

Agenda

Council

Thursday, 20 May 2021, 10.00 am
County Hall, Worcester

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DISCLOSING INTERESTS

There are now 2 types of interests:
'Disclosable pecuniary interests' and **'other disclosable interests'**

WHAT IS A 'DISCLOSABLE PECUNIARY INTEREST' (DPI)?

- Any **employment**, office, trade or vocation carried on for profit or gain
- **Sponsorship** by a 3rd party of your member or election expenses
- Any **contract** for goods, services or works between the Council and you, a firm where you are a partner/director, or company in which you hold shares
- Interests in **land** in Worcestershire (including licence to occupy for a month or longer)
- **Shares** etc (with either a total nominal value above £25,000 or 1% of the total issued share capital) in companies with a place of business or land in Worcestershire.

NB Your DPIs include the interests of your spouse/partner as well as you

WHAT MUST I DO WITH A DPI?

- **Register** it within 28 days and
- **Declare** it where you have a DPI in a matter at a particular meeting
 - you must **not participate** and you **must withdraw**.

NB It is a criminal offence to participate in matters in which you have a DPI

WHAT ABOUT 'OTHER DISCLOSABLE INTERESTS'?

- No need to register them but
- You must **declare** them at a particular meeting where:
You/your family/person or body with whom you are associated have a **pecuniary interest** in or **close connection** with the matter under discussion.

WHAT ABOUT MEMBERSHIP OF ANOTHER AUTHORITY OR PUBLIC BODY?

You will not normally even need to declare this as an interest. The only exception is where the conflict of interest is so significant it is seen as likely to prejudice your judgement of the public interest.

DO I HAVE TO WITHDRAW IF I HAVE A DISCLOSABLE INTEREST WHICH ISN'T A DPI?

Not normally. You must withdraw only if it:

- affects your **pecuniary interests** **OR** relates to a **planning or regulatory** matter
- **AND** it is seen as likely to **prejudice your judgement** of the public interest.

DON'T FORGET

- If you have a disclosable interest at a meeting you must **disclose both its existence and nature** – 'as noted/recorded' is insufficient
- **Declarations must relate to specific business** on the agenda
 - General scattergun declarations are not needed and achieve little
- Breaches of most of the **DPI provisions** are now **criminal offences** which may be referred to the police which can on conviction by a court lead to fines up to £5,000 and disqualification up to 5 years
- Formal **dispensation** in respect of interests can be sought in appropriate cases.

Thursday, 20 May 2021, 10.00 am, County Hall, Worcester

Agenda and Summons

Councillors: Cllr Bob Brookes (Chairman), Cllr Alastair Adams, Cllr Salman Akbar, Cllr Mel Allcott, Cllr Martin Allen, Cllr Alan Amos, Cllr Marc Bayliss, Cllr Dan Boatright, Cllr David Chambers, Cllr Brandon Clayton, Cllr Kyle Daisley, Cllr Lynn Denham, Cllr Nathan Desmond, Cllr Allah Ditta, Cllr Matt Dormer, Cllr Aled Evans, Cllr Elizabeth Eyre, Cllr Simon Geraghty, Cllr Laura Gretton, Cllr Peter Griffiths, Cllr Karen Hanks, Cllr Ian Hardiman, Cllr Adrian Hardman, Cllr Paul Harrison, Cllr Marcus Hart, Cllr Bill Hopkins, Cllr Matt Jenkins, Cllr Adam Kent, Cllr Adrian Kriss, Cllr Aled Luckman, Cllr Steve Mackay, Cllr Luke Mallett, Cllr Emma Marshall, Cllr Karen May, Cllr Natalie McVey, Cllr Tony Miller, Cllr Jo Monk, Cllr Dan Morehead, Cllr Richard Morris, Cllr Tony Muir, Cllr Beverley Nielsen, Cllr Tracey Onslow, Cllr Scott Richardson Brown, Cllr Andy Roberts, Cllr Josh Robinson, Cllr Linda Robinson, Cllr Chris Rogers, Cllr David Ross, Cllr Mike Rouse, Cllr Jack Satterthwaite, Cllr James Stanley, Cllr Emma Stokes, Cllr Kit Taylor, Cllr Richard Udall, Cllr Craig Warhurst, Cllr Shirley Webb and Cllr Tom Wells

1 Apologies and Declaration of Interests

To receive apologies and invite any councillor to declare any interest in any of the items on the agenda.

2 Chairman

To elect a Chairman of the Council to hold office until his or her successor becomes entitled to act.

3 Vice-Chairman

To appoint a Vice-Chairman of the Council to hold office until immediately after the election of a Chairman at the next Annual meeting of the Council.

4 Leader of the Council 1 - 2

To consider a report on the appointment of a Leader of the Council.

5 Public Participation

To allow a member of the public to present a petition, or ask a question relating to the functions of the Council, or to make a comment on any matter on the agenda.

Members of the public wishing to take part should notify the Assistant Director for Legal and

Governance in writing or by e-mail indicating both the nature and content of their proposed participation no later than 9.00am on the Monday before the meeting (in this case, 17 May 2021). Further details are available on the Council's website. Enquiries can also be made through the telephone number/e-mail address listed below.

6 Minutes

To approve as a correct record and authorise the signing of the Minutes of the meeting held on 18 February 2021 (previously circulated electronically).

7 Chairman's Announcements

To receive any announcements to be made by the Chairman.

8 Political Structures and Appointments 3 - 8

To make a decision on the Council's political structures and appointments.

9 Constitutional Report - Pensions Committee Governance Arrangements 9 - 32

To consider changes to the governance arrangements of the Pensions Committee.

Agenda produced and published by Abraham Ezekiel, Assistant Director for Legal and Governance County Hall, Spetchley Road, Worcester WR5 2NP. The above reports and supporting information can be accessed via the Council's website at: www.worcestershire.gov.uk

To obtain further information or a paper copy of this agenda please contact Simon Lewis, Committee Officer by telephone on Worcester (01905) 846621 or slewis@worcestershire.gov.uk

Date of Issue: Wednesday, 12 May 2021

COUNCIL
20 MAY 2021**APPOINTMENT OF LEADER OF THE COUNCIL**

Recommendation

1. **The Assistant Director for Legal and Governance recommends that the Council determines its appointment to the post of Leader of the Council.**

Summary

2. The legislation requires local authorities to operate a) executive arrangements, b) a committee system, or c) other prescribed arrangements as agreed by the Secretary of State. 'Executive arrangements' involve the adoption of what has been described as a "strong leader" model in governance terms for 'executive functions' - although non-executive functions are still discharged through the traditional committee system.

3. The Council has adopted executive arrangements under the 'Leader and Cabinet' model of governance. Council therefore appoints the Leader of the Council (Leader), who is responsible for the Council's executive functions. The Leader decides how those functions are to be discharged and the extent of delegation, appoints Cabinet members and allocates their areas of political responsibility.

4. In line with the Article 6 of the Council's constitution and the Localism Act 2011, the Leader holds office until the Annual Council following the 4-yearly elections. Council therefore appoints a member to be Leader at its first meeting on 20 May 2021. The Council retains the power to remove and replace the Leader at any time during that 4-year term by ordinary resolution on notice.

Background

5. Under the Leader and Cabinet model, Council appoints the Leader, who then chairs and appoints members to the Cabinet (a total of 10 members of Cabinet being the legal maximum, 3 being the minimum) and allocates Cabinet responsibilities. The Leader must appoint a Deputy Leader.

6. A fundamental legal concept within executive arrangements is the split in political responsibility between executive (Leader and Cabinet) and non-executive (Council and Committees) functions. Officers (paid staff) of the Council may exercise both executive and non-executive functions as long as they have been delegated to them.

7. 'Executive functions' cover most (but not all) of the Council's day-to-day functions as designated by Regulations. The Leader is not responsible for the discharge of functions which are not the responsibility of the executive e.g. Planning Development Control, Audit and Governance, Overview and Scrutiny, Standards and Ethics, or the Budget and Policy Framework (which is decided by full Council).

8. The Leader has responsibility for executive functions and decides whether they are undertaken by him or herself, the Cabinet collectively, individual members of the Cabinet, officers, or any combination. There is a clear and transparent governance route for decisions of the Cabinet or Cabinet Members with Responsibility.

9. The Council makes provision in its constitution for accountability arrangements eg regular reports from the Leader and individual Cabinet members, formal Question Time etc.

Contact Points

Specific Contact Points for this Report

Abraham Ezekiel, Assistant Director for Legal and Governance

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Background Papers

In the opinion of the Proper Officer (in this case the Assistant Director for Legal and Governance) the background papers relating to the subject matter of this report are:

- The agenda papers for Council on 11 September and 18 December 2008, 25 June 2009, and 13 September 2012.

COUNCIL
20 MAY 2021**POLITICAL STRUCTURES AND APPOINTMENTS**

(a) Political and Constitutional Structures**Recommendations**

1. **The Assistant Director for Legal and Governance recommends that the Council:**
 - a) **confirms the political structures established under the previous Council and set out in the Constitution (summarised in this report) subject to any revisions agreed below;**
 - b) **agrees the size of its ordinary committees and proposed allocation of seats between the political Groups on those committees and on Hereford and Worcester Fire and Rescue Authority as set out in Appendix 1;**
 - c) **appoints the individual members to those committees in accordance with the nominations from time to time of the respective political Groups in accordance with the Local Government and Housing Act 1989, and requires the Assistant Director for Legal and Governance to give effect to such wishes expressed by the political Groups; and**
 - d) **authorises the Assistant Director for Legal and Governance to settle any outstanding details relating to the political structures and to make changes as necessary to the Council's Constitution (Articles and Appendices) to give effect to the Council's decisions and any other revisions necessary to reflect needs or circumstances.**

Summary

2. The Council is responsible for establishing the political structures and establishing such Committees as it thinks fit to carry out the discharge of functions which are not the responsibility of the executive (Leader and Cabinet). In consultation with the Leader of the majority Group it is proposed that Council continues the previous Committee and Overview and Scrutiny political structure as adopted under the previous Council, summarised below. The proposed size of those committees and allocation of seats between political Groups on the Council to reflect political balance will be circulated in an Appendix once available.

Background Information

3. This report addresses the political and constitutional structures which are for the Council to decide. Council appoints and determines the size of Committees/Panels, and

allocates the seats on them between political Groups in accordance with the rules on political balance. Council also appoints the Chairmen and Vice-Chairmen of those bodies.

Planning and Regulatory, Pensions, Standards and Ethics, Audit and Governance and Waste Credit Governance Committees

4. No changes are proposed to the 5 standing Committees established under the previous Council - Planning and Regulatory, Pensions Committee, Standards and Ethics, Audit and Governance and Waste Credit Governance. It is proposed that these Committees continue with seats allocated on the basis of political balance as set out in the Appendix. In addition, individual Appointments etc. Panels (dealing with appointments and terms and conditions of Chief Officers and Heads of Service etc.) will continue to be appointed as necessary from time to time, with membership appointed on an ad hoc basis in accordance with political balance and as nominated by respective Group leaders.

5. Following the Localism Act 2011, Council resolved in July 2012 to voluntarily retain the Standards and Ethics Committee to oversee standards of member conduct and complaints, and adopted new terms of reference. This Committee is therefore an 'ordinary' Committee rather than its previous statutory status, and falls within political balance.

Overview and Scrutiny Arrangements

9. It is vital for the Council operating executive arrangements that it has an effective, constructive and (where necessary) challenging Overview and Scrutiny function. In consultation with the majority Group leader it is recommended that the Overview and Scrutiny political structure continues as under the previous Council.

10. The Overview and Scrutiny Performance Board (OSPB) commissions work as necessary through itself, scrutiny task groups, or the standing Scrutiny Panels as set out in the Appendix. These Scrutiny Panels (which are formal committees of the Council) were chaired by lead scrutiny members drawn from the OSPB. The Panels' work programme is agreed by the Board and endorsed by Council. The Panels provide regular performance monitoring and allow members to build up an expertise in particular areas. It was considered that the cross-cutting nature of Panels would assist the scrutiny of performance.

11. The Health Overview and Scrutiny Committee (HOSC) also includes co-opted members from each District Council.

12. The Council approves the outline Scrutiny programme, leaving flexibility for the OSPB to be able to deal with appropriate matters arising during of the course of a year. The Chairman of the OSPB would continue to report annually to Council on Scrutiny matters.

13. The Council has allocated the OSPB as the nominated body to deal with crime and disorder scrutiny matters, and the Environment and Economy Panel deals with the scrutiny of flood risk management, both as required under legislation.

14. Overall membership of ordinary committees, which include the OSPB and Overview and Scrutiny Panels, needs to be in accordance with the principles and requirements of political balance as set out in legislation. There is no such requirement in relation to

appointing Chairmen of member bodies. However, it is recommended that Council does not change the existing constitutional requirements that the key role of Chairman of the OSPB continues to be a member from outside the administration Group and (in order to emphasise the non-party political nature of that Chairman's role) cannot be one of the Council's political Group leaders.

15. The OSPB Chairman (and its Vice-Chairman in his or her stead) also exercises various constitutional powers and responsibilities (e.g. in relation to allowing urgent implementation of Cabinet/CMR decisions and the consideration of urgent items not otherwise on the Forward Plan).

16. The OSPB and its Panels also have the flexibility to co-opt additional persons where appropriate. Certain representatives e.g. Parent Governor and Church representatives must be co-opted onto a relevant Scrutiny body when dealing with education matters.

Constitutional Procedures

17. The Assistant Director for Legal and Governance may need to settle any outstanding details and update the Constitution to incorporate the decisions of Council from time to time.

Political Balance

18. Following the elections on 6 May 2021, the Council is composed of 57 Councillors who were described on the ballot paper as:

- Conservative 45
- Liberal Democrat 4
- Green 3
- Labour 3
- Independent 2

At the time of writing this report the size and names of the political groups on the Council had not been confirmed. Further details will follow before the Council meeting.

19. Legislation requires that allocation of seats on ordinary committees must, as far as reasonably practicable, be in accordance with the principles of political balance. These principles are based on the membership of political Groups within the Council which members join, rather than political parties as such. These principles are that the majority Group is entitled to a majority on each committee; subject to this, the aggregate allocation of committee seats overall should reflect political balance, and subject to this, individual committee membership should reflect political balance as far as practicable. Council can depart from these principles in allocating seats provided no member votes against doing so. A proposed allocation of seats on Committees is set out in Appendix 1 (to follow) reflecting the political composition of the new Council, and which would be compliant with the principles of political balance as far as practicable.

Appointments

20. Once Council has agreed its political structures and allocation of seats on Committees, the Assistant Director for Legal and Governance will fill those seats as usual in accordance with the nominations of the respective political Groups from time to

time (via their Group leaders) in compliance with the provisions of the Local Government and Housing Act 1989.

21. The subsequent paragraphs deal with the appointment of officeholders in relation to the political structures established by Council, and appointments to other bodies.

