

Governance Review Action Plan

	Recommendation	Priority	Action	Timescales	Progress	Responsible Officer
1	That the Constitution of the Council be amended by adding a new point following the existing point 1 of the "Function" of the Pension Committee as follows " To approve all policy statements required or prepared under the LGPS Regulations or any other relevant statute, regulation or statutory guidance."	Low	Include revisions to the appropriate sections of the constitution	Completed	Changes agreed by Strategy and Resources Committee on 31 October 16	Lyndsey Gamble
2	That the 2015/16 Annual Report as prepared and considered by the Pension Committee is evaluated against the CIPFA statutory guidance and a statement on compliance included in the covering report on the 2015/16 Annual Report presented to the meeting of the Pension Committee on 5 September 2016.	Medium	A compliance statement is included within the 2016/17 Annual Report evaluating the content of the report against the CIPFA statutory guidance	Completed	The 2015/16 annual report was reformatted and improved. The extent to which it now meets statutory guidance was included within the covering report which was considered at the September Pension Committee. Further improvements were made as part of the 2016/17 report.	Lyndsey Gamble
3	For the sake of both clarity and accuracy it is made clear in any future Governance Compliance Statement the source of the "Guidance" used for the "Assessment" in relation to both the Administering Authority and the Pension Board.	Medium	Be clearer about the source of guidance in Governance Compliance Statement	Completed	The Governance Compliance Statement has been reviewed and amended. The revised statement was included in the 2016/17 annual report that was agreed by Committee in September 2017.	Lyndsey Gamble

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4	That in accordance with the requirements of the Pensions Regulator’s Code of Practice No 14 a procedure relating to reporting Breaches of the Law is prepared as soon as practical for consideration and approval by the Pension Committee.	High	A procedure relating to reporting breaches of law is prepared and approved by Pension Committee	Completed	A procedure was agreed by Pension Committee in March 2017.	Lyndsey Gamble
5	That the Pension Committee receive a report on the CIPFA “Code of Practice on Public Sector Pensions Finance Knowledge and Skills” (2013) and adopt the Policy Statement contained within the Code.	High	Pension Committee to receive a report on the Public Sector Pensions Finance Knowledge and Skills Code of Practice and Adopt the associated policy statement	Completed	Information on the Code of Practice was provided in a report to the Pension Committee on 12 December 16. Committee agreed to adopt the policy statement.	Lyndsey Gamble
6	That the Pension Committee receive a report on and adopt the 2010 CIPFA “Pensions Knowledge and Skills Framework” for Elected Representatives with the addition of the expanded emphasis on Legislation and Governance and the new area of Pensions Administration included in the CIPFA publication “Local Pension Boards, A Technical Knowledge and Skills Framework,” of July 2015.	High	Pension Committee adopt the 2010 CIPFA Pensions Knowledge and Skills Framework	Completed	Information on the knowledge and skills framework was provided in a report to the Pension Committee on 12 December 16 and Pension Board on 18 January 17. Both the Committee and the Board have adopted the framework.	Lyndsey Gamble
7	That the Pension Committee formally approve a Training Programme for Committee Members.	High	Develop a training plan for both committee and board members for consideration and agree by the Committee and the Board.	Completed	The committee agreed a training policy and training plan at its meeting on 12 June 2017. This is a on-going live document which is referenced when identifying potential training items for the Committee.	Lyndsey Gamble

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8	That a comprehensive Medium Term Business Plan including a Medium Term and Annual Budget, is considered and approved annually by the Pension Committee and monitored by the Committee on a quarterly basis.	Medium	Improvement medium term planning for the fund by preparing a medium term and annual budget which is agreed and monitored by the Committee	Completed	A business plan for the fund was agreed by committee at its meeting on 12 June 2017. This outlined key activities that the fund would be undertaking during 2017/18 and a budget for fund management expenses for the year. It also referenced the committee and board training plans. Further amendments to the outline business plan are planned for the 2018/19 plan.	Lyndsey Gamble
9	That the Officers review the Risk Register to ensure that it fully meets the CIPFA guidance "Managing Risk in the LGPS" of November 2012 and the "Actions" column for all risks in the Risk Register include clear and detailed controls to actively mitigate risk.	High	The risk register is reviewed against CIPFA guidance including the action column	Completed	Risk register reviewed and updated. New risk headings included of Employer, Resource & Skill and Reputational risk.	Lyndsey Gamble

