

Agenda



AGENDA for a meeting of the LOCAL GOVERNMENT PENSION SCHEME PENSION BOARD to be held in COMMITTEE ROOM B, County Hall, Hertford on FRIDAY, 30 SEPTEMBER 2016 AT 10.00AM

MEMBERS OF THE BOARD (8) - QUORUM (4)

Employer Representatives – D Ashley, G Clay, D Graham, P Neville
Member Representatives - D Devereux, J Digby, K Harding, W Ogley

STANDING SUBSTITUTE MEMBERS

Employer Representatives – J Anderton, M Green, T Hone, J Hurley
Member Representative - A Bowen, C Roberts

Meetings of the Board are open to the public (this includes the press) and attendance is welcomed. However, there may be occasions when the public are excluded from the meeting for particular items of business. Any such items would be taken at the end of the public part of the meeting and listed under "Part Two ('closed') agenda".

Committee Room B is fitted with an audio system to assist those with hearing impairment. Anyone who wishes to use this should contact main (front) reception.

AGENDA

1. APPOINTMENT OF CHAIRMAN

In accordance with Annex 23 of the Constitution "The term of office of the Chairman shall be 1 year unless the Chairman resigns or is replaced by the Board" and "The office of Chairman shall rotate between the employer representatives and the member representatives so that where the Chairman is an employer representative the next following Chairman shall be a member representative and vice-versa".

The Board is therefore invited to elect a member representative as its Chairman for the ensuing year.

2. APPOINTMENT OF VICE CHAIRMAN

In accordance with Annex 23 of the Constitution *“The Board shall elect a Vice-Chairman who shall....be either an employer representative or a member representative”* and *“Where the Chairman is an employer representative the Vice-Chairman shall be a member representative and vice-versa.”*

The Board is therefore invited to elect an employer representative as its Vice-Chairman for the ensuing year.

3. MINUTES

To confirm the Part I minutes of the meeting held on 17 June 2016 (attached).

4. AUDIT RESULTS REPORT 2015/16 – PENSION FUND

Report of Ernst & Young

5. RESPONSE TO THE AUDIT RESULTS REPORT 2015/16 – PENSION FUND

Report of the Assistant Director Finance

6. PENSION FUND ANNUAL REPORT AND STATEMENT OF ACCOUNTS 2015/16

Report of the Director of Resources

7. MEMBER TRAINING UPDATE 2016-18

Report of the Assistant Director of Finance

8. PENSION FUND GOVERNANCE AND RISK MANAGEMENT REPORT

Report of the Director of Resources

**9. LONDON PENSIONS FUND AUTHORITY
LOCAL GOVERNMENT PENSION FUND ADMINISTRATION REPORT**

Report of London Pensions Fund Authority

10. DATES OF FUTURE MEETINGS

The Board is invited to note the dates of future meetings, as follows:

6 December 2016 at 10am
14 March 2017 at 10am
3 July 2017 at 10am

EXCLUSION OF PRESS AND PUBLIC

The Chairman will move:-

“That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the said Act and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

PART II (‘CLOSED’) AGENDA

1. MINUTES

To confirm the Part II minutes of the meeting held on 17 June 2016 (attached).

2. PENSION FUND – FUNDING AND INVESTMENT REPORT (Formerly PERFORMANCE REPORT) AS AT 30 JUNE 2016

Report of the Director of Resources

3. RECAP OF INVESTMENT STRATEGY

Presentation by Mercer

If you require further information about this agenda please contact Theresa Baker, Democratic Services Officer, on telephone no (01992) 556545 or by e-mail to theresa.baker@hertfordshire.gov.uk

Agenda documents are also available on the internet at:

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings.aspx>

For further information about the issues covered in these reports please contact Patrick Towey on 01992 555148.

Minutes



To: All Members of the Pensions Board

From: Legal, Democratic & Statutory Services
Ask for: Patrick Towey
Ext: 25148

PENSIONS BOARD 17 JUNE 2016

ATTENDANCE

MEMBERS OF THE BOARD

J Digby (vice-chairman), G Clay, D Devereux, K Harding, T Hone (substituting for D A Ashley), P Neville, W Ogley

STANDING SUBSTITUTE MEMBERS

Employer Representatives – J Anderton, M Green, J Hurley
Member Representatives - C Roberts

Upon consideration of the agenda for the Pension Board meeting 08 MARCH 2016 as circulated, copy annexed, conclusions were reached and are recorded below:

Note: No declarations of interest were made at this meeting.

PART I ('OPEN') BUSINESS

ACTION

1. MINUTES

1.1 The Minutes of the Pension Board meeting held on 8 March 2016 were confirmed as a correct record and signed by the Chairman.

2. PENSION FUND ASSET POOLING

2.1 The Board considered a report regarding LGPS Asset Pooling.

2.2 The Board were invited to comment on the process followed by the Pension Committee in reaching their decision to recommend ACCESS as the preferred pool. Members of the Board were advised that Officers and the Pension Committee Chair had been heavily involved in a number of meetings to progress the ACCESS pooling submission.

2.3 The Board were advised that the Pensions Committee had confirmed the Officer recommendation to progress with establishing a Collective Investment Vehicle (CIV) which is either built (e.g. London CIV) or rented through a host.

- 2.4 Following a question from a Member it was confirmed that there was competition in the market with regards to renting a host, there were three providers available; Capita, HSBC and Mercer. In general discussion it was confirmed that the possibility of establishing a temporary rental arrangement to ensure government requirements were met, would be investigated, which may serve as a suitable stepping stone towards ownership of a built model.
- 2.5 It was confirmed that ACCESS Officers were working with legal advisors to determine how the regulatory capital will be funded for the CIV; there was potential that the cost would need to be met by each of the participating eleven funds.
- 2.6 Members noted that a set of principles for infrastructure investment had been proposed by the pools who had been working together at a national level;
- 2.7 Ensure that any collaborative investment in this area is made in the financial interests of members of the Funds, with no undue outside influence either at local or national level;
- Leverage the combined buying power of the LGPS;
 - Share and expand the internal expertise currently available within individual pools to the benefit of all;
 - Accept that to be effective we should play to our strengths and look to build collaborative strategic partnerships with the wider infrastructure investment management industry; and
 - Make the asset class accessible to all Funds within each pool regardless of scale.
- 2.8 The Board requested a presentation on how risks would be managed and detail on what autonomy pooling authorities might have.
- 2.9 In response to a question from a Board Member officers confirmed that they would speak with ACCESS to request that information be shared with stakeholders.
- 2.10 In general discussion Board Members requested that Officers be mindful of any potential conflict of interest in relation to Pension Board and Committee Membership.

Recommendations

- 2.11 The Pensions Board reviewed and commented on the decision making process of the Pension Committee as outlined above.

3. 2016 TRIENNIAL VALUATION

- 3.1 The Pensions Board considered a report about the arrangements for the 2016 Triennial Valuation exercise for the Hertfordshire Pension Fund.
- 3.2 The Board were advised that under the Local Government Pension Fund Regulations 2013 all pension funds in England and Wales were required every 3 years. Hymans Robertson would undertake a valuation in 2016, officers had worked with the actuary to determine a recommended set of assumptions that were proposed for the 2016 exercise.
- 3.3 The timetable of key events was highlighted to the board and it was confirmed that this had been communicated to scheme employers through the Pension Fund newsletter. The main purpose of the valuation was outlined as follows, to:
- Access the solvency of the Pension Fund as a whole and the level of solvency for each participating scheme employer;
 - Access the effectiveness of the Funding Strategy both retrospectively and how this applies to future years;
 - Comment on the main risks to the Pension Fund that may result in future volatility in the funding position or to scheme employers' contribution rates for a three year period. The 2016 triennial Valuation will determine scheme employers' contribution rates for the financial years 2017/18, 2018/19 and 2019/20;
 - Provide certificates and statements as required by the Regulations.
- 3.4 Officers highlighted the proposed Actuarial Assumptions outlined in the report at Table 1. It was confirmed that a benchmarking exercise was underway by the Pension Regulator and DCLG to check that there isn't wide variation nationally between Pension Funds.

Recommendations

- 3.5 The Pension Board reviewed the Pension Fund's arrangements to meet its statutory obligations to carry out the Triennial Valuation.

4. THE PENSIONS REGULATOR AND LGPS SCHEME ADVISORY BOARD BENCHMARKING

- 4.1 The Pensions Board considered a report which provided information about benchmarking exercises carried out by:

The Pensions Regulator (TPR) in their survey of governance and administration of public service schemes; and

The LGPS Scheme Advisory Board (SAB) on the performance of LGPS funds in England and Wales.

4.2 The Board were advised that the Hertfordshire Pension Fund had scored well in the benchmarking exercises and provided with a summary of areas for development as follows:

- Formal policies for Pension Board members to help acquire and retain knowledge. This area has been addressed in the development and adoption of a training plan developed for Pension Board members;
- Publication of policies for Record-Keeping and for Reporting Breaches of the Law. This area is partially addressed where a draft policy for Reporting Breaches of the Law is provided as Appendix B to the report;
- Cashflow forecasting for the Pension Fund to determine when it will become a “mature” fund where benefits paid are greater than contributions received from scheme employers. This will be addressed as a post-Valuation action;
- Compliance with the statutory deadlines for issuing Annual Benefit Statements. This is being addressed within the Annual Benefit Statements project;
- Participation in benchmarking exercises to test value for money and improvement in the provision of information to scheme members and to provide quality assurance;
- Assessments of data quality to ensure data held is accurate and meets the Pensions Regulator’s quality. This will be assessed as part of the review and evaluation of the Guaranteed Minimum Pensions Project.

4.3 In response to concerns raised regarding the response rate, it was confirmed that 52% of the 101 LGPS fund had responded to the TPR survey, a high response rate for a voluntary survey.

4.4 The Board were advised that the Pensions Committee had noted the report and approved draft changes to the policy document which incorporated draft policy for reporting breached of the law to the Pensions Regulator.

4.5 **Recommendations**

The Pension Board noted the content of the report and the draft policy for Reporting Breaches of the Law to the Pensions Regulator.

The Pensions Board considered the actions to further improve governance management and performance of the Pension Fund in accordance with the statutory requirements.

5. PENSION FUND GOVERNANCE AND RISK MANAGEMENT REPORT

- 5.1 The Board considered the quarterly report on governance and risk management of the Pension Fund which covered the period January to March 2016.
- 5.2 Members were advised that the annual external audit of the Pensions Fund was underway. This would test the effectiveness of internal controls process and review the Annual Report and Accounts. It was noted that the outcome of the Audit would be reported to the Pensions Committee in September 2016. The Board requested that the audit report also be circulated to the LGPS Pensions Board for information.
- 5.3 The Board requested that future iterations of 'Appendix B- Scheme Employer Risk Monitoring' be amended to include numbering for reference purposes.

Recommendations

- 5.4 The Board commented as detailed above and noted the report.

6. LOCAL GOVERNMENT PENSION FUND ADMINISTRATION REPORT

- 6.1 The Board were presented with the report provided by the LPFA which provided a quarterly update of the delivery of the Pension Fund administration service.
- 6.2 The Board noted that the total membership of the scheme had decreased by 261 members, pensioners had increased by 214 and deferred members had increased by 827.
- 6.3 Members were updated regarding the End of Year posting/ Annual Benefit Statements 31 August deadline (as per the Pensions Act 2013) for producing and issuing Annual benefit Statements for all members of the LGPS. In 2014/15 an action plan had been agreed with the Pensions Regulator and the project team had worked through the backlog, through its training and guidance to Scheme Employers further cases had been identified. The Board were pleased to note that the backlog was being effectively worked through and the team were confident that the 31 August 2016 deadline would be met.

7. DATES OF FUTURE MEETINGS

30 September 2016 at 10 am
6 December 2016 at 10 am
14 March 2017 at 10 am

3 July 2017 at 10 am

EXCLUSION OF PRESS AND PUBLIC

Decision

The Panel agreed that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as it contains information about the financial and business affairs of the County Council, and disclosure may prejudice negotiations and disadvantage the public purse.

**1. PENSION FUND- FUNDING AND INVESTMENT REPORT
(FORMERLY PERFORMANCE REPORT AS AT 31 MARCH
2016)**

1.1 The Minute of this item of business is set out in the separate Part II Minutes.

Hertfordshire Pension Fund

Audit Results Report - ISA (UK and Ireland) 260
for the year ended 31 March 2016

19 August 2016

Ernst & Young LLP



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In April 2015 Public Sector Audit Appointments Ltd (PSAA) issued “Statement of responsibilities of auditors and audited bodies 2015-16”. It is available from the Chief Executive of each audited body and via the PSAA website (www.psa.co.uk)

The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The ‘Terms of Appointment from 1 April 2015’ issued by PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and statute, and covers matters of practice and procedure which are of a recurring nature.

This Audit Results Report is prepared in the context of the Statement of responsibilities. This report is intended solely for the use of the Members of the audited body. We, as appointed auditor, take no responsibility to any third party.

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.

1. Executive summary

The National Audit Office's Code of Audit Practice (the Code) requires us to report to those charged with governance on the work we have carried out to discharge our statutory audit responsibilities together with any governance issues identified. We regard Hertfordshire County Council's Audit Committee as the member forum ultimately responsible for the governance of the Hertfordshire Pension Fund, however we also report our findings to the Pensions Committee ahead of the Audit Committee meeting.

This report summarises the findings from the 2015/16 audit which is substantially complete. It includes messages arising from our audit of the Pension Fund's financial statements.

Below are the results and conclusions on the significant areas of the audit process.

Status of the audit	<p>We have substantially completed our audit of the financial statements of Hertfordshire Pension Fund for the year ended 2015/16. Subject to satisfactory completion of the outstanding items included in Appendix A we will issue an audit opinion in the form which appears in Appendix D.</p> <p>We have performed the procedures outlined in our Audit Plan and anticipate issuing an unqualified opinion on the Pension Fund's financial statements. We also expect to conclude that the Pension Fund's annual report is consistent with the financial statements.</p>
Audit differences	<p>There are no unadjusted audit differences.</p> <p>Our audit identified a small number of disclosure errors which were highlighted to management for amendment. We do not consider any of these significant and therefore we have not provided further detail of these amendments.</p> <p>During the audit management identified that the property pooled investment assets had been undervalued by £8.7 million. This adjustment has resulted in an increase in the Fund's net assets to £3.584 billion.</p>
Scope and materiality	<p>In our audit plan presented at the 23 March 2016 Audit Committee meeting, we communicated that our audit procedures would be performed using a materiality of £35.8 million. We have reassessed this based on the actual results for the financial year and have decreased this amount marginally to £35.7 million. Our materiality is based on 1% of the Fund's net assets which were £3.575 billion in the draft financial statements.</p> <p>The threshold for reporting audit differences which impact the financial statements has not changed from £1.79 million.</p> <p>We carried out our work in accordance with our Audit Plan.</p>
Significant audit risks	<p>We identified the following audit risks during the planning phase of our audit, and reported these to you in our audit plan:</p> <ul style="list-style-type: none"> • Risk of management override. • Risk of fraud in revenue recognition. <p>The 'addressing audit risks' section of this report sets out how we have gained audit assurance over those issues.</p>
Other reporting issues	<p>We have no other matters we wish to report.</p>

Control observations

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements of which you are not aware.

We would like to take this opportunity to thank the Council's staff for their assistance during the course of our work.

Richard Page

Director
For and on behalf of Ernst & Young LLP

2. Responsibilities and purpose of our work

The Council's responsibilities

Hertfordshire County Council as the administering authority of the Pension Fund is responsible for preparing and publishing its Statement of Accounts which includes the financial statements of the Pension Fund.

The Council is also required to prepare a separate Annual Report and Statement of Accounts for the Pension Fund.

Purpose of our work

Our audit was designed to:

- Express an opinion on the 2015/16 financial statements of the Pension Fund;
- Report on whether information in the Annual Report is consistent with the financial statements.

In addition, this report contains our findings related to the areas of audit emphasis and any views on significant deficiencies in internal control or the Pension Fund's accounting policies and key judgments.

3. Financial statements audit

Addressing audit risks

We identified the following audit risks during the planning phase of our audit, and reported these in our Audit Plan. Here, we set out how we have gained audit assurance over those issues.

A significant audit risk in the context of the audit of the financial statements is an inherent risk with both a higher likelihood of occurrence and a higher magnitude of effect should it occur and which requires special audit consideration. For significant risks, we obtain an understanding of the entity's controls relevant to each risk and assess the design and implementation of the relevant controls.

Significant Risks (including fraud risks)	Audit procedures performed	Assurance gained and issues arising
<p>Risk of management override</p> <p>As identified in ISA (UK and Ireland) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.</p>	<ul style="list-style-type: none"> • Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements • Reviewed accounting estimates for evidence of management bias; and • Evaluated the business rationale for any significant unusual transactions. 	<p>We have not identified any material weaknesses in controls or evidence of material management override.</p> <p>We obtained a full list of the journals posted to the Fund's general ledger during the year, and analysed these journals using criteria we set to identify unusual journal types or amounts. We then tested a sample of journals that met our criteria and tested these to supporting documentation.</p> <p>We considered that the accounting estimates most susceptible to bias were the valuation of pooled funds and actuarial valuation of promised retirement benefits. Overall there was no indication of bias within the calculation of these accounting estimates.</p> <p>We identified no transactions during our audit which appeared unusual or outside the Fund's normal course of business.</p>

We also identified the following audit risk during the planning phase of our audit, and reported this in our Audit Plan. During the audit we have changed our assessment of this risk and have reported our updated assessment below.

Risk identified at planning	Updated assessment	Assurance gained and issues arising
<p>Risk of fraud in revenue recognition</p> <p>Under ISA240 there is a presumed risk that revenue may be misstated due to improper recognition of revenue.</p> <p>In the public sector, this requirement is modified by Practice Note 10, issued by the Financial Reporting Council, which states that auditors should also consider the risk that material misstatements may occur by the manipulation of expenditure recognition.</p>	<p>This presumed risk is rebuttable. Having considered the risk factors set out in ISA 240 and the nature of the Pension Fund's revenue streams we have determined that the risk of fraud arising from revenue recognition can be rebutted. This is because there is little incentive and limited opportunity to manipulate the significant revenue streams.</p>	<p>Notwithstanding our revised assessment of the risk, we have carried out work on the material revenue and expenditure streams-contributions receivable and pension benefits payable. We also carried out cut-off testing where we examined a sample of receipts and payments after year end to ensure that where the transactions related to 2015/16 that they were properly recorded in the accounts.</p> <p>Our testing did not reveal any material misstatements with respect to revenue and expenditure recognition.</p>

Other matters

As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we are required to communicate to you significant findings from the audit and other matters that are significant to the oversight of the Pension Fund's financial reporting process, including the following:

- Qualitative aspects of the Fund's accounting practices; estimates and disclosures;
- Matters specifically required by other auditing standards to be communicated to those charged with governance. For example, issues about fraud, compliance with laws and regulations, external confirmations and related party transactions;
- Any significant difficulties encountered during the audit; and
- Other audit matters of governance interest.

We have no matters we wish to report.

Control themes and observations

It is the responsibility of the Council to develop and implement systems of internal financial control for the Pension Fund and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as auditor is to consider whether the Council has put adequate arrangements in place to satisfy itself that the Pension Fund's systems of internal financial control are both adequate and effective in practice.

We have tested the controls of the Pension Fund only to the extent necessary for us to complete our audit. We are not expressing an opinion on the overall effectiveness of internal control.

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements of which you are not aware.

Request for written representations

We have requested a management representation letter to gain management's confirmation in relation to a number of matters, as outlined in Appendix E. We are not requesting any specific representations over and above the standard ones.

Appendix A – Outstanding matters

The following items relating to the completion of our audit procedures are outstanding at the date of the release of this report

Item	Actions to resolve	Responsibility
Management representation letter	Receipt of signed letter of representation	Management and Audit Committee
Annual report and accounts	<ul style="list-style-type: none"> • Review of final annual report and accounts to ensure all expected changes have been made • Checking the financial statements for consistency with the County Council financial statements • Approval of accounts by Audit Committee • Accounts re-certified by RFO 	EY, management and Audit Committee
Subsequent events review	Completion of the subsequent events procedures to the date of signing the audit report	EY and management
Completion of outstanding work	Receipt of confirmation letter from the Fund's bank	EY
Audit closing procedures	Final audit closing procedures and review procedures including review by the Engagement Lead and the Engagement Quality Reviewer	EY

Appendix B – Independence

We confirm there are no changes in our assessment of independence since our confirmation in our Audit Plan dated 8 March 2016.

We complied with the Auditing Practices Board's Ethical Standards for Auditors and the requirements of the Public Sector Audit Appointments Ltd (PSAA)'s Terms of Appointment. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We confirm that we are not aware of any relationships that may affect the independence and objectivity of the firm that we are required by auditing and ethical standards to report to you.

We consider that our independence in this context is a matter that should be reviewed by both you and ourselves. It is therefore important that you consider the facts of which you are aware and come to a view. If you wish to discuss any matters concerning our independence, we will be pleased to do so at the forthcoming meeting of the Audit Committee on 23 September 2016.

We confirm that we have met the reporting requirements to the Audit Committee, as 'those charged with governance' under International Standards on Auditing (UK and Ireland) 260 – Communication with those charged with governance. Our communication plan to meet these requirements was set out in our Audit Plan of 8 March 2016.

Appendix C – Auditor fees

The table below sets out the scale fee and our final proposed audit fees.

Description	Proposed final Fee 2015/16 £	Scale Fee 2015/16 £	Variation comments
Total Audit Fee – Code work	27,991	27,991	None

Our actual fee in in line with the scale fee set by the PSAA at this point in time, subject to satisfactory clearance of the outstanding work.

We confirm we have not undertaken any non-audit work outside of the PSAA's requirements.

Appendix D – Draft audit report

Independent auditor's report to the members of Hertfordshire County Council

Opinion on the pension fund financial statements

We have audited the pension fund financial statements for the year ended 31 March 2016 under the Local Audit and Accountability Act 2014. The pension fund financial statements comprise the Fund Account, the Net Assets Statement, the Statement of Accounting Policies and the related notes 1 to 21. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

This report is made solely to the members of Hertfordshire County Council in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the authority and the authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Chief Finance Officer and auditor

As explained more fully in the Statement of the Chief Finance Officer's Responsibilities set out on page 12, the Chief Finance Officer is responsible for the preparation of the Authority's Statement of Accounts, which includes the pension fund financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16, and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the fund's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Chief Finance Officer and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Statement of Accounts 2015/16 to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the pension fund financial statements:

- give a true and fair view of the financial transactions of the pension fund during the year ended 31 March 2016 and the amount and disposition of the fund's assets and liabilities as at 31 March 2016; and
- have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

Opinion on other matters

In our opinion, the information given in the Statement of Accounts 2015/16 for the financial year for which the financial statements are prepared is consistent with the financial statements.

Appendix E – Management representation letter

To be prepared on the Council's letterhead and addressed to Ernst & Young

1. This representation letter is provided in connection with your audit of the financial statements of Hertfordshire County Council Pension Fund ("the Pension Fund") for the year ended 31 March 2016. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements show a true and fair view of the financial transactions of the Pension Fund during the year ended 31 March 2016, and of the amount and disposition at the end of the year of its assets and liabilities, in accordance with applicable law and CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.
2. We understand that the purpose of your audit of the Pension Fund's financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose – all fraud, shortages, errors and other irregularities, should any exist.
3. Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities for the preparation of the financial statements in accordance with Accounts and Audit Regulations 2015 and CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 and for keeping records in respect of contributions received in respect of active members of the Pension Fund and for making accurate representations to you.
2. We confirm that the Pension Fund is a Registered Pension Fund. We are not aware of any reason why the tax status of the Pension Fund should change.
3. We acknowledge our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above show a true and fair view of the financial position and the financial performance of the Pension Fund in accordance with Accounts and Audit Regulations 2015 and CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16, and are free of material misstatements, including omissions. We have approved the financial statements.
4. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
5. We believe that the Pension Fund has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with Accounts and Audit Regulations 2015 and CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 that are free from material misstatement, whether due to fraud or error.
6. There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented.

B. Fraud

1. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
2. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
3. We have no knowledge of any fraud or suspected fraud involving management or other employees who have a significant role in the Pension Fund's internal controls over financial reporting. In addition, we have no knowledge of any fraud or suspected fraud involving other employees in which the fraud could have a material effect on the financial statements. We have no knowledge of any allegations of financial improprieties, including fraud or suspected fraud, (regardless of the source or form and including without limitation, any allegations by "whistleblowers") which could result in a misstatement of the financial statements or otherwise affect the financial reporting of the Pension Fund.

C. Compliance with Laws and Regulations

1. We have disclosed to you all known actual or suspected noncompliance with laws and regulations whose effects should be considered when preparing the financial statements.
2. We have not made any reports to The Pensions Regulator, nor are we aware of any such reports having been made by any of our advisors.
3. There have been no other communications with The Pensions Regulator or other regulatory bodies during the Pension Fund year or subsequently concerning matters of non-compliance with any legal duty.

D. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters as agreed in terms of the audit engagement.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. You have been informed of all changes to the Pension Fund rules.
3. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
4. We have made available to you all minutes of the Pensions Committee (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on the following date 9 September 2016.
5. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Pension Fund's related parties and all related parties and related party transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, Agency Pack 25 of 187 transactions and transactions for no

consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.

6. We have disclosed to you, and the Pension Fund has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
7. No transactions have been made which are not in the interests of the Pension Fund members or the Pension Fund during the Scheme year or subsequently.

E. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and confirm that we have given no guarantees to third parties.

F. Subsequent Events

1. There have been no events subsequent to the year-end which require adjustment of or disclosure in the financial statements or notes thereto.

G. Advisory Reports

1. We have not commissioned advisory reports which may affect the conduct of your work in relation to the Pension Fund's financial statements

H. Independence

1. We confirm that no-one charged with governance of the Scheme is connected with, or is an associate of, Ernst & Young LLP which would render Ernst & Young LLP ineligible to act as auditor to the Scheme.

I. Derivative Financial Instruments

1. We confirm that all investments in derivative financial instruments have been made after due consideration by the Pension Fund Committee of the limitations in their use imposed by The Occupational Pension Schemes (Investment) Regulations 2005; namely that they contribute to a reduction in scheme risk, facilitate efficient portfolio management, and that any such investment has been made so as to avoid excessive risk exposure to a single counterparty and to other derivative operations. The Pension Fund's statement of investment principles has been duly reviewed to ensure that such investments comply with any limitations imposed by its provisions.
2. The financial statements disclose all transactions in derivative financial instruments that have been entered into during the period, those still held by the Pension Fund at the scheme year end and the terms and conditions relating thereto.

3. We have duly considered and deemed as appropriate the assumptions and methodologies used in the valuation of 'over the counter' derivative financial instruments which the Pension Fund is holding, and these have been communicated to you.

J. Actuarial valuation

1. The latest report of the actuary (Hymans Robertson) as at 31 March 2013 has been provided to you. To the best of our knowledge and belief we confirm that the information supplied by us to the actuary was true and that no significant information was omitted which may have a bearing on his report.

K. Accounting Estimates

1. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
2. In respect of accounting estimates recognised or disclosed in the financial statements:
 - We believe the measurement processes, including related assumptions and models, we used in determining accounting estimates is appropriate and the application of these processes is consistent.
 - The disclosures relating to accounting estimates are complete and appropriate in accordance with the applicable financial reporting framework.
 - The assumptions we used in making accounting estimates appropriately reflects our intent and ability to carry out specific courses of action on behalf of the entity, where relevant to the accounting estimates and disclosures.
 - No subsequent event requires an adjustment to the accounting estimates and disclosures included in the financial statements.

L Investment managers' control reports ISAE 3402

1. The latest reports available do not for all fund managers cover the whole of the 2015/16 audit year. We can confirm that we are not aware of any issues at the respective investment managers that indicate a reduction in control procedures.

Yours Faithfully

Director of Resources

I confirm that this letter has been discussed and agreed at the Audit Committee on 23 September 2016

Chair of Audit Committee

Appendix F – Required communications with the Audit Committee

There are certain communications that we must provide to the Audit Committee of UK clients. These are detailed here:

Required communication	Reference
<p>Planning and audit approach</p> <p>Communication of the planned scope and timing of the audit, including any limitations.</p>	Audit Plan
<p>Significant findings from the audit</p> <ul style="list-style-type: none"> ▶ Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures ▶ Significant difficulties, if any, encountered during the audit ▶ Significant matters, if any, arising from the audit that were discussed with management ▶ Written representations that we are seeking ▶ Expected modifications to the audit report ▶ Other matters if any, significant to the oversight of the financial reporting process 	Audit Results Report
<p>Going concern</p> <p>Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including:</p> <ul style="list-style-type: none"> ▶ Whether the events or conditions constitute a material uncertainty ▶ Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements ▶ The adequacy of related disclosures in the financial statements 	No conditions or events were identified, either individually or in aggregate, that indicated there could be doubt about Hertfordshire Pension Fund's ability to continue as a going concern for the 12 months from the date of our report.
<p>Misstatements</p> <ul style="list-style-type: none"> ▶ Uncorrected misstatements and their effect on our audit opinion ▶ The effect of uncorrected misstatements related to prior periods ▶ A request that any uncorrected misstatement be corrected ▶ In writing, corrected misstatements that are significant 	Audit Results Report
<p>Fraud</p> <ul style="list-style-type: none"> ▶ Enquiries of the audit committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the entity ▶ Any fraud that we have identified or information we have obtained that indicates that a fraud may exist ▶ A discussion of any other matters related to fraud 	We have made enquiries of management. We have not become aware of any fraud or illegal acts during our audit.
<p>Related parties</p> <p>Significant matters arising during the audit in connection with the entity's related parties including, when applicable:</p> <ul style="list-style-type: none"> ▶ Non-disclosure by management ▶ Inappropriate authorisation and approval of transactions ▶ Disagreement over disclosures ▶ Non-compliance with laws and regulations ▶ Difficulty in identifying the party that ultimately controls the entity 	We have no matters we wish to report.

Required communication	Reference
<p>External confirmations</p> <ul style="list-style-type: none"> ▶ Management's refusal for us to request confirmations ▶ Inability to obtain relevant and reliable audit evidence from other procedures 	Audit Results Report
<p>Consideration of laws and regulations</p> <ul style="list-style-type: none"> ▶ Audit findings regarding non-compliance where the non-compliance is material and believed to be intentional. This communication is subject to compliance with legislation on tipping off ▶ Enquiry of the audit committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the audit committee may be aware of 	We have not identified any material instances of non-compliance with laws and regulations.
<p>Independence</p> <p>Communication of all significant facts and matters that bear on EY's objectivity and independence</p> <p>Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as:</p> <ul style="list-style-type: none"> ▶ The principal threats ▶ Safeguards adopted and their effectiveness ▶ An overall assessment of threats and safeguards ▶ Information about the general policies and process within the firm to maintain objectivity and independence 	Audit Plan and Audit Results Report
<p>Significant deficiencies in internal controls identified during the audit</p>	Audit Results Report
<p>Fee Information</p> <ul style="list-style-type: none"> ▶ Breakdown of fee information at the agreement of the initial audit plan ▶ Breakdown of fee information at the completion of the audit 	Audit Plan Audit Results Report

EY | Assurance | Tax | Transactions | Advisory

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RESPONSE TO THE AUDIT RESULTS REPORT 2015/16 – PENSION FUND

Report of the Assistant Director Finance

Author: Patrick Towey, Head of Specialist Accounting (Tel: 01992 555148)

Executive Member: Chris Hayward, Executive member for Resources

1. Purpose of report

- 1.1 To provide the Board with a response to Ernst & Young's draft Audit Results Report for the Pension Fund presented as a separate agenda item to this meeting.

2. Response to the Annual Governance Report

- 2.1 Ernst & Young LLP have issued a draft Audit Results Report for the Pension Fund following the audit of the 2015/16 annual report and accounts. Officers are pleased to report that there are no recommendations and the auditors are expected to confirm an unqualified opinion on the accounts. The report is in a draft form at present as we await final sign off.
- 2.2 The audit identified a small number of disclosure errors which were highlighted to management for amendment. The Auditor did not consider any of these significant and therefore did not provide further detail of these amendments in their report.
- 2.3 During the audit officers identified that the property pooled investment assets had been undervalued by £8.7 million, and the Final Accounts were updated accordingly. This adjustment has resulted in an increase in the Fund's net assets to £3.584 billion.

3. Letter of Representation

- 3.1 The last paragraph on page 4 of the Auditor's report sets out the requirement for a letter of representation from management to gain management's confirmation in relation to a number of matters, for which the auditor does not currently have sufficient audit evidence. A draft is attached at Appendix A to this report for members to review. This letter is to be signed by the Director of Resources and the Chairman of the Audit Committee.

4. Recommendation

- 4.1 That the response to the Audit Results Report 2015/16 for the Pension Fund is approved, and that the Letter of Representation is signed by the Director of Resources and Chairman of the Audit Committee.

**Corporate Services
Director of Resources**

Richard Page
Executive Director
Ernst & Young LLP
The Paragon
Counterslip
Bristol
BS1 6BX

**Herts Finance
Hertfordshire County Council
County Hall
Pegs Lane
Hertford SG13 8DE**

Tel: 01992 555601
Fax: 01992 555505
Email: owen.mapley@hertfordshire.gov.uk
Contact: Owen Mapley

Private & Confidential

Date: 23rd September 2016

Dear Mr Page

Letter of representation for Hertfordshire County Council Pension Fund – 2015/16 financial year

This representation letter is provided in connection with your audit of the financial statements of Hertfordshire County Council pension fund (“the Pension Fund”) for the year ended 31 March 2016. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements show a true and fair view of the financial transactions of the Pension Fund during the year ended 31 March 2016, and of the amount and disposition at the end of the year of its assets and liabilities, in accordance with applicable law and CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

We understand that the purpose of your audit of the Pension Fund’s financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify – nor necessarily to be expected to disclose – all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

1. This representation letter is provided in connection with your audit of the financial statements of Hertfordshire County Council Pension Fund (“the Pension Fund”) for the year ended 31 March 2016. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements show a true

and fair view of the financial transactions of the Pension Fund during the year ended 31 March 2016, and of the amount and disposition at the end of the year of its assets and liabilities, in accordance with applicable law and CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

2. We understand that the purpose of your audit of the Pension Fund's financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

3. Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities for the preparation of the financial statements in accordance with Accounts and Audit Regulations 2015 and CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 and for keeping records in respect of contributions received in respect of active members of the Pension Fund and for making accurate representations to you.

2. We confirm that the Pension Fund is a Registered Pension Fund. We are not aware of any reason why the tax status of the Pension Fund should change.

3. We acknowledge our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above show a true and fair view of the financial position and the financial performance of the Pension Fund in accordance with Accounts and Audit Regulations 2015 and CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16, and are free of material misstatements, including omissions. We have approved the financial statements.

4. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.

5. We believe that the Pension Fund has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with Accounts and Audit Regulations 2015 and CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 that are free from material misstatement, whether due to fraud or error.

6. There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented.

B. Fraud

1. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
2. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
3. We have no knowledge of any fraud or suspected fraud involving management or other employees who have a significant role in the Pension Fund's internal controls over financial reporting. In addition, we have no knowledge of any fraud or suspected fraud involving other employees in which the fraud could have a material effect on the financial statements. We have no knowledge of any allegations of financial improprieties, including fraud or suspected fraud, (regardless of the source or form and including without limitation, any allegations by "whistle-blowers") which could result in a misstatement of the financial statements or otherwise affect the financial reporting of the Pension Fund.

C. Compliance with Laws and Regulations

1. We have disclosed to you all known actual or suspected noncompliance with laws and regulations whose effects should be considered when preparing the financial statements.
2. We have not made any reports to The Pensions Regulator, nor are we aware of any such reports having been made by any of our advisors.
3. There have been no other communications with The Pensions Regulator or other regulatory bodies during the Pension Fund year or subsequently concerning matters of non-compliance with any legal duty.

D. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters as agreed in terms of the audit engagement.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. You have been informed of all changes to the Pension Fund rules.

3. All material transactions have been recorded in the accounting records and are reflected in the financial statements.

4. We have made available to you all minutes of the Pensions Committee (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on the following date 9 September 2016.

5. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Pension Fund's related parties and all related parties and related party transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.

6. We have disclosed to you, and the Pension Fund has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

7. No transactions have been made which are not in the interests of the Pension Fund members or the Pension Fund during the Scheme year or subsequently.

E. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.

2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.

3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and confirm that we have given no guarantees to third parties.

F. Subsequent Events

1. There have been no events subsequent to the year-end which require adjustment of or disclosure in the financial statements or notes thereto.

G. Advisory Reports

1. We have not commissioned advisory reports which may affect the conduct of your work in relation to the Pension Fund's financial statements

H. Independence

1. We confirm that no-one charged with governance of the Scheme is connected with, or is an associate of, Ernst & Young LLP which would render Ernst & Young LLP ineligible to act as auditor to the Scheme.

I. Derivative Financial Instruments

1. We confirm that all investments in derivative financial instruments have been made after due consideration by the Pension Fund Committee of the limitations in their use imposed by The Occupational Pension Schemes (Investment) Regulations 2005; namely that they contribute to a reduction in scheme risk, facilitate efficient portfolio management, and that any such investment has been made so as to avoid excessive risk exposure to a single counterparty and to other derivative operations. The Pension Fund's statement of investment principles has been duly reviewed to ensure that such investments comply with any limitations imposed by its provisions.

2. The financial statements disclose all transactions in derivative financial instruments that have been entered into during the period, those still held by the Pension Fund at the scheme year end and the terms and conditions relating thereto.

3. We have duly considered and deemed as appropriate the assumptions and methodologies used in the valuation of 'over the counter' derivative financial instruments which the Pension Fund is holding, and these have been communicated to you.

J. Actuarial valuation

1. The latest report of the actuary (Hymans Robertson) as at 31 March 2013 has been provided to you. To the best of our knowledge and belief we confirm that the information supplied by us to the actuary was true and that no significant information was omitted which may have a bearing on his report.

K. Accounting Estimates

1. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

2. In respect of accounting estimates recognised or disclosed in the financial statements:

- We believe the measurement processes, including related assumptions and models, we used in determining accounting estimates is appropriate and the application of these processes is consistent.
- The disclosures relating to accounting estimates are complete and appropriate in accordance with the applicable financial reporting framework.

- The assumptions we used in making accounting estimates appropriately reflects our intent and ability to carry out specific courses of action on behalf of the entity, where relevant to the accounting estimates and disclosures.
- No subsequent event requires an adjustment to the accounting estimates and disclosures included in the financial statements.

L. Investment managers' control reports ISAE 3402

1. The latest reports available do not for all fund managers cover the whole of the 2015/16 audit year. We can confirm that we are not aware of any issues at the respective investment managers that indicate a reduction in control procedures.

Yours Faithfully

Owen Mapley
Director of Resources

I confirm that this letter has been discussed and agreed at the Audit Committee on 23 September 2016

Andrew Williams
Chair of Audit Committee

HERTFORDSHIRE COUNTY COUNCIL
PENSIONS BOARD (LGPS)
FRIDAY, 30 SEPTEMBER 2016 AT 10:00AM

Agenda Item
No:

6

PENSION FUND ANNUAL REPORT AND STATEMENT OF ACCOUNTS 2015/16

Report of the Director of Resources

Author: Kate Iles, Senior Accountant (Telephone: 01992 555385)

1 Purpose of the Report

- 1.1. To provide the Pensions Board with the audited Pension Fund Annual Report and Statement of Accounts for 2015/16 ("Report and Accounts"). This is attached at Appendix A.

2 Summary

- 2.1 The Pension Fund accounts are audited separately by Ernst & Young LLP and a separate Audit Results Report (ARR) issued for these accounts. The ARR and the Officers response to this is a separate item on this agenda.
- 2.2 During 2015/16 the value of the Pension Fund increased marginally by £3.2m. The overall investment return for the year was -0.2% net of fees, which was in line with the benchmark for the year.
- 2.3 The number of members in the Pension Fund increased by 4,539 members from 91,456 at 31 March 2015 to 95,995 at 31 March 2016.
- 2.4 Following the review of the Report and Accounts by Ernst & Young, a small number of amendments were agreed and are detailed in section 6.1 to this report.
- 2.5 Extracts of the Report and Accounts will be included within the County Council's Statement of Accounts that will be submitted to the Audit Committee on 23 September 2016.

3 Recommendations

- 3.1 The Pensions Board is asked to note and comment on the audited Report and Accounts for 2015/16.

4 2015/16 Report and Accounts

4.1 During 2015/16, the value of the Pension Fund increased by £3.2m (0.1%) from £3,581.0m at 31 March 2015 to £3,584.2m at 31 March 2016. The overall investment return for the year was -0.2% (net of fees) which was in line with the benchmark for the year.

4.2 The table below shows how the increase of £3.2m is made up. An explanation for any significant movements between 2014/15 and 2015/16 is provided in the following sections:

£m	£m	
	165.3	Additions from contributions and other income relating to members
	-141.7	Benefits payable to members
	-10.2	Payments to and on account of leavers
13.4		Net additions relating to members' contributions and payments
	-1.6	Administrative costs
	-0.8	Oversight and governance costs
	-13.5	Investment management expenses
-15.9		Management Expenses
	-40.9	Decrease in the market value of investments and profits and losses from the sale of investments
	49.1	Investment income
	-2.5	Tax on income
5.7		Net return on investments
3.2		Increase in the Pension Fund during 2015/16

4.3 Payments to and on account of leavers decreased significantly in 2015/16 from £47.1m in 2014/15 to £10.2m in 2015/16. This is due to a large bulk transfer of £39.0m to the Greater Manchester Pension Fund in relation to the Herts Probation Service which were included in the 2014/15 figures.

4.4 Profits and losses on the disposal of investments and changes in the value of investments decreased from £391.1m in 2014/15 to -£40.9m in 2015/16. This reflects the lower investment return for the year (-0.2%) compared to 2014/15 (+13.5%). The return achieved on the Pension Fund's investments reflected general market conditions over the year and the benchmark return of -0.1%. A review of world markets is provided as part of the Investment report on page 59 of the Report and Accounts.

4.5 The table below shows the movement in the main asset classes between 31 March 2015 and 31 March 2016.

31 March 2015			31 March 2016		% Change
£000s	£000s		£000s	£000s	
1,374,534		Equities	1,091,917		(20.6%)
248,294		Property	269,692		8.6%
		Unit trusts:			
482,330		Equities	703,663		45.9%
868,711		Bonds	935,361		7.7%
		Other managed funds			
117,932		Private Equity	115,942		(1.7%)
315,451		Alternatives	369,817		17.2%
14,003		Other	13,843		(1.1%)
413		Forward foreign exchange contracts	124		(70.0%)
135,154		Cash deposits	56,642		(58.1%)
3,362		Other investment balances	9,929		195.4%
	3,560,184	Total investment assets and liabilities		3,566,930	0.2%
	3,727	Long term assets		2,956	(20.7%)
	17,128	Net Current assets		14,364	(16.1%)
	3,581,039	Net assets of the Scheme available to fund benefits as at 31 March		3,584,250	0.1%

- 4.6 Equities have reduced by £282.6m over the year from £1,374.5m at 31 March 2015 to £1,091.9m at 31 March 2016. This largely reflects the movement of funds out of the active global mandate with GTP to the passive multi-asset mandate, held in unit trusts, managed by Legal and General. The value of the Fund's equity portfolio has also been impacted by the negative returns achieved by the majority of the Fund's equity managers over the year.
- 4.7 The value of the Alternatives mandate managed by LGT increased by £54.3m over the year, an increase of 17.2%. This increase largely reflects an additional £68m investment into the portfolio at the start of 2015/16. These funds were held as cash at 31 March 2015, explaining the reduction in cash balances between 31 March 2015 and 31 March 2016.
- 4.8 The value of bond unit trusts has increased by £66.7m (7.7%). This largely reflects the implementation of the Fund's investment strategy with additional investment being made into the bond portfolio from surplus funds held by the Administering Authority and from the dismissal of GTP during the year. The value of the property funds also increased by £21.4m (8.6%), reflecting the positive return achieved by the Fund's property manager over the year.