(b) Constitutional and Other Appointments

22. The Assistant Director for Legal and Governance recommends that:

- (a) the Constitutional Appointments be made as set out in Appendix 2; and**
- (b) he be authorised to finalise appointments to outside bodies in consultation with Group Leaders as set out in the report.**

Constitutional Appointments

23. The Council needs to appoint Chairmen and Vice-Chairmen of member bodies, and lead Scrutiny members, to fill certain positions within the structures decided above. The nominations are set out in Appendix 2 to this report. **[To follow]**.

Other Appointments

24. The Council is represented on a number of other bodies and external organisations. Following the elections the Council's representation on these organisations is being revised. Some appointments need to be made promptly e.g. due to timescales for meetings of external bodies.

25. For a significant number of those bodies there is either a requirement, or the Council has chosen, to allocate places to reflect the political balance of the Council. Nominations either have been or will be sought from Group Leaders for political nominations to these bodies, which include:

- Hereford and Worcester Fire and Rescue Authority
- Local Government Association and associated bodies
- SACRE.

26. A formal meeting of the Fire and Rescue Authority (FRA) is scheduled for 17 June, with an induction session taking place on 15 June 2021.

27. Consideration of other appointments will take place as normal in consultation with Group Leaders as appropriate.

(c) Council Meeting Dates 2022

Recommendation

28. The Assistant Director for Legal and Governance recommends that the

Council approves its programme of meetings for 2022 as follows:

13 January 2022

17 February

19 May

14 July

08 September

10 November

29. County Council meeting dates are currently scheduled up to November 2021. To enable the 2022 meetings programme to be produced and help members plan their commitments, the Assistant Director for Legal and Governance suggests that further meetings of the Council be now scheduled for 2022. In accordance with the usual practice and pattern of meetings, further meetings (Cabinet, Committees and Panels) will be arranged in the light of the Council dates and members notified in due course.

30. Members may wish to note that the remaining Council meetings for 2021 are scheduled for:

15 July

09 September

11 November

Supporting Information

Appendix 1 - Proposed allocation of places (to follow)

Appendix 2 - Nominations for Constitutional Appointments (to follow)

Contact Points

Specific Contact Points for this report

Abraham Ezekiel, Assistant Director for Legal and Governance
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Background Papers

In the opinion of the Proper Officer (in this case the Assistant Director for Legal and Governance) there are no background papers relating to the subject matter of this report.

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COUNCIL
20 MAY 2021**CONSTITUTIONAL REPORT – WORCESTERSHIRE**
PENSION FUND GOVERNANCE ARRANGEMENTS

Recommendation

1. **The Pensions Committee recommends that:**
 - a) **The draft Terms of Reference for the Pension Committee attached as Appendix 1 be approved; and**
 - b) **The revised and updated Governance Policy Statement attached as Appendix 2 be approved.**

Review of Governance Arrangements

2. The Pensions Committee, the LGPS and the Pension Fund fall under the responsibility of the Pension Regulator and must therefore adhere to their own codes of practice. This Fund continues to be subject to scrutiny at a national level from the Scheme Advisory Board along with its own Local Pensions Board.
3. Strong governance of the Pension Fund has always been paramount, and a detailed review of the Funds governance arrangements and Governance Policy statement was reported to Committee in March 2019 and approved by Council in May 2019.
4. A further report to Committee on the 16 October 2019 detailed two reviews by the Scheme Advisory Board (SAB) and the Pension Regulator looking at how to strengthen governance following the collapse of several private sector funds. This alongside the set-up of the pension pools and pressures to maintain balanced funds highlighted the need to maintain the strong governance of LGPSs had never been more important.
5. The report sets out below a series of proposals which have since been implemented:
 - a) The strengthening of the Pension Board;
 - b) Taking on board the findings of the Scheme Advisory Board (SAB) 'Good Governance' review and producing Worcestershire Pension Fund 'Good Governance' position statement;
 - c) The setting of objectives for the Fund's Investment Advisor; and
 - d) Both 5(b) & (c) are reviewed and reported every 6 months and provided to the Pensions Committee in December 2020.
6. This element of the governance review looks at the Governance Policy which was last updated in June 2020 for some minor changes within the Funds 2019/20 annual report.

Governance Policy Background

7. Regulation states, and best practice dictates, that a Pension Fund should have a range of written policies and procedures in place. Having such, not only proves regulatory compliance, but more importantly demonstrates good governance and provides a range of information to stakeholders. This report provides an update to the Governance Policy Statement.

Governance Policy Statement

8. **Regulation 55** of the Local Government Pensions Scheme Regulations 2013 states: 55. - (1) An administering authority must prepare a written statement setting out-

- a) whether the authority delegates its functions, or part of its functions under these Regulations to a committee, a sub-committee, or an officer of the authority.
- b) if the authority does so:
 - i. the terms, structure, and operational procedures of the delegation,
 - ii. the frequency of any committee or sub-committee meetings,
 - iii. whether such a committee or sub-committee includes representatives of Scheme employers or members, and if so, whether those representatives have voting rights.
- c) the extent to which a delegation, or the absence of a delegation, complies with guidance given by the Secretary of State and, to the extent that it does not so comply, the reasons for not complying.
- d) Details of the terms, structure and operational procedures relating to the local pension board established under regulation 106 (local pension boards: establishment).
- e) An administering authority must keep a statement prepared under paragraph (1) under review, and make such revisions as are appropriate, following a material change to any of the matters mentioned in that paragraph.
- f) Before preparing or revising a statement under this regulation, an administering authority must consult such persons as it considers appropriate; and
- g) An administering authority must publish its statement under this regulation, and any revised statement.

9. The latest version of the Governance Statement attached as Appendix 2 has been reformatted slightly and has been updated to reflect some required changes to the Pensions Committee Terms of Reference (Appendix 1) and further minor alterations which are highlighted in '**yellow**' for ease of reference. These are needed to ensure that the Pensions Committee is clearer on its review of the Fund's risks, Responsible Investment, and the Investment Advisor objectives. As the statement reflects the actual Governance arrangements in place, no wider consultation is considered necessary.

Contact Points

Specific Contact Points for this report

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Supporting information

Appendix 1 - Revised Terms of Reference for the Pensions Committee

Appendix 2 – Updated Governance Policy Statement

Background Papers

In the opinion of the proper officer (in this case the Chief Financial Officer), the following are the background papers relating to the subject matter of this report:

Agenda papers and Minutes of the Pensions Committee meeting on 16 March 2021

<https://worcestershire.moderngov.co.uk/ieListDocuments.aspx?CId=391&MId=3804&Ver=4>

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Pensions Committee Terms of Reference:

1. The Pensions Committee will meet at least quarterly or otherwise as necessary to take decisions on:
 - Changes to the Investment Strategy Statement, including the strategic benchmark for asset allocation, Investment manager benchmarks and Investment manager targets.
 - Transition of investments to LGPS Central or other pooling arrangements
 - The termination and appointment of investment managers and associated professional service providers.
 - The termination and appointment of the Fund's independent investment adviser, performance measurement consultant, global custodian, and actuary.
 - The Pension Administration Strategy, Policy Statement on Communications, Policy Statement on Governance Strategy, Funding Strategy Statement and Governance Compliance Statement.
 - The triennial and interim actuarial valuations.
 - The approval of the Fund's Annual Report and Accounts.
 - The approval of the Fund's annual and triennial budgets.
 - The review of the Funds Risk Register and Key outstanding risks identified.
 - The Pension Administration Advisory Forum arrangement and regular Forum reports, which consider and address outstanding member and employer issues and concerns.
 - The Pension Investment Sub Committee arrangement and regular Sub Committee reports, which monitor performance of the Fund's assets.
 - Requests for admission of qualifying Community and Transferee Bodies wishing to join the Fund.
 - Key pension policy discretions that are the responsibility of the administering authority.
 - The Fund's Business Plan.
 - Ensuring the responsible investment, corporate governance and voting policies of the Fund are delivered effectively.
 - Reviewing the Funds governance arrangements and the effective use of its advisors to ensure good decision-making
2. All elected members and voting co-optees of the Pensions Committee are subject to the Worcestershire County Council Code of Conduct for Members, and must therefore register and keep updated their Disclosable Pecuniary Interests as required by the law and Code and disclose potential conflicts of interest as required by that Code.
3. Members of the Pensions Committee are expected to hold the appropriate knowledge and skills to discharge their responsibility effectively.
4. The responsibility for advising the Pensions Committee is delegated to the Chief Financial Officer.

