

Details of the annual performance review process

West Sussex Pension Advisory Board

Annual performance reviews 2022/23

Background

This Review process is based on the West Sussex Training Strategy as approved for both the Pensions Committee and the Pension Advisory Board. The Strategy has been developed with reference to the Pensions Regulator's Code of Practice 14¹ as a guide, CIPFA's Knowledge and Skills Framework, and general governance guidance. That strategy, as reported to each meeting of the Committee and Board, is now firmly centred on the Hymans Robertson LGPS Online Learning Academy (LOLA)

The Review process provides the opportunity for a one-to-one discussion with the chairman on a 360° basis and aims to assess how the member has contributed effectively, individual training needs and any improvements that might be achieved.

The Review is in two parts; the first being an individual assessment of needs and the second, the review meeting, either in person or virtually. Training needs for the Board will be agreed following the appraisal process, and the training plan will be updated.

In order to fully comply with the Code of Practice 14, PAB Members should assess whether, as an individual, they have the right set of skills to carry out their role effectively. Part 1 will help you to assess your current level of knowledge and where there may be gaps.

The outcome of the Review process will be reported to the next meeting of the Board and will be used to produce the annual report of the Board's activities for 2022/23, together with the register of attendance at meetings and on training activities.

A separate meeting with the Chairman of Pensions Panel and with officers may be arranged subject to availability.

PART 1 - Self-Assessment of Knowledge and Understanding

The template provided reflects the core areas of knowledge and understanding as set out in the Training Strategy. You are asked to indicate any areas where you need individual training or where you feel the Board needs more information.

Further development of the Board's training is to a large extent subject to:

- The outcome of the Scheme Advisory Board's consideration of the Good Governance Review and any consequential changes to regulations and guidance.
- Developments in progress by the Pensions Regulator to consolidate current codes of practice and to update the public service toolkit.

PART 2 - Appraisal Meeting

Your responses to the appraisal questionnaire will be used by the chairman at your meeting with him. This meeting will focus on individual performance via three core questions:

- What has gone well?
- What could be improved?
- Key areas for development and/or of concern

The output of the meeting will be recorded on the form by the Chairman. This will include individual objectives for each Board member. Outcomes from the completed self-assessments and meetings will be used to identify areas for future training and for the annual report of activity and performance.

Peter Scales

Chairman

Name: _____

PART 1.1 - Self-Assessment of Knowledge and Understanding

Core areas:

The **relevant Pensions Legislation** including LGPS Regulations and any other regulations governing the LGPS;

Individual needs:

Board needs:

Public Sector **governance** including responsibilities delegated by West Sussex County, the roles and responsibilities and duties of the scheme manager and other committees and effective decisions in the management of the Pension Fund including risk assessments / management and risk registers.

Individual needs

Board needs:

The fundamental requirements relating to **financial markets and pension fund investments** including investment performance, risk management and the Investment Strategy Statement.

Individual needs:

Board needs:

The **operation and administration** of the Pension Fund including any document recording policy / scheme-approved policy about the administration of the Pension Fund¹ and Pensions Accounting and Auditing Standards.

Individual needs:

Board needs:

Actuarial methods, standards and practices and controlling and monitoring the funding level including the Funding Strategy Statement; and

Individual needs:

Board needs:

Pensions Services **procurement and relationship management.**

Individual needs:

Board needs:

Such other matters as may be prescribed.

Individual needs:

Board needs:

2.1	Appraisal Questionnaire 2022/23 To be completed by the PAB Member	Score indicators 0 = Strongly disagree 5 = Strongly agree
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A Board meetings

The agenda and papers are sent out sufficiently in advance	0 1 2 3 4 5
Meetings are well planned and well managed	0 1 2 3 4 5
We focus on the right priorities	0 1 2 3 4 5
The relevant officers attended and were informative and helpful	0 1 2 3 4 5
Meetings are effective and decisions are well made	0 1 2 3 4 5
All the information needed is available to make decisions	0 1 2 3 4 5

B Your contribution

I read the papers carefully and am fully prepared for each meeting	0 1 2 3 4 5
My time commitment to the PAB is sufficient	0 1 2 3 4 5
I make an effective contribution to the discussion	0 1 2 3 4 5
I require further training	0 1 2 3 4 5

C Your approach

I communicate well with other members and officers	0 1 2 3 4 5
I display a good understanding of the reports	0 1 2 3 4 5
I show independence of character and opinion	0 1 2 3 4 5
Other members find me approachable	0 1 2 3 4 5
I continue to show interest and enthusiasm for the PAB	0 1 2 3 4 5
There are no barriers that hinder my contribution	0 1 2 3 4 5

D Independent chairmanship

An independent chairman makes the PAB more effective	0 1 2 3 4 5
The chairman makes a valuable contribution to the meetings	0 1 2 3 4 5
I find it easy to communicate with the chairman	0 1 2 3 4 5
The chairman allows an open discussion and is not overbearing	0 1 2 3 4 5
The PAB works well as a team	0 1 2 3 4 5

E How has the PAB performed?

The PAB has performed well in 2022/23	0 1 2 3 4 5
All the tasks planned have been completed	0 1 2 3 4 5
There are some areas where we need to do more	0 1 2 3 4 5
The PAB's performance could be improved	0 1 2 3 4 5

F Conclusions

Individual training needs

Improve the training programme by?

Should there be more presentations?

Suggestions for the 2023/24 work
plan

PART 2.2: Output of the one to meeting with the PAB Chairman

TO BE COMPLETED BY PETER SCALES

Conclusions and Decisions:

General:

Objectives of LPB Member of the next 12 months:

Key areas for development and/or of concern

Individual training needs identified:

Any Group training needs identified: