

Public Document Pack

Our ref:

Date: 15 July 2015

To: ALL MEMBERS OF THE LOCAL PENSION BOARD



SOUTH YORKSHIRE
LOCAL PENSION BOARD

Authorised and regulated by the
Financial Conduct Authority

D Terris
Clerk

18 Regent Street
Barnsley
South Yorkshire
S70 2HG

This matter is being dealt with by: Gill Garrety
ggarrety@syjs.gov.uk

Direct Line: 01226 772806

Email:

Dear Member

LOCAL PENSION BOARD
Thursday 23 July 2015

A meeting of the Local Pension Board will be held at 1.00 pm on Thursday 23rd July, 2015 at the offices of the South Yorkshire Pensions Authority, 18 Regent Street, Barnsley, S70 2HG. Car parking will be available at the rear of the building.

The Authority has sought approval from the Secretary of State for Communities and Local Government to establish a Joint Local Pension Board, acknowledging the Local Government Pensions Service in South Yorkshire is responsible for the day-to-day management of the Local Government Pension Scheme and the South Yorkshire Passenger Transport Pension Fund.

We are anticipating a positive response but are still awaiting confirmation. Should confirmation not be received in advance of the meeting we will alter the format of the meeting slightly to acknowledge the existence of two Boards, albeit hopefully for a short period of time.

The agenda is attached.

Yours sincerely

D Terris
Clerk

Encs.

Distribution: Geoff Berrett, Glyn Boyington, Steve Carnell, Cllr Ben Curran, Nicola Doolan, Kevin Morgan, Melanie Priestley, Susan Ross, Jill Thompson and Gary Warwick.

Terms of Reference

1. Administration

- 1.1 Monitor and review the performance of Scheme administration including suggesting any changes to Service Level Agreements.
- 1.2 Monitor, review and report on the receipt of contributions.
- 1.3 Monitor investment manager reports.
- 1.4 Review the format, timing and source of management information presented to the Board.

2. Auditors

- 2.1 Monitor and review the appointment and performance of the auditors.
- 2.2 Monitor and review the Annual Report and accounts.
- 2.3 Review the recommendations produced by audit and give consideration to what action should be taken and make recommendations to the Scheme Manager as appropriate.
- 2.4 Monitor and Review the Work Programmes for the Pensions Authority and its Boards and the South Yorkshire Passenger Transport Pension Fund Committee.

3. Internal Controls and Risk Register

- 3.1 Monitor and review the Authority's Risk Register.
- 3.2 Monitor internal controls and procedures of the Pensions Authority.

4. Communications

- 4.1 Monitor and make recommendations as appropriate on:-
 - The information available on the SYPA internet site
 - The information provided to Scheme members on leaving, retirement etc.
- 4.2 Produce an Annual Report upon its activities to be submitted to the Pensions Authority.
- 4.3 Produce reports and make recommendations to the Pensions Authority that relate to the work of the LPB. Any reports must be provided at least ten working days in advance of the next Pensions Authority meeting.

5. Monitoring and the Exercising of Discretions

- 5.1 Monitor the validity of any discretions made by the employers/Administering Authority.

6. Budgets

- 6.1 Agree a yearly budget for the operation of the Local Pension Board and submit to the Authority for approval.
- 6.2 Monitor the level of fees against the annual budget set for the Pensions Board.

LOCAL PENSION BOARD

AGENDA

	Item	Page
1	Election of Chair	
2	Election of Vice-Chair	
3	Welcome and Introductions	
4	Setting the Scene	Verbal Report
5	Overview - South Yorkshire LGPS	Verbal Report
6	Membership of the Local Pension Board	1 - 2
7	Constitution and Terms of Reference	3 - 12
8	Conflicts of Interest Policy	13 - 16
9	Work Programme	17 - 20
10	Member Learning and Development Programme	21 - 22
11	Local Pension Board Budget	Verbal Report
12	Date of Next Meeting	

This page is intentionally left blank

SOUTH YORKSHIRE LOCAL PENSION BOARD

23 July 2015

Report of the Deputy Clerk

MEMBERSHIP OF THE LOCAL PENSION BOARD

1. Purpose of the Report

To report on membership of the Local Pension Board.