5. Members of the Pensions Committee have equal access to Pensions Committee agenda papers and associated appendices in accordance with the legislation and constitutional Rules relating to access to information for committees. Formal meetings of the Committee will take place in public unless it has resolved to move into exempt session in accordance with the applicable access to information provisions.
6. The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 formally introduced the concept of asset pooling. **As assets move into pooled structures the Pensions Committee is also responsible for:**
 - The selection, appointment and dismissal of an investment pooling operator to manage the assets of the Fund;
 - Determining what the administering authority requires the pool to provide to enable it to execute its local investment strategy effectively;
 - Receiving and considering reports and recommendations from the Joint Committee and Practitioners Advisory Forum, established to oversee the pool, to ensure that the Fund's investor rights and views are represented effectively;
 - Identifying and managing the risk associated with investment pooling;
 - Ensuring that appropriate measures are in place to monitor and report on the ongoing costs of investment pooling; and
 - Ensuring the responsible investment, corporate governance and voting policies of the Fund are delivered effectively.

Governance Policy Statement

16 March 2021

1. Introduction

- 1.1 Worcestershire Pension Fund (the Fund) administers the Local Government Pension Scheme (LGPS) for its own employees and employees and those of over 200 other Scheme employers in the administrative area of Herefordshire and Worcestershire, with 22,000 contributing members, 18,000 pensioners and beneficiaries and 21,000 deferred pensioners.
- 1.2 The LGPS regulations require all administering authorities to publish a Governance Policy Statement which sets out how the administering authority discharges its responsibilities in response to the regulatory requirements.
- 1.3 This statement combines the overall governance arrangements which meet the requirements set out in Part 2 (Administration) Regulation 55 and Part 3 (Governance) Regulation 106 of LGPS Regulations 2013.
- 1.4 This statement also takes account of the guidance issued by Ministry of Housing, Communities and Local Government (MHCLG) entitled Local Government Pension Scheme Governance Compliance Statement Statutory Guidance. The basic principles are accountability and transparency and both principles are achieved by setting clear responsibilities and appropriate reporting mechanisms.
- 1.5 Further sources of information are available on the Fund's website at www.worcestershirepensionfund.org.uk including the Annual Report and Accounts, the Funding Strategy Statement and the Investment Strategy Statement.

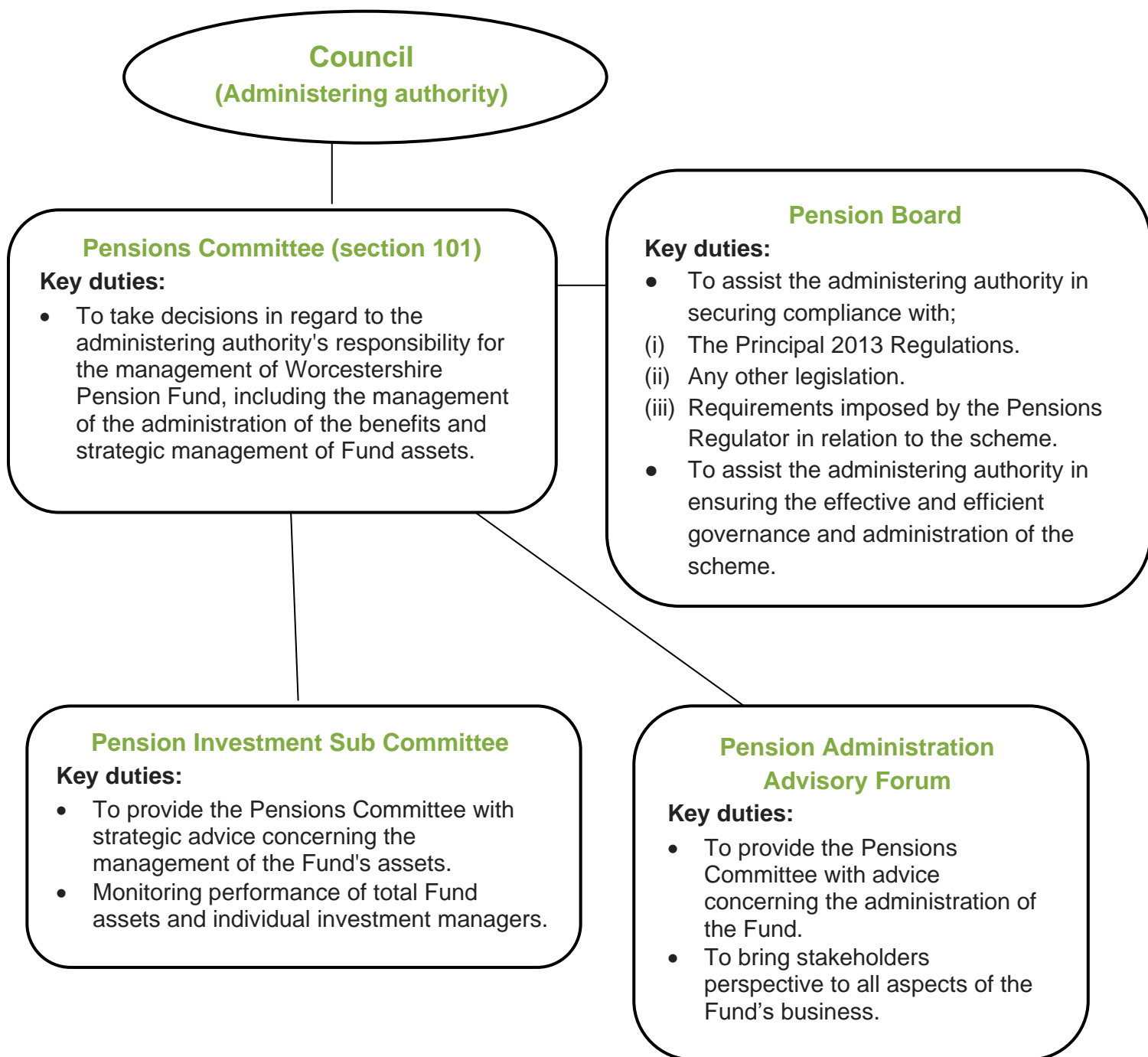
2. Purpose of the Governance Policy Statement

- 2.1 The LGPS regulations require an administering authority, after consultation with such persons as they consider appropriate, to prepare, maintain, publish and keep under review a written statement setting out:
 - Whether it delegates its functions, or part of its functions under these Regulations to a committee, a sub-committee or an officer of the authority;
 - The terms, structure and operational procedures of the delegation;
 - Whether such a committee or sub-committee includes representatives of scheme employers or members, and if so, whether those representatives have voting rights;
 - The extent to which a delegation, or the absence of a delegation, complies with guidance given by the Secretary of State and, to the extent that it does not so comply, the reasons for not complying; and
 - Details of the terms, structure and operational procedures relating to the Local Pension Board.

