

# **Teesside Pension Fund**

## **Governance Policy and Compliance Statement 2021**



# Governance Policy and Compliance Statement– Administering Authority

Middlesbrough Council is the Administering Authority of the Teesside Pension Fund and administers the Local Government Pension Scheme on behalf of participating employers.

Regulation 55 of the Local Government Pension Scheme Regulations 2013 requires Local Government Pension Scheme (LGPS) Administering Authorities to publish Governance Compliance Statements setting out information relating to how the Administering Authority delegates its functions under those regulations and whether it complies with guidance given by the Secretary of State. It also requires the Authority to keep the statement under review and to make revisions as appropriate and where such revisions are made to publish a revised statement.

## Aims and Objectives

Middlesbrough Council recognises the significance of its role as Administering Authority to the Teesside Pension Fund on behalf of its stakeholders which include:

- around 73,000 current and former members of the Fund, and their dependants
- over 140 employers within the Teesside Fund
- local taxpayers within the council areas participating in the Teesside Pension Fund.

In relation to the governance of the Fund, our objectives are to ensure that:

- all staff and Pension Fund Committee Members charged with the financial administration and decision-making with regard to the Fund are fully equipped with the knowledge and skills to discharge the duties and responsibilities allocated to them
- the Fund is aware that good governance means an organisation is open in its dealings and readily provides information to interested parties
- all relevant legislation is understood and complied with
- the Fund aims to be at the forefront of best practice for LGPS funds
- the Fund manages Conflicts of Interest appropriately

## Structure

The Constitution of the Council sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and that those who made the decisions are accountable to local people. The framework under which the Pension Fund is administered is described below.

## Pension Fund Committee

The Pension Fund Committee's principal aim is to carry out the functions of Middlesbrough Council as the Scheme Manager and Administering Authority for the Teesside Pension Fund in accordance with Local Government Pension Scheme and any other relevant legislation.

In its role as the administering authority, Middlesbrough Council owes fiduciary duties to the employers and members of the Teesside Pension Fund and must not compromise this with its own particular interests. Consequently this fiduciary duty is a responsibility of the Pension Fund Committee and its members must not compromise this with their own individual interests.

The Committee's specific roles as outlined in the Council's Constitution are shown in Appendix B. No matters relating to Middlesbrough Council's responsibilities as an employer participating within the Teesside Pension Fund are delegated to the Pension Fund Committee.

The Pension Fund Committee is composed of 15 members as outlined below:

- Nine Councillors of Middlesbrough Council, determined by the Council.
- One Councillor from each of Hartlepool Borough Council, Stockton Borough Council and Redcar & Cleveland Borough Council.
- One representative of the other Scheme Employers in the Teesside Pension Fund appointed in accordance with procedures agreed by the Chief Finance Officer and Monitoring Officer.
- Two representatives of the scheme members of the Teesside Pension Fund, appointed in accordance with procedures agreed by the Chief Finance Officer and Monitoring Officer.

Named substitutes are permitted providing they satisfy the knowledge and skills policy of the pension fund.

Voting Rights are held by all members including the scheme member representatives other than where any are employees of Middlesbrough Council.

The Fund is aware that good governance means an organisation is open in its dealings and readily provides information to interested parties; meetings are open to members of the public who are welcome to attend. However, there may be occasions when members of the public are excluded from meetings when it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

### Officers

Under the Council's Constitution the Chief Finance Officer has an overarching responsibility for "ensuring lawfulness and financial prudence of decision making" and is "responsible for all the administration of the financial affairs of the Council". This includes the Council's role as Administering Authority for the Teesside Pension Fund.

In other words, the Chief Finance Officer has a statutory responsibility for the proper financial administration of the Teesside Pension Fund, in addition to that of Middlesbrough Council.

### Border To Coast Pensions Partnership (Asset Pooling)

At its meeting on the 15th February 2017, Middlesbrough Council approved its participation, acting as the Administering Authority for the Teesside Pension Fund, in the Border to Coast Pensions Partnership ("Border to Coast") asset pooling

arrangement as the Council's approach to pooling the Fund's assets to satisfy the Government's requirements to pool assets with the goal of reducing investment related costs. At the same meeting, the Council also agreed to create Border to Coast Pensions Partnership Limited, an Authorised Contractual Scheme Operator to provide the required services for the (at that time) twelve Partner Funds in Border to Coast.

