**Governance Policy and Compliance Statement**

**Introduction**

This Policy and Compliance Statement details the governance arrangements for the Cambridgeshire Pension Fund, which is managed and administered by the administering authority, Cambridgeshire County Council.

Under Regulation 55 of the Local Government Pension Scheme Regulations 2013 an administering authority is required to produce a Governance Compliance Statement which must be published and kept under review.

The statement must set 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; and

(d) details of the terms, structure and operational procedures relating to the local pension board established under Regulation 53(4)

Each administering authority must –

(a) keep the statement under review and make such revisions as are appropriate, following a material change,

(b) in preparing and reviewing the statement, consult such persons as it considers appropriate,

(c) publish its statement and any revised statement.

**Review**

The Policy and Compliance Statement is reviewed by Officers on an annual basis, the most current reviews undertaken are listed below:

|  |  |
| --- | --- |
| **Date of review** | **Review type** |
| 4 October 2023 | Officer review |
| 2 October 2024 | Officer review |

**Governance Structure**

The Cambridgeshire Pension Fund governance structure is shown below.

Cambridgeshire County Council

(the Administering Authority)

Head of Pensions

Monitoring Officer

Exec Director of Finance and Resources/

s151 Officer

Access Joint Committee

Investment Sub Committee

Pension Fund Board

Pension Fund Committee

**Governance Policy**

Scheme of Delegations for the Cambridgeshire Pension Fund

Cambridgeshire County Council has delegated its functions in relation to the maintenance of the Cambridgeshire Pension Fund to its Committees and Local Pension Board as follows:

**Pension Fund Committee**

The Pension Fund Committee is responsible for the Council’s statutory function as administering authority under the Local Government Pension Scheme Regulations and associated legislation under Sections 7, 12 and 24 of the Superannuation Act 1972. The Committee will be established under s101 of the Local Government Act 1972.

Delegated Authority of the Pension Fund Committee

Authority to set the Pension Fund’s objectives and determine and maintain appropriate strategies, policies and procedures with ongoing monitoring in relation to the following areas:

* Funding Strategy – Ongoing monitoring and management of the liabilities including ensuring appropriate funding plans are in place for all employers in the fund, overseeing the triennial valuation and interim valuations, and working with the actuary in determining the appropriate level of employer contributions for each employer.
* Investment Strategy – To determine the fund's investment objectives and to set and review the long-term high level investment strategy to ensure these are aligned with the fund's specific liability profile and risk appetite and to oversee the delivery of the investment strategy by the ACCESS Joint Committee.
* Administration Strategy – The administration of the fund including collecting payments due, calculating and paying benefits, gathering from and providing information to scheme members and employers.
* Communications Strategy – Determining the methods of communication with the various stakeholders including scheme members and employers.
* Discretions – Determining how the various administering authority discretions are operated for the fund.
* Governance – The key governance arrangements for the fund, including representation.
* Risk Management Strategy – To include regular monitoring of the fund’s key risks and agreeing how they are managed and/or mitigated.

Authority to approve and apply the policy on, and to take decisions relating to, employers joining and leaving the fund. This includes which employers are entitled to join the Fund, any requirements relating to their entry, ongoing monitoring and the basis for leaving the fund.

Authority to agree the terms and payment of bulk transfers into and out of the fund in consultation with the Section 151 Officer.

Authority to consider and agree business plans at least annually and monitor progress against them and to monitor compliance with the Myners Principles on an annual basis.

Authority to develop and maintain a training policy for all Pension Fund Committee and Sub-Committee members and for all officers of the fund, including determining the fund’s knowledge and skills framework, identifying training requirements, developing training plans and monitoring attendance at training events.

Authority to select, appoint, monitor and where necessary terminate advisers to the fund not solely relating to investment matters.

Authority to approve and issue administering authority responses to consultations on LGPS matters and other matters where they may impact on the fund or its stakeholders.

Authority to consider and determine where necessary, alternative investment strategies for participating employers.

Authority to oversee the work of the Investment Sub-Committee and consider any

matters put to them by the Investment Sub-Committee.

Authority to set up sub-committees and task and finish groups including jointly with other LGPS Administering Authorities.

Authority to review and amend strategic investment policies on an appropriate regular basis, in consultation with the Section 151 Officer.

Authority to manage any other strategic or key matters pertaining to the Fund not

specifically listed above.

Production of an annual report for consideration by the Council.

