



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## Local Pension Board

**At:** Remotely via Microsoft Teams

**Watch Online:** <https://bit.ly/3fi8JsX>

**On:** Thursday, 23 July 2020

**Time:** 10.00 am

**Chair:** Ian Guy

**Membership:**  
**Employer Representatives**  
M B Lewis and A Lockyer

**Local Pension Board Members**  
R Broad, D Mackerras and D White

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### Agenda

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<b>2 Apologies for Absence.</b>	
<b>3 Disclosures of Personal and Prejudicial Interests.</b> <a href="http://www.swansea.gov.uk/DisclosuresofInterests">www.swansea.gov.uk/DisclosuresofInterests</a>	
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**Next Meeting:** Thursday, 24 September 2020 at 10.00 am

*Huw Evans*

**Huw Evans**  
**Head of Democratic Services**  
**Thursday, 16 July 2020**

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**Contact: Democratic Services: - 636923**

# Agenda Item 4



City and County of Swansea

## Minutes of the **Local Pension Board**

Committee Room 6, Guildhall, Swansea

Thursday, 13 February 2020 at 10.00 am

**Present:** I Guy (Chair) Presided

### **Employer Representatives**

D Mackerras Councillor T M White

### **Local Pension Board Member Representatives**

D White R Broad

### **Officer(s)**

Jeffrey Dong Deputy Chief Finance Officer / Deputy Section 151 Officer.  
Stephanie Williams Principal Lawyer  
Jeremy Parkhouse Democratic Services Officer

### **Apologies for Absence**

#### ***Employer Representatives***

Councillor A Lockyer

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## **29 New Local Pension Board Member.**

The Chair welcomed Rosemary Broad, GMB to her first Local Pension Board meeting.

## **30 Disclosures of Personal and Prejudicial Interests.**

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interests were declared: -

R Broad – Agenda as a whole – GMB Full Time Officer – personal.

I Guy – Agenda as a whole – Member of Local Government Pension Scheme – personal.

D Mackerras – Agenda as a whole - Member of Local Government Pension Scheme – personal.

D White – Agenda as a whole – Member of Local Government Pension Scheme – personal.

Councillor T M White – Agenda as a whole – Member of Local Government Pension Scheme and my daughter is a Member of Local Government Pension Scheme – personal.

**Officers:**

J Dong – Agenda as a whole – Member of Local Government Pension Scheme – personal.

S Williams – Agenda as a whole – Member of Local Government Pension Scheme – personal.

J Parkhouse – Agenda as a whole – Member of Local Government Pension Scheme and Minute No.34 – Annual Report 2018/19 – Clerk of Llanrhidian Higher Community Council – personal.

**31 Exclusion on the Public.**

The Board was requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it / they involved the likely disclosure of exempt information as set out in the exclusion paragraph of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 relevant to the item(s) of business set out in the report.

The Board considered the Public Interest Test in deciding whether to exclude the public from the meeting for the items of business where the Public Interest Test was relevant as set out in the report.

**Resolved** that the public be excluded for the following items of business.

**(Closed Session)**

**32 Report of the Appointed Actuary.**

The Deputy Chief Finance Officer / Deputy S151 Officer presented a 'for information' report which provided an overview of the 2019 Actuarial Valuation of the City & County of Swansea Pension Fund.

Chris Darby of AON presented the Actuarial Valuation as at 31 March 2019, which was provided at Appendix 1. The Board asked a number of questions of the AON representative, which were responded to accordingly.

It was also commented that feedback could be provided to Pension Fund members to highlight the work being done on their behalf.

The Chair thanked the AON representative for providing the report.

**Resolved** that additional communications to Pension Fund members regarding the performance of the Fund, be discussed at a later date.

**(Open Session)**

**33 Minutes.**

**Resolved** that the Minutes of the Local Pension Board meeting held on 15 October 2019 be signed and approved as a correct record.

**34 Annual Report 2018/19.**

The Deputy Chief Finance Officer / Deputy S151 Officer presented 'for information' the City & County of Swansea Pension Fund Annual Report 2018/19. It was explained that the Wales Audit Office had completed their audit of the Annual Report 2018/19 in line with their audit plan presented to Board earlier in the year. The City & County of Swansea Annual Report 2018/19 was provided at Appendix 1. The Board noted the very positive report.

**35 Competition and Markets Authority Report.**

The Deputy Chief Finance Officer / Deputy S151 Officer presented a 'for information' report on setting measurable objectives for appointed investment consultants as required by Competitions and Market Authority (CMA) requirements.

The report outlined CMA requirement, the importance of objectives, establishing objectives for consultants, measuring success in practice and reporting compliance.

The Chair highlighted that there was no reference to the Local Pension Board in the Investment Consultant Performance Objectives at Appendix 1.

**Resolved** that the Investment Consultant Performance Objectives at Appendix 1 be amended to integrate reference to the Local Pension Board throughout the document.

**36 Breaches.**

The Deputy Chief Finance Officer / Deputy S151 Officer presented a 'for information' report which presented any breaches which had occurred in the period in accordance with the Reporting Breaches Policy.

Appendix A provided the details of breaches that had occurred since the previous Local Pension Board meeting in October 2019. The details of the breaches and the actions taken by Management were highlighted.

It was added that in future, any GDPR breaches relating to the work of the Pension Section would also be reported.

**37 Administering Authority Resourcing.**

The Deputy Chief Finance Officer / Deputy S151 Officer presented a 'for information' report on the recommended resourcing enhancements outlined within the report. The different areas of work undertaken by the Pensions Administration and Pension Fund Investment Teams were explained.

It was outlined that the role of Senior Pensions Communications Officer would assist the Pensions Administration Section in addressing the evolving demands of the Service. It was explained that the role would be filled from internal resources, the role profile would be job evaluated and appropriate HR advised recruitment and selection processes would be adopted to appoint to this role.

In addition, it was explained that the creation of the role of Pension Fund Investment and Accounting Manager be created and filled from existing resources and would assist the Pension Fund Investment Section to help to address the increasingly complex workload. The subsequent role profile would be job evaluated and appropriate HR advised recruitment and selection processes would be adopted to appoint to this role.

The Board commented upon filling the posts in good time in order to support the Pensions Section.

**38 Exclusion of the Public.**

The Board was requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it / they involved the likely disclosure of exempt information as set out in the exclusion paragraph of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 relevant to the item(s) of business set out in the report.

The Board considered the Public Interest Test in deciding whether to exclude the public from the meeting for the items of business where the Public Interest Test was relevant as set out in the report.

**Resolved** that the public be excluded for the following items of business.

**(Closed Session)**

**39 Wales Pension Partnership Update.**

The Deputy Chief Finance Officer / Deputy S151 Officer presented a 'for information' report, which updated the Board on the progress of the Wales Pension Partnership asset pooling.

Appendix 1 provided the progress and update report provided by the ACS Operator Link Asset Services.

Referenced within the update is the timeline for the launch of the tranche 3 fixed income fund, this has been rescheduled and will now take place in Q1 2020.

It was added that collective training for all Wales Pension Fund Committee and Local Pension Board members had been arranged at the end of February 2020 at Llandrindod Wells.

**Resolved** that details of the training be forwarded to Rosemary Broad, the new Local Pension Board member.

**40 Report of the Investment Consultant.**

The 'for information' report of the Investment Consultant presented the Quarter 3 2019 Investment Monitoring Report.

The content of the report was noted by the Board.

**41 Report of the Independent Advisor.**

The "for information" report presented the economic update and market commentary from the perspective of Mr Noel Mills, Appointed Independent Investment Advisor.

The quarterly report ending 30 September 2019 was attached at Appendix 1.

It was added that Noel Mills, Independent Advisor had retired from his role and the Council was considering its options at present in relation to appointing a replacement.

**42 Investment Summary.**

The Deputy Chief Finance Officer / Deputy S151 Officer provided a "For Information" report, which presented the investment performance for the quarter, year and 3 years ended 30 September 2019.

The quarterly investment summaries for the Pension Fund for the quarter, year and 3 years ended 30 September 2019 were attached at Appendix 1.

**43 Local Pension Board - Next Scheduled Meeting.**

It was requested that due to unavailability of members, the next Local Pension Board meeting be moved to May 2020.

**Resolved** that the Democratic Services Officer circulates a proposed date for the next meeting in May 2020.

The meeting ended at 12.08 pm

**Chair**



WALES AUDIT OFFICE  
SWYDDFA ARCHWILIO CYMRU

Archwilydd Cyffredinol Cymru  
Auditor General for Wales

## 2020 Audit Plan – City and County of Swansea Pension Fund

Audit year: 2019-20

Date issued: March 2020

Document reference:



This document has been prepared as part of work performed/to be performed in accordance with statutory functions. Further information on this is provided in Appendix 1.

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Mae'r ddogfen hon hefyd ar gael yn Gymraeg. This document is also available in Welsh.

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# 2020 Audit Plan

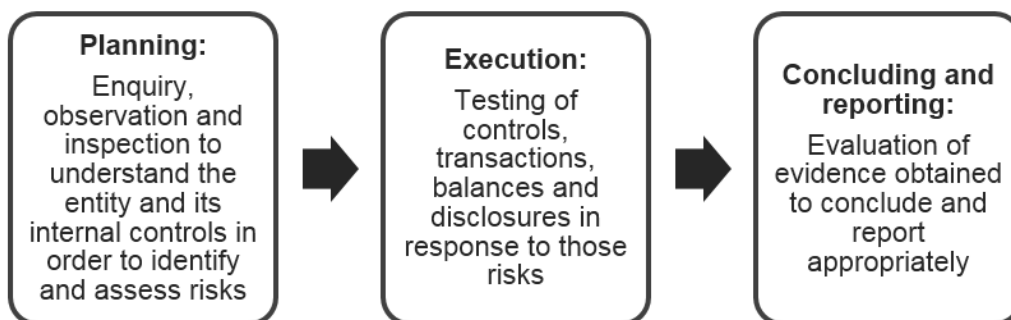
## Summary

- 1 As your external auditor, my objective is to carry out an audit which discharges my statutory duties as Auditor General and fulfils my obligations under the Code of Audit Practice to examine and certify whether City and County of Swansea Pension Fund's (the Pension Fund) accounting statements are 'true and fair'.
- 2 The purpose of this plan is to set out my proposed work, when it will be undertaken, how much it will cost and who will undertake it.
- 3 There have been no limitations imposed on me in planning the scope of this audit.
- 4 My responsibilities, along with those of management and those charged with governance, are set out in [Appendix 1](#).

## Audit of Pension Fund accounts

- 5 The audit work I undertake to fulfil my responsibilities responds to my assessment of risks. This understanding allows us to develop an audit approach which focuses on addressing specific risks whilst providing assurance for the Pension Fund accounts as a whole. My audit approach consists of three phases as set out in [Exhibit 1](#).

### Exhibit 1: my audit approach



- 6 The risks of material misstatement which I consider to be significant and which therefore require special audit consideration, are set out in **Exhibit 2** along with the work I intend to undertake to address them. Also included are other key areas of audit attention my team will be focusing on.

**Exhibit 2: financial audit risks**

Financial audit risks	Proposed audit response
<b>Significant risks</b>	
<p><b>Management Override</b></p> <p>The risk of management override of controls is present in all entities. Due to the unpredictable way in which such override could occur, it is viewed as a significant risk [ISA 240.31-33].</p>	<p>My audit team will:</p> <ul style="list-style-type: none"> <li>• test the appropriateness of journal entries and other adjustments made in preparing the financial statements;</li> <li>• review accounting estimates for biases; and</li> <li>• evaluate the rationale for any significant transactions outside the normal course of business.</li> </ul>
<b>Other areas of audit attention</b>	
<p><b>Wales Pension Partnership</b></p> <p>The eight Pension Funds in Wales have created an ‘all-Wales’ pooled investment vehicle which will be overseen and reported on by a joint governance committee the Wales Pension Partnership.</p> <p>2019-20 will be the first year that this joint committee will produce full financial statements overseen by the Carmarthenshire County Council Finance Department.</p> <p>City and County of Swansea Pension Fund transferred £907 million of funds into this new arrangement during 2018-19 but nothing further has been transferred during 2019-20.</p> <p>A consistent disclosure note will be provided to all Pension Funds by the lead authority for inclusion in individual pension fund financial statements.</p>	<p>My team will work with the auditors of the joint governance committee to:</p> <ul style="list-style-type: none"> <li>• Obtain the assurances needed on the valuation of the funds transferred into the Wales Pension Partnership arrangement.</li> <li>• Obtain the assurances needed on the disclosure note provided for individual pension funds by the lead authority</li> </ul>

Financial audit risks	Proposed audit response
<p><b>McCloud Judgement</b></p> <p>In 2015 the Government introduced reforms to public sector pensions, meaning most public sector workers were moved into new pension schemes.</p> <p>In December 2018, the Court of Appeal ruled that the ‘transitional protection’ offered to some members of the judges’ and firefighters’ schemes, as part of the reforms, amounted to unlawful discrimination. On 15 July 2019 the Government announced that they accept that the judgment applies to all of the main public service pension schemes.</p>	<p>My audit team will:</p> <ul style="list-style-type: none"> <li>• review how the Pension Fund has assessed the impact of the McCloud judgement on the financial statements; and</li> <li>• ensure that where appropriate, this is adequately disclosed in the financial statements.</li> </ul>
<p><b>Guaranteed Minimum Pension (GMP)</b></p> <p>GMPs were the minimum pensions employers had to provide when they opted their employees out of the State Earnings Related Pensions Scheme (SERPS) between 1978 and 1997, usually through a defined benefit scheme.</p> <p>GMPs were calculated by reference to state pension age which used to be 60 for women and 65 for men. That made pension payments unequal and contravened the 1990 Barbour judgement.</p> <p>The 2018 Lloyds Banking Group judgement has provided clarification on whether and how GMPs should be equalised and creates an obligation to equalise GMPs dating back to 1990.</p> <p>No allowances have previously been made for GMPs in pension liability calculations as HM Treasury made an announcement in 2019 that public service schemes already had a method in place to achieve equalisation. However, further guidance is anticipated in the coming months, including relating to the calculation of indexation/pension increases on GMPs.</p> <p>There is a risk that appropriate allowances are not made in 2019-20 pension liability calculations for the impact of GMPs.</p>	<p>My audit team will:</p> <ul style="list-style-type: none"> <li>• review any provision made by the actuary relating to the outstanding GMP issues and monitor progress on the development of guidance and clarification of the potential impact; and</li> <li>• ensure that this is adequately disclosed in the financial statements.</li> </ul>

Financial audit risks	Proposed audit response
<p><b>Private Equity Investments</b></p> <p>Year-end valuation of private equity investments is provided by investment managers which is based upon forward-looking estimates and judgements and industry guidelines. As there is no quoted market process, there is a greater risk for the reasonableness of valuation bases of these investments.</p>	<p>My audit team will:</p> <ul style="list-style-type: none"> <li>• confirm the investment valuation to audited financial statements; and</li> <li>• seek additional assurance over the valuation basis from control assurance reports.</li> </ul>
<p><b>Investment Management</b></p> <p>The investment managers provide internal control reports on the investments held on behalf of the Pension Fund. These are independently audited and provide the Pension Fund with assurance on a wide range of controls, e.g. valuation of the investment portfolio held.</p> <p>There is a risk that the internal controls' reports will not be available in the necessary timescales and, when received, highlight specific control weaknesses</p>	<p>My audit team will:</p> <p>assess whether the investment managers' internal control reports for all investment managers provide sufficient, appropriate assurance over the key controls.</p>

- 7 I do not seek to obtain absolute assurance that the Pension Fund accounting statements are true and fair but adopt a concept of materiality. My aim is to identify material misstatements, that is, those that might result in a reader of the accounts being misled. The levels at which I judge such misstatements to be material will be reported to the Pension Committee as those charged with governance for City and County of Swansea Council (the Council), as the administering authority of the Pension Fund as a whole, prior to completion of the audit.
- 8 For reporting purposes, I will treat any misstatements below a trivial level (set at 5% of materiality) as not requiring consideration by those charged with governance and therefore I will not report them.