3. Governance of Worcestershire Pension Fund

- 3.1 Overall responsibility for managing the Fund lies with the full Council of Worcestershire County Council in its role as administering authority. Under the County Council's Constitution, further delegations for the management, administration and investment of the Fund are made to the Pensions Committee and the Chief Financial Officer and his Staff.

Governance Structure of Worcestershire Pension Fund



In all areas of the Governance Structure, the 7 Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership) are widely acknowledged and practiced; both within the decision-making framework and within day to day activities.

4. Administrative Arrangements

- 4.1 On 1 April 1998 Worcestershire County Council was constituted and vested, under section 16 of the Hereford and Worcester (Structural, Boundary and Electoral Changes) order 1996 (Statutory Instrument 1996 No 1867), with the rights and liabilities of the former pension fund run by Hereford and Worcester County Council. Therefore, the Council is the appropriate administering authority to maintain the Fund.
- 4.2 As the statutory administering authority and Scheme Manager for the Fund, Worcestershire County Council is responsible for ensuring effective stewardship of the Fund's affairs. Worcestershire County Council has established a Pensions Committee to discharge the Council's responsibility for the management of the administration of the Fund.
- 4.3 Worcestershire County Council has also established a Pension Investment Sub Committee to provide the Pensions Committee with strategic advice concerning changes to the Fund's asset allocation, the termination and appointment of investment managers and independent investment advisers.
- 4.4 A Pension Administration Advisory Forum has also been established to provide wider stakeholder representation and communication in matters relating to the Fund. The Pensions Committee has overall responsibility for the management of the administration of the Fund, as set out in the Scheme of Assignment of Responsibility for Functions. The Pensions Committee takes advice from the Pension Administration Advisory Forum to enable the Pensions Committee to discharge its responsibility effectively.

5. Pensions Committee

- 5.1 The Pensions Committee discharges the responsibilities of the Council as administering authority of the Fund pursuant to Section 101 and Regulations under Section 7 of the Superannuation Act 1972.
- 5.2 The Pensions Committee discharges the responsibilities for management of the administration of the Fund. It will take views from the Pension Investment Sub Committee to enable it to discharge its duties effectively.
- 5.3 The Pensions Committee discharges the responsibilities for the strategic management of the Fund's assets. However, it will take strategic advice from the Pension Investment Sub Committee to enable it to discharge its duties effectively. The dates of Pensions Committee meetings will be synchronised with those of the Pension Investment Sub Committee to ensure investment decisions are reviewed without unnecessary delay.

- 5.4 The Council appoints the Chairman and Vice-Chairman of the Pensions Committee. The Chairman of the particular meeting has a second or casting vote in the case of equality of votes.
- 5.5 The Pensions Committee is a formal committee of the Council and comprises a total of 8 voting members:
- 5 Worcestershire County Councillors
 - 1 co-opted Councillor as nominated by Herefordshire Council (being the second largest employer in the Fund)
 - 1 co-opted voting employer representative and
 - 1 co-opted voting employee representative from a relevant Union.
- 5.6 The 5 County Councillor members are formally appointed by the Head of Legal and Democratic Services in accordance with political balance requirements from time to time and the nominations of the relevant Group Leaders and the 3 co-optees are co-opted by the Chairman of the Committee.
- 5.7 The Pensions Committee will be advised by on an ad hoc basis by an independent investment adviser and the Fund's actuary.
- 5.8 **Pensions Committee Terms of Reference:**
The Pensions Committee will meet at least quarterly or otherwise as necessary to take decisions on:
- Changes to the Investment Strategy Statement, including the strategic benchmark for asset allocation, Investment manager benchmarks and Investment manager targets.
 - Transition of investments to LGPS Central or other pooling arrangements
 - The termination and appointment of investment managers and associated professional service providers.
 - The termination and appointment of the Fund's independent investment adviser, performance measurement consultant, global custodian and actuary.
 - The Pension Administration Strategy, Policy Statement on Communications, Policy Statement on Governance Strategy, Funding Strategy Statement and Governance Compliance Statement.
 - The triennial and interim actuarial valuations.
 - The approval of the Fund's Annual Report and Accounts.
 - The approval of the Fund's annual and triennial budgets.
 - **The review of the Funds Risk Register and Key outstanding risks identified.**
 - The Pension Administration Advisory Forum arrangement and regular Forum reports, which consider and address outstanding member and employer issues and concerns.
 - The Pension Investment Sub Committee arrangement and regular Sub Committee reports, which monitor performance of the Fund's assets.
 - Requests for admission of qualifying Community and Transferee Bodies wishing to join the Fund.
 - Key pension policy discretions that are the responsibility of the administering authority.
 - **The Fund's Business Plan.**

- Ensuring the responsible investment, corporate governance and voting policies of the Fund are delivered effectively.
- Reviewing the Funds governance arrangements and the effective use of its advisors to ensure good decision-making

5.9 All elected members and voting co-optees of the Pensions Committee are subject to the Worcestershire County Council Code of Conduct for Members, and must therefore register and keep updated their Disclosable Pecuniary Interests as required by the law and Code and disclose potential conflicts of interest as required by that Code.

5.10 Members of the Pensions Committee are expected to hold the appropriate knowledge and skills to discharge their responsibility effectively – see Section 11.

5.11 The responsibility for advising the Pensions Committee is delegated to the Chief Financial Officer.

5.12 Members of the Pensions Committee have equal access to Pensions Committee agenda papers and associated appendices in accordance with the legislation and constitutional Rules relating to access to information for committees. Formal meetings of the Committee will take place in public unless it has resolved to move into exempt session in accordance with the applicable access to information provisions.

5.13 The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 formally introduced the concept of asset pooling. As assets move into pooled structures the Pensions Committee is also responsible for:

- The selection, appointment and dismissal of an investment pooling operator to manage the assets of the Fund;
- Determining what the administering authority requires the pool to provide to enable it to execute its local investment strategy effectively;
- Receiving and considering reports and recommendations from the Joint Committee and Practitioners Advisory Forum, established to oversee the pool, to ensure that the Fund's investor rights and views are represented effectively;
- Identifying and managing the risk associated with investment pooling;
- Ensuring that appropriate measures are in place to monitor and report on the ongoing costs of investment pooling; and
- Ensuring the responsible investment, corporate governance and voting policies of the Fund are delivered effectively.

6. Pension Board

Please see separate Pension Board Terms of Reference document.

7. Worcestershire County Council Pension Investment Sub Committee (ISC)

7.1 The role of the Pension Investment Sub-Committee shall be to consider, in detail matters relating to the investment of the assets within the strategic investment framework and performance of investment managers in achieving the Fund's investment objectives.

- 7.2 The Council appoints the Chairman and Vice-Chairman of the Pension Investment Sub Committee. The Chairman of the particular meeting has a second or casting vote in the case of equality of votes.
- 7.3 The Pension Investment Sub Committee is a formal committee of the Council and comprises a total of 4 voting members:
- 3 Worcestershire County Councillors
 - 1 co-opted Councillor as nominated by Herefordshire Council (being the second largest employer in the Fund)
Non-voting
 - 1 employee representative from a relevant Union.
- 7.4 The 3 County Councillor members are formally appointed by the Head of Legal and Democratic Services in accordance with political balance requirements from time to time and the nominations of the relevant Group Leaders and the co-optees are co-opted by the Chairman of the Committee.
- 7.5 The ISC will be advised by an independent investment adviser who will attend all meetings and on an ad hoc basis by the Fund's actuary
- 7.6 The composition of the Pension Investment Sub Committee is intended to reflect the abilities and knowledge of the individuals in matters relating to the investment of the Fund's assets rather than political representation. All members of the Sub Committee are entitled to vote, if necessary, for the Panel to fulfil its role and provide advice to the Pensions Committee regarding the administration of the fund's assets.
- 7.7 The responsibility for advising the Pensions Committee is delegated to the Chief Financial Officer.
- Terms of reference:**
- 7.8 The role of the Pension Investment Sub-Committee shall be to consider, in detail matters relating to the investment of the assets within the strategic investment framework and performance of investment managers in achieving the Fund's investment objectives.
- 7.9 The ISC may also be occasionally requested to by the Pensions Committee to undertake research and report back on a specific investment area.
- 7.10 All decision taken and recommendations will be reported back to the next available ordinary meeting of the Pensions Committee in the form of the minutes of the ISC.
- 7.11 The ISC, will be responsible for:
- a. Reviewing strategic and emerging opportunities outside the strategic asset allocation and make recommendations to the Committee.
 - b. Reporting regularly to Committee on the performance of investments and matters of strategic importance.