5 Annual Report

5.1 The Annual Report summarises the main aspects of the Pension Fund and is split into four sections – Scheme Administration, Administering Authority Report, Financial Statements and Investment Report.

5.2 Scheme Administration

This section provides a background to the Scheme, describes how it is funded and details the main benefits for members.

5.3 Administering Authority Report

This section outlines how the Hertfordshire Pension Fund is governed and managed and includes the following statements and policies:

- Governance Compliance Statement (pages 7 – 11)
- Communication Policy Statement (pages 15-16)
- Actuarial Statement for 2015/16 (pages 17-18)

The Governance Policy and Compliance Statement was approved by the Pensions Committee on 5 February 2016 and includes the terms of reference and division of responsibility between the Pensions Committee and LGPS Pensions Board. The Communication Policy Statement was last reviewed and approved as part of 2014/15 Annual report. There were no changes to the policy during 2015/16.

An annual performance report is provided on pages 13- 14 of the Annual report which provides a summary of the performance of the Administering Authority, Pensions Administration Service and employers during the year.

A summary of membership to the Scheme is provided on page 19 of the Annual report including the distribution of Scheme members across employer categories. This shows an increase in total membership of 4,539 members from 91,456 at 31 March 2015 to 95,995 at 31 March 2016. Of the overall increase, active members increased by 2,392, deferred members by 731 and pensioners by 1,416.

5.4 Financial Statements

This section includes the 2015/16 Pension Fund Accounts, discussed in section 4 above. This includes the Fund Account and Net Asset statement, statement of accounting policies and notes to the accounts.

5.5 Investment Report

This section sets out the context for investment and the background against which investments took place and includes the following:

5.5.1 **Statement of Investment Principles (SIP). Pages 49 – 56 of the Annual report** provides the updated version of the SIP which includes the revised asset allocations and benchmarks as a result of the implementation of the Fund's investment strategy and the movement of funds out of the active global mandate with GTP to the passive multi-asset mandate managed by Legal and General. The SIP will be reviewed during 2016/17 to ensure compliance with

the new Investment regulations, which are expected to come into effect from 1 April 2017.

Members are invited to review and approve the revised Statement of Investment Principles as set out in recommendation 3.1.

5.5.2 An analysis of investment distribution against the Fund's Investment Policy, illustrating the gradual switching out of Global Equities and into lower risk asset classes. As at 31 March 2016, the Pension Fund's allocation to UK equities and Bonds were modestly overweight relative to the benchmark allocation, with other allocations modestly underweight, particularly Private Equity.

5.5.3 The performance of the Pension Fund's investments against benchmark over 2015/16 and the longer term. Performance over 15/16 was in line with the generally diminished benchmark, with the fund returning -0.2% (net of fees) against a benchmark of -0.1%.

6 Post audit changes

6.1 Following the audit by Ernst & Young, a small number of amendments were made to the draft Report and accounts which included:

- Reclassification of £11k of contributions between employee and employer contributions.
- Amendment to the value of property holdings to correct a mispricing of one of the UK property funds held by CBRE, increasing both the net return on investments in the Fund Account and the value of UK property funds in the Net Asset Statement by £8.66m.
- Revision of financial instrument valuation levels in note 6.13c to the accounts, reflecting the reclassification of £88.3m of CBRE property funds from level 2 to 3. This adjustment is based on late confirmation from CBRE of their valuation categorisation, and represents a reassessment of the valuation method due to limitations on, or lack of, market activity for the asset(s) at the measurement date.
- Correction to the value of outstanding commitments to private equity funds in note 6.19 to the Accounts as a result of a transposition error. This reduced the value of outstanding contractual commitments still to be drawn down by Private Equity funds by £5.64m, to £111.08m.
- Amendment to note 6.18a (related parties) to bring the figure for the County Council's contributions to the Fund (£53,917,610) in line with note 6.1 (analysis of contributions by type of employer). This note is a disclosure only, and there was no impact from this amendment.
- Addition of disclosure note within the Statement of Accounting Policies (page 26 of the Annual report and accounts) on the impact of the UK leaving the EU on the future valuation of the Pension Fund.



Hertfordshire County Council Pension Fund Annual Report and Statement of Accounts 2015/16

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Introduction

1. Foreword

This report provides information for employers and other interested parties on how the Hertfordshire Pension Fund ("Pension Fund") has been managed during the year 1 April 2015 to 31 March 2016.

This report summarises the main features of the Pension Fund, providing:

- a brief outline of the Local Government Pension Scheme ("Scheme")
- the Administering Authority Report which outlines the management and administrative arrangements for the Pension Fund
- the financial statements comprising of the Fund Account and Net Assets Statement for the year 2015/16 with comparative information for the previous year. The Fund Account shows the change in net assets available for benefits during the year. The Net Assets Statement discloses the net assets of the Pension Fund at 31 March 2016
- an Investment Report which sets out the Pension Fund's Investment Policy and the level of performance achieved.

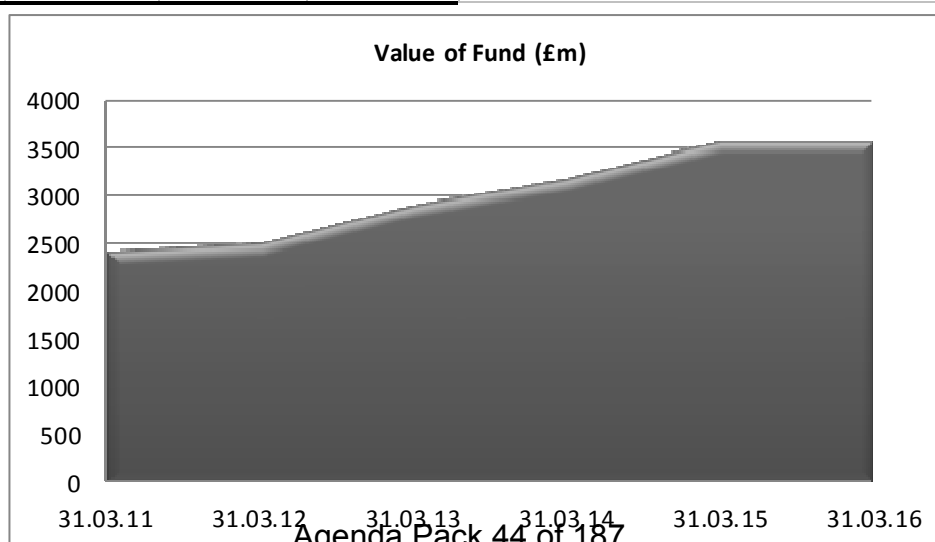
Over the year, the value of the Pension Fund increased slightly from £3,581m at 31 March 2015 to £3,584m at 31 March 2016. The return achieved on the Pension Fund's investments during 2015/16 net of fees was -0.2% which reflected general market conditions over the year and was in line with the benchmark return of -0.1%. A review of world markets is provided as part of the Investment report on page 59.

Over 2015/16, membership of the Pension Fund has continued to increase, both in terms of the number of scheme employers and contributing members. The number of contributing members has increased from 32,992 at 31 March 2015 to 35,384 at 31 March 2016. The number of scheme employers also increased from 265 at 31 March 2015 to 279 at 31 March 2016 as a result of schools converting to academy status and new employers seeking admission to the Pension Fund following the outsourcing of service contracts from scheme employers.

2. Financial Summary

The table below provides a five year summary of the Pension Fund accounts and a graph showing the movement in the value of the Pension Fund over this period. This shows the net assets available to fund benefits at 31 March each year.

2011/12 £000s	2012/13 £000s	2013/14 £000s	2014/15 £000s		2015/16 £000s
2,421,651	2,520,578	2,907,904	3,175,783	Value of the Pension Fund at 1 April	3,581,039
24,487	19,220	39,045	(18,538)	Net additions / (withdrawals) from dealing with those directly involved in the scheme	13,430
(13,185)	(13,819)	(16,512)	(16,164)	Management expenses	(15,927)
87,625	381,925	245,346	439,958	Net returns on investments	5,708
98,927	387,326	267,879	405,256	Increase / (Decrease) in the Pension Fund during the year	3,211
2,520,578	2,907,904	3,175,783	3,581,039	Value of the Pension Fund at 31 March	3,584,250



Scheme Administration

1. Background to the Scheme

Legal Framework

The Scheme is a statutory scheme, established by Act of Parliament, the Superannuation Act 1972. The Scheme is governed by the Public Services Pensions Act 2013 and is administered in accordance with the following secondary legislation:

- Local Government Pension Scheme Regulations 2013
- Local Government Pension Scheme (Transitional Provisions, Savings & Amendment) Regulations 2014
- Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended)

The Scheme is run by administering authorities in accordance with these regulations. In Hertfordshire the Administering Authority is Hertfordshire County Council.

Eligibility

The Scheme is available to all employees of local authorities other than teachers, fire-fighters and police officers for whom separate arrangements apply. Employees are able to join the Scheme if they have a contract of employment of three months or more duration.

Other specified bodies providing public services are included by statute or may apply for admission.

Employers

At 31 March 2016 there were 279 employers in the Pension Fund. Participating employers can be scheduled bodies or admitted bodies, as defined below:

- **Scheduled bodies.** There are two types of scheduled bodies listed in the Scheme regulations. Employees of employers, such as the County Council (including maintained schools), Academies and District and Borough Councils, are able to join the Scheme as of right. Employees of other organisations, such as Parish and Town Councils are able to join the Scheme if the employer designates that they can.
- **Admitted bodies.** These are voluntary, charitable and, in certain circumstances, private sector organisations carrying out scheduled bodies' contracts, where staff can become members of the Scheme by virtue of an Admission Agreement between the Pension Fund and the relevant body. At 31 March 2016 there were 60 active admitted bodies participating in the Pension Fund.

A full list of employing bodies in the Pension Fund is shown in Appendix 1 at page 64.

The table below provides an analysis of scheduled and admitted bodies at 31 March 2016 and an analysis of active employers and employers that have ceased (these are employers with no active members but with outstanding liabilities). Admitted bodies may have more than one Admission Agreement in the Pension Fund relative to the service contracts they hold with scheduled bodies.

Type of Body	Active	Ceased	Total
Scheduled bodies	155	3	158
Admitted bodies	60	61	121
Total	215	64	279

2. Funding

The Scheme is a funded scheme, financed by contributions from employees and employers and by earnings from investments. The Pension Fund has published a Funding Strategy Statement (shown in Appendix 2 at page 68, which sets out the Pension Fund's strategy for meeting employers' pension liabilities. The aim of the funding strategy is to ensure the long-term solvency of the Pension Fund and to ensure that sufficient funds are available to meet all benefits as they fall due for payment.

Scheme Administration

Employees' Contributions

During 2015/16, employees paid contributions at a rate based on their earnings, including contractual and non-contractual overtime and additional hours. From 1 April 2014, the Scheme moved from a final salary scheme to a career average revalued earnings (CARE) scheme. As part of the CARE scheme, employees can elect to move to the 50/50 option which allows employees to pay half the normal contributions in return for half the normal pension benefits.

The rates and salary bandings applicable during 2015/16 are shown in the table below.

Band	Range	Contribution Rate
1	£0 - £13,600	5.50%
2	More than £13,601 up to £21,200	5.80%
3	More than £21,201 up to £34,400	6.50%
4	More than £34,401 up to £43,500	6.80%
5	More than £43,501 up to £60,700	8.50%
6	More than £60,701 up to £86,000	9.90%
7	More than £86,001 up to £101,200	10.50%
8	More than £101,201 up to £151,800	11.40%
9	More than £151,800	12.50%

Employers' Contributions

Employers' contributions are payable at rates specified by the Pension Fund Actuary and are reviewed each triennial valuation. Rates are adjusted to reflect changes in the employer's membership profile and funding level in the Pension Fund (see page 17 for further details).

Investment Income

The cash, which is not immediately required to pay pensions and other benefits, is invested and provides an additional source of income for the Pension Fund.

3. Benefits

The Scheme is a salary-related defined benefit scheme which guarantees to provide benefits which are a specified fraction of a Scheme member's pay. Benefits are not affected by variations in investment performance.

Full details of benefits payable are explained in the Scheme booklet which is available from the Pension Fund website at www.yourpension.org.uk/agencies/HCC/

The following provides the main provisions of the benefit package for the Scheme.

Age of Retirement

The normal pension age in the Scheme is linked to State Pension Age, with a minimum of age 65. The Scheme also makes provisions for the early payment of benefits and members can choose to retire and draw their pension at any time from age 55. Benefits paid before normal pension age will be reduced to reflect that benefits will be paid over a longer period of time.

Retirement Benefits

From 1 April 2014, the Scheme moved from a final salary scheme to a career average revalued earnings (CARE) scheme details of which are accessible from the Pension Fund website at www.yourpension.org.uk/agencies/HCC/.

For membership after 1 April 2014, members build up a pension at a rate of 1/49th of the amount of pensionable pay they receive in each scheme year. The amount of pension built up during the scheme year is added to their pension account and revalued at the end of each year in line with inflation. Up to 25% of the capital value of benefits can be taken as a lump sum at a 12:1 commutation rate, i.e. £12 lump sum for every £1 of pension given up.

Benefits built up before 1 April 2014 are protected and are calculated using membership in the Scheme prior to 1 April 2015 and the member's final pay when they leave the Scheme.

Scheme Administration

For membership built up between 1 April 2008 and 31 March 2014, the annual pension is based on final pensionable pay multiplied by 1/60th for each year of Scheme membership. The final pensionable pay is the wage or salary on which contributions were paid over the last 12 months of service. Up to 25% of the capital value of benefits can be taken as a lump sum at a 12:1 commutation rate, i.e. £12 lump sum for every £1 of pension given up.

For membership accrued to 31 March 2008, members will receive an annual pension based on final pensionable pay multiplied by 1/80th for each year of Scheme membership and a lump sum of three times annual pension. Up to 25% of the capital value of benefits can be taken as a lump sum at a 12:1 commutation rate, i.e. £12 lump sum for every £1 of pension given up.

Additional Benefits

The Scheme offers several ways for members to increase their benefits:

- Additional Pension Contributions to purchase additional Scheme pension benefits.
- Contributions to a money purchase Additional Voluntary Contribution scheme (“AVC”), provided by the Standard Life Assurance Company or the Equitable Life Assurance Society.

Ill Health Retirement

A three tier ill health retirement provision is available which is dependent on the likelihood of a member being capable of undertaking any gainful employment in the future. Benefits are calculated in the same way as for normal retirements, with an enhancement for members in tiers 1 and 2 to compensate for premature retirement. Members in tier 3 who are likely to be capable of undertaking gainful employment within three years of retiring must undergo a medical review after 18 months. At the end of the three year period the member will either have their pension benefits deferred to age 65 or move to tier 2 following a medical assessment.

Death in Service

A lump sum death grant of three year's assumed pensionable pay is payable. Pensions are also payable to surviving spouses, civil partners, or to eligible nominated co-habiting partners (subject to qualifying conditions) and dependent children.

Death after Retirement

Spouses', civil partners', eligible co-habiting partners' and dependent children's pensions are payable based on the former employee's pensionable pay or pension. In addition, if death occurred before the pension has been paid for ten years; the balance will be paid as a lump sum.

The benefits detailed above are guidelines only and members should apply to London Pensions Fund Authority, the Scheme Administrator, for individual estimates of benefits payable.

Administering Authority Report

1. Management

Hertfordshire County Council (the "County Council") is the Administering Authority of the Pension Fund and administers the Scheme on behalf of the participating employers and members.

The Local Authority (Functions & Responsibilities) (England) Regulations 2000 (as amended), state that functions relating to the Scheme are the responsibility of the full Council. The County Council has delegated these functions to the Pensions Committee and to the County Council's Chief Finance Officer, the Director of Resources.

The membership of the Pensions Committee is made up of ten County Council members and three District Council representatives. All employers and a staff representative, nominated by UNISON, are invited to attend meetings as observers.

The Administering Authority has established a Pension Board in accordance with Section 5 of the Public Service Pensions Act 2013. The Board assists the Pension Fund in securing compliance with the Scheme regulations and other legal and regulatory requirements. The membership of the Pensions Board is made up of four employer representatives and four member representatives.

The Pension Fund's Governance Compliance Statement on pages 7 -11 set out the delegation of functions and terms of reference for the Pensions Committee and Pensions Board. It also outlines the Pension Fund's compliance with statutory guidance issued by the Secretary of State for Communities and Local Government.

Pensions Committee Membership during 2015/16

County Council Members:

C Hayward (Chairman)	R Sangster
R Henry	D Scudder
D Lloyd	A Searing
J King	A Stevenson
R Parker	D Williams (Vice-Chairman)

District Council Representatives (non-voting):

K Ayling	J Ranger
J Lloyd	

Pensions Board Membership during 2015/16

Employer representatives:

D Ashley (Chairman)	D Graham (from September 2015)
A Cameron (April – September 2015)	S Moore (April – October 2015)
G Clay	P Neville (from October 2015)

Member representatives:

D Devereux	K Harding
J Digby (Vice-Chairman)	W Ogley

Administering Authority Report

2. Governance Compliance Statement

This statement is prepared in accordance with regulation 55 of the Local Government Pension Scheme Regulations 2013, which require administering authorities to maintain and publish a governance compliance statement. It has been prepared by the Administering Authority in consultation with appropriate interested persons.

This statement was approved by the Pensions Committee on 5 February 2016.

Delegation of Functions

The Administering Authority for the Local Government Pension Scheme in Hertfordshire is Hertfordshire County Council (the "County Council"). Management of the Local Government Pension Scheme is a non-executive function.

The Local Authority (Functions & Responsibilities) (England) Regulations 2000 (as amended), state that the functions relating to the Local Government Pension Scheme are the responsibility of the full Council. The County Council has delegated these functions to the Pensions Committee, whose members can make decisions without reference to the full Council.

The Pensions Committee are responsible for the functions set out in the following regulations:

- Local Government Pension Scheme Regulations 2013
- Local Government Pension Scheme (Transitional Provisions, Savings & Amendment) Regulations 2014
- Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended).

In parallel to this, the County Council has delegated functions relating to the Pension Fund to the County Council's Chief Finance Officer, the Director for Resources, as specified in Annex 3 of the County Council's Constitution.

The County Council has established a Pension Board in accordance with Section 5 of the Public Service Pensions Act 2013. In accordance with Sections 5(1) and (2) of the Act and section 106 of the Local Government Pension Scheme regulations 2013, the role of the Board is to:

- Secure compliance with:
 - The Local Government Pensions Scheme regulations;
 - Other legislation relating to the governance and administration of the Local Government Pension Scheme; and
 - The requirements imposed by the Pension Regulator in relation to the Local Government Pension Scheme;and to
- Ensure the effective and efficient governance and administration of the Local Government Pension Scheme.

Terms of Reference

The functions relating to the management and governance of the Pension Fund have been delegated as follows.

The Pensions Committee is responsible for policy matters including:

- Setting and monitoring performance objectives for the Pension Fund
- Approval and review of the overall investment strategy of the Pension Fund
- Approval and review of asset allocation decisions
- Performance monitoring Investment Managers and investments
- Appointing (and, when necessary, dismissing) Investment Managers
- Appointing (and, when necessary, dismissing) Investment Consultants
- Appointing (and, when necessary, dismissing) the Pension Fund Actuary
- Appointing (and, when necessary, dismissing) the Pension Fund Custodian
- Setting and approving Administering Authority discretions for the Local Government Pension Scheme
- Approval of key policies and statements:
 - Statement of Investment Principles
 - Funding Strategy Statement
 - Governance Compliance Statement
 - Communications Strategy Statement
- Agreeing and monitoring actions to address findings from any review of Pension Fund activities

Administering Authority Report

The Pension Board is responsible for:

- Scrutinising the progress of actions to meet the performance objectives of the Pension Fund
- Reviewing and monitoring the training plan of the Pensions Board and elected members and officers with delegated responsibilities for the management and administration of the Pension Fund
- Reviewing and monitoring the performance of external business partners, including the pensions administration service, the actuary, the custodian and the investment consultant
- Reviewing and monitoring the Risk Register and risk monitoring of scheme employers
- Reviewing the implementation of revised policies and procedures, including the Administering Authority discretions
- Reviewing the compliance of projects commissioned by the Pensions Committee, including the Triennial Valuation of the Pension Fund
- Ensuring pension rules and regulations are being complied with, when officers are making decisions on pension matters
- Scrutinising data quality
- Reviewing internal audit reports
- Assisting in the development of improved customer services
- Reviewing compliance of Investment Managers with Investment Management Agreements
- Reviewing progress of agreed actions to address findings from any review of the Pension Fund activities.

All other operational decisions in the administration and management of the Pension Fund including exercising the Administering Authority's Discretions are delegated to the County Council's Chief Finance Officer, the Director of Resources.

Membership, Voting and Meetings

The membership, voting rights and frequency of meetings of the Pensions Committee and Pensions Board are set out in the table below:

	Pensions Committee	Pensions Board
Membership	Ten County Council members (in proportion to the political representation of the full Council) and three (non-voting) District Council representatives elected by the Hertfordshire Local Government Association.	Four employer representatives and four member representatives
Chairman	Elected by full Council	Elected by the Pension Board and rotated annually between member and employer representatives
Observers	Staff representative, nominated by UNISON	
Voting	County Council Members, as elected Members of the Administering Authority, have voting rights in accordance with the Local Government (Committee and Political Groups) Regulations 1990 SI No 1553 5 (1)(d).	All employer and member representatives have voting rights
Meetings per annum	Six	Four

Further information on the constitution of the Pension Board, including the appointment of employer and member representatives, standards and conflicts of interest can be found in Annex 3 of the County Council's Constitution.

Training

The Pensions Committee agreed a training policy for the Pensions Committee and Board at their meeting on 13 November 2015. This sets out the training objectives of the Pension Fund, the application of the policy and details of how training will be delivered. The policy includes the training plan for the Pensions Committee and Board which will be developed and updated on an annual basis.

Administering Authority Report

Compliance with Statutory Guidance

The following table provides a summary of how the Pension Fund complies with the statutory guidance issued by the Secretary of State for Communities and Local Government.

Pension Fund Compliance Statement	
Principle	Compliance and Comments
A. Structure	
a) The management of the administration of benefits and strategic management of fund assets clearly rests with the main committee established by the appointment Council.	Full
b) That representatives of participating LGPS employers, admitted bodies and scheme members (including pensioner and deferred members) are members of either the main or secondary committee established to underpin the work of the main committee.	Full
c) That where a secondary committee or panel has been established, the structure ensures effective communication across both levels.	Not applicable
d) That where a secondary committee or panel has been established, at least one seat on the main committee is allocated for a member from the secondary committee or panel.	Not applicable
B. Representation	
a) That all key stakeholders are afforded the opportunity to be represented within the main or secondary committee structure. These include:	
i) employing authorities (including non-scheme employers, e.g. admitted bodies):	Full The County and District Councils, whose employees make up 68% of the active membership, are represented on the Pensions Committee. The Pensions Board is made up of four employer representatives and four scheme member representatives
ii) scheme members (including deferred and pensioner scheme members);	Full UNISON has a place on the Pensions Committee to represent all Scheme members.
iii) independent professional observers, and	No
iv) expert advisors (on an ad-hoc basis)	Full The Pension Fund's Investment Adviser, Actuary and Administrator attend the Pensions Committee when appropriate.

Administering Authority Report

Pension Fund Compliance Statement	
Principle	Compliance and Comments
b) That where lay members sit on a main or secondary committee, they are treated equally in terms of access to papers and meetings, training and are given full opportunity to contribute to the decision making process, with or without voting rights	Full
C. Selection and Role of Lay Members	
a) That committee or panel members are made fully aware of the status, role and function they are required to perform on either a main or secondary committee.	Full
b) That at the start of any meeting, committee members are invited to declare any financial or pecuniary interest related to specific matters on the agenda.	Full
D. Voting	Full
a) The policy of individual administering authorities on voting rights is clear and transparent, including the justification for not extending voting rights to each body or group represented on main LGPS committees.	The policy is clear that only County Council members can vote. The Pensions Committee believes that the voting arrangements are justified, because in practice the vast majority of decisions are reached by consensus.
E. Training/Facility Time/Expenses	Full
a) That in relation to the way in which statutory and related decisions are taken by the administering authority, there is a clear policy on training, facility time and reimbursement of expenses in respect of members involved in the decision-making process.	Training is provided internally and externally and offered to all Pensions Committee members. Reimbursement of expenses is covered by the members' allowance schemes in their authority.
b) That where such a policy exists, it applies equally to all members of committees, sub-committees, advisory panels or any other form of secondary forum.	Full
c) That the administering authority considers the adoption of annual training plans for committee members and maintains a log of all such training undertaken.	Full
F. Meetings (frequency/quorum)	
a) That an administering authority's main committee or committees meet at least quarterly.	Full
b) That an administering authority's secondary committee or panel meet at least twice a year and is synchronised with the dates when the main committee sits.	Not applicable
c) That administering authorities who do not include lay members in their formal governance arrangements, provide a forum outside of those arrangements by which the interests of key stakeholders can be represented.	Full

Administering Authority Report

Pension Fund Compliance Statement	
Principle	Compliance and Comments
G. Access a) That subject to any rules in the council's constitution, all members of main and secondary committees or panels have equal access to committee papers, documents and advice that falls to be considered at meetings of the main committee.	Full
H. Scope a) That administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements.	Full
I. Publicity a) That administering authorities have published details of their governance arrangements in such a way that stakeholders with an interest in the way in which the scheme is governed, can express an interest in wanting to be part of those arrangements.	Full

3. Risk Management

Responsibility for the risk management of the Pension Fund rests with the Pensions Committee and is assisted by the Pensions Board in the monitoring of risks.

Key risks are incorporated in the Pension Fund's Risk Register, which was approved by the Pensions Committee on 26 February 2014 as part of the Funding Strategy Statement.

Four key risks to the Pension Fund have been identified:

- The Pension Fund's Investment Strategy does not deliver the long term projected investment returns and/or does not comply with legislation.
- The funding level of the Pension Fund deteriorates.
- Employers default on meeting their obligations to the Pension Fund and the Scheme.
- The Pension Fund and its third party providers do not comply with regulations, statute or procedure.

A number of underlying risk control mechanisms are in place that aim to manage these risks and these are detailed in the Funding Strategy Statement on pages 68. Risks are monitored on a regular basis and quarterly reports are presented to the Pensions Committee and Board, providing an update on the status of these risks. The quarterly reports and minutes of the Pensions Committee and Board meetings are accessible from

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings.aspx>.

Investment risk and return objectives for the Pension Fund are set out in the Investment Strategy which is reviewed at regular intervals to ensure that it will achieve the objectives. Note 6.14 of the Financial Statements provides details on the nature and extent of risks arising from financial instruments and how these are managed.

Employers are monitored against a risk monitoring framework that aims to identify employers at an early stage who are at risk of defaulting on their obligations to the Pension Fund. A quarterly update is provided to the Pensions Committee and Board.

4. Administration

Hertfordshire County Council is the Administering Authority of the Pension Fund and administers the Scheme in conjunction with the contracted business services listed below.

Scheme Administrator providing scheme administration services for members in conjunction with the County Council:

- London Pensions Fund Authority (LPFA)

Administering Authority Report

Investment Managers during 2015/16 investing funds on behalf of the Pension Fund:

- Allianz Global Investors Europe GmbH
- Baillie Gifford & Co.
- CBRE Global Collective Investors (UK) Limited
- Global Thematic Partners, LLC
- HarbourVest Partners, LLC
- Henderson Global Investors Limited
- JP Morgan Asset Management (UK) Limited
- Jupiter Asset Management Limited
- LGT Capital Partners (Ireland) Limited
- Legal & General Assurance (Pensions Management) Limited
- Pantheon Ventures UK LLP
- Permira Advisers, LLP
- Royal London Asset Management Limited
- Standard Life Investments Limited
- TTP Venture Managers Limited

Custodian maintaining and managing investment records and safeguarding the Pension Fund's assets:

- BNY Mellon Asset Servicing B.V.

Consulting Actuary providing actuarial services:

- B McKay, Fellow of the Institute and Faculty of Actuaries, for and on behalf of Hymans Robertson LLP

Investment Consultant providing investment advice:

- Mercer Limited

Corporate Governance Adviser providing voting services:

- Research, Recommendations and Electronic Voting Limited

Performance Measurement Consultants providing independent reporting on investment performance:

- BNY Mellon Asset Servicing B.V.

Additional Voluntary Contributions providers for members wishing to increase benefits:

- The Equitable Life Assurance Society
- Standard Life Assurance Company

External Auditor:

- Richard Page, for and on behalf of Ernst & Young LLP

Banker:

- Barclays Bank, plc

The Pension Fund is a member or subscriber of the following bodies:

- Local Authority Pension Fund Forum
- Local Government Pension Committee
- National Association of Pension Funds

Administering Authority Report

Key contacts

Administering Authority

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Scheme Administrator

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Legal Adviser

Kathryn Pettitt
Chief Legal Officer, Hertfordshire County Council

Administration Strategy

The Pension Fund has published an Administration Strategy ("Strategy") that sets out the responsibilities of the Pension Fund and employers and defines the required performance standards expected of the Pension Fund and its employers and also provides details of the charges that will be levied for non-compliance.

The Strategy has been prepared in accordance with regulation 59 of the Local Government Pension Scheme Regulations 2013. This enables a Local Government Pension Scheme Fund to prepare an administration strategy to support the delivery of a high quality administration service.

The Strategy was produced in consultation with employers and subsequent revisions are made in consultation with employers and approved by the Pensions Committee. The latest version was approved by the Pensions Committee on 27 February 2015 and implemented on 1 April 2015 and is accessible from the Pension Fund website at <http://www.yourpension.org.uk/Hertfordshire/Fund-information/Policy-statements.aspx>

Annual Performance Report

A set of key performance indicators has been agreed and approved by the Pensions Committee and these are used to measure and report on the performance of the Administering Authority, the outsourced pensions administration service provider LPFA and employers. Performance is reported to the Pensions Committee and Board on a quarterly basis and the reports and minutes from these meetings are accessible from <https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings.aspx>.

Performance of the Administering Authority

The following table provides details of the Pension Fund's management costs shown as a unit cost per member (contributors, deferred and pensioner) and as a percentage of Net Assets, with comparative data for 2014/15.

	2014/15	2015/16	Trend
Total management costs per member	£176.74	£165.92	▼
Administrative expenses per member	£15.27	£16.18	▲
Total management costs as a percentage of Net Assets	0.45%	0.44%	▼

Administering Authority Report

The Administering Authority is measured against performance and compliance with statutory requirements placed on administering authorities for the administration of pension funds. Performance of the Administering Authority is reviewed by periodic Internal Audit review and by the volume of complaints or internal disputes raised against the Administering Authority. The following provides details of performance for 2015/16:

- The annual external audit was carried out between February and August 2015 by Ernst & Young LLP. This reviewed the 2014/15 Annual Report and Accounts to provide a true and fair opinion on the financial statements. Ernst & Young LLP issued a positive Audit Results Report with no recommendations for improvements.
- The annual assurance audit was carried out in December 2015 and January 2016 by the Shared Internal Audit Service. The audit reviewed controls and procedures for pensions administration. The audit report was issued in March 2016 with substantial assurance that effective controls are in operation.
- As part of the annual external review of the 2015/16 Annual Report and Accounts, during March 2016, Ernst & Young LLP carried out an assessment of internal controls. Ernst & Young LLP's findings from the assessment will be published in September 2016 as part of the 2015/16 Audit Results Report for the Pension Fund.
- During 2015/16 there were two Internal Disputes against the Administering Authority; One of these was upheld and one is in progress. A copy of the internal disputes resolution procedure is accessible from the Pension Fund website, <http://www.yourpension.org.uk/Hertfordshire/Information-for-members/Custom-Care-Complaints>
- In common with the majority of LGPS schemes, the Pension Fund breached the statutory deadline of 31 August 2015 for the issue of the 2015 Annual Benefit Statements for LGPS members. This was due to this being the first year of the production of statements under the new CARE arrangements and the timetable for production being moved forward. The Administering Authority responded to the Pensions Regulator providing details of actions to resolve the issues for 2015 and ensure that the 2016 exercise will be carried out in accordance with statutory deadlines.

Performance of the Pensions Administration Service

Performance of the pensions administration service delivered by the LPFA is measured against targets set out in the Service Level Agreement and against the number of complaints raised about service delivery. The following provides details of performance for 2015/16:

- During 2015/16 seven complaints were received; six of these were upheld and resolved and one is in progress.
- Efficiency of the pensions administration service is measured against Service level Agreement performance targets which are monitored and reported on a monthly basis. The following chart sets out results for 2015/16 for key service tasks.

Pensions Administration Task	Annual Total	Standard ¹	Within Standard
Joiners to the LGPS	3,254	6 working days	99.1%
Pensions transfers in and out	1,752	6 working days	98.7%
Processing pensions benefits for retirements and deaths	4,386	5 working days	99.3%
Providing deferred members with a benefit statement	5,120	30 working days	19.1% ²
Processing refunds of pensions contributions	1,656	5 working days	95.7%
Providing estimates of retirement benefits	2,973	5 working days	97.5%

¹ From receipt of accurate information

² Performance in relation to the provision of deferred member benefit statements is being managed under a project to improve timely notification of leavers by scheme employers.

Performance of Employers

Employers' performance in administering the Scheme is measured against targets set out in the Administration Strategy and compliance with performance standards. The following provides details of performance for 2015/16:

- A total of 42 charges were levied against 27 employers (13% of active employers) for late submission of contribution returns or late payment of monthly contributions for contributions. Interest was levied on employers for late payment of contributions in accordance with regulation 70 of the Local Government Pension Scheme Regulations 2013.
- 93% of active employers paid contributions by the due date each month.
- 83% of active employers submitted monthly contribution returns by the due date.

To ensure compliance with the statutory deadline for the issue of the 2015/16 Annual Benefit Statements to LGPS members, the Pension has worked with scheme employers to ensure they understand their responsibilities under the Scheme and the sanctions that may apply if requirements are not met and has implemented a communication plan for advising scheme employers of the requirements, timescales and support available for the 2015/16 exercise.

5. Communication

The Pension Fund has published a Communication Policy Statement which sets out how it communicates with employers and representatives of employers, Scheme members and prospective Scheme members. It was approved by the Pensions Committee on 27 February 2015.

Communication Policy Statement

This Statement is prepared in accordance with regulation 61 of the Local Government Pension Scheme Regulations 2013, which requires an Administering Authority to prepare, maintain and publish a statement on its policy for communicating with members and employing authorities.

Employers

The following media is used to communicate with employers in the Pension Fund:

- **Annual General Meeting**
All employers are invited to attend, to listen to presentations on topical issues and to raise questions about the Pension Fund.
- **Monthly Newsletters and Ad Hoc Bulletins**
All employers receive monthly newsletters which provide information, advice and guidance about administering the Scheme. Ad hoc bulletins are also published to advise employers about specific issues that require attention or action, e.g. changes to Scheme regulations.
- **Annual Report and Accounts**
A copy is available from the Pension Fund website, www.yourpension.org.uk/agencies/HCC/
- **Hertfordshire Chief Finance Officers' Meeting**
The Chief Finance Officer for the County Council keeps in contact with the District and Borough Councils through these meetings and keeps them up to date with pension matters.
- **Pensions Committee and Board Reports and Minutes**
These are available on request to employers who wish to see them. They are also available from the Hertfordshire County Council website, <https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings.aspx>
- **On-line Self Service Portal**
The on-line self-service portal is accessible from the Pension Fund website providing employers with access to information about the LGPS, forms and guides for administering the Scheme and the facility to submit monthly and annual returns electronically.
- **General Advice and Help**
County Council staff and LPFA (the Pension Fund's outsourced scheme administrator) are available to give advice on the telephone, by letter or by email. Comprehensive information and guidance is also accessible from the Pension Fund website at www.yourpension.org.uk/agencies/HCC/

Scheme Members

The following media is used to communicate with Scheme members:

- **Telephone Helpline**
LPFA provides a telephone helpline for all enquiries from Scheme members on any aspect of their pension arrangements.
- **Annual Benefit Statements**
All active and deferred Scheme members receive an Annual Benefit Statement setting out the level of benefits that have been built up, along with a forecast of benefits at retirement.
- **Internet**
The Pension Fund website provides information about Scheme benefits. Scheme members may also have access to information about their pension benefits by subscribing to an on-line service.

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- **Information Letters**

Information about changes in regulations is provided to employees via their employers in a range of media, including email and letter.

- **Payslips**

All pensioners receive at least three payslips each year and messages are included whenever there is new information to be communicated.

- **Newsletter for Pensioners**

An annual newsletter is mailed to pensioners and two in-year newsletters are published and are accessible from the Pension Fund website.

Prospective Scheme Members

The methods used to ensure that prospective members are aware of the Scheme and its benefits are:

- **Job Advertisements**

Many employers advertise the benefits of the Scheme in their job advertisements.

- **Scheme Booklet**

All new starters in the employing organisations in the Pension Fund are provided with a Scheme booklet which summarises the benefits available from the Scheme.

- **Induction Sessions**

Employers in the Pension Fund are encouraged to include pensions in their induction sessions for new starters.

6. Actuarial Valuation Report

The Pension Fund is financed by contributions from employees and employers and by investment income earned on accumulated funds not immediately required for the payment of benefits and expenses. The Pension Fund Actuary reports periodically to the County Council on the Pension Fund's solvency and to identify the contributions payable by employers to the Pension Fund in the future to meet the funding objectives of the Pension Fund.

The Pension Fund has published a Funding Strategy Statement (see page 68), which sets out the Pension Fund's strategy for meeting employers' pension liabilities. The aim of the funding strategy is to ensure the long-term solvency of the Pension Fund and to ensure that sufficient funds are available to meet all benefits as they fall due for payment. The Pension Fund Actuary takes account of the Funding Strategy Statement when advising on the level of employer contributions to be paid.

Actuarial Statement for 2015/16 Provided by Hymans Robertson LLP

This statement has been prepared in accordance with Regulation 57(1)(d) of the Local Government Pension Scheme Regulations 2013. It has been prepared at the request of the Administering Authority of the Fund for the purpose of complying with the aforementioned regulation.

Description of Funding Policy

The funding policy is set out in the Administering Authority's Funding Strategy Statement, dated March 2014. In summary, the key funding principles are as follows:

- to ensure the long-term solvency of the Pension Fund, using a prudent long term view. This will ensure that sufficient funds are available to meet all members'/ dependants' benefits as they fall due for payment;
- not to restrain unnecessarily the Investment Strategy of the Pension Fund so that the Administering Authority can seek to maximise investment returns (and hence minimise the cost of the benefits) for an appropriate level of risk;
- to ensure that employer contribution rates are reasonably stable where appropriate;
- to minimise the long-term cash contributions which employers need to pay to the Pension Fund, by recognising the link between assets and liabilities and adopting an investment strategy which balances risk and return. This will also minimise the costs to be borne by Council taxpayers;
- to reflect the different characteristics of different employers in determining contribution rates. This requires that the Pension Fund has a clear and transparent funding strategy to demonstrate how each employer can best meet its own liabilities over future years; and
- to use reasonable measures to reduce the risk to other employers and ultimately to the Council taxpayer from an employer defaulting on its pension obligations.

The Funding Strategy Statement sets out how the Administering Authority seeks to balance the conflicting aims of securing the solvency of the Fund and keeping employer contributions stable. For employers whose covenant was considered by the Administering Authority to be sufficiently strong, contributions have been stabilised below the theoretical rate required to return their portion of the Fund to full funding over 20 years if the valuation assumptions are borne out. Asset-liability modelling has been carried out which demonstrate that if these contribution rates are paid and future contribution changes are constrained as set out in the FSS, there is still a better than 50-60% chance that the Fund will return to full funding over 20 years.

Funding Position as at the last formal funding valuation

The most recent actuarial valuation carried out under Regulation 36 of the Local Government Pension Scheme (Administration) Regulations 2008 was as at 31 March 2013. This valuation revealed that the Fund's assets, which at 31 March 2013 were valued at £2,908 million, were sufficient to meet 82% of the liabilities (i.e. the present value of promised retirement benefits) accrued up to that date. The resulting deficit at the 2013 valuation was £617 million.

Individual employers' contributions for the period 1 April 2014 to 31 March 2017 were set in accordance with the Pension Fund's funding policy as set out in its Funding Strategy Statement.

Administering Authority Report

Principal Actuarial Assumptions and Method used to value the liabilities

Full details of the methods and assumptions used are described in the 2013 Valuation Report dated 28 March 2014.

Method

The liabilities were assessed using an accrued benefits method which takes into account pensionable membership up to the valuation date, and makes an allowance for expected future salary growth to retirement or expected earlier date of leaving pensionable membership.

Assumptions

A market-related approach was taken to valuing the liabilities for consistency with the valuation of the Fund assets at their market value.

The key financial assumptions adopted for the 2013 Valuation were as follows:

Financial assumptions	31 March 2013	
	% per annum Nominal	% per annum Real
Discount rate	4.8%	2.3%
Pay increases	3.8%	1.3%
Price inflation/Pension increases	2.5%	0

The key demographic assumption was the allowance made for longevity. The life expectancy assumptions are based on the Pension Fund's VitaCurves with improvements in line with the CMI_2010 model, assuming the current rate of improvements has reached a peak and will converge to long term rate of 1.25% p.a. Based on these assumptions, the average future life expectancies at age 65 are as follows:

	Males	Females
Current Pensioners	22.3 years	24.5 years
Future Pensioners	24.3 years	26.7 years

Copies of the 2013 Valuation Report and the Funding Strategy Statement are accessible from the Pension Fund website, www.yourpension.org.uk/Hertfordshire/Fund-information/Policy-statements.aspx

Experience over the period since April 2013

Real bond yields have fallen dramatically placing a higher value on liabilities however this has been offset by strong asset returns. The impact on the deficit and funding level will be assessed at the next formal actuarial valuation.

The next actuarial valuation will be carried out as at 31 March 2016. The Funding Strategy Statement will also be reviewed at that time.

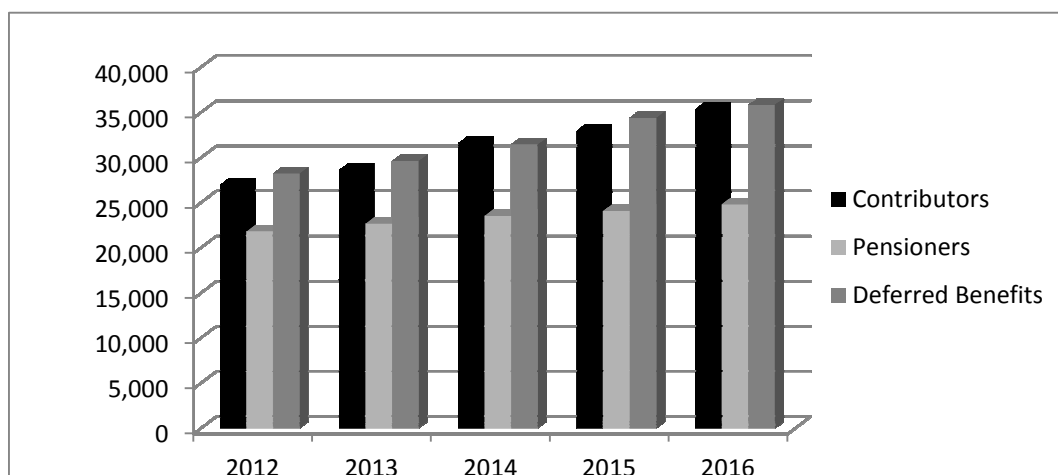
Julie West FFA
Fellow of the Institute and Faculty of Actuaries
For and on behalf of Hymans Robertson LLP
12 May 2016

Hymans Robertson LLP
20 Waterloo Street
Glasgow

Administering Authority Report

7. Membership

The following graph shows the changes in membership over the last five years and the following table analyses the membership between member groups along with comparative figures for 2015.



31 March 2015		31 March 2016
32,992	Contributors	35,384
24,045	Pensioners	24,776
34,419	Deferred benefits (former contributors)	35,835
91,456	Total Members	95,995

The 2014/15 membership figures have been updated from those published in the 2014/15 Annual Report following late notifications of changes of membership. This is to ensure that the most accurate figures available are reported.

Changes in contributor members during the year	
Admissions	6,946
Retirements	(675)
Other leavers	(3,879)
Total net movement	2,392

The table below shows an analysis of the membership of the Pension Fund between the Administering Authority, admitted bodies and other employers at 31 March 2016.

	Contributors	Pensioners	Deferred Benefits
Administering Authority	20,082	13,143	23,488
Admitted Bodies	2,157	1,949	1,522
Other scheduled bodies	13,145	9,684	10,825
Total	35,384	24,776	35,835

1. Statement of Responsibilities

Hertfordshire County Council's Responsibilities

Hertfordshire County Council is the Administering Authority of the Pension Fund. The Administering Authority is required to:

- make arrangements for the proper administration of the financial affairs of the Pension Fund and to secure that one of its officers has responsibility for the administration of those affairs. In this Administering Authority that officer is the Chief Finance Officer;
- manage the affairs of the Pension Fund to secure economic, efficient and effective use of the Pension Fund's resources and safeguard its assets; and
- approve the Statement of Accounts.

The Chief Finance Officer's Responsibilities

The Chief Finance Officer is responsible for the preparation of the Pension Fund's statement of accounts in accordance with proper practices as set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) and Local Authority (Scotland) Accounts Advisory Committee (LASAAC) Code of Practice on Local Authority Accounting in the United Kingdom.

In preparing this statement of accounts, the Chief Finance Officer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code of Practice.

The Chief Finance Officer has also:

- kept proper accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

2. Independent Auditor's Report to the Members of Hertfordshire County Council on the Pension Fund's financial statements

Opinion on the pension fund financial statements

We have audited the pension fund financial statements for the year ended 31 March 2016 under the Local Audit and Accountability Act 2014. The pension fund financial statements comprise the Fund Account, the Net Assets Statement, the Statement of Accounting Policies and the related notes 1 to 21. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

This report is made solely to the members of Hertfordshire County Council in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the authority and the authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Chief Finance Officer and auditor

As explained more fully in the Statement of the Chief Finance Officer's Responsibilities set out on page 12, the Chief Finance Officer is responsible for the preparation of the Authority's Statement of Accounts, which includes the pension fund financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16, and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Opinion on financial statements

In our opinion the pension fund financial statements:

- give a true and fair view of the financial transactions of the pension fund during the year ended 31 March 2016 and the amount and disposition of the fund's assets and liabilities as at 31 March 2016; and
- have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

Opinion on other matters

In our opinion, the information given in the Statement of Accounts 2015/16 for the financial year for which the financial statements are prepared is consistent with the financial statements.

Richard Page
for and on behalf of Ernst & Young LLP, Appointed Auditor
Bristol

23 September 2016

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3. Fund Account

2014/15				2015/16	
£000s	£000s		Note	£000s	£000s
32,994		Contributions receivable from members	6.1	33,834	
123,538		Contributions receivable from employers	6.1	127,914	
6,897		Transfers in from other schemes	6.2	3,647	
3		Other income		4	
	163,432	Additions from dealings with those directly involved in the Scheme			165,399
(110,232)		Pensions		(114,070)	
(22,656)		Commutation of pensions and lump sum retirement benefits		(24,081)	
(1,957)		Lump sum death benefits		(3,593)	
	(134,845)	Benefits payable to members	6.3		(141,744)
(108)		Refunds of contributions		(507)	
(64)		State scheme premiums		(293)	
(46,953)		Transfers out to other schemes	6.4	(9,425)	
	(47,125)	Payments to and on account of leavers			(10,225)
	(18,538)	Net additions / (withdrawals) from dealings with those directly involved in the Scheme			13,430
(1,396)		Administrative costs		(1,553)	
(777)		Oversight and governance costs		(845)	
(13,991)		Investment management expenses	6.5	(13,529)	
	(16,164)	Management expenses			(15,927)
51,402		Investment Income	6.6	49,107	
(2,609)		Taxes on income		(2,528)	
391,165		Profits and losses on disposals of investments and changes in value of investments	6.7	(40,871)	
	439,958	Net return on investments			5,708
	405,256	Net increase / (decrease) in the net assets available for benefits during the year			3,211

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4. Net Assets Statement

31 March 2015			Note	31 March 2016	
£000s	£000s			£000s	£000s
		<u>Equities</u>			
654,690		UK Equities		635,030	
719,844		Overseas Equities		456,887	
		<u>Pooled investment vehicles</u>			
248,294		Property		269,692	
1,351,041		Unit trusts		1,639,024	
447,386		Other managed funds		499,602	
		<u>Derivatives</u>			
472		Forward foreign exchange contracts	6.9	858	
135,154		Cash deposits		56,642	
11,049		Other investment balances		11,075	
	3,567,930	Total investment assets	6.8a		3,568,810
		<u>Derivatives</u>			
(59)		Forward foreign exchange contracts	6.9	(734)	
(7,687)		Other investment balances		(1,146)	
	(7,746)	Total investment liabilities			(1,880)
	3,560,184	Total investment assets and liabilities	6.8a		3,566,930
3,727		Long term assets	6.10	2,956	
	3,727	Total non current assets and liabilities			2,956
22,779		Current assets	6.11	18,831	
(5,651)		Current liabilities	6.12	(4,467)	
	17,128	Total current assets and liabilities			14,364
	3,581,039	Net assets of the Scheme available to fund benefits as at 31 March			3,584,250

O Mapley
Director of Resources

5. Statement of Accounting Policies

Basis of Preparation

The accounts have been prepared in accordance with the provisions of the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 which is based upon International Financial Reporting Standards, as amended for the UK public sector.

The accounts summarise the transactions and net assets of the Pension Fund. The accounts do not take account of obligations to pay pensions and benefits which fall due after the end of the financial year. The actuarial present value of promised retirement benefits at the Net Assets Statement date is detailed in section 6.15.

Valuation of Assets

Financial assets are included in the net asset statement on a fair value basis as at the reporting date. A financial asset or liability is recognised in the net asset statement on the date the Pension Fund becomes party to the contractual acquisition of the asset or to the liability. From this date, any gains or losses arising from changes in the fair value of the asset or liability are recognised in the Fund Account. The values on investments as shown in the net assets statement have been determined as follows:

- Market-quoted securities, for which there is a readily available market price, are valued at bid price at the close of business on the net asset date.
- Fixed interest securities are recorded at net market value based on their current yields.
- Pooled investment vehicles are valued at the closing bid price if both bid and offer prices are quoted by the respective Investment Managers. If only a single price is quoted, investments are valued at the closing single price. In the case of pooled investment vehicles that are accumulation funds, the change in market value also includes income which is reinvested in the fund, net of applicable withholding tax.
- Unquoted investments for which market quotations are not readily available are valued having regard to the latest dealings, professional valuations, asset values and other appropriate financial information.
- Indirect private equity investments are interests in limited partnerships and are stated at the partnership's estimate of fair value. Investments are valued based on the Pension Fund's share of the net assets of the private equity fund. For private equity limited partnerships there is usually a time delay in receiving information from the private equity Investment Managers. The valuations shown in the Net Assets Statement for these investments are the latest valuations provided to the Pension Fund, adjusted for cash movements between the valuation date and the net asset date.
- Forward foreign exchange contracts are stated at fair value which is determined as the gain or loss that would arise from closing out the contract at the balance sheet date by entering into an equal and opposite contract.
- Investment assets and liabilities include cash balances held by the Investment Managers and debtor and creditor balances in respect of investment activities as these form part of the net assets available for investment.
- Rights issues are processed on ex date. If the value of the rights on ex date is 15% or more of the value of the underlying security, cost is allocated from the parent to the rights. If the value is less than 15%, the rights are allocated at zero cost.

Cash and Cash Equivalents

Cash is cash in hand and deposits with any financial institution, repayable without penalty and on notice of not more than 24 hours. Cash equivalents comprise investments that are held to meet short-term liabilities rather than for investment or other purposes. Bank overdrafts, repayable on demand and which form an integral part of the County Council's treasury management function, are also included as a component of cash and cash equivalents.

Foreign Currency Translation

All investments are shown in sterling. Dividends, interest, purchases and sales of investments in foreign currencies have been accounted for at the spot market rate at the date of transaction. End of year spot market exchange rates are used to value foreign currency cash balances, market values of overseas investments and purchases and sales outstanding at the net asset date.

Gains and losses on exchange arising from foreign currency investment and cash balances are included within the Fund Account for the year.

Management Expenses

The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended), allows the Administering Authority to charge directly to the Pension Fund any costs or expenses incurred in administering it. Management expenses are accounted for in the General Fund and are disclosed in accordance with the 2014 CIPFA

Financial Statements

guidance 'Accounting for Local Government Pension Scheme Management costs' and analysed between administrative costs, oversight and governance costs and investment management expenses.

Fees of the external Investment Managers are agreed in the respective mandates governing their appointment. Fees are based on the market value of the portfolio under management. Where an Investment Manager's fee note has not been received for the final period, an estimate based on the market value of their mandate as at the end of the year is used for inclusion in the Fund Account. In 2015/16, £428,119 was based on such estimates.

Investment management expenses include transaction costs relating to the purchase and sale of investments.

VAT

The Pension Fund is exempt from VAT and is therefore able to recover such deductions. Investment management and administrative expenses are therefore recognised net of any recoverable VAT.

Benefits Payable

Pension and lump sum benefits payable include all amounts known to be due as 31 March 2016. Any amounts due but unpaid are disclosed in the Net Assets Statement as current liabilities.

Contributions

Normal contributions both from members and employers are accounted for on an accruals basis, at the percentage rate certified by the Pension Fund Actuary in the payroll period to which they relate. Employer deficit funding contributions are accounted for on an accruals basis in accordance with the period to which they relate or are due, or on a cash basis if the payment is an additional contribution in excess of the minimum required by the Pension Fund Actuary and set out in the Rates and Adjustments Certificate.

Pension strain contributions and employers' augmentation contributions are accounted for in the period in which the liability arises. Any amount due in year but unpaid is classed as a current financial asset.

Transfers to and from other schemes

Transfer values represent the amounts received and paid during the year for members who have joined or left the Pension Fund during the financial year and are calculated in accordance with Scheme regulations. Transfer values are treated on a cash basis when they are paid or received, which is normally when the member liability is accepted or discharged. Transfers in from members wishing to use the proceeds of their additional voluntary contributions to purchase Scheme benefits are accounted for on a receipts basis and are included in transfers in. Bulk transfers are accounted for on an accruals basis in accordance with the terms of the transfer agreement.

Investment Income

Investment income earned by the Pension Fund on its investments is recognised as follows:

- Interest income is recognised in the Fund Account as it accrues, using the effective interest rate of the financial instrument as at the date of acquisition or origination. Income includes the amortisation of any discount or premium, transaction costs or other differences between the initial carrying amount of the instrument and its amount at maturity calculated on an effective interest rate basis.
- Dividend income is recognised on the date the shares are quoted ex-dividend. Any amount not received by the end of the reporting period is disclosed in the Net Assets Statement under other investment balances.
- Investment income earned on pooled investment vehicles that are accumulation funds, where income is retained and automatically reinvested, are shown as changes in the value of investments in the Fund Account.
- Income from private equity investments are reported on the quarterly valuations provided by the private equity Investment Managers. Income is recognised in the period in which the valuation is received.
- Distributions from other pooled investment vehicles are recognised at the date of issue. Any amount not received by the end of the reporting period is disclosed in the Net Asset Statement under other investment balances.
- Changes in the value of investment income are accounted for as income and comprise all realised and unrealised profits and losses during the year.

Taxation

The Pension Fund is a registered public service scheme under section 1(1) of Schedule 36 of the Finance Act 2004 and as such is exempt from UK income tax on interest received and from capital gains tax on the proceeds of investments sold. Tax is deducted from dividends paid on UK equities, which is not recoverable. Income from overseas investments suffers a withholding tax in the country of origin, unless exemption is permitted. Provision is made for the estimated sums to be recovered and income grossed up accordingly. Irrecoverable tax is accounted for as a Pension Fund expense as it arises.

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Security Lending

The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended) permit the Pension Fund to lend up to 35% of its securities from its portfolio of stocks to third parties in return for collateral. The Pension Fund has set a limit of 20% of the total Fund value. The securities on loan are included in the Net Assets Statement to reflect the Pension Fund's continuing economic interest of a proprietorial nature in these securities.

Additional Voluntary Contribution Investments

The County Council has arrangements with the Standard Life Assurance Company and the Equitable Life Assurance Society to enable employees to make Additional Voluntary Contributions (AVCs) to enhance their pension benefits. AVCs are invested separately from the Pension Fund's main assets and the assets purchased are specifically allocated to provide additional benefits for members making AVCs. As these contributions do not form part of the Pension Fund's investments, the value of AVC investments are excluded from the Pension Fund's Net Assets Statement in accordance with regulation 4(2)(c) of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended).

Prior period adjustments

There were no material prior period adjustments in 2015/16 that require disclosure.

Events after the Net Asset Date

The impact of the UK's vote to leave the European Union on the future valuation of the Pension Fund remains uncertain. There may be some short term volatility in equity markets and bond markets prices may also be impacted. However, whilst these impacts are short term in nature, the liabilities of the fund are over the long term. The Fund will continue to review its investment strategy in light of the changing economic and market conditions, to ensure that the strategy continues to deliver the risk and return objectives of the Fund.

Critical judgements in applying accounting policies

In applying the accounting policies set out above, the Pension Fund has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the accounts are:

- **Valuation of private equity investments:** Unquoted private equities are valued by the Investment Managers using the International Private Equity and Venture Capital Valuation Guidelines. These are inherently based on forward looking estimates and judgements involving many factors.
- **Pension fund liability:** The Pension Fund liability is calculated every three years by the Pension Fund Actuary, with annual updates in the intervening years. The methodology used is in line with accepted guidelines and in accordance with IAS19. Assumptions underpinning the valuations are agreed with the Actuary and are summarised in note 6.15. This estimate is subject to significant variances based on changes to the underlying assumptions.

Assumptions made about the future and other major sources of estimation uncertainty

Preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the net asset date and the amounts reported for revenues and expenses during the year. Estimates and assumptions are made taking into account historical experience, current trends and other relevant factors. However, the nature of estimation means that actual outcomes could differ from those assumptions and estimates. The key judgements and estimation uncertainty that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year are:

- **Valuation of private equity investments:** The valuations for private equity investments shown in the Net Assets Statement are based on the latest valuations provided to the Pension Fund, adjusted for cash movements between the valuation date and the net asset date. This may result in a variance between the valuation included in the Financial Statements and the actual value of the Pension Fund's investments as at 31 March 2016 issued by each of the private equity Investment Managers. At 31 March 2016 private equity investments totalled £160.3million (including private equity investments held within the Global Alternatives Fund).
- **Contractual commitments:** Commitments to the private equity funds are made in local currency (sterling, euros and US dollars). The total remaining commitment to each private equity fund at 31 March 2016 has been converted to base currency, based on exchange rates applicable at the net asset date. The exact timing and amounts of when the Pension Fund's commitment will be drawn down is uncertain and therefore the actual payments made by the Pension Fund may be different from the estimates.

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- **Actuarial present value of promised retirement benefits:** Estimation of the liability to pay retirement benefits depends on a number of complex judgements relating to the discount rate used to value the liabilities, the rate at which salaries increase, and changes in retirement ages and mortality rates. The consulting actuary to the Pension Fund, Hymans Robertson, is engaged to provide the Pension Fund with expert advice about the assumptions to be applied. Further information about the key assumptions used to calculate the actuarial present value of promised retirement benefits and the effect on the pensions liability of changes in individual assumptions are shown in section 6.15.
- **Provision for doubtful debt:** In 2015/16 a provision for doubtful debt was made of £52,865. The provision was created for all invoiced debt at 31 March 2016 of £379,958. The provision is based on the County Council's Income Collection and Debt Management Policy for providing for doubtful debt as follows:

Age of debt at 31 March 2016	Provision created
0 – 274 days	0%
275 – 456 days	35%
457 – 639 days	50%
Over 639 days	100%

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6. Notes to the Accounts

6.1 Contributions Receivable

2014/15			2015/16	
£000s	£000s		£000s	£000s
32,545		<u>Members</u>		
449		Normal	33,471	
		Additional	363	
	32,994	Total members		33,834
		<u>Employers</u>		
94,764		Normal	98,344	
27,865		Deficit funding	27,769	
909		Augmentation and early retirement strain costs	1,801	
	123,538	Total employers		127,914
	156,532	Total contributions receivable		161,748

Members' additional contributions represent contributions from members to purchase additional years of membership or pension in the Scheme.

Employers' normal contributions represent the ongoing contributions paid into the Pension Fund by employers in accordance with the Rates and Adjustments Certificate, issued by the Pension Fund Actuary. These reflect the cost of benefits accrued by current members over the year.

Employers' deficit funding includes:

- £25,691,215 (£25,376,714 in 2014/15) past service adjustment which represents the additional contributions required from employers towards the deficit where an employer's funding level is less than 100%, as per the Rates and Adjustments Certificate. The deficit recovery period varies depending on the individual circumstances of each employer. For statutory bodies, the Pension Fund normally targets the recovery of any deficit over a period not exceeding 20 years. For Transferee Admission Bodies the deficit recovery period would be the shorter of the end of the employer's service contract or the expected future working lifetime of the remaining Scheme members. Further information can be found in the Pension Fund's Funding Strategy Statement on page 68 and accessible from www.yourpension.org.uk/agencies/HCC/.
- £2,077,893 (£2,467,874 in 2014/15) paid by employers in excess of the minimum contribution levels required by the Pension Fund Actuary in the Rates and Adjustments Certificate.
- £nil (£20,000 in 2014/15) termination payments where an employer had ceased to be a participating employer in the Pension Fund.

Contributions received are further analysed in the table below by type of employer.

2014/15			2015/16	
Members	Employer		Members	Employer
£000s	£000s		£000s	£000s
13,799	50,085	Administering Authority	14,640	53,918
16,066	60,520	Other Scheduled Bodies	16,299	63,044
3,129	12,933	Admitted Bodies	2,895	10,952
32,994	123,538	Total contributions receivable	33,834	127,914

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6.2 Transfers In from Other Schemes

The Pension Fund received £3,646,542 (£6,897,332 in 2014/15) in relation to individual members' transfers of benefits into the Pension Fund. No amounts were received during the year for group transfers from other schemes.

Transfers are shown on a cash basis, in accordance with the accounting policy.

6.3 Benefits Payable

2014/15 £000s		2015/16 £000s
58,535	Administering Authority	62,412
63,366	Other Scheduled Bodies	65,223
12,944	Admitted Bodies	14,109
134,845	Total benefits payable	141,744

6.4 Transfers Out to Other Schemes

2014/15 £000s		2015/16 £000s
7,931	Individual transfers	5,289
39,022	Bulk transfers	4,136
46,953	Total Transfers out to other schemes	9,425

6.5 Management Expenses

The Pension Fund's Investment Managers are remunerated on the basis of fees calculated as a percentage of assets under management or as a fixed annual fee. Some Investment Managers also have a performance related fee, payable where performance exceeds the performance target, set out in Appendix C to the Statement of Investment Principles.

Investment management expenses include transaction costs associated with the acquisition, issue or disposal of Pension Fund assets and associated financial instruments. In addition to these costs, indirect costs are incurred through the bid-offer spread on investments sales and purchases. These are reflected in the cost of investment acquisitions and in the proceeds from the sales of investments set out in note 6.7.

The Pension Fund's assets are held in custody by an independent custodian. The Custodian is responsible for the safekeeping of the Pension Fund's financial assets, the settlement of transactions, income collection, tax reclamation and other administrative actions in relation to the Pension Fund's investments.

The Pension Fund's performance measurement service is provided by BNY Mellon. An analysis of the Pension Fund's performance is shown in the Investment Performance section on pages 59-63.

2014/15 £000s		2015/16 £000s
12,281	Management fees	11,790
1,505	Transaction costs	1,504
205	Custody fees	235
13,991	Total investment management expenses	13,529

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6.6 Investment Income

a) Analysis of investment income

2014/15 £000s		2015/16 £000s
	<u>Income from fixed interest securities</u>	
(3)	Public Sector	(1)
	<u>Dividends from equities</u>	
20,126	UK	22,866
15,893	Overseas	12,898
	<u>Income from pooled investment vehicles</u>	
12,024	Property	10,590
2,736	Other managed funds	1,833
238	Interest on cash deposits	313
	<u>Other investment income</u>	
259	Securities lending	370
117	Class action proceeds	180
12	Underwriting commission	58
51,402	Total investment income	49,107

An analysis of investment income accrued during 2014/15 and 2015/16 is shown in the following table.

2014/15					2015/16			
UK £000s	Overseas £000s	Global £000s	Total £000s		UK £000s	Overseas £000s	Global £000s	Total £000s
20,146	15,893	0	36,039	Equities	22,866	12,898	0	35,764
(2)	(1)	0	(3)	Bonds	0	(1)	0	(1)
8,872	3,348	2,520	14,740	Alternatives	7,073	2,382	2,968	12,423
238	0	0	238	Cash and cash equivalents	302	11	0	313
100	288	0	388	Other	368	240	0	608
29,354	19,528	2,520	51,402	Total investment income	30,609	15,530	2,968	49,107

b) Securities lending

The Pension Fund has an arrangement with its Custodian to lend securities from within its portfolio of stocks to third parties in return for collateral. Collateralised lending generated income of £369,603 for 2015/16 (£259,462 for 2014/15). This is included within investment income in the Fund Account.

The Pension Fund obtains collateral at 102% of the market value of securities loaned for collateral denominated in the same currency as that of the loans, or 105% in the case of cross-currency collateral. The market value of securities on loan and collateral held at 31 March 2016 and 2015 is shown in the following table, analysed by collateral type.

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2014/15			2015/16	
Market value of securities on loan £000s	Collateral held £000s		Market value of securities on loan £000s	Collateral held £000s
70,109	75,209	Government debt and Supranationals	1,425	1,502
1,369	1,437	UK Equity DBV	0	0
470	495	G10 debt	45,835	49,025
71,948	77,141	Total	47,260	50,527

6.7 Profit and Losses on the Disposal of Investments and Changes in the Value of Investments

An analysis of profit and losses on disposal of investments and changes in the value of investments is shown in the following tables giving the value at 31 March 2016 compared to the value at 31 March 2015.

Value at 31 March 2014 £000s		Purchases at cost and derivative payments £000s	Sale proceeds and derivative receipts £000s	Profits and losses on disposals and change in value of investments £000s	Value at 31 March 2015 £000s
15	<u>Fixed interest securities</u> Public Sector	0	(15)	0	0
706,244	<u>Equities</u> UK	87,117	(177,578)	38,907	654,690
726,995	Overseas	417,948	(538,706)	113,607	719,844
202,546	<u>Pooled investment vehicles</u> Property	24,776	(7,346)	28,318	248,294
1,036,505	Unit trusts	183,153	(37,367)	168,750	1,351,041
412,911	Other managed funds	34,176	(41,252)	41,551	447,386
29	<u>Derivatives</u> Net forward foreign exchange*	7,692	(6,654)	(654)	413
199,939	Cash deposits	0	(65,471)	686	135,154
3,285,184	Subtotal	754,862	(874,389)	391,165	3,556,822
(127,646)	Net other investment balances**				3,362
3,157,538	Total investments assets / (liabilities)				3,560,184

* Net forward foreign exchange assets/liabilities (see note 6.8a)

** Net other investment balances assets/liabilities (see note 6.8a)

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Value at 31 March 2015		Purchases at cost and derivative payments	Sale proceeds and derivative receipts	Profits and losses on disposals and change in value of investments	Value at 31 March 2016
£000s		£000s	£000s	£000s	£000s
	<u>Equities</u>				
654,690	UK	116,261	(106,423)	(29,498)	635,030
719,844	Overseas	250,798	(476,059)	(37,696)	456,887
	<u>Pooled investment vehicles</u>				
248,294	Property	134,681	(140,598)	27,315	269,692
1,351,041	Unit trusts	299,809	(6,964)	(4,862)	1,639,024
447,386	Other managed funds	88,710	(45,433)	8,939	499,602
	<u>Derivatives</u>				
413	Net forward foreign exchange*	13,032	(8,892)	(4,429)	124
135,154	Cash deposits	0	(77,872)	(640)	56,642
3,556,822	Subtotal	903,291	(862,241)	(40,871)	3,557,001
3,362	Net other investment balances**				9,929
3,560,184	Total investments assets / (liabilities)				3,566,930

* Net forward foreign exchange assets/liabilities (see note 6.8a)

** Net other investment balances assets/liabilities (see note 6.8a)

The change in market value of investments during the year comprises all increases and decreases in the market value of investments held at year end and profits and losses realised on the sale of investments during the year. Derivative receipts and payments correspond to the sterling equivalent amount of forward foreign exchange settled during the year. The sale proceeds for cash deposits represent the net movement in cash held by the Investment Managers during the year. The change in market value of cash results from gains and losses on foreign currency cash transactions.

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6.8 Investment Analysis

a) Analysis of investment assets at market value

2014/15			2015/16	
£000s	£000s		£000s	£000s
		Investment assets		
		<u>Equities</u>		
654,690		UK quoted	635,030	
719,844		Overseas quoted	456,887	
	1,374,534	Total equities		1,091,917
		<u>Pooled investment vehicles</u>		
158,265		UK property	152,746	
2,794		Overseas property	757	
87,235		Global property	116,189	
248,294		Property	269,692	
104,357		UK equity unit trusts	118,507	
377,973		Overseas equity unit trusts	585,156	
376,890		UK Index Linked Gilts Fund	397,756	
330,579		Global Core Plus Bond Fund	358,743	
161,242		Global Absolute Return Bond Fund	178,862	
1,351,041		Unit trusts	1,639,024	
68		UK private equity	0	
13,987		UK other managed funds	13,826	
117,864		Overseas private equity	115,942	
315,451		Global Alternatives Fund	369,817	
16		Overseas other managed funds	17	
447,386		Other managed funds	499,602	
	2,046,721	Total pooled investment vehicles		2,408,318
		<u>Derivatives</u>		
472		Forward foreign exchange	858	
	472	Total derivatives		858
		<u>Cash</u>		
135,154		Cash deposits	56,642	
	135,154	Total Cash		56,642
		<u>Other investment balances</u>		
6,657		Amounts receivable from the sale of investments	6,573	
4,392		Investment income due	4,502	
	11,049	Total other investment balances		11,075
	3,567,930	Total investment assets		3,568,810

Table continues overleaf

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2014/15			2015/16	
£000s	£000s		£000s	£000s
		Investment liabilities		
		<u>Derivative contracts</u>		
(59)		Forward foreign exchange contracts	(734)	
	(59)	Total derivatives contracts		(734)
		<u>Other investment balances</u>		
(7,429)		Amounts payable for the purchase of investments	(925)	
(258)		Non recoverable tax payable	(221)	
	(7,687)	Total other investment balances		(1,146)
	(7,746)	Total investment liabilities		(1,880)
	3,560,184	Total investment assets and liabilities at market value		3,566,930

Five pooled holdings exceeded 5% of the total investment assets and liabilities available to fund benefits and 5% of their asset class at 31 March 2016. These were the Legal & General Over 5 yr Index Linked Gilts Fund, Royal London Core Plus Bond Fund, Legal & General North America Equity Index Fund, LGT Capital Crown Phoenix Alternatives Fund and the Henderson Absolute Return Bond Fund.

Cash deposits (including cash and cash instruments) and other investment balances (including accrued dividend entitlements) are accounted for as investment assets as these form part of the net assets available for investment within the investment portfolio.

Investment assets and liabilities at the Net Asset date are further analysed by asset class in the following table.

2014/15					2015/16			
UK £000s	Overseas £000s	Global £000s	Total £000s		UK £000s	Overseas £000s	Global £000s	Total £000s
773,034	1,097,833	0	1,870,867	Equities	767,363	1,042,060	0	1,809,423
376,890	0	491,821	868,711	Bonds	397,756	0	537,605	935,361
158,333	120,658	402,686	681,677	Alternatives	152,746	116,699	486,006	755,451
121,729	13,428	(3)	135,154	Cash and cash equivalents	43,807	12,842	(7)	56,642
1,520	1,842	413	3,775	Other	7,585	2,344	124	10,053
1,431,506	1,233,761	894,917	3,560,184	Total assets and liabilities	1,369,257	1,173,945	1,023,728	3,566,930

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b) Analysis by Investment Manager

The value of investments held by each Investment Manager on 31 March 2016 are shown in the following table with a comparison to 2015.

31 March 2015			31 March 2016	
£000s	%		£000s	%
361,060	10.1	Allianz Global Investors Europe GmbH	362,313	10.2
341,221	9.6	Baillie Gifford & Co.	328,740	9.2
265,111	7.5	CBRE Global Collective Investors (UK) Ltd.	297,688	8.3
276,721	7.8	Global Thematic Partners, LLC	384	0.0
90,722	2.5	HarbourVest Partners, LLC	84,386	2.4
161,242	4.5	Henderson Global Investors Ltd.	178,862	5.0
148,317	4.2	JP Morgan Asset Management (UK) Ltd.	143,701	4.0
305,406	8.6	Jupiter Asset Management Ltd.	305,065	8.5
852,059	23.9	Legal & General Assurance (Pensions Management) Limited	1,094,728	30.7
383,451	10.8	LGT Capital Partners (Ireland) Ltd	369,817	10.4
624	0	Pantheon Ventures	2,887	0.1
1,347	0	Permira Advisers LLP	677	0.0
330,580	9.3	Royal London Asset Management Ltd.	358,744	10.1
42,123	1.2	Standard Life Investments Ltd.	38,919	1.1
59	0	TTP Venture Managers Ltd.	0	0.0
141	0	Residual funds from previous portfolios	19	0.0
3,560,184	100	Funds externally managed	3,566,930	100
20,855		Funds held at Hertfordshire County Council and non-investment balances	17,320	
3,581,039		Net Assets of the Scheme	3,584,250	

The market values in table 6.8(b) include the value of investments, cash and net current assets held by each Investment Manager at 31 March. The funds held by Hertfordshire County Council include net current assets, long term assets and cash required to manage the cash flow associated with the payment of benefits and collection of contributions.

Residual funds from previous portfolios represent residual cash and investment income still due to the portfolios previously run by outgoing Investment Managers following the review of the Pension Fund's Investment Strategy.

c) Encumbrance of Assets

The Custodian has a lien over the Pension Fund's assets in order to recover any outstanding debts. This is held for the protection of the Custodian and has never been invoked.

6.9 Derivatives

The Pension Fund uses derivative financial instruments to manage its exposure to specific risks arising from its investment activities. The Pension Fund does not hold derivatives for speculative purposes.

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Forward foreign exchange contracts

Forward foreign exchange contracts are over the counter contracts with non-exchange counterparties and are used to hedge against foreign currency movements. Forward foreign exchange contracts are disclosed in the accounts at fair value which is the gain or loss that would arise from closing out the contract at the balance sheet date by entering into an equal and opposite contract at that date.

The counterparties at 31 March 2015 and 31 March 2016 were UK and overseas investment banks and the contracts held with these investment banks are analysed in the following table by duration.

2014/15				Duration	2015/16			
Currency Payable £000s	Currency Receivable £000s	Fair Value			Currency Payable £'000	Currency Receivable £000s	Fair Value	
		Asset £000s	Liability £000s			Asset £000s	Liability £000s	
(280)	280	0	0	Within 1 month	0	0	0	
(79,679)	80,092	472	(59)	3-6 months	(101,465)	101,589	(734)	
(79,959)	80,372	472	(59)	Total	(101,465)	101,589	(734)	

6.10 Long Term Financial Assets

Long term assets of £2,956,000 in the Net Assets Statement relates to the bulk transfer of Magistrates Court staff to the civil service pension scheme in 2005 in accordance with the terms of transfer agreement. In 2014/15 long term assets of £3,727,084 included £3,695,000 in respect of the bulk transfer of Magistrates Court staff and £32,084 for early retirement strain costs.

6.11 Current Assets

2014/15 £000s		2015/16 £000s
13,541	Contributions due from employers	13,438
8,662	Cash and cash equivalents	4,428
42	VAT due from HMRC	539
606	Other debtors and prepayments	479
(72)	Provision for doubtful debt	(53)
22,779	Total current assets	18,831

Cash and cash equivalents represent investments in money market funds and call accounts where funds are repayable without penalty and on notice of not more than 24 hours.

Current assets are further analysed by type of debtor organisation.

2014/15			2015/16	
£000s	£000s		£000s	£000s
45		Central government bodies	1,909	
7,892		Other local authorities	8,092	
7		NHS bodies	3	
6,245		Other entities and individuals	4,452	
	14,189	Total debtors		14,456
(72)		Provision for doubtful debt	(53)	
8,662		Cash and cash equivalents	4,428	
	8,590	Total cash balances		4,375
	22,779	Total current assets		18,831

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6.12 Current Liabilities

2014/15 £000s		2015/16 £000s
1,196	Tax payable to HMRC	1,292
1,557	Investment management fees	1,285
444	Other creditors	324
2,362	Unpaid benefits	1,053
92	Cash and cash equivalents	513
5,651	Total current liabilities	4,467

Cash balances in the table above include cash balances less cash in transit in the form of unrepresented cheques and payments committed by BACs at the net asset date.

Current liabilities are further analysed by type of creditor organisation.

2014/15 £000s		2015/16 £000s
1,196	Central government bodies	1,295
0	Other local authorities	12
4,363	Other entities and individuals	2,647
92	Cash and cash equivalents	513
5,651	Total current liabilities	4,467

6.13 Financial Instruments

a) Classification of financial instruments

Accounting policies describe how different asset classes of financial instruments are measured and how income and expenses, including fair value gains and losses, are recognised. The following table analyses the carrying amounts of financial assets and liabilities by category and Net Assets Statement heading.

The 2014/15 figures have been restated from those reported in the 2014/15 Annual Report and Accounts to reflect the re-categorisation of the Global Alternatives Fund reported within "Managed Funds". For consistency with the Net Asset Statement, the Global Alternatives Fund has been reported on a whole fund rather than a segregated basis. The following table shows the restated figures for "Managed Funds".

All financial instruments are carried in the balance sheet at their fair value. The Pension Fund has not entered into any financial guarantees that are required to be accounted for as financial instruments.

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31 March 2015				31 March 2016		
RESTATED						
Fair value through profit and loss £000s	Loans and receivables £000s	Financial liabilities at amortised cost £000s		Fair value through profit and loss £000s	Loans and receivables £000s	Financial liabilities at amortised cost £000s
1,374,534	0	0	Equities	1,091,917	0	0
248,294	0	0	Property	269,692	0	0
1,351,041	0	0	Unit trusts	1,639,024	0	0
447,386	0	0	Managed funds	499,602	0	0
472	0	0	Derivatives	858	0	0
0	135,154	0	Cash deposits	0	56,642	0
11,049	0	0	Other investment balances	11,075	0	0
0	3,727	0	Long term assets	0	2,956	0
0	22,779	0	Current assets	0	18,831	0
3,432,776	161,660	0	Total financial assets	3,512,168	78,429	0
(59)	0	0	Derivatives	(734)	0	0
(7,687)	0	0	Other investment balances	(1,146)	0	0
0	0	(5,651)	Current liabilities	0	0	(4,467)
(7,746)	0	(5,651)	Total financial liabilities	(1,880)	0	(4,467)
3,425,030	161,660	(5,651)	Total	3,510,288	78,429	(4,467)

b) Net gains and losses on financial instruments

2014/15 £000s		2015/16 £000s
390,479	Fair value through profit and loss	(40,231)
686	Loans and receivables	(640)
391,165	Total gains and losses	(40,871)

c) Valuation of financial instruments carried at fair value

The valuation of financial instruments has been classified into three levels, according to the quality and reliability of information used to determine fair values.

Level 1: Financial instruments where the fair values are derived from unadjusted quoted prices in active markets for identical assets or liabilities. Products classified as level 1 comprise quoted equities, quoted fixed interest securities, quoted index linked securities and unit trusts. Listed securities are shown at bid prices. The bid value of the investment is based on the bid market quotation of the relevant stock exchange.

Level 2: Financial instruments where quoted market prices are not available; for example, where an instrument is traded in a market that is not considered to be active or where valuation techniques are used to determine fair value and where these techniques use inputs that are based significantly on observable market data.

Level 3: Financial instruments where at least one input that could have a significant effect on the instrument's valuation is not based on observable market data.

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The following tables provides an analysis of the financial assets and liabilities of the Pension Fund analysed across levels 1 to 3, based on the level at which the fair value is observable, along with comparative figures for 2015. The figures as at 31 March, 2015 have been restated from those reported in the 2014/15 Annual Report and Accounts to reflect the re-classification of financial assets and liabilities following confirmation of valuation levels from the Pension Fund's Investment Managers.

	31 March 2016			
	Level 1	Level 2	Level 3	Total
	£000s	£000s	£000s	£000s
<u>Financial assets</u>				
Fair value through profit and loss	2,541,135	563,990	407,043	3,512,168
Loans and receivables	78,429	0	0	78,429
<u>Financial liabilities</u>				
Fair value through profit and loss	(1,146)	(734)	0	(1,880)
Financial liabilities at amortised cost	(4,467)	0	0	(4,467)
Net financial assets	2,613,951	563,256	407,043	3,584,250

	31 March 2015			
	RESTATED			
	Level 1	Level 2	Level 3	Total
	£000s	£000s	£000s	£000s
<u>Financial assets</u>				
Fair value through profit and loss	2,558,742	498,654	375,380	3,432,776
Loans and receivables	161,660	0	0	161,660
<u>Financial liabilities</u>				
Fair value through profit and loss	(7,687)	(59)	0	(7,746)
Financial liabilities at amortised cost	(5,651)	0	0	(5,651)
Net financial assets	2,707,064	498,595	375,380	3,581,039

6.14 Nature and Extent of Risks Arising from Financial Instruments

The Pension Fund maintains positions in a variety of financial instruments including bank deposits, equity instruments, fixed interest securities and derivatives. This exposes it to a variety of financial risks including credit and counterparty risk, liquidity risk, market risk and exchange rate risk.

a) Overall procedures for managing risk

The principle powers to invest are contained in the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended) and require an administering authority to invest any pension fund money that is not needed immediately to make payments from the pension fund. These regulations require the Pension Fund to formulate a policy for the investment of its Fund money.

The Administering Authority's overall risk management procedures focus on the unpredictability of financial markets and implementing restrictions to minimise these risks.

The Pension Fund has prepared a Statement of Investment Principles which is provided at page 49 and sets out the Pension Fund's policy on matters such as the type of investments to be held, balance between types of investments, investment restrictions and the way risk is managed.

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Pension Fund cash held by the Administering Authority is invested in accordance with the Pension Fund's treasury management strategy and lending policy ("Treasury Management Strategy"), prepared in accordance with the CIPFA Prudential Code, CIPFA Treasury Management in the Public Services Code of Practice and the legal framework and investment guidance set out and issued through the Local Government Act 2003. The Treasury Management Strategy sets out the criteria for investing and selecting investment counterparties and details the approach to managing risk for the Pension Fund's financial instrument exposure.

Investment performance by external Investment Managers and the Administering Authority is reported to the Pensions Committee and Board quarterly. Performance of Pension Fund investments managed by external Investment Managers is compared to benchmark returns. For Pension Fund cash held by the Administering Authority, performance of the treasury function is assessed against treasury management performance measures modelled on the CIPFA Treasury Management Code of Practice which has been adopted by the County Council.

b) Credit risk and counterparty risk

Credit risk is the risk that a counterparty to a financial instrument will fail to discharge an obligation or commitment that it has entered into with the Pension Fund. The market value of investments generally reflects an assessment of credit in their pricing and consequently the risk of loss is implicitly provided for in the carrying value of the Pension Fund's financial assets and liabilities. Therefore credit risk on investments is reflected in the market risk, in the other price risk figures given in section d) Market Risk.

In addition, the Pension Fund reviews its exposure to credit and counterparty risk on its investments through its external Investment Managers by the review of the Investment Managers' annual internal control reports. This is to ensure that Investment Managers exercise reasonable care and due diligence in their activities for the Pension Fund, such as in the selection and use of brokers. The Investment Management Agreements for the Pension Fund's bond managers prescribes the investment restrictions on the securities they can invest in, including the minimum acceptance criteria for investments.

Credit risk also arises through the Pension Fund's deposits with banks and financial instruments. For cash managed by the Administering Authority, the Pension Fund's Treasury Management Strategy for 2015/16 sets out the type and minimum acceptable criteria for investments by reference to credit ratings from Fitch, Moody's and Standard & Poor's and outlines the process to be followed for credit rating downgrades.

The credit ratings and amounts held in money market funds, call accounts and cash/current accounts at 31 March 2015 and 2016 are shown in the table below.

2014/15			2015/16	
£000s	Credit rating		£000s	Credit rating
		Cash managed by Administering Authority		
(84) ¹	A	Bank current account	(505) ¹	A-
3,984	A to AA-	Call accounts	1,925	A-
4,670	AAA	Money market funds	2,495	AAA
		Cash managed by Custodian and Investment Managers		
68,587	A to AA-	Bank current account	1,149	A+ to AA-
69,447	AAA	Money Market Funds	55,551	AAA
146,604		Total cash and cash equivalents	60,615	

¹ Cash balances include cash balances less cash in transit in the form of unpresented cheques and payments committed by BACs at the Net Asset date.

c) Liquidity risk

Liquidity risk is the risk that the Pension Fund will not be able to meet its financial obligations when they fall due.

The main risk for the Pension Fund is not having the funds available to meet its commitments to make pension payments to its members. To manage this, the Pension Fund has a cashflow management system that seeks to ensure that cash is available when needed. The Pension Fund also manages its liquidity risk by having access to money market funds and call accounts where funds are repayable without penalty and on notice of not more than 24 hours. At 31 March 2016 £3,915,444 (100%) of the cash and cash equivalents held by the Administering Authority was held in money market funds, call accounts and bank current accounts.

The Pension Fund has set a cap of £20 million (£35 million from 1 April 2016) on the amount of cash held by the Administering Authority to balance the need for the Pension Fund to be as fully invested as possible whilst maintaining liquidity to avoid the need to sell assets at inopportune times. Where there are surplus funds in excess of the cap, these funds are distributed to Investment Managers, after taking advice from the Pension Fund's Investment Consultant.

External Investment Managers have substantial discretionary powers over their individual portfolios and the management of their cash positions. The Pension Fund's investments are largely made up of listed securities on major stock exchanges and are therefore considered readily realisable. The Pension Fund defines liquid assets as assets which can be converted into sterling cash within three months. At 31 March 2016 the value of illiquid assets was £430,038,358 (12.1% of total fund assets).

d) Market risk

Market risk is the risk of loss from fluctuations in equity and commodity prices, interest and foreign exchange rates and credit spreads. The Pension Fund is exposed to the risk of financial loss from a change in the value of its investments and the risk that the Pension Fund's assets fail to deliver returns in line with the anticipated returns underpinning the valuation of its liabilities over the long term. The change in the market value of its investments during the year was -£40,870,990

In order to manage market value risk, the Pension Fund has set restrictions on the type of investments it can hold, subject to investment limits, in accordance with the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended). Details of these can be found in the Pension Fund's Statement of Investment Principles on pages 49-56.

The Pension Fund has adopted a specific benchmark and the weightings of the various asset classes within the benchmark form the basis for asset allocation within the Pension Fund. This allocation is designed to diversify the risk and minimise the impact of poor performance in a particular asset class. It seeks to achieve a spread of investments across both the main asset classes (quoted equities, bonds, private equity and property) and geographic regions within each class.