2. Recommendations

Members are recommended to note the report.

3. Information

The Constitution of the South Yorkshire Local Pension Board states: "In accordance with Regulation 107 of the LGPS (Governance Regulations) 2014 the South Yorkshire Local Pension Board will be made up of an equal number of employer and member representatives which is no less than four in total. The South Yorkshire LPB will comprise 12 members in total:

Employer representatives will consist of:

- 2 Local Authority members
- 1 'Other Large Employer'
- 1 Academy
- 1 Admitted Body
- 1 South Yorkshire Passenger Transport Pension Fund (SYTPF) Employer

Employee representatives will consist of:

- 3 Trades Unions
- 2 members selected from active, pensioner and deferred members
- 1 member selected from active, pensioner and deferred members of SYTPF

The current membership of the Local Pension Board is set out below.

Member	Name	Representing
Employer	Vacancy	Local Authority Member (Doncaster)
Employer	Councillor Ben Curran	Local Authority Member (Sheffield)
Employer	Geoff Berrett (South Yorkshire Police)	'Other Large Employer'

Member	Name	Representing
Employer	Melanie Priestley (St Mary's Academy Trust)	Academy
Employer	Jill Thompson (Action Housing)	Admitted Body
Scheme member	Garry Warwick (GMB)	Trades Union
Scheme member	Kevin Morgan (UCATT)	Trades Union
Scheme member	Nicola Doolan (Unison)	Trades Union
Scheme member	Glyn Boyington	LGPS Member
Scheme member	Susan Ross	LGPS Member
Scheme member	Steve Carnell	SYTPPF Member
Employer	Vacancy	SYTPPF Employer

4. Implications

Legal The Local Pension Board has been established in accordance with the Public Service Pensions Act 2013, acknowledging the compliance and enforcement policy for public service pension schemes issued by the Pensions Regulator.

Financial None.

Diversity None.

M McCarthy
Deputy Clerk

Officer Responsible: Gill Garrety, Democratic Services Officer
South Yorkshire Joint Authorities Governance Unit
01226 772806; ggarrety@syjs.gov.uk

Background papers: None.

**CONSTITUTION
&
TERMS OF
REFERENCE**

Contents

1. Name	3
2. Purpose and Role.....	3
3. Powers of the Local Pension Board	3
4. Scheme Manager Consents	4
5. Membership	4
6. Chair	5
7. Leaving the Board.....	5
8. Standards and Interests.....	6
9. Conflicts of Interests.....	6
10. Meetings and Procedures of the Board.....	6
11. Knowledge, Skills and Training	7
12. Accountability.....	8
13. Expenses and Funding	8
14. Variations	8
15. Data Protection	8
16. Terms of Reference	8
17. Governance Structure	10

1. Name

- 1.1 The name of the Board is “the South Yorkshire Local Pension Board” (“the Board”) and is established by South Yorkshire Pensions Authority (“the Authority”) as the administering authority under the provisions of Section 5 of the Public Sector Pensions Act 2013 (“the Act”).

2. Purpose and Role

- 2.1 The role of the Local Pension Board as defined by Sections 5(1) and (2) of the Public Service Pensions Act 2013 is to:
 - 2.1.1 Secure the effective and efficient governance and administration of the LGPS for the South Yorkshire Pension Fund and South Yorkshire Passenger Transport Pension Fund.
 - 2.1.2 Provide the Scheme Manager with such information as it requires to ensure that any member of the Local Pension Board or person to be appointed to the Local Pension Board does not have a conflict of interest.
 - 2.1.3 Ensure the South Yorkshire Pension Fund and South Yorkshire Passenger Transport Pension Fund effectively complies with the Code of Practice on the Governance and Administration of Public Service Pensions Schemes issued by the Pensions Regulator and is effectively managed and administered in compliance with the Code

