

| Area | Task | Pension Committee | Pension Board | Investment Pool | S151 Officer | Senior LGPS Officer |
|--|---|-------------------|----------------|-----------------|----------------|---------------------|
| Fund mission, objectives and beliefs | Develop Fund Mission Statement | Oversight | Specific Input | N/A | Specific Input | Specific Input |
| | Agree Fund Mission Statement | Approve | Notified | N/A | Notified | Recommend |
| | Develop structure of the pension function | Oversight | Specific Input | N/A | Specific Input | Specific Input |
| | Sign off structure | Approve | Notified | N/A | Notified | Recommend |
| | Develop Fund policy on representation | Oversight | Specific Input | N/A | Specific Input | Specific Input |
| | Recommend to Full Council representation policy | Recommend | Notified | N/A | Agree | Agree |
| | Develop Fund objectives for Governance, Funding, Investment and Delivery | Oversight | Specific Input | N/A | Notified | Specific Input |
| | Agree Fund objectives for Governance, Funding, Investment and Delivery | Approve | Notified | N/A | Notified | Recommend |
| | Agree Fund investment beliefs | Approve | Notified | N/A | Notified | Recommend |
| Governance functions | Develop and oversee risk management framework | Approve | Oversight | Specific Input | Notified | Recommend |
| | Monitor and oversee the Valuation process | Oversight | Notified | N/A | Notified | Specific Input |
| | Review of Fund covenant arrangements | Oversight | Notified | N/A | Notified | Specific Input |
| | Agree assumptions to be used in valuation exercise | Approve | Notified | N/A | Notified | Agree |
| | Agree Funding Strategy Statement | Approve | Oversight | N/A | Notified | Agree |
| | Sign off contribution rates | Oversight | Notified | N/A | Notified | Agree |
| | Sign off valuation results | Oversight | Notified | N/A | Notified | Agree |
| | Approve adequate systems of internal controls | Approve | Oversight | N/A | Oversight | Recommend |
| | Produce governance compliance statement | Approve | Oversight | N/A | Specific Input | Recommend |
| | Develop business plan (inc. budget) | Specific Input | Specific Input | N/A | Oversight | Specific Input |
| | Agree and sign off business plan | Approve | Oversight | N/A | Oversight | Recommend |
| | Agree and sign off conflicts of interest policy | Approve | Oversight | N/A | Notified | Recommend |
| | Develop administration strategy | Specific Input | Specific Input | N/A | Notified | Specific Input |
| | Agree and sign off administration strategy | Approve | Oversight | N/A | Notified | Recommend |
| | Agree Administration Authority discretionary policies | Approve | Oversight | N/A | Notified | Recommend |
| | Agree and sign off communications policy | Approve | Oversight | N/A | Notified | Recommend |
| | Agree and sign off training strategy | Approve | Oversight | N/A | Notified | Recommend |
| | Agree cyber security policy and associated documents (i.e incident response plan) | Approve | Oversight | N/A | Notified | Recommend |
| | Agree recommendations from Independent Governance Review | Approve | Oversight | N/A | Notified | Notified |
| | Report breaches of the law | Specific Input | Specific Input | Specific Input | Specific Input | Specific Input |
| | Approval of Terms of Reference for Committee and Pension Board | Approve | Notified | N/A | Oversight | Recommend |
| | Approval of Scheme of Delegation | Approve | Oversight | N/A | Oversight | Recommend |
| | Draft & approval of Committee's annual report to Council | Approve | Notified | N/A | Notified | Recommend |
| Draft and approval of Pension Board's annual report | Notified | Approve | N/A | Notified | Oversight | |
| Approve report to Council for PC & PB's annual report to Council | Notified | Notified | N/A | Approve | Recommend | |
| Fund Delivery | Completion of Year-end exercise/monthly data process | Notified | Oversight | N/A | Notified | Oversight |
| | Annual benefit statement process | Notified | Oversight | N/A | Notified | Oversight |
| | Issue annual allowance pension savings statements | Notified | Oversight | N/A | Notified | Oversight |
| | Develop appropriate key performance indicators (KPIs) - Governance compliance sta | Specific Input | Specific Input | N/A | Specific Input | Specific Input |
| | Sign off KPIs | Approve | Notified | N/A | Notified | Recommend |
| | Manage administrator performance against KPIs (inc. outsourced) | Oversight | Oversight | N/A | Notified | Specific Input |
| | Agree business continuity plans | Notified | Notified | N/A | Notified | Approve |
| | Compile and publish Fund Annual report | Notified | Notified | N/A | Notified | Approve |
| | Recommend approval of fund accounts to relevant committee | Notified | Notified | N/A | Recommend | Agree |
| | Agree anti-pension scam (anti-fraud) policy | Approve | Oversight | N/A | Oversight | Recommend |
| Agree data improvement plan | Approve | Specific Input | N/A | Notified | Recommend | |
| LGPS Investment | Agree asset allocation | Approve | Notified | Specific Input | Notified | Recommend |
| | Agree allocations to new asset classes | Approve | Notified | Specific Input | Notified | Recommend |
| | Agree Investment strategy statement (including RI) | Approve | Oversight | Specific Input | Notified | Recommend |
| | Recommend LGPS Investment pool for Fund to Full Council | Recommend | Notified | Specific Input | Agree | Agree |
| Monitoring and Oversight | Monitor the Fund's Investment performance | Oversight | Notified | Specific Input | Notified | Specific Input |
| | Monitor fund managers ESG and sustainability policies | Oversight | Notified | Specific Input | Notified | Specific Input |
| | Cashflow management | Oversight | Notified | Specific Input | Notified | Specific Input |
| | Treasury Management Policy | Approve | Notified | N/A | Notified | Recommend |

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|----------------|---|
| Approve | Final approval to be given to a decision, usually following formal recommendation |
| Recommend | Recommendation of formal decision, having sought necessary advice and input from others |
| Advise | Professional advice |
| Oversight | Scrutiny of decisions or recommendations |
| Specific Input | Providing specific input or expertise in relation to recommendations or decisions to be taken |
| Agree | Agree decisions |
| Notified | Notified of decisions as part of overall responsibilities, where the decisions may be of interest |
| N/A | Specific group or individual is not impacted by the recommendations or decisions taken |