Market risk is also managed by constructing a diversified portfolio across multiple Investment Managers and regularly reviewing the Investment Strategy and performance of the Pension Fund. On a daily basis, Investment Managers will manage risk in line with policies and procedures put in place in the Investment Manager Agreement and ensure that the agreed limit on maximum exposure to any one issuer or class of asset is not breached.

For cash managed by the Administering Authority, the Pension Fund has set institution and group limits to diversify the Pension Fund's investment across a range of individual holdings, sectors and countries.

Other price risk

Other price risk represents the risk that the value of a financial instrument will fluctuate as a result of changes in market prices (other than those arising from interest rate risk or foreign exchange risk), whether these changes are caused by factors specific to the individual instrument or issuer or factors affecting all such instruments in the market.

The Pension Fund is exposed to changes in equity and bond prices, as the future price is uncertain. All securities investments present a risk of loss of capital. This risk is mitigated using diversification and policies on selecting investments as discussed above.

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The one year expected volatility in market prices are shown in the following table, along with the changes in the value of the Pension Fund's investment assets and liabilities if the market price of investments increase or decrease in line with these movements. The total fund volatility takes into account the expected interactions between the different asset classes, based on the underlying volatilities and correlations of the assets in line with mean variance portfolio theory.

Asset Class	Value as at 31 March 2016	Change	Value on Increase	Value on Decrease
	£000s	%	£000s	£000s
UK Equities, Unit Trusts and Pooled Funds	767,363	17.1	898,583	636,144
Global equities, Unit Trusts and Pooled Funds (ex UK)	1,049,581	19.6	1,255,299	843,863
Property	277,214	14.7	317,964	236,464
Corporate Bonds (medium term)	358,743	9.5	392,824	324,662
Index-Linked gilts (medium term)	397,756	9.6	435,941	359,571
Private Equity	160,347	28.7	206,367	114,327
Commodities	17,348	20.0	20,818	13,878
High yield debt/convertible bonds/insurance linked securities	95,043	7.5	102,171	87,915
Emerging Market Debt	40,348	12.7	45,472	35,224
Infrastructure equity	4,455	20.3	5,359	3,551
Absolute Return Bonds	178,862	10.1	196,927	160,797
Absolute return/Diversified Growth	162,699	12.6	183,199	142,199
Cash, other investment balances and forward foreign exchange contracts	57,171	0.6	57,514	56,828
Total Fund	3,566,930	10.8	3,952,158	3,181,701

Asset Class	Value as at 31 March 2015	Change	Value on Increase	Value on Decrease
	£000s	%	£000s	£000s
UK Equities, Unit Trusts and Pooled Funds	777,896	17.0	910,138	645,654
Global equities, Unit Trusts and Pooled Funds (ex UK)	1,092,972	20.1	1,312,659	873,284
Property	248,294	14.7	284,793	211,795
Corporate Bonds (short term)	161,242	7.1	172,690	149,794
Corporate Bonds (medium term)	367,798	9.5	402,739	332,857
Index-Linked gilts (medium term)	376,890	8.6	409,302	344,477
Private Equity	144,321	28.6	185,597	103,045
Commodities	14,728	13.8	16,761	12,696
High yield debt/convertible bonds/insurance linked securities	83,059	13.4	94,189	71,929
Overseas Real Estate Investment Trusts	11,069	13.3	12,541	9,597
Infrastructure	3,742	15.9	4,337	3,147
Absolute return/Diversified Growth	142,774	12.0	159,907	125,641
Cash, other investment balances and forward foreign exchange contracts	135,399	0.6	136,211	134,587
Total Fund	3,560,184	11.2	3,958,925	3,161,443

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Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The Pension Fund recognises that interest rates can vary and can affect both income to the Pension Fund and the value of the net assets available to pay benefits. A 100 basis point (BPS) movement in interest rates has been advised by the Pension Fund Actuary, as a sensible level to indicate interest rate sensitivity.

The analysis in the following table assumes that all other variables, in particular exchange rates, remain constant, and shows the effect in the year on the net assets available to pay benefits, of a +/- 100 BPS change in interest rates. Movement in bond values have been calculated to include the impact of modified duration. Modified duration expresses the measurable change in the value of a security in response to a change in interest rates.

Value at 31 March 2015 £000s	Potential change +/- 100 BPS £000s	Value on increase £000s	Value on decrease £000s	Asset class exposed to interest rate risk	Value at 31 March 2016 £000s	Potential change +/- 100 BPS £000s	Value on increase £000s	Value on decrease £000s
138,034	0	138,034	138,034	Cash at Custodian and Investment Managers	56,700	0	56,700	56,700
8,570	0	8,570	8,570	Cash held by Administering Authority	3,915	0	3,915	3,915
950,958	119,384	831,574	1,070,342	Bond (pooled funds)	1,020,962	131,563	889,399	1,152,525
1,097,562	119,384	978,178	1,216,946	Total	1,081,577	131,563	950,014	1,213,140

Value at 31 March 2015 £000s	Potential change +/- 100 BPS £000s	Value on increase £000s	Value on decrease £000s	Income source exposed to interest rate risk	Value at 31 March 2016 £000s	Potential change +/- 100 BPS £000s	Value on increase £000s	Value on decrease £000s
179	2	181	177	Cash at Custodian and Investment Managers	264	2	266	262
59	1	60	58	Cash held by Administering Authority	49	1	50	48
238	3	241	235	Total	313	3	316	310

This analysis demonstrates that a 1% increase in interest rates will not affect the interest received on fixed interest assets but will reduce their fair value and vice versa. Changes in interest rates do not impact on the value of cash but they will affect the interest income received on those balances. Changes to both the fair value of assets and the income received from investments impact on the net assets available to pay benefits.

The Pension Fund's bond holdings are held in accumulation funds where income is retained and automatically reinvested rather than being distributed to the Pension Fund. Income earned from these funds are therefore excluded from the analysis above.

Currency risk

Currency risk represents the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates.

The Pension Fund holds a number of financial assets and liabilities in overseas financial markets and is therefore exposed to the risk of loss arising from exchange rate movements of foreign currencies. At 31 March 2016, the Pension Fund had overseas investments (excluding forward foreign exchange contracts) of £1,893,836,788 and £12,842,041 cash denominated in currencies other than sterling.

The Pension Fund Actuary has advised that the one year expected standard deviation for an individual currency at the 31 March 2016 is 10% (13% at 31 March 2015). This assumes no diversification, and in particular, that interest rates remain constant. An analysis of the impact this would have on the Pension Fund is given in the following table together with the prior year comparator.

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Asset Class	Value as at 31 March 2016	Potential market movement +/-10%	Value on increase	Value of decrease
	£000s	£000s	£000s	£000s
Overseas Equity	456,887	45,689	502,576	411,198
Overseas property	107,651	10,765	118,416	96,886
Overseas unit trusts	843,523	84,352	927,875	759,171
Overseas managed funds	485,776	48,578	534,354	437,198
Foreign currencies	12,842	1,284	14,126	11,558
Total	1,906,679	190,668	2,097,347	1,716,011

Asset Class	Value as at 31 March 2015	Potential market movement +/-13%	Value on increase	Value on decrease
	£000s	£000s	£000s	£000s
Overseas Equity	719,844	93,580	813,424	626,264
Overseas property	84,359	10,967	95,326	73,392
Overseas unit trusts	500,860	65,112	565,972	435,748
Overseas managed funds	433,331	56,333	489,664	376,998
Foreign currencies	14,895	1,936	16,831	12,959
Total	1,753,289	227,928	1,981,217	1,525,361

External Investment Managers manage this risk through the use of forward foreign exchange contracts and futures, to hedge currency exposures back to the base currency. See section 6.9 for further information.

The Treasury Management Strategy does not permit the Administering Authority to invest in foreign currency denominated deposits.

6.15 Actuarial Present Value of Promised Retirement Benefits

The actuarial present value of promised retirement benefits of the Pension Fund at 31 March 2016 and 31 March 2015 are set out in the following table. This is the underlying commitment of the Pension Fund in the long term to pay retirement benefits to its active (employee members), deferred and pensioner members.

31 March 2015 £m		31 March 2016 £m
5,047	Present value of promised retirement benefits	4,733

Liabilities have been projected using a roll forward approximation from the latest formal valuation as at 31 March 2013 and therefore do not take account of any changes in membership since the valuation date. The liability at 31 March 2016 is estimated to comprise of £2,292 million with respect to employee members, £906 million with respect to deferred members and £1,535 million with respect to pensioners. The principal assumptions used by the Pension Fund Actuary were:

31 March 2015		31 March 2016
	Financial assumptions	
2.4% per annum	Inflation/pension increase rate	2.2% per annum
3.8% per annum	Salary increase rate	3.7% per annum
3.2% per annum	Discount rate	3.5% per annum
	Mortality assumptions	
	Longevity at 65 for current pensioners:	
22.3	• Men	22.3
24.5	• Women	24.5
	Longevity at 65 for future pensioners:	
24.3	• Men	24.3
26.7	• Women	26.7

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Allowance has been made for future pensioners to elect to exchange 50% of the maximum additional tax free cash up to HMRC limits for pre-April 2008 service and 75% of the maximum tax-free cash for post April 2008 service.

The actuarial present value of promised retirement benefits is sensitive to changes in actuarial assumptions. The significant changes and their impact on the value of the Pension Fund's liabilities between 31 March 2015 and 31 March 2016 were:

Change in assumptions for the year ended 31 March 2016	£m	%
0.5% decrease in discount rate	482	10
1 year increase in member life expectancy	142	3
0.5% increase in salary increase rate	147	3
0.5% increase in pensions increase rate	328	7
Total increase in liabilities due to changes in assumptions	1,099	23

The assumptions used by the Pension Fund Actuary to calculate the present value of promised retirement benefits are those required by the Code of Practice on Local Authority Accounting 2015/16. The liability set out in the table above is used for statutory accounting purposes and should not be compared against the value of liabilities calculated on a funding basis, which is used to determine contribution rates payable by employers in the Pension Fund. Further information on the Pension Fund's policy for funding its liabilities is set out in section 6.16.

6.16 Funding Policy

The Pension Fund's approach to funding its liabilities is set out in its Funding Strategy Statement. The statement sets out how the Administering Authority has balanced the conflicting aims of affordability of contributions, transparency of processes, stability of employers' contributions and prudence in the funding basis.

The Pension Fund Actuary is required to report on the "solvency" of the Pension Fund at least every three years. The last actuarial valuation of the Pension Fund was carried out as at 31 March 2013 to determine contribution rates for the financial years 2014/15 to 2016/17, with the new rates effective from 1 April 2014. A copy of the 2013 Valuation Report is accessible from the Pension Fund website: www.yourpension.org.uk/Hertfordshire/Fund-information/Policy-statements.aspx

The market value of the Pension Fund's assets at the valuation date was £2,908 million and represented 82.5% of the Pension Fund's accrued liabilities, allowing for future pay increases.

In accordance with the Scheme regulations, employer contribution rates were set to meet 100% of the Pension Fund's existing and prospective liabilities. The contribution rates were calculated using the projected unit actuarial method (or the attained age method for employers closed to new entrants) and the main actuarial assumptions were as follows:

Discount rate	4.8%
Salary increases	3.8%
Price inflation/pension increases	2.5%

Further information can be found in the Funding Strategy Statement on page 68 and the Actuarial Valuation report on page 17.

6.17 Additional Voluntary Contributions (AVCs)

Scheme members have the option to make AVCs to enhance their pension benefits. These contributions are invested separately from the Pension Fund's assets, with either the Standard Life Assurance Company or the Equitable Life Assurance Society.

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2014/15							2015/16					
Standard Life		Equitable Life		Total AVCs			Standard Life		Equitable Life		Total AVCs	
£000s	£000s	£000s	£000s	£000s	£000s		£000s	£000s	£000s	£000s	£000s	£000s
	5,059		1,550		6,609		Value at 1 April		5,161		1,552	
						<u>Income</u>						
226		4		230		Contributions received	229		7		236	
0		0		0		Transfer values received	3		0		3	
	226		4		230	Total Income		232		7		239
						<u>Expenditure</u>						
(612)		(83)		(695)		Retirement benefits	(390)		(167)		(557)	
(4)		(1)		(5)		Transfer values paid	(11)		(46)		(57)	
(2)		0		(2)		Lump sum death benefit	0		(4)		(4)	
	(618)		(84)		(702)	Total Expenditure		(401)		(217)		(618)
	494		82		576	Change in market value		(31)		24		(7)
	5,161		1,552		6,713	Value at 31 March		4,961		1,366		6,327

6.18 Related Parties

a) Hertfordshire County Council

The County Council incurred costs of £426,901 in relation to the management of the Pension Fund and was subsequently reimbursed by the Pension Fund for these expenses. The County Council also contributed £53,917,610 to the Pension Fund in 2015/16.

b) Pensions Committee

Five members of the County Council Pensions Committee were councillor members of the Hertfordshire Local Government Pension Scheme during 2015/16. Each member of the Pensions Committee is required to declare their interests at each meeting.

c) Key Management Personnel

The Administering Authority disclosure of senior officer remuneration includes the S151 Officer who has responsibility for the proper financial administration of the Pension Fund under the Local Government Act 1972. During 2015/16 this included the Director of Resources, Deputy Chief Executive and Assistant Director Finance.

These Officers were employed by the Administering Authority and spent a proportion of time on the financial management of the Pension Fund. These costs comprise an element of the remuneration from the Pension Fund to the County Council in 2015/16 of £426,901.

The remuneration paid by Hertfordshire County Council to key management personnel of the Pension Fund, apportioned for the proportion of time on the financial management of the Pension Fund, were:

Position	Year	Apportioned salary	Apportioned pension contributions	Total apportioned remuneration
		£	£	£
Director of Resources	2015/16	338	62	400 ¹
	2014/15	0	0	0
Deputy Chief Executive	2015/16	5,533	1,015	6,548 ²
	2014/15	12,160	2,505	14,665
Assistant Director Finance	2015/16	3,817	705	4,522 ³
	2014/15	0	0	0

¹ S151 Officer from 22 – 31 March 2016

² S151 Officer from 1 April – 31 August 2015

³ S151 Officer from 1 September 2015 – 22 March 2016

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6.19 Contingent Liabilities and Contractual Commitments

The Pension Fund had no contingent liabilities.

At 31 March 2016, the Pension Fund had a contractual commitment of a further £111.1 million (£118.3 million at 31 March 2015) to private equity limited partnerships and private equity funds within the Global Alternatives Fund, based on exchange rates applicable at the balance sheet date.

6.20 Contingent Assets

a) Withholding tax reclaims

The Pension Fund has entered into a process to reclaim withholding tax made by other European Union (EU) countries, based on precedent cases in some EU countries that tax has been withheld unfairly under EU law. Claims have been submitted in France and Germany.

The Pension Fund's claims are set out in the following table in both euros and sterling (calculated using exchange rates as at 31 March 2016). The claims are subject to legal processes but based on precedent and legal advice, the Pension Fund expects to be successful in these claims. Therefore the amounts below are contingent assets for the Pension Fund.

Country	Euro Value at 31 March 2016	Sterling Value at 31 March 2016
	€ 000s	£ 000s
Germany	148	118
France	191	151
Total	339	269

b) Bonds

34 admitted bodies in the Pension Fund held bonds as surety to guard against the possibility of being unable to meet their pension obligations. These bonds are drawn in favour of the Pension Fund and payment will only be triggered in the event of employer default.

6.21 Statement of Investment Principles

Regulation 12.1 of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended) requires the Pension Fund to publish a Statement of Investment Principles. This is set out on pages 49-56

Investment Report

1. Investment Management

Powers of Investment

The principal powers to invest are contained in the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended) and require an administering authority to invest any pension fund money that is not needed immediately to make payments from the Pension Fund.

These regulations permit a range of investments, subject to specific restrictions. Investments may be made:

- in any security on any recognised stock exchange (no single holding to exceed 10% of the value of all investments);
- in unlisted securities (subject to a maximum of 10% of the total value of investments);
- in Unit Trusts and other Managed Funds subject to a maximum of 25% of the total value of investments with any one Investment Manager;
- by deposit with any bank (subject to a maximum of 10% of the value of all investments to any one bank, excepting National Savings Bank) or local authority (the total of such deposits not to exceed 10% of the total value of all investments).

The regulations require that the administering authority's investment policy must be formulated with a view to:

- the advisability of investing pension fund money in a wide variety of investments;
- the suitability of particular investments and types of investments;
- obtaining proper advice at reasonable intervals about their investments.

A local authority may elect to impose its own restrictions in addition to the legal restraints laid down in the regulations. The additional limits which have been determined by the County Council are set out in the Pension Fund's Statement of Investment Principles on pages 49-56.

Responsibility for Investing the Pension Fund's Assets

The Pensions Committee of the County Council is responsible for setting the overall investment strategy of the Pension Fund and monitoring investment performance.

The majority of the Pension Fund's investments are managed by external Investment Managers, who have substantial discretionary powers regarding their individual portfolios. The split of the Pension Fund between these managers at 31 March 2016 is shown in the following table.

Investment Manager	Pension Fund %
Allianz Global Investors Europe GmbH	10.2
Baillie Gifford & Co.	9.2
CBRE Global Collective Investors (UK) Ltd	8.3
Henderson Global Investors Ltd	5.0
Jupiter Asset Management Ltd	8.5
JPMorgan Asset Management (UK) Ltd	4.0
Legal & General Assurance (Pensions Management) Limited	30.7
LGT Capital Partners (Ireland) Ltd	10.4
Royal London Asset management Ltd	10.1
Private Equity	3.6

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An amount of cash is held by the County Council in order to manage the payment of members' pension benefits and the collection of contributions. This is invested in accordance with the Pension Fund's Treasury Management Strategy which is reviewed and approved annually by the Pensions Committee. The 2015/16 Treasury Management Strategy was approved by the Pensions Committee on 27 February 2015.

The Statement of Investment Principles details the extent to which the Administering Authority complies with principles of good governance and investment practice, set out in the Myners review of Institutional Investment in the UK.

2. Statement of Investment Principles 2016

1. Introduction

- 1.1 The County Council is responsible for the administration of the Pension Fund. The County Council has a statutory duty to ensure that any funds not immediately required to pay pension benefits, are suitably invested.
- 1.2 As required by statute, the County Council has approved a Statement of Investment Principles ("Statement") which is applied to the management of the Pension Fund's investments. The latest Statement will be presented for approval by the Pensions Committee on 9 September 2016.
- 1.3 In accordance with government guidelines, the extent to which the Pension Fund complies with the statutory guidance "Investment decision making and disclosure in the Local Government Pension Scheme: A Guide to the Application of the Myners Principles" is set out at Appendix A to this Statement.

2. Who Makes the Investment Decisions?

- 2.1 The strategic management of the assets is the responsibility of the Pensions Committee. The committee determines the strategic management of the assets based upon the professional advice it receives and the investment objectives as set out in section 6. The Pensions Committee is responsible for monitoring the performance of the Investment Managers and the investments made, reviewing asset allocation decisions and the performance objectives for the Pension Fund. In addition the Pensions Committee can appoint (and, when necessary, dismiss) Investment Managers.
- 2.2 Day to day operational decisions are delegated to the County Council's Chief Finance Officer, the Director of Resources.
- 2.3 The Pension Fund's governance arrangements are set out in full in the Governance Compliance Statement which is accessible from the Pension Fund website www.yourpension.org.uk/agencies/HCC/

3. What are the Investment Objectives of the Pension Fund?

- 3.1 To comply with the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended), specifically to ensure that all:
 - funds are suitably invested;
 - investments are diversified;
 - relevant investment limits are not exceeded;
 - investments and investment arrangements are regularly monitored and reviewed.
- 3.2 To ensure that the Pension Fund has sufficient assets to pay Scheme benefits.
- 3.3 To achieve a long term rate of return on the invested funds (both capital gains and income) which assists in controlling the level of employers' contributions to the Pension Fund and also the cost of the pensions to the local taxpayers where appropriate by:
 - i) as a minimum, matching the Pension Fund Actuary's rate of return assumptions made when assessing the Pension Fund's level of funding; and
 - ii) exceeding the Pension Fund's benchmark by 1% measured over three year rolling periods.

3.4 The Statement of Investment Principles is linked to the Funding Strategy Statement, which sets out the Pension Fund's strategy for meeting employers' pension liabilities. The aim of the funding strategy is to ensure the long-term solvency of the Pension Fund while not unnecessarily restraining the investment strategy set out in this document. The two strategies set out the common objective of the Pension Fund to maximise returns on investments to control the level of employers' contributions.

4. Achieving the Investment Objectives

4.1 The Pension Fund sets a long-term investment strategy (the mix of asset types) to have regard to the Pension Fund's liability structure and its investment objectives. This strategy is reviewed at a minimum every three years after each actuarial valuation but is monitored on an ongoing basis to assess any necessary changes.

4.2 The Pensions Committee having taken appropriate professional advice, has made the arrangements set out below to reduce the risk that one or more of the investment objectives for the Pension Fund are not achieved over the long term.

1. Suitable Investments

The Pensions Committee considers that the following types of investments, within specific limits, are suitable for the purposes of the Pension Fund:

- cash, bank deposits and other short term money market investments;
- quoted fixed interest securities, individual securities and pooled investment vehicles;
- quoted equity investments, individual securities and pooled investment vehicles;
- property unit trusts;
- derivative instruments, but not to be used for speculative purposes;
- alternative asset classes including commodities and absolute return strategies;
- unquoted equity investments and private equity pooled vehicles.

2. Pension Fund Benchmark and Asset Allocation

The Pension Fund has adopted a specific benchmark which has been approved by the Pensions Committee, following appropriate professional advice from the Investment Consultant, Investment Managers and the performance measurement consultant. The composition of the Pension Fund benchmark is set out at Appendix B to this Statement.

The weightings of the various asset classes within the benchmark form the basis for asset allocation within the Pension Fund. The asset allocation set out in the benchmark is designed to spread the risk and minimise the impact of poor performance in a particular asset class. It seeks to achieve a spread of investments across both the main asset classes (quoted equities, bonds, private equity and property) and geographic regions within each class.

3. Investment Management Choice

The main choices when selecting a fund management style are:

- Active or passive – making independent decisions when buying or selling investments (“active”) or buying stocks to replicate a specific index (“passive”).
- Multi-asset or specialist – investing across a broad range of asset classes (“multi-asset”) or in a narrow, specific asset class (“specialist”).

The Pension Fund currently uses “active, specialist”, “active, multi-asset” and “passive, specialist” Investment Managers only on the advice of the Investment Consultant to increase the potential return of the Pension Fund.

The number of Investment Managers and the share of the Pension Fund by type as at 31 March 2016 are shown in the following table, along with comparative figures for 31 March 2015.

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Share of Total Pension Fund 31 March 2015			Share of Total Pension Fund 31 March 2016	
%	Number of Investment Managers		%	Number of Investment Managers
61.6	8	External, active, specialist	55.3	7
10.8	1	External, active, multi-asset	10.4	1
23.9	1	External, passive, multi-asset	30.7	1
3.7	5	Private Equity	3.6	4

The percentages in the table above are calculated using the value of investments, cash and net current assets held by each Investment Manager at 31 March. During 2015/16, the Fund moved funds out of its active global equity mandate with Global Thematic Partners to the passive multi-asset mandate managed by Legal & General Assurance (Pensions Management) Limited.

Full details of the Investment Managers, their mandates and fee basis are shown at Appendix C.

All the Investment Managers need the approval of the Chief Finance Officer, the Director of Resources, to acquire shares in any securities that are not listed on a recognised stock exchange.

4. Responsible Ownership including Social, Environmental and Ethical Considerations

Investment Managers are expected to apply their professional expertise to maintain suitably diversified portfolios for a pension fund. When making investment decisions, Investment Managers are expected to take account of what they reasonably believe are all relevant considerations.

The Pension Fund routinely votes on all matters raised by the largest 350 listed UK companies where it owns shares. The Pension Fund's voting policy is to vote in accordance with the current principles of corporate governance best practice, as advised by the ISS Governance, except when the advice of Investment Managers indicates such action would not be in the best financial interests of the Pension Fund.

Equity managers who are regulated by appropriate UK (or other relevant) authorities are expected to report on their adherence to the UK Stewardship Code on at least an annual basis.

The Pension Fund is a member of the Local Authority Pension Fund Forum (LAPFF) which acts on behalf of local authority pension funds in engaging on Environmental, Social and Corporate Governance ("ESG") issues. Additionally, in monitoring the Pension Fund's Investment Managers, the Pensions Committee receives updates from the Investment Consultant on their research ratings, which include a rating for ESG issues. These ratings reflect the Investment Consultant's views on the extent to which ESG and active ownership practices (voting and engagement) are integrated into the Investment Manager's strategy.

5. Investment Restrictions

The following investment restrictions apply to the funds under management:

- i) all limits determined under the Local Government Pension Scheme Investment and Management of Funds) Regulations 2009 (as amended); and
- ii) additional limits which have been determined by the County Council:

Private Equity	- Total investments are not to exceed a maximum of 7.5% of the value of the Pension Fund. In general the Pensions Committee expects private equity to be no more than 5%. The 2.5% headroom allows for fluctuations in the value of other assets.
Options, futures and contracts for differences	- A maximum of 25% of UK equity portfolio. Only to be used to protect against possible adverse fluctuations in the values of other investments or cash in the portfolio.
Insurance contracts	- Any single insurance contracts are not to exceed a maximum of 35% of the value of the Pension Fund.
Individual equity holdings	- The total holding in a single company is not to exceed 5% of the issued share capital.

Any breaches of the restrictions above are reported to the next available meeting of the Pensions Committee.

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6. Investment Performance Management

The investment performance of Investment Managers is measured by an independent organisation. This service is provided by the Pension Fund's Custodian, BNY Mellon Asset Servicing B.V. Quarterly reports are provided to the Chief Finance Officer, the Director of Resources and to the Pensions Committee and Pensions Board.

7. Monitoring of Investment Managers

The Pensions Committee meets quarterly to review the performance of the Pension Fund's Investment Managers.

8. Actuarial Valuation

The Pension Fund is subject to triennial valuations by an independent actuary. Employers' contributions are determined by the Pension Fund Actuary to ensure that in the long term the Pension Fund's assets will match its liabilities. The framework for this is set out in the Funding Strategy Statement.

9. Stock Lending

The Pension Fund operates a stock lending programme through its custodian bank. The Pension Fund limits the lending to 20% of the total of its portfolios and ensures that the collateral is in cash or bonds and is valued on a daily basis to be on average 105% of the value of the stock which has been lent.

10. Custody Arrangements

The Pension Fund's assets are held in custody by an independent custodian, where reasonable controls have been certified by an appropriate auditor.

5. Compliance with this Statement

- 5.1 The Pension Fund will monitor compliance with this Statement in particular, it will ensure its investment decisions are exercised with a view to giving effect to the principles contained in this Statement, so far as is reasonably practicable.

6. Compliance with Myners Principles

- 6.1 The Myners principles cover the arrangements for effective investment management decision making, setting and monitoring clear investment objectives, focus on asset allocation, arrangements to receive appropriate expert advice, explicit manager mandates shareholder activism, use of appropriate investment benchmarks, measurement of performance, transparency in investment management arrangements and regular reporting.
- 6.2 The Pension Fund supports the principles and complies with the principles as set out in appendix A to this Statement.

7. Review of this Statement

- 7.1 This Statement will be reviewed to respond to any material changes to any aspects of the Pension Fund, its liabilities, finances and its attitude to risk which it judges to have a bearing on the stated investment policy.

Investment Report

Appendix A to the Statement of Investment Principles 2016

Compliance with Myners Principles	
Principle	Current Position
<p>1. Effective Decision Making</p> <p><i>Administering authorities should ensure that:</i></p> <ul style="list-style-type: none"> • <i>decisions are taken by persons or organisations with the skills, knowledge, advice and resources necessary to make them effectively and monitor their implementation;</i> and • <i>those persons or organisations have sufficient expertise to be able to evaluate and challenge the advice they receive, and manage conflicts of interest.</i> 	<p>Day to day operational decisions are delegated to the County Council's Chief Finance Officer, the Director of Resources, who, with relevant members of staff, regularly attends seminars and briefing sessions and accesses professional and other publications to maintain a high level of skills and knowledge in investment matters.</p> <p>Members of the Pensions Committee act in the role of trustees for the Pension Fund. An annual training plan is approved setting out training sessions which include quarterly workshops on investments and pension related issues.</p> <p>Both Members and Officers involved with making investment decisions take advice from appropriately qualified professionals where appropriate.</p> <p>The CIPFA Knowledge and Skills framework and Pensions Regulator toolkit are available to all Members and Officers as a learning tool for the development of knowledge of pension investments and the regulatory background.</p> <p>A medium term business plan for the Pension Fund is prepared annually and incorporated within Hertfordshire County Councils integrated plan.</p>
<p>2. Clear Objectives</p> <p><i>An overall investment objective(s) should be set out for the fund that takes account of the scheme's liabilities, the potential impact on local tax payers, the strength of the covenant for non-local authority employers, and the attitude to risk of both the administering authority and scheme employers, and these should be clearly communicated to advisors and investment managers.</i></p>	<p>The Pension Fund's main investment objective, as set out in this Statement of Investment Principles, acknowledges the need to meet the Pension Fund's liabilities and states that the aim is to ensure the impact on local taxpayers is minimised.</p> <p>The Statement of Investment Principles is circulated to the Pension Fund's advisors and Investment Managers and is published on the Pension Fund website.</p> <p>The following investment objectives for the Pension Fund were agreed in 2011, following a comprehensive investment strategy review:</p> <ul style="list-style-type: none"> - Return objective: To achieve 100% funding on an ongoing basis over a 20 year period from 2011 (i.e. by 2031), with a probability of 67%. - Risk objective: Limiting the likelihood of a fall in funding level to below 65% at the 2016 Actuarial Valuation to a one in ten probability.
<p>3. Risk and Liabilities</p> <p><i>In setting and reviewing their investment strategy, administering authorities should take account of the form and structure of liabilities. These include the implications for local tax payers, the strength of the covenant for participating employers, the risk of their default and longevity risk.</i></p>	<p>The Pension Fund's main investment objective, as set out in this Statement of Investment Principles, acknowledges the need to meet the Pension Fund's liabilities and states that the aim is to ensure the impact on local taxpayers is minimised.</p> <p>The Pension Fund's Risk Register sets out the key risks to the Pension Fund along with controls in place to manage those risks. Risks are monitored on a regular basis and a quarterly report presented to the Pensions Committee</p> <p>The Pension Fund carries out employer risk monitoring exercises, including an annual employer covenant check. This facilitates early detection of issues that may impact on an employer's ability to meet their liabilities to the Pension Fund.</p>

Investment Report

Appendix A to the Statement of Investment Principles 2016 (continued)

Principle	Current Position
<p>4. Performance Assessment</p> <p><i>Arrangements should be in place for the formal measurement of performance of the investments, investment managers and advisors.</i></p> <p><i>Administering authorities should also periodically make a formal assessment of their own effectiveness as a decision making body and report on this to scheme members.</i></p>	<p>The Pensions Committee formally measures performance of Investment Managers and investments on a quarterly basis. Performance is also reported to the Pensions Board on a quarterly basis.</p> <p>Performance measurement services are provided by BNY Mellon, which includes daily exception reporting on Investment Manager compliance with their Investment Manager Agreements.</p> <p>Development Areas</p> <ul style="list-style-type: none"> • Develop a framework to formally measure the performance of the Pension Fund's advisors.
<p>5. Responsible ownership</p> <p><i>Administering authorities should:</i></p> <ul style="list-style-type: none"> • <i>adopt, or ensure their investment managers adopt, the Institutional Shareholders' Committee Statement of Principles on the responsibilities of shareholders and agents</i> • <i>include a statement of their policy on responsible ownership in the statement of investment principles</i> • <i>report periodically to scheme members on the discharge of such responsibilities.</i> 	<p>The Pension Fund's Investment Managers have adopted the Institutional Shareholders' Committee Statement of Principles.</p> <p>A statement regarding responsible ownership is included in the Statement of Investment Principles, which is part of the Annual Report published on the Pension Fund website for all Scheme members to access.</p>
<p>6. Transparency and reporting</p> <p><i>Administering authorities should:</i></p> <ul style="list-style-type: none"> • <i>act in a transparent manner, communicating with stakeholders on issues relating to their management of investment, its governance and risks, including performance against stated objectives</i> • <i>provide regular communication to scheme members in the form they consider most appropriate.</i> 	<p>In addition to this Statement, the Pension Fund communicates with its stakeholders through the publication of the following documents which are all accessible from the Pension Fund website:</p> <ul style="list-style-type: none"> • Governance Compliance Statement • Annual report • Communication Statement <p>In addition a monthly newsletter is published and accessible from the Pension Fund website and an annual meeting is held for all employers.</p> <p>Communication with Scheme members is through the website, periodic mailings and through the Pension Fund employers.</p>

Investment Report

Appendix B to the Statement of Investment Principles 2016

Asset Class	Allocation %	Benchmark
UK Equity	10.0	FTSE All-Share Index
UK Equity smaller cap	6.0	FTSE All-Share Index ex-top 20 stocks
Overseas Equity	20.2	Composite of FTSE indices
Global Equity	14.0	MSCI AC World Index (NDR)
Absolute Return Bonds	5.0	3 month sterling LIBOR
Sterling Corporate Bonds	10.0	50% iBoxx Non Gilt All Maturities Index/50% FTSE A All Maturities Gilts Index
Index-Linked Gilts	10.0	FTA A Over 5 Year Index-Linked Gilts Index
Property	8.0	IPD UK All Balanced Funds Index IPD Adjusted Global Index
Alternatives	10.8	3 month sterling LIBOR
Private Equity	5.0	FTSE All-Share Index
Cash	1.0	7 Day Sterling LIBID
Total	100.0	

Investment Report

Appendix C to the Statement of Investment Principles 2016

Pension Fund Investment Managers at 31 March 2016				
Investment Manager	Value of Portfolio at 31/03/2016 £m	Type of Mandate	Performance Target % above benchmark	Fee Type
Allianz Global Investors Europe GmbH	362.3	Active, Specialist, Global Equities	3% - 4%	Ad valorem
Baillie Gifford & Co.	328.7	Active, Specialist, UK Equities	1.25%	Fixed fee
CBRE Global Collective Investors (UK) Ltd.	297.7	Active, Specialist Property	1.0%	Performance related
Global Thematic Partners, LLC	0.4	Active, Specialist, Global Equities	3% - 5%	Ad valorem
HarbourVest Partners, LLC	84.4	Active, Specialist, Private Equity	Not applicable	Performance related
Henderson Global Investors Ltd.	178.9	Active, Specialist, Bonds	3%	Ad valorem
JP Morgan Asset Management (UK) Ltd.	143.7	Active, Specialist, Global Equities	3%	Performance related
Jupiter Asset Management Ltd.	305.1	Active, Specialist, UK Equities	2%	Performance related
Legal & General Assurance (Pensions Management) Ltd.	1,094.7	Active, Specialist, Multi-Asset Equities/Bonds	0%	Ad valorem
LGT Capital Partners (Ireland) Ltd.	369.8	Active, Multi-Asset Alternatives	4%	Ad valorem
Pantheon Ventures (UK) LLP	2.9	Active, Specialist, Private Equity	Not applicable	Performance related
Permira Advisers, LLP	0.7	Active, Specialist, Private Equity	Not applicable	Performance related
Royal London Asset Management Ltd.	358.7	Active, Specialist, Bonds	1.75%	Ad valorem
Standard Life Investments Ltd.	38.9	Active, Specialist, Private Equity	Not applicable	Performance related

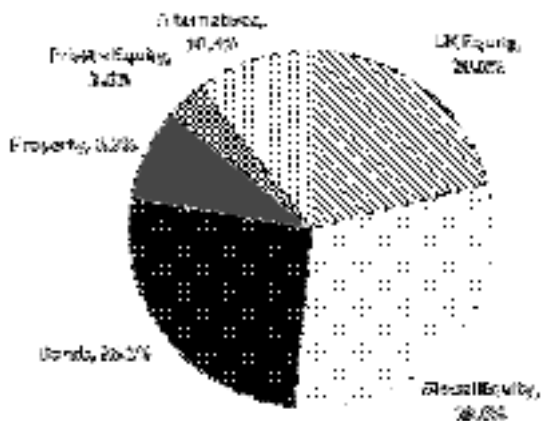
- Fee types:**
- | | |
|----------------------------|--|
| Fixed fee | - fee is fixed amount, indexed by RPI annually |
| Ad valorem | - based only on the value of the portfolio |
| Performance related | - additional fees payable where performance exceeds the target |

3. Investment Policy

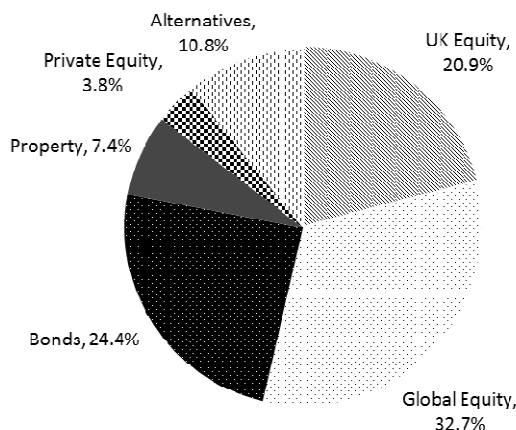
Appendix B of the Statement of Investment Principles on page 55 sets out the target asset allocation of the Pension Fund for 2015/16, in comparison with the Pension Fund's specific benchmark allocation.

The actual distribution of the Pension Fund's assets across the main asset classes as at 31 March 2016 (and as at 31 March 2015 for comparison) are shown below:

Distribution of Pension Fund at 31 March 2016



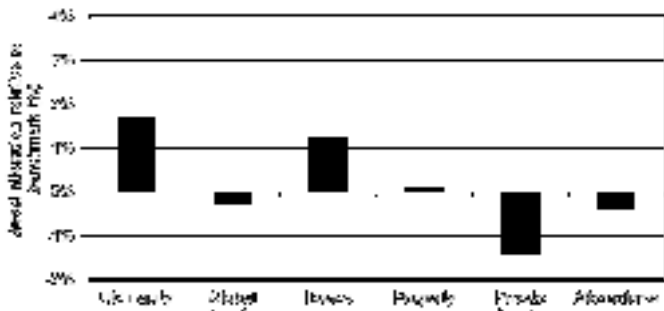
Distribution of Pension Fund at 31 March 2015



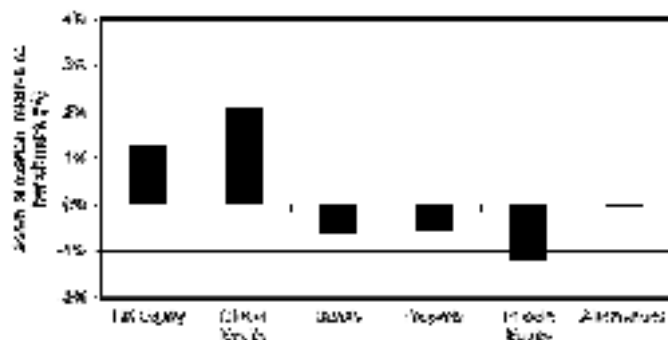
The change in the asset distribution over the period reflects a gradual switching out of equities and into lower risk asset classes.

The actual asset allocation of the Pension Fund's relative to the benchmark allocation is outlined below at 31 March 2016 (with 31 March 2015 also shown for comparison):

Actual asset allocation relative to benchmark allocation as at 31 March 2016



Actual asset allocation relative to benchmark allocation as at 31 March 2015

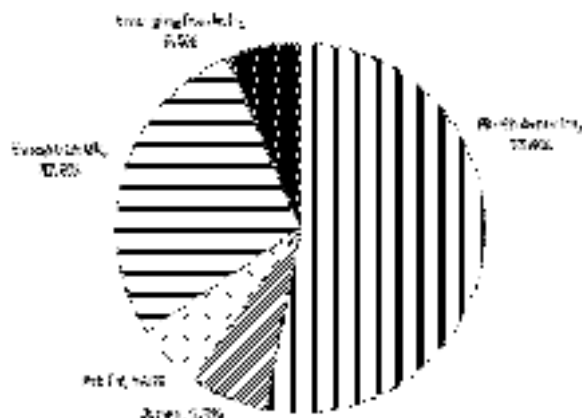


As at 31 March 2016, the Pension Fund's allocation to UK equities, Bonds and Property were modestly overweight relative to the benchmark allocation, with other allocations modestly underweight, particularly Private Equity.

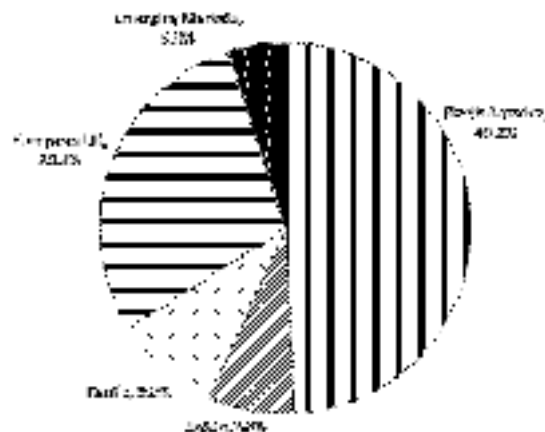
Investment Report

The regional distribution of the Pension Fund's overseas equity investments as at 31 March 2016 (and as at 31 March 2015 for comparison) is shown below:

Distribution of Pension Fund's overseas equity investments at 31 March 2016



Distribution of Pension Fund's overseas equity investments at 31 March 2015



The top ten largest equity holdings of the Pension Fund as at 31 March 2016 (and as at 31 March 2015 for comparison) are shown in the following tables.

Ten Largest Equity Holdings at 31 March 2016	Market Value £m	% of Total Investments
Legal & General Group	19.4	0.54
Relx	17.3	0.49
Bunzl	17.1	0.48
Microsoft	15.8	0.44
British American Tobacco	15.3	0.43
WPP	13.5	0.38
Ashtead Group	13.4	0.38
United Health Group	12.4	0.35
Prudential	12.1	0.34
St James's Place	11.5	0.32

Ten Largest Equity Holdings at 31 March 2015	Market Value £m	% of Total Investments
Legal & General Group	23.0	0.65
Bunzl	17.3	0.49
Reed Elsevier	16.7	0.47
Ashtead Group	15.1	0.43
Roche	15.0	0.42
Microsoft	13.6	0.38
Rolls-Royce	13.6	0.38
Adidas	13.6	0.38
Prudential	13.5	0.38
Citigroup	13.1	0.37

4. Review of World Markets (courtesy of Royal London Asset Management)

The twelve months under review exhibited contrasting features of growth, decline, stability and uncertainty, and demonstrated divergence between regional economies. Although signs of economic expansion emanated from many key countries, markets remained very sensitive to events and sharp bouts of volatility meant that, across the period as a whole, most regional equity markets ended the year lower (in sterling terms), with the notable exception being the US. Corporate and high-yield bond markets also suffered on account of haphazard risk aversion. Accordingly, as investors flitted sporadically into 'safe haven' assets, core government bond yields fell even further over the year, with many dipping into negative territory by the end of March 2016.

Led by oil, commodity prices continued their downward spiral, putting pressure on exporting countries and their currencies, and also on high yield bond markets (which are dominated by issuance from commodity-related companies). Worries over Chinese demand also played a prominent role in depressing prices of raw materials. In February 2016, however, the oil price resumed an upward trajectory, providing some respite and boosting investor sentiment as it continued to gather pace towards the end of the first quarter.