- c. Monitor investment managers' investment performance and recommend decision to terminate mandates on performance grounds to Committee.
- d. Monitor the Transition of investments to LGPS Central or other Pooling arrangements
- e. Researching and providing a report back to the Worcestershire Pension Fund Committee on any specific investment areas requested.

The ISC will have delegated authority to:

- f. Approve and monitor tactical positions within strategic allocation ranges.
 - g. Implement investment management arrangements in line with strategic policy including the setting of mandate parameters and the appointment of managers.
 - h. Approve amendments to investment mandates within existing return and risk parameters.
 - i. Delegate specific decisions to officers as appropriate.
- 7.12 The ISC meet quarterly ahead of the main Committee meetings to review manager performance and make decisions within the strategic asset allocations agreed.
- 7.13 The ISC is advised by an independent investment adviser who attends all meetings and on an ad hoc basis by the Fund's actuary.
- 7.14 One of the regular quarterly meetings will include an annual meeting to consider the Fund's full year's performance.
- 7.15 The Fund's Investment Strategy Statement (ISS) sets out the arrangements in place for the management of the investments of the Fund.
- 7.16 The day to day management of the Fund's investments is divided between external Investment managers, operating in accordance with mandates set out in the Investment Strategy Statement.
- 7.17 The Chairman of the Investment Sub Committee will attend the Pensions Committee to ensure flow of information between the 2 bodies.
- 7.18 Members of ISC must not have a conflict of interest and are required to provide the Chief Financial Officer with such information as the Chief Financial Officer reasonably requires for the purposes of ensuring no conflict of interest exists prior to appointment to the ISC and on an ongoing annual basis.
- 7.19 Members of the ISC are required to hold the appropriate knowledge and skills to discharge their responsibility effectively.

8. Pension Administration Advisory Forum

- 8.1 The Pension Administration Advisory Forum provides the Pensions Committee with advice concerning the administration of the Fund. It is neither a decision-making body nor formal committee and will not normally meet in public. No voting rights apply to the Pension Administration Advisory Forum as the purpose of the Forum is to provide transparency of information to Scheme employers and for Scheme employers to provide advice to, and raise concerns with, the employer representative.

- 8.2.1 The Pension Administration Advisory Forum comprises
- all Fund employers who wish to attend following invitation by the administering authority
 - the Fund's actuary (ad hoc basis)
 - the administering authority's Pensions Manager and HR & OD Service Commissioning Manager
 - and the employer representative and employee representative of the Pensions Committee.

Terms of reference:

- 8.3 The Forum will meet at least twice a year or otherwise as necessary to:
- Discuss an Annual Administration Report and respond to any issues raised by employers.
 - Discuss Government Consultations relating to the administration and benefits of the LGPS.
 - Discuss the outcomes of the triennial/interim valuations and respond to any issues raised by employers.
 - Discuss the minutes and updates from the Pensions Committee and ensure flow of information between the Pensions Committee and the Forum.
 - To advise on service delivery to all stakeholders.
 - To bring stakeholders perspective to all aspects of the Pension Fund business.
 - To ask the administering authority and the Pensions Committee to consider topics which affect the Fund.
- 8.4 All Fund employers are invited to attend the Pension Administration Advisory Forum along with the Fund's actuary, administering authority officers and the employer and employee representatives on the Pensions Committee.
- 8.5 Other meetings are held as required between administering authority officers and employers to discuss important issues such as discretionary policies and regulatory changes.
- 8.6 The administering authority also communicates with the Fund's membership through newsletters, road shows and presentations.
- 8.7 The Fund's Policy Statement on Communication Strategy explains in more detail engagement with all stakeholders.
9. **Delegation**
- 9.1 The day to day administration of, and investment decisions for the Fund are delegated to the Chief Financial Officer.
- 9.2 The Chief Financial Officer may authorise other officers to exercise on his/her behalf those functions delegated to him/her.

9.3 The Chief Financial Officer has delegated responsibility for the following responsibilities concerning the management of the administration of the Fund including:

- Preparing and maintaining a Pension Administration Strategy, Policy Statement on Communications, Policy Statement on Governance Strategy, Funding Strategy Statement, Business Plan and Governance Compliance Statement.
- Provision of data for the triennial and interim actuarial valuations. The Chief Financial Officer will also negotiate over actuarial assumptions, set the appropriate funding target and associated recovery period.
- Preparing the Fund's Annual Report and Accounts.
- Preparing the Fund's annual and triennial budgets.
- Preparing and maintaining a Risk Register and monitoring key outstanding risks.
- Overseeing and administering the Pension Administration Advisory Forum arrangement and review regular Forum reports to consider and address outstanding member and employer issues and concerns.
- Administering the Pension Investment Sub Committee (ISC) arrangements and reviewing regular ISC reports to monitor performance of the Fund's assets.
- Deciding upon requests for admission of qualifying Community and Transferee Bodies and Scheduled and Designated Bodies wishing to join the Fund.
- Deciding upon key pension policy discretions that are the responsibility of the administering authority.
- Executing documentation relating to the implementation of new and existing investment mandates, independent investment adviser, performance measurement consultant, global custodian, actuary and any other associated professional service providers.
- Quarterly monitoring of Investment managers' performance for managers not presenting to the Pension Investment Sub Committee.
- The effective discharge of the pensions administration function, including the payment of pensions and collecting and reconciling of contribution income.
- Maintaining the Fund's accounting records.
- Preparing and maintaining the Investment Strategy Statement, including implementing changes to the strategic benchmark for asset allocation.
- Implementing and maintaining a knowledge and skills training plan for members of the Pensions Committee and Pension Investment Sub Committee.
- Advising the Pensions Committee.
- Implementing and maintaining the cash flow strategy for the Fund, which includes the transfer of cash to the Fund's global custodian to ensure cash is fully invested when available and the transfer of cash from the global custodian to pay pension liabilities as they fall due.