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10	The Pension Committee formally receives and reviews the Risk Register on a six monthly basis.	Medium	Ensure the review of the risk register is included on the Work Programme every 6 months	Completed	An approach is being taken whereby the risk register is reviewed every six months by either the board or the committee but for each body to see the document at least once every year. This is considered an appropriate approach particularly given the number of items being considered by both the committee and the board.	Lisa Doswell
11	That the Funding Strategy Statement prepared in conjunction with the 2016 Actuarial Valuation is formally considered and approved by the Pension Committee prior to the completion of the 2016 Actuarial Valuation.	Medium	The Funding Strategy Statement is considered and approved by Pension Committee	Completed	Revised Funding Strategy Statement approved by Pension Committee in March 17. Committee also approved the Investment Strategy Statement at that same committee. ISS now published on Council website.	Lyndsey Gamble

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12	That a full review of the Investment Strategy is undertaken following the 2016 Actuarial Valuation.	Medium	Pension Committee members and officers to undertake review of the investment strategy following the results from the triennial valuation	Recommendations Due to be considered by Committee in December 2017	A dedicated session for Pension Committee members was run on pension fund beliefs. The outputs from this session have been included within the ISS and feed into the review of the investment strategy. Recommendations from the investment strategy review are being considered by committee in December 2017.	Pension Committee and Officers
13	That the Officers undertake a detailed review covering the Fund's policies, reporting, actions and activities against the "Key issues to Consider" section relevant to each of the six (revised) Myners Principles in the CIPFA Statutory Guidance "Principles for Investment Decision Making and Disclosures in the Local Government Pension Scheme in the United Kingdom 2012".	Low	Review key issues to consider section of the Myners Principles against the CIPFA guidance	March 2018	Review still to be conducted once Committee receive a training session on this area in December 2017.	Lyndsey Gamble
14	That the Statement of Investment Principles be specifically considered and approved by the Pension Committee when any revision to the Statement is made.	Medium	Pension Committee approve changes to the Statement of Investment Principles	Completed	The SIP has been replaced by the Investment Strategy Statement. The ISS was agreed by Pension Committee in March 2017.	Lyndsey Gamble

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15	That the Pension Administration Update report be extended to include regular consideration of quality and performance issues including information on the adherence to the requirements of Code of Practice No 14 by both the Pension Fund and individual Employers within the Fund together with the monitoring of agreed Performance Standards in terms of processing issues relating to individual members of the Fund.	High	Improvements made to the Pension Administration report to include adherence to code of practice 14 and performance measurement indicators	In progress	Content of administration report has been reviewed and outstanding work has started to be reported since June 16. Further work planned to install service standard reporting software in UPM pension admin system to enhance performance reporting.	Sarah Spence
16	That the Officers prepare a draft Pension Administration Strategy under Regulation 59 of the LGPS Regulations 2013 (As amended) for approval by the Pension Committee.	High	Prepare a draft Pension Administration Strategy for approval by Pension Committee	Completed	Draft Strategy agreed by committee in June 2017 and sign off due in December 2017	Sarah Spence
17	That the charges applicable to schools that do not use the Council's payroll are reviewed.	Medium	Review charges to Schools that do not use the Council's payroll	Completed.	New Charges in place from April 2018 (for academic year 2018/19)Current off payroll charges are £515 for academies and £350 for LEA schools Proposal 18/19 to use CPI increase rate 2017. Therefore increased rate for academies is £654 and LEA schools £445.	Sarah Spence

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18	That consideration is given to the further enhancement of online information in respect of the Pension Fund.	Medium	The pension website is improved to ensure that relevant, useful information is easily accessible	In progress	A review of the current content on the Sutton website has been completed to improve information available to members & scheme employers. New content has been drafted including the navigation between the pension administration pages and pension fund information with a view to having new content on website by end of January 2018.	Sarah Spence
19	That the Pension Board adopt the CIPFA “Technical Knowledge and Skills Framework” for Pension Boards, formally approve a Training Programme for Board Members and consider resolving that all Members complete the Pensions Regulator’s online Public Service Toolkit within a defined timescale.	High	The Pension Board adopts the knowledge and skills framework and approve a training plan for board members	Completed	The Pension Board adopted the Code at the meeting of 18 January 2017. All committee members to be reminded again in December 2017 of the need to complete the Pension Regulator's online Public Service Toolkit.	Lyndsey Gamble
20	That the Pension Committee considers the appointment of an Independent Advisor with a broad remit across the areas of responsibility of the Committee and including training.	Medium	Pension Committee to consider the appointment of an independent advisor	Report being considered by Pension Committee in December 2017	A discussion item is due to be considered by the Pension Committee at its meeting in December 2017 looking at the pros and cons of this approach	Lyndsey Gamble

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