In relation to pooled asset arrangements under the ACCESS Joint Committee:

i) Determining the requirements of the Administering Authority in relation to the

provision of services by ACCESS to enable it to execute its investment strategy effectively.

ii) Receiving and considering reports from the ACCESS Joint Committee in order to ensure that the Fund’s investor rights and views are represented appropriately.

iii) Ensuring arrangements are in place to identify and manage the risks and costs

associated with investment pooling.

Membership breakdown of the Pension Fund Committee

|  |  |  |  |
| --- | --- | --- | --- |
| **Representing** | **No.**  | **Term of Office** | **Method of appointment** |
| Cambridgeshire County Council | 6 | 4 years from County Council elections | Determined by Cambridgeshire County Council Full Council. |
| All other Local Authorities, Police and Fire | 2 | 4 years  | Nominations determined by a leaders/chief executives group. Selection will be linked to the election cycle. Details of the process to be agreed by the Chair.  |
| All other employers | 1 | 4 years | Nominations to be determined by eligible employers. Details of process to be agreed by the Chair. |
| Active scheme members | 1  | 4 years | Determined by Unison. Where Unison fails to nominate a committee member for any period of six months or more,nominations will be requested from all eligible active scheme members and a representative will be picked following interviews. Details of process to be agreed by the Chair. |
| Deferred and pensioner scheme members | 1 | 4 years | Determined by Unison. Where Unison fails to nominate a committee member for any period of six months or more, nominations will be requested from all eligible deferred and pensioner scheme members and a representative will be picked following interviews. Details of process to be agreed by the Chair. |
| Total CommitteeMembers | 11 |  |  |
|  |  |

Substitutes: Full Council may appoint substitute members to the Pension Fund Committee in accordance with the scheme of substitution.

Rules of Procedure for the Pension Fund Committee

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| --- | --- |
| Frequency of Meetings | The Pension Fund Committee will meet a minimum of five times a year. The date, hour and place of routine meetings shall be fixed by the committee, but the Chair may call additional meetings if deemed necessary. |
| Chair and Vice Chair’s Term of Office | The Chair and Vice Chair will be appointed by Full Council.The normal term for the Pension Fund Committee shall be one year subject to earlier removal by vote of the Pension Fund Committee. |
| Voting Rights | All Pension Fund Committee members shall have the right to vote. |
| Quorum | 5 (1/3 plus 1) committee members shall form a quorum for meetings of the Pension Fund Committee.No business requiring a decision shall be transacted at any meeting of the Pension Fund Committee unless the meeting is quorate. If it arises during the course of a meeting that a quorum is no longer present, the chair shall either suspend business until a quorum is re-established or declare the meeting at an end and arrange for the completion of the agenda at the next meeting or at a special meeting. |
| Training requirements | Members may not take part in meetings of the Pension Fund Committee unless they have complied with any training requirements as set out in the Public Services Pensions Act. |

**Investment Sub-Committee**

Delegated Authority of the Investment Sub Committee

Authority to implement the Fund’s investment strategy including setting benchmarks and targets for the investment pool operator and reviewing performance against those

benchmarks.

Authority to review and maintain the asset allocation of the fund within parameters

agreed with the Pension Fund Committee.

Authority to appoint and terminate investment managers to the fund and to monitor the

performance of investment managers leading to review and decisions on termination

where necessary where this is not undertaken by the ACCESS Joint Committee.

Authority to appoint and monitor and where necessary terminate external advisors and

service providers solely relating to investment matters, for example, the fund Custodian,

independent investment advisers, investment consultants and investment managers

where this is not undertaken by the ACCESS Joint Committee.

Authority to set benchmarks and targets for the Fund’s investment managers where this

is not undertaken by the ACCESS Joint Committee.

Authority to monitor the risks inherent in the fund’s investment strategy in relation to the

Fund’s funding level.

Authority to monitor and review:

1. Legislative, financial and economic changes relating to investments and their

potential impact on the fund;

1. The investment management fees paid by the fund and to implement any actions

deemed necessary;

1. The transactions costs incurred by the fund across its investment mandates and

raise relevant issues and concerns with the investment providers as necessary;

1. The investment provider’s adoption of socially responsible investment considerations, on an annual basis, including corporate governance matters and a review of compliance with the UK Stewardship Code.

Authority to receive reports from investment providers.

Authority to undertake any task as delegated by the Pension Fund Committee.

