

Appendix 2 – Scorecard Assessment

The following gives an overview of the current compliance position against the General Code of Practice.

The Governing Body: Board Structure and Activities	
Regulatory requirements	Current rating
The governance of a public service pension scheme will need to take into account the differing responsibilities of the scheme manager, pension board and, where appropriate, pension committee.	Fully met
The pension board must have an equal number of employer and member representatives.	Fully met
Legislation dictates how the governing body of a PSPS is made up and pension board members must not have a conflict of interest and must evidence such if required by the scheme manager.	Fully met
To have a process in place for appointing pension board members.	Fully met
Schemes will have governing bodies where appointments are made in accordance with scheme specific legislation. The governing body, or pension board, should seek to inform those making the appointment of the expectations and any legislative requirements placed on members of the governing body.	Fully met
Scheme managers of PSPS are required to establish and operate internal controls, which are adequate for the purpose of securing that the scheme is administered and managed in accordance with the scheme rules, and with the requirements of the law. This applies to the running of meetings and making decisions.	Fully met
Meeting arrangements and decision making should comply with the requirements of The Local Government Act 1972 and Local Government and Housing Act 1989.	Fully met
The pension board should maintain a record of the specified records which are shown in Appendix 3.	Fully met
The Governing Body: Knowledge & Understanding	
Regulatory requirements	Current rating
Pension board members must be conversant with - The rules of the scheme, and - Any document recording policy about the administration of the scheme which is for the time being adopted in relation to the scheme. And have knowledge and understanding of -The law relating to pensions, and - Such other matters as may be prescribed.	Fully met
Demonstrate that, as a group, the pension board possess the skills, knowledge, and experience to run the scheme effectively.	Fully met
To enable the pension board to ensure their knowledge and understanding is established and maintained, members of a governing body should comply with the points laid out in Appendix 6.	Fully met
The Governing Body: Risk Management	
Regulatory requirements	Current rating
Scheme managers of public service pension schemes are required to establish and operate internal controls, which are adequate for the purpose of securing that the scheme is administered and managed in accordance with the scheme rules and with the requirements of the law.	Fully met
The scheme manager should have in place internal controls, including; - The arrangements and procedures to be followed in the administration and management of the scheme	Fully met

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<ul style="list-style-type: none"> - The systems and arrangements for monitoring that administration and management, and - Arrangements and procedures to be followed for the safe custody and security of the assets of the scheme. 	
<p>A scheme's internal controls should be reviewed at least annually. However, the review of controls can be staggered if they address different areas of a scheme's operations or governance.</p>	Fully met
<p>Regarding the pension board, scheme managers of public service pension schemes must:</p> <ul style="list-style-type: none"> - Be satisfied that a prospective member of the pension board does not have a conflict of interest - Remain satisfied that none of the members of the pension board has a conflict of interest 	Fully met
<p>Regarding the pension board, scheme managers of public service pension schemes should:</p> <ul style="list-style-type: none"> - Circulate the register of interests and the other relevant documents to the pension board for ongoing review - Publish these documents (for example, on a scheme's website) 	Partially met
The Governing Body: Scheme Governance	Current rating
<p>Scheme managers are required to establish and operate internal controls, which are adequate for securing that the scheme is administered and managed in accordance with the scheme rules and with the requirements of the law. Internal controls means;</p> <ul style="list-style-type: none"> - Arrangements and procedures to be followed in the administration and management of the scheme, - Systems and arrangements for monitoring that administration and management, and - Arrangements and procedures to be followed for the safe custody and security of the assets of the scheme; 	Fully met
Administration: Scheme Administration	Current rating
Regulatory requirements	Current rating
<p>Every scheme must operate internal controls which should include administration.</p>	Fully met
Administration: Information Handling	Current rating
Regulatory requirements	Current rating
<p>The governing body should maintain the following records;</p> <ul style="list-style-type: none"> - Records of member and beneficiary information - Records of transactions - Records of pension board meetings and decisions <p>(for further information see Appendix 23)</p>	Fully met
<p>The scheme manager is required to establish and operate internal controls, which are adequate for the purpose of securing that the scheme is administered and managed in accordance with the scheme rules, and with the requirements of the law.</p> <p>Governing bodies should make sure financial transactions are managed as part of their internal controls.</p>	Fully met
<p>When deciding to grant statutory transfers, governing bodies must carry out appropriate checks to decide if one of the conditions for transfer are met.</p>	Fully met

