

North Yorkshire Pension Fund



Governance Roles and Responsibilities

April 20210



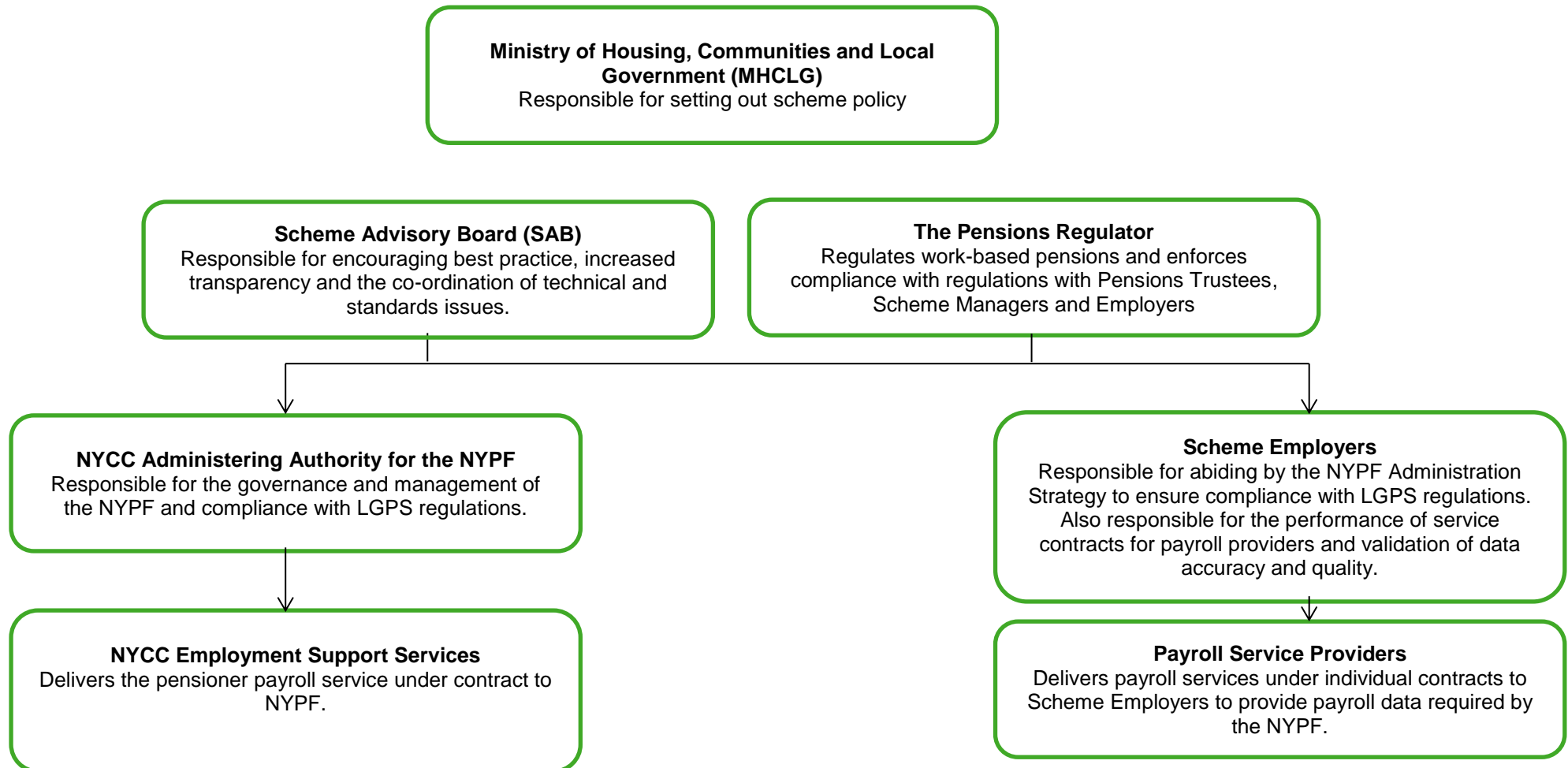
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As recommended by the Pensions Regulator, this document clarifies the roles, responsibilities, decision-making, governance structures and processes for the Local Government Pension Scheme (LGPS) administered by the North Yorkshire Pension Fund (NYPF). It also sets out the escalation procedures in the event of a breach of statutory requirements for the administration of the LGPS and relates to:

- North Yorkshire County Council (NYCC) as the Administering Authority of the NYPF
- Scheme Employers who participate in the NYPF as a statutory requirement or are admitted in certain circumstances
- Contractors who have service contracts with the Administering Authority or Scheme Employers.

