

Governing your scheme - Local Pension Board

Knowledge and Understanding	Requirement Level	Source of knowledge/information	Rating
The board members are aware of their legal responsibilities and accountabilities	Legal	Terms of reference	
The Pension Board is conversant with scheme rules and documented Administration Policies	Legal	Internal and external	
Pension Board members have access to scheme rules and regulations	Legal	Pension Website	
The Pension Board invest sufficient time in their learning and development	Recommended	Internal and external	
Training provided to support Board members in acquiring and retaining knowledge and understanding of the LGPS	Legal	Internal and external https://education.thepensionsregulator.gov.uk/login/index.php	
The council provides on-going support and helps determine skills requirements	Recommended	Internal	
The roles and responsibilities of the board are clearly set out	Legal	Terms of reference	
The Council maintains a log of training attended by Board Members	Recommended	Pension Website	
The Council publishes and the Board are conversant in the following policies: - Conflicts of Interests and register of interests - record-keeping - Internal dispute resolution - reporting breaches - maintaining contributions to the scheme - appointment of pension board members - Risk management policies/risk register for scheme - Discretionary policy - Funding strategy statement	Legal	Pension Website	
Board members are conversant in the performance of the outsourced service providers, assurances provided and the service level agreements	Legal	Pension Website	

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Board members are conversant in the scheme annual returns and accounting requirements relevant to the scheme.	Legal	Pension Website	
Conflicts of interest and representation	Requirement Level	Source of knowledge/information	Rating
The Pension Board discloses and publishes conflicts of interests	Legal	Pension Website	
There is conflicts of interest policy available to board members	Recommended	Pension Website	
The authority is satisfied that members have no conflict of interest relating to their role as a Pension Board Member	Legal	Pension Website	
There is an equal representation of employer and member representation	Legal	Pension Website	
Conflicts of interest should be regularly reviewed	Recommended	Pension Website	

Publishing information about schemes	Requirement Level	Source of knowledge/information	Rating
Information about the pension board is published	Legal	Pension Website	
Information about board is up-to-date	Legal	Pension Website	
Terms of reference for the board are published	Recommended	Pension Website	

Managing Risks

Internal Controls	Requirement Level	Source of knowledge/information	Rating
Internal controls in place to manage risks	Legal	Pension Website	
The risk register is regularly reviewed	Legal	Pension Website	
Scheme is run in accordance with scheme regulations	Legal	Internal controls	

Scheme manager employs a risk based approach and ensures sufficient time and attention is spent on identifying and managing risks and developing and monitoring appropriate controls	Legal	Risk Register	
Administration			
Scheme Record Keeping	Requirement Level	Source of knowledge/information	Rating
Member records and the information they store are in accordance with 'Record Keeping Regulations' 2014 and GDPR Regulations 2018	Legal	Pensions Software	
Scheme manager establishes and operates adequate internal controls to include processes and systems to support record keeping requirements	Legal	Pensions Software	
Scheme employers are aware of appropriate procedures and timescales for providing scheme data	Legal	Administration Policy	
Scheme employers provide timely and accurate data to the Scheme administrator in order for the Scheme to fulfil its legal obligations	Legal	Administration Policy	
Scheme manager takes necessary action against breaches of law by scheme employer in regards to employee records and data	Legal	Administration Policy	
There is a clear and accurate record of transactions in and out of the scheme	Legal	Audit	
Records of pension board meetings, minutes and decisions are kept and available for public access	Legal	Council Website	
The scheme reviews member data for quality and accuracy at least annually.	Recommended	Internal processes	

Maintaining Contributions	Requirement Level	Source of knowledge/information	Rating
Employer contributions are received in accordance with scheme regulation timelines	Legal	Internal controls	
Member contributions are paid to the scheme by the 19th day of the month following the deduction where non-payment of contributions (employee & employer) is deemed to be of material significance, the scheme manager reports this to the Pensions Regulator as soon as reasonably practicable	Legal	Internal controls	

Providing Information to members	Requirement Level	Source of knowledge/information	Rating
Provide Annual Benefit Statements to all active members of the scheme	Legal	Liberata	
Provide annual benefit statement to all active, deferred and pension credit members when requested (if not already provided in the previous 12 months)	Legal	Liberata	

Resolving issues

Internal Dispute Resolution	Requirement Level	Source of knowledge/information	Rating
Internal Dispute Resolution Procedure in place	Legal	Internal controls	

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Reporting Breaches of Law	Requirement Level	Source of knowledge/information	Rating
Scheme is satisfied that those responsible for reporting of breaches are aware of the legal requirements	Legal	Internal controls	