

Northern Ireland Local Government Officers' Superannuation Committee
Equality screening report – 1 January to 31 March 2017

Policies screened in Q4 of 2016/2017

Policy title	Aim of policy	New / existing policy	Date of screening	Screening decision
No policies screened in quarter.				

Policies scheduled for screening in Q1 of 2017/2018

Policy title	Aim of policy	New / existing policy
Information Security Policy	<p>The aim of Information Security Policy is to ensure that:</p> <p>(i) All NILGOSC IT Systems and electronic interconnections with others have appropriate countermeasures in place so as to maintain:</p> <ul style="list-style-type: none"> • Confidentiality - By ensuring information is accessible only to authorised persons • Integrity - By safeguarding the accuracy and completeness of information • Availability - By ensuring that information is available when and where required <p>(ii) All NILGOSC users understand their responsibilities with regard to information held on the internal IT systems, or on the systems of third parties.</p> <p>(iii) All information exchanged with third parties is protected effectively against unauthorised disclosure, modification, unavailability or destruction, whether intentional or unintentional.</p>	Existing
Use of Minority Languages in Official Business Policy	This purpose of this policy is to define, as clearly as possible, how to respond to business requests in Minority Languages.	Existing
Proxy Voting Policy & Guidelines	<p>The Proxy Voting Policy seeks to set out NILGOSC's view on what it believes are the most important elements of good corporate governance and the principles which will be used to determine voting decisions on specific issues.</p> <p>Detailed voting guidelines are included in a separate operational manual, which details how NILGOSC will vote on specific issues. As many of the matters raised at company AGMs are similar and straightforward, for example the appointment of auditors and the election of directors, this approach is designed to ensure consistency and fairness in voting.</p>	Existing
Investment Monitoring Guidelines	<p>The guidelines seek to provide a systematic, consistent and transparent approach to investment manager monitoring and to provide an objective framework for making retention decisions. This approach is designed to:</p> <ul style="list-style-type: none"> • provide a long-term, forward-looking focus to investment manager evaluation; • provide a framework for assessing financial performance, in conjunction with a number of qualitative factors which are relevant to future performance; 	Existing

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	<ul style="list-style-type: none"> • improve communication with investment managers; • provide a timely response to consecutive periods of underperformance and other emerging issues; • provide an objective monitoring system which can be applied equally to all managers. 	
Secure Desk Procedure	<p>Secure desk guidance has been issued to NILGOSC staff, outlining the need to ensure that all personal data is stored securely at the end of the working day. This procedure has been issued to the Pension Service teams to explain how the secure desk guidance will be put into practice by Pensions Administration and Payroll staff.</p> <p>This procedure applies to any data held by NILGOSC, whether in hard copy or electronic form, which identifies a living individual. This definition covers a wide range of data, such as incoming or outgoing letters, birth/marriage/death certificates, member or pensioner records (or parts of those records) and completed LGS forms.</p> <p>The general principle is that papers or removable media (including USB devices and laptops) containing personal/confidential/other sensitive information must not be left on desks or in any other unsecured area of the office after working hours.</p>	Existing