Roles and Responsibilities

The following chart sets out the relationships between the parties and the commentary below provides further details.



Body	Responsibility	Delivered by
Ministry of Housing, Communities and Local Government (MHCLG)	Setting out scheme policy	<ul style="list-style-type: none"> Set out scheme policy in regulations, including the role of the scheme manager, Pension Board and Scheme Advisory Board
Scheme Advisory Board (SAB)	Responsible for encouraging best practice, increased transparency and the co-ordination of technical and standards issues.	<ul style="list-style-type: none"> Considers items passed from MHCLG, the Board's sub committees and other stakeholders as well as items formulated within the Board Liaison role with the Pensions Regulator Creation of guidance and standards for local scheme managers and Pension Boards
The Pensions Regulator	<p>Regulates the governance and administration of work-based pensions and enforces compliance with regulations with Pensions Trustees and Employers.</p> <p>The Pensions Regulator's objectives are to:</p> <ul style="list-style-type: none"> improve confidence in work-based pensions; promote good administration; maximise employer compliance with regulations and employer duties 	<ul style="list-style-type: none"> Providing regulatory guidance and codes of practice setting out requirements Working with central government to embed regulatory changes for pension reforms Supporting the development of policy initiatives Monitoring performance Enforcing compliance Applying sanctions and or penalties on Trustees and Employers for non-compliance
North Yorkshire County Council Administering Authority North Yorkshire Pension Fund	Responsible for the governance and management of the NYPF and compliance with LGPS regulations. Responsible for investment decision making including managing Pooling arrangements. Also responsible for the performance of the pensioner payroll service contract with NYCC Employment Support Services.	<ul style="list-style-type: none"> Managing and governing the Pension Fund through NYCC's Pension Fund Committee and Pension Board Providing a framework of policies and procedures for compliance with the LGPS regulations Reporting on compliance and performance to The Pensions Regulator Monitoring performance of the NYCC Employment Support Services contract Monitoring performance of Scheme Employers Applying sanctions and or penalties on Scheme Employers for non-compliance Reporting breaches of regulations to The Pensions Regulator
North Yorkshire County Council Employment Support Services	Responsible for delivering pensioner payroll services to the NYPF under a service contract.	<ul style="list-style-type: none"> Delivering the pensioner payroll service under contract to the NYPF Providing pensioner payroll guidance and support to the NYPF and Scheme Members

Body	Responsibility	Delivered by
Scheme Employers	Responsible for working within the NYPF’s policies and procedures to ensure compliance with LGPS regulations. Also responsible for the performance of service contracts for payroll services and validation of data quality.	<ul style="list-style-type: none"> • Complying with the policies and procedures for the administration of the LGPS scheme for employees • Monitoring performance of outsourced service contracts providing data to the NYPF • Validating the quality of data submitted to the NYPF • Ensuring outsourced service contractors meet the quality standards and submission deadlines
Payroll Service Providers	Deliver payroll services under individual service contracts to Scheme Employers	<ul style="list-style-type: none"> • Provide payroll services in compliance with the service contract with the Scheme Employer • Ensure that Scheme Employer instructions are actioned for the provision of data to the NYPF • Ensure that data provided meets quality standards and is submitted within deadlines • Ensure that the Scheme Employer validates the data before submission to the NYPF

Escalation Procedures

To ensure that the NYPF meets its statutory responsibilities and obligations, it is important that all parties involved in pension administration carry out their responsibilities efficiently. The following sets out escalation procedures for non-compliance with pensions administration requirements.

North Yorkshire County Council Administering Authority for the North Yorkshire Pension Fund	<ul style="list-style-type: none"> • The Administration Strategy sets out performance standards for the Administering Authority and Scheme Employers including chargeable penalties • The NYPF will support Scheme Employers to meet performance standards • In the event Scheme Employers do not engage proactively to meet performance standards and deadlines then penalties will be imposed on Scheme Employers for non-compliance • For significant performance issues and breaches of the law, the NYPF will report events to The Pensions Regulator
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