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The governing body must provide the statement of entitlement within approximately three months of receiving the request, unless this information has been provided in response to a request in the previous 12 months	Fully met
Before paying a transfer s the governing body must check that the receiving scheme is; – Able to accept the transfer – Willing to accept the transfer – A scheme to which a transfer can be made under the relevant legislation	Fully met
The governing bodies of DB schemes that receive a request to transfer or convert safeguarded benefits of £30,000 or more, must check the scheme member (or survivor) has received appropriate independent advice.	Fully met
Governing bodies are required to complete transfers within six months. For DB benefits, this is measured from the guarantee date provided in the statement of entitlement.	Fully met
Administration: IT & Cyber Regulatory requirements	Current rating
Scheme managers should establish adequate internal controls in relation to any regulatory or legal obligations in respect of cyber risk.	Fully met
Administration: Contributions Regulatory requirements	Current rating
Employee Contributions must be paid to the scheme by day 19 of the following month, or day 22 if paid electronically.	Fully met
Employer contribution payments must be paid by the date specified in the scheme rules, regulations, or documentation.	Fully met
Communications and Disclosure: Information to Members Regulatory requirements	Current rating
The scheme manager should comply with the requirements of the Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2013.	Fully met
Scheme managers must provide all active members with an annual benefit information statement. They may also be required to provide a benefit information statement to certain types of members on request.	Fully met
For active members the scheme manager must: - Include a description of the benefits earned by members during their pensionable service - Issue the annual statement by no later than 31 August of the year following the period to which the statement relates - Comply with any HM Treasury directions, in terms of any other information that must be included and the way it must be provided to members.	Fully met
For active, deferred, or pension credit members the scheme manager must: - Provide a benefit information statement following a request for one, if the information has not been provided to that member in the previous 12 months - Issue a benefit information statement as soon as possible following a valid request for one, and within two months - Include the information required by law in any benefit information statement.	Fully met
For members with defined contribution (DC) benefits, scheme managers must: - provide a benefit information statement regarding their DC benefits to every member within 12 months of the end of the scheme year (irrespective of whether they also have DB benefits) - include the information required by law in any benefit information statement.	Fully met

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Where the applicable public service scheme regulations require additional benefit information to be provided to members, or for statements to be given at shorter intervals than set out above, those scheme regulations will also apply.	Fully met*
Where a member has a right to a cash transfer sum or a contribution refund the information in s101AC of the Pension Schemes Act 1993 must be provided within a reasonable period.	Partially met
When processing a transfer, governing bodies must check that at least one of the conditions for the transfer to proceed is met (see Transfers out module within Information Handling section of this checker).	Fully met
Communications and Disclosure: Public Information	
Regulatory requirements	Current rating
Scheme managers must publish certain information about the pension board and keep that information up to date. The scheme manager must publish and maintain: - The names of pension board members - Details about the representation of scheme members on the pension board - Details of the matters for which the pension board is responsible.	Fully met
Governing bodies must put formal procedures and processes in place to investigate and decide upon pension scheme disputes quickly and effectively These processes must be followed to resolve various matters.	Fully met
Where a person no longer has an interest in the scheme or claims to be such a person, governing bodies must ensure their scheme's procedures allow a reasonable period for that person or their representatives to make their applications. The reasonable period in these circumstances is six months beginning on the date their interest in the scheme stopped. Governing bodies can accept an application outside of this timeframe if they believe it is appropriate.	Fully met
In relation to dispute resolution processes, governing bodies must: - Provide their internal dispute resolution procedure to: – prospective members if it is practicable to do so – any scheme members who have not been given the information – certain people who request the information and who have not been given that information in the previous 12 months – members or prospective members when schemes receive jobholder information, or when a jobholder becomes an active member, in connection with automatic enrolment.	Fully met
The governing body must provide information about the Money and Pensions Service and the Pensions Ombudsman to the complainant at certain stages of the dispute.	Fully met
Reporting to TPR: Regular reports	
Regulatory requirements	Current rating
Each scheme manager must ensure it has provided TPR with all registrable information Given the LGPS is already established it is assumed this registration is already in place.	Fully met

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Each scheme manager must ensure it has provided TPR with any changes to its registrable information within 5 working days of the administering authority being aware of the change.	Fully met
Each scheme manager must provide an accurate annual scheme return to TPR.	Fully met
Reporting to TPR: Reporting Breaches	Current rating
Regulatory requirements	
Report breaches of the law when: - A legal duty which is relevant to the administration of a scheme, has not been, or is not being, complied with, and - The failure to comply is likely to be of material significance.	Fully met
Breaches must be reported if they are likely to be of 'material significance' to TPR in carrying out any of their functions.	Fully met
Breaches of the law must be reported as soon as reasonably practicable.	Fully met
Where contributions are not paid on time, and the governing body has reasonable cause to believe that the payment failure is likely to be of material significance to TPR they should send a written report of the matter to TPR.	Fully met

*MHCLG laid the LGPS (Information) Regulation 2024 on 28 August 2024. The regulations come into force on 23 September 2024, with backdated effect to 1 October 2023. This change to regulation means that the Fund is compliant for the 2023/24 annual benefit statements which had to be issued before 31 August 2024. However, the position will need reassessing when issuing the 2024/25 benefit statements.