

PENSIONS ADVISORY PANEL

ROLE AND FUNCTIONS

The ~~chief finance officer~~strategic director of finance and governance 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 [\(voting\)](#)
- three officers (~~strategic director of finance and governance~~ ~~the chief finance officer~~ [\(non-voting\)](#), an officer with specialist knowledge on the pensions scheme [\(voting\)](#) and the head of human resource or their equivalents [\(voting\)](#)
- 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 [\(excluding the strategic director of finance and governance\)](#), with the chair having the casting vote if required.

13. Decisions of the panel will be treated as advice to the ~~strategic director of finance and governance~~ ~~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.