3. Powers of the Local Pension Board

- 3.1 Where any breach of legislation or duties is committed or is alleged to have been committed by the Pensions Authority or its Boards or the South Yorkshire Passenger Transport Pension Fund Committee, the Local Pension Board shall:
 - 3.1.1 Within one month of the possible breach, meet with the Authority Chair (supported by the Section 151 officer) to discuss the breach.
 - 3.1.2 Ask the Authority Chair to explain the actions taken and provide evidence of the legitimacy of the actions taken.
 - 3.1.3 Consider the matter on the facts available and evidence provided by the Chair and shall:
 - 3.1.3.1 Refer it back to the Authority to consider afresh and correct any areas of concern/breaches of duty; or
 - 3.1.3.2 Determine that no breach of duty has taken place.
- 3.2 If under clause 3.1 above it is decided that a breach has occurred, the Local Pension Board shall (as required by the Code of Practice and the Pensions Act 2004):
 - 3.2.1 Report the breach to the Scheme Manager who should take prompt and effective action to investigate and correct the breach and its causes and, where appropriate, notify any affected members; or
 - 3.2.2 Where prompt and effective action to remedy the breach has not been taken and/or where scheme members have not been informed when they should

have been, report the breach as a breach of material significance to the Pensions Regulator.

- 3.3 As per Regulation 106(6) and subject to the terms in this Constitution, the Local Pension Board shall have the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.

4. Scheme Manager Consents

- 4.1 The Local Pension Board shall not:

- 4.1.1 Question what investments decisions have or have not been made by the Authority or its Boards, for the avoidance of doubt these shall include but not be limited to financial investment decisions and property related investment decisions.
- 4.1.2 Amend or question the statements, strategies and reports prepared in compliance with Sections 57 to 61 of the LGPS Regulations.
- 4.1.3 Consider or become involved in any internal dispute resolution appeals or the process itself.
- 4.1.4 Enter into contracts on behalf of the Administering Authority.
- 4.1.5 Dismiss any members of the Pensions Authority.
- 4.1.6 Use the Local Pension Board to act on behalf of a particular constituency or Pension Fund member in general or in relation to a specific complaint at any time.
- 4.1.7 Compromise the Pensions Authority's ability to comply with its fiduciary duty to the Pension Fund and its members.

- 4.2 The Local Pension Board must seek written consent from the Scheme Manager before it:

- 4.2.1 instructs the Pension Fund actuary to provide a report of any kind;
- 4.2.2 requests any external advisor to attend a meeting of the Local Pension Board which shall require any remuneration of any level;
- 4.2.3 incurs a cost to the Pension Fund;
- 4.2.4 can amend this constitution.

5. Membership

- 5.1 In accordance with Regulation 107 of the LGPS (Governance) Regulations 2014 the South Yorkshire Local Pension Board will be made up of an equal number of employer and member representatives which is no less than four in total. The South Yorkshire LPB will comprise of 12 members in total.

- 5.1.1 Employer representatives will consist of:

- 2 Local Authority members (rotated every 2 years)
- 1 'Other Large Employer' (appointed for 3 years)
- 1 Academy (appointed for 3 years)
- 1 Admitted Body (appointed for 3 years)

- 1 South Yorkshire Passenger Transport Pension Fund (SYPTPF) Employer

5.1.2 Employee representatives will consist of:

- 3 Trades Unions (appointed for 3 years)
- 2 members selected from active, pensioner and deferred members (appointed for 3 years)
- 1 member selected from active, pensioner and deferred members of SYPTPF (appointed for 3 years)

5.1.3 Appointment of employer and Trades Union representatives will be by nomination, Scheme member representatives will be appointed by an application process.

5.2 No officer or elected Member of an administering authority who is responsible for the discharge of any function under the Regulations may be a Member of a Local Pension Board.

5.3 Members of the Local Pension Board will be voting members; each member shall have one vote. It is expected that the Board will, as far as possible, reach a consensus; the Chair of the Board will have the final deciding vote which will be reported to the Administering Authority.

5.4 Regulation 107 requires that the administering authority, South Yorkshire Pensions Authority, ensures that all employer or member representatives sitting on the Board have relevant experience and capacity to represent the employers or members of the Fund.

5.5 Substitute members will not be permitted.

5.6 Each Local Pension Board member shall endeavour to attend all LPB meetings during the year.

6. Chair

6.1 The Board shall elect a Chair from amongst its members.

6.2 The Board shall elect a Vice-Chair from amongst its members.

6.3 When the Chair of the Board is from the employer representatives, then the Vice-Chair will be elected from the member representatives, and vice versa.