- 9 My fees and planned timescales for completion of the audit are based on the following assumptions:
- the financial statements are provided in accordance with the agreed timescales, to the quality expected and have been subject to a robust quality assurance review;
  - information provided to support the financial statements is in accordance with the agreed audit deliverables document<sup>1</sup>;
  - appropriate accommodation and facilities are provided to enable my audit team to deliver my audit in an efficient manner;
  - all appropriate officials will be available during the audit;
  - you have all the necessary controls and checks in place to enable the Responsible Financial Officer to provide all the assurances that I require in the Letter of Representation addressed to me;
  - Internal Audit's planned programme of work is complete, and management has responded to issues that may have affected the financial statements; and
  - controls assurance reports are received from fund managers in accordance with agreed timescales and action has been taken to address any controls weaknesses.

## Statutory audit functions

- 10 In addition to the audit of the accounts, I have statutory responsibilities to receive questions and objections to the accounts from local electors. These responsibilities are set out in the Public Audit (Wales) Act 2004:
- Section 30 Inspection of documents and questions at audit; and
  - Section 31 Right to make objections at audit.
- 11 Audit fees will be chargeable for work undertaken in dealing with electors' questions and objections. Because audit work will depend upon the number and nature of any questions and objections, it is not possible to estimate an audit fee for this work.
- 12 If I do receive questions or objections, I will discuss potential audit fees at the time.

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<sup>1</sup> The agreed audit deliverables document sets out the expected working paper requirements to support the financial statements and include timescales and responsibilities.

## Fee, audit team and timetable

### Fee

- 13 Your estimated fee for 2020 is set out in [Exhibit 3](#). There have been some changes to my fee rate structure for 2020, however my audit teams will continue to drive efficiency in their audits to ensure any resulting increases will not be passed onto you.

#### Exhibit 3: audit fee

	Proposed fee for 2020 (£) <sup>2</sup>	Actual fee for 2019 (£)
Audit of pension fund accounts	£42,710	£42,710

- 14 The fee for the financial audit is driven by the skill mix required to deliver the work, together with the daily charge rate for each grade of staff member.
- 15 Planning will be ongoing, and changes to my programme of audit work and therefore my fee, may be required if any key new risks emerge. I shall make no changes without first discussing them with the Head of Finance.
- 16 Further information on my [fee scales and fee setting](#) can be found on our website.

### Audit team

- 17 The main members of my team, together with their contact details, are summarised in [Exhibit 4](#).

#### Exhibit 4: my audit team

Name	Role	Contact number	E-mail address
Anthony Veale	Engagement Lead	02920 320500	<a href="mailto:anthony.veale@audit.wales">anthony.veale@audit.wales</a>
Jason Garcia	Audit Manager	07792 015416	<a href="mailto:jason.garcia@audit.wales">jason.garcia@audit.wales</a>
Leanne Malough	Audit Lead – Senior Auditor	07973 699131	<a href="mailto:leanne.malough@audit.wales">leanne.malough@audit.wales</a>

- 18 I can confirm that my team members are all independent of the Pension Fund and its officers. In addition, I am not aware of any potential conflicts of interest that I need to bring to your attention.

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<sup>2</sup> The fees shown in this document are exclusive of VAT, which is not charged to you.



## Timetable

- 19 I will provide reports, or other outputs as agreed, to the Pension Committee and the Council's Audit Committee, covering the areas of work identified in this document. My key milestones are set out in [Exhibit 5](#).

### Exhibit 5: timetable

Planned output	Work undertaken	Report finalised
<b>2020 Audit Plan</b>	January – March 2020	March 2020
<b>Financial accounts work:</b> <ul style="list-style-type: none"><li>• Audit of Financial Statements Report</li><li>• Opinion on Financial Statements</li><li>• Opinion on Summarised Financial Information in Annual Report</li></ul>	March – September 2020  November 2020	September 2020  November 2020
<b>2021 Audit Plan</b>	November – December 2020	February 2021

## Future developments to my audit work

- 20 Details of other future developments including the Wales Audit Office's Good Practice Exchange (GPX) seminars and my planned work on the readiness of the Welsh public sector for Brexit are set out in [Appendix 2](#).

# Appendix 1

## Respective responsibilities

The Council is the administering authority of the Pension Fund. This Audit Plan has been prepared to meet the requirements of auditing standards and proper audit practices. It provides the Council with an outline of the financial audit work required for the Pension Fund accounts.

As amended by the Public Audit (Wales) Act 2013, the Public Audit (Wales) Act 2004 sets out my powers and duties to undertake your financial audit. It is my responsibility to issue a certificate and report on the Pension Fund accounting statements which includes an opinion on their 'truth and fairness', providing assurance that they:

- are free from material misstatement, whether caused by fraud or error;
- comply with the statutory and other applicable requirements; and
- comply with all relevant requirements for accounting presentation and disclosure.

My audit work does not relieve management and those charged with governance of their responsibilities which include:

- the preparation of the financial statements and Annual Report in accordance with applicable accounting standards and guidance;
- the keeping of proper accounting records;
- ensuring the regularity of financial transactions; and
- securing value for money in the use of resources.

Management agrees to provide me with:

- access to all information of which management is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
- additional information that I may request from management for the purpose of the audit; and
- unrestricted access to persons within the authority from whom I determine it necessary to obtain audit evidence.

Management will need to provide me with written representations to confirm:

- that it has fulfilled its responsibilities for the preparation of the financial statements;
- that all transactions have been recorded and are reflected in the financial statements;
- the completeness of the information provided to me for the purposes of the audit; and
- to support other audit evidence relevant to the financial statements or specific assertions in the financial statements if I deem it necessary or if required by ISAs.

# Appendix 2

## Other future developments

### A. Good Practice Exchange

The Wales Audit Office's GPX helps public services improve by sharing knowledge and practices that work. Events are held where knowledge can be exchanged face to face and resources shared online. The main areas of work are regarding financial management, public-sector staff and governance. Further information, including details of forthcoming GPX events and outputs from past seminars can be found on the [GPX section of the Wales Audit Office website](#).

### B. Brexit: preparations for the United Kingdom's departure from membership of the European Union

The Auditor General has reported on preparations in Wales for a 'no-deal Brexit', publishing a report in February 2019 and a follow-up letter to the External Affairs and Additional Legislation Committee in September 2019. At the time of reporting, there was a possibility that the UK would leave the EU without a Withdrawal Agreement in place (the no-deal scenario), which would potentially have had significant consequences for Welsh public services and the wider economy and society.

Following the general election, the United Kingdom left membership of the European Union on 31 January 2020 under the terms of the Withdrawal Agreement concluded between the EU and UK in October 2019. The next phase will involve negotiating and agreeing the future relationship between the UK and EU.

There will be a transition period to 31 December 2020, during which the UK will continue to participate in EU programmes and follow EU regulations. The Withdrawal Agreement provides for the transition period to be extended by up to two years, with the agreement of the UK and EU. The deadline for agreeing to extend the transition period is 30 June 2020. The UK Government has said that it does not intend to extend the transition period.

Despite there being an agreement on the terms of withdrawal, there remain some significant uncertainties:

- Given the very tight timetable for reaching agreement, there is a possibility of the UK leaving the transition period at the end of 2020 without an agreement about the future relationship in place. In this scenario many of the issues previously identified around a 'no-deal Brexit', such as disruption to supply chains, would arise again.
- The UK Government's position of seeking a future relationship based on a free trade agreement (rather than a closer relationship aligned to the single market) has implications that are not yet clear but which create opportunities and risks for Wales' economy, society and environment.

- There are also significant unresolved constitutional questions around how powers in areas where devolved governments were directly applying EU law, such as regional development and agriculture, will be exercised across the UK after the transition period.

In light of these uncertainties, the Auditor General will continue to keep a watching brief over developments and will make a decision later in the year as to what, if any, further work is required to look at public bodies' preparations for either a new relationship or a no-trade deal exit from the transition period.

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# Agenda Item 6a



## Report of the Section 151 Officer

Local Pension Board - 23 July 2020

### City & County of Swansea Pension Fund Draft Funding Strategy Statement

<b>Purpose:</b>	This report was first presented to The Pension Fund Committee on the 13th March 2020, to ensure compliance with Local Government Pension Scheme Regulations which requires a funding strategy statement.  It is presented to the Local Pension Board for information.
<b>Reason for Decision:</b>	To approve the funding strategy statement
<b>Consultation:</b>	Legal, Finance and Access to Services.
<b>Recommendation:</b>	That the funding strategy statement is approved
<b>Report Author:</b>	Jeff Dong
<b>Finance Officer:</b>	Jeff Dong
<b>Legal Officer:</b>	Stephanie Williams
<b>Access to Services Officer:</b>	N/A
<b>For Information</b>	

#### Funding Strategy Statement

##### 1 Background

1.1 In line with the Local Government Pension Scheme Regulations, the City & County of Swansea Pension Fund is required to produce a funding strategy statement in consultation with its scheme employers and appointed actuary and advisors

The main purpose of this Funding Strategy Statement is to set out the processes by which the Administering Authority:

- establishes a clear and transparent funding strategy, specific to the Fund, which will identify how employer's pension liabilities are best met going forward.

- supports the regulatory requirement in relation to the desirability of maintaining as nearly constant a primary rate of contributions as possible.
- ensures that the regulatory requirements to set contributions as to ensure the solvency and long-term cost efficiency of the Fund are met.
- takes a prudent longer-term view of funding the Fund's liabilities.

Noting that, whilst the funding strategy applicable to individual employers must be reflected in the Funding Strategy Statement / Investment Strategy Statement, its focus should at all times be on those actions which are in the best long term interests of the Fund.

## **2 Recommendation**

- 2.1 The Pension Fund Committee is asked to note and approve the attached draft funding strategy statement, subject to any material changes between this date and 31<sup>st</sup> March 2020 which shall be approved by the Deputy S 151 Officer and the Chairman of the Pension Fund Committee and (if any changes) being reported back to this committee at the next Committee meeting.

## **3 Legal Implications**

- 3.1 The relevant legal provisions and guidance are set out in Appendix 1.

## **4 Financial Implications**

- 4.1 The financial implications arising from this report are outlined in the Employer Contribution Rates payable as outlined in the rates certificate included in the Triennial Valuation Report also on this agenda.

## **5 Equality and Engagement Implications**

- 5.1 There are no equality and engagement implications arising from this report.

**Background Papers:** None.

**Appendices:** Appendix 1 – Funding Strategy Statement.



## CITY & COUNTY OF SWANSEA PENSION FUND FUNDING STRATEGY STATEMENT 2020

### 1. INTRODUCTION

#### Overview

- 1.1 This Statement, originally prepared in accordance with Regulation 76A of the Local Government Regulations 1997 has been reviewed in accordance with Regulation 58 of the Local Government Pension Scheme Regulations 2013 (the LGPS Regulations). The Statement describes City and County of Swansea's strategy, in its capacity as Administering Authority (the Administering Authority), for the funding of the City and County of Swansea Pension Fund (the Fund).
- 1.2 As required by Regulation 58(4)(a), the Statement has been prepared having regard to guidance published by CIPFA. This Statement has regard to the updated guidance published in September 2016 and not the original guidance issued in October 2012 as referred to in the LGPS Regulations at time of writing the Statement.

#### Consultation

- 1.3 In accordance with Regulation 58(3), the Administering Authority has consulted such persons as it considers appropriate on the contents of this Statement and their views have been taken into account in formulating the Statement. However, the Statement describes a single strategy for the Fund as a whole.
- 1.4 In addition, the Administering Authority has had regard to the Fund's Investment Strategy Statement published under Regulation 7 of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 (the Investment Regulations).
- 1.5 The Fund Actuary, Aon Hewitt Limited, has also been consulted on the contents of this Statement.

#### Purpose of this Statement

- 1.6 The main purpose of this Funding Strategy Statement is to set out the processes by which the Administering Authority:
- establishes a clear and transparent funding strategy, specific to the Fund, which will identify how employer's pension liabilities are best met going forward.
  - supports the regulatory requirement in relation to the desirability of maintaining as nearly constant a primary rate of contributions as possible.
  - ensures that the regulatory requirements to set contributions as to ensure the solvency and long-term cost efficiency of the Fund are met.
  - takes a prudent longer-term view of funding the Fund's liabilities.

Noting that, whilst the funding strategy applicable to individual employers must be reflected in the Funding Strategy Statement / Investment Strategy Statement, its focus should at all times be on those actions which are in the best long term interests of the Fund.



- 1.7 The Authority has produced this Funding Strategy Statement having taken an overall view of the level of risk inherent in the investment policy set out in the Investment Strategy Statement and the funding strategy set out in this Statement.
- 1.8 The assets that most closely match the liabilities of the Fund are fixed interest and index-linked Government bonds of appropriate term relative to the liabilities. The Fund's asset allocation as set out in the Investment Strategy Statement invests a significant proportion of the Fund in assets such as equities which are expected but not guaranteed to produce higher returns than Government bonds in the long term. The Administering Authority has agreed with the Fund Actuary that the Funding Target on the ongoing basis will be set after making some allowance for this higher anticipated return. However, the Administering Authority recognises that outperformance is not guaranteed and that, in the absence of any other effects, if the higher expected returns are not achieved the solvency position of the Fund will deteriorate.
- 1.9 The funding strategy recognises the investment targets and the inherent volatility arising from the investment strategy, by being based on financial assumptions which are consistent with the expected return on the investments held by the Fund, and by including measures that can be used to smooth out the impact of such volatility.
- 1.10 The Administering Authority will continue to review both documents to ensure that the overall risk profile remains appropriate including, where appropriate, commissioning asset liability modelling or other analysis techniques.

**Review of this Statement**

- 1.11 The Administering Authority undertook its latest substantive review of this Statement in December 2019.
- 1.12 The Administering Authority will formally review this Statement as part of the next funding valuation following the 31 March 2019 valuation, currently expected to be as at 31 March 2022, unless circumstances arise which require earlier action.
- 1.13 The Administering Authority will monitor the funding position of the Fund on an approximate basis at regular intervals between valuations, and will discuss with the Fund Actuary whether any significant changes have arisen that require action.

## 2. THE AIMS AND PURPOSE OF THE FUND

### Purpose of the Fund

- 2.1 The purpose of the Fund is to:
- invest monies in respect of contributions, transfer values and investment income to produce a Fund in order to:
  - pay Scheme benefits, transfer values, costs, charges and expenses as defined in the LGPS Regulations and as required in the Investment Regulations over the long term and in so doing:
  - to smooth out the contributions required from employers over the long term.

### Aims of the Fund

- 2.2 The main aims of the Fund are:
- a) To comply with regulation 62 of the LGPS Regulations 2013 and specifically to:
- adequately fund benefits to secure the Fund's solvency and long term cost efficiency, which should be assessed in light of the risk profile of the Fund and Employers
  - while taking account of the desirability of maintaining as nearly constant primary employer contribution rates as possible (and subject to the Administering Authority not taking undue risks) at reasonable cost to the taxpayers, scheduled (as defined in Part 1 or deemed employers as per Part 4 of Schedule 2 of the LGPS Regulations), resolution (as defined in Part 2 of Schedule 2 of the LGPS Regulations), and admitted bodies
  - enable overall employer contributions to be kept as constant as possible (and subject to the Administering Authority not taking undue risks) at reasonable cost to the taxpayers, scheduled, resolution and admitted bodies
- 2.3 The Administering Authority recognises that the requirement to keep total employer contributions as nearly constant as possible can run counter to the following requirements:
- the regulatory requirement to secure solvency, which should be assessed in light of the risk profile of the Fund and risk appetite of the Administering Authority and employers
  - the requirement that the costs should be reasonable to Scheduled Bodies, Admission Bodies, other bodies and to taxpayers (subject to not taking undue risks), and
  - maximising income from investments within reasonable risk parameters (see later)
- 2.4 Producing low volatility in employer contribution rates requires material investment in assets which 'match' the employer's liabilities. In this context, 'match' means assets which behave in a similar manner to the liabilities as economic conditions alter. For the liabilities represented by benefits payable by the Local Government Pension Scheme, such assets would tend to comprise gilt edged investments.
- 2.5 Other classes of assets, such as stocks, are perceived to offer higher long term rates of return, on average, and consistent with the requirement to maximise the returns from investments within reasonable risk parameters, the Administering Authority invests a substantial proportion of the Fund in such assets. However, these assets are more risky in nature, and that risk can manifest itself in volatile returns over short term periods, and a failure to deliver anticipated returns in the long term.
- 2.6 This short term volatility in investment returns can produce a consequent volatility in the measured funding position of the Fund at successive actuarial valuations, with knock on effects on employer contribution rates. The impact on employer rates can be mitigated

by use of smoothing adjustments at each valuation.

- 2.7 The Administering Authority recognises that there is a balance to be struck between the investment policy adopted, the smoothing mechanisms used at valuations, and the resultant stability of employer contribution rates from one valuation period to the next.
- 2.8 The Administering Authority also recognises that the position is potentially more volatile for Admission Bodies with short term contracts where utilisation of smoothing mechanisms is less appropriate.
- 2.9 b) To ensure that sufficient resources are available to meet all liabilities as they fall due.

The Administering Authority recognises the need to ensure that the Fund has, at all times, sufficient liquid assets to be able to pay pensions, transfer values, costs, charges and other expenses. It is the Administering Authority's policy that such expenditure is met, in the first instance, from incoming employer and employee contributions to avoid the expense of disinvesting assets. The Administering Authority monitors the position on a monthly basis to ensure that all cash requirements can be met.

- 2.10 c) To manage employers' liabilities effectively.

The Administering Authority seeks to ensure that all employers' liabilities are managed effectively. In a funding context, this is achieved by seeking regular actuarial advice, ensuring that employers are properly informed and consulted, and through regular monitoring of the funding position and the outlook for employers' contributions.

- 2.11 d) To maximise the total investment return from investments within reasonable risk parameters.

The Administering Authority recognises the desirability of maximising total investment return within reasonable risk parameters. Investment returns higher than those available on Government stocks are sought through investment in other asset classes such as stocks and property. The Administering Authority ensures that risk parameters are reasonable by:

- complying with any restrictions set out in the Investment Regulations
- restricting investment to asset classes generally recognised as appropriate for UK pension funds
- analysing the potential volatility and absolute return risks, and funding risk represented by those asset classes in collaboration with Investment Advisors and Fund Managers, the Fund Actuary and the Wales Pension Partnership and ensuring that they remain consistent with the risk and return profiles anticipated in the funding strategy
- limiting concentration of risk by developing a diversified investment strategy
- monitoring the mis-matching risk that the investments do not move in line with the Fund's liabilities.

### 3. RESPONSIBILITIES OF THE KEY PARTIES

3.1 The three parties whose responsibilities to the Fund are of particular relevance are the Administering Authority, the individual employers and the Fund Actuary.

Their key responsibilities are as follows:

#### **Administering Authority**

3.2 The Administering Authority will:

- Administer the Fund
- Collect investment income and other amounts due to the Fund as set out in the Regulations including employer and employee contributions and, as far as the Administering Authority is able to, ensure these contributions are paid by the due date (with the due date as specified in the LGPS Regulations, Rates and Adjustments Certificate and any Administering Authority policies)
- Pay from the Fund the relevant entitlements as set out by the Local Government Pension Scheme Regulations 2013.
- Invest surplus monies in accordance with the Investment Regulations.
- Ensure that cash is available to meet liabilities as and when they fall due.
- Manage the valuation process in consultation with the Fund's Actuary
- Ensure it communicates effectively with the Fund Actuary to:
  - Agree timescales for the provision of information and provision of valuation results
  - Ensure provision of data of suitable accuracy
  - Ensure that the Fund Actuary is clear about the content of the Funding Strategy Statement
  - Ensure that participating employers receive appropriate communication throughout the process
  - Ensure that reports are made available as required by relevant guidance and Regulations
- Prepare and maintain an Investment Strategy Statement and a Funding Strategy Statement after due consultation with interested parties.
- Monitor all aspects of the Fund's performance and funding and amend these two documents if required.
- Effectively manage any potential conflicts of interest arising from its dual role both as Administering Authority and as Scheme Employer.
- Take measures, as set out in the Regulations, to safeguard the Fund against the consequences of employer default
- Enable the Local Pension Board to review the valuation process as set out in their terms of reference.

#### **Individual Employers**

3.3 Individual Employers will:

- Deduct contributions from employees' pay.
- Pay all ongoing contributions, including their employer's contribution as determined by the Fund Actuary, and where relevant set out in the rates and adjustment certificate, promptly by the due date.
- Develop a policy on certain discretions and exercise those discretions within the regulatory framework.
- Pay for additional membership or pension, augmentation, early release of benefits or other one off strain costs in accordance with agreed arrangements.
- Notify the Administering Authority promptly of all changes to membership, or

other changes which affect future funding

- Note and if desired respond to any consultation regarding the Funding Strategy Statement, the Investment Strategy Statement or other policies.
- Pay any exit payments as required in the event of their ceasing participation in the Fund

### **Fund Actuary**

3.4 The Fund Actuary will prepare advice and calculations and provide advice on:

- Funding strategy and the preparation of the Funding Strategy Statement
- Actuarial valuations including the setting of employers' contribution rates and issue of a Rates and Adjustments Certificate, after agreeing assumptions with the Administering Authority and having regard to the Funding Strategy Statement and the LGPS Regulations.
- Bulk transfers and individual benefit-related matters such as pension strain costs, ill health retirement costs, compensatory added years costs, etc.
- Valuations on the cessation of admission agreements or when an employer ceases to employ active members i.e. the exiting of employers from the Fund.
- Bonds and other forms of security for the Administering Authority against the financial effect on the Fund and of the employer's default.
- Assisting the Administering Authority in assessing whether employer contributions need to be revised between actuarial valuations as permitted or required by the Regulations.
- Ensure that the Administering Authority is aware of any professional guidance requirements which may be of relevance to his or her role in advising the Administering Authority.

Such advice will take account of the funding position and Funding Strategy Statement of the Fund, along with other relevant matters.

## 4. FUNDING STRATEGY

### **Risk Based Approach**

4.1 The Fund utilises a risk based approach to funding strategy.

A risk based approach entails carrying out the actuarial valuation on the basis of the assessed likelihood of meeting the funding objectives. In practice, three key decisions are required for the risk based approach:

- what the Solvency Target should be (the funding objective - where the Administering Authority wants the Fund to get to),
- the Trajectory Period (how quickly the Administering Authority wants the Fund to get there), and
- the Probability of Funding Success (how likely the Administering Authority wants it to be now that the Fund will actually achieve the Solvency Target by the end of the Trajectory Period).

These three choices, supported by complex risk modelling carried out by the Fund Actuary, define the discount rate, and by extension, the appropriate levels of contribution payable. Together they measure the riskiness of the funding strategy.

These three terms are considered in more detail below.

### **Solvency Target and Funding Target**

#### Solvency and Funding Success

- 4.2 The Administering Authority's primary aim is long-term solvency. Accordingly, employers' contributions will be set to ensure that 100% of the liabilities can be met over the long term using appropriate actuarial assumptions. The Solvency Target is the amount of assets which the Fund, having taken advice from the Fund Actuary, wishes to hold at the end of the Trajectory Period (see later) to meet this aim.
- 4.3 The Fund is deemed to be solvent when the assets held are equal to or greater than 100% of the Solvency Target, where the Solvency Target is the value of the Fund's liabilities evaluated using appropriate methods and assumptions. The Administering Authority believes that its funding strategy will ensure the solvency of the Fund because employers collectively have the financial capacity to increase employer contributions should future circumstances require, in order to continue to target a funding level of 100%.
- 4.4 For secure tax raising Scheduled Bodies and Admission Bodies with guarantors of sound covenant agreeing to subsume assets and liabilities following exit, the Solvency Target will use appropriate actuarial methods and assumptions that are believed appropriate in the long term for those Bodies. For the 2019 valuation the Solvency Target will be set using an assumed rate of return of 2% in excess of the assumed long term annual increase in the Consumer Prices Index, which is intended to be a prudent outperformance assumption based on assumed future asset holdings.
- 4.5 For non tax raising Scheduled Bodies the Solvency Target may (dependent on circumstances) be set at a more prudent level than that used for Scheduled Bodies and Admission Bodies with guarantors of sound covenant agreeing to subsume assets and liabilities following exit.
- 4.6 For Admission Bodies and other bodies whose liabilities are expected to be orphaned following exit, the required Solvency Target *will* be set at a more prudent level dependent on circumstances. For most such bodies, the chance of achieving solvency will be set commensurate with assumed investment in an appropriate portfolio of Government index linked and fixed interest bonds after exit.

Probability of Funding Success

- 4.7 The Administering Authority deems funding success to have been achieved if the Fund, at the end of the Trajectory Period (or the longest employer Recovery Period, if longer), has achieved the Solvency Target. The Probability of Funding Success is the assessed chance of this happening based on the level of contributions payable by members and employers and asset-liability modelling carried out by the Fund Actuary.
- 4.8 Consistent with the Administering Authority's aim of enabling employers' total contributions to be kept as nearly constant as possible, the required chance of achieving the Solvency Target at the end of the relevant Trajectory Period for each employer or employer group can be altered at successive valuations within an overall envelope of acceptable risk.
- 4.9 The Administering Authority will not permit contributions to be set following a valuation that have an unacceptably low chance of achieving the Solvency Target at the end of the relevant Trajectory Period.

**Trajectory Periods**

- 4.10 The Trajectory Period in relation to an employer is the period between the valuation date and the date on which solvency is targeted to be achieved.
- 4.11 Maintaining a stable Trajectory Period avoids undue volatility when setting long term assumptions for the Fund, where the Administering Authority would in ideal circumstances look to reduce the Recovery Period over time in order to achieve full funding. A Trajectory Period of 25 years will be used for the valuation at 31 March 2019.

**Funding Target**

- 4.12 In order to satisfy the legislative requirement to secure long term cost efficiency the Administering Authority's aim is for employer contributions to be set so as to make provision for the cost of benefit accrual, with an appropriate adjustment for any surplus or deficiency. This is achieved through the setting of a Funding Target.
- 4.13 The Funding Target is the amount of assets which the Fund needs to hold at the valuation date to pay the liabilities at that date as indicated by the chosen valuation method and assumptions. It is a product of the actuarial valuation exercise and is not the same as the Solvency Target. It is instead the product of the data, chosen assumptions, and valuation method. The valuation method including the components of Funding Target, future service costs and any adjustment for the surplus or deficiency simply serve to set the level of contributions payable, which in turn dictates the chance of achieving the Solvency Target at the end of the Trajectory Period (defined below).
- 4.14 Consistent with the aim of enabling employers' primary contribution rates to be kept as nearly constant as possible:
- Contribution rates are set by use of the Projected Unit valuation method for most employers. The Projected Unit method is used in the actuarial valuation to determine the cost of benefits accruing to the Fund as a whole and for employers who continue to admit new members. This means that the future service (primary) contribution rate is derived as the cost of benefits accruing to employee members over the year following the valuation date expressed as a percentage of members' pensionable pay over that period.
  - For employers who no longer admit new members, the Attained Age valuation method is normally used. This means that the future service (primary) contribution rate is derived as the average cost of benefits accruing to members over the period until they die, leave the Fund or retire.
- 4.15 The discount rate, and hence the overall required level of employer contributions, has been set for the 2019 valuation such that the Fund Actuary estimates that there is an 80% Probability of Funding Success – i.e. and 80% chance that the Fund would reach or exceed its Solvency Target after a Trajectory Period of 25 years (on the assumption that Recovery Periods were less than 25 years for all employers).

**Application to different types of body**

- 4.16 Some comments on the principles used to derive the Solvency and Funding Target for different bodies in the Fund are set out below.

Scheduled Bodies and certain other bodies of sound covenant

- 4.17 The Administering Authority will adopt a general approach in this regard of assuming indefinite investment in a broad range of assets of higher risk than low risk assets for secure tax raising Scheduled Bodies whose participation in the Fund is considered by the Administering Authority to be indefinite and certain other bodies which are long term in nature i.e. Admission bodies with a subsumption commitment from such Scheduled Bodies. This is known as the scheduled and subsumption body funding target.
- 4.18 For other Scheduled Bodies the Administering Authority may without limitation, take into account the following factors when setting the funding target for such bodies:
- the type/group of the employer
  - the business plans of the employer;
  - an assessment of the financial covenant of the employer;
  - any contingent security available to the Fund or offered by the employer such as a guarantor or bond arrangement, charge over assets, etc.

- 4.19 Where, by virtue of having taken account of some or all of the above factors, the Administering Authority adopts a less risky (more prudent) funding target than the scheduled and subsumption body funding target for any scheduled bodies, this is known as the intermediate funding target.

Admission Bodies and certain other bodies whose participation is limited

- 4.20 For Admission Bodies, bodies closed to new entrants and other bodies whose participation in the Fund is believed to be of limited duration through known constraints or reduced covenant, and for which no access to further funding would be available to the Fund after exit the Administering Authority will have specific regard to the potential for participation to cease (or to have no contributing members), the potential timing of such exit, and any likely change in notional or actual investment strategy as regards the assets held in respect of the body's liabilities at the date of exit (i.e. whether the liabilities will become 'orphaned' or whether a guarantor exists to subsume the notional assets and liabilities). This is known as the (ongoing) orphan admission bodies funding target. It is not the same as the exit basis.

**Full Funding**

- 4.21 The Fund is deemed to be fully funded when the assets held are equal to 100% of the Funding Target, where the funding target is assessed based on the sum of the appropriate funding targets across all the employers / groups of employers. When assets held are greater than this amount the Fund is deemed to be in surplus, and when assets held are less than this amount the Fund is deemed to be in deficiency.

**Recovery Periods**

- 4.22 Where a valuation reveals that the Fund is in surplus or deficiency against the Funding Target, employers' contribution rates will be adjusted to target restoration of fully funding the solvent position over a period of years (the Recovery Period). The Recovery Period to an employer or group of employers is therefore the period over which any adjustment to the level of contributions in respect of a surplus or deficiency relative to the Funding Target used in the valuation is payable.
- 4.23 The Recovery Period applicable for each participating employer is set by the Administering Authority in consultation with the Fund Actuary and the employer, with a view to balancing the various funding requirements against the risks involved due to such issues as the financial strength of the employer and the nature of its participation in the Fund, and whether the employer is in surplus or deficit on the appropriate Funding Target.



- 4.24 Where an employer is in surplus, and where an employer's expected exit date is unknown or expected to be later than the date the revised rates and adjustments certificate will come into force following the next valuation, this surplus will only lead to an adjustment in an employer's contributions to the extent that this surplus is in excess of 10% of the value of that employer's liabilities valued relative to the appropriate Funding Target (i.e. to the extent that the employer's funding level is greater than 110%). Note that where an employer is subject to a temporary relaxation of the requirement for Full Funding, or subject to the subsumption funding target by virtue of a temporary subsumption commitment from City and County of Swansea and/or Neath Port Talbot County Borough Council (see below), the Administering Authority will have regard to the contribution requirement that would have applied without this temporary commitment when determining the extent to which any surplus can lead to contribution reductions.
- 4.25 The Administering Authority recognises that a large proportion of the Fund's liabilities are expected to arise as benefit payments over long periods of time. For employers of sound covenant, and where the employer is in deficit, the Administering Authority may be prepared to agree to Recovery Periods which are longer than the average future working lifetime of the membership of that employer. The Administering Authority recognises that such an approach is consistent with the aim of keeping employer contribution rates as nearly constant as possible. However, the Administering Authority also recognises the risk in relying on long Recovery Periods where employers are in deficit, and has agreed with the Fund Actuary a limit of 30 years for employers which are assessed by the Administering Authority as being a long term secure employer.
- 4.26 Where employers are in deficit, the Administering Authority's policy is to agree Recovery Periods with each employer which are as short as possible within the above framework. Recovery Periods for employers or employer groups may differ in order to suitably balance risk to the fund and cost to the employer. For employers whose participation in the fund is for a fixed period it is unlikely that the Administering Authority and Fund Actuary would agree to a Recovery Period longer than the remaining term of participation.
- 4.27 Resulting from the 2019 valuation, a Recovery Period of up to 19 years was used, with an average Recovery Period of just under 19 years across all participating employers.

### **Grouping**

- 4.28 In some circumstances it may be desirable to group employers within the Fund together for funding purposes (i.e. to calculate employer contributions). Reasons might include reduction of volatility of contribution rates for small employers, facilitating situations where employers have a common source of funding or accommodating employers who wish to share the risks related to their participation in the Fund.
- 4.29 The Administering Authority recognises that grouping can give rise to cross subsidies from one employer to another over time. Employers may be grouped entirely, such that all of the risks of participation are shared, or only partially grouped such that only specified risks are shared. The Administering Authority's policy is to consider the position carefully at the initial grouping and at each valuation and to notify each employer that is grouped that this is the case, which other employers it is grouped with and details of the grouping method used. If the employer objects to this grouping, it will be set its own contribution rate. For employers with more than 50 contributing members, the Administering Authority would typically look for evidence of homogeneity between employers before considering grouping.

Where employers are grouped together for funding purposes, this will only occur with the consent of the employers involved.

- 4.30 All employers in the Fund are grouped together in respect of the risks associated with payment of lump sum benefits on death in service – in other words, the cost of such benefits is shared across the employers in the Fund. Such lump sum benefits can cause funding strains which could be significant for some of the smaller employers without insurance or sharing of risks. The Fund, in view of its size, does not see it as cost effective or necessary to insure these benefits externally and this is seen as a pragmatic and low cost approach to spreading the risk.

- 4.31 There is a group of employers in the Fund which will be pooled together for funding and contribution purposes at the 2019 valuation.
- 4.32 From 1 April 2019 it is expected that the Town and Community Councils Group will consist of the following employers - Briton Ferry Town Council, Cilybebyll Community Council, Clydach Community Council, Coedffranc Community Council, Margam Joint Crematorium Committee, Neath Town Council, Pelenna Community Council and Pontardawe Town Council, and any new small councils will join this group going forward.
- 4.33 Under the pooling approach these employers will pay a common percentage of pay as their primary contribution rate and will share experience (subject to each employer not taking action which adversely and materially, as determined by the Administering Authority, affects the group's liabilities in which case the Administering Authority may ensure that employer meets the additional liabilities it has created by such action). Each employer in the group will be responsible for meeting any deficit (or benefit from any surplus) allocated to the employer i.e. this will be outside the experience sharing mechanism. Any deficit recovery plan will be based on the specific employer's circumstances.
- 4.34 In the event that an employer in the group has no active members consideration will be given to first issuing a 'suspension notice' which under the regulations can defer the exit valuation for up to three years if in the reasonable opinion of the administering authority the employer is likely to have one or more active members contributing to the fund within the period specified in the suspension notice. In the event of an exit valuation, the assets and liabilities following exit will be subsumed by the group and the exiting employer will not be required to pay any further contributions unless it admits an employee into the Fund, in which case it is expected that the employer will re-join the group as a participating employer. Further, no exit credit will be paid to the exiting scheme employer, unless the exiting scheme employer is in surplus when liabilities are calculated using a Funding Target that anticipates investment in low risk investments such as Government bonds.

However, if the exiting employer is likely to have a material impact on the contribution rate payable by the remaining employers then the Administering Authority may decide that the exiting employer should make additional payments to the Fund over a period of time to protect the remaining employers from such increases.

### **Stepping**

- 4.35 Again, consistent with the requirement to keep primary employer contribution rates and overall employer contributions as nearly constant as possible, the Administering Authority will consider, at each valuation, whether new contribution rates should be payable immediately, or should be reached by a series of steps over future years. The Administering Authority will discuss with the Fund Actuary the risks inherent in such an approach and will examine the financial impact and risks associated with each employer. The Administering Authority's policy is that in the normal course of events no more than three equal annual steps will be permitted. Further steps may be permitted in extreme cases in consultation with the Fund Actuary, but the total is very unlikely to exceed six steps.

### **Inter-valuation funding calculations**

- 4.36 In order to monitor developments, the Administering Authority may from time to time request informal valuations or other calculations. Generally, in such cases the calculations will be based on an approximate roll forward of asset and liability values, and liabilities calculated by reference to assumptions consistent with the most recent preceding valuation. Specifically, it is unlikely that the liabilities would be calculated using individual membership data, and nor would the assumptions be subject to review as occurs at formal funding valuations.

### **Asset shares notionally allocated to individual employers**

- 4.37 Notional asset shares  
In order to establish contribution levels for individual employers or groups of employers it is convenient to notionally subdivide the Fund as a whole between the employers (or

group of employers where grouping operates), as if each employer had its own notional asset share within the Fund.

- 4.38 This subdivision is for funding purposes only. It is purely notional in nature and does not imply any formal subdivision of assets, nor ownership of any particular assets or groups of assets by any individual employer or group.

Roll-forward of notional asset shares

- 4.39 The notional asset share allocated to each employer will be rolled forward allowing for all cashflows associated with that employer's membership, including contribution income, benefit outgo, transfers in and out and investment income allocated as set out below. In general, no allowance is made for the timing of contributions and cashflows for each year are assumed to be made half way through the year with investment returns assumed to be uniformly earned over that year.

Further adjustments are made for:

- A notional deduction to meet the expenses paid from the Fund in line with the assumption used at the previous valuation.
- Allowance for any known material internal transfers in the Fund (cashflows will not exist for these transfers). The Fund Actuary will assume an estimated cashflow equal to the value of the liabilities determined using a cash equivalent transfer value basis unless some other approach has been agreed between the two employers.
- Allowance for lump sum death in service and any other benefits shared across all employers (see earlier).
- An overall adjustment to ensure the notional assets attributed to each employer is equal to the total assets of the Fund which will take into account any gains or losses related to the orphan liabilities.

- 4.40 In some cases information available will not allow for such cashflow calculations. In such a circumstance:

- Where, in the opinion of the Fund Actuary, the cashflow data which is unavailable is of low materiality or where estimated cashflows can be produced with reasonable accuracy, estimated cashflows will be used.
- Where, in the opinion of the Fund Actuary, the cashflow data which is unavailable is material or difficult to estimate with necessary accuracy, the Fund Actuary may instead use an analysis of gains and losses to roll forward the notional asset share. Analysis of gains and losses methods are less precise than use of cashflows and involve calculation of gains and losses relative to the surplus or deficiency exhibited at the previous valuation. Having established an expected surplus or deficiency at this valuation, comparison of this with the liabilities evaluated at this valuation leads to an implied notional asset holding.
- Analysis of gains and losses methods will also be used where the results of the cashflow approach appears to give unreliable results perhaps because of unknown internal transfers.

**Fund maturity**

- 4.41 To protect the Fund, and individual employers, from the risk of increasing maturity producing unacceptably volatile contribution adjustments as a percentage of pay the Administering Authority will normally require defined capital streams from employers in respect of any disclosed funding deficiency.
- 4.42 In certain circumstances, for secure employers considered by the Administering Authority as being long term in nature, contribution adjustments to correct for any disclosed deficiency may be set as a percentage of payroll. Such an approach carries an implicit assumption that the employer's payroll will increase at an assumed rate. If payroll fails to grow at this rate, or declines, insufficient corrective action will have been taken. To protect the Fund against this risk, the Administering Authority will consider requiring

top up payments where deficit contributions fall below a minimum level, or further alternative approaches as it deems appropriate. **Appendix A**

**Interim reviews**

- 5.1 Regulation 64(4) of the Regulations provides the Administering Authority with a power to carry out valuations in respect of employers which are expected to cease at some point in the future, and for the Fund Actuary to certify revised contribution rates, between funding valuation dates.
- 5.2 The Administering Authority's overriding objective at all times is that, where possible, there is clarity over the Funding Target for that body, and that contribution rates payable are appropriate for that Funding Target. However, this is not always possible as any date of exit may be unknown (for example, participation may be assumed at present to be indefinite), and also because market conditions change daily.
- 5.3 The Administering Authority's general approach in this area is as follows:
- Where the date of exit is known, and is more than three years hence, or is unknown and assumed to be indefinite, interim valuations will generally not be carried out at the behest of the Administering Authority.
  - For Transferee Admission Bodies falling into the above category, the Administering Authority sees it as the responsibility of the relevant Scheme Employer to instruct it if an interim valuation is required. Such an exercise would be at the expense of the relevant Scheme Employer unless otherwise agreed.
  - A material change in circumstances, such as the date of exit becoming known, material membership movements or material financial information coming to light may cause the Administering Authority to informally review the situation and subsequently formally request an interim valuation.
  - For an employer whose participation is due to exit within the next three years, the Administering Authority will keep an eye on developments and may see fit to request an interim valuation at any time.
- 5.4 Notwithstanding the above guidelines, the Administering Authority reserves the right to request an interim valuation of any employer at any time if Regulation 64(4) applies.

**Guarantors**

- 5.5 Some employers may participate in the Fund by virtue of the existence of a Guarantor. The Administering Authority maintains a list of employers and their associated Guarantors and monitors the exposure of the Guarantors. The Administering Authority, unless notified otherwise, sees the duty of a Guarantor to include the following:
- If an employer ceases and defaults on any of its financial obligations to the Fund, the Guarantor is expected to provide finance to the Fund such that the Fund receives the amount certified by the Fund Actuary as due, including any interest payable thereon.
  - If the Guarantor is an employer in the Fund and is judged to be of suitable covenant by the Administering Authority, the Guarantor may defray some of the financial liability by subsuming the residual liabilities into its own pool of Fund liabilities. In other words, it agrees to be a source of future funding in respect of those liabilities should future deficiencies emerge.
  - During the period of participation of the employer a Guarantor can at any time agree to the future subsumption of any residual liabilities of an employer. The effect of that action would be to reduce the Funding and Solvency Targets for the employer, which would probably lead to reduced contribution requirements.

**New employers****Initial Rate**

- 5.6 When a new employer joins the Fund, the Fund's Actuary determines the initial employer contribution rate payable.

- 5.7 An interim contribution rate may be set pending a more accurate calculation by the Fund's Actuary of the employer contribution rate payable. The Administering Authority will determine these interim contribution rates following each Actuarial Valuation and at any other time at its discretion.
- 5.8 The employer contribution rate will be set in accordance with the Funding Strategy Statement, taking into consideration elements such as:
- Any past service or transferred liabilities
  - Whether the new employer is open or closed to new entrants
  - The funding target that applies to the employer
  - The funding level on commencement and, where there is a surplus or deficit, whether the admission agreement is fixed term or not, whether open or closed and the period of any fixed term contract period or average future working lifetime of the employee membership (as appropriate)
  - Other relevant circumstances as determined by the Administering Authority on the advice of the Fund Actuary

#### **New Admission Bodies**

- 5.9 Where the Administering Authority makes an admission agreement with a body (the New Body), the default stance of the Fund is that the relevant Scheme employer, as defined in Part 3 of Schedule 2 of the LGPS Regulation 2013, will be required to subsume the liabilities (see below) at the point that the New Body no longer has any contributing members. This will be set out within the Admission Agreement or side agreement, and apply to both the liabilities of the initial transferring membership and, in the case of an open admission agreement, any liabilities of the New Body relating to members that commence participation after the initial transfer under the terms of the Admission Agreement.
- 5.10 Unless agreed otherwise (between the relevant Scheme employer and the New Body) the New Body would be required to target sufficient assets to fully fund the liabilities subsumed by the relevant Scheme employer at exit on the assumptions applicable to the relevant Scheme employer.

#### **Bonds and other securitization**

- 5.11 Paragraph 6 of Part 3, Schedule 2 of the Regulations creates a requirement for a new Admission Body to carry out to the satisfaction of the Administering Authority (and the Scheme Employer in the case of a Transferee Admission Body admitted under paragraph 1(d)(i) of that Part) an assessment taking account of actuarial advice of the level of risk on premature termination by reason of insolvency, winding up or liquidation.
- 5.12 Where the level of risk identified by the assessment is such as to require it the Admission Body shall enter into an indemnity or bond with an appropriate party. Where it is not desirable for an Admission Body to enter into an indemnity or bond, the body is required to secure a guarantee in a form satisfactory to the Administering Authority from an organisation that either funds, owns or controls the functions of the admission body.
- 5.13 The Administering Authority's approach in this area is as follows:
- In the case of Transferee Admission Bodies admitted under Paragraph 1(d) of Part 3, Schedule 2 of the Regulations and other Admission Bodies with a Guarantor, and so long as the Administering Authority judges the relevant Scheme Employer or Guarantor to be of sufficiently sound covenant, any bond exists purely to protect the relevant Scheme Employer or Guarantor on default of the Admission Body. As such, it is entirely the responsibility of the relevant Scheme Employer or Guarantor to arrange any risk assessments and decide the level of required bond. The Administering Authority will be pleased to supply some standard calculations provided by the Fund Actuary to aid the relevant Scheme Employer, but this should not be construed as advice to the relevant Scheme Employer on this matter.
  - In the case of Transferee Admission Bodies admitted under Paragraph 1(d) of

Part 3, Schedule 2 of the Regulations, or under Paragraph 1(e) of Part 3, Schedule 2 of the Regulations, where the Administering Authority does not judge the relevant Scheme Employer to be of sufficiently strong covenant, and other Admission Bodies with no Guarantor or where the Administering Authority does not judge the Guarantor to be of sufficiently strong covenant, the Administering Authority must be involved in the assessment of the required level of bond to protect the Fund. The admission will only be able to proceed once the Administering Authority has agreed the level of bond cover. The Administering Authority will supply some standard calculations provided by the Fund Actuary to aid the relevant Scheme Employer form a view on what level of bond would be satisfactory. The Administering Authority will also on request supply this to the Admission Body or Guarantor. This should not be construed as advice to the Scheme Employer, Guarantor or Admission Body.

- The Administering Authority notes that levels of required bond cover can fluctuate and will review, or recommends that the Scheme Employer reviews, the required cover at least once a year.

### **Subsumed liabilities**

- 5.14 Where an employer is exiting the Fund such that it will no longer have any contributing members, it is possible that another employer in the Fund agrees to provide a source of future funding in respect of any emerging deficiencies in respect of those liabilities.
- 5.15 In such circumstances the liabilities are known as subsumed liabilities (in that responsibility for them is subsumed by the accepting employer). For such liabilities the Administering Authority will assume that the investments held in respect of those liabilities will be the same as those held for the rest of the liabilities of the accepting employer. Generally this will mean assuming continued investment in a mix of growth and matching assets.

### **Orphan liabilities**

- 5.16 Where an employer is exiting the Fund such that it will no longer have any contributing members, unless any residual liabilities are to become subsumed liabilities, the Administering Authority will act on the basis that it will have no further access for funding from that employer once any exit valuation, carried out in accordance with Regulation 64, has been completed and any sums due have been paid. Residual liabilities of employers from whom no further funding can be obtained are known as orphan liabilities.
- 5.17 The Administering Authority will seek to minimise the risk to other employers in the Fund that any deficiency arises on the orphan liabilities such that this creates a cost for those other employers to make good the deficiency. To give effect to this, the Administering Authority will seek funding from the outgoing employer sufficient to enable it to match the liabilities with low risk investments, generally Government fixed interest and index linked bonds.
- 5.18 To the extent that the Administering Authority decides not to match these liabilities with Government bonds of appropriate term then any excess or deficient returns will be added to or deducted from the investment return to be attributed to the employer's notional assets between the exit date of the employer and each subsequent funding valuation of the Fund. Assets will then be reallocated within the Fund to ensure the orphan liabilities remain 100% funded on a low risk basis after taking account of any outstanding exit payments payable to, or due from the exiting employer, with any investment profit or loss allocated to the contributing employers in proportion to their notional asset share.

### **Smoothing of contribution rates for Admission Bodies**

- 5.19 The Administering Authority recognises that a balance needs to be struck as regards the financial demands made of Admission Bodies. On the one hand, the Administering Authority requires all Admission Bodies to be fully self funding, such that other employers in the Fund are not subject to levels of expense as a consequence of the participation of those Admission Bodies. On the other hand, in extreme circumstances, requiring achievement of full funding over a short time horizon may precipitate failure of the body in question, leading to significant costs for other participating employers.

- 5.20 In circumstances which the Administering Authority judges to be extreme, the Administering Authority will engage with the City and County of Swansea and Neath Port Talbot County Borough Council, as the dominant employers in the Fund, with a view to seeking agreement that the requirement that contribution rates target Full Funding can be temporarily relaxed, or alternatively one or both employers agree to subsume the relevant Admission Bodies on exit.
- 5.21 Should an Admission Body leave the Fund during a period where the City and County of Swansea and/or Neath Port Talbot County Borough Council has agreed to subsumption of residual liabilities, the exit funding requirement will be reduced to reflect the Fund's continuing access to funding, should a deficiency emerge in the future in respect of those liabilities (see cessation of participation for subsumed liabilities below).
- 5.22 At subsequent valuations the position will be reassessed with a view to returning Admission Bodies to paying contributions which target Full Funding.

#### **Cessation of participation i.e. Exiting the Fund**

- 5.23 Where an employer becomes an exiting employer, an exit valuation will be carried out in accordance with Regulation 64. That valuation will take account of any activity as a consequence of exiting regarding any existing contributing members (for example any bulk transfer payments due) and the status of any liabilities that will remain in the Fund. When employees do not transfer to another employer they will retain pension rights within the Fund, i.e. either as a deferred pensioner or immediately taking retirement benefits.
- 5.24 The assumptions adopted to value the departing employer's liabilities for the exit valuation will depend upon the circumstances. In particular, the exit valuation will distinguish between residual liabilities which will become orphan liabilities, and liabilities which will be subsumed by long-term other employers.
- 5.25 For orphan liabilities the Funding Target in the exit valuation will anticipate investment in low risk investments such as Government bonds. This is to protect the other employers in the Fund, as upon exit, the employer's liabilities will become "orphan" liabilities within the Fund, and there is no recourse to that (former) employer if a shortfall emerges in relation to these liabilities after the exit date. Any deficit or surplus in the Fund in respect of the employer will generally be due to the Fund as a termination contribution, or payable by the Fund to the employer as an exit credit respectively, where the exit date is on or after 14 May 2018.
- 5.26 For subsumed liabilities the exit valuation will be determined on the basis that the scheme employer, or in the case of grouped employers, the remaining contributing group employers, providing the subsumption commitment will subsume all assets and liabilities from the exiting scheme employer. No exit credit will be paid to, or any exit debt required from, the exiting scheme employer, unless the exiting scheme employer is in surplus when liabilities are calculated using a Funding Target that anticipates investment in low risk investments such as Government bonds. The assets and liabilities will be subsumed within those of the employer, or employers, providing the subsumption commitment, with future contribution requirements for this employer, or group of employers, being reassessed at each actuarial valuation.
- 5.27 In addition, the Administering Authority may, at its discretion, include additional margins for prudence compared to the approach used for determining ongoing contributions, for example in relation to regulatory uncertainty (which at the date of this Statement includes uncertainty associated with the McCloud case, cost management process and indexation and equalisation of GMP).



## 6. IDENTIFICATION OF RISKS AND COUNTER MEASURES

### Approach

- 6.1 The Administering Authority seeks to identify all risks to the Fund and to consider the position both in aggregate and at an individual risk level. The Administering Authority will monitor the risks to the Fund, and will take appropriate action to limit the impact of these both before, and after, they emerge wherever possible.
- 6.2 The Administering Authority will ensure that funding risks are included within their overarching risk management framework and strategy, linking to their risk register and risk management policy as appropriate and includes defining a role for the Local Pension Board within this framework.
- 6.3 The main risks to the Fund are considered below:

### Choice of Solvency and Funding Targets

- 6.4 The Administering Authority recognises that future experience and investment income cannot be predicted with certainty. Instead, there is a range of possible outcomes, and different assumed outcomes will lie at different places within that range.
- 6.5 The more optimistic the assumptions made in determining the Solvency and Funding Targets, the more that outcome will sit towards the 'favourable' end of the range of possible outcomes, the lower will be the probability of experience actually matching or being more favourable than the assumed experience, and the lower will be the Solvency and Funding Targets calculated by reference to those assumptions.
- 6.6 The Administering Authority will not adopt assumptions for Scheduled Bodies and certain other bodies which, in its judgement, and on the basis of actuarial advice received, are such that it is less than 55% likely that the strategy will deliver funding success (as defined earlier in this document). Where the probability of funding success is less than 65% the Administering Authority will not adopt assumptions, which lead to a reduction in the aggregate employer contribution rate to the Fund.
- 6.7 The Administering Authority's policy will be to monitor an underlying 'low risk' position (making no allowance for returns in excess of those available on Government stocks) to ensure that the Funding Target remains realistic

### Investment Risk

- 6.8 This covers items such as the performance of financial markets and the Fund's investment managers, asset reallocation in volatile markets, leading to the risk of investments not performing (income) or increasing in value (growth) as forecast. Examples of specific risks would be:
  - assets not delivering the required return (for whatever reason, including manager underperformance)
  - systemic risk with the possibility of interlinked and simultaneous financial market volatility
  - insufficient funds to meet liabilities as they fall due
  - inadequate, inappropriate or incomplete investment and actuarial advice is taken and acted upon
  - counterparty failure
- 6.9 The specific risks associated with assets and asset classes are:
  - equities – industry, country, size and stock risks
  - fixed income - yield curve, credit risks, duration risks and market risks
  - alternative assets – liquidity risks, property risk, alpha risk
  - money market – credit risk and liquidity risk

- currency risk
- macroeconomic risks
- environmental; social and corporate governance risks

6.10 The Administering Authority reviews each investment manager's performance quarterly and annually considers the asset allocation of the Fund by carrying out an annual review meeting with its Investment Advisors and Fund Managers. The Administering Authority also annually reviews the effect of market movements on the Fund's overall funding position.

#### **Employer risk**

6.11 These risks arise from the ever-changing mix of employers, from short-term and ceasing employers, and the potential for a shortfall in payments and/or orphaned liabilities.

6.12 The Administering Authority will put in place a Funding Strategy Statement which contains sufficient detail on how funding risks are managed in respect of the main categories of employer (e.g. scheduled and admission bodies) and other pension fund stakeholders.

6.13 The Administering Authority will maintain a knowledge base on their employers, their basis of participation and their legal status (e.g., charities, companies limited by guarantee, group/subsidiary arrangements) and will use this information to inform the Funding Strategy Statement.

#### **Climate change**

6.14 The systemic risks posed by climate change and the policies implemented to tackle them will fundamentally change economic, political and social systems and the global financial system. They will impact every asset class, sector, industry and market in varying ways and at different times, creating both risks and opportunities for investors. The Administering Authority and Investment Advisory Panel keeps the effect of climate change on future returns under review and will commission modelling or advice from the Fund Actuary on the potential effect on funding as required.

#### **Liability Risk**

6.15 The main risks include discount rates, pay and price inflation, changing retirement patterns, mortality and other demographic risks.

6.16 The Administering Authority will ensure that the Fund Actuary investigates demographic, pay and pension increase experience at each valuation and reports on developments. The demographic assumptions are intended to be best estimate, informed by Fund experience and wider evidence where needed, e.g. the mortality assumptions are informed by a postcode analysis carried out by the Fund Actuary's specialist longevity team and the projections model released by the Continuous Mortality Investigation of the Institute and Faculty of Actuaries. If the Administering Authority becomes aware of any material changes in population mortality which may also be reflected in the Fund's experience it will ask the Fund Actuary to report on the effect on the funding position and employer contributions.

6.17 The Fund Actuary will also provide quarterly funding updates to assist the Administering Authority in its monitoring of the financial liability risks. The Administering Authority will, as far as practical, monitor changes in the age profile of the Fund membership early retirements, redundancies and ill health early retirements in the Fund and, if any changes are considered to be material, ask the Fund Actuary to report on their effect on the funding position and employer contributions.

- 6.18 If significant liability changes, including from demographic changes, become apparent between valuations, the Administering Authority will notify the affected employers of the anticipated impact on costs that will emerge at the next valuation and consider whether to require the review of the bonds that are in place for Admission Bodies. It will also consider the extent to which such changes can or should be allowed for in exit valuations, taking advice from the Fund Actuary.

### **Regulatory and Compliance Risk**

- 6.19 The risks relate to changes to general and LGPS specific regulations, national pension requirements or HM Revenue and Customs' rules. The Administering Authority will keep abreast of all proposed changes to Regulations and LGPS benefits. If any change potentially affects the costs of the Fund, the Administering Authority will ask the Fund Actuary to assess the possible impact on costs of the change. Where significant, the Administering Authority will notify employers of the possible impact and the timing of any change.
- 6.20 There are a number of consultations which have been issued in recent years, some of which represent proposed changes which were first raised a number of years ago, including a cap on exit payments by public sector employers, new Fair Deal arrangements and greater flexibility on employer exit from the LGPS. Some of these may affect funding and pose a risk to the Fund. The Government has also consulted on changes to the valuation cycle although the Administering Authority understands that the 2022 valuation is going ahead as previously planned.
- 6.21 There are a number of additional uncertainties associated with the benefit structure at the time of the latest formal review of this Statement, including:
- 6.22 How Government will address the issues of GMP indexation and equalisation beyond expiry of the current interim solution from 6 April 2021
- 6.23 The outcome of the McCloud/Sargeant cases which ruled that the transitional protections implemented in the Firefighters' and Judges' Pension Schemes were illegal age discrimination, and what the remedy might be in the LGPS in terms of its scope and form.
- 6.24 The outcome of the cost management process and whether the agreement reached in relation to the Scheme Advisory Board (SAB) process for member contributions to be reduced and benefits enhanced to achieve an additional cost of 0.9% of pay.
- 6.25 Details of the allowance made for these uncertainties in the 2019 valuation are as follows:
- McCloud/Cost Cap
- 6.26 1.5% of pay has been added to employer contributions based on Fund-specific calculations carried out by the Fund Actuary. This figure has been calculated across the Fund as a whole on the scheduled and subsumption body funding target assuming the following remedy:
- 6.27 Compensation will apply to members who joined the LGPS before 1 April 2014 (see below).
- 6.28 Benefits will be the better of those accrued in the 2014 Scheme or those accrued in the 2008 Scheme, backdated to 1 April 2014 (i.e. an 'underpin' approach).
- 6.29 Compensation will apply to members who retire from active service with immediate pension benefits, through normal health or ill health retirement (this is because transitional protections only applied to members retiring from active service with immediate pension).

- 6.30 The remedy will not apply to spouses' or dependants' benefits. This is because transitional protections only applied to members' benefits
- 6.31 The cost is split 0.4% of pay in respect of past service and 1.1% of pay in respect of future service where the past service cost has been spread over a recovery period of 19 years.

#### GMP indexation/equalisation

- 6.32 There is no allowance for GMP equalisation beyond the extended 'interim' solution announced in January 2018, i.e. for full inflationary increases on GMP to be paid from the Fund for members reaching State Pension Age by 5 April 2021.

#### **Liquidity and Maturity Risk**

- 6.33 This is the risk of a reduction in cash flows into the Fund (including investment income – e.g. potentially resulting from changes in investment holdings), or an increase in cash flows out of the Fund, or both, which can be linked to changes in the membership and, in particular, a shift in the balance from contributing members to members drawing their pensions. Changes in the funding position and hence (secondary) employer contributions can also affect the cashflow position since it is not always possible to deliver complete stability of contributions. Timing of contribution payments by employers can also impact on liquidity requirements where flexibility is granted by the Administering Authority. Changes within the public sector and to the LGPS itself may affect the maturity profile of the LGPS and have potential cash flow implications. For example,
- Budget cuts and headcount reductions could reduce the active (contributing) membership and increase the number of pensioners through early retirements;
  - An increased emphasis on outsourcing and other alternative models for service delivery may result in falling active membership (e.g. where new admissions are closed),
  - Public sector reorganisations may lead to a transfer of responsibility between different public sector bodies, (e.g. to bodies which do not participate in the LGPS),
  - Scheme changes, for example, lower member contributions as provisionally agreed as part of the Scheme Advisory Board Cost Management Process will lead to lower member contributions which may not be immediately matched by higher employer contributions,
  - An increase in the take-up of the 50/50 option (whether on affordability grounds or to avoid tax charges) will reduce member contributions to the Fund
- 6.34 The Administering Authority seeks to maintain regular contact with employers to mitigate against the risk of unexpected or unforeseen changes in maturity or other changes leading to cashflow or liquidity issues. The Administering Authority also commissions the Fund Actuary to provide projections of benefit payments and contributions based at each valuation and monitors the cashflow position on a regular basis.

#### **Governance Risk**

- 6.35 This covers the risk of unexpected structural changes in the Fund membership (for example the closure of an employer to new entrants or the large scale withdrawal or retirement of groups of staff), or establishment of a wholly owned company which does not participate in the Fund, or only partially participates, and the related risk of the Administering Authority not being made aware of such changes in a timely manner.
- 6.36 The Administering Authority's policy is to require regular communication between itself and employers, and to ensure regular reviews of such items as bond arrangements, financial standing of non-tax raising employers and funding levels. The Fund will consider commissioning triennial reviews of any bonds as part of its risk management.

**Statistical/Financial Risk**

6.37 This covers such items such as the performances of markets, Fund investment managers, asset reallocation in volatile markets, pay and /or price inflation varying from anticipated levels or the effect of possible increases in employer contribution rate on service delivery and on Fund employers. The Administering Authority policy will regularly assess such aspects to ensure that all assumptions used are still justified.

**Smoothing Risk**

6.38 The Administering Authority recognises that utilisation of a smoothing adjustment in the solvency measurement introduces an element of risk, in that the smoothing adjustment may not provide a true measure of the underlying position. Where such an adjustment is used, the Administering Authority will review the impact of this adjustment at each valuation to ensure that it remains within acceptable limits.

**Recovery Period Risk**

6.39 The Administering Authority recognises that permitting surpluses or deficiencies to be eliminated over a recovery period rather than immediately introduces a risk that action to restore solvency is insufficient between successive measurements. The Administering Authority will discuss the risks inherent in each situation with the Fund Actuary and to limit the permitted length of recovery period where appropriate. Details of the Administering Authority's policy are set out earlier in this Statement.

**Stepping Risk**

6.40 The Administering Authority recognises that permitting contribution rate changes to be introduced by annual steps rather than immediately introduces a risk that action to restore solvency is insufficient in the early years of the process. The Administering Authority will limit the number of permitted steps as appropriate. Details of the Administering Authority's policy are set out earlier in this statement.

# Agenda Item 6b



## Report of the Section 151 Officer

Local Pension Board – 23 July 2020

### City & County of Swansea Pension Fund Business Plan 2020/21

<b>Purpose:</b>	This report was first presented to The Pension Fund Committee on the 13th March 2020, to provide a working framework for the Pension Fund's programme of work for 2020/21.  It is presented to The Local Pension Board for information
<b>Reason for Decision:</b>	To approve the outlined work programme.
<b>Consultation:</b>	Legal, Finance and Access to Services.
<b>Report Author:</b>	Jeff Dong
<b>Finance Officer:</b>	Jeff Dong
<b>Legal Officer:</b>	Stephanie Williams
<b>Access to Services Officer:</b>	Rhian Millar
<b>For Information</b>	

#### **Business Plan 2020/21**

##### **1 Background**

- 1.1 In line with best practice, the Pension Fund produces a business plan to inform its work programme for the forthcoming 12 month period. The business plan for 2020/21 is attached at Appendix 1.

##### **2 Recommendation**

- 2.1 The Pension Fund Committee is asked to note and approve the attached business plan for the year 2020/21 noting the timescale and responsibility for key action points throughout the year. The document is a dynamic document and will be revised and amended throughout the year as necessary.

##### **3 Legal Implications**

- 3.1 The relevant legal provisions and guidance are set out in the Appendix

#### **4 Financial Implications**

4.1 There are no financial implications arising from this report

#### **5 Equality and Engagement Implications**

5.1 There are no equality and engagement implications arising from this report

#### **Appendices**

##### **Appendix 1- Business Plan 2020/21**

# **CITY AND COUNTY OF SWANSEA**



## **Pension Fund**

### **Annual Business Plan 2020/21**

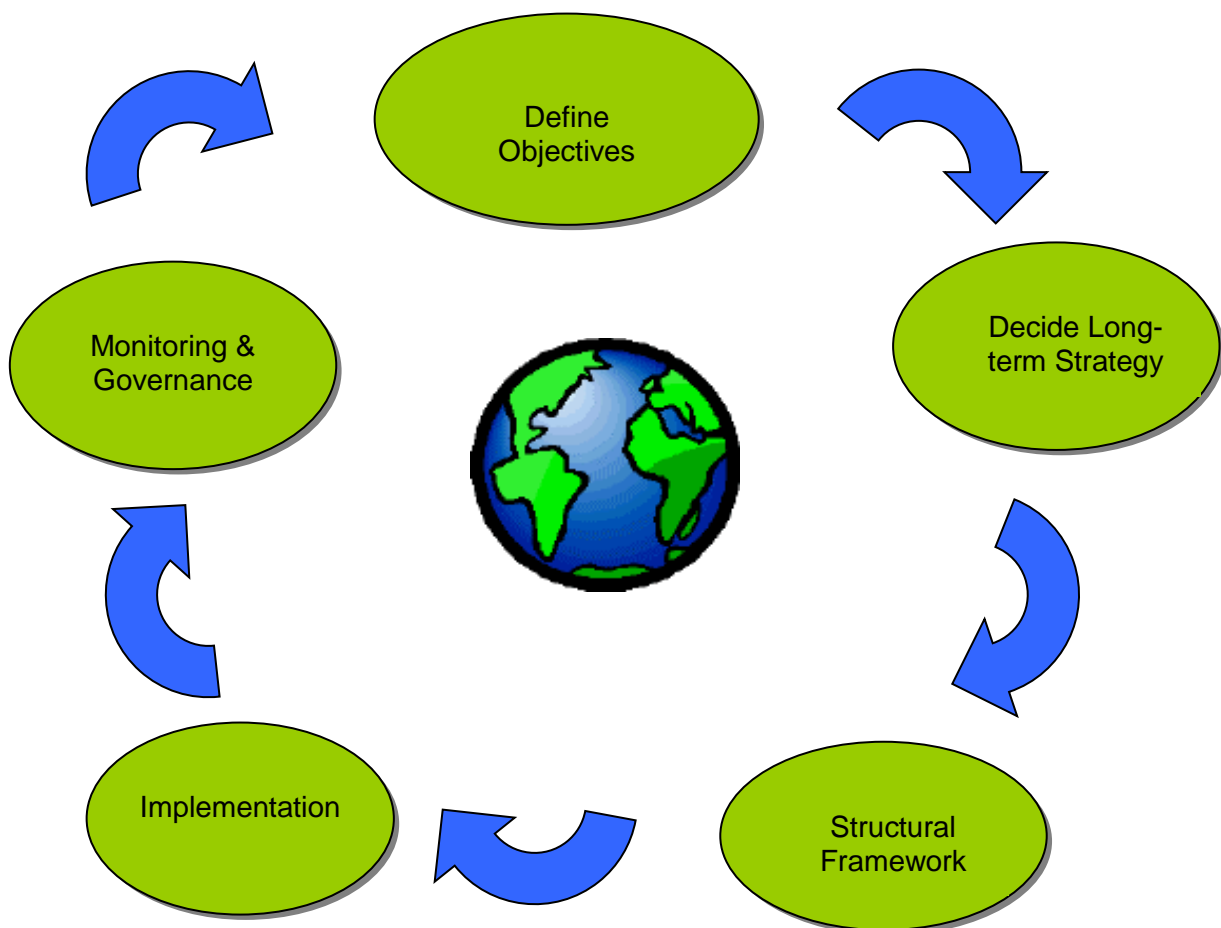


# Local Government Pension Scheme City & County of Swansea

## Business Plan

### 1. Decision-making Framework

The Pension Fund Committee have the delegated responsibility to manage the investment arrangements of the Fund to meet the overall investment objectives identified in the Statement of Investment Principles. Investment decisions are taken by the Committee as advised by the Deputy S151 Officer and professional external investment consultants. The Pension Fund Committee use the following framework to formulate their policy in all aspects relating to the management of the Fund's assets.



This Plan relates to the management of the Fund's assets over the medium-term, with a detailed plan of issues to be addressed in the next twelve months.

### 2. Summary of Investment Arrangements

The primary investment objectives of the Pension Fund Committee as stated in the Investment Strategy Statement are:

The primary objective of the Fund is to provide pension and lump sum benefits for members on their retirement and/or benefits on death, before or after retirement, for their dependants, on a defined benefits basis. This funding position will be reviewed at each triennial actuarial valuation, or more frequently as required.

The Committee aims to fund the Fund in such a manner that, in normal market conditions, all accrued benefits are fully covered by the value of the Fund's assets and that an appropriate level of contributions is agreed by the employer to meet the cost of future benefits accruing. For employee members, benefits will be based on service completed but will take account of future salary and/or inflation increases.

The Committee has translated its objectives into a suitable strategic asset allocation benchmark for the Fund. This benchmark is consistent with the Committee's views on the appropriate balance between generating a satisfactory long-term return on investments whilst taking account of market volatility and risk and the nature of the Fund's liabilities.

It is intended that the Fund's investment strategy will be reviewed at least every three years and as appropriate in the interim.

The Fund's investment strategy was last reviewed during 2019. A full analysis including both a quantitative (using asset liability modelling) and qualitative analysis was undertaken following the last triennial valuation in 2017. This approach helps to ensure that the investment strategy takes due account of the maturity profile of the Fund (in terms of the relative proportions of liabilities in respect of pensioners, deferreds and active members), together with the level of surplus or deficit (relative to the funding basis used). Details of the assumptions used in the quantitative analysis was considered prior to the Committee agreeing any strategic changes.

The Committee monitors investment strategy on an ongoing basis, focusing on factors including, but not limited to:

- Suitability, given the Fund's level of funding and liability profile
- The level of expected risk
- Outlook for asset returns

The Committee also monitors the Fund's actual allocation on a regular basis to ensure it does not notably deviate from the target allocation and is considering a formal rebalancing framework alongside potential changes to the Fund's longer term strategic asset allocation.

Performance of the investment managers has historically been measured by The WM Company who have withdrawn from the market, the service is being undertaken in the

interim by PIRC, this service shall be reviewed on an All Wales basis. Performance figures are considered by the Pension Fund Committee on a quarterly basis.

Each of the external managers provides quarterly reports on performance and makes presentations to Committee as and when required.

### **3. Issues addressed in year to 31 March 2020**

In the last twelve months the Pension Fund Committee has addressed the following investment issues:

#### *a. Objectives*

- The fund reviewed its objectives as outlined in the revised Investment Strategy Statement

#### *b. Investment Strategy*

The Pension Fund Committee monitored its investment strategy and asset allocation as outlined in The Investment Strategy paper previous, providing an update on progress re. the de-risking strategy

#### *c. Structural Framework*

The Wales Pension Partnership (WPP) has successfully transitioned its global equities assets ( including Swansea) into the WPP ACS. Work is ongoing in relation to the other liquid assets in the portfolio with the next tranche of assets, fixed income to be scheduled to complete in the first quarter 2020.

#### *d. Implementation*

- Produced annual report and statement of accounts 2018/19
- Held Annual General Consultative Meeting
- FRS17 statement included in accounts
- Transitioned passive global equity assets into a low carbon index tracking fund
- Transitioned active global equity assets into the WPP global opportunities fund
- Held employer triennial valuation consultation meetings
- Held employee roadshows
- Implemented electronic annual benefit statements

#### *e. Monitoring & Governance*

During the year, the Pension Fund Committee has held quarterly monitoring meetings with reports from the investment consultant and officers.

The Local Pension Board has held quarterly meetings reviewing the work of the pension fund committee

The Joint Governance Committee (JGC) of the WPP have met 4 times during the year.

A consultation meeting to consider the 2018/19 Annual Report and Statement of Accounts was held, to which all employing bodies and trade unions were invited.

The Principal Pensions Officer held several open meetings for employers and members in order to explain the implementation of new regulations, share best practice and improve data submission portals and other changes amongst other administration issues.

The Local Pension Board has met during the year, with 2 new member representative members joining during the year, Mr David White and Ms Rosemary Broad .

f. Environmental, Social, Governance (ESG)

The Fund has successfully transitioned £0.5bn of assets into the Blackrock low carbon fund and was recognised in its responsible investment approach by winning the LAPF Best Approach to Sustainable Investment Approach Award 2019. It is currently concluding due diligence on a number of impact investments including renewable power ( solar and wind) and affordable/community housing.

#### 4. The Business Plan

a. Objectives

The Investment Objectives, Strategy and Risk Profile shall be considered when reviewing the Investment Strategy Statement and when considering the revision of the funding strategy statement that was adopted for the 2019 valuation.

b. Investment Strategy

The solvency level of the Fund continues to be carefully monitored. The ongoing uncertainty for the world economies and shock events means that Pension Fund Committee members shall continuously review the funding level. The strategy will be regularly reviewed to seek to reduce the risk within the portfolio in light of recent gains.

Particular areas to be addressed are as follows:

- Review the effectiveness of the implemented structure of the fund
- Review de-risking strategy
- Review the profile of the Equity protection programme
- Review asset allocation and new asset classes
- Review risk parameters
- Re- balance more efficiently
- Review appropriate fund benchmarks
- Implement revised employee contribution rates
- Implement revised employer contribution rates

### *c. Structural Framework*

The structural framework of the investment management arrangements of the fund has been materially impacted by the establishment of the WPP. The joint governance committee has met 4 times during the year and has engaged formally with the chairs of the 8 local Pension Boards and has held its first joint training session during the year.

### *d. Implementation & Risk Management*

The Panel will implement decisions taken in respect of the strategy described above and has identified and shall monitor risks identified in Appendix 2 in the Pension Fund Risk Register. A programme to reduce risk in the equity portfolio as the fund reallocates to a variety of yielding real assets was the implementation of an equity protection programme, the progress of which has been reported quarterly since inception.

### *e. Monitoring & Governance*

The Governance arrangements of the CCS pension fund have been formally reviewed in line with regulations and the Council's constitution has been amended to reflect the same.

The Pension Fund Committee will continue to consider issues arising from all the guidance for investment decision making and further improve compliance where required.

The Chairman ( or his nominated Deputy ) of the Pension Fund Committee shall be the Swansea representative on the Joint Governance Committee of the Wales Pension Partnership

An Annual Consultative Meeting shall be held to consider the 2019/20 Annual Report.

Further open meetings for employers shall be arranged as required to consider revisions to the scheme and the impact of auto enrolment and will consult on further dialogue with MHCLG in relation to structural reform of the LGPS.

### *f. Trustee/Officer Training*

The Deputy S151 Officer and advisors will continue to identify suitable Trustee training opportunities, striving to ensure Trustees are appropriately equipped to discharge their role.

Since the publication of the CIPFA skills and knowledge framework and TPR toolkit , there is a growing pressure for Pension Fund Committee Trustees to demonstrate acceptable levels of competency to discharge their roles.

The Trustees, in turn are to ensure their own training requirements are being met and are asked to make themselves available for training when required.

Similarly officers are required to demonstrate competency and experience in discharging their roles and the Deputy S151 Officer shall continue to identify training opportunities for the officers of the fund.

The appointed investment consultant, Hymans has recently launched an LGPS National Knowledge Assessment (NKA) self assessment toolkit to gauge the level of competency of both Committees and Boards. It is intended to benchmark levels of competency against best practice in the coming months

## **5. Business Plan Timetable**

The following table in Appendix 1 set out progress against the 2019/20 business plan and sets out the broad Pension Fund Committee business plan over the next twelve months for 2020/21, the document is a dynamic document which is subject to review during the year. The business plan also includes a projected budget for the forthcoming year in respect of main areas of income and expenditure.

The action plan will, where appropriate, form the basis of the agenda items at the Pension Fund Committee meetings.

Review of 2019/20 Business Plan Targets to year ended 31<sup>st</sup> March 2020

Action	Description	Time-scale	Primary Responsibility	Status
1	Formulate Annual Business Plan for 19/20	Aug 2019	Deputy S 151 Officer	Achieved
2	Complete 2019 Triennial Valuation Planning/implementation	March 2019- November 2020	Deputy S 151 Officer /actuary	Ongoing
3	Review FSS ahead of Triennial valuation	Nov 2020	Deputy S 151 Officer /actuaries	Achieved
4	Undertake formal Review of Investment Strategy Statement pre 2019 triennial valuation	Mar 2020	Deputy S 151 Officer	Achieved
5	Implement revised pension SORP and CIPFA guidance in producing annual report and statement of a/cs	June 2019	Deputy S 151 Officer	Achieved
6	Implement GMP reconciliation	April 2020	Deputy S 151 Officer	Ongoing
7	Monitor LGPS Regulation Changes and provide response to consultation where necessary to DCLG	DCLG timetable	Deputy S 151 Officer	Achieved
8	Review Compliance with TPR for investment decision making.	2019/20	Deputy S 151 Officer	Achieved
9	Support the All Wales Investment Pool project ( procurement, governance & oversight arrangements, prospectus design, sub fund design, tax, transition management)	Continuous	Deputy S 151 Officer	Achieved & Ongoing
10	Consider and approve Pension Fund Accounts and Annual Report	September 2019	Deputy S 151 Officer	Achieved
11	Review performance of Fund and each individual	July 2019	Deputy S 151 Officer	Ongoing

	Manager, taking into account behaviour of world markets	September 2019 Dec 2019 March 2020		
12	Continue to implement the fund's ESG Policy in respect of reduced carbon exposure	2019/20	Deputy S 151 Officer	Achieved and ongoing
13	Annual consultative meeting with employers re. annual report	November 2019	Deputy S 151 Officer	Achieved Nov 2019
14	Receive presentations from Fund Managers/ACS Operator/advisors	July 2019 September 2019 December 2019 March 2020	Deputy S 151 Officer	Achieved
15	Implement any amendments as a result of revised regulations	DCLG Timetable	Deputy S 151 Officer	Achieved
16	Review Pension Administration Strategy to ensure compliance with legislation	Nov 2019	Deputy S 151 Officer	Achieved
17	Review Communication Strategy to ensure fit for purpose and compliance with regulations	Nov 2019	Deputy S 151 Officer	Achieved
18	Continuous strategy review	Ongoing	Deputy S 151 Officer /advisors	Ongoing
19	Member self-serve upgrade	Dec 2019	Deputy S 151 Officer	Implemented
20	Review employer covenants	Mar 2020	Deputy S 151 Officer	Implemented



**Business Plan 2020/21 to Year Ending 31 March 2021**

Action	Description	Time-scale	Primary Responsibility
1	Formulate Annual Business Plan for 2020/21	Mar 2020	Deputy S 151 Officer
2	Implement 2019 Triennial Valuation	April 2020	Deputy S 151 Officer /actuary
3	Implement FSS	Mar 2020	Deputy S 151 Officer /actuaries
4	Undertake formal Review of Investment Strategy Statement pre 2019 triennial valuation	Mar 2021	Deputy S 151 Officer
5	Implement revised pension SORP and CIPFA guidance in producing annual report and statement of a/cs	June 2020	Deputy S 151 Officer
6	Finalise GMP reconciliation	Sep 2020	Deputy S 151 Officer
7	Monitor LGPS Regulation Changes and provide response to consultation where necessary to MHCLG	MHCLG timetable	Deputy S 151 Officer
8	Review Compliance with TPR for investment decision making.	2020/21	Deputy S 151 Officer
9	Support the All Wales Investment Pool project ( procurement, governance & oversight arrangements, prospectus design, sub fund design, tax, transition management)	Continuous	Deputy S 151 Officer
10	Consider and approve Pension Fund Accounts and Annual Report	September 2020	Deputy S 151 Officer
11	Review performance of Fund and each individual Manager, taking into account world markets	July 2020 September 2020 Dec 2020 March 2021	Deputy S 151 Officer
12	Continue to implement the fund's ESG Policy in respect of reduced carbon exposure and responsible investments	2020/21	Deputy S 151 Officer
13	Annual consultative meeting with employers re. annual report	November 2019	Deputy S 151 Officer

14	Receive presentations from Fund Managers/ACS Operator/advisors	July 2020 September 2020 December 2020 March 2021	Deputy S 151 Officer
15	Implement any amendments as a result of revised regulations	MHCLG Timetable	Deputy S 151 Officer
16	Review Pension Administration Strategy to ensure compliance with legislation	Nov 2020	Deputy S 151 Officer
17	Review Communication Strategy to ensure fit for purpose and compliance with regulations	Nov 2020	Deputy S 151 Officer
18	Assess knowledge and skills of pension fund committee and local pension board members via National knowledge assessment (NKA)	July 2020	Deputy S 151 Officer
19	Review Governance arrangements pending issuance of SAB guidance	Dec 2020	Deputy S 151 Officer
20	Re- measure Carbon exposure across the equity portfolio	Dec 2020	Deputy S 151 Officer

## City &amp; County of Swansea Pension Fund Risk Register 2020/21

Risk	Existing control measures /new control measures	Impact	Likelihood	Assigned	Date	Risk status
<b>CCSPF1- Failure to comply with LGPS Regulation</b>  <b>If there is failure to comply with regulation, there would be adverse audit opinion and loss of trust from employers within scheme</b>	<ul style="list-style-type: none"> <li>Well trained staff</li> <li>CPD</li> <li>Pensions Officer Group</li> <li>Society of Welsh Treasurers</li> <li>Internal/external audit regime</li> </ul>	High	Low	JD	2020/21	Green
<b>CCSPF2 – Failure to process accurate pension benefits in a timely manner</b>  <b>If a pension benefit is paid incorrectly there could be a cost to the fund or penalty imposed for lateness of payment</b>	<ul style="list-style-type: none"> <li>Well trained staff</li> <li>Established procedure with imbedded checks and segregation of duties in place</li> <li>Regular KPI monitoring</li> <li>Use of market leading software Altair</li> <li>NFI checks</li> <li>Atmos checks</li> <li>GDPR</li> </ul>	High	Low	JD	2020/21	Green
<b>CCS PF3- Failure to collect and account for full receipt of contributions from employers and employees on time</b>  <b>If there is a failure to collect appropriate contributions there may be a rise in employers contributions and an adverse impact on cashflow and the ability to pay benefits and adverse audit opinion</b>	<ul style="list-style-type: none"> <li>Contribution timetable/monitoring procedure</li> <li>Administering Authority agreement</li> <li>Escalation and fines for non compliance</li> <li>Internal audit</li> </ul>	High	Low	JD	2020/21	Green
<b>CCS PF4 – Failure to keep pension records up to date</b> <b>If pension records are not up to</b>	<ul style="list-style-type: none"> <li>Administering Authority agreement with employers to ensure timely passing of</li> </ul>	High	Medium	JD	2020/21	Amber

<p><b>date, a wrong benefit may be calculated and paid</b></p>	<p>information</p> <ul style="list-style-type: none"> <li>• Data accuracy checks undertaken</li> <li>• Data validation on Altair system</li> <li>• Periodic data validation by scheme actuary/NFI</li> <li>•</li> </ul>					
<p><b>CCSPF 5 Failure to hold personal data securely</b></p> <p><b>If there is breach of data there is a risk to the individual's details and loss of trust in the Authority</b></p>	<ul style="list-style-type: none"> <li>• Compliance with GDPR</li> <li>• Business Continuity plan</li> <li>• IT Security Policy</li> <li>• Systems and pension payroll audit annually</li> </ul>	High	Low	JD	2020/21	Green
<p><b>CCSPF6 Loss of funds through fraud or misappropriation by Administrative staff</b></p> <p><b>If funds are lost through fraud or misappropriation by Administrative staff could lead to increase in employer contributions</b></p>	<ul style="list-style-type: none"> <li>• Segregation of duties</li> <li>• Clear roles and responsibilities and schemes of delegation</li> <li>• Internal external audit</li> </ul>	High	Low	LM	2020/21	Green
<p><b>CCSPF7 – Loss funds through fraud or misappropriation in investment related functions</b></p> <p><b>If funds are lost through fraud or misappropriation in investment related functions could lead to increase in employer contributions</b></p>	<ul style="list-style-type: none"> <li>• Segregation of duties</li> <li>• Clear roles and responsibilities and schemes of delegation</li> <li>• Internal/external audit</li> <li>• Regulatory control reports by external fund managers, custodians, fund administrators</li> <li>• FCA registration</li> <li>• Due diligence upon appointment</li> </ul>	High	Low	JD	2020/21	Green
<p><b>CCSPF8- Liquidity/cashflow risks – insufficient liquid assets with which to meet liabilities as they fall due</b></p> <p><b>If levels of liquidity are insufficient then pension payments may not be able to be met</b></p>	<ul style="list-style-type: none"> <li>• Weekly pension fund cash investments monitoring</li> <li>• SIP allocation to liquid assets</li> </ul>	High	Low	JD	2020/21	Green

<b>CCSPF 9- Volatility in employer contribution rates due to decrease/increase in valuation of assets/liabilities</b>	<ul style="list-style-type: none"> <li>Engage with expert actuary to make appropriate assumptions and employ suitable mechanisms to mitigate unaffordable rises</li> <li>Regular monitoring of investment manager performance</li> <li>Diversified investment asset allocation</li> </ul>	High	Medium	JD	2020/21	Amber
<b>CCSPF10- Prolonged failure of investment managers to achieve their objective returns</b>	<ul style="list-style-type: none"> <li>Regular investment monitoring by officers</li> <li>Regular presentation to pension fund committee</li> <li>Ability to sack managers</li> <li>Diversified investment strategy with a number of different managers</li> </ul>	Medium	Medium	JD	2020/21	Green/Amber
<b>CCSPF11- Price Risk- the volatility of the price of the quoted investments held exposes the fund to the risk of price movements in the market</b>	<ul style="list-style-type: none"> <li>A comprehensive diversified investment approach is adopted</li> </ul>	High	Low	JD	2020/21	Green
<b>CCSPF 12- Interest rate risk- The risk of exposure to significant interest rate rises</b>	<ul style="list-style-type: none"> <li>A comprehensive diversified investment approach is adopted</li> </ul>	Medium	Low	JD	2020/21	Green
<b>CCSPF 13 Discount Rate Risk- Volatility in the discount rate used inflates the level of liabilities to be paid</b>	<ul style="list-style-type: none"> <li>Engage professionally qualified actuary who can mitigate the effects of abnormal discount rates</li> </ul>	High	Medium	JD	2020/21	Amber
<b>CCSPF 14 Foreign Exchange Risk- The risk of fluctuation the value of foreign currencies ( the fund holds foreign investments whilst its liabilities are payable in sterling)</b>	<ul style="list-style-type: none"> <li>A comprehensive diversified investment approach is adopted</li> <li>Good cashflow management</li> </ul>	High	Low	JD	2020/21	Green

<b>CCSPF 15 – having suitably trained/experienced staff</b>	<ul style="list-style-type: none"> <li>• Training, development and succession planning</li> </ul>	High	Medium	JD	2020/21	Amber
<b>CCPF 16- Having suitably trained knowledgeable Pension Fund Committee Members/Local Pension Board Members</b>	<ul style="list-style-type: none"> <li>• CIPFA Knowledge and Skills framework</li> <li>• TPR Toolkit</li> <li>• Training Plan</li> <li>• Professional Advisors/Officers advising</li> </ul>	High	Low	JD	2020/21	Green

## Pension Fund – Budget 2020/21

	<b>Actual 2018/19</b>	<b>Probable 2019/20</b>	<b>Estimate 2020/21</b>
<b>Membership Numbers</b>			
Contributors	19,888	19,945	20,000
Pensioners	13,229	13,540	13,850
Deferred	11,874	11,809	11,900
	<b>Actual 2018/19</b>	<b>Probable 2019/20</b>	<b>Estimate 2020/21</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Income</b>			
Employer Contributions	74,944	78,975	79,500
Employee Contributions	18,456	19,266	19,500
Transfers In	5,037	5,000	5,000
Other Income	374	395	400
Investment Income	31,229	31,000	32,000
	<b>130,040</b>	<b>134,636</b>	<b>136,400</b>
<b>Expenditure</b>			
Pensions Payable	65,016	67,668	68,818
Lump Sum Benefits	17,063	12,300	13,000
Refunds	183	140	150
Transfers Out	6,136	6,500	6,000
	<b>88,398</b>	<b>86,608</b>	<b>87,968</b>
<b>Administrative Expenses</b>			
Support Services	757	757	760
Actuarial Fees	36	95	50
Advisors Fees	23	18	0
Consultancy Service	80	70	70
External Audit Fees	43	43	45
Performance Monitoring Fees	14	14	15
Printing & Publications	15	18	18
Other	625	650	500
Pension Fund Committee	6	6	10
Local Pension Board	0	2	5
Wales Pension Partnership	118	100	91
	<b>1,717</b>	<b>1,773</b>	<b>1,564</b>
<b>Investment Expenses</b>			
Management Fees	4,491	3,290	6,000
Performance Fees	668	850	850
Custody Fees	167	170	670

Transaction Costs	4,716	80	1,000
	<b>10,042</b>	<b>4,390</b>	<b>8,520</b>



# Agenda Item 6c



## Report of the Section 151 Officer

Local Pension Board - 23 July 2020

### Trustee Training

#### CIPFA Code of Practice, Public Sector Finance Knowledge and Skills

#### The Pension Regulator Knowledge and Understanding Duty on Committee Members

<b>Purpose:</b>	<p>This report was first presented to The Pension Fund Committee on the 13th March 2020, to determine an annual training programme for Pension Fund Committee and Local Pension Board members and officers of the Pension Fund.</p> <p>It is presented to Local pension Board for information</p>
<b>Reason for Original Decision:</b>	<p>To ensure compliance with the CIPFA Public Sector Pensions Finance Knowledge &amp; Skills Code of Practice and the Pension Regulator Knowledge and Understanding Requirements.</p>
<b>Consultation:</b>	<p>Legal, Finance and Access to Services.</p>
<b>Original Recommendation:</b>	<p>It is recommended that:</p> <ol style="list-style-type: none"><li>1. The assessment and outline training plan in 3.7, 3.8 and 3.9 be approved and further opportunities which are identified during the year be delegated to the Deputy S 151 Officer for approval.</li></ol>
<b>Report Author:</b>	<p>J Dong</p>
<b>Finance Officer:</b>	<p>J Dong</p>
<b>Legal Officer:</b>	<p>S Williams</p>
<b>Access to Services Officer:</b>	<p>R Millar</p>

## 1 Introduction

- 1.1 Section 248 of The Pension Act 2004, as amended by Pensions Act 2013 requires that trustees of occupational pension schemes should be trained and have the knowledge and understanding of the law relating to pensions,

the role of trustees and the principle of scheme funding, investment management, scheme administration of pension benefits. Whilst there is a legal requirement for a prescribed level of knowledge and understanding for members of a Local Pension Board, this legal requirement does not apply to members of a Pension Fund Committee. Accordingly, the Pensions Committee have agreed to have regard to the Myner principles, The Pension Regulators' Toolkit, Scheme Advisory Board (SAB) and adopt the CIPFA Knowledge and Skills Framework.

In March 2000, the Chancellor of the Exchequer commissioned Paul Myners to conduct a review of institutional investment in the UK. The review was asked to consider whether there were distortions in institutions' investment decision-making. The efficiency of investment decision-making is an important driver of productivity, helping ensure that capital is allocated effectively and that managers are monitored and held accountable for performance.

1.2 One of Myners' main conclusions was that many pension fund trustees lack the necessary investment expertise to act as strong and discerning customers of the investment consultants and fund managers who sell them services.

1.3 In order to address the distortions identified, Myners recommended that pension fund trustees voluntarily adopt, on a 'comply or explain' basis, a series of principles codifying best practice for decision-making in relation to investment. These principles would be a powerful force for behavioural change. The central tenets included:

- decisions should be taken only by those with the right skills and expertise, and trustee boards should ensure they have access to appropriate skills and resources;
- fund managers should be set clear objectives and timescales;
- the performance of all managers should be measured, and trustees should assess their own performance;
- trustees should engage with investee companies where it is in the interests of their fund members so to do; and
- the investment strategy and returns of the fund should be reported annually to members and the public.

1.4 The Government agreed that the principles represent a clear and coherent approach, which will help the pensions industry respond to the challenges it faces, and from which everyone – consumers, industry and Government, but especially pension funds themselves – stands to benefit. The Government committed to reviewing after two years the extent to which the principles had been effective in bringing about behavioural change.

## **2 Progress**

2.1 The Government has concluded that the voluntary approach is beginning to

work, but considerably more efforts are needed to ensure that problem areas identified by the review are satisfactorily addressed. It believes that pension funds would better serve their members' and sponsors' interests if the best practice embodied in the Myners principles were to be strengthened and amplified, particularly in relation to trustee expertise and the process of investment decision-making.