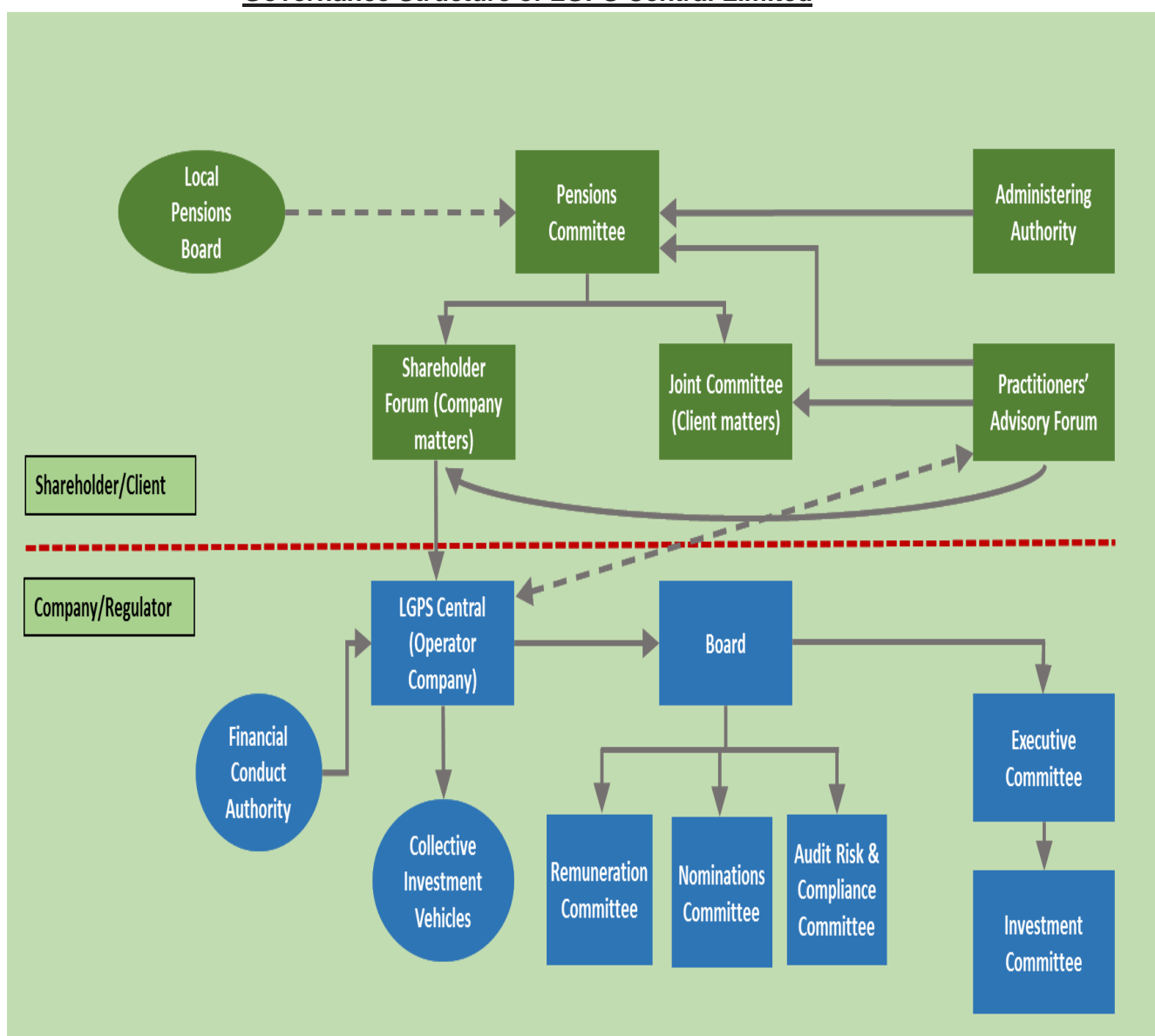
10. LGPS Central Limited (LGPSC)

10.1 The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 formally introduced the concept of asset pooling. As a result of this, the Fund has joined with 8 other LGPS Funds across the Midlands (Partner Funds) to form an asset pool, known as LGPSC.

10.2 LGPSC is the Company formed by the Partner Funds which is authorised as the operator of the Authorised Contractual Scheme (ACS), to provide investment services to the Partner Funds, by the Financial Conduct Authority (FCA). The company is therefore subject to the regulator's conduct of business rules and has established its internal governance framework to ensure strict adherence both to its regulatory obligations to the FCA and with the Companies' Acts.

- 10.3 It is important to note that the Councils of each of the Partner Funds retain their core duties and responsibilities as the administering authorities of their respective LGPS Funds.
- 10.4 Asset allocation decisions remain with the Partner Funds. Manager selection for assets transitioned into the ACS and for assets managed under discretionary agreements by the Operator is the responsibility of LGPSC. Manager selection for the remainder of the pool's assets currently remains with the Partner Funds. The Operator is responsible for selecting the custodian for the assets in the ACS; the Partner Funds are responsible for selecting the custodian for the remaining assets.
- 10.5 The formation of LGPSC on 1 April 2018 will begin to have an impact on the roles of the Pensions Committee and the Pensions Investment Sub Committee. However, changes will be gradual as the transfer of the management activity to the new company progresses. Consequently, the existing Governance arrangements and Terms of Reference need to run concurrently with new terms required to facilitate changes.

Governance Structure of LGPS Central Limited



- 10.6 The governance structure of LGPSC will allow Partner Funds to exercise control (both individually and collectively) over the pooling arrangements; not only as investors in the ACS but also as shareholders of the operator company.
- 10.7 The **LGPS Central Joint Committee** has been set up in accordance with provisions of the Local Government Act 1972 to provide oversight of the delivery of the objectives of the Pool, the delivery of client service, the delivery against the LGPSC business case and to deal with common investor issues.
- 10.8 The membership of the Joint Committee consists of one elected member from each Council within the LGPSC pool. The first meeting of the Joint Committee took place on 23 March 2018 and at that meeting it was agreed that a Trade Union representative would be appointed as a non-voting member of the Joint Committee to represent the scheme members across the Councils' pension funds.
- 10.9 Worcestershire County Council's representative on the LGPS Central Joint Committee is the Chair of the Pensions Committee.
- 10.10 The primary role of the **Shareholders' Forum** is to oversee the operation and performance of LGPSC and to represent the ownership rights and interests of the Shareholding Councils within the LGPSC pool. The Shareholders' Forum is independent of the company and its meetings are distinct from company meetings, however, members of the Shareholders' Forum represent the Councils at company meetings. The Councils as individual investors in the company have in place local arrangements to enable their shareholder representatives to vote at company meetings.
- 10.11 The Fund, as a shareholder in LGPSC has equal voting rights alongside the other Partner Funds and unanimous decisions are required on certain reserved matters before the actions can be implemented. These are specified in the company's Shareholder Agreement and Articles of Association. Other matters, not directly related to the control of the company to manage its operation, are subject to a majority approval (75%).
- 10.12 Worcestershire County Council's representative on the Shareholders' Forum is the **Chair of the Pension Committee.**
- 10.13 The **Practitioners' Advisory Forum (PAF)** is a working group of officers appointed by the shareholding Councils within the LGPSC pool to support the delivery of the objectives of the pool and to provide support for the pool's Joint Committee and Shareholders' Forum. PAF seeks to manage the pool's conflicting demands and interests, either between the participating Councils or between the Councils (collectively) and the company, recognising that speaking with "one voice" reduces the duplication of costs and resources and maximises the benefits of scale. The PAF will also report back to Partner Fund's Pensions Committees on matters requiring their attention.
- 10.14 Worcestershire County Council's representatives on PAF are the Chief Financial Officer and the Finance Manager for Pension Investments and Treasury Management.

10.15 Terms of Reference have been approved for the Joint Committee, the Shareholders' Forum and the Practitioners' Advisory Forum. These are "live" documents which are likely to evolve as the practical day to day experience of working within the LGPSC pool evolves.

11. Knowledge and Skills

11.1 The administering authority has regard to the legal requirements set out in the Local Government Pension Scheme Regulations, other relevant legislation and best practice guidance published by CIPFA and other professional and regulatory bodies in creating a knowledge and skills policy for the Fund, to ensure all those involved in the decision-making process receive relevant training in order to obtain the appropriate knowledge and skills to discharge their responsibilities effectively.

