

APPENDIX B. Position as at 30/8/2016

Scorecard summary Leicestershire Pension Fund

The following gives an at-a-glance summary of the current compliance position against the PSPA2013, IPR CoP14 and LGPS Regulations

General Regulator	Local Pension Board	Administering Authority	Local Pension Board	Administering Authority	Local Pension Board	Administering Authority	Local Pension Board	Administering Authority	Local Pension Board	Administering Authority	Local Pension Board	Administering Authority	Local Pension Board	Administering Authority	Local Pension Board	Administering Authority	Local Pension Board	Administering Authority
Local pension board to be established by 1 April 2015 and to have its first meeting within 4 months of that date	Full	Full	Partial	Local Pension Board	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority
Determine the manner and terms by which members of the local pension board are appointed and removed.	Full	Full	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority
Local Pension Board to have equal number of scheme member representatives and employer representatives which is no fewer than 4 in total.	Full	Full	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority
To ensure the representation of the pension board has the right balance of skills, experience and representation	Full	Full	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority
To ensure the pension board is appropriately covered in any code of conduct, conflicts of interest or breaches of the law policies prepared by the administering authority	Full	Full	Partial	Administering Authority	Full	Administering Authority	Partial	Administering Authority	Full	Administering Authority	Partial	Administering Authority	Full	Administering Authority	Partial	Administering Authority	Full	Administering Authority
Pension board members to receive training in respect of these policies	Partial	Partial	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority
Pension board to have its own policy on knowledge and understanding requirements	Full	Full	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board
A nominated person to be in place and responsible for ensuring the knowledge and understanding policy is implemented and necessary training delivered	Full	Full	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority
The administering authority to provide access to the required training (including induction training) for pension board members to be satisfied that there is no conflict of interest.	Full	Full	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority
All pension board members to have a personalised training plan in place that is regularly monitored and updated	Partial	Partial	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority
The administering authority to have regard to guidance issued by the Secretary of State	Full	Full	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority
A member of the local pension board must be conversant with the scheme rules and any document recording policy about the administration of the scheme adopted by the administering authority	Partial	Partial	Partial	Local Pension Board	Partial	Local Pension Board	Partial	Local Pension Board	Partial	Local Pension Board	Partial	Local Pension Board	Partial	Local Pension Board	Partial	Local Pension Board	Partial	Local Pension Board
A process should be in place to ensure a member of the local pension board has the knowledge and understanding required of the law relating to pensions and other matters which are prescribed in the regulations which are relevant to enable them to perform their duties	Full	Full	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority
The administering authority should establish and maintain policies and arrangements for acquiring and retaining knowledge and understanding	Full	Full	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority
The administering authority should designate a person to take responsibility for ensuring that a request is completed and implemented	Full	Full	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority
The administering authority should prepare and keep an updated list of the documents with which they consider pension board members need to be conversant, including the scheme rules and relevant fund specific documentation	Partial	Partial	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority
The roles and responsibilities of pension board members should be clearly documented	Full	Full	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority
Local pension board members are aware of their personal local responsibilities in terms of knowledge and understanding	Full	Full	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board
The administering authority should seek individual local pension board members to determine the degree of knowledge and understanding that is sufficient for them to effectively carry out their role, responsibilities and duties as a pension board member	Full	Full	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority
Administering authorities should offer pre-appointment training or mentoring if appropriate	Full	Full	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority	Full	Administering Authority
The administering authority should maintain individual training plans for local pension board members, together with records of learning activities required	Partial	Partial	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority	Partial	Administering Authority
Local pension board members should invest sufficient time in their learning and development alongside their other responsibilities	Full	Full	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board
The members of the pension board should be given the opportunity to make choices of investments offered to members and the relative performance of those investment options	Full	Full	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board	Full	Local Pension Board
Have pension board members completed IPR's e-learning programme, which is provided to help meet the needs of local pension board members	Partial	Partial	Partial	Local Pension Board	Partial	Local Pension Board	Partial	Local Pension Board	Partial	Local Pension Board	Partial	Local Pension Board	Partial	Local Pension Board	Partial	Local Pension Board	Partial	Local Pension Board

Published Information About the Scheme	Frequency	Responsible
The administering authority must publish information about the local pension board and ensure that information is up to date	F, A	Administering Authority
The published information must include who the members of the local pension board are, their representative role and the matters falling within the local pension boards responsibility	F, A	Administering Authority
The published information should include the local pension board appointment process	F, A	Administering Authority
The administering authority should publish information about the local pension board's business	F, A	Administering Authority
The administering authority should consider any requests for additional information to be published to encourage scheme members to engage and promote a culture of transparency	F, A	Administering Authority
The administering authority should publish information on the pension board business	F, A	Administering Authority
The administering authority is required to have in place internal controls that include adequate systems, arrangements and procedures for the administration and management of the pension board's business (see paragraphs 10.10.1 and 10.10.2)	F, A	Administering Authority
The administering authority should have in place a process to identify and evaluate risks and establish appropriate internal controls	F, A	Administering Authority
The administering authority should have in place a risk register to record all risks and actions taken, which is reviewed regularly	F, A	Administering Authority
The administering authority should regularly review the effectiveness of its risk management and internal control processes	F, A	Administering Authority
Risk management and internal controls should be a standing item on the Pension Committee and pension board agendas	F, A	Administering Authority