Membership breakdown of the Pension Fund Committee

|  |  |  |  |
| --- | --- | --- | --- |
| **Representing** | **No.**  | **Term of Office** | **Method of appointment** |
| Cambridgeshire County Council Members | 4 | As above. | Determined by Cambridgeshire County Council representatives on the Committee. Details of process to be agreed by the Chair. |
| All other employers | 2 | Up to term of office ceasing in accordance with Committee membership or six years whichever is later. | Determined by non Cambridgeshire County Council employer representatives at the Committee. Details of process to be agreed by the Chair. |
| Scheme member representative | 1 | Up to term of office ceasing in accordance with Committee membership or six years whichever is later. | By agreement between active and deferred/pensioner representatives on Committee. Details of process to be agreed by the Chair. |
| Total  | 7 |  |  |

All Investment Sub-Committee members shall be drawn from Pension Fund Committee membership including substitutes.

Substitutes: The Pension Fund Committee may appoint substitute members to the Investment Sub-Committee in accordance with the scheme of substitution. Similarly, substitutes for the representatives of all other employers and of scheme members may be appointed by eligible employers and by Unison respectively.

Rules of Procedure for the Investment Sub Committee

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| --- | --- |
| Frequency of Meetings | The Investment Sub-Committee will meet a minimum of four times a year. The date, hour and place of routine meetings shall be fixed by the committee, but the Chair of the Sub Committee may call additional meetings if deemed necessary. |
| Chair and Vice Chair’s Term of Office | The normal term for the Pension Fund Committee shall be one year subject to earlier removal by vote of the Pension Fund Committee. The Chair and Vice-Chair of the Investment Sub-Committee shall be the Chair and Vice-Chair of the Pension Fund Committee respectively. |
| Voting Rights | All Investment Sub Committee members shall have the right to vote. |
| Quorum | 4 (1/3 plus 1) Investment Sub-Committee members shall form a quorum for meetings of the Investment Sub Committee.No business requiring a decision shall be transacted at any meeting of the Investment Sub Committee unless the meeting is quorate. If it arises during the course of a meeting that a quorum is no longer present, the chair shall either suspend business until a quorum is re-established or declare the meeting at an end and arrange for the completion of the agenda at the next meeting or at a special meeting. |
| Training requirements | Members may not take part in meetings of the Investment Sub-Committee unless they have complied with any training requirements set out in the Public Services Pensions Act. |

**Pension Fund Board (Local Pension Board)**

Powers of the Pension Fund Board

Authority to assisting the Administering Authority to secure compliance with:

1. Principal 2013 Regulations.
2. any other legislation.
3. requirements imposed by the Pensions Regulator in relation to the scheme.

Authority to assist the administering authority in ensuring effective and efficient governance and administration of the scheme.

Membership breakdown of the Pension Fund Board

|  |  |  |  |
| --- | --- | --- | --- |
| **Representatives of** | **Number of seats.**  | **Term of Appointment** | **Method of Appointment** |
| Employers | 3 | 4 years or until qualification for membership ceases | At least two representatives to be appointed by Cambridgeshire County Council Full Council. One representative appointed via an open and transparent selection process. |
| Scheme Members | 3 | 4 years or until qualification for membership ceases | To be appointed via an open and transparent selection process. |
| Total  | 6 |  |  |

Rules of Procedure for the Pension Fund Board

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| --- | --- |
| Frequency of Meetings | The Local Pension Fund Board will meet a minimum of four times a year. The date, hour and place of routine meetings shall be fixed by the board, but the Chair may call additional meetings if deemed necessary. |
| Chair and Vice Chair’s Term of Office | The normal term for the Board’s chair and Vice-Chair shall be one year subject to earlier removal by vote of the Board.The Chair and Vice-Chair of the Board shall be elected by the Pension Fund Board. |
| Voting Rights | All Local Pension Fund Board members shall have the right to vote. |
| Quorum | 3 (1/3 plus 1) Board members shall form a quorum for meetings of the Local Pension Fund Board (shall include at least one each from the employer and member sides).No business requiring a decision shall be transacted at any meeting of the Local Pension Fund Board unless the meeting is quorate. If it arises during the course of a meeting that a quorum is no longer present, the chair shall either suspend business until a quorum is re-established or declare the meeting at an end and arrange for the completion of the agenda at the next meeting or at a special meeting. |
| Training requirements | Members may not take part in meetings of the Local Pension Fund Board unless they have complied with any training requirements set out by the Chair of the Pension Fund Board or for Board members as set out in the Public Services Pensions Act. |

**Joint Committee**

The Joint Committee is the formal decision making body within the ACCESS asset pool. The Joint Committee has been appointed by the 11 administering authorities under s102 of the Local Government Act 1972, with delegated authority from the Full Council of each administering authority within the pool to be responsible for ongoing contract management and budget management in relation to the pooling of LGPS pension fund assets. The Joint Committee is supported by the Officer Working Group and the ACCESS Support Unit. Each administering authority within the ACCESS asset pool has signed and is bound by the terms of an Inter-Authority Agreement.

Terms of Reference (as detailed in the Inter-Authority Agreement)

Part 1 – Functions in relation to the Operator

1. Specifying Operator services – Deciding, in consultation with the Councils, the specification of services and functions that each Operator will be required to deliver including the sub-funds and classes of investments required to enable each Council to execute its investment strategy.
2. Procuring the Operator – Agreeing the method and process for the procurement and selection of the Operator.
3. Appointing the Operator – Making a recommendation to the Councils as to the identity of each Operator and the terms upon which each Operator is to be appointed.
4. Reviewing the Performance of the Operator – Keeping the performance of each Operator under constant review and making arrangements to ensure that the Joint Committee is provided with regular and sufficient reports from the Officer Working Group to enable it to do so including but not limited to:
	1. The performance of an Operator against its contractual requirements and any other performance measures such as the Service Level Agreement (SLA) and Key Performance Indicators (KPIs) and officer recommendations on any remedial action;
	2. Sub-fund investment performance;
	3. Investment and operational costs including the annual review of investment manager costs;
	4. Performance against the strategic business plan agreed by the Councils.
5. Managing the Operator – The Joint Committee shall:
	* 1. Make recommendations to the councils on the termination or extension of the Operator Contract.
		2. Make decisions about any other action to be taken to manage the Operator Contract including the giving of any instruction or the making of any recommendation to the Operator including but not restricted to recommendations on investment managers (with any regulatory constraints that may apply).
6. Appointment of Advisers
	* 1. The Joint Committee may appoint such professional advisers on such terms as it thinks fit. Any procurement of advisers must comply with the constitution of the Authority designated to undertake the procurement and that Authority will enter into a contract with the appointed adviser on behalf of the Authorities.
		2. The Joint Committee shall decide which tasks shall be performed by the Client Unit and which Council shall manage the Client Unit including the employment arrangements for employees in the Client Unit.

Part 2 – Functions in relation to management of Pool Assets

1. The Joint Committee shall make recommendations to the councils on the strategic plan for transition of assets that are to become Pool Assets.

Part 3 – Functions Concerning Pool Aligned Assets

1. Making recommendations to the councils about Pool Aligned Assets (including proposals concerning the migration of investments-such as passive investments via life fund policies-to become Pool Aligned Assets) in accordance with the IAA or any other delegation to the Joint Committee by the councils.

Part 4 – Functions Concerning Business Planning and Budget

1. Make recommendations to the councils about the annual strategic business plan for the Pool.
2. Determine the budget necessary to implement that plan and meet the expenses of undertaking the Specified Functions (insofar as they will not be met by individual transaction costs paid by councils to the Operator) in accordance with Schedule 5 of the IAA.
3. Keep the structures created by the IAA under review from time to time and make recommendations to the councils about:
	1. the future of the Pool;
	2. any changes to the IAA;
	3. as to the respective merits of continuing to procure operator services by means of a third party or by creation of an operator owned by the Councils.
4. The Joint Committee is required to commence the first review of the IAA by the second anniversary of its first meeting.
5. The Joint Committee is required to undertake a review of the Pool and the IAA:
	1. to be completed 18 months before the expiry of each and every Operator Contract including as a result of the exercise of any option to terminate the Operator Contract;
	2. whenever a council gives notice of withdrawal under clause 12 of the IAA.

Standing Orders of the Joint Committee

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| Frequency of Meetings | The Joint Committee will meet at least four times each year. All meetings of the Joint Committee will take place at a suitable venue and at a time to be agreed by the councils. |
| Membership | The Joint Committee shall consist of one elected councillor appointed by each council. The member so appointed must, at the time of the appointment, be an elected councillor serving as a member of the Committee of a council which discharges the functions of that council as pension administering authority |
| Chair and Vice Chair’s Term of Office | The Chair and Vice Chair of the Joint Committee will be appointed from time to time by the members of the Joint Committee. Subject to paragraph 5, the Chair of the Joint Committee shall hold that office until their replacement is appointed which shall be at the first meeting to take place after the second anniversary of their appointment. |
| Voting Rights | Each elected member shall have one vote. Co-opted members will not have a vote. Any matter will be decided by a simple majority of those members of the councils represented in the room at the time the question is put. In the event of equality of votes the person presiding at the meeting will be entitled to a casting vote under paragraphs 39(1) and 44 of Schedule 12 of the Local Government Act 1972. |
| Quorum | The quorum of a meeting will be at least eight members who are entitled to attend and vote.If there is no quorum present at the start of the meeting the meeting may not commence. If after one hour from the time specified for the start of the meeting no quorum is present then the meeting shall stand adjourned to another time and date determined by the secretary. |
| Substitutes | Each Council may appoint a substitute. Any such substitute must either meet the eligibility requirements or be an elected councillor of another council and serving as a member of the committee of a Council which discharges the functions of that Council as pension administering authority (established under Section 101 of the Local Government Act 1972).  |
| Local Pensions Board Observers  | The Joint Committee shall invite Observers from the local pensions boards appointed under section 5 of the Public Service Pensions Act 2013 from each of the Councils to attend meetings of the Joint Committee on such basis as it thinks fit, which shall be reviewed by the Joint Committee from time to time. Observers who attend meetings of the Joint Committee shall not be entitled to vote, nor may they speak unless invited to do so by the Chairman. |
| Other Observers | Any other member of a Council's pensions committee established under Section 101 of the Local Government Act 1972 may attend a meeting of the Joint Committee at the discretion of the Chairman in the capacity of an Observer. Such persons shall not be entitled to vote, nor may they speak unless invited to do so by the Chairman. |

*(Kent County Council provides secretariat support to the Joint Committee and publishes electronic copies of agenda and unrestricted public items on their website).*

**Chief Financial Officer (Statutory Section 151 Officer)**

Responsibile for the proper administration of the Pensions Service to safeguard the financial position of the Pension Fund (LGPS).

Terms of Reference for the Section 151 Officers Group (as per Schedule 4 of the IAA)

In relation to the Joint Committee (JC), a s102 committee of the Local Government Act 1972, of the ACCESS Asset Pool, the Section151 Officer shall be bound by the terms of reference for the Section 151 Officer Group as detailed in the Inter-Authority Agreement:

Part 1 – Governing Principles

1. The Section 151 Officers will co-operate to support the activities of the Pool in providing advice to or in consultation with the JC and they shall always act in line with the Governing Principle and Principles of Collaboration as set out in the Inter-Authority Agreement except to the extent that it is inconsistent with the discharge of their personal statutory duties.

Part 2 - Functions in relation to the Pool

1. In response to decisions made by the JC, the Section 151 Officers shall (in addition and without prejudice to their existing statutory responsibilities in relation to the proper administration of the financial affairs of their own Councils) ensure the appropriate resourcing, support, advice and facilitation to the JC including, without limitation, in the following ways:

Discharging Section 151 Officer Functions

* 1. Staffing and Resourcing: in relation to the provision of staff and resources to assist the JC in the exercise of its functions under this Agreement.
	2. Cost Sharing: in accordance with any local arrangements within their Councils, ensuring that their Councils’ share of costs is provided to the relevant parties, whether under the business plan, budget or otherwise under Schedule 5 from time to time.
	3. Pool Aligned Assets: providing the JC, the ASU (ACCESS Support Unit) and any other relevant staff resources with such support as is reasonably required to engage with Pool Aligned Assets Providers.

Advising the Joint Committee

* 1. Budget and Business Planning: making recommendations to the JC on budget and business plan matters, following input from the ASU in accordance with Schedule 5 of the Inter-Authority Agreement (Cost Sharing).
	2. Reviewing and advising on budget variations throughout each financial year.
	3. Risk and Performance: advising the JC on the identification of, and mitigation of any risk to the operation or success of the Pool.
	4. Host Authority and Procurement Lead Authority Roles: making recommendations to the JC regarding the Host Authority and Procurement Lead Authority roles from time to time as necessary.
	5. Amendments to the Inter-Authority Agreement: reviewing, in consultation with their respective Councils’ Monitoring Officers, any material changes to the Inter-Authority Agreement, in accordance with provisions of clause 11 of the Inter-Authority Agreement (Variation of Agreement).
	6. Reviewing and advising on any proposed guidelines for the Pool.

