

Item 7 Paper B

LOCAL PENSION BOARD SURVEY II

1. The national LGPS Scheme Advisory Board (SAB) is preparing to publish a second survey in summer 2019 to assess the continuing effectiveness of local pension boards since the first survey was undertaken in summer 2017. A copy of the draft 2019 survey is attached at Annex A.

2. The members of the LPB are invited to comment on the draft response below. The final response will be cleared by the Chair of the LPB before submission to the SAB.

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
- **"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**

Q1b. If the answer is No under what power is the Board currently constituted? **N/A**

Q2. Who is responsible for recruiting and appointing Board members? **THE ADMINISTERING AUTHORITY**

Q3. How often is the Board required to meet? **4 TIMES PER ANNUM**

Q4. How often did the Board meet in:

- a) 2015/16 - **3**
- b) 2016/17 - **4**
- c) 2017/18 - **4**
- d) 2018/19 - **3**

Q5. What is the required number of employer representatives? - **3**

Q6. How many employer representatives were vacant on the 1st April 2019? - **1**

Q7. What is the required number of member representatives? - **3**

Q8. How many member representative's roles were vacant on the 1st April 2019 - **0**

Q9. Is the Chair of the Board selected by:

- a) the scheme manager's officers? **YES**
- b) Board members? **NO**
- c) Any other (please describe)? **N/A**

Q10. Is the Chair independent? **YES**

Q11a. Excluding reimbursement of direct expenses:

- i) is the Chair of the Board remunerated? **YES**
- ii) are other Board members remunerated? **NO**

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 - **£9,216.00 PA SET IN 2015**
- ii) Other Board members **N/A**

Q12. Are expenses paid to Board members? **YES**

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

Q14. On the same scale of 1 to 5, how easy has it been to recruit and appoint new member representatives? - **2**

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**

Q15b. If the answer is "YES", were the terms of reference approved by the scheme manager? **YES**

Q16. If the answer is "NO", explain below who approved the terms of reference. **N/A**

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

- a) Local Pension Board Policy **YES**
- b) Pension Fund Policy **NO**
- c) Other ñ please explain **N/A**

Q18a. Have all Board members completed a declaration of their potential conflict of interests? **YES**

Q18b. If the answer is "YES", when did this last happen? **TO BE CHECKED**

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

Q20. Are Board members provided with or have access to a copy of the Fund's record of breaches of the law? **YES - FROM AUGUST 2019**

Q21a. In 2018/19 did the Board itself identify any breaches of the law? **NO**

Q21b. If the answer is "YES", describe them below including how they were identified
N/A

Q22. Are Board members provided with or have access to a copy of the Fund's risk register? **YES**

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

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

- a) 2015/16 – **4 MINIMUM SOME MEMBERS MORE**
- b) 2016/17 – **3 MINIMUM SOME MEMBERS MORE**
- c) 2017/18 – **2 MINIMUM SOME MEMBERS MORE**
- d) 2018/19 – **2 MINIMUM SOME MEMBERS MORE**

Q25a. Have Board members been asked to complete any form of self-assessment of their knowledge and skills? **YES**

Q25b. If the answer is "YES", when did this last happen? **OCTOBER 2018**

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 - **4**
- b) Conflict of interest policy - **4**
- c) The register of breaches - **4**
- d) The risk register, and - **4**
- e) The knowledge and skills policy - **4**

Q27. Is specialist Local Pension Board personal liability or indemnity insurance provided to Board members? **YES**

Q28. Give up to three examples of significant achievements by the Board: **REVIEWING STRATEGIC FUND DOCUMENTS, INTERNAL & EXTERNAL AUDIT REVIEWS & COMPLIANCE MONITORING**

Q29. Give up to three examples where the Board is working well: **DETERMINING KEY AREAS FOR COMPLIANCE CHECKS & DEVELOPING KPI REQUIREMENTS**

Q30. Give up to three examples where the Board could improve what it does: **EMPLOYER COMMUNICATIONS & MONITORING INVESTMENT COSTS/SAVINGS FROM ASSET POOLING**

Q31a. Do you think the Board is restricted in any way in carrying out its responsibilities? **YES**

Q31b. If the answer is “YES”, give the reasons below: **THE LPB IS NOT INDEPENDENT OF THE FUND AND THE DEPTH OF WORK IT CAN DO IS LIMITED BY THE AMOUNT OF OFFICER TIME/BUDGET MADE AVAILABLE TO IT BY THE FUND TO PERFORM ITS STATUTORY DUTIES**