Scheme Record Keeping	Frequency	Responsible
The administering authority must be able to demonstrate that they keep records to be able to govern and administer the LGPS effectively	F, A	Administering Authority
The administering authority must ensure that scheme member data across all membership categories specified in the Record Keeping Regulations is complete and accurate and the data is subject to regular data evaluation	F, A	Administering Authority
The administering authority must keep specific data which will enable it to uniquely identify a scheme member and calculate pension benefits correctly	F, A	Administering Authority
The administering authority should require participating employers to provide them with timely and accurate data	F, A	Administering Authority
The administering authority should seek to ensure that employers understand the main items which require information about members to be communicated	F, A	Administering Authority
The administering authority should have policies and procedures in place for the regular monitoring of data	F, A	Administering Authority
The administering authority should carry out regular (at least annually) data reviews	F, A	Administering Authority
The administering authority should ensure that appropriate procedures and timescales are in place for scheme employers to provide updated information when member data changes	F, A	Administering Authority
The administering authority should be able to trace the flow of funds into and out of the schemes, reconcile these and keep records of transactions	F, A	Administering Authority
The administering authority must keep records of pension board meetings and discussions and records of decisions made other than at a local pension board meeting that is later ratified.	F, A	Administering Authority
The administering authority should retain records for as long as they are needed and have in place an adequate system and process for record retention	F, A	Administering Authority
Where the administering authority has identified poor quality or missing data there should be a data improvement plan in place	F, A	Administering Authority
The administering authority should reconcile member records with the local pension board records and be able to identify members who are approaching retirement, those who are active members and those that are defined members	F, A	Administering Authority
The administering authority must ensure that processes created to manage scheme member data are compliant with the Data Protection Act 1988 and data protection principles.	F, A	Administering Authority
The administering authority should be able to demonstrate that records are kept in accordance with other relevant legislation	F, A	Administering Authority

Administering Contributions	Frequency	Responsible
The administering authority should ensure there are effective policies and procedures in place to prevent payment failures and assess the materiality of any failures identified	F, A	Administering Authority
Employees should be provided with the necessary guidance to ensure they provide the required information to enable contributions to be monitored	F, A	Administering Authority
Where the administering authority identifies a payment failure they should follow a process to resolve issues (e.g. missing information or employer errors) to ensure contributions paid on time and in full	F, A	Administering Authority
The administering authority should maintain a record of investigations and communications in relation to payment failures	F, A	Administering Authority
The administering authority should review processes or develop a new process which is able to detect payment failures and may be more likely to identify any potential payment failures which are likely to be of material significance to PPR	F, A	Administering Authority

Minimum of Law	Partial	Full	Partial	Full	Partial	Full	Partial	Full	Partial	Full
Members of the Authority										
Scheme regulations require the administering authority to provide an annual benefit statement to all active, deferred and pension credit members containing certain legal information	Full	Full	Full	Full	Full	Full	Full	Full	Full	Administering Authority
The administering authority should ensure that all members with AVCs are provided an annual benefit statement required timescales and that it contains the required legal information	Full	Full	Full	Full	Full	Full	Full	Full	Full	Administering Authority
The administering authority must provide scheme members with basic scheme information, meeting minimum legal requirements	Full	Full	Full	Full	Full	Full	Full	Full	Full	Administering Authority
Checkers regulations make provision for scheme members and others to receive information that is relevant to their pension rights and scheme entitlements and provided within certain legal timescales	Full	Full	Full	Full	Full	Full	Full	Full	Full	Administering Authority
Where information is provided electronically it should comply with legal requirements	Full	Full	Full	Full	Full	Full	Full	Full	Full	Administering Authority
The administering authority should ensure that scheme members and others can contact their scheme members and where contact is not possible carry out a tracing exercise to locate scheme members.	Full	Full	Full	Full	Full	Full	Full	Full	Full	Administering Authority
Requests for information should be acknowledged if information requested cannot be immediately provided.	Partial	Partial	Partial	Partial	Partial	Partial	Partial	Partial	Partial	Administering Authority
Internal Dispute Resolution Procedures										
The administering authority has in place an Internal Dispute Resolution Procedure	Full	Full	Full	Full	Full	Full	Full	Full	Full	Administering Authority
The procedure clearly sets out: - who it applies to; - the information the applicant must include; - how the final decision is reached - escalation procedures (e.g. Pensions Ombudsman); - appropriate timescale	Full	Full	Full	Full	Full	Full	Full	Full	Full	Administering Authority
The administering authority has ensured all scheme employers have appropriate arrangements in place for dealing with stage 1 disputes	Full	Full	Full	Full	Full	Full	Full	Full	Full	Administering Authority
The administering authority should regularly review its dispute process to ensure its effectiveness and that the necessary timescales are being met (inc. the employer processes at stage 1)	Partial	Partial	Partial	Partial	Partial	Partial	Partial	Partial	Partial	Administering Authority
The administering authority should ensure it appropriately draws attention to the pension dispute process in any correspondence or other Fund material where appropriate	Full	Full	Full	Full	Full	Full	Full	Full	Full	Administering Authority
Investment of Fund Assets										
The administering authority should be satisfied that the law applicable to reporting breaches of the law are made aware of their legal obligations and the Pensions Regulator's guidance. This includes: - Officers; - members of the pension board; - any person involved in the administration of the scheme; - scheme employees; - any other person otherwise involved in advising the Fund	Full	Full	Full	Full	Full	Full	Full	Full	Full	Administering Authority
The administering authority should have a breaches of the law policy in place	Full	Full	Full	Full	Full	Full	Full	Full	Full	Administering Authority
The administering authority should have a policy in place for monitoring the breaches of the law policy, reporting and recording processes	Partial	Partial	Partial	Partial	Partial	Partial	Partial	Partial	Partial	Administering Authority
The administering authority should maintain a breaches log, setting out all breaches, whether or not reported to the Regulator	Partial	Partial	Partial	Partial	Partial	Partial	Partial	Partial	Partial	Administering Authority

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