7. Leaving the Board

7.1 A member of the Board shall cease to hold office if:

7.1.1 He or she notifies the Board of a wish to resign.

7.1.2 He or she is an elected councillor and is appointed to the Pensions Authority.

7.1.3 He or she ceases to be employed by the body on behalf of whom he/she acts as a representative, including but not limited to Trade Unions or Scheme employers.

- 7.1.4 A member fails to attend meetings or otherwise comply with the requirements of being a Board member, for example fails to attend the necessary knowledge and understanding training.
- 7.1.5 A member dies or becomes incapable of acting.
- 7.1.6 There exists a conflict of interests in relation to a Board member which cannot be managed within the internal procedures of South Yorkshire Pensions Authority.

8. Standards and Interests

- 8.1 Members of the Board shall comply with their Local Authority's Code of Conduct for Members; members of the Board who are not Councillors shall comply with any Code of Conduct applicable to their professional body and/or the organisation they represent. All members of the Board will adhere to the Seven Principles of Public Life. These are:
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership
- 8.2 Members of the Board shall register their disclosable pecuniary interests with South Yorkshire Pensions Authority's Monitoring Officer as required under the Code, the Localism Act 2011 and Regulations made under the Localism Act 2011.

9. Conflicts of Interests

- 9.1 Further to the Regulations, a member shall not be appointed who has an existing conflict of interest.
- 9.2 For the avoidance of doubt, being a member of the Pension Scheme is not a conflict of interest.
- 9.3 Where a member becomes conflicted during their appointment, they shall inform the Scheme Manager without delay and their tenure shall end with immediate effect.
- 9.4 Where a member has been removed from the Board under this clause 9, they will be entitled to be reappointed once the conflict has been resolved.
- 9.5 Such reappointment shall be made to the Board only where written approval from the Scheme Manager (advised by the Monitoring Officer) has been provided.

10. Meetings and Procedures of the Board

- 10.1 The Board shall hold meetings at least twice a year. Additional meetings may be called at any time by the Chair.

- 10.2 In the absence of the Chair at a meeting of the Board, the Vice-Chair will preside over that meeting. In the event that both the Chair and Vice-Chair are absent then the Board will appoint one of its members to preside at that meeting.
- 10.3 The quorum for a meeting of the Board shall be at least 2 employer and 2 employee representatives.
- 10.4 Board meetings shall be held in public. The public may be excluded from the meeting when matters are considered that, in the opinion of the Scheme Manager, contain information covered by exempt/confidential information procedures under Schedule 12A of the Local Government Act 1972 (as amended) or represent data covered by the Data Protection Act 1998.
- 10.5 All agendas and papers for Board meetings will be made publically available on South Yorkshire Pensions Authority's website unless, in the opinion of the Scheme Manager, they are covered by exempt/confidential information procedures under Schedule 12A of the Local Government Act 1972 (as amended) or represent data covered by the Data Protection Act 1998.
- 10.6 Minutes of proceedings at meetings of the Board shall be kept in accordance with statutory requirements. Following the approval of the minutes by the Chair of the Board, they shall be forwarded to all Pension Board members.
- 10.7 Minutes of meetings of the Board shall be published on South Yorkshire Pensions Authority's website.

11. Knowledge, Skills and Training

- 11.1 To be appointed as a member of the Board a person must have knowledge and understanding of and be fully familiar with:
- 11.1.1 the rules of the scheme;
 - 11.1.2 any document recording policy about the administration of the Scheme which is for the first time being adopted in relation to the Scheme;
 - 11.1.3 the law relating to pensions; and
 - 11.1.4 any other matters which are prescribed in regulations.
- 11.2 Pension Board members will undertake a personal training needs analysis and regularly review their skills, competencies and knowledge to identify gaps or weaknesses.
- 11.3 Pension Board members will comply with the Scheme Manager's training policies and attend all training provided by the Scheme Manager.
- 11.4 A written record of relevant training and development will be maintained for each member of the Board.
- 11.5 Training where needed, that is provided by the Scheme Manager will be charged to the Pension Fund.

11.6 Subject to the Regulations or any advice or requirement issued by the Pensions Regulator, the Board must agree and implement a programme of training in respect of all members of the Board to ensure that they are adequately trained to perform their respective duties.