The following are responsibilities delegated by the Council relating to its participation in Border to Coast. These are in addition to those mentioned in part (f) of the Teesside Pension Fund Committee responsibilities as outlined in Appendix B.

- The Mayor (or whomever he decides to nominate) is the nominated person to exercise the Council's rights as a shareholder in Border to Coast Pensions Partnership Limited and be its representative at shareholder meetings, on behalf of the Teesside Pension Fund. The responsibilities are as set out in the Shareholders Agreement, Articles, Inter Authority Agreement and any other agreements entered into and include, but are not limited to the areas outlined in Appendix C.
- The Chairman (or Vice Chairman in their absence) of the Teesside Pension Fund Committee is the nominated representative of the Council on behalf of Teesside Pension Fund on the Border to Coast Pension Partnership Joint Committee, noting that the Joint Committee shall not making binding decisions on the matters in the Terms of Reference but may make recommendations to each Authority to individually determine.
- The Chief Finance Officer is:
  - The nominated officer to meet and resolve any Deadlock Situation as per Clause 10 of the Shareholder Agreement.
  - The nominated officer to consider and resolve any Dispute as per Clause 13 of the Inter Authority Agreement.

## **Pension Board**

With effect from 1 April 2015, each Administering Authority was required to establish a local Pension Board to assist them with

- securing compliance with the LGPS Regulations and any other legislation relating to the governance and administration of the Scheme, and requirements imposed in relation to the LGPS by the Pensions Regulator
- ensuring the effective and efficient governance and administration of the Pension Fund

Such Pension Boards are not local authority committees; as such the Constitution of Middlesbrough Council does not apply to the Pension Board unless it is expressly referred to in the Board's terms of reference. The Teesside Pension Board was established by Middlesbrough Council on 1<sup>st</sup> April 2015 and the full terms of reference of the Board can be found on the fund's website [www.teespen.org.uk/](http://www.teespen.org.uk/). The key points are summarised below.

### *Role of the Pension Board*

The Pension Board is providing oversight of the matters set out above and, accordingly, the Pension Board is not a decision making body in relation to the management of the Pension Fund but merely makes recommendations to assist in such management. The Pension Fund's management powers and responsibilities

which have been, and may be, delegated by the Council to committees, sub-committees and officers of the Council, remain solely the powers and responsibilities of those committees, sub-committees and officers including but not limited to the setting and delivery of the Fund's strategies, the allocation of the Fund's assets and the appointment of contractors, advisors and fund managers.

### *Membership of the Pension Board*

The Board consists of six voting members, which includes three Employer Representatives and three Scheme Member Representatives.

### *Meetings*

The Pension Board meets at least twice a year in the ordinary course of business and additional meetings may be arranged as required to facilitate its work.

The Pension Board is treated in the same way as a Committee of Middlesbrough Council and, as such, members of the public may attend and papers will be made public in the same way as described above for the Pension Fund Committee.

### **Policy Documents**

There are a number of documents, other than this and the Constitution as previously described, which are relevant to the Governance and management of the Pension Fund. Brief details of these are listed below and the full copies of all documents can either be found on the Teesside Pension Fund Website: [www.teespen.org.uk](http://www.teespen.org.uk) or by writing to the address given at the end of this document.

### *Governance Compliance Statement*

This sets out the Pension Fund's compliance with the Secretary of State's Statutory Guidance on Governance in the LGPS. This is attached as Appendix A and shows where the Fund is compliant or not compliant with best practice and the reasons why it may not be compliant.

### *Funding Strategy Statement*

The Funding Strategy Statement forms part of the framework for the funding and management of the Pension Fund. It sets out how the Fund will approach its liabilities and contains a schedule of the minimum contribution rates that are required of individual employers within the Fund. The Funding Strategy Statement (FSS) is drawn up by the Administering Authority in collaboration with the Fund's actuary and after consultation with the Fund's employers. The FSS forms part of a broader framework which covers the Pension Fund and applies to all employers participating in the Fund. The FSS represents a summary of the Fund's approach to funding the liabilities of the Pension Fund

### *Investment Strategy Statement*

The Local Government Pension Scheme (Management and Investment of Funds) (Amendment) Regulations 2016 require pension fund administering authorities to prepare, maintain and publish a statement of the principles governing their decisions on the investment of the pension fund.

