

Policy	Description	Forum for Approval	Last Review Date	Frequency of Review	Next Review Date	Notes
Administration Strategy	This policy sets out the respective responsibilities of employers and the Fund in the delivery of the administration of the pension fund. This statement seeks to promote good working relationships and ensure agreed standards of quality in the delivery of the pension administration service.	Staff and Pensions Committee	8 June 2020	Annual	September 2021	Policy amended to reflect: <ul style="list-style-type: none"> • Reporting of breaches • i-connect
Admissions and Termination Policy	This policy sets out the basis upon which employers may join and leave the pension fund, having regard to the Regulations and the discretion afforded under them.	Staff and Pensions Committee	8 June 2020	Annual	September 2021	Policy to be amended to reflect changes to the Funding Strategy Statement regarding exiting the pension fund.
Breaches Policy	This policy sets out the approach taken to reporting breaches of the law	Staff and Pensions Committee	9 December 2019	Annual	June 2021	Minor amendment made
Communications Policy	This policy sets out how the Fund communicates with stakeholders	Staff and Pensions Committee	March 2021	Annual	March 2022	May require updating prior to next review date due to Member Self-Service
Conflicts of Interest Policy	This policy ensures conflicts of interest are managed appropriately in respect of pension fund affairs	Staff and Pensions Committee	12 March 2020	Annual	LPB – September 2021	LPB reviewed September 2020. PFISC and S&P covered by WCC Conflicts of Interest policy

						Internal review and TPR single code of practice may impact on this
Cyber Security Policy	This is a new requirement expected by The Pension Regulator, required to provide assurance that the Fund is protecting members' records and pension fund assets.	Staff and Pensions Committee	December 2020	Annual Review	December 2021	Ongoing work with WCC ICT and external consultants
ESG, Climate Change and Responsible Investment Policy	The policy sets out the Fund's on Responsible Investment and Environmental, Social, and Governance aims. A specific climate change policy is a new requirement from the Pension Regulator.	Pension Fund Investment Sub-Committee	March 2021	Annual	March 2022	May be reviewed before and go to an earlier meeting
Funding Strategy Statement	This policy sets out its approach to meeting its liabilities	Pension Fund Investment Sub-Committee	June 2020	Annual	June 2021	Currently with employers for consultation
Governance Statement	This statement sets out how the administration of the Fund is governed, considering best practice principles issued by The Department of Communities and Local Government.	Staff and Pensions Committee		Annual	September 2021	Future requirement depending on MHCLG guidance
Investment Strategy Statement	This strategy sets out how the Fund manages its investments	Pension Fund Investment Sub-Committee	March 2021	Annual	March 2022	

Risk Register	The risk register is a tool used to effectively identify, prioritise, manage and monitor risks associated with the Fund.	Pension Fund Investment Sub-Committee and Staff and Pensions Committee	March 2021	Monitored quarterly	March 2022	The policy is reviewed annually
Voting Policy	This policy sets out the approach to exercising our voting rights in respect of investments where the Fund has voting rights.	Pension Fund Investment Sub-Committee		Annual	December 2021	
Business Plan	The Fund sets out a business plan each year summarising high level business objectives	Staff and Pensions Committee	March 2021	Annual Review	December 2021	Monitored quarterly
Accounting policies	The Fund is required to adopt accounting policies in line with appropriate accounting standards	County Council		Annual		To be picked up in Investment Team update 21 April 2021
Fund Discretions	All scheme employers are required to maintain a policy document on the discretions under the LGPSR. For defunct employers the Fund acts as the scheme employer	Staff and Pensions Committee		Annual	September 2021	
Knowledge and Skills	The Pension Regulator requires that Local Pension Board members (and Committee members) be conversant with the rules of the pension scheme and documents relating to its administration			Annual	December 2021	May need to visit sooner for Committee members re local election