Q32a. Has the Board ever reviewed the scheme manager’s compliance against TPR’s Code of Practice 14? **YES**

Q32b. If the answer is “YES”, when? **ANNUALLY AND LAST TIME WAS JULY 2019**

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 - **4**
- b) The relationship between the pension committee and the Board - **3**
- c) The Board’s ability to identify non-compliance with legal requirements - **3**
- d) The Board’s ability to make recommendations to the scheme manager officers and/or pension committee where non-compliance has been identified - **3**
- e) The scheme manager officer/pension committee’s response(s) to such recommendations, if any - **3**
- f) The Board’s ability to identify areas of improvement in the effective and efficient administration and governance of the scheme manager - **2**

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**

Q35. Who is responsible for setting the agenda for Board meetings? **BOARD CHAIRMAN & ADMINISTERING AUTHORITY**

Q36. Were any scheduled Board meetings in 2018/19 non-quorate or became non-quorate and if so, how many? **NONE**

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? **FUND OFFICERS**

Q38. During 2018/19 did the Board prepare a Local Pension Board annual report? **YES**

Q39a. Does the Board have a web page(s)? **YES**

Q39b. If the answer is “YES” is the web page part of the scheme manager’s website or elsewhere? **PART OF THE SCHEME MANAGER'S WEBSITE**

Q40. Does the web page(s) include the following?

- a) Board Agenda **NO BUT THERE IS A LINK TO COUNCIL DEMOCRATIC SERVICES PORTAL**
- b) Board reports **YES**
- c) Board minutes **NO BUT THERE IS A LINK TO COUNCIL DEMOCRATIC SERVICES PORTAL**
- d) Board terms of reference **YES**
- e) Board members' identities **YES**
- f) How stakeholders can contact a member of the Board **YES**
- g) The latest Board annual report **YES**

h) The Board's Conflicts of Interest Policy **YES**

Q41a. During 2018/19 was a review of the effectiveness of the Board undertaken? **YES**

Q41b. If the answer is "YES", who undertook the review: **THE LPB PERFORMED AN INTERNAL SELF ASSESSMENT AND EXTERNAL CONSULTANTS ALSO DID AN ASSESSMENT ON BEHALF OF THE ADMINISTERING AUTHORITY**

Q42a. Are Board members able to attend pension committee meetings other than as a member of the public? **YES**

Q42b. If the answer is "YES", are they able to attend Part 2 of the committee meeting? **YES**

Q42c. If the answer is "YES", are Board members able to participate in pension committee meetings? **YES**

Q43a. Does the Board have a budget? **YES**

Q43b. If the answer is "YES":

- i) What was the size of the budget for 2018/19? - **£27,400 pa**
- ii) How much of that budget was spent in 2018/19? **£21,700 pa**
- iii) Can it be used to access independent external advice? **YES**

Q43c. If the answer to the last point is "YES" give examples below where such advice has been commissioned: **THE ADMIN AUTHORITY USED THE BOARD'S BUDGET TO CONDUCT EXTERNAL EFFECTIVENESS REVIEW**

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

- a) Governance? - **30%**
- b) Administration and Communications? - **50%**
- c) Other? - **20%**

Q45. During 2018/19, did the Board consider any aspect of the governance of asset pooling? **YES**

Q46. Describe below ways in which the relationships between the Board, scheme manager officers and pension committee could be improved: **MORE CLEARLY DEFINING THE ROLES BETWEEN THE ADMINISTERING AUTHORITY AND THE FUND MANAGEMENT, WHICH IN TURN WOULD MORE CLEARLY DEFINE THE ROLES OF THE OFFICERS, COMMITTEE AND BOARD**

Q47. Use the space below to comment on any other aspect of the governance arrangements that you consider to be relevant: **FOR THE PENSION COMMITTEE TO BE HAVE THE SAME LEGALLY REQUIRED TRAINING, KNOWLEDGE & UNDERSTANDING REQUIREMENTS AS THE BOARD**

Submission details

Name of Pension Fund – **WILTSHIRE PENSION FUND**
Person submitting this: Name – **HOWARD PEARCE**

Role within Pension Fund – **CHAIRMAN OF THE BOARD**
Email address – "**howard.pearce@hotmail.co.uk**"
Telephone contact number – **07768-278421**

If person submitting is not Local Pension Board Chairperson, please confirm this submission has been agreed by the Board Chairperson **N/A**

Has this submission been agreed by the Local Pension Board as a whole? **YES**

If no, why not? **N/A**

Date - 22ND AUGUST 2019