The areas covered in the Investment Strategy Statement are as follows:

- A requirement to use a wide variety of investments.
- The authority's assessment of the suitability of particular investments and types of investments.
- The authority's approach to risk, including how it will be measured and managed.
- The authority's approach to collaborative investment, including the use of collective investment vehicles and shared services.
- The authority's environmental, social and corporate governance policy.  
The authority's policy on the exercise of rights, including voting rights, attached to its investments.

### *Training Policy*

Middlesbrough Council has a Training Policy which has been put in place to assist the Fund in achieving its governance objectives and all Pension Fund Committee members, Pension Board members and senior officers are expected to continually demonstrate their own personal commitment to training and to ensuring that the objectives within that Training Policy are met.

To assist in achieving these objectives, the Teesside Pension Fund aims to comply with:

- the CIPFA Knowledge and Skills Frameworks and
- the knowledge and skills elements of the Public Service Pensions Act 2013 and the Pensions Regulator's (TPR) Code of Practice for Public Service Schemes

as well as any other LGPS specific guidance relating to the knowledge and skills of Pensions Fund Committee members, Pension Board members or pension fund officers which may be issued from time to time.

Members of the Pension Fund Committee, Pension Board and officers involved in the management of the Fund will receive training to ensure that they meet the aims of the Training Policy with training schedules drawn up and reviewed on at least an annual basis.

### *Conflicts of Interest Policy*

Conflicts of interest have always existed for those with LGPS administering authority responsibilities as well as for advisers to LGPS funds. This simply reflects the fact that many of those managing or advising LGPS funds will have a variety of other roles and responsibilities, for example as a member of the scheme, as an elected member of an employer participating in the LGPS or as an adviser to more than one LGPS administering authority. Further any of those persons may have an individual personal, business or other interest which might conflict, or be perceived to conflict, with their role managing or advising LGPS funds.

It is generally accepted that LGPS administering authorities have both fiduciary and public law duties to act in the best interest of both the scheme beneficiaries and participating employers. This, however, does not preclude those involved in the management of the Fund from having other roles or responsibilities which may result in an actual or potential conflict of interest. Accordingly, it is good practice to document within a policy how any such conflicts or potential conflicts are to be managed.

Teesside Pension Fund's Conflict of Interest Policy details how actual and potential conflicts of interest are identified and managed by those involved in the management and governance of the Fund whether directly or in an advisory capacity. The Policy is established to guide the Pension Fund Committee members, Pension Board members, officers and advisers. It aims to ensure that those individuals do not act improperly or create a perception that they may have acted improperly. It is an aid to good governance, encouraging transparency and minimising the risk of any matter prejudicing decision making or management of the Fund otherwise.

### *Annual Report and Accounts*

As part of the financial standing orders it is the duty of the Chief Financial Officer to ensure that record keeping and accounts are maintained by the Pension Fund. The Pension Fund accounts are produced in accordance with the accounting recommendations of the Financial Reports of Pension Schemes - Statement of Recommended Practice. The financial statements summarise the transactions of the Scheme and deal with the net assets of the Scheme. The statement of accounts is reviewed by both the Pension Fund Committee and the Audit Committee and incorporated in the Statement of Accounts for the Council. The Annual Report provides additional information about the Fund to supplement the financial information within the accounts. Full copies of the Annual Report and Accounts are distributed to employers in the Fund and other interested parties and a copy placed on the website: [www.teespen.org.uk](http://www.teespen.org.uk). A briefing note prepared from the annual report and accounts of the pension fund is distributed to scheme members annually.

### *Risk Management Policy*

The Risk Management Policy details the risk management strategy for the Fund, including:

- the risk philosophy for the management of the Fund, and in particular attitudes to, and appetite for, risk
- how risk management is implemented
- risk management responsibilities
- the procedures that are adopted in the Fund's risk management process
- the key internal controls operated by the Administering Authority and other parties responsible for the management of the Fund.

The Administering Authority adopts best practice risk management, which supports a structured and focused approach to managing risks, and ensures risk management is an integral part in the governance of the Fund at a strategic and operational level.

### *Procedures for Reporting Breaches of the Law*

This document sets out the procedures to be followed by certain persons involved with the Teesside Pension Fund, in relation to reporting breaches of the law to the Pensions Regulator.

Middlesbrough Council, as Administering Authority, has delegated responsibility for the implementation of these procedures to the Head of Pensions Governance and Investments.

Breaches can occur in relation to a wide variety of the tasks normally associated with the administrative function of a scheme such as keeping records, internal controls, calculating benefits and making investment or investment-related decisions.

The Procedure document applies, in the main, to:

- all members of the Pension Fund Committee and the Local Pension Board
- all senior officers involved in the management of the Fund including members of the Chief Finance Officer, Monitoring Officer, Pensions Governance and Investments team and Pension Administration team.
- any professional advisers and third party suppliers including auditors, actuaries, independent advisers, third party administrators, legal advisers and fund managers
- officers of employers participating in the Fund who are responsible for pension matters.

### *Communication Policy*

This document sets out the communications policy of the administering authority and sets out the strategy for ensuring that all interested parties are kept informed of developments in the Pension Fund. This helps to ensure transparency as well an effective communication process for all interested parties, with a particular focus on engagement with scheme members and employers of the Fund.

### *Pension Administration Strategy and Employer Guide*

In order to assist with the management and efficient running of the Pension Fund, the Pension Administration Strategy encompassing administrative procedures and responsibilities for the Pension Fund for both the Administering Authority and Employing Authorities has been distributed to employers within the Fund following consultation. This represents part of the process for ensuring the ongoing efficient management of the Fund and maintenance of accurate data and is integral to the effective management of the Fund and the payment of benefits to scheme members.

### *Discretions Policies*

Under the LGPS regulations, Middlesbrough Council, as the Administering Authority of the Fund, has a level of discretion in relation to a number of areas of policy. The Administering Authority reviews these policies as appropriate and will notify interested parties of any significant changes. Employing Authorities are also required to set out their discretions policies in respect of areas under the Regulations where they have a discretionary power. Copies of both the Administering Authority and Middlesbrough Council's Employing Authority Discretions can be found on the website: [www.teespen.org.uk](http://www.teespen.org.uk).

## Monitoring Governance of the Teesside Pension Fund

The Fund's governance objectives will be monitored as follows:

Objective	Monitoring Arrangements
All staff and Pension Fund Committee Members charged with the financial administration and decision-making with regard to the Fund are fully equipped with the knowledge and skills to discharge the duties and responsibilities allocated to them	<ul style="list-style-type: none"> <li>• A Training Policy is in place and regularly reviewed (in line with timescales in the document).</li> <li>• Compare and report attendance at training events, as outlined in the Fund's Training Policy.</li> </ul>
The Fund is aware that good governance means an organisation is open in its dealings and readily provides information to interested parties	<ul style="list-style-type: none"> <li>• All meetings of the Pension Fund Committee and Local Pension Board are open to the public and publicised on the Council Website.</li> <li>• All Committee and Board meeting agendas, reports and minutes, with the exception of reserved matters, are published on the Council website in accordance with the Council's required timescales.</li> <li>• The Administering Authority has a communication plan that sets out how it will communicate with members and other relevant parties.</li> </ul>
All relevant legislation is understood and complied with	<ul style="list-style-type: none"> <li>• The Governance of the Fund is considered by both the External and Internal Auditors. All External and Internal Audit Reports are reported to Committee.</li> <li>• The Administering Authority maintains a log of all breaches of the law in accordance with the Fund's breaches procedure.</li> <li>• The Pension Board prepares and publishes an annual report which may include comment on compliance matters.</li> </ul>
The Fund aims to be at the forefront of best practice for LGPS funds	<ul style="list-style-type: none"> <li>• Officers, Pension Fund Committee and Pension Board Members will maintain their knowledge of LGPS legislation and best practice, measured as per the first objective.</li> <li>• The Administering Authority will respond to government LGPS consultations and other consultations that have an impact on the LGPS.</li> </ul>
The Fund manages Conflicts of Interest appropriately	<ul style="list-style-type: none"> <li>• A Conflicts of Interest Policy is in place and regularly reviewed (in line with timescales in the document).</li> <li>• A Conflict of Interest log is in place, where all potential and actual conflicts are recorded and managed as required by the Conflicts of Interest Policy.</li> </ul>

## Key Risks

The key risks to the delivery of this Strategy are outlined below. The Pension Fund Committee members, will monitor these and other key risks and consider how to respond to them.

- Changes in Pension Fund Committee membership, Pension Board membership and/or key officers resulting in loss of continuity and potentially diminishing knowledge and understanding
- Changes in government/legislative requirements meaning insufficient time allocated to ongoing management, either at Pension Fund Committee meetings or as part of key officers' duties
- Ineffective delegation of duties and/or presentation of Pension Fund Committee items resulting in insufficient time spent on key matters
- Poor attendance and/or a lack of engagement at training and/or formal meetings by Committee members, Board members and/or other key officers resulting in a poor standard of decision making and/or monitoring
- Conflicts of interest not being appropriately managed by Committee members, Board members and/or key officers.

## Approval, Review and Consultation

This Governance Policy and Statement was reviewed at the Teesside Pension Fund Committee meeting on 15<sup>th</sup> December 2021. It will be formally reviewed and updated at least every three years or sooner if the governance arrangements or other matters included within it merit reconsideration.

## Contact Information

Further information on the Teesside Pension Fund can be found as shown below:

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Telephone: 01642 729040

Website: [www.teespen.org.uk](http://www.teespen.org.uk).

Middlesbrough Council Website: <https://www.middlesbrough.gov.uk/> (Minutes, Agendas, etc.)

## Teesside Pension Fund Governance Compliance Statement

Best Practice	Compliant? With explanation where relevant.
<b>A. STRUCTURE</b>	
<p>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.</p>	<p><b>Fully Compliant</b></p> <p>The management of the administration of benefits and strategic management of fund assets are delegated by the Council to Pension Fund Committee.</p>
<p>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.</p>	<p><b>Fully Compliant</b></p> <p>Representatives covering most employers and scheme members are Co-opted Members of the Pension Fund Committee and have voting rights.</p> <p>The Pension Board, although not a formal secondary committee, also includes representatives of scheme members and employers.</p>
<p>c. That where a secondary committee or panel has been established, the structure ensures effective communication across both levels.</p>	<p><b>Not Applicable</b></p> <p>There is no formal secondary committee or panel. However it is worth noting that the Pension Board members are entitled to attend all Pension Fund Committee meetings and are invited to participate. All Pension Board minutes are circulated around Pension Fund Committee members as soon as they are available as well as being included in Pension Fund Committee reports.</p>

<b>Best Practice</b>	<b>Compliant? With explanation where relevant.</b>
<p>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.</p>	<p><b>Not Applicable</b></p> <p>No secondary committee or panel exists.</p>
<b>B. REPRESENTATION</b>	
<p>a. That all key stakeholders are afforded the opportunity to be represented within the main or secondary committee structure. These include:-</p> <p>i) employing authorities (including non-scheme employers, e.g. admitted bodies);</p> <p>ii) scheme members (including deferred and pensioner scheme members),</p> <p>iii) where appropriate, independent professional observers, and</p> <p>iv) expert advisors (on an ad-hoc basis).</p>	<p><b>Fully Compliant</b></p> <p>The Pension Fund Committee includes the following Co-opted Members:</p> <ul style="list-style-type: none"> <li>• an employer representative covering all employers</li> <li>• two scheme member representatives.</li> </ul> <p>The Fund also has independent investment advisers who regularly attend meetings.</p> <p>It has a range of other expert advisors, such as the Fund Actuary, who attend on an ad-hoc basis.</p> <p>The Pension Board, although not a formal secondary committee, also includes representatives of scheme members and employers.</p>

<b>Best Practice</b>	<b>Compliant? With explanation where relevant.</b>
<p><i>b.</i> 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.</p>	<p><b>Fully Compliant</b></p> <p>All Pension Fund Committee members, including Co-opted Members, are treated equally with full opportunity to contribute to the decision making process and with unrestricted access to papers and training, and with full voting rights. The only exception is if any are employees of Middlesbrough Council, as they are not legally permitted to have voting rights on a committee of the Council.</p> <p>There is no formal secondary committee or panel. However it is worth noting that the Pension Board members are entitled to attend all Pension Fund Committee meetings and are invited to participate.</p>
<b>C. SELECTION AND ROLE OF LAY MEMBERS</b>	
<p><i>a.</i> 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><b>Fully Compliant</b></p> <p>This is highlighted via induction training for members on joining the Pension Fund Committee (also for Pension Board members) and through ongoing training and participation in meetings.</p>
<p><i>b.</i> 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.</p>	<p><b>Fully Compliant</b></p> <p>This is no longer a legal requirement but we recognise that potential conflicts of interest can arise between existing roles (e.g. as employer representatives or scheme members) and accordingly we still carry out this practice. The Fund has a Conflicts of Interest Policy outlining the process for identifying and managing actual and potential conflicts of interest.</p>
<b>D. VOTING</b>	

