneration, in relation to what period, i.e., per meeting or per annum and any restrictions?**

i) Chair of the Board (text box)

ii) Other Board members (text box)

**Q12. Are expenses paid to Board members? YES/NO/ DON'T KNOW**

**Q13. On a scale of 1 (very difficult) to 5 (very easy), how easy has it been to recruit and appoint new employer representatives? (text box)**

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**Q14. On the same scale of 1 to 5, how easy has it been to recruit and appoint new member representatives? (text box)**

**Q15a. Does the Board have terms of reference or equivalent that sets out the roles and responsibilities of the Board and how it operates?**

**YES/NO/ DON'T KNOW**

**Q15b. If the answer is "YES", were the terms of reference approved by the scheme manager? YES/NO/ DON'T KNOW**

**Q16. If the answer is "NO", explain below who approved the terms of reference. (text box)**

**Q17. Are Board members subject to a conflicts of interest policy that is:**

**a) Local Pension Board Policy YES/NO/ DON'T KNOW**

**b) Pension Fund Policy YES/NO/ DON'T KNOW**

**c) Other – please explain YES/NO/ DON'T KNOW (text box)**

**Q18a. Have all Board members completed a declaration of their potential conflict of interests? YES/NO/ DON'T KNOW**

**Q18b. If the answer is "YES", when did this last happen? (text box)**

**Q19. Are Board members provided with a copy of the Fund's procedures for identifying and managing pension's breaches of the law?**

**YES/NO/DON'T KNOW**

**Q20. Are Board members provided with or have access to a copy of the Fund's record of breaches of the law? YES/NO/ DON'T KNOW**

**Q21a. In 2018/19 did the Board itself identify any breaches of the law?**

**YES/NO/ DON'T KNOW**

**Q21b. If the answer is "YES" describe them below including how they were identified (text box)**

**Q22. Are Board members provided with or have access to a copy of the Fund's risk register? YES/NO/ DON'T KNOW**

**Q23. Does the Board have a training or knowledge and skills policy?**

**YES/NO/ DON'T KNOW**

**Q24. On average, how many hours of training per Board member were completed in –**

**a) 2015/16 (text box)**

**b) 2016/17 (text box)**

**c) 2017/18 (text box)**

**d) 2018/19 (text box)**

**Q25a. Have Board members been asked to complete any form of self-assessment of their knowledge and skills? YES/NO/ DON'T KNOW**

**Q25b. If the answer is "YES", when did this last happen? (text box)**

**Q26. Where "YES" has been given to Q17, Q20, Q22, Q24 and Q25, on a scale of 1 (very poor) to 5 (excellent), how would you evaluate –**

**a) The terms of reference (text box)**

**b) Conflict of interest policy (text box)**

**c) The register of breaches (text box)**

**d) The risk register, and (text box)**

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**e) The knowledge and skills policy (text box)**

**Q27. Is specialist Local Pension Board personal liability or indemnity insurance provided to Board members? YES/NO/ DON'T KNOW**

**Q28. Give up to three examples of significant achievements by the Board (text box)**

**Q29. Give up to three examples where the Board is working well (text box)**

**Q30. Give up to three examples where the Board could improve what it does (text box)**

**Q31a. Do you think the Board is restricted in any way in carrying out its responsibilities? YES/NO/ DON'T KNOW**

**Q31b. If the answer is "YES", give the reasons below (text box)**

**Q32a. Has the Board ever reviewed the scheme manager's compliance against TPR's Code of Practice 14? YES/NO/ DON'T KNOW**

**Q32b. If the answer is "YES", when? (text box)**

**Q33. On a scale of 1(very poor) to 5 (excellent), how would you evaluate**

**–**

**a) The relationship between the scheme manager officers and the Board (text box)**

**b) The relationship between the pension committee and the Board (text box)**

**c) The Board's ability to identify non-compliance with legal requirements (text box)**

**d) The Board's ability to make recommendations to the scheme manager officers and/or pension committee where non-compliance has been identified (text box)**

**e) The scheme manager officer/pension committee's response(s) to such recommendations, if any (text box)**

**f) The Board's ability to identify areas of improvement in the effective and efficient administration and governance of the scheme manager (text box)**

**Q34. Other than scheme manager officers supporting the Board (e.g. the Board secretary), does the scheme manager in any other capacity regularly attend Board meetings? YES/NO/ DON'T KNOW**

**Q35. Who is responsible for setting the agenda for Board meetings? (text box)**

**Q36. Were any scheduled Board meetings in 2018/19 non-quorate or became non-quorate and if so, how many? (text box)**

**Q37. Who drafts the section about the Board for including in the scheme manager's Pension Fund Annual Report required by regulation 57 of the 2013 Regulations and CIPFA Preparing the Annual Report Guidance? (text box)**

**Q38. During 2018/19 did the Board prepare a Local Pension Board annual report? YES/NO/DON'T KNOW**

**Q39a. Does the Board have a web page(s)? YES/NO/DON'T KNOW**

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**Q39b. If the answer is “YES” is the web page part of the scheme manager’s website or elsewhere? (text box)**

**Q40. Does the web page(s) including the following?**

- a) Board Agenda YES/NO/DON’T KNOW**
- b) Board reports YES/NO/DON’T KNOW**
- c) Board minutes YES/NO/DON’T KNOW**
- d) Board terms of reference YES/NO/DON’T KNOW**
- e) Board members' identities YES/NO/DON’T KNOW**
- f) How stakeholders can contact a member of the Board YES/NO/DON’T KNOW**
- g) The latest Board annual report YES/NO/DON’T KNOW**
- h) The Board's Conflicts of Interest Policy YES/NO/DON’T KNOW**

**Q41a. During 2018/19 was a review of the effectiveness of the Board undertaken? YES/NO/DON’T KNOW**

**Q41b. If the answer is “YES”, who undertook the review (text box)**

**Q42a. Are Board members able to attend pension committee meetings other than as a member of the public? YES/NO/DON’T KNOW**

**Q42b. If the answer is "YES", are they able to attend Part 2 of the committee meeting? YES/NO/DON’T KNOW**

**Q42c. If the answer is “YES”, are Board members able to participate in pension committee meetings? YES/NO/DON’T KNOW**

**Q43a. Does the Board have a budget? YES/NO/DON’T KNOW**

**Q43b. If the answer is “YES” –**

- i) What was the size of the budget for 2018/19 (text box)**
- ii) How much of that budget was spent in 2018/19? (text box)**
- iii) Can it be used to access independent external advice? YES/NO/DON’T KNOW**

**Q43c. If the answer to the last point is “YES” give examples below where such advice has been commissioned (text box)**

**Q44. On average, how much time as a percentage is spent at each Board meeting on the following topics;**

- a) Governance? (text box)**
- b) Administration and Communications? (text box)**
- c) Other? (text box)**

**Q45. During 2018/19, did the Board consider any aspect of the governance of asset pooling? YES/NO/DON’T KNOW**

**Q46. Describe below ways in which the relationships between the Board, scheme manager officers and pension committee could be improved (text box)**

**Q47. Use the space below to comment on any other aspect of the governance arrangements that you consider to be relevant. (text box)**

## **Submission details**

# Cost Management, Benefit Design and Administration Committee

**Name of Pension Fund -**

**Person submitting this:**

**Name -**

**Role within Pension Fund –**

**Email address –**

**Telephone contact number -**

**If person submitting is not Local Pension Board Chairperson, please  
confirm this submission has been agreed by the Board Chairperson  
YES/NO**

**Has this submission been agreed by the Local Pension Board as a  
whole? YES/NO**

**If no, why not? (text box)**

**Date -**