The fortunes of China continued to wield considerable influence over global equity markets, prompting two significant plunges over the year. The first was in the summer of 2015, where the Chinese government took the world by surprise and lowered its currency. Markets subsequently recovered, and data from China was better than expected, but in early January 2016 investors once again fled to 'safe havens' as concerns over Chinese stability rattled Asian stock markets and overflowed into a more widespread exodus from riskier asset classes. Emerging markets bore the brunt of these market dynamics, and were the weakest region in performance terms over the review period.

After much anticipation, the US Federal Reserve (Fed) decided to raise interest rates for the first time in nearly a decade at the end of 2015. In spite of expectations that the Bank of England (BoE) would follow suit, UK interest rates remained at their now habitual low levels. The European Central Bank (ECB) and the Bank of Japan (BOJ) expanded their loose monetary policies, which provided some support for markets in the first quarter of 2016.

In the UK, data pointed to economic expansion, albeit at a slower rate than predicted. A clear victory in the 2015 General Election aided stability, and loose monetary policy continued to support growth. Nevertheless, by the first quarter of 2016, the current account deficit had reached record levels, and signs of hesitation and a slowdown ahead of the 'Brexit' vote emerged towards the end of the review period. In the Eurozone, Greece intermittently resumed centre-stage for dramas surrounding bail-out agreements, but the region as a whole continued to grow as confidence in many peripheral economies, as well as in their core peers, quietly gained traction. Inflation remained low, however, and a number of countries, and indeed companies, issued ultra-long bonds to take advantage of low borrowing costs and inflation expectations.

In the US, domestic demand, increases in employment and disposable income growth have supported recovery, and regardless of weakness in commodity-related industries, business investment in other sectors has been rising. Despite the Fed's show of confidence in December 2015, however, concerns over the broader state of the global economy were strong enough to hinder further rate increases in the US. Uncertainties regarding China, the broader banking system, Greece and the UK referendum on EU membership remain brittle threads in the overall fabric of market confidence.

5. Investment Performance

In order to monitor the performance of the investment managers, the Pension Fund participates in performance measurement services. In 2015/16 these services were provided by BNY Mellon Asset Servicing B.V. and Mercer. The performance of the investment managers is reported to the Pensions Committee on a quarterly basis.

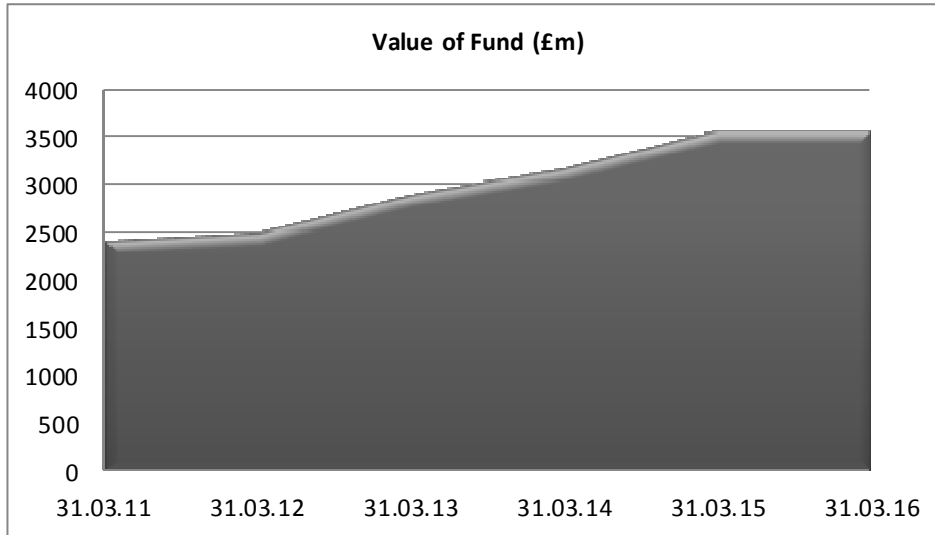
Over the twelve months to 31 March 2016 the Pension Fund return was -0.2% (net of fees). The performance of the Pension Fund against benchmark is shown in the table below, along with comparative figures for the previous year.

	Fund return %	Benchmark return %	Relative return %
2014/15	13.5	12.4	1.1
2015/16	-0.2	-0.1	-0.1

Investment Report

Change in the Pension Fund's Total Assets

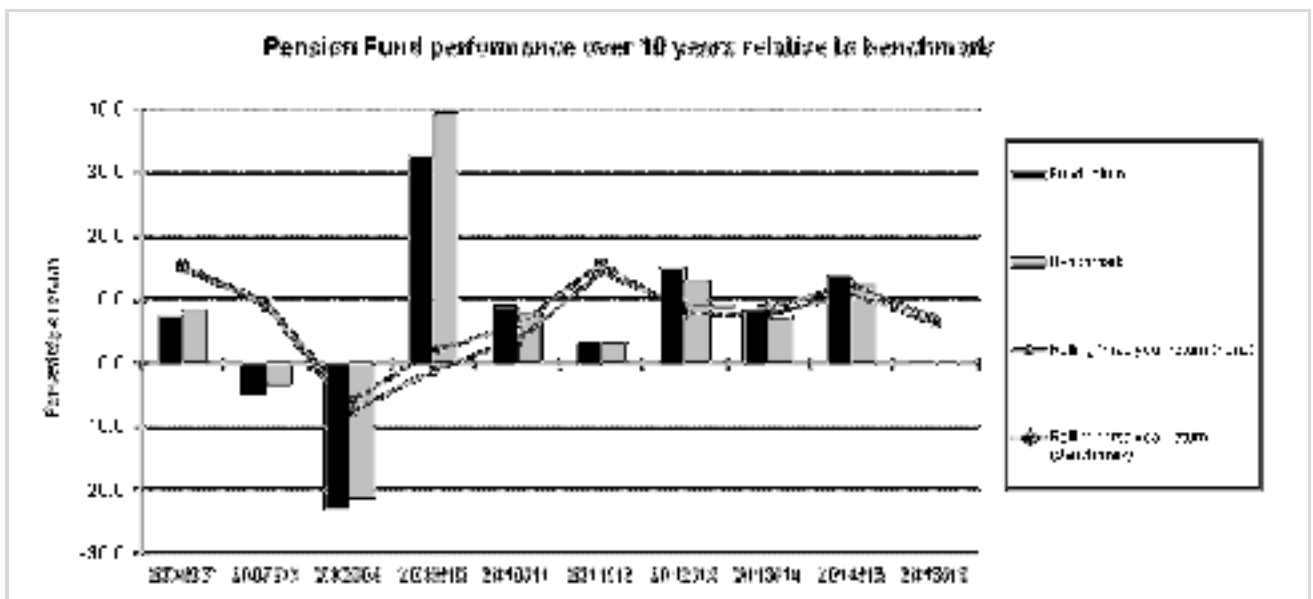
The change in the value of the Pension Fund's invested assets over the five years to 2015/16 is shown below.



Comparison with the Pension Fund's Benchmark

The Pension Fund's performance is analysed against a customised benchmark, as set out in the Statement of Investment Principles on pages 49-56. The graph below shows the annual investment returns of the Pension Fund compared to the benchmark over the last ten years. This shows that the Pension Fund has performed above benchmark in four years out of the last five.

Overlaid on the chart is a rolling three year annualised return on the Fund's assets compared with the equivalent figures for the benchmark.



Investment Report

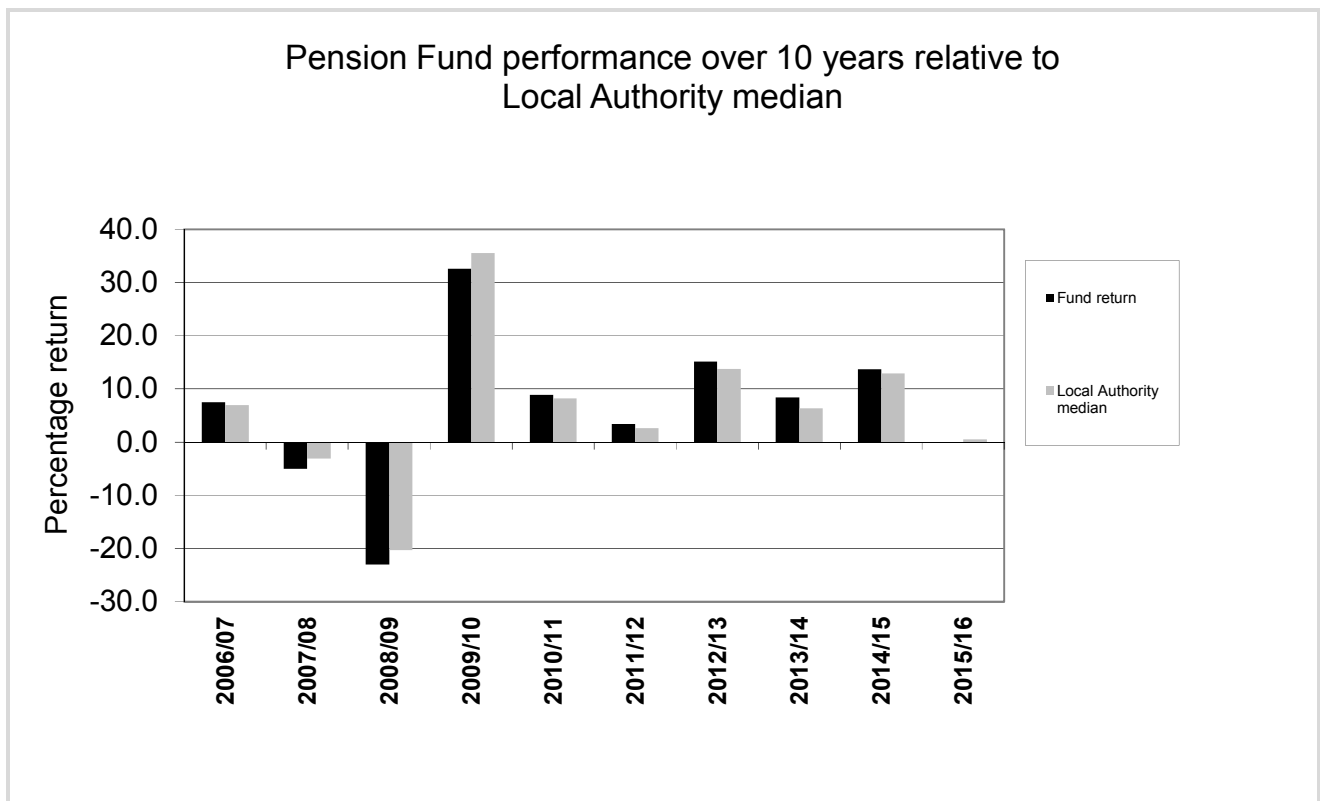
The table below shows the long term performance of the Pension Fund against the benchmark.

	Pension Fund	Benchmark	Relative Performance
3 year % per annum	7.2	6.4	0.8
5 year % per annum	7.9	7.2	0.7
10 year % per annum	5.2	5.7	(0.5)

Performance Comparisons

The following graph shows the performance of the Pension Fund over the last ten financial years relative to the median (or middle) fund in the local authority list.

It should however be noted that each local authority pension scheme has their own objectives, relating to their specific liability profiles (the nature and term of the pensions due to be paid out) and the asset classes held by their Fund. Whilst the following analysis highlights the performance of the Fund relative to other local authorities, each pension scheme will have their own methods to analyse performance and have different requirements on the returns they are expecting to achieve in practice.

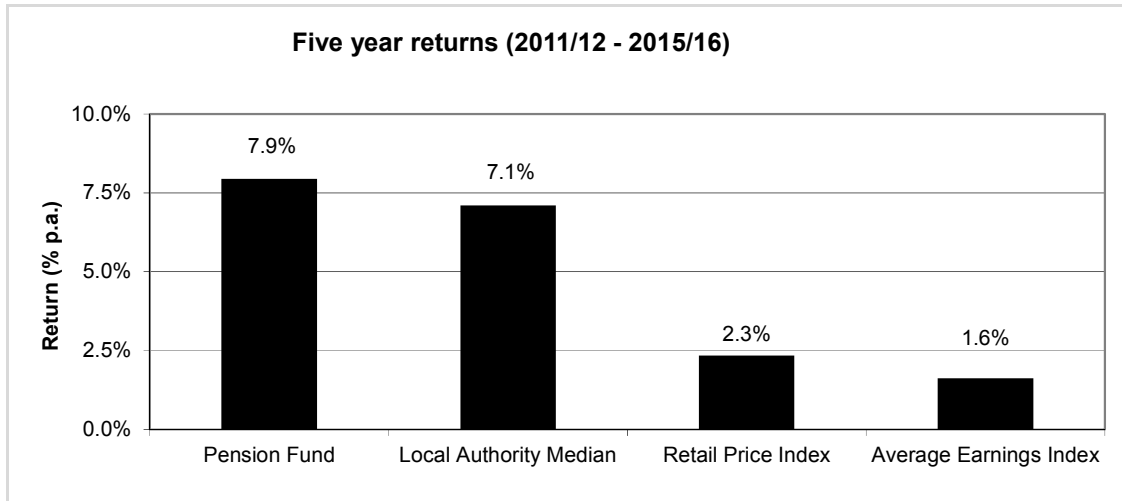


The following table shows the long term performance of the Pension Fund against the local authority median.

	Pension Fund	Local Authority median	Relative Performance
3 year % per annum	7.2	6.5	0.7
5 year % per annum	7.9	7.1	0.8

Long Term Returns

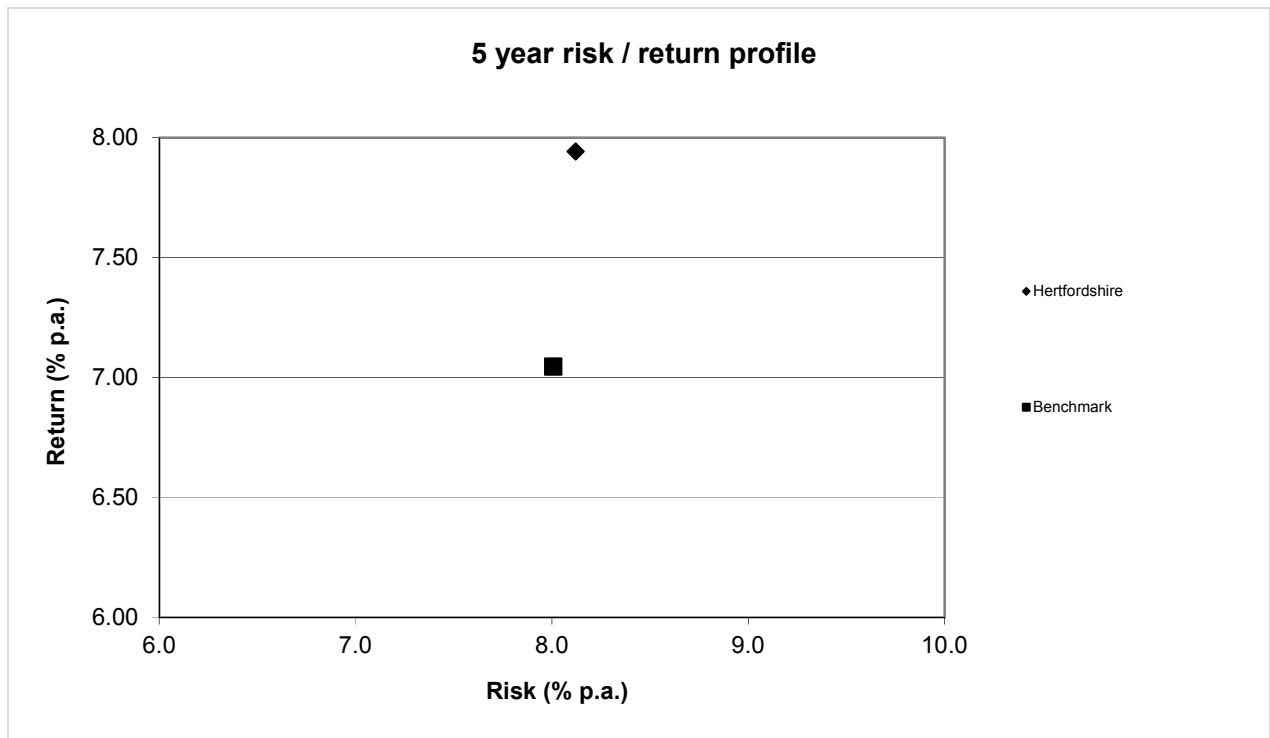
The five year returns from 2011/12 to 2015/16 are shown in the following chart below:



The chart above shows that over the last five financial years, the Pension Fund’s performance outperformed retail price inflation and the rate of growth in average earnings.

Risk Comparisons

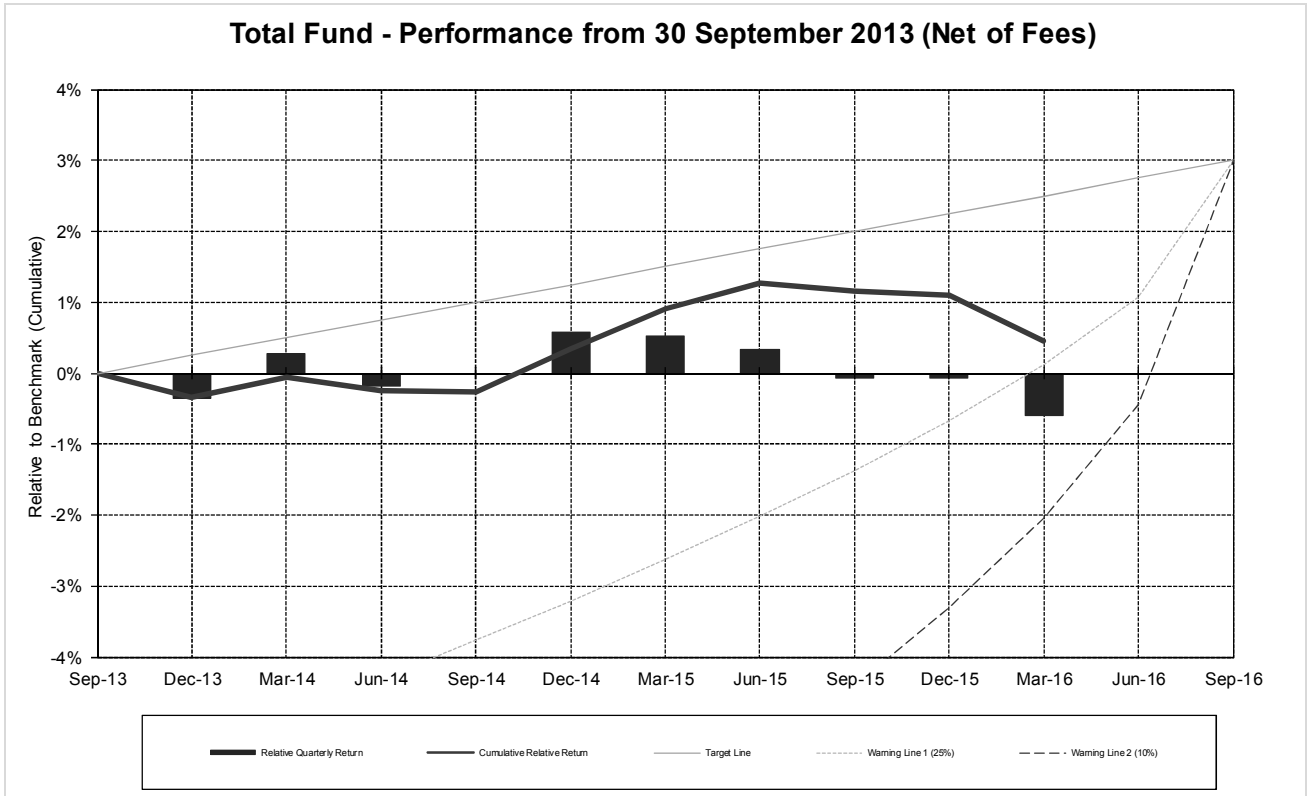
The chart below highlights the risk and return profile of Pension Fund relative to its benchmark over the last five years. Risk is defined as the volatility or annualised standard deviation of quarterly returns. This highlights that the Pension Fund’s returns have been marginally more volatile than the Pension Fund’s benchmark. The Pension Fund did however generate higher returns than the benchmark over this period.



The control chart on the following page highlights the performance of the Pension Fund over time against its targets to put into perspective any significant deviation from the target.

The chart spans three years as this is the time period over which the majority of the managers are expected to meet their target.

Investment Report



The lines on the charts are as follows:

The Benchmark Return

This is the horizontal line, at point 0%, representing the benchmark return. If a manager's performance were exactly in line with the benchmark return, the performance line (see below) would follow this horizontal line exactly.

Relative Quarterly Return

The bars represent the difference between the Fund's investment returns from those of the benchmark over each quarterly period. A positive bar (above zero) represents positive performance, a negative bar (below zero) represents negative performance.

Cumulative Relative Return

This solid line represents the cumulative performance achieved relative to the benchmark return. Because active investment management produces uneven returns, the performance is not expected to exactly follow the target line. Instead the performance will fluctuate with the objective that the performance line will meet or exceed the target line by the end of the period.

The Target Line

This is a simplistic representation of cumulative added value over the period. If, for example, a manager has a target to achieve a return of 0.5% p.a. in excess of the benchmark return, the graph will show the target of 1.5% added value by the end of the three year period. This is shown as a thin black line.

The Warning Line 1 (25%)

Investment managers operate with different styles and the degree of volatility experienced during their progress towards the target will vary between managers. In order to give an indication of an "acceptable" level of volatility we have included a warning line (25%). This line is drawn in such a way that we would expect variations in cumulative performance not to bring the performance line below the warning line under normal circumstances.

The warning line is plotted such that at any point above the line there is a better than a one in four chance (this level of chance is thought to be appropriate) of the target being reached within the time frame, while below the line the chance is less than one in four.

The Warning Line 2 (10%)

The warning line (10%) is similar to the warning line (25%) but the chance of meeting the original target at this level is much lower – one in ten.

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Appendices to the Annual Report and Statement of Accounts 2015/16
Appendix 1: List of Employing Bodies

ACTIVE EMPLOYERS

Scheduled Bodies

Councils and other bodies whose employees have a statutory right to be in the Scheme

Hertfordshire County Council (including schools)	Welwyn Hatfield District Council
Broxbourne Borough Council	Hertford Regional College
Dacorum Borough Council	North Hertfordshire College
East Hertfordshire District Council	Oakland's College
Hertsmere Borough Council	Police Constabulary
North Herts District Council	Police and Crime Commissioner
St Albans District Council	University of Hertfordshire
Stevenage Borough Council	West Herts College
Three Rivers District Council	West Hertfordshire Crematorium Joint Committee
Watford Borough Council	

Academies, Free Schools, Studio Schools and Technical Schools

Alban City Free School	Hitchin Girls School
Applecroft Primary School	John Henry Newman School
Ascot Road Community Free School	John Warner School
Beaumont School	Jupiter Community Free School
Birchwood High School	Kings Langley School
Bishop Hatfield Girls School	Knights Templar School
Bovingdon Primary Academy	Knightsfield
Broxbourne Academy	Lanchester Community Free School
Bushey Academy	Leventhorpe School
Bushey Meads School	Links ESC
Chaulden Junior School	Little Reddings JMI
Chauncy School	Longdean School
Christchurch CofE School	Loretto College
Countess Anne Academy	Mandeville Primary School
Crabtree Infants School	Marlborough School
Crabtree Junior School	Meridian School
Da Vinci Studio School	Monkswalk School
Dame Alice Owen's School	Mount Grace School
Elstree UTC	Nicholas Breakspear School
Fair Field Junior	Northgate Primary School
Flamstead End Academy	Onslow St Audrey's School
Fleetville Infants	Our Lady Catholic School
Fleetville Juniors	Parmiters School
Francis Combe Academy	Pinewood School
Freman College	Presdales School
Garden City Academy (GCA)	Queens' School
Goffs School	Ralph Sadleir School
Greneway School	Reach Free School
Grove Academy	Richard Hale School
Hailey Hall School	Rickmansworth School
Haileybury Turnford School	Roundwood Park School
Hammond Academy	Roysia Middle School
Hatfield Community Free School	Samuel Ryder Academy
Herts & Essex Academy	Sandringham School
Hertswood Lower School	Sale School
Hitchin Boys School	Simon Balle

Appendices to the Annual Report and Statement of Accounts 2015/16
Appendix 1: List of Employing Bodies

Academies, Free Schools, Studio Schools and Technical Schools continued

Sir John Lawes School	Thomas Alleyne
St. Albans Girls' School	Tring School
St. Catherine of Siena	Verulam School
St. Clement Danes School	Watford Boys
St. George's School	Watford Girls
St. Joan of Arc Catholic School	Watford UTC
St. John's Catholic Primary	West Herts Community Free School
St Mary's Primary Free School	Westfield CTC
St. Mary's CofE High School	Wilshere Dacre Junior Academy
St. Mary's RC Primary	Windhill21
St. Michael's Catholic High School	Woolgrove School
St Thomas More	Wroxham School
Stanborough School	Yavneh College
Summercroft Primary School	

Employers who can designate their employees to be in the Scheme

Abbots Langley Parish Council	Markyate Parish Council
Aldenham Parish Council	Nash Mills Parish Council
Ashwell Parish Council	North Mymms Parish Council
Berkhamsted Town Council	Redbourn Parish Council
Bishops Stortford Town Council	Royston Town Council
Buntingford Town Council	Sandridge Parish Council
Chorleywood Parish Council	Sawbridgeworth Town
Codicote Parish Council	St Stephens Parish Council
Colney Heath Parish Council	Stanstead Abbots Parish Council
Croxley Green Parish Council	Stanstead St Margarets Parish Council
E2BN	Tring Town Council
Elstree and Borehamwood Town Council	Universitybus Ltd
Harpenden Town Council	Walkern Parish Council
Hatfield Town Council	Ware Town Council
Hertford Town Council	Watford Rural Parish Council
Kimpton Parish Council	Welwyn Parish Council
Kings Langley Parish Council	Wheathampstead Parish Council
Knebworth Parish Council	Woolmer Green Parish Council
London Colney Parish Council	

Appendices to the Annual Report and Statement of Accounts 2015/16
Appendix 1: List of Employing Bodies

Admitted Bodies (employers who participate by virtue of an admission agreement)

ABM Catering Ltd	Highfield Park Trust
Age UK	Hitchin Markets Ltd
Amey Services	John O'Conner (Grounds Maintenance) Ltd
B3 Living	Letchworth Garden City Heritage Foundation
Capita	Mears Building Contractors Ltd
Care By Us*	North Herts Homes
Churchill Contract Services *	Northgate Information Solutions UK *
Citizens Advice Bureau in Hertsmere	NSL Limited
Citizens Advice Service in Three Rivers	Opus (UK) Ltd
Cofely	Pre School Learning Alliance *
Compass Contract Services Ltd	Quantum Care Ltd
CP Plus	Radlett Centre Trust
Crime Reduction Initiative	Ringway Infrastructure Service
Cucina *	Securitas Security Services
Dacorum Sports Trust	Serco *
Edwards and Blake Limited *	Sports and Leisure Management Ltd *
Elstree Film Studios	St Mary's CE Academy Cheshunt Trading Limited*
Evergreen, The Cleaning Company Limited	Steria Services Ltd
Exemplas	Stevenage Leisure *
Fusion Lifestyle	The Fairway Public House Limited
Geoffrey Osborne Ltd	Three Rivers West Trust
Goldsborough Home Care	Thrive Homes
Haywards Services *	Udata Infrastructure UK Ltd
Herts Catering Ltd *	Veolia ES (UK) PLC *
Hertfordshire Action on Disability	Watford and District YMCA
Hertfordshire Association of Parish and Town Councils	Watford Community Housing Trust
Hertfordshire Community Meals *	Welwyn and Hatfield Community Housing Trust
Herts for Learning	Welwyn Hatfield Leisure Limited
Hertfordshire Partnership NHS Foundation Trust	Welwyn Hatfield Sports Centre Trust Limited
Hertsmere Leisure Trust *	YMCA

* Employer with more than one admission agreement relative to the service contracts they have with Scheduled Bodies

CEASED EMPLOYERS

Employers with no active members but with some outstanding liabilities whose pensioners are or will be paid from the Pension Fund

Scheduled Bodies

Hertfordshire Magistrates Courts Committee

Letchworth Garden City Council
Shenley Parish Council

Admitted Bodies

Action for Children
Affinity Sutton
Aldenham Renaissance Ltd
Apcoa Parking Services UK Ltd
ARP Trading Ltd
Art Café
Aspire Leisure Trust
Association of Charity Officers
Carers in Hertfordshire
Caterplus
Chauncy Housing Association
Colesseum Theatre
Colne Valley Water Company
Commission for the New Towns
Dacorum Council for Voluntary Service
DC Leisure Management Ltd
Department of Transport
Digica FMS
East Herts Citizens Advice Bureau
East of England IDB Limited
Elior
Europa Services Ltd
Group for the Rootless of Watford
Hemel Hempstead Day Centre Limited
Hertford Museum Trust
Hertfordshire Care Trust
Hertfordshire Careers Service
Herts E-Learning Partnership
Hertfordshire Training & Enterprise Council
Hertfordshire Family Mediation Service
Kameleon 4 Ltd (formerly Dorchester Solutions)

Lee Valley Water Company
Leonard Cheshire
Mace
Mitie Property Services
National Car Parks Limited
North Herts Hospice Care Association
Office and General Environmental Services Limited
Offley Place Ltd
Principle Cleaning
Pro-Action Herts
Rhodes Museum Foundation
Rickmansworth and Uxbridge Valley Water Co
Riversmead Housing Association
Shenley Park Trust
Society of Education Officers
St Albans Citizens Advice Bureau
St Albans Diocesan Board for Social Responsibility
St Albans Society for the Deaf
Stevenage Homes
Superclean Services Wolthorpe Ltd
Thames Water Authority
Town & County Markets
TSG Mechanical Ltd
Watford & Three Rivers Trust
Watford Sheltered Workshop
Watford Town Centre Partnership Ltd
Wellfield Trust
West Hertfordshire Computer Consortium
Weston Voluntary Nursery
Woman's Royal Voluntary Society

1 Introduction

This is the Funding Strategy Statement (FSS) of the Hertfordshire Pension Fund (“the Pension Fund”), which is administered by Hertfordshire County Council, (“the Administering Authority”).

It has been prepared by the Administering Authority in collaboration with the Pension Fund Actuary, Hymans Robertson LLP, and after consultation with the Pension Fund’s employers and investment adviser. This revised version replaces the previous FSS and is effective from 31 March 2014.

1.1 Navigation around this document

Section 2 describes the purpose and regulatory framework for the FSS and outlines how it operates in Hertfordshire.

Section 3 provides a brief introduction to some of the main principles behind funding and the application of these.

Section 4 provides an overview of the different types of employers in the Pension Fund and a general outline about managing contribution levels.

Section 5 outlines issues affecting specific types of employers in the Pension Fund.

Section 6 shows how the FSS is linked with the Pension Fund’s Investment Strategy.

The Appendices provide further details on the following matters:

- A. The responsibilities of key parties
- B. Actuarial assumptions adopted
- C. Key risks and controls
- D. Glossary of key terms

2 Funding Strategy Statement

2.1 Regulatory framework

The requirement to maintain and publish a FSS is contained in Local Government Pension Scheme Regulations (“the LGPS Regulations”) which are updated from time to time. The LGPS Regulations state that in publishing the FSS the Administering Authority must have regard to any guidance published by Chartered Institute of Public Finance and Accountancy (CIPFA) (most recently in 2012) and to its Statement of Investment Principles.

The FSS is not an exhaustive statement of policy on all issues and forms part of a framework which includes:

- the LGPS Regulations;
- the Rates and Adjustments Certificate (confirming employer contribution rates for the three years) which is appended to the formal valuation report issued after each Triennial Valuation;
- the Pension Fund’s policies on admissions and cessations;
- The Pension Fund’s Governance Policy and Compliance Statement and Communication Strategy Statement;
- actuarial factors for valuing individual transfers, early retirement costs and the costs of buying added service; and
- the Pension Fund’s Statement of Investment Principles (see Section 6).

This is the framework within which the Pension Fund Actuary carries out triennial valuations to set employers’ contributions, provides recommendations to the Administering Authority when other funding decisions are required, for example, when employers join or leave the Pension Fund. The FSS applies to all employers participating in the Pension Fund and the roles and responsibilities of the key parties involved in the management of the Pension Fund are summarised in Appendix A.

Further details on the Pension Fund's policies and strategies can be found on the Pension Fund website at <http://www.yourpension.org.uk/Hertfordshire/Fund-information/Policy-statements.aspx>.

2.2 Purpose of the FSS

The Department for Communities and Local Government (DCLG) has stated that the purpose of the FSS is:

- “to establish a **clear and transparent fund-specific strategy** which will identify how employers' pension liabilities are best met going forward;
- to support the regulatory framework to maintain **as nearly constant employer contribution rates as possible**; and
- to take a **prudent longer-term view** of funding those liabilities.”

The FSS sets out how the Administering Authority has balanced the conflicting aims of:

- affordability of employer contributions,
- transparency of processes,
- stability of employers' contributions, and
- prudence in the funding basis.

The FSS focuses on how employer liabilities are measured, the pace at which these liabilities are funded, and how employers or pools of employers pay for their own liabilities.

Local Government Pension Scheme (the “Scheme”) members' benefits are guaranteed by the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 (as amended), and do not change as a result of changes in the market value of investments or employer contributions. Scheme members' contributions are also fixed in the LGPS Regulations, at a level which covers only part of the cost of the benefits.

Investment returns will help pay for only some of the benefits. Therefore employers pay the balance of the cost of delivering the benefits to members and their dependants.

2.3 Objectives of the FSS

The FSS sets out the Pension Fund's objectives:

- to ensure the long-term solvency of the Pension Fund, using a prudent long term view. This will ensure that sufficient funds are available to meet all members'/ dependants' benefits as they fall due for payment;
- not to restrain unnecessarily the Investment Strategy of the Pension Fund so that the Administering Authority can seek to maximise investment returns (and hence minimise the cost of the benefits) for an appropriate level of risk;
- to ensure that employer contribution rates are reasonably stable where appropriate;
- to minimise the long-term cash contributions which employers need to pay to the Pension Fund, by recognising the link between assets and liabilities and adopting an investment strategy which balances risk and return. This will also minimise the costs to be borne by Council taxpayers;
- to reflect the different characteristics of different employers in determining contribution rates. This requires that the Pension Fund has a clear and transparent funding strategy to demonstrate how each employer can best meet its own liabilities over future years; and
- to use reasonable measures to reduce the risk to other employers and ultimately to the Council taxpayer from an employer defaulting on its pension obligations.

2.4 Consultation and review

The Pension Fund reviews the FSS in detail at least every three years as part of the Triennial Valuation. The Administering Authority will consult with all employers and relevant interested parties when preparing and publishing its FSS, in accordance with the LGPS Regulations and CIPFA guidance.

This version is expected to remain unaltered until it is consulted upon as part of the formal process for the next Valuation in 2016.

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The FSS may be amended before the next Valuation to reflect any regulatory changes, or alterations to the way the Pension Fund operates (e.g. to accommodate a new class of employer). Any such amendments would be consulted upon as appropriate:

- trivial amendments would be notified to all employers in the monthly Pension Fund Newsletter;
- amendments affecting only one class of employer would be consulted on with specific employers affected by the amendment;
- other more significant amendments would be subject to full consultation with all employers and relevant interested parties.

Any amendments to the FSS are approved by the Pensions Committee and would be reported at the next Committee meeting for consideration and approval.

If you have any other queries on the FSS please contact Patrick Towey in the first instance at e-mail address pensions.team@hertfordshire.gov.uk.

3 General Funding Principles

This section provides an introduction to the main principles behind funding and how contribution rates are calculated. These calculations involve actuarial assumptions about future experience which are described in more detail in Appendix B.

3.1 Calculation of contribution rates

Employer contributions are normally made up of two elements:

- a) the estimated cost of future benefits being built up from year to year, referred to as the “**future service rate**”; plus
- b) an adjustment for the difference between the assets built up to date and the value of past service benefits, referred to as the “**past service adjustment**”. If there is a deficit then the past service adjustment will increase the employer’s total contribution; if there is a surplus then there may be a reduction in the employer’s total contribution. Any past service adjustment will aim to return the employer to full funding over an appropriate period (the “deficit recovery period”).

The Pension Fund Actuary is required by the Local Government Pension Scheme (Administration) Regulations 2008 (as amended) to report the **Common Contribution Rate**, for all employers collectively at each Triennial Valuation, combining items 3.1 (a) and (b) above. This is based on actuarial assumptions about the likelihood, size and timing of benefit payments to be made from the Pension Fund in the future, as outlined in Appendix B.

The Pension Fund Actuary is also required to adjust the **Common Contribution Rate** for circumstances specific to each individual employer. It is this adjusted contribution rate which the employer is required to pay. The rates for all employers are shown in the Pension Fund’s Rates and Adjustments Certificate which is published with the formal valuation report after each Triennial Valuation.

In effect, the **Common Contribution Rate** is a notional quantity, as it is unlikely that any employer will pay that exact rate. Separate future service rates are calculated for each employer together with individual past service adjustments according to employer-specific circumstances.

Details of the outcome of the Triennial Valuation as at 31 March 2013 can be found in the formal valuation report, including an analysis at Pension Fund Level of the **Common Contribution Rate**. The formal valuation report also includes details of individual employer contribution rates. The formal report is accessible from <http://www.yourpension.org.uk/Hertfordshire/Fund-information/Policy-statements.aspx>.

3.2 Calculation of the future service rate

The future service element of the employer contribution rate is calculated aiming to ensure that the contributions will meet benefits accrued by members in the future in the Pension Fund. This is based upon the cost (in excess of members’ contributions) of the benefits which employee members earn from their service each year.

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The future service rate is calculated separately for all the employers other than those employers within a Pool. A Pool is a group of employers that have common characteristics who are grouped together largely for risk sharing (see section 3.10 for further details). Employers within a Pool will pay the contribution rate applicable to the Pool as a whole.

The approach used to calculate each employer's future service contribution rate depends on whether or not new entrants are being admitted. Employers should note that it is only admission bodies and designating employers that may have the power not to automatically admit all eligible new staff to the Pension Fund, depending on the terms of their Admission Agreements and employment contracts. The definition of different types of employers is provided in section 4.

a) Employers which admit new entrants

These rates will be derived using the "Projected Unit Method" of Valuation with a one year period, i.e. only considering the cost of the next year's benefit accrual and contribution income. If future experience is in line with assumptions, and the employer's membership profile remains stable, this rate should be broadly stable over time. If the membership of employees matures (e.g. because of lower recruitment, or outsourcing decisions) the rate would rise over time.

b) Employers which do not admit new entrants

To give more long term stability to such employers' contributions, the "Attained Age" funding method is normally adopted. This measures benefit accrual and contribution income over the whole future anticipated working lifetimes of current active employee members.

Both approaches include expenses of administration to the extent that they are borne by the Pension Fund, and include allowances for benefits payable on death in service and ill health retirement.

3.3 Calculation of the deficit or surplus

The Pension Fund Actuary is required to report on the "solvency" of the whole Pension Fund in a Valuation. As part of this Valuation, the Actuary will calculate the solvency position of each employer.

An employer's "funding level" is defined as the ratio of:

- the market value of the employer's share of assets (see section 3.4),
to;
- the value placed by the Actuary on the benefits built up to date for the employer's employees and ex-employees (the "liabilities"). The Pension Fund Actuary agrees with the Administering Authority the assumptions to be used in calculating this value. These assumptions are used to calculate the present value of all benefit payments expected in the future, relating to that employer's current and former employees, based on pensionable service to the Valuation date only (i.e. ignoring further benefits to be built up in the future).

The amount of deficit or shortfall is the difference between the asset value and the liabilities value. If this is less than 100% then it means the employer has a shortfall, which is the employer's deficit. If it is more than 100% then the employer is said to be in surplus.

A larger deficit will give rise to higher employer contributions. If a deficit is spread over a longer period then the annual employer contribution will be lower than if it was spread over a shorter period. However, deferring payment over a longer period will lead to higher contributions in the long term as a lower annual cost will incur a greater amount of interest on the deficit as the employer will lose out on investment returns generated by the Pension Fund assets.

The Pension Fund generally operates the same target funding level for all employers of 100% of its accrued liabilities valued on the ongoing basis. For more mature employers or those closed to new entrants the Pension Fund may target a funding level on a more prudent basis.

3.4 Calculation of each employer's asset share and liabilities

The Administering Authority does not account for each employer's assets separately. Instead, at each Triennial Valuation, the Pension Fund Actuary is required to apportion the assets of the whole Pension Fund between the employers.

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This apportionment uses the income and expenditure figures provided for certain cashflows for each employer. This process adjusts for transfers of liabilities between employers participating in the Pension Fund, but does make a number of simplifying assumptions. The split is calculated using an actuarial technique known as “analysis of surplus”.

The Pension Fund Actuary does not allow for certain relatively minor events, including but not limited to:

- the actual timing of employer contributions within any financial year;
- the effect of the premature payment of any deferred pensions on grounds of incapacity.

These effects are swept up within a miscellaneous item in the analysis of surplus, which is split between employers in proportion to their liabilities.

The methodology adopted means that there will inevitably be some difference between the asset shares calculated for individual employers and those that would have resulted had they participated in their own ring-fenced section of the Pension Fund.

The asset apportionment is capable of verification but not to audit standard. The Administering Authority recognises the limitations in the process, but it considers that the Pension Fund Actuary’s approach addresses the risks of employer cross-subsidisation to an acceptable degree.

3.5 Calculating contributions for individual employers

Over the period between each Triennial Valuation, the results of the calculations for setting contribution rates for a given individual employer will be affected by:

- past contributions relative to the cost of accruals of benefits;
- different liability profiles of employers (e.g. mix of members by age, gender, service vs. salary);
- the effect of any differences in the valuation basis on the value placed on the employer’s liabilities;
- any different deficit/surplus spreading periods or phasing of contribution changes;
- the difference between actual and assumed rises in pensionable pay;
- the difference between actual and assumed increases to pensions in payment and deferred pensions;
- the difference between actual and assumed retirements on grounds of ill-health from active status;
- the difference between actual and assumed amounts of pension ceasing on death;
- the additional costs of any non-ill-health retirements relative to any extra payments made.

Actual investment returns achieved on the Pension Fund between each Valuation are applied proportionately across all employers, to the extent that employers, in effect, share the same Investment Strategy. Transfers of liabilities between employers within the Pension Fund occur automatically within this process, with a sum broadly equivalent to the value of the pension reserve in respect of the transferring member(s), being exchanged between the two employers.

Employer covenant, and likely term of membership will also affect the contribution rate. If an employer is approaching the end of its participation in the Pension Fund then its contributions may be amended appropriately, so that the assets meet (as closely as possible) the value of its liabilities in the Pension Fund when its participation ends.

3.6 Methods for setting contribution rates

A key challenge for the Administering Authority is to balance the need for stable, affordable employer contributions with the requirement to take a prudent, longer-term view of funding and ensure the solvency of the Pension Fund. With this in mind, there are a number of methods which the Administering Authority may permit, to improve the stability of employer contributions. Where circumstances permit these include:

- capping of employer contribution rate changes within a pre-determined range (“stabilisation”);
- the use of extended deficit recovery periods;

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- the phasing in of contribution rises or reductions;
- the pooling of contributions amongst employers with similar characteristics; and
- the use of some form of security or guarantee to justify a lower contribution rate than would otherwise be the case.

The above issues are discussed in more detail in sections 3.7 to 3.11.

Section 3.12 to 3.17 provides details of other factors that could have an impact on an employer's contribution rate and funding position.

Employers that are permitted to use one or more of the above methods will often be paying, for a time, contributions less than the theoretical contribution rate. Such employers should appreciate that:

- their true long term liability (i.e., the actual eventual cost of benefits payable to their employees and ex-employees) is not affected by the method adopted;
- lower contributions in the short term will incur a greater loss of investment returns on the deficit. Thus, deferring a certain amount of contribution will lead to higher contributions in the long-term; and
- it will take longer to reach full funding, all other things being equal.

