

Report of the Director, West Yorkshire Pension Fund, to the meeting of Pension Board to be held on 8 October 2015.

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Subject: Work Programme

Summary statement:

A Work Programme for the Pension Board for 2015/16.

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Director

Portfolio:

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Overview & Scrutiny Area:
N/A



1. Recommendation

- The Board considers the extract from the guidance issued by the Shadow Scheme advisory board “Examples of a Pension Board remit” at Appendix A
- The Board agrees its work programme for 2015/16. The areas shown in Appendix B are approved as an initial work plan and further areas to be added as agreed.
- The Board notes the request from the Governance and Audit Committee 26th June 2015 with regard to the Audit strategy memorandum 2014/15 that:
 - The Pension Board be requested to seek assurances that arrangements for managing unquoted investments are adequate and report back to Governance and Audit Committee

2. Appendices

Appendix A – Extract from Shadow Scheme Advisory Board - Examples of remit of Pension Board

Appendix B – 2015/16 Work Programme



Extract from Shadow Scheme Advisory Board.
Full Guidance document can be found at:

<http://www.lgpsregs.org/index.php/guides/adv-board-guidance>

1. Example of a remit of a Local Pension Board

1.1 Administering Authorities should remember that the Local Pension Board does not replace the Administering Authority or make decisions or carry out other duties which are the responsibility of the Administering Authority.

1.2 The first core function of the Board is to assist the Administering Authority in securing compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme. Within this core function the Board may determine the areas it wishes to consider including but not restricted to:

a) Review regular compliance monitoring reports which shall include reports to and decisions made under the Regulations by the Committee.

b) Review management, administrative and governance processes and procedures in order to ensure they remain compliant with the Regulations, relevant legislation and in particular the Code of Practice.

c) Review the compliance of scheme employers with their duties under the Regulations and relevant legislation.

d) Assist with the development of and continually review such documentation as is required by the Regulations including Governance Compliance Statement, Funding Strategy Statement and Statement of Investment Principles.

e) Assist with the development of and continually review scheme member and employer communications as required by the Regulations and relevant legislation.

f) Monitor complaints and performance on the administration and governance of the scheme.

g) Assist with the application of the Internal Dispute Resolution Process.

h) Review the complete and proper exercise of Pensions Ombudsman cases.

i) Review the implementation of revised policies and procedures following changes to the Scheme.

j) Review the arrangements for the training of Board members and those elected members and officers with delegated responsibilities for the management and administration of the Scheme.

k) Review the complete and proper exercise of employer and administering authority discretions.

l) Review the outcome of internal and external audit reports.

m) Review draft accounts and scheme annual report.

n) Review the compliance of particular cases, projects or process on request of the Committee.

o) Any other area within the core function (i.e. assisting the Administering Authority) the Board deems appropriate.

1.3 The second core function of the Board is to ensure the effective and efficient governance and administration of the Scheme. Within this core function the Board may determine the areas it wishes to consider including but not restricted to:

a) Assist with the development of improved customer services.

b) Monitor performance of administration, governance and investments against key performance targets and indicators.

c) Review the effectiveness of processes for the appointment of advisors and suppliers to the Administering Authority.

d) Monitor investment costs including custodian and transaction costs.

e) Monitor internal and external audit reports.

f) Review the risk register as it relates to the scheme manager function of the authority.

g) Assist with the development of improved management, administration and governance structures and policies.

h) Review the outcome of actuarial reporting and valuations

i) Assist in the development and monitoring of process improvements on request of Committee.

j) Assist in the development of asset voting and engagement processes and compliance with the UK Stewardship Code.

k) Any other area within the core function (i.e. ensuring effective and efficient governance of the Scheme) the Board deems appropriate.

1.4 In support of its core functions the Local Pension Board may make a request for information to Committee with regard to any aspect of the Administering Authority function. Any such request should be reasonably complied with in both scope and timing.

1.5 In support of its core functions the Local Pension Board may make recommendations to Committee which should be considered and a response made to the Board on the outcome within a reasonable period of time.

Appendix B

West Yorkshire Pension Board - Work Programme 2015/16

Role	Area of Work	Action	Date
Investment	Managing unquoted investments	Seek assurances that arrangements for managing unquoted investments are adequate and report back to Governance and Audit Committee	November 2015
Finance	Report and Accounts	To consider the Joint Advisory Group report following publication of Annual report and identify if any areas for improvement.	November 2015
Governance	Internal and External Audit	Review Funds Audit reports	November 2015
Governance	Joint Advisory Group and Investment Advisory Panel	Review minutes from Joint advisory group (JAG) and Investment Advisory Panel (IAP) from meetings JAG - 23 rd July IAP – 30 th April 15 - 23 rd July 2015	November 2015