

BEST PRACTICE GUIDELINES	SUFFOLK COUNTY COUNCIL POLICY	COMPLIANT?
<p>3 That where a secondary committee or panel has been established, the structure ensures effective communication across both levels.</p> <p>4 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.</p>	<p><i>Not applicable * (see note)</i></p> <p><i>Not applicable * (see note)</i></p>	<p>Not applicable</p> <p>Not applicable</p>
<p>REPRESENTATION</p> <p>5 That all key stakeholders are afforded the opportunity to be represented within the main or secondary committee structure. These include :-</p> <ul style="list-style-type: none"> i) employing authorities (including non-scheme employers, e.g., admitted bodies); ii) scheme members (including deferred and pensioner scheme members); iii) independent professional advisers, and iv) expert advisers (on an ad-hoc basis). 	<p><i>The Pension Fund committee does not include representatives of all scheme employers or of deferred members and pensioners.</i></p> <p><i>No changes to the current arrangements for representation of participating employers are proposed, as the committee has alternative channels of communication for reporting to employers on its stewardship of the Pension Fund.</i></p> <p><i>The committee agreed at its meeting on 15 November 2007 to adopt a standing role for its investment advisers, Hymans Robertson, in attending future committee meetings. The activities which the CLG envisage might be undertaken by an independent observer are covered by the terms of reference for Hymans Robertson. In addition, the Pension Fund committee has engaged the services of an independent investment adviser who also attends the committee meetings.</i></p>	<p>Partially compliant</p>

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<p>6 That where lay members sit on a main or secondary committee, they are treated equally in terms of access to papers, meetings and training and are given full opportunity to contribute to the decision making process, with or without voting rights.</p>	<p><i>All Pension Fund committee members have equal access to all papers and meetings, are able to participate in training, and are able to contribute to the committee's decision-making process.</i></p>	<p>Yes</p>
<p>SELECTION AND ROLE OF LAY MEMBERS</p> <p>7 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.</p> <p>VOTING</p> <p>8 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.</p>	<p><i>All Pension Fund committee members are given training on their responsibilities and are aware of the terms of reference and remit of the Pension Fund committee.</i></p> <p><i>The co-opted elected district councillor representatives and the co-opted employee representative on the Pension Fund committee have voting rights. The Council set out its policy on voting rights for co-opted members in the report on the Governance Policy Statement to Suffolk County Council on 27 March 2008.</i></p>	<p>Yes</p> <p>Yes</p>

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<p>TRAINING/ FACILITY TIME/ EXPENSES</p> <p>9 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.</p> <p>10 That where such a policy exists, it applies equally to all members of committee, sub-committees, advisory panels or any other form of secondary forum.</p>		<p>Yes</p> <p>Not applicable</p>
<p>MEETINGS (FREQUENCY/QUORUM)</p> <p>11 That an administering authority's main committee or committees meet at least quarterly.</p> <p>12 That an administering authority's secondary committee or panel meet at least twice a year and is synchronised with the dates when the main committee sits.</p> <p>13 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 can be represented</p>		<p>Yes</p> <p>Not applicable</p> <p>Yes</p>

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<p>ACCESS TO INFORMATION, DOCUMENTS AND ADVICE</p> <p>14 That subject to any rules in the council's 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.</p>	<p><i>All Pension Fund committee members have equal access to all papers and meetings.</i></p>	<p>Yes</p>
<p>SCOPE</p> <p>15 That administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements</p> <p>PUBLICITY</p> <p>16 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.</p>	<p><i>The Pension Fund committee's terms of reference include all matters that fall within the Council's responsibility as the administering authority for the Pension Funds.</i></p> <p><i>The Pension Board's terms of reference include all matters regarding compliance with the code of practice in the governance of public service schemes issued by the Pension Regulator</i></p> <p><i>The Pension Fund Governance Policy Statement is published on the Suffolk Pension Fund website.</i></p>	<p>Yes</p> <p>Yes</p>

Note: A number of administering authorities manage the discharge of their responsibilities for the Pension Fund through an investment panel, or some other form of secondary committee. The Suffolk Pension Fund Committee is a main committee of the Council, formally constituted under section 101 of the Local Government Act 1972. Therefore references to arrangements where secondary committees or panels are in place are not relevant to the Council.