The Administering Authority recognises that there may be particular circumstances affecting individual employers that are not easily managed within the conditions and policies set out in the FSS. Therefore the Administering Authority may direct the actuary to adopt alternative funding approaches but this will be at its sole discretion and on a case by case basis.

3.7 Stabilisation

Stabilisation is a mechanism where year on year variations in the employer contribution rate are kept within a pre-determined range, thus allowing those employers' rates to be relatively stable. The Administering Authority, on the advice of the Pension Fund Actuary, believes that the stabilised contributions can be viewed as a prudent long term approach.

It is at the Administering Authority's discretion whether to allow an employer in the Pension Fund to stabilise their Contribution rate. In general, stabilisation has only been appropriate for those employers with tax raising powers. In particular, stabilisation would only be considered for an employer when the employer is open to new entrants, have a long term time horizon in the Pension Fund, and be deemed to have a strong covenant to protect the Pension Fund and the other employers in the Fund against the risk of the employer defaulting in relation to its liabilities. The Administering Authority also has the discretion to stop any contribution stabilisation if they become concerned about the security and covenant of a stabilised employer. In this instance, a revised contribution rate plan would be calculated and paid by the Employer.

3.8 Deficit recovery periods and payments

When calculating contributions, the Administering Authority instructs the actuary to adopt specific deficit recovery periods for all employers. The deficit recovery period starts at the commencement of the revised contribution rate and for the 2013 Triennial Valuation this is 1 April 2014. The Administering Authority would normally expect the same approach to be used at successive Triennial Valuations, but reserves the right to propose alternative spreading periods.

For the 2013 Valuation, the following alternative spreading periods are in operation and further arrangements will be considered:

- where an employer has no new entrants to the Scheme then the deficit would be recovered by a fixed monetary amount over a period to be agreed with the employing body or its successor, not to exceed 10 years;
- where stabilisation applies, the resulting employer contribution rate will be amended to comply with the stabilisation mechanism;
- where stabilisation does not apply, the deficit recovery payments for each employer covering the three year period until the next Valuation will, sometimes, be set as a percentage of salaries. However, the Administering

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Authority reserves the right to amend these rates between Valuations and/or to require these payments in monetary terms instead, for instance where:

- the employer is relatively mature, i.e. has a large deficit recovery contribution rate where its payroll is a smaller proportion of its deficit than is the case for most other employers, or
- there has been a significant reduction in payroll due to outsourcing or redundancy exercises, or
- the employer has closed the Scheme to new entrants.

The Administering Authority normally targets the recovery of any deficit over a period not exceeding 20 years. However, these are subject to the maximum lengths set out in the table below:

Type of employer ¹	Maximum length of deficit recovery	Payment method
Local Authorities	20 years	% of payroll or monetary amount
Other Public Bodies e.g. Police, Fire, Colleges	20 years	% of payroll or monetary amount
Maintained schools and Academies	20 years	% of payroll
Community Admission Bodies and Designating employers open to new entrants	Future working lifetime of the remaining scheme members allowing for expected leavers, to a maximum 20 years	% of payroll or monetary amount
Community Admission Bodies and Designating employers closed to new entrants	Future working lifetime of the remaining scheme members allowing for expected leavers	Monetary amount
Transferee Admission Bodies	Outstanding contract term	% of payroll or monetary amount

¹ See Section 4 for a definition and characteristics of types of employers.

3.9 Phasing in of contribution changes

All phasing is subject to the Administering Authority being satisfied about the strength of the employer's covenant. For employers where stabilisation does not apply, phasing will not be permitted over periods greater than three years.

Transferee Admission Bodies and employers which have no active members at this valuation will not be allowed to phase in contribution changes.

3.10 Pooled contributions

From time to time the Administering Authority may set up pools for employers with similar characteristics as a way of sharing experience and smoothing out the effects of costly but relatively rare events such as ill-health retirements or deaths in service. This will always be in line with its broader funding strategy.

The exceptions are Transferee Admission Bodies and Community Admission Bodies that are deemed by the Administering Authority to have closed to new entrants.

Employers, who participate in a pool, will be required to comply with the conditions and requirements set out in the pooling policy applicable to that Pool. These employers will not normally be advised of their individual contribution rate unless agreed by the Administering Authority and where the employer agrees to pay the additional actuarial fees for calculation of an individual contribution rate.

The following pooling arrangements are in operation for the 2013 Valuation:

- Hertfordshire maintained schools, academies, free schools, university technical colleges and studio schools; and
- Town and Parish Councils.

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Those employers which have been pooled are identified in the Rates and Adjustments Certificate.

3.11 Additional flexibility in return for added security

At its discretion, the Administering Authority may permit greater flexibility when setting the employer's contributions if the employer provides added security. Such flexibility includes a reduced rate of contribution, an extended deficit recovery period, or permission to join a Pool with another body.

Suitable security may include, but is not limited to, a suitable bond, a legally-binding guarantee from an appropriate third party, or security over an employer asset of sufficient value.

The degree of flexibility given may take into account factors such as:

- the extent of the employer's deficit;
- the amount and quality of the security offered;
- the employer's financial security and business plan;
- whether the admission agreement is likely to be open or closed to new entrants.

3.12 Non ill health early retirement costs

It is assumed that members' benefits are payable from the earliest age that the employee could retire without incurring a reduction to their benefit (and without requiring their employer's consent to retire). Following the benefit regulation changes from April 2008 and April 2014, the relevant age may be different for different periods of service.

Employers are required to pay additional contributions ('strain') wherever an employee retires before attaining this age. Effective from 1 April 2013 employers have been required to pay any new early retirement strains in the year of retirement. Arrangements to pay for previously incurred early retirements over a phased period have been agreed on a case by case basis.

The Pension Fund Actuary's funding basis makes no allowance for premature retirement except on grounds of ill-health.

3.13 Ill health early retirement costs

Employers in the Pension Fund will usually have an 'ill health allowance' which is an assumed level of ill health retirements within a financial year. The Pension Fund monitors each employer's ill health experience on an ongoing basis. If the cumulative cost of ill health retirement in any financial year exceeds the allowance determined at the previous Valuation, the employer will be charged additional contributions on the same basis as applies for non-ill-health cases.

3.14 Ill health insurance

If an employer provides satisfactory evidence to the Administering Authority of a current insurance policy covering ill health early retirement strains, then:

- the employer's contribution to the Pension Fund each year is reduced by the amount equivalent to the value of that year's insurance premium, so that the total contribution is unchanged, and
- monitoring of allowances will not be required.

The employer must confirm each year that they have renewed the policy and must keep the Administering Authority notified of any changes in the insurance policy's coverage or premium terms, or if the policy is ceased.

3.15 Employers with no remaining active members

Under the LGPS Regulations, once an employer has no active members then this would trigger a cessation valuation to determine the employer's funding position. Where the employer is in a deficit funding position, then the employer will either be required to make an immediate payment of any deficit calculated, or an alternative payment plan will be agreed at the sole discretion of the Administering Authority (see Section 4 for more detail). On payment of the cessation amount, this would extinguish the employer's obligations to the Pension Fund.

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Once a cessation payment has been made, this may give rise to the following situations:

- the employer's asset share runs out before all its ex-employees' benefits have been paid. In this situation the liability will fall to all Pension Fund employers and will be taken into consideration at successive formal valuations. The Pension Fund Actuary will apportion the remaining liabilities to all employers on a pro-rata basis when calculating review contribution rates;
- the last ex-employee or dependant dies before the employer's asset share has been fully utilised. In this situation the Pension Fund's actuary will apportion the remaining assets to all employers on a pro-rata basis when calculating revised contribution rates at successive formal Valuations.

In exceptional circumstances the Pension Fund may permit an employer with no remaining active members to continue contributing to the Pension Fund rather than carrying out a cessation valuation. The Administering Authority may need to seek legal advice in such cases. Any agreed arrangement would require the provision of a suitable security or guarantee, as well as a written ongoing commitment to fund the remainder of the employer's obligations over an appropriate period. The Pension Fund would reserve the right to invoke the cessation requirements in the future.

3.16 Policies on bulk transfers

The Pension Fund will consider bulk transfers on a case by case basis, but in general the Pension Fund:

- will not pay bulk transfers that exceed the lesser of (a) the asset share of the transferring employer in the Pension Fund, and (b) the value of the past service liabilities of the transferring members;
- will not grant added benefits to members bringing in entitlements from another Pension Fund unless the asset transfer is sufficient to meet the added liabilities;
- may permit shortfalls to arise on bulk transfers if the Pension Fund employer has suitable strength of covenant and commits to meeting that shortfall in an appropriate period. This may require the employer's contributions to increase between Valuations.

3.17 Review of contribution rates

The Administering Authority reserves the right to review contribution rates and amounts, and the level of security provided, at regular intervals between Valuations.

Such reviews may be triggered by significant events including but not limited to:

- a substantial reduction in payroll;
- pay awards in excess of the assumptions used in the last Valuation;
- altered employer circumstances;
- Government restructuring affecting the employer's business;
- contract terminating;
- failure to pay contributions;
- failure to arrange appropriate security as required by the Administering Authority.

The outcome of a review may be to require increased contributions (by strengthening the actuarial assumptions adopted and/or moving to monetary levels of deficit recovery contributions), and/or an increased level of security or guarantee.

4 Employer Bodies and Contributions

This section provides an overview of the different types of employers in the Pension Fund and a general outline about managing contribution levels. This should be read in conjunction with the general principles outlined in Section 3 and Section 5 which discusses specific issues for the different groups of employing bodies.

4.1 Types of employers participating in the Pension Fund

Historically the Scheme was intended for local authority employees only. However over the years, with the diversification and changes to delivery of local services, many more types and numbers of employers now participate. There has been a large increase in the number of employers in the Pension Fund which is largely the

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result of schools transferring to academy status and services being outsourced from scheme employers such as Councils.

In essence, participation in the Scheme is open to public sector employers providing some form of service to the local community. The majority of members will be employees of local authority employers (and ex-employees) and the majority of participating employers are those providing services in place of (or alongside) local authority services.

The LGPS Regulations define various types of employer as follows:

Scheduled bodies

This category includes Councils, and other specified employers such as academies and further education establishments. These must provide access to the Scheme for their employees who are not eligible to join another public sector scheme (such as the Teachers Pensions Scheme). These employers are specified in a schedule to the LGPS Regulations.

It is now possible for Local Authority maintained schools to convert to academy status, and for other forms of school (such as free schools) to be established under the academies legislation. All such academies, as employers of non-teaching staff, become separate new employers in the Pension Fund. As academies are defined in the LGPS Regulations as "Scheduled Bodies", the Administering Authority has no discretion over their admission to the Pension Fund, and the academy has no discretion over allowing its non-teaching staff to join the Pension Fund.

Designating employers

Employers such as Town and Parish Councils are able to participate in the Scheme by passing a resolution at their management meeting and the Pension Fund cannot refuse them entry where the resolution is passed. These employers can designate which of their employees are eligible to join the Scheme.

Community and transferee admission bodies

Other employers are able to participate in the Pension Fund via an admission agreement, and are referred to as 'admission bodies'. These employers are generally those with a "community of interest" with another scheme employer called a **community admission bodies** ("CAB") or those providing a service on behalf of a scheme employer called a **transferee admission bodies** ("TAB"). CABs will include housing associations and charities and TABs will generally be contractors. The Pension Fund is able to set its criteria for participation by these employers and can refuse entry if the requirements as set out in the Pension Fund's admissions and indemnity policy are not met.

4.2 Balancing the cost of contributions

The Administering Authority and the Pension Fund Actuary acknowledge that higher contributions required to be paid to the Pension Fund will mean less cash available for the employer to spend on the provision of services. However, this is balanced against the following considerations:

- The Pension Fund provides invaluable financial security to local families, whether to those who formerly worked in the service of the local community who have now retired, or to their families after their death;
- The Pension Fund must have the assets available to meet retirement and death benefits, which in turn means that the various employers must each make appropriate contributions. Lower contributions today will mean higher contributions tomorrow: deferring payments does not alter the employer's ultimate obligation to the Pension Fund for its current and former employees;
- Each employer will generally only pay for its own employees and ex-employees (and their dependants), not for those of other employers in the Pension Fund;
- The Pension Fund strives to maintain reasonably stable employer contribution rates where appropriate and possible;
- The Pension Fund wishes to avoid the situation where an employer falls so far behind managing its funding shortfall that its deficit becomes unmanageable in practice. Such a situation may lead to employer insolvency and the resulting deficit falling to other employers of the Pension Fund. In that situation, those employers' services would in turn suffer as a result;

- Councils' contributions to the Pension Fund should be at a suitable level, to protect the interests of different generations of Council taxpayers. For instance, underpayment of contributions for some years will need to be balanced by overpayment in other years; a Council will wish to minimise the extent to which Council taxpayers in one period are in effect benefiting at the expense of those paying in a different period.

Overall there is clearly a balance to be struck between the Pension Fund's need for maintaining prudent funding levels, and employers' need to allocate their resources appropriately. The Pension Fund achieves this through various techniques which affect contribution increases to various degrees, as discussed in Section 3. In deciding which of these techniques to apply to any given employer, the Pension Fund will consider a risk assessment of that employer using a knowledge base which is regularly monitored and kept up-to-date. This database will include such information as the type of employer, its membership profile and funding position, any guarantors or security provision, material changes anticipated, etc. This helps the Pension Fund establish a picture of the financial standing or covenant of the employer, i.e. its ability to meet its long term Pension Fund commitments. To ensure that the information is kept up-to-date, Pension Fund employers are required to complete an annual declaration form to confirm the accuracy of information held on the database.

Where an employer is considered relatively low risk then the Pension Fund will permit greater flexibility (such as stabilisation or a longer deficit recovery period relative to other employers). This may temporarily produce lower contribution levels than would otherwise have applied. This is permitted on the expectation that the employer will still be able to meet its obligations for many years to come.

An employer whose risk assessment indicates a less strong covenant or whose participation in the Scheme is limited, will generally be required to pay higher contributions. This is because there is a higher probability that at some point it will fail or be unable to meet its pension contributions resulting in its deficit in the Pension Fund then falling to other Pension Fund employers, or because the employer has less time to meet its obligations to the Pension Fund.

5. Specific Issues for Individual Employer Bodies

This section outlines issues affecting specific groups of employers in the Pension Fund and should be read in conjunction with Sections 3 and 4 above.

5.1 Scheduled bodies

5.1.1 Stabilisation

Stabilisation is a mechanism where the employer contribution rate variations from year to year are kept within a pre-determined range, thus allowing those employers' rates to be relatively stable. In the interests of stability and affordability of employer contributions, the Administering Authority, on the advice of the Pension Fund Actuary, believes that stabilising contributions can still be viewed as a prudent longer-term approach. However, employers whose contribution rates have been "stabilised" may, therefore, be paying less than their theoretical contribution rate and should be aware of the risks of this approach. Employers should consider making additional payments to the Pension Fund to improve their funding position.

The stabilisation mechanism allows short term investment market volatility to be managed so that this does not cause volatility in employer contribution rates. This is on the basis that a long term view can be taken on net cash inflow, investment returns and strength of the employer covenant since Scheduled Bodies are expected to be in the Scheme for the long term.

The current stabilisation mechanism applies if:

- the employer satisfies the eligibility criteria set by the Administering Authority (see Section 3.7) and;
- there are no material events which cause the employer to become ineligible, e.g. significant reductions in active membership (due to outsourcing or redundancies), or changes in the nature of the employer, perhaps due to Government restructuring.

On the basis of extensive modelling carried out for the 2013 Valuation exercise, the stabilisation parameters have been set taking into account each employer's individual characteristics and membership profile while considering employer security and other factors. The stabilisation parameters have been set allowing for annual increases of around 1-3% of pay. These parameters and the approach will be reviewed at the 31 March 2016 valuation, to take effect from 1 April 2017.

5.1.2 New academy employers

At the effective date of this FSS, the Pension Fund's policies on academies' funding issues are as follows:

- a) A new academy will be regarded as a separate employer in its own right and will have the option to either join the Schools and Academies Pool or remain as a separate employer. For further information please see the Pension Fund's "Schools and Academies Pooling Arrangement Policy" at <http://www.yourpension.org.uk/Hertfordshire/Fund-information/Policy-statements.aspx>.
- b) Where an academy is part of a Multi Academy Trust (MAT) the academy's figures will be calculated as outlined in Sections c – e below, but can be combined with those of the other academies in the MAT;
- c) The new academies past service liabilities on conversion will be calculated based on its active Pension Fund members on the day before conversion. For the avoidance of doubt, these liabilities will include all past service of those active members, but will exclude the liabilities relating to any ex-employees of the school who have deferred or pensioner status which remain with the ceding council;
- d) The new academy will be allocated an initial asset share from the ceding Council's assets in the Pension Fund. This asset share will be calculated using the estimated funding position of the ceding Council at the date of academy conversion. The share will be based on the active members' funding level, having first allocated assets in the Council's share to fully fund any ex-employees of the school that have deferred and pensioner status. The asset allocation will be based on market conditions and the academy's active Pension Fund membership on the day prior to conversion;
- e) The new academy's initial contribution rate will be calculated using market conditions, the Council funding position and, membership data, all as at the day prior to conversion.

The Pension Fund's current pooling arrangement for academies is subject to change in light of any amendments to DCLG guidance or any other regulations affecting academies. Any changes will be notified to academies, and will be reflected in a subsequent version of this FSS. In particular, policies (c), (d) and (e) above will be reconsidered at each Valuation.

5.1.3 Treatment of surplus

For employers where stabilisation applies, any funding surplus will be covered by the stabilisation arrangement. Where stabilisation does not apply, the Administering Authority's preferred approach is for contributions to be kept at the future service rate, although reductions may be permitted by the Administering Authority.

5.1.4 Cessation

Since scheduled bodies are legally obliged to participate in the LGPS, scheduled bodies may not choose to cease participation in the Scheme. In the rare event of a cessation occurring, for example due to government changes, the Administering Authority will instruct the Pension Fund Actuary to carry out a cessation valuation to determine the funding position of the scheduled body. Where there is a deficit, payment of this amount in full would normally be sought from the scheduled body; where there is a surplus current legislation does not permit a refund payment to the scheduled body.

To the extent reasonably practicable, the actuary will adopt an approach which protects the other employers from the likelihood of any material loss emerging in the future. This will include the following methods:

- a) Where there is a guarantor for future deficits and contributions, the cessation valuation will normally be calculated using the ongoing basis as described in Appendix B;
- b) Alternatively, it may be possible to simply transfer the former scheduled body's liabilities and assets to the guarantor, without needing to crystallise any deficit. This approach may be adopted where the employer cannot pay the contributions due, and this is within the terms of the guarantee;
- c) Where a guarantor does not exist then the cessation liabilities and final deficit will normally be calculated using a "gilts cessation basis", which is more prudent than the ongoing basis. This has no allowance for potential future investment out-performance above gilt yields, and has added allowance for future improvements in life expectancy. This could give rise to significant cessation liabilities.

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Under (a) and (c), any shortfall would usually be levied on the departing scheduled body as a single lump sum payment. If this is not possible then the Pension Fund would drawdown on any guarantee in place for the employer.

In the event that the Pension Fund is not able to recover the required payment in full either from the scheduled body or guarantor, then the unpaid amounts will be shared amongst all of the other employers in the Pension Fund. This may require an immediate revision to the Rates and Adjustments Certificate affecting other employers in the Pension Fund, or alternatively, this will be reflected in the contribution rates set at the next formal Valuation following the cessation date.

Further details can be found in the Pension Fund's Cessation Policy, accessible from <http://www.yourpension.org.uk/Hertfordshire/Fund-information/Policy-statements.aspx>.

5.1.5 Outsourcing Services

Scheduled bodies that have outsourced services to a contractor will be liable for any unpaid deficit of the contractor on cessation. Additionally, scheduled bodies will be liable for any future deficits and contributions arising after cessation relating to the contractor's participation in the Pension Fund.

5.2 Community admission bodies and designating employers

5.2.1 New community admission bodies

With effect from 1 October 2012, the Local Government Pension Scheme Miscellaneous Regulations 2012 introduced mandatory new requirements for all admission bodies admitted to the Pension Fund. Under these regulations, all new admission bodies will be required to provide some form of security, such as a guarantee from the outsourcing employer, an indemnity or a bond. The security is required to cover some or all of the following:

- the strain cost of any redundancy early retirements resulting from the premature termination of the contract;
- allowance for the risk of asset underperformance;
- allowance for the risk of a fall in gilt yields;
- allowance for the possible non-payment of employer and member contributions to the Pension Fund;
- the current deficit.

Any security must be to the satisfaction of the Administering Authority and will be reassessed on an annual basis.

The Administering Authority will only consider requests from CABs (or other similar bodies, such as section 75 NHS partnerships) to join the Pension Fund if they are sponsored by a scheduled body with tax raising powers, guaranteeing their liabilities and supplemented by the provision of a form of security as above.

The above approaches reduce the risk to other employers in the Pension Fund, sharing any shortfall for admission bodies ceasing with unpaid liabilities.

5.2.2 Basis for community admitted bodies and designating employers open to new entrants

In the circumstances where:

- the employer is a CAB or designating employer, and
- the employer is open to new entrants, and

the Administering Authority will normally target a funding level of 100% of accrued liabilities over the future working lifetime of the remaining scheme members, valued on an ongoing basis.

The Administering Authority reserves the right to vary the discount rate used to set the employer contribution rate to protect other employers in the Pension Fund; in particular where the designating employers and admission bodies has no guarantor or where the strength of covenant is considered to be weak but there is no immediate expectation that the admission agreement will cease.

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5.2.3 Basis for community admitted bodies and designating employers closed to new entrants

In the circumstances where:

- the employer is a CAB or designating employer, and
- the employer has no guarantor, and
- the admission agreement is likely to terminate, or the employer is likely to lose its last active member, within a timeframe considered appropriate by the Administering Authority to prompt a change in funding,

the Administering Authority may vary the discount rate used to set the employer contribution rate in order to protect other employers in the Pension Fund. In particular, contributions may be set on a more prudent basis for an employer to achieve full funding by the time the agreement terminates or the last active member leaves (e.g. using a discount rate set equal to gilt yields). This policy will increase regular contributions and reduce, but not entirely eliminate, the possibility of a final deficit payment being required from the employer when a cessation valuation is carried out.

5.2.4 Treatment of surplus

The Administering Authority's preferred approach is for contributions to be kept at the future service rate, although reductions may be permitted by the Administering Authority.

5.2.5 Cessation

Notwithstanding the provisions of the admission agreement, the Administering Authority may consider any of the following as triggers for the cessation of an admission agreement with any type of body:

- last active member ceasing participation in the Pension Fund;
- the insolvency, winding up or liquidation of the CAB or designating employer;
- any breach by the admission body of any of its obligations under the agreement that they have failed to remedy to the satisfaction of the Pension Fund;
- a failure by the admission body to pay any sums due to the Pension Fund within the period required; or
- the failure by the admission body to renew or adjust the level of the bond or indemnity, or to confirm an appropriate alternative guarantor, as required by the Pension Fund.

On cessation of a CAB or designating employer, the Administering Authority will instruct the Pension Fund Actuary to carry out a cessation valuation to determine the funding level on cessation. Where there is a deficit, payment of this amount in full would normally be sought from the employer; where there is a surplus it should be noted that current legislation does not permit a refund payment to the employer.

For an employer whose participation is voluntarily ended either by themselves or the Pension Fund, or where a cessation event has been triggered, the Administering Authority must look to protect the interests of other ongoing employers. The Actuary will therefore adopt an approach which, to the extent reasonably practicable, protects the other employers from the likelihood of any material loss emerging in the future. This will include the following methods:

- a) Where there is a guarantor for future deficits and contributions, the cessation valuation will normally be calculated using the ongoing basis as described in Appendix B;
- b) Alternatively, it may be possible to simply transfer the former admission body's liabilities and assets to the guarantor, without needing to crystallise any deficit. This approach may be adopted where the employer cannot pay the contributions due, and this is within the terms of the guarantee;
- c) Where a guarantor does not exist then, in order to protect other employers in the Pension Fund, the cessation liabilities and final deficit will normally be calculated using a "gilts cessation basis", which is more prudent than the ongoing basis. This has no allowance for potential future investment out-performance above gilt yields, and has added allowance for future improvements in life expectancy. This could give rise to significant cessation liabilities.

Under (a) and (c), any shortfall would usually be levied on the departing admission body as a single lump sum payment. If this is not possible then the Pension Fund would look to any bond, indemnity or guarantee in place for the employer.

In the event that the Pension Fund is not able to recover the required payment in full either from the admission body or guarantor, then the unpaid amounts will be shared amongst all of the other employers in the Pension Fund. This may require an immediate revision to the Rates and Adjustments Certificate affecting other employers in the Pension Fund, or alternatively will be reflected in the contribution rates set at the next formal Valuation following the cessation date.

As an alternative, where the ceasing admission body is continuing in business, the Pension Fund at its absolute discretion reserves the right to enter into an agreement with the ceasing admission body. Under this agreement the Pension Fund would accept an appropriate alternative security to be held against any deficit, and would carry out the cessation valuation on an ongoing basis: deficit recovery payments would be derived from this cessation debt. This approach would be monitored as part of each Triennial Valuation. The Pension Fund reserves the right to revert to a "gilts cessation basis" and seek immediate payment of any funding shortfall identified. The Administering Authority may need to seek legal advice in such cases, as the admission body would have no contributing members.

Further details can be found in the Pension Fund's cessation policy, accessible from <http://www.yourpension.org.uk/Hertfordshire/Fund-information/Policy-statements.aspx>.

5.3 Transferee admission bodies

5.3.1 New transferee admission bodies

A new TAB usually joins the Pension Fund as a result of the outsourcing of some services from an existing employer (normally a scheduled body such as a Council, school or academy) to another organisation (a "contractor"). This normally involves the TUPE transfer of some staff from the outsourcing employer to the contractor. Consequently, for the duration of the contract, the contractor is a new participating employer in the Pension Fund to enable TUPE transferred employees to continue to have access to the Scheme. At the end of the contract the employees revert to the outsourcing employer or to a replacement contractor.

Ordinarily, the TAB would be set up in the Pension Fund as a new employer with responsibility for all the accrued benefits of the transferring employees; in this case, the contractor would usually be assigned an initial asset allocation equal to the past service liability value of the employees' Pension Fund benefits i.e. the TAB will be set up on a 'Fully Funded' basis. The expectation is that the contractor will then be fully funded at the end of the contract.

Employers which "outsource" have flexibility in the way that they can deal with the pension risk potentially taken on by the contractor. There are three routes that such employers may wish to adopt but it must be appreciated that the risk ultimately resides with the employer letting the contract. Any arrangement will have to be agreed between the outsourcing employer and the contractor. The options are:

a) Pooling

Under this option the contractor is pooled with the outsourcing employer and will pay the same rate as the outsourcing employer, which may be under the stabilisation approach.

b) Outsourcing employer retains pre-contract risks

Under this option the outsourcing employer would retain responsibility for assets and liabilities for service accrued prior to the contract commencement date. The contractor would be responsible for the future liabilities that accrue after the contract commencement date for transferred staff. The contractor's contribution rate could vary from one Valuation to the next and the contractor would be liable for any deficit at the end of the contract term for assets and liabilities attributable to service accrued during the contract term.

c) Fixed contribution rate agreed

Under this option the contractor pays a fixed contribution rate during the term of the contract and doesn't pay any cessation deficit.

The Administering Authority is willing to administer any of the above options as long as the approach is documented in the Admission Agreement as well as the transfer agreement. The Admission Agreement should ensure that some element of risk transfers to the contractor where it relates to their decisions as it is unfair to burden the outsourcing employer with that risk. For example the contractor should typically be responsible for pension costs that arise from;

- above average pay increases, including the effect of service prior to contract commencement even if the letting employer takes on responsibility for the latter under (b) above;
- redundancy and early retirement decisions.

d) Theoretical contribution rate

Under this option the Pension Fund Actuary will calculate the theoretical contribution rate for the contractor based on the finalised transferring membership and market conditions as at the date the contractor joins the Pension Fund. This rate will then be payable until the next formal Valuation when it will be reassessed and adjusted. The contractor would be liable for any deficit at the end of the contract term attributable to service accrued before the transfer and during the contract term.

5.3.2 Indemnity

With effect from 1 October 2012, the Local Government Pension Scheme Miscellaneous Regulations 2012 introduced mandatory new requirements for all admission bodies admitted to the Pension Fund. Under these regulations, all new admission bodies are required to provide some form of security, such as a guarantee from the outsourcing employer, an indemnity or a bond. The security is required to cover some or all of the following:

- the strain cost of any redundancy early retirements resulting from the premature termination of the contract;
- allowance for the risk of asset underperformance;
- allowance for the risk of a fall in gilt yields;
- allowance for the possible non-payment of employer and member contributions to the Pension Fund;
- the current deficit.

For all new TABs, the security must be to the satisfaction of the Administering Authority as well as the letting employer, and will be reassessed on an annual basis.

These approaches reduce the risk to other employers in the Pension Fund sharing any shortfall for admission bodies ceasing with an unpaid liabilities.

5.3.3 Treatment of surplus

Where a TAB is found to be in surplus at the valuation, contributions may be reduced by spreading the surplus over the remaining contract term.

5.3.4 Transferee admission bodies ceasing

Notwithstanding the provisions of the Admission Agreement, the Administering Authority may consider any of the following as triggers for the cessation of an admission agreement with any type of body:

- last active member ceasing participation in the Pension Fund;
- the insolvency, winding up or liquidation of the Admission Body;
- any breach by the Admission Body of any of its obligations under the Agreement that they have failed to remedy to the satisfaction of the Pension Fund;
- a failure by the Admission Body to pay any sums due to the Fund within the period required by the Pension Fund; or
- the failure by the Admission Body to renew or adjust the level of the bond or indemnity, or to confirm an appropriate alternative guarantor, as required by the Pension Fund.

Participation is assumed to expire at the end of the contract.

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On cessation, the Administering Authority will instruct the Pension Fund Actuary to carry out a cessation valuation to determine the funding level on cessation. Where there is a deficit, payment of this amount in full would normally be sought from the Admission Body; where there is a surplus it is noted that current legislation does not permit a refund payment to the Admission Body.

Where a contract has ceased, or where a cessation event has been triggered, the Administering Authority must look to protect the interests of other ongoing employers. The Actuary will therefore adopt an approach which is appropriate to the circumstances of cessation and to the extent reasonably practicable, protects the other employers from the likelihood of any material loss emerging in future.

- a) Where there is a guarantor for future deficits and contributions, the cessation valuation will normally be calculated using the ongoing basis as described in Appendix B;
- b) Alternatively, it may be possible to simply transfer the former Admission Body's liabilities and assets to the guarantor, without needing to crystallise any deficit. This approach may be adopted where the employer cannot pay the contributions due, and this is within the terms of the guarantee;
- c) Where a guarantor does not exist then, in order to protect other employers in the Pension Fund, the cessation liabilities and final deficit will normally be calculated using a "gilts cessation basis", which is more prudent than the ongoing basis. This has no allowance for potential future investment out-performance above gilt yields, and has added allowance for future improvements in life expectancy. This could give rise to significant cessation liabilities.

Under (a) and (c), any shortfall would usually be levied on the ceasing admission body as a single lump sum payment. If this is not possible then the Pension Fund would drawdown on any bond, indemnity or guarantee in place for the employer.

If the Pension Fund is not able to recover the required payment in full either from the admission body or guarantor, then the unpaid amounts will be shared amongst all of the other employers in the Pension Fund. This may require an immediate revision to the Rates and Adjustments Certificate affecting other employers in the Pension Fund, or alternatively will be reflected in the contribution rates set at the next formal Valuation following the cessation date.

As an alternative, where the ceasing admission body is continuing in business, in exceptional circumstances, the Pension Fund reserves the right to enter into an agreement with the ceasing Admission Body. Under such an agreement the Pension Fund would accept an appropriate alternative security to be held against any liabilities, and would carry out the cessation valuation on an ongoing basis: deficit recovery payments would be derived from this cessation liability. This approach would be monitored and reviewed at each Triennial Valuation. The Pension Fund reserves the right to revert to a "gilts cessation basis" and seek immediate payment of any funding shortfall identified. The Administering Authority may need to seek legal advice in such cases, as the admission body would have no contributing members.

Further details can be found in the Pension Fund's Cessation Policy, accessible from <http://www.yourpension.org.uk/Hertfordshire/Fund-information/Policy-statements.aspx>.

6 Funding Strategy and Links to the Investment Strategy

6.1 The Pension Fund's Investment Strategy

The Pension Fund has built up assets over the years, and continues to receive contribution and other income. All of this must be invested in a suitable manner, and this is done through the Pension Fund's Investment Strategy.

The Investment Strategy is set by the Administering Authority, after taking investment advice from the Pension Fund's investment consultant, Mercers. The precise mix, investment manager make up and target returns are set out in the Statement of Investment Principles (SIP), which is accessible from the Pension Fund website <http://www.yourpension.org.uk/Hertfordshire/Fund-information/Policy-statements.aspx>.

A full review of the Investment Strategy is carried out after each Triennial Valuation, and the Investment Strategy is kept under review on an annual basis to ensure that it remains appropriate to the Pension Fund's liability profile. The Investment Strategy is approved by the Board.

6.2 Link between the Funding Strategy Statement and the Investment Strategy

The Pension Fund must be able to meet all benefit payments when they fall due. These payments will be met by contributions (resulting from the FSS) or asset returns and income (resulting from the Investment Strategy). To the extent that investment returns or income fall short, then higher cash contributions are required from employers. The funding and investment strategies are, therefore, inextricably linked.

6.3 Compatibility of the Pension Fund's Funding Strategy Statement and Investment Strategy

In the opinion of the Pension Fund Actuary, the current FSS is consistent with the current Investment Strategy of the Pension Fund. The asset out-performance assumption contained in the discount rate (see Section 3 of Appendix B) is within a range that is considered acceptable for funding purposes; it is also considered to be consistent with the requirement to take a "prudent longer-term view" of the funding of liabilities as required by the UK Government. However, in the short term, such as the formal Triennial Valuations, there is scope for volatility and there is a material chance that in the short term and medium term, asset returns will fall short of this target. The stability measures described in Section 3 will mitigate, but not remove, the effect on employers' contributions.

The Pension Fund does not hold a contingency reserve to protect it against the volatility of equity investments.

6.4 Impact of the strategies on the stabilisation mechanism

The Actuary has developed four key measures which capture the essence of the Pension Fund's funding and investment strategies:

- **Prudence** – the Pension Fund should have a reasonable expectation of being fully funded in the long term;
- **Affordability** – how much can employers afford;
- **Stewardship** – actuarial assumptions used should be sustainable in the long term, without having to resort to overly optimistic assumptions about the future to maintain an apparently healthy funding position;
- **Stability** – employers should not see significant changes in their contribution rates from one year to the next to help to provide a more stable budgeting environment.

The key issue is that the main objectives often conflict. For example, minimising the long term cost of the Scheme (i.e. keeping employer rates affordable) is best achieved by investing in higher returning assets e.g. equities. However, the yields on equities are very volatile, which conflicts with the objective to have stable contribution rates.

Therefore a balance needs to be maintained between risk and reward which has been considered by the use of Asset Liability Modelling. This is a set of calculation techniques applied by the Pension Fund Actuary, to model the range of potential future solvency levels and contribution rates.

The Actuary modelled the impact of these four key areas, for the purpose of setting a stabilisation approach (see Section 5.1.1). The modelling demonstrated that retaining the present Investment Strategy, coupled with constraining employer contribution rate changes as described in 5.1.1, struck an appropriate balance between the objectives above. In particular the stabilisation approach currently adopted meets the need for stability of contributions without jeopardising the Administering Authority's aims of prudent stewardship of the Pension Fund.

The current stabilisation mechanism is to remain in place until 2017 and will be reviewed as part of the 2016 Valuation.

6.5 Monitoring of the Pension Fund's overall funding position

The Administering Authority monitors the relative funding position of the overall fund, i.e. changes in the relationship between asset values and the liabilities value, on a quarterly basis and reports this to the Pension Committee.

Appendix A: Responsibilities of Key Parties

The efficient and effective operation of the Pension Fund needs various parties to each play their part.

A1 The Administering Authority should:

- operate the Pension Fund in accordance with the relevant LGPS Regulations;
- effectively manage any potential conflicts of interest arising from its dual role as Administering Authority and a Pension Fund employer;
- collect employer and employee contributions, investment income and other amounts due to the Pension Fund;
- ensure that cash is available to meet benefit payments as and when they fall due;
- pay from the Pension Fund the relevant benefits and entitlements that are due;
- invest surplus monies (i.e. contributions and other income that are not immediately required to pay benefits) in accordance with the Pension Fund's Statement of Investment Principles (SIP) and LGPS Regulations;
- communicate appropriately with employers so that they fully understand their obligations to the Pension Fund;
- take appropriate measures to safeguard the Pension Fund against the consequences of employer default;
- manage the Triennial Valuation process in consultation with the Pension Fund Actuary;
- prepare and maintain a Funding Strategy Statement (FSS) and a SIP, after consultation;
- notify the Pension Fund Actuary of material changes that could affect funding (this is covered in a separate agreement with the actuary); and
- monitor all aspects of the Pension Fund's performance and funding and amend the FSS and SIP as appropriate.

A2 The individual employer should:

- deduct contributions from employees' salary correctly;
- pay all contributions promptly by the due date and as determined by the Actuary;
- establish and exercise a discretions policy within the regulatory framework;
- make additional contributions in accordance with agreed arrangements in respect of, for example, augmentation of scheme benefits, early retirement strain; and
- notify the Administering Authority promptly of all changes to its circumstances, prospects or membership, which could affect future funding.

A3 The Pension Fund Actuary should:

- prepare Triennial Valuations, including the setting of employers' contribution rates. This will involve agreeing assumptions with the Administering Authority, having regard to the FSS and LGPS Regulations, and targeting each employer's solvency appropriately;
- provide advice relating to new employers in the Pension Fund, including the level and type of bonds or other forms of security and the monitoring of these;
- prepare advice and calculations in connection with bulk transfers and individual benefit related matters;
- assist the Administering Authority in considering possible changes to employer contributions between formal Triennial Valuations, where circumstances suggest this may be necessary;
- advise on the termination of admission bodies' participation in the Pension Fund; and
- fully reflect actuarial professional guidance and requirements in the advice given to the Administering Authority.

A4 Other parties:

- investment advisers (either internal or external) should ensure the Pension Fund's SIP remains appropriate and consistent with this FSS;
- investment managers, custodians and bankers should ensure effective investment (and dis-investment) of Pension Fund assets, in line with the SIP;
- auditors should comply with their auditing standards, ensure the Pension Fund's compliance with all requirements, monitor and advise on fraud detection, and sign off annual reports and financial statements as required;
- governance advisers may be appointed to advise the Administering Authority on efficient processes and working methods in managing the Pension Fund;
- legal advisers (either internal or external) should ensure the Pension Fund's operation and management remains fully compliant with all regulations and broader local government requirements, including the Administering Authority's own procedures.

Appendix B: Actuarial Assumptions

B1 What are the actuarial assumptions?

These are expectations of future experience used to place a value on future benefit payments (“the liabilities”). Assumptions are made about the amount of benefit payable to members (“the financial assumptions”) and the likelihood or timing of payments (“the demographic assumptions”). For example, financial assumptions include investment returns, salary growth and pension increases; demographic assumptions include life expectancy, probabilities of ill-health early retirement, and proportions of member deaths giving rise to dependants’ benefits.

Changes in assumptions will affect the measured value of future service accrual and past service liabilities, and hence the measured value of the past service deficit. However, different assumptions only impact on the pace of funding and will not of course affect the actual benefits payable by the Pension Fund in future.

The combination of all assumptions is described as the “basis”. A more optimistic basis might involve higher assumed investment returns (“the discount rate”), or lower assumed salary growth, pension increases or life expectancy; a more optimistic basis will give lower liability values and lower employer costs. A more prudent basis will give higher liability values and higher employer costs.

B2 What basis is used by the Pension Fund?

The Pension Fund’s standard funding basis is described as the “ongoing basis”, which applies to most employers in most circumstances. This is described in more detail in B3 below. It anticipates employers remaining in the Pension Fund in the long term.

However, in certain circumstances, typically where the employer is not expected to remain in the Pension Fund long term, a more prudent basis applies: see section 5.2.2 and 5.3.4.

B3 What assumptions are made in the ongoing basis?

a) Investment return / discount rate

The key financial assumption is the anticipated return on the Pension Fund’s investments. This is known as the discount rate and this assumption makes allowance for an anticipated out-performance of Pension Fund returns relative to long term yields on UK Government bonds (“gilts”). There is, however, no guarantee that Pension Fund returns will out-perform gilts. The risk is greater when measured over short periods such as the three years between formal actuarial Valuations, when the actual returns and assumed returns can deviate sharply.

Given the very long term nature of the liabilities, a long term view of prospective asset returns is taken. The long term in this context would be 20 to 30 years or more.

For the purpose of the Triennial Valuation at 31 March 2013 and setting contribution rates effective from 1 April 2014, the Pension Fund Actuary has assumed that future investment returns earned by the Pension Fund over the long term will be 1.8% per annum greater than gilt yields at the time of the Valuation. In the opinion of the Pension Fund Actuary, based on the current Investment Strategy, this asset out-performance assumption is within a prudent range that would be considered acceptable for the purposes of the funding valuation.

b) Salary growth

Pay for public sector employees is currently subject to restriction by the UK Government until 2016. Although this “pay freeze” does not officially apply to local government and associated employers, it has been suggested that they are likely to show similar restraint in respect of pay awards. Based on long term historical analysis of the membership in LGPS funds, the salary increase assumption at the 2013 valuation has been set to 0.5% above the retail prices index (RPI) per annum. This is a change from the previous valuation, which assumed a two year restriction at 1% per annum followed by longer term growth at RPI plus 1.5% per annum.

c) Pension increases

Since 2011 the consumer prices index (CPI), rather than RPI, has been the basis for increases to public sector pensions in deferment and in payment. This change was allowed for in the Valuation calculations as at 31 March 2010. The basis of such increases is set by the Government, and is not under the control of the Pension Fund or any employers.

As at the previous Valuation, we derive our assumption for RPI from market data as the difference between the yield on long-dated fixed interest and index-linked government bonds. This is then reduced to arrive at the CPI assumption, to allow for the “formula effect” of the difference between RPI and CPI. At the 2013 Valuation, we propose a reduction of 0.8% per annum. This is a larger reduction than at 2010, which will serve to reduce the value placed on the Pension Fund’s liabilities (all other things being equal).

d) Life expectancy

The demographic assumptions are intended to be best estimates of future experience in the Pension Fund. These are based on past experience of LGPS funds which participate in Club Vita which is the longevity analytics service used by the Pension Fund, and endorsed by the Actuary.

The longevity assumptions adopted at this Valuation are a bespoke set of “VitaCurves”, produced by the Club Vita’s detailed analysis, which are specifically tailored to fit the membership profile of the Pension Fund. These curves are based on the data provided by the Pension Fund for the purposes of this Valuation.

It is acknowledged that future life expectancy and, in particular, the allowance for future improvements in life expectancy, is uncertain. There is a consensus amongst actuaries, demographers and medical experts that life expectancy is likely to improve in the future. Allowance has been made in the ongoing valuation basis for future improvements in line with a 1.25% per annum minimum underpin to future reductions in mortality rates. This is a higher allowance for future improvements than was made in the 2010 Valuation.

The combined effect of the above changes from the 2010 Valuation approach is to deduct around one year of life expectancy on average. The approach taken is considered reasonable in light of the long term nature of the Pension Fund and the assumed level of security underpinning members’ benefits.

e) General

The same financial assumptions are adopted for all employers, in deriving the past service deficit and the future service rate: as described in Sections 3.5 to 3.10 and Section 5, these calculated figures are translated in different ways into employer contributions, depending on the employer’s circumstances.