<b>Best Practice</b>	<b>Compliant? With explanation where relevant.</b>
<p>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.</p>	<p><b>Fully Compliant</b></p> <p>The Council's Constitution and the Fund's Governance Policy and Compliance Statement make it clear that all Pension Fund Committee members have equal voting rights, other than any employees of Middlesbrough Council (for legal reasons).</p>
<p><b>E. TRAINING / FACILITY TIME / EXPENSES</b></p>	
<p>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.</p>	<p><b>Fully Compliant</b></p> <p>The Fund has a Training Policy that applies to all Pension Fund Committee members, Pension Board members and officers. Training is delivered through several avenues including:</p> <ul style="list-style-type: none"> <li>• An initial induction for new Pension Fund Committee and Pension Board Members when an individual training plan will be developed</li> <li>• On-going training through written reports or presentations at Committee meetings</li> <li>• Conferences and seminars.</li> </ul> <p>The actual costs and expenses relating to approved training are met directly or can be reimbursed from the Teesside Pension Fund. Some members of the Pension Committee and Board receive payments for attendance at meetings (including training events) as detailed within the Middlesbrough Council Members' Remuneration Scheme and the Pension Board terms of reference.</p>
<p>b. That where such a policy exists, it applies equally to all members of committees, sub-committees, advisory panels or any other form of secondary forum.</p>	<p><b>Fully Compliant</b></p>

<b>Best Practice</b>	<b>Compliant? With explanation where relevant.</b>
c. That the administering authority considers the adoption of annual training plans for committee members and maintains a log of all such training undertaken.	<p><b>Fully Compliant</b></p> <p>A log of individual Member training is maintained. In addition, the Fund has adopted the CIPFA Knowledge and Skills Framework and has a Fund specific Training Policy.</p>
<b>F. MEETINGS (FREQUENCY/QUORUM)</b>	
a. That an administering authority's main committee or committees meet at least quarterly.	<p><b>Fully Compliant</b></p> <p>The Pension Fund Committee meets five times a year – once every quarter with an additional meeting to consider the draft annual report and accounts.</p>
b. 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><b>Not Applicable</b></p> <p>No secondary committee or panel exists.</p>
c. That an administering authority who do not include lay members in their formal governance arrangements, must provide a forum outside of those arrangements by which the interests of key stakeholders can be represented	<p><b>Not Applicable</b></p> <p>Lay members are included in the Pension Fund Committee.</p>
<b>G. ACCESS</b>	
a. 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><b>Fully Compliant</b></p> <p>All Members of the Pension Fund Committee have equal access to papers. In addition, all Pension Board members have access to the same papers.</p>

Best Practice	Compliant? With explanation where relevant.
<b>H. SCOPE</b>	
a. That administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements	<p><b>Fully Compliant</b></p> <p>The remit of the Pension Fund Committee covers all Fund matters, including administration, communications, funding, investments and governance. The Pension Board provides further opportunity for these matters to be considered</p>
<b>I. PUBLICITY</b>	
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.	<p><b>Fully Compliant</b></p> <p>The Fund publishes a detailed Annual Report, newsletters for active and pensioner members. In addition all Pension Fund Committee and Board agendas, reports and minutes are available to view on the Middlesbrough Council website (other than exempt items).</p>

### Teesside Pension Fund Committee Responsibilities

The Pension Fund Committee's principal aim is to carry out the functions of Middlesbrough Council as the Scheme Manager and Administering Authority for the Teesside Pension Fund in accordance with Local Government Pension Scheme and any other relevant legislation.

In its role as the administering authority, Middlesbrough Council owes fiduciary duties to the employers and members of the Teesside Pension Fund and must not compromise this with its own particular interests. Consequently this fiduciary duty is a responsibility of the Pension Fund Committee and its members must not compromise this with their own individual interests.

The Pension Fund Committee will have the following specific roles and functions, taking account of advice from the Chief Finance Officer and the Fund's professional advisers:

