

Summary of Self assessment questionnaires of decision-making for Avon Pension Fund Committee members – September 2010

RAG (red/amber/green) has been used to identify areas for improvement. In this context **G** = no issues identified, **A** = improvement in process required, **R** = scope for improvement

1	Terms of Reference (ToR)	Responses	R A G
1(a)	The ToR reflects the responsibilities of the Committee	All respondents agreed ToR reflects responsibilities of the Committee	G
1(b)	The Committee agenda complies with the ToR	All respondents agreed Committee agenda complies with ToR	G
1(c)	The Committee agenda is too broad	Majority (88%) agree Committee agenda is not too broad <i>Comments: Strategic issues rescheduled on meeting agenda</i>	G A
	Action points	Officers to ensure strategic issues rescheduled on agenda – <i>already actioned</i>	

2	Governance structure	Responses	R A G
2(a)	The governance structure works effectively	All respondents agree that governance structure works effectively	G
2(b)	The creation of the Investments Panel has improved the quality and speed of decision-making	Majority (88%) agree creation of Investments Panel has improved quality and speed of decision-making	G
2(c)	The Committee should delegate more decisions to the Investment Panel or Officers	Majority (55%) agree Committee should not delegate more to Investments Panel or officers	G
2(d)	The reporting to the Committee of Investment Panel recommendations provides adequate assurance of the work undertaken by the Panel	Majority (88%) agree reporting to Committee of Investment Panel recommendations provides adequate assurance of the work undertaken by the Panel <i>Comments: The creation of the Panel has improved the quality of decision-making. The Panel minutes need to fully reflect the Panel's deliberations so as not to slow down the decision making process</i>	G A
	Action points	Officers to ensure Panel minutes reflect the scope of the discussions. The Chair of the Panel to provide verbal summary of Panel recommendations at Committee meetings. <i>Already actioned</i>	

3	Committee meetings	Responses	R A G
3(a)	There is adequate time at Committee meetings to satisfactorily address the agenda	All respondents agree there is adequate time at Committee meetings to satisfactorily address the agenda	G
3(b)	The Committee's time is allocated appropriately according to the strategic importance of the agenda items	Majority (66%) agree time is allocated appropriately according to the strategic importance of the agenda items <i>Comments: Strategic issues rescheduled on meeting agenda</i>	A
3(c)	As a Committee member I have enough opportunity to contribute to the debate	All respondents agree they have enough opportunity to contribute to the debate	G
	Action points	Officers to ensure strategic issues rescheduled on agenda – <i>already actioned</i>	

4	Committee knowledge & skills	Responses	R A G
4(a)	The Committee has the right mix of skills & knowledge to discharge its responsibilities	Majority (66%) agree the Committee has the right mix of skills & knowledge to discharge its responsibilities	G
4(b)	There are specific areas where more formal training is required for the Committee	Small majority (55%) agree that more formal training is not required for the Committee <i>Comments: Some members express the view that more training is required given the complexity of some issues, to enable robust challenge of advice.</i>	A
	Action points	Officers to design a training programme relevant to committee agenda and cognisant of potentially new committee	

5	Investment Panel - to be answered by Panel members only	Responses	R A G
5(a)	There is adequate time at Panel meetings to satisfactorily address the agenda	All respondents agree there is adequate time at Panel meetings to satisfactorily address the agenda	G
5(b)	The level of information and content provided at meetings is appropriate	All respondents agree the level of information and content provided at meetings is appropriate	G
5(c)	The Panel has the right mix of skills & knowledge to discharge its responsibilities	Majority (60%) agree that the Panel has the right mix of skills & knowledge to discharge its responsibilities	G/A
	Action points	As section 4 - Officers to design a training programme	

6	Decision-making Process	Responses	R A G
6(a)	There is a structured process for making decisions	Majority (88%) agree that there is a structured process for making decisions	G
6(b)	The information and advice provided prior to the making of a decision brings out the important issues for consideration	Majority (88%) agree that the information and advice provided prior to the making of a decision brings out the important issues for consideration	G
6(c)	The Committee and Panel make effective use of expert investment advice	Majority (77%) agree the Committee and Panel make effective use of expert investment advice	G
	Action points	Officers to ensure key issues and conclusions / recommendations are clearly set out in meeting papers. As section 4 - Officers to design a training programme	

7	Your Role		R A G
7(a)	I have the knowledge and understanding to participate effectively in discussions and decision making on investment matters	Majority (88%) agree they have the knowledge and understanding to participate effectively in discussions and decision making on investment matters	G
7(b)	I feel I would be able to contribute more effectively if more or different training on investment issues was available	Majority (66%) agree they would be able to contribute more effectively if more or different training on investment issues was available	A
7(c)	I have the knowledge and understanding to participate effectively in discussions and decision making on non-investment matters	All respondents agree they have the knowledge and understanding to participate effectively in discussions and decision making on non-investment matters	G
7(d)	I feel I would be able to contribute more effectively if more or different training on non-investment issues was available	Majority (88%) agree they do not require more or different training on non-investment issues to contribute more effectively	G
7(e)	I fully understand my duties in relation to investments and other issues I make decisions on	All respondents agree they understand their duties in relation to investments and other issues they make decisions on	G

	Action points	As section 4 - Officers to design a training programme	
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Avon Pension Fund
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