

Isle of Wight Council Pension Fund
Key documents and where to find them

Council document, council responsibility to update
Overdue for review

last updated 27-May-22

TYPE	CORE AREAS	DOCUMENT	FUND SPECIFIC?	LOCATION	LAST UPDATED	REVIEW PERIOD	NEXT REVIEW
Strategy	Governance	Communications Policy	Yes	https://isle-of-wight-ots-prod.hymans-labs.co.uk/resources/communications-policy-february-2019/	Feb-19	3 years	Feb-22
Strategy	Governance	Knowledge and skills assessment	Yes			Annual	
Strategy	Funding / Investment	Funding Strategy Statement	Yes	https://isle-of-wight-ots-prod.hymans-labs.co.uk/resources/funding-strategy-statement-2020/	Mar-20	each triennial valuation	Mar-23
Strategy	Funding / Investment	Investment Strategy Statement	Yes	https://isle-of-wight-ots-prod.hymans-labs.co.uk/resources/investment-strategy-statement-2021/	Jan-21	3 years, or significant change	Jan-24
Strategy	Administration	Administration Strategy	Yes	https://isle-of-wight-ots-prod.hymans-labs.co.uk/resources/administration-strategy-statement-november-2018/	Nov-18	Annual	Nov-19
Policy	Managing Risks and Issues	Risk assessment / management	Yes	https://www.isleofwightpensionfund.org/resources/risk-management-policy/	Nov-21	Annual	Nov-22
Policy	Managing Risks and Issues	Internal dispute resolution	Yes	https://isle-of-wight-ots-prod.hymans-labs.co.uk/resources/idrp-guide/	Nov-17	3 years	Nov-20
Policy	Managing Risks and Issues	Reporting breaches	Yes	https://isle-of-wight-ots-prod.hymans-labs.co.uk/resources/reporting-breaches-of-the-law-to-the-pensions-regulator-policy/	Nov-17	Annual	Nov-18
Policy	Governance	Conflicts of interest	No - but should be	Currently part of Council's Constitution, although the Good Governance recommendation is that the Fund has its own specific conflicts of interest policy	Apr-22		
Policy	Governance	Hospitality	No - but should be	Currently part of Council's Constitution	Apr-22		
Policy	Governance	Information security - data protection	No	https://www.iow.gov.uk/documentlibrary/download/data-protection-policy-2018	Dec-19	2 years	Dec-21
Policy	Governance	Privacy Notice	Yes	https://isle-of-wight-ots-prod.hymans-labs.co.uk/media/nefl54ra/privacy-policy.pdf	Dec-21	Annual	
Policy	Governance	Expenses	No - but should be	Currently part of Council's Constitution	Apr-22		
Policy	Governance	Governance	Yes	https://isle-of-wight-ots-prod.hymans-labs.co.uk/resources/governance-policy-2020/	Sep-20	Annual	Sep-21
Policy	Administration	Accounting	Yes	Part of annual report and accounts			
Policy	Funding / Investment	Environmental, Social and Governance (Responsible Investment)	Yes	Currently within Investment Strategy Statement	Jan-21		
Policy	Administration	Record-keeping (data retention)	No	https://www.iow.gov.uk/documentlibrary/download/retention-policy-2011	Dec-19	2 years	Dec-21
Policy	Administration	Exercise of discretions	Yes	https://isleofwightpensionfund.org/media/4430/policy-statement-iwc_2020.pdf	Jan-20	3 years, or significant change	
Policy	Administration	Admissions and bulk transfers	Yes	Currently within Funding Strategy Statement	Mar-20	each triennial valuation or significant change	
Policy	Administration	Cessations	Yes	Currently within Funding Strategy Statement	Mar-20	each triennial valuation or significant change	
Policy	Administration	Maintaining contributions	Yes	Currently within Funding Strategy Statement	Mar-20	each triennial valuation	
Report and accounts	Governance	Annual Report and accounts	Yes	https://www.isleofwightpensionfund.org/resources/annual-report-and-accounts-2020-21/	Dec-21	Annual	Dec-22
Report and accounts	Governance	Audit reports – external audit	Yes	https://iow.moderngov.co.uk/documents/s6348/External%20Audit%20Results%20Report%20-%20IWPf.pdf	Dec-21	Annual	Dec-22

TYPE	CORE AREAS	DOCUMENT	FUND SPECIFIC?	LOCATION	LAST UPDATED	REVIEW PERIOD	NEXT REVIEW
Report and accounts	Governance	Audit reports – internal audit	Yes	<i>Audit Committee Papers</i>			
Report and accounts	Governance	Auditors opinion of the Pension Fund Financial Statements	Yes	Part of annual report and accounts			
Plans	Governance	Training plan	Yes			Annual	
Plans	Governance	Business plan	Yes			Annual	
Plans	Administration	Data improvement plan	Yes			As required	
Declarations	Governance	Register of interests – employees	No - but should be	<i>Maintained by individual's line management</i>		Annual	
Declarations	Governance	Register of interests – members	No - but should be	<i>Democratic Services webpages</i>		Annual	
Declarations	Governance	Register of interests – other	No - but should be			Annual	
Declarations	Governance	Declaration of gifts or hospitality	No - but should be			Annual	
Other	Governance	Breaches log	Yes			Each PC and PB meeting	
Other	Governance	Governance Compliance Statement	Yes	https://isle-of-wight-ots-prod.hymans-labs.co.uk/resources/governance-compliance-statement-october-2020/	Oct-20	part of annual report	Dec-21
Other	Governance	Training needs assessment/plans and logs	Yes			Annual	
Other	Managing Risks and Issues	Risk register	Yes			Each PC and PB meeting	
Other	Managing Risks and Issues	Third party contracts and service level agreements	No			In line with agreement periods	
Other	Administration	Contribution details	Yes	Part of annual report and accounts			
Policy	Funding / Investment	Exit credits	Yes	<i>Included within Funding Strategy Statement?</i>	Mar-20	each triennial valuation or significant change	
Policy	Funding / Investment	Payment of cessation debt	Yes	<i>Included within Funding Strategy Statement?</i>	Mar-20	each triennial valuation or significant change	
Policy	Funding / Investment	Deferred debt agreement	Yes	<i>Included within Funding Strategy Statement?</i>	Mar-20	each triennial valuation or significant change	
Policy	Funding / Investment	Employer flexibilities	Yes	<i>Included within Funding Strategy Statement?</i>	Mar-20	each triennial valuation or significant change	
Strategy	Governance	Training strategy	Yes			Annually	
Policy	Governance	Representation	Yes			Annually	
Other	Governance	Roles and responsibilities matrix	Yes	https://www.isleofwightpensionfund.org/resources/decision-making-matrix/	Nov-21	Annually	Nov-22
Other	Administration	Service standards	Yes			Annually	
Other	Managing Risks and Issues	Pay and recruitment	No	Linked to Council policies and procedures			

TYPE	CORE AREAS	DOCUMENT	FUND SPECIFIC?	LOCATION	LAST UPDATED	REVIEW PERIOD	NEXT REVIEW
Other	Governance	Independent Governance Review	Yes			Two years	not yet applicable
Policy	Governance / Managing Risks and Issues	Cyber risk	No - but should be			Annual	
Other	Governance / Managing Risks and Issues	Disaster recovery	No - but should be	currently links to Council policy		Annual	