12. Accountability

12.1 The Local Pension Board will be collectively and individually accountable to the Scheme Manager and the Pensions Regulator.

13. Expenses and Funding

13.1 Members of the Board will be reimbursed for reasonable subsistence and travel expenses in accordance with relevant policies of the Administering Authority.

13.2 For the avoidance of any doubt, Pension Board members shall not receive an annual allowance of any kind.

13.3 The Board will be provided with adequate resources to undertake its role, these will include as a minimum:

- Accommodation and administrative support to conduct its meetings;
- Training; and
- Legal, technical and other professional advice.

13.4 The expenses of the Local Pension Board shall be regarded as part of the costs of the administration of the Fund.

14. Variations

14.1 Any variation to this Constitution, considered necessary by the Board, shall be reported to the Scheme Manager for consideration and written consent.

14.2 No variation made by the Board will be valid without the express consent of the Scheme Manager.

15. Data Protection

15.1 The Local Pensions Board will adhere to the Data Protection Policies held by the Administering Authority.

16. Terms of Reference

16.1 Administration

16.1.1 Monitor and review the performance of Scheme administration including suggesting any changes to Service Level Agreements.

16.1.2 Monitor, review and report on the receipt of contributions.

16.1.3 Monitor investment manager reports.

16.1.4 Review the format, timing and source of management information presented to the Board.

16.2 Auditors

- 16.2.1 Monitor and review the appointment and performance of the auditors.
- 16.2.2 Monitor and review the Annual Report and accounts.
- 16.2.3 Review the recommendations produced by audit and give consideration to what action should be taken and make recommendations to the Scheme Manager as appropriate.
- 16.2.4 Monitor and review the Work Programmes for the Pensions Authority and its Boards and the South Yorkshire Passenger Transport Pension Fund Committee.

16.3 Internal Controls and Risk Register

- 16.3.1 Monitor and review the Authority's Risk Register.
- 16.3.2 Monitor the internal controls and procedures of the Pensions Authority.

16.4 Communications

- 16.4.1 Monitor and make recommendations as appropriate on:-
 - The information available on the SYPA internet site
 - The information provided to Scheme members on leaving, retirement etc.
- 16.4.2 Produce an Annual Report upon its activities to be submitted to the Pensions Authority.
- 16.4.3 Produce reports and make recommendations to the Pensions Authority that relate to the work of the LPB. Any reports must be provided at least ten working days in advance of the next Pensions Authority meeting.