Part 3 – Working arrangements and meetings

3.1 The Section 151 Officers Group shall express its advice and decisions by as majority of those voting on a particular issue. Decisions may be made by email circulation, in a meeting (which may be conducted remotely) of which proper notice has been given.

* 1. Each Council shall be represented at meetings of the Group by its Section 151 Officer, or his or her deputy or nominee.
	2. The Section 151 Officers Group may make any such working arrangements as they deem necessary. Any such arrangements shall be recorded in writing in a minute of a meeting of the group.
	3. The Section 151 Officers Group may delegate any of their functions to one or more Section 151 Officers. Any exercise of this power shall be recorded in writing in a minute of a meeting of the Group.

3.5 Minutes of a meeting of the Section 151 Officers Group shall be deposited with the Host Authority and made available to the Monitoring Officer, Section 151 Officer or Head of Paid Service of any Council.

**Governance Compliance Statement**

This section sets out the extent to which Cambridgeshire Pension Fund governance arrangements are compliant with the latest guidance issued by the Secretary of State for Communities and Local Government;

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| --- | --- | --- | --- |
| **Principle** | **Not Compliant** | **Partially Compliant** | **Fully Compliant** |
| **A. Structure** |  |  |  |
| (a) the Management of the administration of benefits and strategic management of fund assets clearly rests with the main committee established by the appointing Council. |  |  | 🗸 |
| (b) that representatives of participating LGPS employers, admitted bodies and scheme members (including pensioner and deferred members) are members of either the main 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. |  |  | 🗸 |
| (d) that where a secondary committee or panel has been established, at least one seat on the main committee is allocated for a member from the secondary committee or panel. |  |  | 🗸 |
| **B. Representation** |  |  |  |
| (a) that all key stakeholders are afforded the opportunity to be represented within the main or secondary committee structure. These include; |  |  | 🗸 |
| (i) employing authorities (including non-scheme employers (e.g. admitted bodies) |  |  | 🗸 |
| (ii) scheme members (including deferred and pensioner scheme members) |  |  | 🗸 |
| (iii) independent professional observers |  |  | 🗸 |
| (iv) expert advisers |  |  | 🗸 |
| (b) that where lay members sit on a main or secondary committee, they are treated equally in terms of access to papers and meetings, training and are given full opportunity to contribute to the decision making process, with or without voting rights.  |  |  | 🗸 |

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| --- | --- | --- | --- |
| **C. Selection and role of lay members** |  |  |  |
| (a) that committee or panel members are made fully aware of the status, role and function they are required to perform on either a main or secondary committee |  |  | 🗸 |
| (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.  |  |  | 🗸 |
| **D. Voting** |  |  |  |
| (a) the policy of individual administering authorities on voting rights is clear and transparent, including the justification for not extending voting rights to each body or group represented on main LGPS committees. |  |  | 🗸 |
| **E. Training/Facility time/Expenses** |  |  |  |
| (a) that in relation to the way in which statutory and related decisions are taken by the Administering Authority, there is a clear policy on training, facility time and reimbursement of expenses in respect of members involved in the decision-making process. |  |  | 🗸 |
| (b) that where such a policy exists, it applies equally to all members of committees, sub-committees, advisory panels or any other form or secondary forum. |  |  | 🗸 |
| **F. Meetings (frequency/quorum)** |  |  |  |
| (a) that the Administering Authority’s main committee or committees meet at least quarterly. |  |  | 🗸 |
| (b) that an Administering Authority’s secondary committee of panel meet at least twice a year and is synchronised with the dates when the main committee sits. |  |  | 🗸 |
| (c) that Administering Authorities who do not include lay members in their formal governance arrangements, provide a forum outside of those arrangements by which the interests of key stakeholders be represented. |  |  | N/A |
| **G. Access** |  |  |  |
| (a) that subject to any rules in the councils constitution, all members of main and secondary committees or panels have equal access to committee papers, documents and advice that falls to be considered at meetings of the main committee. |  |  | 🗸 |
| **H. Scope** |  |  |  |
| (a) that administering authorities have taken steps to bring the wider scheme issues within the scope of their governance arrangements. |  |  | 🗸 |
| **I. Publicity** |  |  |  |
| (a) that administering authorities have published details of their governance arrangements in such a way that stakeholders with an interest in the way in which the scheme is governed, can express an interest in wanting to be part of those arrangements. |  |  | 🗸 |