- a) Ensuring the Teesside Pension Fund is managed and pension payments are made in compliance with the extant Local Government Pension Scheme Regulations, Her Majesty's Revenue & Customs requirements for UK registered pension schemes and all other relevant statutory provisions.
- b) Ensuring robust risk management arrangements are in place.
- c) Ensuring the Council operates with due regard and in the spirit of all relevant statutory and non-statutory best practice guidance in relation to its management of the Teesside Pension Fund.
- d) Determining the Pension Fund's aims and objectives, strategies, statutory compliance statements, policies and procedures for the overall management of the Fund, including in relation to the following areas:
  - i. Governance – approving the Fund's Governance Policy and Compliance Statement for the Fund within the framework as determined by Middlesbrough Council and making recommendations to Middlesbrough Council about any changes to that framework.
  - ii. Funding Strategy – approving the Fund's Funding Strategy Statement including ongoing monitoring and management of the liabilities, 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.
  - iii. Investment strategy - approving the Fund's Investment Strategy Statement and Compliance Statement including setting investment targets and ensuring these are aligned with the Fund's specific liability profile and risk appetite.
  - iv. Administration Strategy – approving the Fund's Administration Strategy determining how the Council will the administer the Fund including collecting payments due, calculating and paying benefits, gathering information from and providing information to scheme members and employers.

- v. Communications Strategy – approving the Fund's Communication Strategy, determining the methods of communications with the various stakeholders including scheme members and employers.
  - vi. Discretions – determining how the various administering authority discretions are operated for the Fund.
- e) Monitoring the implementation of these policies and strategies on an ongoing basis.
- f) In relation to the Border to Coast Pensions Partnership Limited ('Border to Coast'); the Asset Pooling Collaboration arrangements:
- i. Monitoring of the performance of Border to Coast and recommending actions to the Joint Committee, The Mayor or his Nominee (in his role as the nominated person to exercise Shareholder rights and responsibilities), Officers Groups or Border to Coast, as appropriate.
  - ii. Undertake the role of Authority in relation to the Inter Authority Agreement, including but not limited to:
    - Requesting variations to the Inter Authority Agreement
    - Withdrawing from the Inter Authority Agreement
    - Appointing Middlesbrough Council officers to the Officer Operations Group.
- g) Considering the Fund's financial statements and the Fund's annual report.
- h) Selection, appointment, dismissal and monitoring of the Fund's advisers, including actuary, benefits consultants, investment consultants, global custodian, fund managers, lawyers, pension funds administrator, independent professional advisers and AVC provider.
- i) Liaison with internal and external audit, including providing recommendations in relation to areas to be covered in audit plans, considering audit reports and ensuring appropriate changes are made following receipt of audit findings
- j) Making 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.
- k) Agreeing the terms and payment of bulk transfers into and out of the Fund.
- l) Agreeing Pension Fund business plans and monitoring progress against them.

- m) Agreeing the Fund's Knowledge and Skills Policy for all Pension Fund 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 compliance with the policy.
- n) Agreeing the Administering Authority responses to consultations on LGPS matters and other matters where they may impact on the Fund or its stakeholders.
- o) Receiving ongoing reports from the Chief Finance Officer, the Head of Pensions Governance and Investments and other relevant officers in relation to delegated functions.

No matters relating to Middlesbrough Council's responsibilities as an employer participating within the Teesside Pension Fund are delegated to the Pension Fund Committee.

## **Border to Coast Pensions Partnership Limited ('Border to Coast' / 'the Company') Shareholder Responsibilities of the Mayor**

The Mayor (or whomever he decides to nominate) is the nominated person to exercise the Council's rights as a shareholder in Border to Coast and be its representative at shareholder meetings, on behalf of the Teesside Pension Fund. The responsibilities are as set out in the Shareholders Agreement, Articles, Inter Authority Agreement and any other agreements entered into and include, but are not limited to the areas shown below.

- a) To serve a written notice on the Board of the Company to cease to be a Shareholder in the Company
- b) To vote on matters, including the reserved matters in Schedule 1 of the Shareholder Agreement as replicated below:

### **Reserved Matters**

#### **PART A – Matters for approval by all of the Shareholders (unanimous consent required)**

1. subject to Financial Conduct Authority (FCA) rules, extend the activities of the Company outside the scope of the Business or close down any operation of the Business;
2. subject to FCA rules, give any guarantee or indemnity outside the ordinary course of the Business to secure the liabilities of any person or assume the obligations of any person (other than a wholly owned subsidiary) (e.g. guaranteeing a lease that does not relate to the Business of the Company);
3. subject to FCA rules, enter into or vary any contracts or arrangements with any of the Shareholders or directors (other than service agreements and letters of appointment as directors) or any person with whom any shareholder or director is connected (whether as director, consultant, shareholder or otherwise) (e.g. any contract which could give preferential rights to a specific shareholder);
4. enter into any agreement not in the ordinary course of the Business and/or which is not on an arm's length basis;
5. enter into or vary any agreement for the provision of consultancy, management or other services by any person which will, or is likely to result in, the Company being managed otherwise than by its directors;
6. change the name of the Company;
7. pass a resolution or present a petition to wind up the Company or apply for an administration order or any order having similar effect in a different jurisdiction in relation to the Company unless in any case the Company is at the relevant time unable to pay its debts within the meaning of section 123 Insolvency Act 1986;
8. reduce or cancel any share capital of the Company, purchase its own shares, hold any shares in treasury, allot or agree to allot, whether actually or contingently, any of the share capital of the Company or any security of the Company convertible into share capital, grant any options or other rights to

