

Foreword

Much experience has been gained since 31 July 2015, the deadline for the first meetings of local pension boards within the Local Government Pension Scheme (LGPS). The potential scope for boards, with their non-decision making role, to add value, was perhaps not fully appreciated at that time. Indeed, initially there were views that boards were an unnecessary additional layer of costs.

Since their establishment, experience has varied greatly between boards. In general terms however, their ability to add value by making recommendations to and gaining assurances on behalf of the pensions committee is becoming increasingly apparent. Boards have become critical but supportive friends of pensions committees. Many board members are voluntary yet want to justify their significant personal commitment by producing worthwhile outcomes. This desire has been justified by the expectations of two key external bodies, the Scheme Advisory Board (SAB) and The Pensions Regulator (TPR). The profile of both bodies has increased significantly since 31 July 2015. Regular surveys and engagement are now the norm, aimed at raising the bar for local pension boards.

CIPFA is committed to high standards of governance and in July 2015 the CIPFA Pensions Panel published [Local Pension Boards: A Technical Knowledge and Skills Framework](#). This new 2018 publication contains various ideas which could help local pension boards in their quest to add value and ensure that they fulfil the various requirements and responsibilities which rest on their shoulders. In Chapter 6, this guide refers to TPR's [Code of Practice 14: Governance and Administration in Public Service Pension Schemes](#), particularly the key issues of the degree of knowledge and understanding required of pension board members. However, it is no substitute for reading the full code, which should be read in conjunction with this guide.

This publication has been developed to add to the existing guidance produced by the SAB and seeks to offer further insight into a range of issues. The publication does not replace the existing SAB guidance or TPR Code of Practice and related guides.

CIPFA would like to thank Gerard Moore for preparing this guide, along with all those who contributed or provided assurance including representatives of the CIPFA Pensions Panel, chaired by Mike Ellsmore.

Contents

CHAPTER 1: LEGISLATION AND FUNCTIONS	1
PUBLIC SERVICES PENSIONS ACT 2013 (PSPA 2013).....	1
RELEVANT EXTRACTS FROM THE LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 2013 (AS AMENDED).....	1
THE LGPS (INVESTMENT AND MANAGEMENT OF FUNDS) REGULATIONS 2016	2
THE MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENT	3
CHAPTER 2: BOARD RELATIONSHIPS.....	5
RELATIONSHIP WITH THE PENSIONS COMMITTEE OR PENSIONS PANEL.....	7
RELATIONSHIP WITH FUND OFFICERS	8
RELATIONSHIP WITH SCHEME MANAGER.....	9
RELATIONSHIP WITH THE LOCAL PENSION POOLING PARTNERSHIP.....	9
RELATIONSHIP WITH OTHER EXTERNAL SUPPLIERS OF SERVICES TO THE FUND	9
CHAPTER 3: BOARD STRUCTURE AND OPERATIONS.....	11
TERMS OF REFERENCE.....	11
SELECTION AND ROLE OF VOTING MEMBERS.....	11
SELECTION OF EMPLOYER REPRESENTATIVES	12
SELECTION OF SCHEME MEMBER REPRESENTATIVES	12
DE-SELECTION OF BOARD MEMBERS.....	13
RESIGNATIONS OF BOARD MEMBERS.....	13
NUMBER OF BOARD MEMBERS	13
INDEPENDENT CHAIR OR VOTING CHAIR?	14
PAYMENT AND/OR EXPENSES FOR ALL BOARD MEMBERS?	14
FREQUENCY OF MEETINGS.....	14
PERFORMANCE OF THE BOARD.....	15
CHAPTER 4: THE SCHEME ADVISORY BOARD	17
PURPOSE	17
BUDGET AND WORK PROGRAMME	17
SAB MEMBERSHIP	17
SUB-COMMITTEES	17
GUIDANCE.....	18
SAB SURVEYS	18
COMMENTS	18
CHAPTER 5: THE PENSIONS REGULATOR.....	19
POWERS OF TPR.....	19
LEVELS OF APPROACH	20
SCHEME ANNUAL RETURN.....	20
SCHEME ANNUAL SURVEY	21
HELPFUL INFORMATION FROM TPR'S WEBSITE.....	21

TWENTY-FIRST CENTURY TRUSTEESHIP	21
TPR'S DIRECT CONTACTS WITH LOCAL PENSION BOARD CHAIRS.....	22
TWITTER ACCOUNT	22
GENERAL DATA PROTECTIONS REGULATIONS 2016 (GDPR).....	22
CHAPTER 6: THE PENSION REGULATOR'S CODE OF PRACTICE 14	23
KNOWLEDGE AND UNDERSTANDING REQUIRED BY LOCAL PENSION BOARD MEMBERS	24
DEGREE OF KNOWLEDGE AND UNDERSTANDING REQUIRED	25
ACQUIRING, REVIEWING AND UPDATING KNOWLEDGE AND UNDERSTANDING	25
CONFLICTS OF INTEREST	26
PUBLISHING INFORMATION ABOUT SCHEMES	26
MANAGING RISKS	26
ADMINISTRATION	27
RESOLVING ISSUES	29
CHAPTER 7: WORK PROGRAMMES FOR LOCAL PENSION BOARDS.....	31
STATUTORY REQUIREMENTS	31
REQUESTS FROM THE PENSIONS COMMITTEE	31
THE PRIORITIES OF TPR	32
NEW REQUIREMENTS OF TPR	32
REVIEW OF CODE OF PRACTICE 14	32
IDEAS FROM BOARD MEMBERS	32
WHETHER SCHEME ADMINISTRATION IS IN HOUSE, OR OUTSOURCED OR A SHARED SERVICE	32
CHAPTER 8: TRAINING	35
CHAPTER 9: INVESTMENT POOLS	37
CHAPTER 10: RESPONSIBLE INVESTING: ENVIRONMENTAL, SOCIAL AND GOVERNANCE ASPECTS	39
APPENDIX I: ROLE OF THE PENSION BOARD MEMBER.....	41
APPENDIX II: ROLE OF THE PENSION BOARD CHAIR	43
APPENDIX III: LOCAL PENSION BOARD – SUGGESTED ANNUAL WORK PROGRAMME.....	45
APPENDIX IV: THE GOVERNANCE MAP UNDER CURRENT POOLING ARRANGEMENTS.....	47
APPENDIX V: TWENTY-ONE QUICK QUESTIONS AND A FINAL THOUGHT.....	49