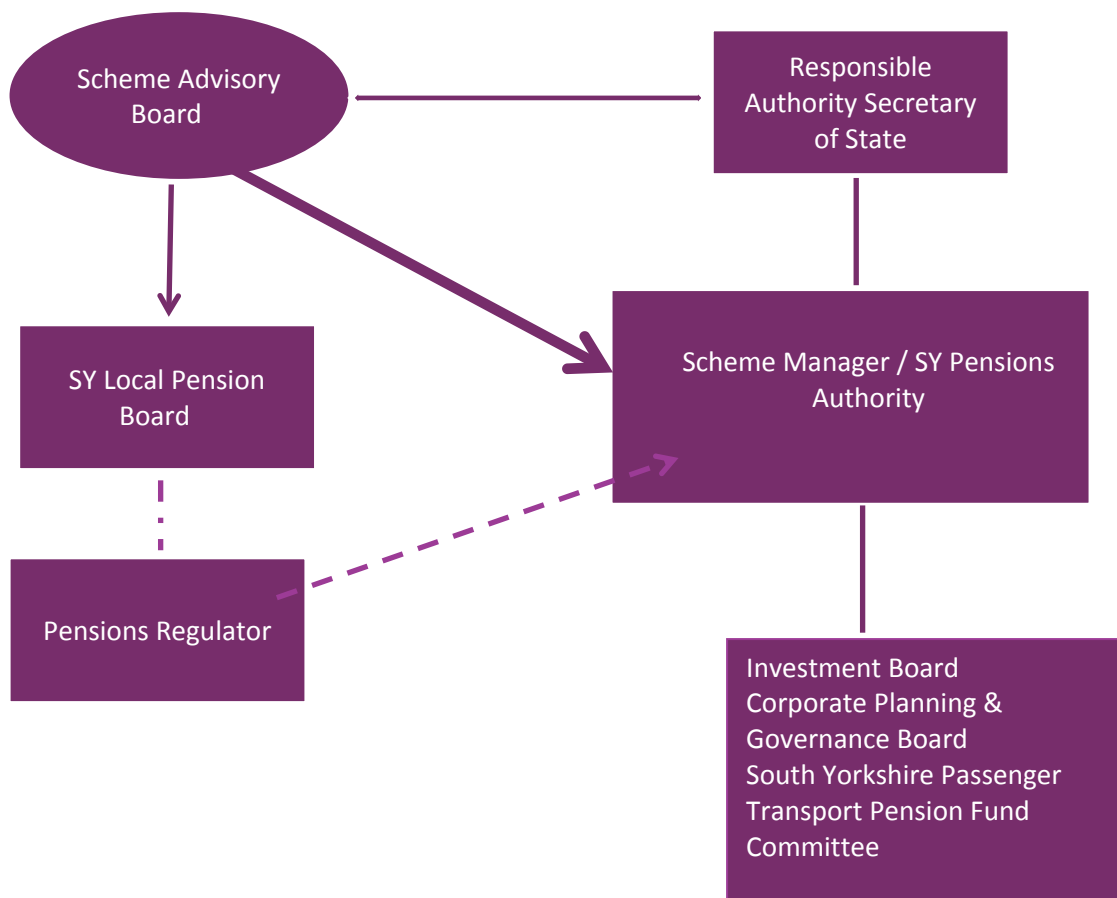
16.5 Monitoring the Exercising of Discretions

- 16.5.1 Monitor the validity of any discretions made by the employers/Administering Authority.

16.6 Budgets

- 16.6.1 Agree a yearly budget for the operation of the Local Pension Board and submit to the Authority for approval.
- 16.6.2 Monitor the level of fees against the annual budget set for the Pensions Board.

17. Governance Structure





SOUTH YORKSHIRE PENSIONS AUTHORITY & SOUTH YORKSHIRE PASSENGER TRANSPORT PENSION FUND LOCAL PENSION BOARD

CONFLICTS OF INTEREST POLICY

1. Introduction

There is a requirement for Local Pension Board (LPB) members not to have a conflict of interest. However, it is important to note that the issue of conflicts of interest must be considered in the light of the LPB's role in assisting the Scheme Manager (South Yorkshire Pensions Authority/South Yorkshire Passenger Transport Pension Fund Committee) in securing compliance with the Local Government Pension Scheme (LGPS) regulations.

The LPB does not make decisions in relation to the Scheme(s) and, therefore, it is not anticipated that significant conflicts will arise. Nevertheless, this Policy has been drafted to assist in the effective identification, monitoring and management of conflicts of interest.

This Policy sets out to meet the requirements that specifically apply by virtue of the Public Service Pensions Act 2013 and the standards of conduct and practice as set out in its Code of Practice.

2. Identifying conflicts of interest

LPB Members

For the purposes of a member of the LPB, a conflict of interest is defined in section 5(5) of the 2013 Act as a "financial or other interest likely to prejudice the way in which someone carries out their role as a member of a pension board". It further specifies that a conflict does not include a financial or other interest arising merely by virtue of that person being a member of a relevant pension scheme.

Therefore, a conflict of interest may arise when a member the LPB must fulfil their legal duty to assist the Scheme Manager and, at the same time, they have;

- a separate personal interest (financial or otherwise); or
- another responsibility in relation to that matter, giving rise to a possible conflict with their first responsibility as a member of the LPB.

The Scheme Manager must also satisfy itself that those appointed to the LPB do not have an actual conflict of interest prior to appointment and "from time to time". This

will be achieved by regular monitoring and review of the declarations of interest register.

There is a corresponding duty on any person who is proposed to be appointed, or an appointed member of the LPB, to provide the Scheme Manager with such information as it may require to be satisfied that there are no conflicts of interest. LPB members will also have the responsibility to anticipate potential conflicts of interest in relation to plans for future LPB activity.

