

---

## PART 3N: PANELS

---

### SOUTHWARK COUNCIL LOCAL PENSION BOARD

#### ROLE AND FUNCTIONS

##### Regulatory

1. The responsibility of the local pension board, as defined by sections 5(1) and (2) of the Public Services Pensions Act 2013, is to assist the administering authority (Southwark Council), the scheme manager, in ensuring the effective and efficient governance and administration of the Local Government Pension Scheme (LGPS) including:
  - (i) securing compliance with the LGPS regulations and other legislation relating to the governance and administration of the LGPS and any statutory pension scheme that is connected with it
  - (i) securing compliance with requirements imposed in relation to the LGPS and any connected scheme by the Pensions Regulator
  - (ii) such other matters as the LGPS regulations may specify.
2. The administering authority retains ultimate responsibility for the administration and governance of the Southwark Council LGPS. The role of the board is to assist the administering authority to fulfill that responsibility

##### Terms of Reference

3. The local pension board's terms of reference are published on the council website and can be accessed [here](#).

##### Reporting

4. To provide an annual report to be incorporated in the statutory annual pension report which is published on the council's website.

##### Constitution of the board

5. The board shall consist of seven members and be constituted as follows:
  - (i) three employer representatives (voting)
  - (ii) three scheme member representatives (voting)
  - (iii) one independent chair (non-voting).
6. One of the six voting members will be appointed as vice chair to act as chair in the chair's absence.
7. Each member of the local pension board must have a nominated substitute.
8. All members of the local pension board and substitute members must be conversant with the regulations governing the local government pension scheme and any document recording policy about the administration of the fund, and the law relating to pensions.

9. Members of the pension board should aim to reach decisions by consensus. Where an agreement cannot be reached, then the local pensions board will agree how this will be resolved. Decisions/recommendations of the board will be submitted to the relevant officer or body within the council.
10. Any breach brought to the attention of the pension board, whether potential or actual, shall be referred to the council's monitoring officer in the first instance and where required to the national LGPS Advisory Board or the Pensions Regulator.

## **PENSIONS ADVISORY PANEL**

### **ROLE AND FUNCTIONS**

The chief finance officer will take into account the pension advisory panel's advice when performing the following functions.

1. Establishing and reviewing the strategic investments objectives.
2. Reviewing the definition of the investment return target most likely to satisfy this investment objective.
3. Considering what constraints, if any, should apply to the invested assets and monitor compliance.
4. Establishing and reviewing the strategic asset allocation (benchmark) that is likely to meet the investment return target.
5. Considering and reviewing the appropriateness of the fund structure i.e. the delegation of powers to managers, setting boundaries for the manager's discretion and considering which manager return targets are likely to achieve the investment return target.
6. Monitoring the performance of the investment managers at least once every three months, and from time to time consider the desirability of continuing or terminating the appointment of investment managers. In monitoring performance of investment managers, the panel should consider:
  - the investments made by the managers
  - their input to the process and the value of their advice
  - investment returns and risk against established targets
  - manager compliance with the fund's requirements
  - discussion of results with managers.
7. Considering policy matters in relation to the pension scheme and the council's early retirement policy.
8. Considering applications, from other bodies, for membership of the council's pension scheme.
9. Monitoring early retirements.
10. Monitoring costs incurred in administering the pension scheme, including:
  - management and other direct costs
  - transaction (dealing) costs.

### **Constitution of the pensions advisory panel**

11. The pensions advisory panel will be constituted as follows:
  - three members (two members from the majority group and one member of the majority opposition) who have received the appropriate training; one of those members will chair the panel
  - three officers (the chief finance officer, an officer with specialist knowledge on the pensions scheme and the head of human resource or their equivalents)
  - two independent advisers (non-voting)

- a representative appointed by the constituent trade unions representing beneficiaries (non-voting).
12. Decisions should aim to be reached by consensus. Where agreement cannot be reached, then a majority vote will apply. Voting rights are restricted to members and officers, with the chair having the casting vote if required.
  13. Decisions of the panel will be treated as advice to the chief finance officer.
  14. To be quorate at least three voting members of the panel must be present, plus at least one independent adviser. At least one of the voting members must be an officer.

## **VOLUNTARY BODIES APPOINTMENTS PANEL**

### **ROLE AND FUNCTIONS**

1. To make recommendations on appointments to Southwark charities.

#### **Note**

Any recommendations to be submitted to the monitoring officer.

## **CONSTITUTIONAL STEERING PANEL**

### **ROLE AND FUNCTIONS**

1. To oversee, review and recommend amendments to the constitution.
2. To make recommendations to council assembly for the award of the Honorary Freedom of the Borough and Honorary Aldermen.
3. To recommend changes to the members' allowances scheme.

## **COUNCIL ASSEMBLY BUSINESS PANEL**

### **ROLE AND FUNCTIONS**

1. To plan a programme of council assembly meetings, including setting the themed debates, ensuring a balanced business agenda and the need to make meetings more engaging.