

Terms of Reference for the Avon Pension Fund Committee and Investment Panel

The role of the Committee and Investment Panel is set out in the Terms of Reference as agreed by Council at their meeting on 10 May 2012:

1) Avon Pension Fund Committee – Functions and Duties

“To discharge the responsibilities of Bath and North East Somerset Council in its role as the administering authority of the Avon Pension Fund. These include determination of investment policy objectives, ensuring appropriate investment management arrangements are in place including the appointment of investment managers and monitoring investment performance; commissioning actuarial valuations in accordance with the provisions of the Local Government Pension Scheme Regulations; considering requests from organisations wishing to join the Fund as admitted bodies; making representations to Government as appropriate concerning any proposed changes to the Local Government Pension Scheme; and all aspects of benefit administration. At all times, the committee must discharge its responsibility in the best interest of the Avon Pension Fund.”

a) Membership

Voting members (12)	5 elected members from B&NES (subject to the rules of political proportionality of the Council) 2 independent trustees 3 elected members nominated from the other West of England unitary councils 1 nominated from the education bodies 1 nominated by the trades unions
Non-voting members (4)	1 nominated from the Parish Councils Up to 3 nominated from different Trades Unions

b) Meetings

Meetings will be held at least quarterly. Meetings will be held in public, though the public may be excluded from individual items of business in accordance with the usual exemption procedures.

c) Quorum

The quorum of the Committee shall be 3 voting members.

d) Substitution

Named substitutes to the Committee are allowed.

2) Investment Panel – Functions and Duties

“The role of the Avon Pension Fund Committee (APFC) Investment Panel shall be to consider, in greater detail than the APFC is able, matters relating to the management and investment of the assets of the Avon Pension Fund and to advise the APFC on such matters.

Among other things, the Panel shall:

- recommend strategic investment objectives, policy and strategic asset allocation
- regularly review in detail and assess the performance of the investment managers, investment advisors, custodian and actuary
- recommend appointment and termination of investment managers and professional service providers as required
- review the Statement of Investment Principles and submit to APFC for approval
- make recommendations to the APFC on matters relating to investment strategy and management as the Panel considers appropriate. This will include issues of a more urgent nature, where the view of the Panel would be taken into consideration. (The section 151 Officer has delegated powers regarding urgent actions, and these would be exercised having consulted the Chair of the Panel).
- review any legislative changes which have implications for investment governance and make recommendations to the APFC as appropriate

The Panel has no delegated powers, but can only make recommendations to the APFC.”

a) Membership

The Panel shall comprise a maximum of 6 voting Members of the APFC, 3 of whom shall be Bath and North East Somerset Councillors. The membership shall include the Chairman of the APFC and /or the Vice- Chair and 4 other Members (or 5 if the Vice-Chairperson is not a member of the Panel).

Note: The appointment of Bath and North East Somerset Councillors to the Panel is subject to the rules of political proportionality of the Council.

Members shall be appointed to the Panel for a term of one year.

b) Meetings

Though called a “Panel”, it is an ordinary sub-committee of the APFC. Accordingly, meetings must be held in public, though the public may be excluded from individual items of business in accordance with the usual exemption procedures.

The Panel shall meet at least quarterly ahead of the APFC meeting on dates agreed by Members of the Panel.

c) Quorum

The quorum of the Panel shall comprise 3 Members, who shall include at least one Member who is not a Bath & North East Somerset Councillor.

d) Substitution

Substitutes for the Panel must be members of APFC or their named APFC substitute.

e) Minutes

Minutes of Panel meetings (whether or not approved by the Panel) shall appear as an item on the next agenda of the meeting of the APFC that follows a meeting of the Panel.