Some examples of how a conflict of interest may arise specifically in relation to a LPB member include;

- a) a finance officer appointed as a member of the LPB may, from time to time, be required to take or scrutinise a decision which may be , or appear to be, in opposition to another interest or responsibility. For example, they may be required as a LPB member to take or scrutinise a decision which involves the use of departmental resources to improve scheme administration, whilst at the same time being tasked, by virtue of their employment, with reducing departmental spending
- b) a LPB member who works closely with the Scheme Manager's internal audit function may be required, as part of their work to audit the administration of the Pension Scheme(s). For example, the employee may become aware of confidential breaches of law which have not yet been brought to the attention of the LPB
- c) an employer representative (elected Member) who also works in the private sector, may also have a conflict of interest as a decision-maker in their own workplace. For example, they may work for a company to which the Scheme Manager has outsourced its pension administration services and the Board are reviewing the standards provided by it

LPB Advisors

Conflicts of interest may also arise in respect of Advisors to the LPB.

For example: an Advisor may have a conflict of interest if he or she (or the same company) is also advising the Scheme Manager. The risk to the LPB is that the Advisor does not provide, or is not seen to provide, independent advice.

Where there is likely to be a conflict of interest in giving advice, the LPB should consider carefully whether it is appropriate to appoint the Advisor in the first place. It may also be necessary to consider carefully whether they should take steps to remove the Advisor who has already been appointed.

3. **Monitoring and Managing Potential Conflicts of Interest**

In order for the Scheme Manager to fulfil its obligations to ensure the LPB members do not have a conflict of interest, the LPB must include an item on conflicts of interest at each meeting and also in its Annual Report.

The LPB is required to maintain a written register of dual interests and responsibilities which have the potential to become conflicts of interest, which may adversely affect members' or advisors' suitability for the role. Each member (as well as any attendees participating in the meeting) will be expected to declare, on appointment and at each meeting, any matter which may lead to conflicts of interest. Such a conflict could be in relation to a general subject area or to a specific agenda item of a LPB meeting.

The Chair of the LPB must be satisfied that the LPB is acting within;

- the conflicts of interest requirements of the Public Service Pensions Act 2013 and the pension scheme regulations, and
- in the spirit of any national guidance or code of practice in relation to conflicts of interest for LPB members

Each LPB member, or a person proposed to be appointed to the LPB (as well as any attendees participating in the meeting) must provide the Chair of the LPB with such information as he or she reasonably requires for the purposes of demonstrating that there is no conflict of interest.

LPB members are required to have a clear understanding of their role and the circumstances in which they may find themselves in a position of conflict of interest, and should know how potential conflicts should be managed.

The LPB is required to evaluate the nature of any dual interests and responsibilities, assess the impact on operations and governance were a conflict of interest to materialise and seek to prevent a potential conflict of interest becoming detrimental to the conduct or decisions of the LPB. The LPB may consider seeking independent legal advice from the Monitoring Officer, or external advisors where necessary, on how to deal with these issues, if appropriate.

Individual members of the LPB must know how to identify when they have a conflict of interest which needs to be declared and which may also restrict their ability to participate in meetings or decision-making. They also need to appreciate that they have a legal duty under the Regulations to provide information to the Scheme Manager in respect of conflicts of interest.

The Member will need to consider how any conflict can best be managed in order to comply with the statutory requirements. Options may include;

- a) the member withdraws from the discussion and any decision-making process on the relevant item(s); or
- b) the member resigns from the LPB if the conflict is so fundamental that it cannot be managed in any other way

SOUTH YORKSHIRE LOCAL PENSION BOARD

23 July 2015

Report of the Deputy Clerk

WORK PROGRAMME OF THE LOCAL PENSION BOARD

1. Purpose of the Report

To develop the Work Programme of the Local Pension Board.

2. Recommendations

Members are recommended to discuss items for inclusion in the Board's Work Programme.

3. Information

3.1 The role of the Local Pension Board as defined by Sections 5(1) and (2) of the Public Service Pensions Act 2013 is to:

- Secure the effective and efficient governance and administration of the LGPS for the South Yorkshire Pension Fund and South Yorkshire Passenger Transport Pension Fund.
- Ensure the South Yorkshire Pension Fund and South Yorkshire Passenger Transport Pension Fund effectively complies with the Code of Practice on the Governance and Administration of Public Service Pension Schemes issued by the Pensions Regulator and is effectively managed and administered in compliance with the Code.