subscribe for or to convert any security into shares of the Company or alter the classification of any part of the share capital of the Company (in each case other than as expressly permitted by this Agreement and/or the Articles where no prior consent shall be required including, without limitation, pursuant to either clause 4 (Finance & Regulatory Capital) and/or clause 15 (Consequences of Breach) and/or Article 26 of the Articles (Issue of Shares and Pre-Emption Rights));

9. other than as expressly permitted by this Agreement and/or the Articles, redeem or buy any existing Shares or otherwise reorganise the share capital of the Company;
10. admit any person as a member of the Company or an investor in the BCPP pool;
11. enter into any partnership, joint venture or profit sharing arrangement with any person (excluding entering into any investment or investment vehicle);
12. alter any of the provisions of the Articles or any of the rights attaching to the Shares;
13. amalgamate or merge with any other company or business undertaking;
14. sell, lease (as lessor), license (as licensor), transfer or otherwise dispose of any of its material assets otherwise than in the ordinary course of the Business;
15. the removal and replacement of any Interim Directors, but for the avoidance of doubt not including any subsequent or replacement appointments of any director which shall be made under Part B below;
16. commence, settle or defend any claim, proceedings or other litigation brought by or against BCPP, except (i) in relation to debt collection (not exceeding £500,000) in the ordinary course of the Business and (ii) in relation to any investment related claims or proceedings relevant to the ACS or other collective investment vehicles;
17. take out any third party loan(s) in respect of BCPP which (in aggregate) exceed the sum of £5,000,000;
18. form any subsidiary of BCPP, or acquire any shares in any other company, whether through subscription or transfer, such that the company concerned becomes a subsidiary of BCPP;
19. determine the composition, governance arrangements and limits of authority of any and all subsidiaries of BCPP;
20. approving and adopting a Subsequent Strategic Plan (including the Annual Budget) and/or amending any such Plan; and
21. make any capitalisation, repayment or other distribution of any amount standing to the credit of any reserve of the Company or pay or declare any dividend or other distribution to the Shareholders save that no consent will be required to pay the B Share Dividend.

## **PART B – Matters for approval by a Shareholder Majority only**

1. enter into or materially vary any license or other similar agreement relating to intellectual property to be licensed to or by the Company which is otherwise than in the ordinary course of the Business;
2. appoint or remove the auditors of the Company;
3. alter the Company's accounting reference date;
4. make any significant change to any of the Company's accounting or reporting practices other than conforming with any changes made to the accounting standards adopted by the Company;
5. approve the annual accounts of the Company;
6. determine the amount of, or any increase in, remuneration payable to any directors from time to time;
7. establish or amend any pension scheme (i.e. for employees of the Company);
8. subject to FCA rules, enter into any agency, distribution or similar agreement which confers or is expressed to confer any element of exclusivity as regards any goods or services the subject of such agreement or as to the area of the agreement or vary such an agreement to include any such exclusivity;
9. incur in any financial year any item or series of items of capital expenditure including finance leases (but excluding operating leases) of more than £5,000,000 (unless provided for in the Initial Strategic Plan or any Subsequent Strategic Plan);
10. enter into or vary any operating lease either as lessor or lessee, of any plant, property or equipment of a duration exceeding 5 years or involving aggregate premium and annual rental payments in excess of £100,000 (unless provided for in the Initial Strategic Plan or any Subsequent Strategic Plan);
11. adoption of (and any amendment of) any written conflicts policy;
12. approval of any conflict or potential conflict of interest any director may have which would preclude him or her from being included in the quorum of any meeting of the directors;
13. appointment of any subsequent director, any alternate director (who is not at the time a director of the Company) and including, for the avoidance of doubt any subsequent Chair in accordance with the Companies Act 2006 or otherwise; and
14. removal of any director and, for the avoidance of doubt, the Chair in accordance with the Companies Act 2006 or otherwise.