The demographic assumptions, in particular the life expectancy assumption, vary by type of member and so reflect the different membership profiles of employers.

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Appendix C: Key Risks and Controls

C1 Types of risk

The Administering Authority has an active risk management programme in place. Key risks are incorporated in the Pension Fund's Risk Register and this is monitored on an ongoing basis and performance is reported to the Pensions Committee on a quarterly basis.

Risk	Summary of Control Mechanisms
<p>The Pension Fund Investment Strategy does not deliver the long term projected investments returns and/or does not comply with legislation</p>	Ensure the strategy complies with the Local Government Pension Scheme regulations, Statement of Investment Principles and Investment Management Agreements.
	Set the Investment Strategy in light of the risk and return objectives of the Pension Fund and review at regular intervals to ensure the Strategy is still appropriate
	Diversify investment across asset classes and markets to reduce the impact of financial market volatility including setting a limit for the proportion of the Pension Fund's assets held in illiquid asset classes such as private equity and property.
	Monitor and provide a quarterly report to the Pensions Committee on Investment Managers' performance against benchmark.
	Monitor Investment Managers' compliance with the investment restrictions and limits laid out in the Pension Fund's Statement of Investment Principles and Investment Managers' Agreements and report any cases of non-compliance
<p>The funding level of the Pension Fund deteriorates</p>	Set investment out-performance targets at the triennial valuation with reference to the Pension Fund's current Investment Strategy and on a relatively prudent basis to reduce the risk of under-performance against anticipated returns. At the same time, review and agree the other actuarial assumptions such as salary increases, discount rates, longevity etc.
	Provide the Pensions Committee with quarterly actuarial reports that monitor the funding position of the Pension Fund and the sensitivity of this to changes in general market conditions.
	Undertake annual data validation checks to identify any discrepancies or errors in the data with the Pension Fund's third party pension's administration service.
	Monitor and ensure scheme employers pay the extra capital/strain cost of non-ill-health retirements following each individual decision and in the year the decision is made.
	Monitor each scheme employer's ill-health experience on an ongoing basis against the "ill health budget" set for each employer at the triennial valuation and require them to make additional contributions to the Pension Fund where budgets are exceeded.
	Monitor cash flows at a whole Pension Fund level and an individual scheme employer level and certify cash deficit contributions for those with reducing payrolls as identified at the triennial valuation.
	At each triennial valuation, assign any liabilities relating to ceased transferee admission bodies to the original ceding scheme employer.
	Monitor the 'characteristics' and individual funding position of pool members to ensure pooling is still appropriate. Require members of the Schools or Parish and Town Councils Pools to sign a pooling agreement which sets certain conditions and requirements for scheme employers' participation in the pool.
	Set deficit recovery plans after taking into account the particular characteristics of each type of scheme employer and the future working lifetime of its employees. Use shorter deficit recovery periods for organisations with a limited "life" in the Pension Fund or without statutory tax raising powers.
	Monitor the covenant of scheme employers and review their ability to meet ongoing liabilities,

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Risk	Summary of Control Mechanisms
Scheme employers default on meeting their obligations to the Pension Fund and LGPS	Develop further data quality controls with the Pension Fund's third party pension's administration service to monitor membership data submitted by scheme employers to ensure it is accurate and up to date.
	Develop a risk evaluation approach to identify covenant risk, categorising scheme employers as low, medium or high. Establish a set of risk criteria and monitor scheme employers against this. Engage with scheme employers at an early stage to address funding issues.
	Monitor contributions to ensure that scheme employers are paying the correct employer contribution rate.
	Do not allow unsupported employers to be admitted to the Pension Fund. Require all community admission bodies and transferee admission bodies to obtain a bond or guarantor from a scheme employer. Revalue bonds every three years to ensure the risk cover is still appropriate.
	Carry out regular financial checks on participating scheme employers, especially non-tax raising bodies.
	Carry out an annual employer survey to identify any changes in funding stream for scheme employers.
	Pool the contributions for scheme employers with similar characteristics to allow sharing of risk amongst scheme employers.
	Carry out cessation valuations on a more prudent gilts basis to ensure the payment calculated when a scheme employer's liabilities are crystallised is sufficient to meet the future payment of benefits made by the Pension Fund.
The Pension Fund and its third party providers do not comply with regulations, statute or procedure	Review the Custodian's and Investment Managers' internal control reports to identify any concerns over controls and processes in place
	Ensure the Custodian undertakes monthly reconciliations with the Pension Fund's Investment Managers to ensure all assets are correctly accounted for and holdings are agreed.
	Require all large employers in the Pension Fund to provide an Annual Assurance Certification that payroll systems are compliant and have been tested by the scheme employers' internal auditors
	Engage internal and external audit reports to regularly test that appropriate controls are in place over the payment of benefits and expenses and collection of contributions and that they are working effectively. Implement any recommendations resulting from both these audits.
	Work in conjunction with the Strategic Procurement Group to ensure all procurements are carried out in accordance with HCC contract and EU regulations.
	Review the Pension Fund SORP in preparing the Statement of Accounts to ensure compliance and engage external audit to review the Pension Fund accounts each year.
	Manage performance of the Pension Fund's third party pension's administration service through a service level agreement and monitor against Key Performance Indicators.
	Work closely with the Pension Fund's third party pension's administration service to ensure it complies with current regulations and is alert to and can implement any changes to scheme benefits.
Ensure the Pension Fund's third party pension's administration service has a robust programme in place to test controls on the membership benefit system and that they are fully compliant and up to date.	

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Appendix D: Glossary

Actuarial assumptions/ Basis	The combined set of assumptions made by the Pension Fund Actuary, about the future, to calculate the value of liabilities. The main assumptions will relate to the discount rate, salary growth, pension increases and longevity. More prudent assumptions will give a higher liability value, whereas more optimistic assumptions will give a lower value.
Administering Authority	The County Council has a statutory responsibility for running the Pension Fund and is, in effect, the Pension Fund's "trustees" who are Members of Hertfordshire County Council.
Admission Bodies	Employers which voluntarily participate in the Pension Fund, so that their employees and ex-employees are Scheme members. There will be an admission agreement setting out the employer's obligations. For more details see Section 4.1.
Common contribution rate	The Pension Fund-wide future service rate plus past service adjustment. It should be noted that this will differ from the actual contributions payable by individual employers.
Covenant	The assessed financial strength of the employer. A strong covenant indicates a greater ability (and willingness) to pay for pension obligations in the long run. A weaker covenant means that it appears that the employer may have difficulties meeting its pension obligations in full over the longer term.
Deficit	The shortfall between the assets value and the liabilities value. This relates to assets and liabilities built up to date, and ignores the future build-up of pension which, in effect, is assumed to be met by future contributions).
Deficit repair/ recovery period	The target length of time over which the current deficit is intended to be paid off. A shorter period will give rise to a higher annual past service adjustment (deficit repair contribution), and vice versa.
Designating Employer	Employers such as Town and Parish Councils that are able to participate in the Scheme via a resolution passed by their Board. These employers can designate which of their employees are eligible to join the Scheme.
Discount rate	The annual rate at which future assumed cash flows (in and out of the Pension Fund) are discounted to the present day. This is necessary to provide a liabilities value which is consistent with the present day value of the assets, to calculate the deficit. A lower discount rate gives a higher liabilities value, and vice versa. It is similarly used in the calculation of the future service rate and the common contribution rate.
Employer	An individual participating body in the Pension Fund, which employs (or used to employ) members of the Pension Fund. Normally the assets and liabilities values for each employer are individually tracked, together with its future service rate at each Valuation.
Funding level	The ratio of assets value to liabilities value: for further details see Section 3.3.
Future service rate	The actuarially calculated cost of each year's build-up of pension by the current active members, excluding members' contributions but including Pension Fund administrative expenses. This is calculated using a chosen set of actuarial assumptions.
Gilt	A UK Government bond, i.e. a promise by the Government to pay interest and capital according to the terms of that particular gilt, in return for an initial payment of capital by the purchaser. Gilts can be "fixed interest", where the interest payments are level throughout the gilt's term, or "index-linked" where the interest payments vary each year in line with a specified index (usually RPI). Gilts can be bought as assets by the Pension Fund, but their main use in funding is as an objective measure of solvency.
Guarantee / guarantor	A formal promise by a third party (the guarantor) that it will meet any pension obligations not met by a specified employer. The presence of a guarantor will mean, for instance, that the Pension Fund can consider the employer's covenant to be as strong as its guarantor's.
Outsourcing employer	An employer which has outsourced or transferred a part of its services and workforce to another employer (usually a contractor). The contractor will pay towards the Scheme benefits accrued by the transferring members, but ultimately the obligation to pay for these benefits will revert to the outsourcing employer. An outsourcing employer will usually be a Council or other scheduled body, including academies.
Liabilities	The actuarially calculated present value of all pension entitlements of all members of the Pension Fund, built up to date. This is compared with the present market value of Pension Fund's assets to derive the deficit. It is calculated on a chosen set of actuarial assumptions.

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Maturity	A general term to describe a Pension Fund (or an employer's position within a Pension Fund) where the members are closer to retirement (or more of them already retired) and the investment time horizon is shorter. This has implications for Investment Strategy and, consequently, the Funding Strategy.
Members	The individuals who have built up (and may still be building up) entitlement in the Pension Fund. They are divided into actives (current employee members), deferred (ex-employees who have not yet retired) and pensioners (ex-employees who have now retired, and dependants of deceased ex-employees).
Past service adjustment	The part of the employer's annual contribution which relates to past service deficit repair.
Pooling	Employers may be grouped together for the purpose of calculating contribution rates. Their combined membership and asset shares are used to calculate a single contribution rate applicable to all employers in the pool. A pool may still require each individual employer to ultimately pay for its own share of deficit, or (if formally agreed) it may allow deficits to be passed from one employer to another. For further details of the Pension Fund's current pooling policy see Section 3.10.
Profile	The profile of an employer's membership or liability reflects various measurements of that employer's members, i.e. current and former employees. This includes: the proportions which are active, deferred or pensioner; the average ages of each category; the varying salary or pension levels; the lengths of service of active members vs. their salary levels, etc. A membership (or liability) profile might be measured for its maturity also.
Rates and Adjustments Certificate	A formal document required by the LGPS Regulations, which must be updated at least every three years at the conclusion of the formal Valuation. This is completed by the Actuary and confirms the contributions to be paid by each employer (or pool of employers) in the Pension Fund for the three year period until the next valuation is completed. The Rates and Adjustments Certificate is appended to the formal Valuation Report issued following each Triennial Valuation.
Scheduled Bodies	Types of employer explicitly defined in the LGPS Regulations, whose employers must be offered membership of their local LGPS Pension Fund. These include Councils, colleges, universities, academies, police and fire authorities etc, other than employees who have entitlement to a different public sector pension scheme (e.g. teachers, police and fire officers, university lecturers).
Scheme	The Local Government Pension Scheme, a public sector pension arrangement put in place via Government Regulations, for workers in local government. The LGPS Regulations also dictate eligibility (particularly for scheduled bodies), members' contribution rates, benefit calculations and certain governance requirements. The Scheme is divided into 101 Pension Funds throughout the UK. Each pension fund is autonomous to the extent not dictated by the LGPS Regulations, e.g. regarding investment strategy, employer contributions and choice of advisers.
Solvency	In a funding context, this usually refers to a 100% funding level, i.e. where the assets value equals the liabilities value.
Stabilisation	Any method used to smooth out changes in employer contributions from one year to the next. This is very broadly required by the LGPS Regulations, but in practice is particularly employed for large, stable and long term employers in the Pension Fund. Different methods may involve: probability-based modelling of future market movements; longer deficit recovery periods; higher discount rates; or some combination of these.
Theoretical contribution rate	The employer's contribution rate, including both future service rate and past service adjustment, which would be calculated on the standard actuarial basis, before any allowance for stabilisation or other agreed adjustment.
Valuation	An actuarial investigation to calculate the liabilities, future service contribution rate and common contribution rate for a Pension Fund, and usually individual employers. This is normally carried out in full every three years, but can be approximately updated at other times. The assets value is based on market values at the valuation date, and the liabilities value and contribution rates are based on long term bond market yields at that date.

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Actuary	An independent qualified consultant who advises on the financial position of the Pension Fund. Every three years the Actuary reviews the assets and liabilities of the Pension Fund and produces the actuarial valuation which recommends the employer contribution rates.
Administering Authority	A local authority required to maintain a pension fund under the Local Government Pension Scheme regulations. Within the geographical boundary of Hertfordshire, the Administering Authority is Hertfordshire County Council.
Admission agreement	A contract between an administering authority, admitted body and if applicable, the outsourcing Scheme employer.
Augmentation	Additional membership awarded to a member by their employer, to a maximum of ten years.
Benchmark	A notional fund which is developed to provide a standard against which an Investment Manager's performance is measured.
Bonds	A certificate of debt issued by a company, government or other institution. A bondholder is a creditor of the issuer and usually receives interest at a fixed rate. Also referred to as fixed interest securities.
Career Average Revalued Earnings (CARE) scheme	<p>A scheme that are a type of defined benefit pension scheme where the benefits at retirement are based on average pensionable earnings and the length of membership of the scheme.</p> <p>From 1 April 2014, the Scheme moved from a final salary scheme to a career average revalued earnings (CARE) scheme details of which are accessible from the Pension Fund website at www.yourpension.org.uk/agencies/HCC/.</p>
Chief Finance Officer	An officer of that has delegated responsibility to manage the financial arrangements for an organisation. Hertfordshire County Council delegates these responsibilities to the post of the Director of Resources.
Communication Policy Statement	A statement of policy on communications with members and employers including the provision of information about the Scheme, the format, frequency and method of distributing such information and the promotion of the Scheme to prospective members.
Custody/Custodian	The safe-keeping of securities by a financial institution. The Custodian is responsible for maintaining investment records, the settlement of transactions, income collection, tax reclamation and other administrative actions in relation to the Pension Fund's investments.
Deferred members	Members who leave their employment or opt out of the Scheme and have their benefits deferred until retirement or until they request a transfer to another pension scheme.
Defined benefit final salary scheme	A pension scheme where the scheme rules define the benefits independently of the contributions paid by the members and employer. Members' benefits are a specified fraction of a scheme member's final pay.
Equities	Shares in UK and overseas companies.
Ex-officio	A member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.
Final pensionable pay	The figure used to calculate a member's pension benefits and is normally a members pay in the last year before they retire. A member's benefits could also be calculated on one of the previous two years pay if that amount is higher, or the average of any three consecutive years in the last ten years if the member has had a downgrade in the last ten years or pay has been restricted in that period.
Fixed interest securities	Investments which guarantee a fixed rate of interest. The securities represent loans which are repayable at a future date but which can be traded on a recognised stock exchange until this time. Also known as bonds.
Forward foreign exchange contract	An agreement between two parties to exchange one currency for another at a forward or future date.
Funded scheme	A pension scheme that has available assets to cover all liabilities, including the obligation of future payments to retirees.
Funding Strategy Statement	A statement of the Pension Fund's strategy for meeting employers' pension liabilities.
Futures	Contracts to buy or sell specific quantities of a commodity or financial instrument at a specified price with delivery set at a specified time in the future.
Governance Policy and Compliance Statement	A statement of the governance arrangements of the Pension Fund including the delegation of responsibility, terms of reference, representation and compliance with statutory guidance.

Glossary to the Annual Report and Accounts

Hertfordshire Local Government Association	A voluntary organisation, acting on behalf of the local government sector in Hertfordshire.
Index linked	Bonds on which the interest and ultimate capital repayment are recalculated on the basis of changes in inflation.
Investment Consultant	A professionally qualified individual or company who provides objective, impartial investment advice to the Pension Fund.
Investment Manager	An organisation that specialises in the investment of a portfolio of securities on behalf of an organisation subject to the guidelines and directions of the investor.
Lien	A form of security interest granted over an asset to secure the payment of a debt or performance of some other obligation.
Mandate	A set of instructions given to an investment manager as to how a fund is to be managed. Targets for performance against a benchmark or limits on investing in certain stocks or sectors may be set. This is formalised within an investment manager agreement between a pension fund and investment manager.
Pooled investment vehicles	An investment which allows investors' money to be pooled and used by investment managers to buy a variety of securities, thereby giving investors a stake in a diversified portfolio of securities.
Private equity	An asset class consisting of equity securities in operating companies that are not publicly traded on a stock exchange.
Quoted securities	Shares with prices quoted on a recognised stock exchange.
Rates and Adjustments Certificate	A certificate issued by the Pension Fund Actuary setting out the contribution rates payable by participating employers
Scheme	The Local Government Pension Scheme, a public sector pension arrangement put in place via Government Regulations, for workers in local government. The LGPS Regulations also dictate eligibility (particularly for scheduled bodies), members' contribution rates, benefit calculations and certain governance requirements. The Scheme is divided into 101 Pension Funds throughout the UK. Each pension fund is autonomous to the extent not dictated by the LGPS Regulations, e.g. regarding investment strategy, employer contributions and choice of advisers.
Scheme Administrator	An organisation responsible for the administration of the benefits of the Pension Fund, including the payment of benefits and maintenance of membership records. This is contracted to The London Pensions Fund Authority.
Spot market exchange rate	A spot exchange rate refers to the current exchange rate.
Statement of Investment Principles	A formal policy on how a pension fund will invest its assets including the types in investments to be held, the balance between different types of investments and risk.
Transfer values	A capital value transferred to or from a pension scheme in respect of a contributor's previous periods of pensionable employment.
Transferee admission bodies	An external body contracted to provide services or assets in connection with the exercise of a function of the local authority.
Unit Trust	A pooled fund in which investors can buy or sell units on an ongoing basis.
Unquoted securities	Shares which are dealt in the investment market but which are not listed on a recognised stock exchange.
VitaCurves	Bespoke analysis of the longevity of the Pension Fund's members.
Whole time equivalent salary	The pay a part-time member would receive if they worked full time.

HERTFORDSHIRE COUNTY COUNCIL
PENSIONS BOARD (LGPS)
FRIDAY, 30 SEPTEMBER 2016 AT 10:00AM

Agenda Item
No:

7

MEMBER TRAINING UPDATE 2016-18

Report of the Assistant Director of Finance

Author: Jolyon Adam, Principle Accountant (Telephone: 01992 555078)

1. Purpose of the Report

- 1.1 To provide the Pensions Board with an update on the proposed training plan to fulfil the requirements set out in the Pensions Act 2004 (and amended by the Public Service Pensions Act 2013).

2. Summary

- 2.1 This report builds on the training principles outlined in the Pension Fund Business plan (presented to Pensions Board in November 2015). This report provides more detail on the relevant legislation - and the expectations of that legislation - in terms of knowledge and understanding of members of Pension Boards.
- 2.2 It is proposed that the CIPFA Technical Framework for Local Pension Boards Knowledge and Skills will form the basis of the training plan, and the key modules of this framework are detailed in the body of this report, with more detail of each provided in Appendix A to the report.
- 2.2 The proposed training plan, which has been developed in conjunction with Hymans Robertson, sets out to cover the eight main modules as identified by CIPFA, and the requirements of the Pensions Regulator Code of Practice 14, over a two year period. It takes into account key milestones in the annual cycle.

3. Recommendations

- 3.1 That the Pension Board:
- note the requirements for knowledge and understanding,
 - comment upon the proposed training plan put forward to meet these,
 - commit to undertake this training.

4. Legislative and Regulatory Framework

- 4.1 The main Legislative and Regulatory frameworks relating to expectations of Pension Board members are outlined in the Pension Act 2004 and the Pensions Regulator Code of Practice (14) respectively. The key elements of these have been summarised below.
- 4.2 In summary, the legislation requires members to be conversant with the rules of the scheme and relevant policy documents. Members are also required to have knowledge and understanding of the law relating to pensions, and this knowledge must be sufficient to enable that member to properly exercise the functions of a member of the pension board.
- 4.3 Further to this, the Pensions Regulator Code of Practice (14) for Governance and Administration of Public Service Pension Schemes¹ outlines that members must be conversant with documents which record the administration of the scheme, citing specific examples of the statement of investment principles and funding strategy statement. Additionally, in the context of the Local Government Pension Scheme (LGPS) in particular, this will bring board members into contact with matters relating to investments, actuarial valuations, third party provision, scheme assurance, accounting and auditing.

5. CIPFA Technical Framework for Local Pensions Boards Knowledge and Skills

- 5.1 CIPFA have interpreted all relevant legislative and regulatory requirements in their Knowledge and Skills Framework for Local Pension Boards, in which they have developed a syllabus of eight key areas which they consider core technical requirements for those working in public sector pensions finance:

- pensions legislation
- public sector pensions governance
- pensions administration
- pensions accounting and auditing standards
- financial services procurement and relationship management
- investment performance and risk management
- financial markets and product knowledge
- actuarial methods, standards and practices.

- 5.2 The full CIPFA framework, including detailed expectations of each module is included in Appendix A.

6. Proposed Training Plan

- 6.1 Officers, in conjunction with Hymans Robertson, have proposed a training programme which seeks to cover the eight CIPFA modules, in addition to a further module dedicated to the Pensions Regulator's Code of Practice 14 (Governance and Administration of Public Service Pension Schemes).

¹ Paragraphs 34-35 and 42-44 of The Pensions Regulator Code of Practice Number 14: Governance and Administration of Public Service Pension Schemes (<http://www.thepensionsregulator.gov.uk/codes/code-governance-administration-public-service-pension-schemes.aspx>)

- 6.2 It is proposed that the training programme is delivered over a two year rolling period as set out in Appendix B to the report. Depending on the topic these sessions will be delivered either by officers, external partners/agencies or a combination of the two.
- 6.3 The majority of this training programme will be delivered alongside Pensions Board meetings. However a number of these modules have been identified as being appropriate to cover via joint session with Pensions Committee members. These sessions will be delivered via dedicated training sessions to which Committee members will also be invited. The proposal for these sessions is outlined in Appendix B to the report.
- 6.3 Efforts have been made to target the delivery of relevant training sessions around key milestones, either in the financial year, valuation cycle, or specific fund activities. For example training around modules 3 and 5 (Pensions Administration, and Pensions Service Procurement & Relationship Management respectively) has been scheduled for November 2017 in preparation for the re-tendering process for the Pensions Administration service due to commence in late 2017/early 2018.
- 6.3 Delivery and attendance at these training sessions will be monitored so that compliance with training requirements can be reported on as part of the Pensions Fund Annual Report.

APPENDIX A
CIPFA Technical Knowledge & Skills Framework

Knowledge Area

Competency Level

1. Pensions legislation

- A general understanding of the pensions legislative framework in the UK.
- An overall understanding of the legislation and statutory guidance specific to the scheme and the main features relating to benefits, administration and investment.
- An appreciation of LGPS discretions and how the formulation of the discretionary policies impacts on the pension fund, employers and local taxpayers.
- A regularly updated appreciation of the latest changes to the scheme rules.

2. Pensions governance

- Knowledge of the role of the administering authority in relation to the LGPS.
- An understanding of how the roles and powers of the Department for Communities and Local Government (DCLG), the Pensions Regulator, the Pensions Advisory Service and the Pensions Ombudsman relate to the workings of the scheme.
- Knowledge of the role of the Scheme Advisory Board and how it interacts with other bodies in the governance structure.
- Broad understanding of the role of pension fund committees in relation to the fund, administering authority, employing authorities, scheme members and taxpayers.
- Awareness of the role and statutory responsibilities of the treasurer and monitoring officer.
- Knowledge of the Myners principles and associated CIPFA and SOLACE² guidance.
- A detailed knowledge of the duties and responsibilities of pension board members.
- Knowledge of the stakeholders of the pension fund and the nature of their interests.
- Knowledge of consultation, communication and involvement options relevant to the stakeholders.
- Knowledge of how pension fund management risk is monitored and managed.
- Understanding of how conflicts of interest are identified and managed.
- Understanding of how breaches in law are reported.

² Society of Local Authority Chief Executives

3. Pensions administration

- An understanding of best practice in pensions administration, e.g. performance and cost measures.
- Understanding of the required and adopted scheme policies and procedures relating to:
 - member data maintenance and record-keeping processes
 - internal dispute resolution
 - contributions collection
 - scheme communications and materials.
- Knowledge of how discretionary powers operate.
- Knowledge of the pensions administration strategy and delivery (including, where applicable, the use of third party suppliers, their selection, performance management and assurance processes).
- An understanding of how the pension fund interacts with the taxation system in the UK and overseas in relation to benefits administration.
- An understanding of what additional voluntary contribution arrangements exist and the principles relating to the operation of those arrangements, the choice of investments to be offered to members, the provider's investment and fund performance report and the payment schedule for such arrangements.

4. Pensions accounting and auditing standards

- Understanding of the Accounts and Audit Regulations and legislative requirements relating to internal controls and proper accounting practice.
- Understanding of the role of both internal and external audit in the governance and assurance process.
- An understanding of the role played by third party assurance providers.

5. Pensions services procurement and relationship management

- Understanding of the background to current public procurement policy and procedures, and of the values and scope of public procurement and the roles of key decision makers and organisations.
- A general understanding of the main public procurement requirements of UK and EU legislation.
- Understanding of the nature and scope of risks for the pension fund and of the importance of considering risk factors when selecting third parties.
- An understanding of how the pension fund monitors and manages the performance of their outsourced providers.

6. Investment performance and risk management

- Understanding of the importance of monitoring asset returns relative to the liabilities and a broad understanding of ways of assessing long-term risks.
- Awareness of the Myners principles of performance management and the approach adopted by the administering authority.
- Awareness of the range of support services, who supplies them and the nature of the performance monitoring regime.

7. Financial markets and products knowledge

- Understanding of the risk and return characteristics of the main asset classes (equities, bonds, property).
- Understanding of the role of these asset classes in long-term pension fund investing.
- Understanding of the primary importance of the investment strategy decision.
- A broad understanding of the workings of the financial markets and of the investment vehicles available to the pension fund and the nature of the associated risks.
- An understanding of the limits placed by regulation on the investment activities of local government pension funds.
- An understanding of how the pension fund interacts with the taxation system in the UK and overseas in relation to investments.

8. Actuarial methods, standards and practices

- A general understanding of the role of the fund actuary.
- Knowledge of the valuation process, including developing the funding strategy in conjunction with the fund actuary, and inter-valuation monitoring.
- Awareness of the importance of monitoring early and ill health retirement strain costs.
- A broad understanding of the implications of including new employers into the fund and of the cessation of existing employers.
- A general understanding of the relevant considerations in relation to outsourcings and bulk transfers.
- A general understanding of the importance of the employer covenant and the relative strengths of the covenant across the fund employers.

APPENDIX B - Draft Timetable for Delivery of Training Programme

Date	Session	Module(s) to be Covered	Relevant Milestone	Facilitator
30 September 2016	Pension Board Meeting	(6) Investment Performance & Risk Management (7) Financial Markets and Product Knowledge		Mercers (Investment Consultant)
6 December 2016	Pension Board Meeting	(8) Actuarial Methods, Standards & Practices	Presentation of Valuation Results	Provisional: Hymans Robertson
TBC June 2017	Dedicated Session (Joint, with Pensions Committee)	(1) Pensions Legislation (2) Pensions Governance		Provisional: Squire Patton Boggs (External Legal Consultant)
TBC September 2017	Pensions Board Meeting	(4) Pensions Accounting & Auditing Standards (n/a) The Pensions Regulator Code of Practice #14	Presentation of 17/18 Annual Report & Accounts	TBC
TBC November 2017	Dedicated Session (Joint, with Pensions Committee)	(3) Pensions Administration (5) Pensions Service Procurement & Relationship Management	Re-tender of pensions administration service due to commence late 2018	TBC

PENSION FUND GOVERNANCE AND RISK MANAGEMENT REPORT

Report of the Director of Resources

Author: Jolyon Adam, Principle Accountant (Telephone: 01992 555078)

1. Purpose of the Report

- 1.1 To provide a quarterly report on governance and risk management of the Pension Fund covering the period April to June 2016.

2. Summary

- 2.1 This report is set out in three parts:

- Part 1 provides a report on governance and risk management of the Pension Fund;
- Part 2 provides the Administering Authority Report on Performance Indicators for the Administration Strategy;
- Part 3 reports on specific Scheme Employer matters; and
- Part 4 provides details of any reports that were presented to the previous meeting of the Pensions Committee that are not on the Pension Board agenda. It also provides details of the Pensions Committee's response to any feedback or comments from the Pension Board.

- 2.2 A separate quarterly report is provided by the London Pensions Fund Authority (LPFA) commenting on the performance of the contracted pension's administration service.

3. Recommendations

- 3.1 The Pensions Board is invited to comment on and note the content of this report.

PART 1: GOVERNANCE AND RISK MANAGEMENT

4.1 Risk Register

The Risk Register sets out risk control mechanisms that aim to either avoid or reduce the probability and/or impact of any risk event in relation to the Pension Fund.

The quarterly Risk Register monitoring report provided in Appendix A details any activity or event during the quarter that impact on the risk areas. The risk areas and key events and activities are shaded grey on the report at Appendix A and are summarised below:

- ACCESS investment pooling developments
- 2016 Triennial Valuation including the consultation on the Town and Parish Councils pooling arrangement and agreement of actuarial assumptions.
- Annual benefits statements project with LPFA, working with scheme employers to ensure 2016 statements are produced in accordance with statutory deadlines and submission of data to the Actuary for the 2016 Valuation.
- Review of Custodian and Investment Manager internal control reports and scheme employer annual assurance.
- Annual external audit of the Pension Fund's Annual Report and Accounts
- Procurement exercise for specialist Legal Services under the LGPS National Framework.

4.2 Employer risk monitoring

A separate risk monitoring exercise is carried out on a monthly basis to measure the trend and current status of risk associated with scheme employers, where their covenant may have a detrimental impact on the Pension Fund.

Further detail on the risk criteria being measured is provided in Appendix B to the report.

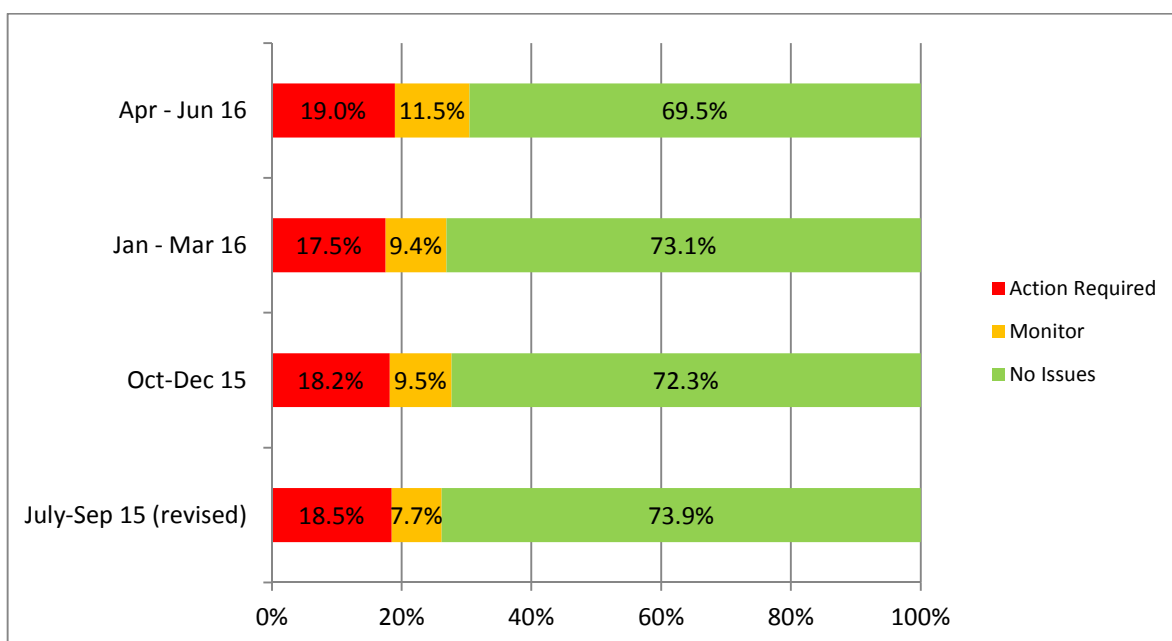
Current Status

Scheme employers are rated as:

- **RED - high risk:** This indicates that action is required to mitigate the risks to the Pension Fund where there is a high risk of a scheme employer defaulting on its obligations to the Pension Fund.
- **AMBER - medium risk:** This indicates that scheme employers require review or ongoing monitoring to determine whether any actions need to be taken to mitigate the risks identified.
- **GREEN - low risk:** This indicates that there are no immediate issues or actions to be taken.

Table 1 provides a summary of the current position, with comparative data for the previous quarters.

Table 1: Employer Risk Monitor – Current Trend and Status



At 30 June 2016, there was an increase of seventeen scheme employers monitored from 331 at 31 March 2016 to 348 at 30 June 2016. This increase is the result of scheme employers seeking admission to the Pension Fund following the outsourcing of homecare and children centre contracts from Hertfordshire County Council, and the outsourcing of other service contracts from schools and Broxbourne Borough Council.

Table 2 provides an analysis of the number of scheme employers in each risk category together with the value of net liabilities (based on the 2013 Valuation) for each risk category.

Table 2: Analysis of Scheme Employers by Risk Category

January – March 2016				Risk Category	April – June 2016			
Scheme Employers		Net Liabilities			Scheme Employers		Net Liabilities	
No.	%	£ m	%		No.	%	£ m	%
58	17.5	14.6	2.4	Red	66	19.0	14.5	2.4
31	9.4	87.4	14.2	Amber	40	11.5	87.1	14.1
242	73.1	515.0	83.4	Green	242	69.5	515.4	83.5
331	100.0	617.0	100.0	Total	348	100.0	617.0	100.0

Red Risk Category

Since the last quarter, the employers monitored in the red risk category have increased from 58 as at 31 March 2016 to 66 as at 30 June 2016. The net movement comprised of:

- + 17 New scheme employers whose admission to the Pension Fund is in progress following the TUPE of staff from scheme employers.

- + 1 Scheme employer whose contract end date is due to end within the next 9 months who has moved into the red risk category because of their overall risk score.
 - 1 Scheme employers whose bonds have expired but are in the process of being renewed.
 - 7 Scheme employers whose admission to the Pension Fund has been completed, as outlined in Part 3 of this report.
 - 1 Scheme employer who have ceased with no outstanding pensions liabilities, as outlined in Part 3 of this report
 - 1 Scheme employer who has ceased following payment of outstanding pension liabilities, as outlined in Part 3 of this report
-
- + 8

Net liabilities for this the red risk category are £14.5m representing 2.4% of total net liabilities.

Of the 66 scheme employers in the red risk category at 30 June 2016, 33 related to new scheme employers whose admission agreements were in progress following the TUPE transfer of staff from existing scheme employers. The table below shows the age profile of these admission agreements relative to the start date of each service contract.

Age	Number
0-6 Months	6
6-12 Months	14
Over a year	13
Total	33

The Pensions Team is working closely with the County Council's legal team to clear the backlog of outstanding admission agreements. Following the recent appointment in August 2016 of specialist legal services under the LGPS framework from Squires Patton Boggs, it is anticipated that the number of historic cases will now be able to be addressed utilising this resource. The number of outstanding admission agreements has increased since the last quarter, which has increased the number of employers in the 'Red' category. This largely reflects a review of the reporting date of new scheme employers. Previously, these were only recognised at the point that membership details were agreed with the new scheme employer, even if this was after the transfer date. Going forward, for prudence new employers will be monitored from the start date of the relevant service contract, whether the Administering Authority has received their membership data or not.

Amber Risk Category

These scheme employers have been identified as requiring review to determine whether any actions need to be taken to mitigate the risks identified. Over the quarter, the overall number of employers in this category has increased from 31 as at 31 March 2016 to 40 as at 30 June 2016. The net change comprised of:

- + 5 Scheme employers whose contract is due to end within the next 9 months where a cessation valuation may be required
- + 2 Scheme employers whose bonds are due to expire within the next 9

months and a bond renewal may be required.

- + 2 Scheme employers who no longer have any active members where a cessation valuation may need to be undertaken.

+ 9

Net liabilities in the amber risk category are £87.1m representing 14.1% of total net liabilities.

Green Risk Category

The overall number of scheme employers in the green risk category is unchanged from 31 March 2016 at 242. Net liabilities for the green risk category are £515.4m representing 83.5% of total net liabilities.

PART 2: ADMINISTERING AUTHORITY REPORT

5. Administering Authority Report on Administration Strategy Performance Indicators

- 5.1 The performance of the Administering Authority and scheme employers in managing and administering the Pension Fund is measured against performance indicators set out in the Administration Strategy.
- 5.2 Appendix C to the report provides a summary of the performance indicators and performance against the following:
 - the Administering Authority
 - Scheme Employers; and
 - The contracted pensions administration service provided by the LPFA.

Details of events and activities impacting on the performance indicators are also provided in Appendix C with commentary on progress to mitigate any issues.

PART 3: SPECIFIC SCHEME EMPLOYER MATTERS

6. Specific scheme employers

6.1 New employers

Seven Admission Agreements have been concluded this quarter in relation to the TUPE transfer of staff under service contracts for the following scheme employers:

- Hertfordshire County Council has outsourced services to Pre School Learning Alliance and Hertsmere Leisure for multiple children centre contracts. Under the LGPS regulations, a separate admission agreement is required for each individual service contract.

The Admission Agreements set out surety arrangements to secure the Pension Fund from any pension's liabilities that are not met by the contractor. In the event the surety is not sufficient to cover all liabilities then these fall back to the ceding employer according to LGPS regulations.

6.2 Terminating employers

During the quarter, the following employers left the Pension Fund:

- Elixor (service contract with Hertfordshire County Council)
- Carers in Hertfordshire (Community admission body)

In accordance with the Pension Fund's Funding Strategy Statement and Cessation Policy, valuations were carried out for all terminating employers and where required, employers were required to make additional contributions to ensure assets were sufficient to cover the cost of future benefits.

PART 4: PENSIONS COMMITTEE




- 7.1 There were no actions arising from the June 2016 meeting of the Pension Board which required a response from the Pensions Committee.

APPENDIX A RISK REGISTER

The Risk Register provides an update on the current risk score compared to the initial risk assessment carried out in April 2014. Risks were scored and then classified in accordance with the Council's Risk Management criteria set out in the following table.

Risk Level	Risk Score Range	Description
Severe	32 - 80	The consequences will have a severe impact on the delivery of a key priority and comprehensive management action is required immediately.
Significant	12 - 24	The consequences of the risk materialising would be significant, but not severe. Some immediate action is required plus the development of an action plan.
Material	5 - 10	Consequences of the risk are not significant and can be managed through contingency plans. Action plans can be developed later to address the risk.
Manageable	1 - 4	Consequences of the risk are considered relatively unimportant. The status of the risk should be reviewed periodically.

This report provides commentary about events that have occurred in the key risk areas with detail provided against the individual control mechanisms. The status column in the table below shows the movement in the overall risk rating in the quarter, according to the key below.

	An increase in risk score since last report
	Risk score has remained unchanged since last report
	A decrease in risk score since last report

Risk		Current Risk Rating				Target Score	Status	Quarterly Activity Summary
		2015 Q2	2015 Q3	2015 Q2	2016 Q1			
A	The Pension Fund Investment Strategy does not deliver the long term projected investments returns and does not comply with legislation.	16	16	16	16	16	◀▶	ACCESS pooling submission submitted to Government (see risk control A1). Monitoring of Investment Manager compliance against Investment Management Agreements (see risk control A4)
B	The funding level of the Pension Fund deteriorates.	16	16	16	16	16	◀▶	Actuarial assumptions agreed for the 2016 Valuation (see risk control B1) Parish and Town Council Pooling policy consultation has closed (see risk control B8)
C	Scheme employers default on meeting their obligations to the Pension Fund and LGPS.	16	16	16	16	8	◀▶	Implementation of action plan to ensure the 2016 Annual Benefit Statement exercise is carried out in accordance with statutory deadlines (see risk control C1). Surety arrangements for historical scheme employers are under review as part of the 2016 Valuation exercise to ensure that an appropriate contribution strategy is agreed for each scheme employer. (see risk control C4).
D	The Pension Fund and its third party providers do not comply with regulations, statute or procedure.	4	4	4	4	4	◀▶	Review of Custodian and Investment Manager internal control reports (see risk control D1) and scheme employer Annual assurance certificates (see risk control D2) as part of the 2015/16 closedown. Procurement of legal service using the National LGPS Framework has been completed (see risk control D6). Annual external audit undertaken by Ernst & Young (see risk control D7)
TOTALS		52	52	52	52	44		

The following table provides a detailed list of the control mechanisms and their status. Commentary is also provided about any risk events that have occurred in the last quarter and progress to implement those controls that are under development.

Risk Control Mechanisms		Control Status	Update
A. The Pension Fund Investment Strategy does not deliver the long term projected investments returns and does not comply with legislation			
A.1	Ensure the strategy complies with the Local Government Pension Scheme regulations, Statement of Investment Principles and Investment Management Agreements.	Implemented	An update on the Asset Pooling is provided in a separate report to the Pensions Committee and Board meeting following the submission of the ACCESS pooling proposal to Government in July 2016.
A.2	Diversify investment across asset classes and markets to reduce the impact of financial market volatility including setting a limit on the proportion of Fund's assets held in illiquid asset classes such as private equity and property.	Implemented	No issues to report
A.3	Monitor and provide a quarterly report to the Pensions Committee on Investment Manager's performance against benchmark.	Implemented	Performance reports are provided as a separate agenda item to quarterly Pensions Committee and Board meetings including the short term implications of the Brexit vote and any potential longer term implications.
A.4	Monitor Investment Managers compliance with the investment restrictions and limits laid out in the Pension Fund's Statement of Investment Principles and Investment Management Agreements and report any cases of non-compliance	Implemented	Exceptions reported for JP Morgan and CBRE during the quarter. The Pension Fund has been working with the investment managers and Custodian to resolve all cases of non-compliance.
A.5	Set the Investment Strategy in light of the risk and return objectives of the Pension Fund and review at regular intervals to ensure the Strategy is still appropriate.	Implemented	No issues to report
B. The funding level of the Pension Fund deteriorates			
B.1	Set investment out-performance targets at the triennial valuation with reference to the Pension Fund's current investment strategy and on a relatively prudent basis to reduce the risk of under-performing against anticipated returns. At the same time, review and agree the other actuarial assumptions such as salary increases, discount rates, longevity etc.	Implemented	The key Actuarial assumptions for the 2016 Valuation were agreed by the Pensions Committee in June 2016.

Risk Control Mechanisms		Control Status	Update
B. The funding level of the Pension Fund deteriorates			
B.2	Provide the Pensions Committee with quarterly actuarial reports that monitor the funding position of the Pension Fund and the sensitivity of this to changes in general market conditions.	Implemented	Performance report provided as separate agenda item to quarterly Pensions Committee and Board meetings
B.3	Undertake annual data validation checks to identify any discrepancies or errors in the data with our third party administrator.	Implemented	No issues to report
B.4	Monitor and ensure scheme employers pay the extra capital/strain cost of non ill-health retirements following each individual decision and in the year the decision is made.	Implemented	No issues to report
B.5	Monitor each scheme employer's ill-health experience on an ongoing basis against the "ill health budget" set for each scheme employer at the triennial valuation and require them to make additional contributions to the Fund where budgets are exceeded.	Implemented	No issues to report
B.6	Monitor cash flows at a whole fund level and individual scheme employer level and certify cash deficit contributions for those with reducing payrolls as identified at the triennial valuation.	Implemented	No issues to report
B.7	At each triennial valuation, assign any liabilities relating to ceased transferee admission bodies to the original ceding scheme employer.	Implemented	Implemented during the 2013 Valuation and practice will continue for future Valuations.
B.8	Monitor the 'characteristics' and individual funding position of pool members to ensure pooling is still appropriate. Require members of the Schools or Parish and Town Council pool to sign a pooling agreement which sets certain conditions and requirements for scheme employers' participation in the pool.	Implemented	The Parish and Town Council Pooling policy consultation closed on 31 May 2016. All but one Parish and Town Council responded by the deadline indicating their intention to remain in the pool. An extension was agreed for the outstanding Parish Council due to extenuating circumstances. A response was expected in August. but not received due to ongoing continuation of these circumstances. A decision will be taken by the administering authority on how to treat this outstanding case before the next update.

