

Ref: Administering Authority internal arrangements audit 2022/23

LGPS GOOD GOVERNANCE REVIEW – PHASE III – February 2021			
Area	Hyman’s Phase II proposals to SAB	Progress %	WPF Comment as at October 2022
A. General	*A.1 MHCLG will produce statutory guidance to establish new governance requirements for funds to effectively implement the proposals below. (“the Guidance”).	u/k 0%	DLUHC to advise
	*A.2 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”).	100%	Jenny Devine appointed
	A.3 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.	70%	It is anticipated that a new template will be issued when DLUHC guidance published . Current 2008 template last updated July 2020. Not currently countersigned .
B. Conflicts of interest	*B.1 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.	70%	Board has its own conflicts of interest policy which operates in conjunction with the AA one for Committee members. Fund officers to liaise with Democratic Services and develop & publish an updated version when the final details are known .
	B.2 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	u/k 0%	DLUHC to advise – Final details to be included within terms of reference Protocols 2a & 2b, as required.
C. Representation	*C.1 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.	80%	Set out in the Fund’s 2008 GCS and the relevant terms of reference. To be mapped to the new template .
D. Knowledge and understanding	*D.1 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.	u/k 0%	DLUHC to advise (see D3)
	*D.2 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.	50%	To liaise with Senior Officers concerning training. Identified as relevant officers graded above the HAY Scale – Not part of tPR single code of practice, but a GGR recommendation
	*D.3 Administering authorities must publish a policy setting out their approach to the delivery, assessment and recording of training plans to meet these requirements.	100%	Already on website

	*D.4 CIPFA should be asked to produce appropriate guidance and training modules for s151 officers.	100%	CIPFA published their guidance in circa June 2021. Their guidance was incorporated into the Members/Senior Officers new training policy. Their role description for a Committee Chair will be included within the Committee’s Protocol 2a.
E. Service Delivery for the LGPS Function	E.1 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.	70%	Scheme of sub-Delegation last reviewed in Feb 2022 by the Board. The matrix is set out in the appendix to the Scheme of sub-Delegation entitled “Guidance on Delegations”. To be finalised on receipt of DLUHC guidance. Roles & responsibilities to be included within terms of reference Protocols 2a & 2b, as required. Protocol 2b already published. Protocol 2a publication will be based on DLUHC guidance.
	*E.2 Each administering authority must publish an administration strategy.	100%	Completed – July 2022
	*E.3 Each administering authority must report the fund’s performance against an agreed set of indicators designed to measure standards of service.	100%	Performance against service standards included within AR&A
	*E.4 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.	80%	Part of the agenda setting and Look Forward Plan exercises. Established budget setting and approval also integrated with Business Plan objectives and approval at the beginning of each scheme year. Work on the recharge and the AA SLAs will further embed this process on their completion.
F. Compliance and improvement	*F.1 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.	u/k 0%	DLUHC to advise – Notes: 1) The IGR aims to support the work of the LPBs. 2) To understand how this will integrate with the internal & external audit framework.
	*F.2 LGA to consider establishing a peer review process for LGPS Funds	u/k 0%	LGA to advise
G. Additional Recommendation Hymans – Sept 2022 Current Issues	*G.1 A requirement to implement a workplace strategy around planning and resourcing.	u/k 0%	Details of the scope to be published.