11.2 Committee members and appropriate administering authority officers complete an annual knowledge and skills self-assessment form. These are used to prepare annual training plans and a log of training undertaken is maintained by the administering authority. The annual training plans include a programme of external and internal training events designed to meet the requirements both of new members of the committee and the ongoing needs of existing members. These events are reported formally to members on an annual basis. Individual reports to authorise attendance by members at these events are put to the Chief Financial Officer on an event by event basis.

12. Governance Compliance Statement

12.1 LGPS Regulations require pension funds to issue a statement confirming the extent to which their governance arrangements comply with guidance issued by the Secretary of State. The statement below confirms the mechanism in place to satisfy each requirement

Ref.	Principles	Compliance Status	Evidence of Compliance
A	Structure		
a.	That the management of the administration of benefits and strategic management of fund assets clearly rests with the main committee established by the appointing council.	Compliant	The responsibilities of the Pensions Committee (PC) and its Sub-Groups are set out in the Fund's Governance Policy Statement. The Governance Policy Statement was approved by Full Council
b.	That representatives of participating LGPS employers, admitted bodies and scheme members (including pensioner and deferred members) are members of either the main	Compliant	The Pensions Committee membership includes an employee and employer representative. Full membership details are set out in the Fund's Governance Policy Statement.

Ref.	Principles	Compliance Status	Evidence of Compliance
	or secondary committee established to underpin the work of the main committee.		
c.	That where a secondary committee or panel has been established, the structure ensures effective communication across both levels.	Compliant	The Pension Investment Sub Committee provides strategic advice to the Pensions Committee regarding the management of the Fund's assets. The Chairman of the Pensions Committee also sits on the Pension Investment Sub Committee to ensure effective communication. The Pensions Committee receives quarterly investment updates from the Pension Investment Sub Committee. A Pension Administration Advisory Forum has been established. The employer and employee representatives from the Pensions Committee attend the forum and there is a standing invitation for the Pension Board to attend the forum.
B	Representation		
a.	That all key stakeholders have the opportunity to be represented within the main or secondary committee structure. These include: <ul style="list-style-type: none"> i) employing authorities (including non-Scheme employers, e.g., admitted bodies) ii) scheme members (including deferred and pensioner scheme members) iii) where appropriate, independent professional observers, and iv) expert advisers (on an ad-hoc basis). 	Compliant	<p>Membership of the Pensions Committee and Pension Investment Sub Committee include employer and employee representatives and an independent investment adviser. Full membership details are set out in the Fund's Governance Policy Statement.</p> <p>Expert advisors attend the Pensions Committee as required for the nature of the main decisions. For example, the actuary attends when the valuation is being considered, and the main investment advisor attends when a strategic asset allocation decision is being made. The investment advisor regularly attends Pension Investment Sub Committee meetings.</p> <p>All members are treated equally in terms of access to papers and to training that is given as part of the Committee process.</p>
C	Selection and role of lay members		
a.	That committee or panel members are made fully aware of the status, role and	Compliant	The Pensions Committee has noted its terms of reference and the Fund's Governance Policy Statement. Minutes of Pensions

Ref.	Principles	Compliance Status	Evidence of Compliance
	function they are required to perform on either a main or secondary committee.		Committee meetings are published on the Council's website. A detailed training programme is also provided to Committee members and Pension Investment Sub Committee members.
b.	That at the start of any meeting, committee members are invited to declare any financial or pecuniary interest related to specific matters on the agenda.	Compliant	Declaration of interests is a standing agenda item at the start of all Pensions Committee meetings. The Pensions Committee and Pension Investment Sub Committee are serviced by Legal and Democratic Services who invite members to declare any financial or pecuniary interest related to specific matters on the agenda. Minutes of the Pensions Committee and Pension Investment Sub Committee meetings are published on the Council's website.
D	Voting		
a.	That the individual administering authorities on voting rights are clear and transparent, including the justification for not extending voting rights to each body or group represented on main LGPS committees.	Compliant	Voting rights are clearly set out in the Fund's Governance Policy Statement.
E	Training / facility time / expenses		
a.	That in relation to the way in which the administering authority takes statutory and related decisions, there is a clear policy on training, facility time and reimbursement of expenses for members involved in the decision-making process.	Compliant	A policy on expenses is set out in the Fund's Governance Policy Statement along with the number of Committee meetings required each year. The Fund has an approved Joint Training Policy for the Pensions Committee, Pension Investment Sub Committee and the Pension Board
b.	That where such a policy exists, it applies equally to all members of committees, sub-committees, advisory panels or any other form of	Compliant	These policies apply to all committee members and this is clearly set out in the Fund's Governance Policy Statement, Knowledge and Skills Policy Statement & the Joint Training Policy for the Pensions

Ref.	Principles	Compliance Status	Evidence of Compliance
	secondary forum.		Committee, Pension Investment Sub Committee and the Pension Board.
c.	That the administering authority considers adopting annual training plans for committee members and maintains a log of all such training undertaken.	Compliant	The Fund's Knowledge and Skills Policy Statement sets out the requirement for annual training plans to be developed and maintained for committee members and for a log of all such training undertaken to be maintained. Regular feedback on training events is provided to the Pensions Committee
F	Meetings (frequency / quorum)		
a.	That an administering authority's main committee or committees meet at least quarterly.	Compliant	The Pensions Committee meets quarterly. This requirement is set out in the Fund's Governance Policy Statement.
b.	That an administering authority's secondary committee or panel meets at least twice a year and is synchronised with the dates when the main committee sits.	Compliant	The Pension Investment Sub Committee meets quarterly. These meetings are synchronised with the dates when the Pensions Committee sits. These requirements are set out in the Fund's Governance Policy Statement. The Pension Administration Advisory Forum meets twice a year.
c.	That an administering authority that does not include lay members in its formal governance arrangements must provide a forum outside of those arrangements to represent the interests of key stakeholders.	Compliant	The Fund has established a Pension Administration Advisory Panel which meets twice yearly. All Fund employers are invited to attend the Panel meetings. The Panel arrangement and terms of reference are set out in the Fund's Governance Policy Statement.
G	Access		
a.	That subject to any rules in the Council's constitution, all members of main and secondary committees or panels have equal access to committee papers,	Compliant	All members of the Pensions Committee, Pension Investment Sub Committee and the Pension Administration Advisory Panel have equal access to committee papers, documents and advice that are due to be considered at meetings of the main

Ref.	Principles	Compliance Status	Evidence of Compliance
	documents and advice that are due to be considered at meetings of the main committee.		committee. The Pensions Committee agendas and associated papers are published on the Council's website prior to the committee meeting. Pension Board papers and minutes are equally available to all Board members
H	Scope		
a.	That administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements.	Compliant	<p>The Pension Administration Advisory Panel is attended by the employer and employee representatives who sit on the Pensions Committee. This ensures flow of information between the wider scheme employers and the main committee. Scheme employers are invited to bring wider scheme issues to the attention of the Pensions Committee through the established communication routes.</p> <p>The Council has included benefits administration, investments and wider governance issues under the remit of the Pension Committee. All aspects of fund management and performance are also reported to the Pension Committee</p>
I	Publicity		
a.	That administering authorities have published details of their governance arrangements in such a way that stakeholders with an interest in how the scheme is governed can say they want to be part of those arrangements.	Compliant	<p>The Fund's Governance Policy Statement is published on the Council's website and all scheme employers are invited to attend the Pension Administration Advisory Panel meetings. The Fund ran an open recruitment process for the employer and employee representative appointments to the now established Pension Board.</p> <p>Contact details are provided on the website, so other interested parties can find out more if they wish.</p>

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