Risk Control Mechanisms		Control Status	Update
B. The funding level of the Pension Fund deteriorates			
B.9	Monitor the covenant of scheme employers and review their ability to meet ongoing liabilities.	Implemented	Employer Risk Monitoring framework implemented and quarterly reports provided to the Pensions Committee and Board.
B.10	Set deficit recovery plans after taking into account the particular characteristics of each type of scheme employer and the future working lifetime of its employees. Use shorter deficit recovery periods for organisations with a limited "life" in the Pension Fund or without statutory tax raising powers.	Implemented	Implemented during the 2013 Valuation and practice will continue for future Valuations. Deficit recovery plans to be reviewed as part of the 2016 Valuation.
C. Scheme employers default on meeting their obligations to the Pension Fund and LGPS			
C.1	Develop further data quality controls with the Pension Fund's third party pension's administration service to monitor membership data submitted by scheme employers to ensure it is accurate and up to date.	Implemented	Implementation of action plan to address the breach of the 31 August statutory deadline for issuing Annual Benefit Statements in 2015. LPFA have been working with scheme employers to ensure that they comply with deadlines for submission of membership data to allow production of the 2016 Annual Benefit Statements in accordance with statutory deadlines and submission of data to the Actuary for the 2016 Valuation. 94.1% of employers met the deadline, with those who did not comply being charged in accordance with the Fund's Administration Strategy. Further detail is provided as part of the LPFA Administration report.
C.2	Develop a risk evaluation approach to identify covenant risk, categorising scheme employers as low, medium or high. Establish a set of risk criteria and monitor scheme employers against this. Engage with scheme employers at an early stage to address funding issues.	Implemented	Employer Risk Monitoring framework implemented and quarterly reports provided to the Pensions Committee and Board.
C.3	Monitor contributions to ensure that scheme employers are paying the correct employer contribution rate.	Implemented	No issues to report

Risk Control Mechanisms	Control Status	Update
C. Scheme employers default on meeting their obligations to the Pension Fund and LGPS		
C.4	Do not allow unsupported employers to be admitted to the Pension Fund. Require all community admission bodies and transferee admission bodies to obtain a bond or guarantor from the Scheme employer. Revalue bonds every three years to ensure the risk cover is still appropriate.	Admission procedures for new scheme employers require surety arrangements. Work to revalue financial bonds continues for relevant scheme employers. Surety arrangements for historical scheme employers are under review as part of the 2016 Valuation exercise to ensure that an appropriate contribution strategy is agreed for each scheme employer.
C.5	Carry out regular financial checks on participating employers, especially non-tax raising bodies.	Employer Risk Monitoring framework implemented and quarterly reports provided to the Pensions Committee and Board.
C.6	Carry out an annual employer survey to identify any changes in funding stream for scheme employers.	No issues to report
C.7	Pool the contributions for scheme employers with similar characteristics to allow sharing of risk amongst scheme employers	Implemented for the Schools Pool and Parish and Town Council Pool during the 2013 Valuation. Practice will continue for future Valuations
C.8	Carry out cessation valuations on a more prudent gilts basis to ensure the payment calculated when a scheme employer's liabilities are crystallised is sufficient to meet the future payment of benefits made by the Pension Fund.	No issues to report
D. The Pension Fund and its third party providers do not comply with regulations, statute or procedure		
D.1	Review the Custodians and Investment Managers internal control report to identify any concerns over controls and processes in place.	Reviewed as part of the 2015/16 closure of accounts. There were no issues to report.
D.2	Ensure the Custodian undertakes monthly reconciliations with the Pension Fund's Investment Managers to ensure all assets are correctly accounted for and holdings agree.	Review of monthly reconciliation process will be undertaken following the pricing error on behalf of the custodian identified during the 2015/16 closure of accounts. Controls are being reviewed to ensure that checks on behalf of both the Custodian, and the Administering Authority are sufficient to prevent this re-occurring.
D.3	Allow only authorised personal, as set out on the authorised signatory list, to authorise payments to and out of the Fund.	No issues to report

	Risk Control Mechanisms	Control Status	Update
D. The Pension Fund and its third party providers do not comply with regulations, statute or procedure			
D.4	Require all large scheme employers in the Pension Fund to provide an Annual Assurance Certification that payroll systems are compliant and have been tested by the scheme employers' internal auditors	Implemented	Reviewed as part of the 2015/16 annual report and accounts. No issues to report.
D.5	Engage internal and external audit reports to regularly test that appropriate controls are in place over the payment of benefits and expenses and collection of contributions and that they are working.	Implemented	The findings of the internal controls assessment carried out by Ernst & Young is provided as part of the 2015/16 Audit Results Report for the Pension Fund.
D.6	Work in conjunction with the Strategic Procurement Group to ensure all procurements are carried out in accordance with HCC contract and EU regulations.	Implemented	A procurement exercise has been completed for legal services using the LGPS National Framework. The contract has been awarded to Squires Patton Boggs and the contract is in the process of being finalised.
D.7	Review the Pension Fund SORP and Code of Practice in preparing the Statement of Accounts to ensure compliance and engage external audit to review the Pension Fund accounts each year.	Implemented	The annual external audit has been undertaken by Ernst & Young during the quarter. A separate report on the outcomes is provided to the Pensions Committee and Board
D.8	Manage performance of the Pension Fund's third party administration service through a service level agreement and monitor against Key Performance Indicators.	Implemented	LPFA Performance provided as separate agenda item to quarterly Pensions Board meetings
D.9	Work closely with the Pension Fund's third party administration service to ensure it complies with current regulations and is alert to and can implement any changes to scheme benefits.	Implemented	A Policy for Reporting Breaches of the Law to The Pensions Regulator was presented and approved by the Pensions Committee in June 2016.
²³⁵ D.10	Ensure the Pension Fund's third party administration service has a robust programme in place to test controls on the membership benefit system and that they are fully compliant and up to date.	Implemented	No issues to report

APPENDIX B SCHEME EMPLOYER RISK MONITORING

Table 3 provides details about all of the risk criteria being monitored and the total number of scheme employers that fall into each criteria. These risk criteria have been allocated a risk level of red or amber, depending on their potential impact and whether immediate action is required.

Scheme employers are assessed and allocated a score against each risk criteria. Their total score is then used to determine an overall classification of red (high risk), amber (medium risk) or green (low risk).

Scheme employers will therefore be classified as high risk either by falling into at least one of the red risk criteria outlined below, or by having three or more risk criteria at the amber level which overall raises concern over the scheme employer's ability to meet their obligations to the Pension Fund in the future.

Table 3: Summary of Risk Criteria Monitored

Risk Criteria	Risk Level	Description
No admission agreement in place	Red	<p>This relates to the admission of scheme employers to the Pension Fund where a legal process is carried out to agree and execute Admission Agreements. The Admission Agreement is a contract between the scheme employer, ceding scheme employer and Administering Authority; It defines the scheme employers' legal responsibilities and financial liabilities in the Pension Fund, the surety arrangements in place and the staff who are eligible to be in the Pension Fund.</p> <p>At 30 June 2016, 33 admission agreements were in progress.</p>
No bond or guarantor	Red	<p>At 30 June, 33 admitted bodies were identified as having no form of indemnity. Of these, four related to scheme employers who are required to have a bond under the terms of their admission agreement but whose bonds have expired. The bond values for these scheme employers have been re-assessed by the Actuary and the bond agreements are in progress with legal services.</p> <p>29 of these related to long standing scheme employers who were not required to obtain a bond or guarantor when they were admitted to the Pension Fund many years ago. Under the LGPS regulations, the liabilities associated with these scheme employers would fall back to the Pension Fund if they were unable to meet their financial liabilities to the Pension Fund. Surety arrangements for these historical scheme employers are under review and will be further considered as part of the 2016 Valuation exercise to ensure that an appropriate contribution strategy is agreed.</p> <p>This group had net pension liabilities of £14.2m at the 2013 Valuation.</p>

Risk Criteria	Risk Level	Description
Deficit recovery	Red	<p>This relates to 11 scheme employers who have no active contributing members in the Scheme where work is in progress to agree lump sum payments in lieu of contributions or cessation repayment plans, or scheme employers where repayment plans have been agreed but which are outside of the standard deficit recovery periods set out in the Pension Fund's Funding Strategy Statement. These plans have been negotiated with scheme employers in the interests of affordability but where there is an increased risk that the Pension Fund will not recover all outstanding liabilities from the scheme employer.</p> <p>This group has net pension liabilities of £15.8m.</p>
Non-payment of contributions or lump sum deficit repayments	Red	<p>Scheme employers are monitored for non-payment of contributions and deficit lump sums. Where cases are identified, action will be taken in accordance with the Pension Fund's Administration Strategy and where significant reported to the Pensions Regulator in accordance with the Pensions Fund's policy on reporting breaches of the law.</p> <p>At 30 June, there were no issues to report.</p>
Funding Level	Amber	<p>21 scheme employers had a funding level of less than 82% as at the 2013 Valuation with net pension liabilities of £66.2m. This is the funding level of the overall fund and the basis on which the Pension Fund's risk and return objectives and investment strategy is set. The same Investment Strategy is applied to all scheme employers. Where a scheme employer has a different liability profile and lower funding level than that of the overall Pension Fund, there is a risk that the investment strategy may not deliver and achieve the funding objectives for that individual employer.</p> <p>A further 78 scheme employers had funding levels of less than 82%. However, these are considered to be long term secure employers who are required under the regulations to provide access to the LGPS for their employees, for example the County Council and Academies. These employers have been assessed as having a strong employer covenant and therefore their overall risk score has been adjusted to reflect this and consequently this group has moved to a green rating.</p>

Risk Criteria	Risk Level	Description
Contract or bond end Dates/No active members	Amber	<p>This relates to scheme employers who provide service contracts to scheduled bodies (normally Councils or Schools) where the service contract and/or bond is due to cease within nine months, or scheme employers who no longer have any active members. Where necessary the Actuary will be instructed to undertake a cessation valuation or undertake a bond renewal to ensure appropriate indemnity arrangements are in place.</p> <p>At 30 June, there were eighteen scheme employers that have been contacted to determine their future participation in the scheme..</p> <p>This group had a net surplus at the 2013 Valuation of £4.1m.</p>
Payroll	Amber	<p>Monitoring of changes in payroll may identify scheme employers at risk of worsening their funding level or increasing their pensions liabilities.</p> <p>At 30 June, 24 scheme employers were identified as having had a material change in payroll since the valuation date.</p> <p>Four of these scheme employers are under review to assess the impact that this may have on scheme employers funding levels and contribution strategies at the 2016 Valuation.</p> <p>The net liabilities of these four employers were £55.4m.</p>
Ill health liabilities	Amber	<p>At each valuation, scheme employers are allocated an annual ill health budget which is reflected in the contribution rate for that employer. Where the strain cost of scheme employers' ill health retirements exceed the budget, employers will be making insufficient contributions to cover the additional strain arising from these retirements.</p> <p>At June 2016, eight scheme employers had exceeded their cumulative ill health budget for financial years 2013/14 and 2014/15.</p> <p>The Pension Funds policy for charging scheme employers who exceed their ill health budget will be discussed as part of the 2016 valuation to agree appropriate funding strategies.</p>

APPENDIX C ADMINISTERING AUTHORITY REPORT ON ADMINISTRATION STRATEGY PERFORMANCE INDICATORS

1 Administering Authority Performance Indicators

The Administering Authority's performance is measured against compliance with statutory requirements placed on administering authorities for the administration of pension funds. This is measured by:

- Periodic internal audit reviews and the annual external audit carried out by Ernst and Young; and
- The number of complaints and internal disputes raised against the Administering Authority.

1.1 Audit Reviews

During the quarter to 30 June 2016, the annual external audit was carried out by Ernst and Young. A separate report is provided to this meeting of the Pensions Board on the outcomes of the audit.

As reported at the Pensions Board meeting in June, the annual assurance audit of the pension's administration had been undertaken by the Shared Internal Audit Service. The final report was issued in March 2016 with a substantial assurance on the adequacy and effectiveness of internal controls, processes and records in place to mitigate risks. As requested by Members of the Board, a copy of the report is attached at Appendix D.

1.2 Complaints and Internal Disputes

During the quarter to 30 June 2016 there were no IDRPs or complaints raised against the Administering Authority.

2 Scheme Employer Performance Indicators

Scheme employer performance is measured against compliance with performance targets for the administration of the LGPS which are set out in the Administration Strategy. This is measured by the number of:

- charges levied against scheme employers; and
- scheme employers who fail to make payment of contributions by the 19th day of each month.

2.1 Penalty Charges

There were six penalty charges raised for the period to 30 June 2016 against five scheme employers for late payment of contributions or late return of monthly contribution forms.

Ten penalty charges were raised against scheme employers for late submission of their 2015/16 membership returns.

2.2 Late Payments

There were two incidents of late payment by scheme employers in the quarter to 30 June 2016. Details of these late payments are reported in the LPFA's quarterly Administration Report which is a separate item on this meeting's agenda.

3 LPFA Administration Service Performance Indicators

3.1 Performance of the LPFA's administration service is measured against compliance with performance targets set out in the Service Level Agreement for the service. This is monitored as part of the contract management arrangements and measured by two key indicators:

- the number of complaints raised against the LPFA; and
- the efficiency of the service against Service Level Agreement targets.

3.2 The LPFA's quarterly Administration Report provides detailed information about performance against service level targets and details of any complaints. The Report is presented as a separate item on this meeting's agenda. Key issues that are impacting on the service are:

- Implementation of Annual Benefit Statement Project to address the issues experienced in 2014/15 for the provision of Annual Benefit Statements. The Fund met the statutory deadline for 2015/16 with 100% of all active Annual Benefit Statements produced and dispatched by 31 August 2016.
- Increase in the volume of deferred benefit cases arising from late notification of leavers by scheme employers, which have been identified through the year end membership process. To address this, LPFA are working with scheme employers to address the issue of timely notification of membership changes.



Final Internal Audit Report

Hertfordshire County Council –

Pensions Administration

March 2016

Issued to: **Lyn Stainton**, Finance Manager, Pensions, Treasury
Banking Group
Taryn Mutter, Head of Client Delivery - LPFA

Final Copied to: **Claire Cook**, Assistant Director of Finance
Patrick Towey, Head of Specialist Accounting
Owen Mapley – Director of Resources

Report Status: Final

Reference: 16940/15/001

Overall Assurance: **Substantial**

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1 EXECUTIVE SUMMARY

Introduction

- 1.1 Internal Audit provides the Council with an independent and objective opinion on the organisation's governance arrangements, encompassing internal control and risk management, by completing an annual risk-based audit plan. This audit forms part of the approved 2015-16 Annual Audit Plan for Hertfordshire County Council (HCC).
- 1.2 Since 1 April 2011 the administration of the HCC Local Government Pension Scheme ("the scheme") and the Fire Service scheme has been administered by the London Pensions Fund Authority (LPFA). The LPFA acts as a third party administrator for the schemes with the Council's Finance team retaining responsibility for the management of investments and engagement with fund managers.
- 1.3 The majority of the transactional processing is undertaken by a team of LPFA staff based at the Council's offices in Hertford, although clearing the backlog of deferred pension quotes has been carried out by their London team. The Hertford team has responsibility for undertaking a wide range of administration tasks for the scheme including: processing new members; calculation and payment of benefits; and the collection of contributions from scheme employers. The performance of the LPFA team is monitored by the Council's Pensions Committee, which receives quarterly performance updates.
- 1.4 As at the end of the 2014/15 financial year, the LGPS had over 91,000 members (comprising active contributing members, deferred members and pensioner members). The total value of the LGPS Fund shown in the Statement of Accounts at 31 March 2015 was in excess of £3.5 billion. The Fire Scheme had approximately 1,400 members (comprising active contributing members, deferred members and pensioner members). There is no separate pension fund under management for the Fire Scheme; Fire Pension funds are managed within a separate cost centre within SAP.
- 1.5 The Case Management System (CMS) introduced in 2013 has continued to embed the automated processing of pensions. The CMS system in itself is not a control system and separation of duties is mainly enforced manually through task allocation and supervisory checks, plus documenting activity within a tasks comments field. Whilst compliance is not guaranteed, the results of our testing confirmed that separation of duties for the cases reviewed was appropriately applied and was satisfactory.

Overall Audit Opinion

- 1.6 Based on the work performed during this audit, we can provide overall **substantial assurance** that there are effective controls in operation for the areas covered by this review.

- 1.7 With regards to the LGPS, the introduction of the Career Average Revalued Earnings (CARE) scheme in 2014 complicated the pension benefits calculation, while for the Fire Service, the 2015 scheme changes to tapered modifications for post 2006 retained firefighters has required calculations to be re-performed manually whilst they wait for the system providers (Heywoods) to devise systems amendments to Altair. The need to correct a high number of errors relating to the data submitted by scheme employers, has also put a strain on the service provided by LPFA and has affected the distribution of the Annual Benefit Statement (ABS) to members which continues to be monitored by the HCC Head of Finance and the Pensions Regulator. A project has been set up to address the issues encountered in the 2015/16 exercise with a view to ensuring that 2016/17 ABSs are issued by the statutory deadline.
- 1.8 As at 16th February 2016 there were 104 suspended and 517 deferred benefit cases over the age of 60 but not put into payment because current contact details are not held. This is usually because members themselves have failed to keep their pensions contact data up to date. Currently, when pensions are due to come into payment, LPFA carry out a number of investigatory checks to obtain this information but often with limited success.
- 1.9 HCC is evaluating ATMOS, a data matching service, which may identify a proportion of the missing address data for these outstanding accounts. The Head of Specialist Accounting may need to consider raising a separate project for LPFA to review the resulting changes in circumstances that could lead to accounts being brought into payment or closed.
- 1.10 Data matching will also identify incorrect member data or potential links to previously unknown relatives including surviving spouses where the deferred pensioner has passed away. If subscription to ATMOS goes ahead, this will, in the short term, increase the workload of LPFA through bringing deferred accounts into payment or closing accounts, but tasks in other areas will reduce..
- 1.11 The Governments 'Tell Us Once' scheme is another initiative in an embryonic stage, but once the teething issues are resolved by the service operators, more scheme operators will join to exchange data and earlier notifications of entitlement changes will result in reduced pension overpayments.
- 1.12 Internal Audit will ensure any new processes implemented as a result of these new initiatives are evaluated fully next year.
- 1.13 Please see definitions for the overall assurance levels at Appendix B, as well as the Assurance by Risk Area below.

Summary of Recommendations

- 1.14 We have made four recommendations, all classified as 'Merits Attention' priority to strengthen internal controls and the achievement of value for money.
- 1.15 Please see the Management Action Plan at Appendix A for further details.

Annual Governance Statements

1.16 This audit provides good levels of assurance to support HCC’s Annual Governance Statement (AGS).

2 ASSURANCE AREAS

2.1 Our specific objectives in undertaking this work, as per the Terms of Reference, were to provide HCC with assurance on the adequacy and effectiveness of internal controls, processes and records in place to mitigate risks in the following areas:

Assurance Area	None	Limited	Moderate	Substantial	Full
1. System Checks for Starters, Leavers, Change of Circumstance and Pension Payments					
2. Pension Records and Contributions					
3. System Interface Checks					
4. Pensions Payroll Validation					
5. Financial Records and Reconciliations					
6. Annual Benefit Statement					
7. Overpayments					
8. Follow-up of Previous Audit Recommendations					
Overall					

2.2 For definitions of the above assurance levels, please see Appendix B.

No.	Assurance Area, Finding, Risks & Opportunities	Priority	Recommendation	Management Response	Target Date
1	<p>Assurance Area 3 - System Interface Checks</p> <p><u>Altair Access</u> Audit raised queries on the access rights for 18 of 84 accounts including three high priority risks and 6 medium priority risks. Following this, 9 roles were altered and 3 accounts were removed, although evidence was noted of other accounts existing for staff that have left service (including one auditor).</p> <p>We acknowledge that Altair access rights were immediately reviewed and corrected during this year's audit following receipt of our analysis results above.</p> <p><u>Risk</u> Unauthorised transactions could be processed without detection / intervention.</p>	Merits Attention	LPFA should review their staff's Altair access rights annually.	<p>Responsible Officer: LPFA Head of Client Delivery</p> <p>The LPFA will implement a business process for amending access rights for leavers and changes in job roles and responsibilities. In addition, access rights will be reviewed on an annual basis in December each year</p>	31 March 2016 and then December each year

No.	Assurance Area, Finding, Risks & Opportunities	Priority	Recommendation	Management Response	Target Date
2	<p>Assurance Area 4 – Pensions Payroll Validation</p> <p><u>Monthly Process Checklist</u> The Monthly Checklist used for ensuring each stage of the process is carried out and signed off has only been partially completed during 2015/16 as it no longer fits how LPFA currently works due to some roles now being shared. Revising the Monthly Process Checklist has been targeted for the end of the financial year.</p> <p><u>Risk</u> Incomplete stages may be bypassed, or processes continued with errors or omissions.</p>	Merits Attention	LPFA should ensure the Monthly Process Checklist is revised and re-introduced as intended by year end and then checked annually to ensure it remains fit for purpose.	<p>Responsible Officer: LPFA Head of Client Delivery</p> <p>Agreed.</p>	April 2016

No.	Assurance Area, Finding, Risks & Opportunities	Priority	Recommendation	Management Response	Target Date
3	<p>Assurance Area 7 - Overpayments</p> <p><u>Unrecovered Debt</u> Audit requested details of the current position on pension overpayment debt. We found that invoices were raised promptly after the overpayment had been identified, but that follow up action to chase the unpaid smaller debts was not always performed in a timely manner. However, we do accept this chasing work was prioritised with other responsibilities and pressures on the Section at the time.</p> <p>Additionally, there was no evidence of any periodic review, where agreements to repay are over an extended period of time, to consider potential changes to the debtors financial circumstances which could result in the debt being repaid more quickly without incurring hardship.</p> <p><u>Risk</u> Debts are less likely to be recovered or may not be recovered as quickly as possible.</p>	Merits Attention	The HCC Head of Specialist Accounting should consider including a review clause in agreements for debtors whose financial position is likely to significantly change and where the recovery period of a repayment plan exceeds two years.	<p>Responsible Officer: Head of Specialist Accounting</p> <p>This will be considered in cases where there is a likelihood that the pensioner's financial situation could change in the future.</p>	As required

No.	Assurance Area, Finding, Risks & Opportunities	Priority	Recommendation	Management Response	Target Date
4	<p><u>Shared Anti-Fraud Service Access to Pensions Systems</u> The Shared Anti-Fraud Service does not currently have access to the LPFA pension online systems to help progress and follow up National Fraud Initiative (NFI) data matches or other potential fraud cases or queries where independent analysis is required.</p> <p><u>Potential Gain</u> Improved and effective anti-fraud investigation responses, possibly resulting in reduction of losses.</p> <p><i>Note: The majority of NFI data matching investigatory work carried out by SAFS provides positive evidence to HCC that fraud has not occurred.</i></p>	Merits Attention	The Shared Anti-Fraud Service should be given controlled, read only access to Altair, CMS and Fish pension systems and a protocol for using them drafted.	<p>Responsible Officer: Head of Specialist Accounting</p> <p>The Pensions Team will contact the Shared Anti-Fraud Service to determine their requirements.</p>	31 March 2016

Levels of Assurance	
Full Assurance	There is a sound system of control designed to achieve the system objectives and manage the risks to achieving those objectives. No weaknesses have been identified.
Substantial Assurance	Whilst there is a largely sound system of control, there are some minor weaknesses, which may put a limited number of the system objectives at risk.
Moderate Assurance	Whilst there is basically a sound system of control, there are some areas of weakness, which may put some of the system objectives at risk.
Limited Assurance	There are significant weaknesses in key control areas, which put the system objectives at risk.
No Assurance	Control is weak, leaving the system open to material error or abuse.

Priority of Recommendations	
High	There is a fundamental weakness, which presents material risk to the objectives and requires urgent attention by management.
Medium	There is a significant weakness, whose impact or frequency presents a risk which needs to be addressed by management.
Merits Attention	There is no significant weakness, but the finding merits attention by management.

**LONDON PENSIONS FUND AUTHORITY
LOCAL GOVERNMENT PENSION FUND ADMINISTRATION REPORT**

Agenda Item
No:

9

Author: Mike Allen – Director of Pensions (LPFA)

Purpose of the report

This report is provided by the London Pensions Fund Authority (LPFA) giving a quarterly update on the delivery of the pensions fund administration services in the following sections.

- Section 1: Statistics and key performance indicators
- Section 2: A progress report on projects and key activities
- Section 3: An update on LGPS regulatory changes, including the latest news on the potential scheme changes

Recommendations

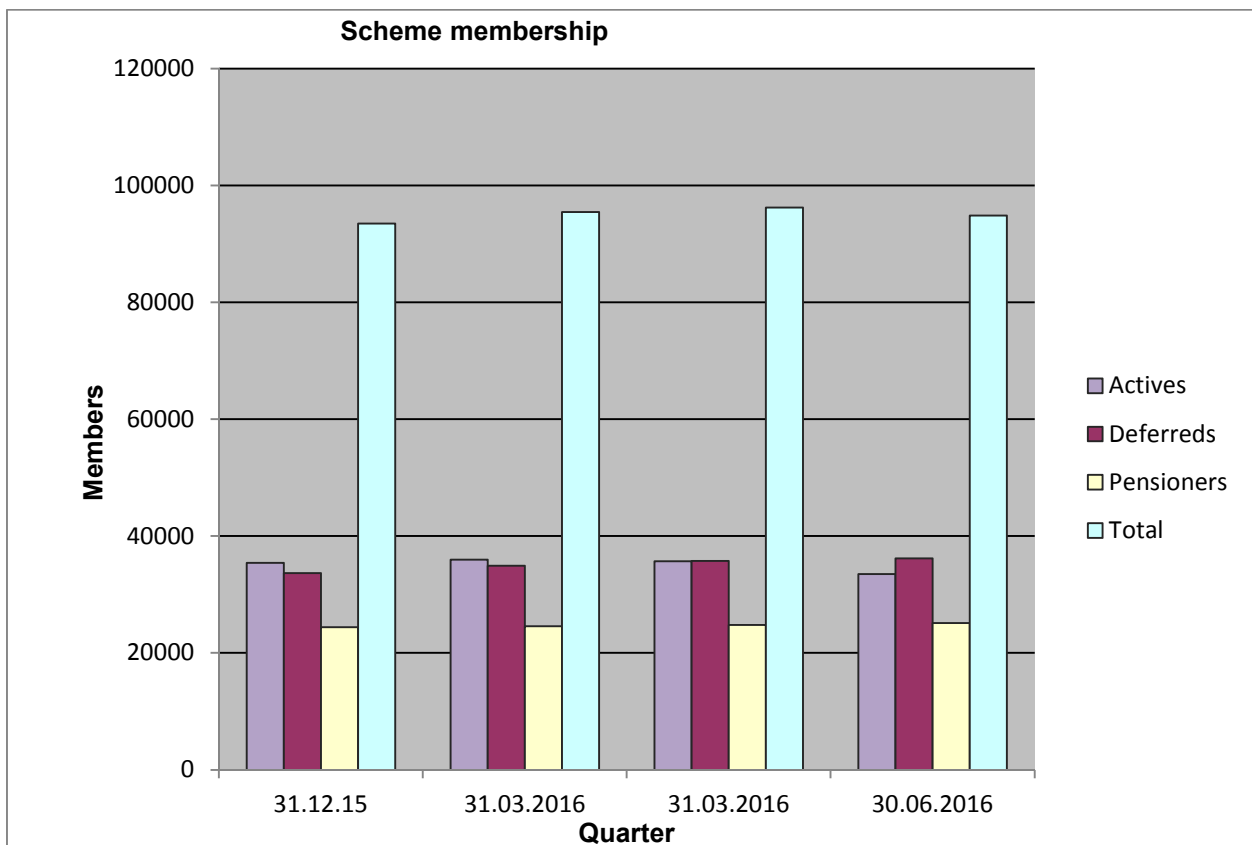
That the Board notes the contents of this report.

SECTION 1 STATISTICS AND KEY PERFORMANCE INDICATORS

1.1 Pensions Fund Statistics

Scheme Membership: The following graph provides an analysis of total membership to the Scheme which shows active membership has decreased by 2,166 members, pensioners have increased by 324 and deferred members have increased by 459 during Quarter 1 2016/17.

The changes in numbers across active and deferred members has resulted from processing year end returns for Scheme Employers where they did not notify LPFA during the year of joiners and leavers. We are actively working with Scheme Employers to address the issue of timely notification of membership changes.



Scheme Employers: The total number of active scheme employers in the Pension Fund has decreased by 6 during the last quarter. There are currently 253 active employers and a further 145 employers with deferred and pensioner liabilities.

1.2 Performance Indicators

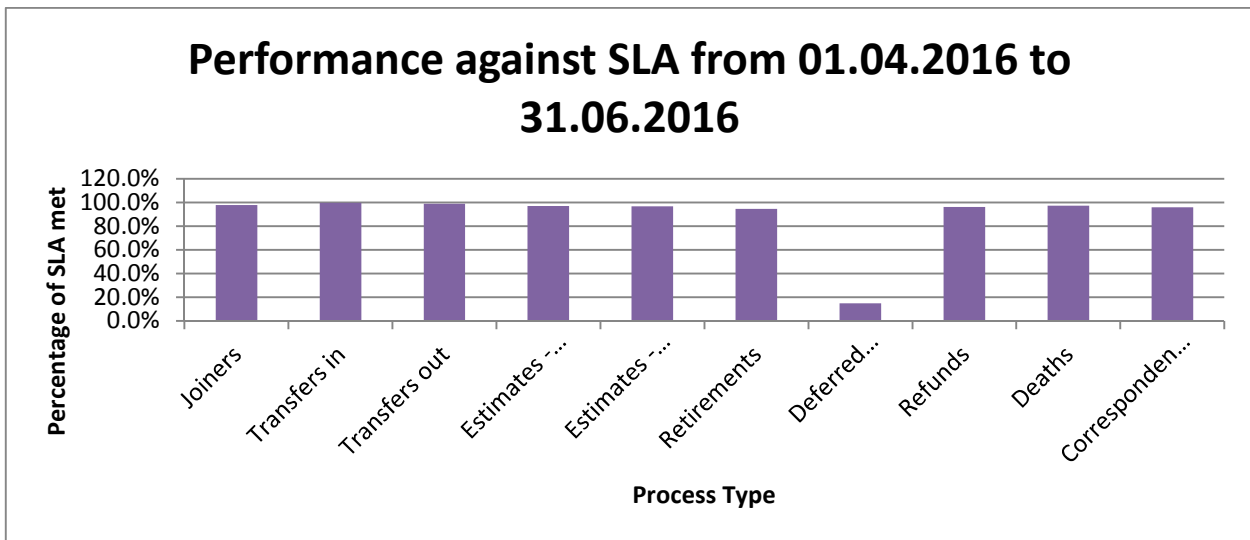
Performance of the Pension Fund is measured in the following key areas:

- The LPFA Pensions Administration Services is measured against key performance indicators that measure compliance, efficiency and effectiveness of the service. See Section 1.3.
- Scheme Employers performance is measured against requirements set out in the Administration Strategy. See Section 1.4; and

- The Pension Fund is measured against statutory requirements and the effectiveness of its management and governance of the Fund. Separate quarterly reports providing commentary on key governance and risk management issues are provided to the Pensions Committee summarising performance in the Risk and Performance Report with a detailed report provided to the Pension Board in the Governance and Risk Management Report.

1.3 Performance for the LPFA Pensions Administration Service

Service Level Agreement and Volumes: The following graphs provide a quarterly review of key areas and performance achieved. Performance overall during the period was 86%. Excluding the processing of Deferred Benefits cases which is impacted by the increased volumes of cases discussed in section 1.1, the on-time processing is in excess of 96%.



The overall level of cases completed in the previous four quarters is shown in the following table. The variation across the quarters reflects normal annual volume fluctuations across all case types except for deferreds, joiners and refunds where additional cases have been identified through year end processing discussed in section 1.1.

Key Processes Completed	01.07.2015 to 30.09.2015	01.10.2015 to 31.12.2015	01.01.2016 to 31.03.2016	01.04.2016 to 30.06.2016
Joiners	540	848	1125	786
Transfers in	299	197	304	482
Transfers out	257	196	259	195
Estimates - member	495	564	597	585
Estimates - employer	198	174	208	205
Retirements	820	814	876	809
Deferred benefits	1,344	1,456	1,510	1,759
Refunds	325	404	668	772
Deaths	229	205	355	261
Correspondence	13,260	1,325	1,377	9,017
Total Key Processes Completed	17,767	6,183	7,279	14,871

LPFA Pensions Administration Service Complaints: The quality and effectiveness of the service is, in part, measured against the number of complaints received about the pension administration service. The following chart provides a summary of the status of complaints and those that are now being reviewed under the Internal Dispute Resolution Procedure (IDRP).

In the quarter 14,871 cases were completed and 1 complaint received.

Complaints and Internal Dispute Resolution Procedures	Jul – Sept 2015				Oct – Dec 2015				Jan–Mar 2016				Apr – June 2016			
	BBF Previous Quarter	New	Completed - Upheld	Completed - Not Upheld	BBF Previous Quarter	New	Completed - Upheld	Completed - Not Upheld	BBF Previous Quarter	New	Completed - Upheld	Completed - Not Upheld	BBF Previous Quarter	New	Completed - Upheld	Completed - Not Upheld
LPFA Service Complaints	1	1	1	0	1	3	4	0	1	3	1	0	2	1	3	0
Administering Authority Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administering Authority IDRPCs	0	0	0	0	0	1	0	0	1	1	1	0	1	0	0	1
Total	1	1	1	0	1	4	4	0	1	1	1	0	3	0	0	0

LPFA Service Complaints:

- One complaint was received in the quarter from a member who wanted early release of their deferred pension with North Herts Regional College. There were some delays in replying due to the employer mixing up the members Teachers Pension and LGPS Pension. This has now been resolved and the member may appeal the employer's decision under IDRPC. The two brought forward complaints cases were also resolved in the quarter.

Administering Authority Complaints:

- None

Administering Authority IDRPCs:

- One IDRPC was brought forward and resolved during the quarter. This related to a complaint about how an added years contract was set up. This is a historical case prior to the LPFA contract and has been found whilst carrying out a data cleansing exercise. LPFA have provided details to the Administering Authority and £500 compensation has been paid to the member.

1.4 Scheme Employer Performance Indicators

The Administration Strategy sets out the quality and performance standards expected of the Pension Fund and its scheme employers. The Strategy also sets out the potential sanctions that will apply in the event of failure to comply.

Penalties for Late Payment of Contributions: There were 2 instances of late payments being made by employers during the period April 2016 to June 2016 out of approximately 1000 payments due, and details are provided in the attached table at Appendix 1. A summary of payment performance over the last 6 months is also included showing the total instances of late payments, together with cumulative totals for days late and amount payable for all relevant employers.

The team continues to take a proactive approach to monitoring late payers and officers at Hertfordshire County Council are provided with a monthly report of late payers so that penalties may be applied where applicable.

SECTION 2 PROJECTS AND KEY ACTIVITIES

1. Year End contribution posting/Annual Benefit Statements

At previous meetings with the Pensions Committee and Board we have reported on the challenges faced in meeting the statutory deadline of 31 August (laid out in the Pensions Act 2013) for producing and issuing Annual Benefit Statements for all members of the LGPS.

For the 2014/15 exercise, HCC advised the Pensions Regulator that it had not been able to issue all statements within the timescales and provided a plan of action to ensure compliance in future years. The Pensions Regulator confirmed they were satisfied with the action plan and advised that any future breaches must be reported so that the Pensions Regulator can determine whether any improvement notices or penalties should be issued.

As a result of this, a project team was set up with key objectives to:

- Communicate with Scheme Employers about their responsibilities under the Scheme and advise the sanctions that may apply if requirements are not met. Secure confirmation from all Scheme Employers that the message has been received and understood.
- Develop a clear communications plan for advising Scheme Employers of the requirements, timescales for the 2015/16 exercise and support available.
- Carry out a review of systems and processes to identify and implement improvements.

Progress to date:

- 234 out of 239 Scheme Employers confirmed their understanding of their responsibilities. Those that did not respond have been contacted by the Administering Authority directly.
- 223 out of 239 Scheme Employers submitted year end data by the deadline of 29 April. All Scheme Employers that did not meet the deadline will be fined in line with the Administration Strategy.
- 9,024 membership record queries generated from year end data
- 9,016 membership record queries cleared to date.

Herts LPFA offered training and guidance to all Scheme Employers and provided training and guidance to over 25 Scheme Employers before the end of February 2016. Further guidance has been provided to the majority of Scheme Employers to enable them to complete and upload their year-end returns by the submission deadline.

Next steps:

LPFA can now report that 100% of Annual Benefit Statements were produced and dispatched by 31 August 2016.

2. Tell Us Once/National Insurance Number database

LGA have recently launched a National Insurance Number database which enables other LGPS pension funds in England, Wales and Scotland to share LGPS member details. This is undertaken for two main reasons. Firstly in order to comply with legal requirements contained in the LGPS's governing regulations around payment of maximum death benefits, it is necessary to be aware of other such benefits payable where the member may have accrued benefits in more than one fund, and secondly, to allow HCC to benefit from the DWP Tell Us Once service.

An extract of the membership information contained in the National Insurance Number Database is also shared with the Department for Work and Pensions (DWP) in order that the LGPS can join the Tell Us Once service. Tell Us Once is a service offered in most parts of the country when an individual registers a death. When the LGPS joins Tell Us Once and the death of an LGPS member is registered by any Government Agency, the DWP systems will ensure that the relevant LGPS pension fund is informed of the death. This will ensure that HCC are aware of any deaths that have not been notified via next of kin at an earlier stage than may otherwise have been the case, leading to a reduction in potential overpayments.

HCC now participates on a monthly basis to share data sharing alongside other LGPS pension funds in England, Wales and Scotland. This has resulted in a number of deaths being notified before payroll cut off dates reducing overpayments of pension.

3. Employer Covenant

The LPFA and Hertfordshire County Council Pension Team meet on a monthly basis to monitor the progress of Scheme Employer admissions and terminations. This includes a risk review of Scheme Employers and imminent changes that may affect their funding position or ongoing admission to the Pension Fund. Risk monitoring for Scheme Employers is in place via risk scoring, and seeks to provide a mechanism for early identification of issues. An update is provided to the Pensions Committee as part of the quarterly Risk and Governance Report.

The annual employer surveys will be issued around September/October 2016. Any employer risk identified from the surveys will be added and then reported to HCC Pensions Team for further action. Any risk identified will also be added to the risk monitoring register.

4. GMP Reconciliation

In April 2016, contracting out status for all UK defined Benefit schemes will end. From January 2019, HMRC will no longer provide relevant information to Schemes and statements will be issued to individuals based on the final position recorded at the end of 2018. Before this happens all schemes will need to reconcile their GMP data against that held by HMRC, to ensure that correct liabilities are recorded and to avoid pensions being over/under paid or being faced with the burden of paying a GMP for members who are no longer in their Scheme.

The project to address this work is now underway and appropriate resources have been put in place to ensure the project is delivered on time and to the agreed budget.

To date the work completed includes;

- 1,642 deferred records have had their GMP details updated

- 313 pensioner records have had their GMP details revised
- 1,190 records investigated to establish correct liability
- 841 records investigated to establish correct Contracting out date or GMP amount queries
- 24,587 queries have been uploaded to HMRC to review

Work to correct records is detailed below;

Currently we have reviewed the pensions in payment of 273 members. Of these members:

- 153 members upon investigation needed only their pension record to be corrected to record the GMP figures in the correct fields
- 65 members have received a reduction to their benefits following the revision
- 2 members have received an increase to the benefits following the revision
- 53 members need to have their revision calculation checked

The impact on the pension payroll of the work carried out so far is as follows:

- A reduction to the overall pensions payroll of £8,048.00 per annum
- The total overpayment calculated so far amounts to £38,365.00

“Orphan record” is the term that we have been using for a member that appears on HMRC’s output that we could not match to a HCC scheme member on the LPFA’s membership database. There were 2,953 of these records on HMRC’s data that could potentially result in the Fund being liable to pay a GMP benefit to a person who has never been a contributing member.

We initially requested more information from HMRC to help us trace these members including their date of birth, full names and any surnames, name of their employer.

We have received the additional information from HMRC and completed a review of these members. Our findings are as follows:

- HMRC have updated 712 records to show no liability under HCC’s scheme
- 479 records we have been able to trace to a member on Altair and will action accordingly
- 1,762 records we have still been unable to trace to a member. These records are ‘orphan’ records, and if it cannot be proven that they do not belong to HCC the fund will inherit the related liabilities.

SECTION 3 LGPS REGULATIONS AND SCHEME CHANGES

1. Amended Government Actuarial Department Factors

The Government Actuary's Department released amended guidance notes with associated factors which will directly affect a number of pension calculations. The new factors are now assimilated into our working practises. However, amended factors for late retirements have not yet been released and cases will be reviewed once the new factors are received.

2. HMT Regulations - £95k cap on redundancy and exit payments

We previously informed the Board of the draft 'Public Sector Exit Payment Regulations 2016', which will apply to payments made by public sector employers to reduce or eliminate an actuarial reduction to an employee's pension on early payment.

The introduction of the Government's policy which will require high earners (earning £80,000 or more) who leave employment in the public sector with an exit payment, to repay the exit payment or a proportion of it if they return to public sector employment within 12 months, has been delayed and the date for implementation is now unclear.

The Government has also stated that it intends to implement the public sector £95,000 exit payments cap legislation in autumn.

Until the legislation is made we cannot be definitive as to when it will come into force but we will inform Hertfordshire County Council and all employers as soon as the position is finalised.

PENSION FUND ASSET POOLING – ACCESS UPDATE

Report of the Director of Resources

Author: Jolyon Adam, Principle Accountant (Telephone: 01992 555078)

1. Purpose of the Report

- 1.1 To provide the Pensions Board with an update on the reports presented to Pensions Committee at their September meeting, and the outcomes of any decisions which were taken at that meeting.

2. Summary

- 2.1 The ACCESS pool proposal for the pooling of assets was submitted to Government by the deadline date of the 15 July 2016. Government civil servants have been reviewing the pool submissions. The Government panel met on 8 September to review the submissions and their decision should follow shortly after this meeting.
- 2.2 The work undertaken by ACCESS since the submission has primarily been focused on whether the ACCESS pool should build and own its own investment company (operator) or rent one from a third party.
- 2.3 An evaluation of the advantages and disadvantages of owning versus renting an operator was presented to the Chairmen of the Pension Committees of the ACCESS group, and the outcomes of this evaluation were considered by Pensions Committee in their September meeting. The report which was presented to Pensions Committee can be found under 'Item 6 – Appendix 1 – Rent vs Build and Own an Operator' at:

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/525/Committee/11/Default.aspx>

- 2.4 Pensions Committee reviewed the analysis presented to the ACCESS Chairmen and endorsed their recommendation to rent an operator, with the flexibility to move to an owned model if there was a case for doing so in the future. The decision made by members reflected:

- The significant regulatory and operational risk involved in building an operator and that this risk under the rent option would transfer to the operator,

- The shorter timescales for delivering this solution,
- The costs of a rental solution would be lower in the short to medium term,
- The ability of Pension Funds to make investment manager recommendations to the Operator under the rental options thus addressing previous concerns,
- That this does not remove the potential to build an operator at a later stage.

3. Recommendations

- 3.1 That the Pensions Board notes the content of this report, and comments on the decision making process followed by Committee.