

## Appendix C

### Local Pension Board Effectiveness Review

This Appendix sets out the summary table of recommendations from the Board's effectiveness review at Appendix A with further commentary regarding each item – with specific details to provide either:

- a) Reference to the relevant action included in the proposed action plan at Appendix B; or
- b) Rationale for not including in the proposed action plan.

Review Ref:	Item	Commentary	Action Plan Ref:
<b>2</b>	<b>Develop plan to improve succession planning for Board membership.</b>		<b>1</b>
	- Visibility of the succession plan	Succession planning updates and term dates are already included in the regular governance update reports, and this will continue. In addition, for the visibility requested, we can provide access to a document that shows the plan for scheduled term end dates along with unplanned vacancies as they arise. This will need to be shared in the online reading room as it will continue to be updated in between meetings and may contain personal data.	<b>(i)</b>
	- Review Board ToR	The Board's terms of reference / Constitution are due to be reviewed this year in any case as part of the actions planned from the Independent Governance Review. Therefore, the review will be undertaken for Board consideration at their August meeting. However, it should be noted that it is unlikely that changes will be possible regarding elected members from Councils - the term dates were extended to three years at the last review and this was the maximum that was possible to agree with the Councils. In regard to representation, it would not be appropriate to provide seats on the Board for each of the four Councils because this would risk these employers being over-represented compared to the other employers in the fund; particularly in light of the fact that all four councils make up the membership of the Authority.	<b>(ii)</b>
<b>3</b>	<b>Communications between the Board and the Authority</b>		
	- Explore bringing a Board paper to Authority meetings	This can be arranged; it will require the Board to prepare and present the report at the Authority meetings.	<b>2</b>
	- Further promote Board and Authority attendance at each other's meetings	Attendance is already encouraged as far as possible, and information provided regarding dates etc. Wherever possible, training sessions are offered to both Authority and LPB members and delivered using both in-person and virtual attendance options.	<b>n/a</b>

## Appendix C

Review Ref:	Item	Commentary	Action Plan Ref:
	- Revisit possibility of holding Board and Authority meetings on same day	This has been considered previously and unfortunately, due to the constraints involved in making all of the arrangements required and preparing the agenda packs for both meetings etc., with only limited staff capacity available, this is simply not feasible to achieve.	n/a
<b>6</b>	<b>Online Reading Room</b>		
	The Authority to assess the effectiveness of the online knowledge library.	The online reading room / knowledge library has been re-organised to make it easier to navigate. A user guide for members with easy-to-follow instructions, screenshots and contents information has been prepared to accompany these changes and will be issued to members before the end of April, with a demonstration and further guidance to be provided at the annual induction and development morning on 5 June. Following that and in response to this request from the Board, the Governance team will arrange to conduct a user survey in the autumn to ask for feedback from members on the effectiveness of these changes and whether there are any further improvements that could be made.	<b>3</b>
<b>9</b>	<b>Develop plan to improve the profile of the Board with members and employers.</b>		
	- Board report to the Authority.	This is included above under the heading of Authority communications and is action number 2 on the proposed plan.	<b>2</b>
	- Contact details on website – include photos and bio.	This is an action already on the tracker and in progress; it will be added to this section of the proposed action plan with a target date and owner.	<b>4 (i)</b>
	- the need for a plan from officers as to how SYPA are 'promoting' the Board.	Actions as noted in this section; Board to advise on anything further requested.	
	- Add details/ calendar of the Board to the employer newsletter and explain role of the Board to employers.	This will be included in the action plan for officers to arrange for this content to be included in the employer newsletter.	<b>4 (ii)</b>
	- Check circulation of employer newsletter and that employers circulate to employees.	The employer newsletter is circulated to all employers in our scheme. This is tailored with specific information targeted for employers themselves, it is not intended for them to circulate to employees. However, our customer services team also prepare and issue scheme member newsletters that are circulated to each of the three main groups of scheme members - active members, deferred members and pensioner members. (The contents include	<b>4 (iii)</b>

## Appendix C

Review Ref:	Item	Commentary	Action Plan Ref:
		<p>some core information that is the same on all three, and some that is tailored to be relevant to each different category of membership).</p> <p>Therefore, the action can be that content on the Board and its work can also be provided for the scheme member newsletters.</p>	
	- Presentation regarding the Board at the employer Forum.	Action added for this to be arranged; it will require a representative from the Board to prepare and deliver the presentation. Officers will facilitate this.	4 (iv)
12	Officers to reflect on how best to demonstrate performance.	It is not proposed to include a separate action on this in the plan simply because performance management, including considerations around development of performance indicators and further work on how performance is reported on and demonstrated, is already an objective that is part of the Corporate Strategy 2025 - 2028. It can be discussed as to how best for officers to update the Board on progress during the year in this respect.	n/a
13	Circulate draft agenda/minutes to all members.	<p>Draft Minutes: The process currently followed is the same across the Authority, Committees and the Board and is standard practice for democratic support in that the first draft of the minutes is shared initially with the Chair of the relevant body for any comments prior to the draft minutes being published as part of the agenda pack for the next meeting, and it is at the meeting that the draft minutes can then be commented upon and/or questioned by the full membership prior to being approved, as part of a transparent process.</p> <p>Draft Agenda: The Board currently considers the draft agenda for the next scheduled meeting along with the work programme for the year at each of their formal meetings.</p>	n/a
14	Survey officers for feedback on the performance of the Board as members and as a functional Board	These two suggestions have been grouped together here with a proposal to include an action for the process of conducting the effectiveness reviews for both Authority and the Board to be reviewed this year with the aim of considering both of these areas within that review.	5
16	Collaborate with Authority on their effectiveness review to find commonalities. Compare results - feedback	It is also noted that both of these areas may be met to some extent through the independent governance reviews that will be carried out every two years.	

## Appendix C

Review Ref:	Item	Commentary	Action Plan Ref:
15	Officers to consider how the Board could incorporate the Authority's EDI policy.	This can certainly be considered and aim to identify any specific actions that can be subsequently added to the plan.	n/a
17	Officers to inform the Board of changes to membership of the Board in advance of meetings.	Changes are currently reported at the first opportunity through the inclusion in the Governance update reports. The proposed action that can be taken to provide earlier notice of such changes, without adding to the number of emails that members receive from the team, is to include details on any changes in the next monthly member update to go out following the change.	6
18	Prioritise time for member questions/discussion over time for officers to present	An action has been added in the proposed plan for the guidance to officers presenting reports to be refreshed in this respect with the intention of limiting time presenting to allow more time for debate as suggested.	7
19	Consider improvements to Mod.Gov access	Not proposed to include in the action plan below as we are constrained by the system in place. However, the team provide and offer as much support as possible to help facilitate access for all members and assist with any troubleshooting, and this is available at any time. We also arrange for support from our IT team colleagues to be available on the morning of the member development and induction session should this be required. The team will also follow up to offer support to any Board members who are still experiencing difficulties in accessing the system.	n/a