3.2 It is the responsibility of the Board to establish a Work Programme that will enable it to achieve its role. CLG Guidance on issues a Local Pension Board may consider is attached as an appendix to this report.

4. Implications

Legal The Local Pension Board has been established in accordance with the Public Service Pensions Act 2013, acknowledging the compliance and enforcement policy for public service pension schemes issued by the Pensions Regulator.

Financial None.

Diversity None.

M McCarthy
Deputy Clerk

Officer Responsible: Gill Garrety, Democratic Services Officer
South Yorkshire Joint Authorities Governance Unit
01226 772806; ggarrety@syjs.gov.uk

Background papers: None.

This page is intentionally left blank

CLG GUIDANCE: ISSUES A LOCAL PENSION BOARD MAY CONSIDER:

- Review regular compliance monitoring reports which shall include decisions made under the Regulations.
- Review management, administrative and governance processes and procedures in order to ensure they remain compliant with regulations.
- Review the compliance of the scheme employer with its duties under the regulations.
- Assist with the development of and continually review such documentation as is required by the regulations.
- Assist with the development of and continually review scheme member and employer communications as required by regulations.
- Monitor complaints and assist with the application of the Internal Dispute Resolution Process.
- Review Pensions Ombudsman cases.
- Review the implementation of revised policies and procedures following the changes to the Scheme.
- Review the arrangements for the training of Board members and those elected members and officers with delegated responsibilities for the management and administration of the Scheme.
- Review what discretions would be regarded as employer or scheme manager discretions.
- Review the outcome of internal and external Audit reports.
- Review the compliance of particular cases, projects or process on request of any committees with delegated Scheme Manager functions.
- Review the compliance of the scheme employer with its duties under the regulations.
- Assist with the development of and continually review such documentation as is required by the regulations.
- Assist with the development of and continually review scheme member and employer communications as required by regulations.
- Review the risk register as it relates to the scheme manager function of the authority.

This page is intentionally left blank

SOUTH YORKSHIRE LOCAL PENSION BOARD

23 July 2015

Report of the Deputy Clerk

MEMBER LEARNING AND DEVELOPMENT

1. Purpose of the Report

To assist with the creation of a Member Learning and Development Programme.

2. Recommendations

Members are recommended to discuss items for inclusion in the Member Learning and Development Programme.

3. Information

3.1 The Pensions Regulator's Governance and Administration of Public Service Pension Schemes Code of Practice No.14 states:

Knowledge and understanding required by pension board members - legal requirements

A member of the pension board of a public service pension scheme must be conversant with:

- ***the rules of the scheme, and***
- ***any document recording policy about the administration of the scheme which is for the time being adopted in relation to the scheme.***

A member of a pension board must have knowledge and understanding of:

- ***the law relating to pensions, and***
- ***any other matters which are prescribed in regulations.***

The degree of knowledge and understanding required is that appropriate for the purposes of enabling the individual to properly exercise the functions of a member of the pension board.

The full Code of Practice No. 14 can be found [here](#).

3.2 Individual Member Learning and Development Questionnaires will be issued to members at the first meeting of the Local Pension Board. Completed questionnaires will be used to assist with the development of the Member Learning and Development Programme.

3.3 The Pension Regulator has developed an online Public Service Toolkit which all members are required to complete. This can be done individually or with the support of the Joint Authorities Governance Unit. The Public Service Toolkit can be found [here](#).

4. Implications

<u>Legal</u>	The Local Pension Board has been established in accordance with the Public Service Pensions Act 2013, acknowledging the compliance and enforcement policy for public service pension schemes issued by the Pensions Regulator.
<u>Financial</u>	Provision for training will be included in the budget for the Local Pension Board.
<u>Diversity</u>	None.

M McCarthy
Deputy Clerk

Officer Responsible: Gill Garrety, Democratic Services Officer
South Yorkshire Joint Authorities Governance Unit
01226 772806; ggarrety@syjs.gov.uk

Background papers: None.