- 2.2 Strengthening trustee skills and expertise is fundamental to achieving Myners' goals. The Pensions Act requires all trustees and officers to have appropriate knowledge and understanding of funding, investment, and relevant legal and scheme-specific issues. The Pensions Regulator will be responsible for enforcing this legal requirement, and the Occupational Pensions Regulatory Authority (OPRA) has developed a detailed code of practice to provide trustees with guidance.
- 2.3 The Government proposed that the Myners principle in relation to effective decision-making (principle 1) should be strengthened to align it with the objective standard of expertise set in the Pensions Act; but also to incorporate the review's conclusion that: the role played by the chair of the trustee board; having a critical mass of trustees with investment expertise; and the availability of additional resources to support the trustee board, are all key factors in promoting effective investment decision-making by pension funds. It therefore proposed to add three new elements to the principle. In all pension funds, the chair has a critical role in ensuring that the board as a whole has appropriate skills to address its responsibilities, and sets aside the appropriate time and resources to address investment decision-making.

### **3 CIPFA Code of Practice & The Pension Regulator's Knowledge & Understanding Requirements**

- 3.1 CIPFA Code  
The CIPFA Code of Practice represents a key element in complying with Myners' requirements for knowledge & skills in decision makers in public pension funds.
- 3.2 The Code of practice is underpinned by 4 key principles:
1. Organisations responsible for the financial administration of public sector pension schemes recognise that effective financial management, decision-making and other aspects of the financial administration of public sector pension schemes can only be achieved where those involved have the requisite knowledge & skills.
  2. Organisations have in place formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective acquisition and retention of pension scheme finance knowledge and skills for those in the organisation responsible for financial administration and decision-making.
  3. The associated policies and practices are guided by reference to the requirements outlined in the CIPFA Pensions Finance Knowledge & Skills framework.

4. The organisation has designated a named individual to be responsible for ensuring that policies are implemented.

### 3.3 CIPFA recommends that all LGPS organisations adopt the following statements:

1. This organisation adopts the key recommendations of the Code of Practice
2. This organisation recognises that effective financial administration and decision making can only be achieved where those involved have the requisite knowledge and skills
3. accordingly that organisation will ensure that it has formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective acquisition and retention of the relevant knowledge and skills
4. The policies and practices will be guided by reference to CIPFA knowledge and skills framework
5. The organisation will report on an annual basis how these policies have been put into place
6. this organisation has delegated the responsibility for the implementation of the requirements of the CIPFA Code of practice to the Section 151 Officer

### 3.4 The Pension Regulator

#### Key points

- You must have the required knowledge and understanding of scheme rules, documents recording scheme administration policies and pensions law.
- You should have adequate training to meet the knowledge and understanding requirements.

### 3.5 Knowledge and understanding requirements

#### You must:

- be conversant with (ie have a working knowledge of) your scheme rules and any document recording policy about the administration of your scheme
- have knowledge and understanding of the law relating to pensions

#### Scheme rules and administration policies

You must have a working knowledge of your scheme rules and documented administration policies. You should understand them in enough detail to:

- know where they are relevant to an issue
- understand and if necessary challenge any advice that you're given

### 3.6 The City & County of Swansea Pension Fund Policy Statement

The City & County of Swansea Pension Panel recognises the importance of ensuring that all staff and members charged with the financial management and decision making with regard to the LGPS are fully equipped with the knowledge and skills to discharge the duties and responsibilities allocated to them. The City & County of Swansea Pension Fund formally adopted the CIPFA Pensions Finance Knowledge & Skills Code of Practice in June 2012. It will provide/arrange training for staff and members of the pensions decision making body to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills. CIPFA have recognised the necessity to revisit and update this code of practice.

The Pension Committee has designated the Deputy Section 151 officer to be responsible for ensuring that the policies are implemented.

The majority of the Pension Committee and Local Pension Board have been in post for some time now and have formally undertaken initial introductory training in the LGPS and are consolidating that knowledge with continuous development, however an ongoing induction programme shall be required for the 2 new members of the Local Pension Board recently appointed.

With the revision of LGPS Governance Regulations and SAB guidance, the importance of minimum Trustee competence, knowledge and skills shall greatly increase.

- 3.7 Hymans, the fund's appointed investment consultant have recently launched the LGPS National Knowledge Assessment (NKA) which seeks to assess the knowledge levels of Pension Fund Committees and Local Pension Boards nationwide.

In participating in the assessment, funds shall receive a full report outlining:

- Own fund results
- Analysis and suggested next steps
- Benchmarked position against other funds
- A tailored recommended training plan

The assessment shall launch in March and shall require the completion of a 15-20 minute survey with the results being collated and used to inform both a local but also a national picture of LGPS trustee competence.

- 3.8 In 2019/20, the following Trustee training was undertaken by members of the Committee and Local Pension Board :

1. WPP Investment Beliefs Workshop

2. WPP ESG Beliefs Workshop
3. LGE ( Local Government Employers) Trustee Fundamentals day 1, 2 & 3
4. LGC Investment Summit
5. Communications training
6. LAPFF AGM
7. CIPFA Local Pension Board training

In 2019/20, the following training has been identified as appropriate training to be undertaken by members of the Committee and Local Pension Board along with any appropriate training opportunities which present themselves during the year to be agreed by the Section 151 Officer:

8. WPP ACS training
9. WPP Private markets training
10. LGE ( Local Government Employers) Trustee Fundamentals day 1, 2 & 3
11. PLSA Local Authority Seminar
12. LAPFF AGM
13. Asset class training
14. CIPFA trustee and Local Pension Board training

3.9 The determination of the training requirements for officers shall be delegated to the Deputy Section 151 Officer.

#### **4 Financial Implications**

4.1 The financial implications of the report are that costs will be maintained within the training budget of the Pension Fund previously approved and outlined in the business plan.

#### **5 Legal Implications**

5.1 The underlying legal framework is set out in the Report.

#### **6 Equality Impact Assessment Implications**

6.1 An EIA Screening has been undertaken and no E& EI's have been identified.

**Background Papers:** None.

**Appendices:** None.

# Agenda Item 6d



## Report of the Section 151 Officer

Local Pension Board - 23 July 2020

### City & County of Swansea Pension Fund Draft Statement of Accounts 2019/20

<b>Purpose:</b>	This report was originally presented to The Pension Fund Committee on the 9 <sup>th</sup> July 2020 to approve the draft statement of accounts for the City & County of Swansea Pension Fund 2019/20.  It is presented to Local Pension Board for information
<b>Reason for Original Decision:</b>	To comply with governance/reporting guidelines.
<b>Consultation:</b>	Legal, Finance and Access to Services.
<b>Original Recommendation:</b>	It is recommended that the City & County of Swansea Pension Fund Draft Statement of Accounts 2019/20 is approved, subject to audit.
<b>Report Author:</b>	J Dong
<b>Finance Officer:</b>	J Dong
<b>Legal Officer:</b>	S Williams
<b>Access to Services Officer:</b>	R Millar
<b>For Information</b>	

### City & County of Swansea Pension Fund Draft Statement of Accounts 2019/20

#### 1 Background

- 1.1 The City & County of Swansea Pension Fund Statement of Accounts have always formed a distinct and separate component of the Statement of Accounts of the City & County of Swansea as a whole. It has been determined by Welsh Government in consultation with CIPFA, that they are no longer required to be presented as a whole document but shall now be presented separately. The Pension Fund Committee now has the delegated authority to approve the City & County of Swansea Pension Fund Statement of Accounts.

## **2 Audit**

- 2.1 Officers presented a completed draft statement of accounts in line with the agreed timetable. Audit Wales have indicated that they shall not commence their audit of the Pension Fund Draft Statement of Accounts 2019/20 until Sep 2020 due to the intervention of the Covid 19 crisis. This is not in line with their audit plan presented to Pension Fund Committee earlier in the year, however shall still be in line with statutory deadlines. Their report shall be presented to Pension Fund Committee at the conclusion of the audit later in the year.

## **3 Recommendation**

- 3.1 The Pension Fund Committee is asked to approve the City & County of Swansea Pension Fund Draft Statement of Accounts 2019/20 as attached at Appendix 1 which are subject to audit.

## **4 Legal Implications**

- 4.1 There are no legal implications arising from this report.

## **5 Financial Implications**

- 5.1 There are no financial implications arising from this report.

## **6 Equality and Engagement Implications**

- 6.1 There are no equality and engagement implications arising from this report.

**Background Papers:** None.

**Appendices:** Appendix 1 – Draft Statement of Accounts 2019/20.





# CITY & COUNTY OF SWANSEA PENSION FUND

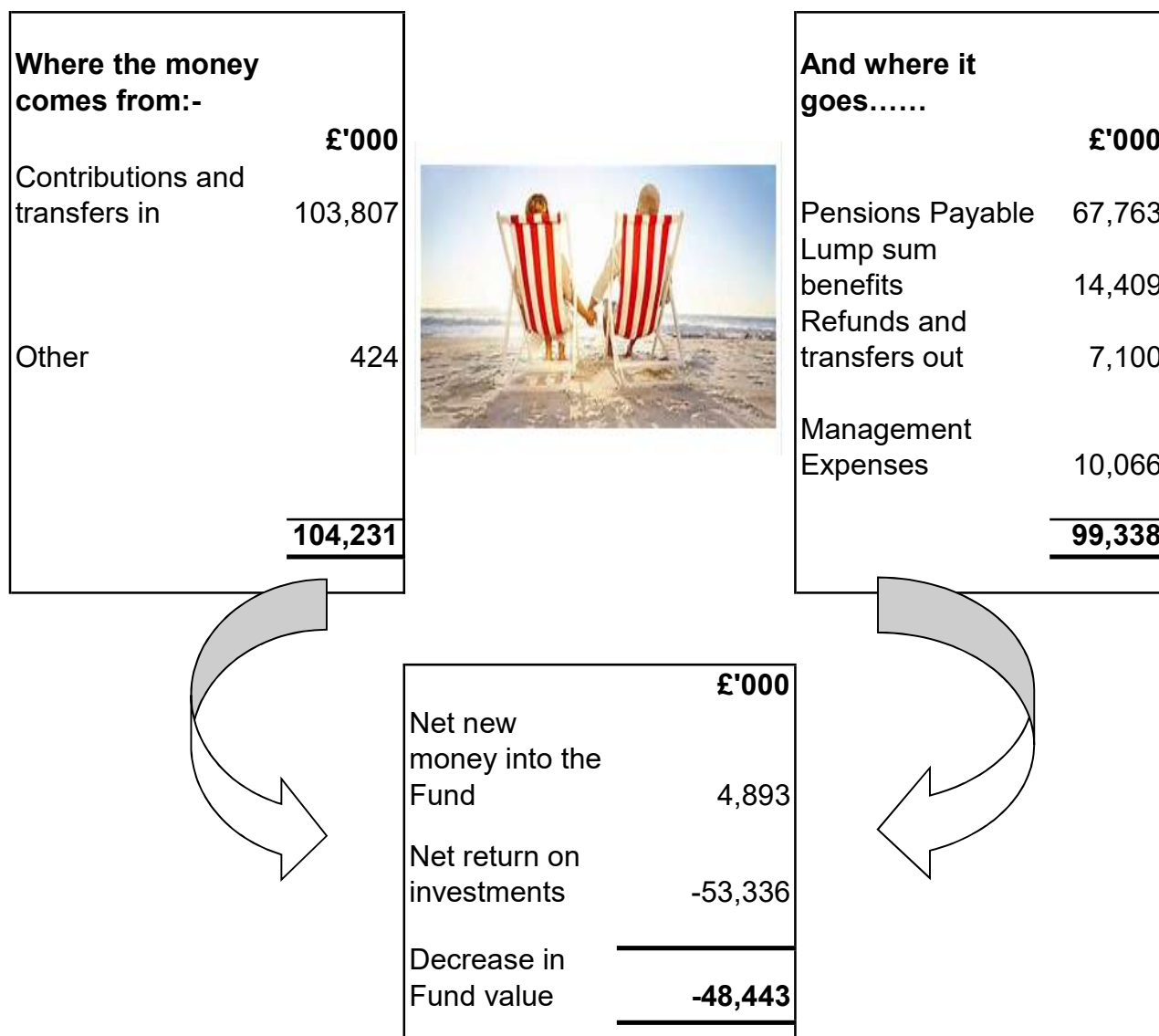
## 1. Introduction

The City & County of Swansea Pension Fund is administered by the City & County of Swansea. However it is a separate statutory fund and its assets and liabilities, income and expenditure are not consolidated into the accounts of the Authority. That is, the Pensions Fund's assets and liabilities are distinct.

The summarised accounts of the Pension Fund shown here comprise three main elements:-

- The Fund Account which shows income and expenditure of the fund during the year, split between payments to/contributions from members and transactions relating to fund investments.
- The Net Assets Statement which gives a snapshot of the financial position of the fund as at 31st March 2020.
- The Notes to The Financial Statements which are designed to provide further explanation of some of the figures in the statement and to give a further understanding of the nature of the fund.

## 2 Summary of transactions for the year



# CITY & COUNTY OF SWANSEA PENSION FUND

## Chief Financial Officers Certificate and Statement of Responsibilities for the Financial Statements of the City and County of Swansea Pension Fund.

I hereby certify that the Financial Statements presents a true and fair view of the financial position of the City and County of Swansea Pension Fund at the accounting date and its income and expenditure for the year ended 31<sup>st</sup> March 2020.

Ben Smith  
Chief Finance Officer

### The Authority's Responsibilities

The Authority is required to:

- Make arrangements for the proper administration of the City and County of Swansea Pension Fund and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that Officer is the Chief Financial Officer
- Manage the affairs of the City and County of Swansea Pension Fund to secure economic, efficient and effective use of resources and safeguard its assets; and
- Approve the Financial Statements.

### The Chief Finance Officer's Responsibilities

The Chief Financial Officer is responsible for the preparation of the City and County of Swansea Pension Fund's financial statements in accordance with proper practices as set out in the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 (the Code).

In preparing these financial statements, 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 local authority code.

The Chief Financial Officer has also:

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

### Date of Authorisation for Issue

The 2019/20 Financial Statements were authorised for issue on **xxxxx** 2020 by Ben Smith, Chief Finance Officer who is the Section 151 Officer of the Council. This is the date up to which events after the Balance Sheet date have been considered.

The 2019/20 Financial Statements were formally approved by Pension Fund Committee on **xxxxxx** 2020.

Clive Lloyd  
Chairman

# The Report of the Auditor General for Wales to the members of the City and County of Swansea as administering authority for City and County of Swansea Pension Fund

## Report on the audit of the financial statements

### Opinion

I have audited the financial statements of City and County of Swansea Pension Fund for the year ended 31 March 2020 under the Public Audit (Wales) Act 2004. The City & County of Swansea Pension Fund's financial statements comprise the fund account, the net assets statement and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the Code of Practice on Local Authority Accounting in the United Kingdom 2019-20 based on International Financial Reporting Standards (IFRSs).

In my opinion the financial statements:

- give a true and fair view of the financial transactions of the pension fund during the year ended 31 March 2020, and of the amount and disposition at that date of its assets and liabilities;
- have been properly prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2019-20.

### Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report.

I am independent of the pension fund in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### Conclusions relating to going concern

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the responsible financial officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the pension fund's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## **Other information**

The responsible financial officer is responsible for the other information in the City & County of Swansea Pension Fund 2019-20 Financial Statements. The other information comprises the information included in the Introduction and Appendices 1 to 5 of the financial statements. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information 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 me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

## **Report on other requirements**

### **Opinion on other matters**

In my opinion, based on the work undertaken in the course of my audit :

- for information contained in the Introduction and Appendices 1-5 for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which I report by exception**

I have nothing to report in respect of the following matters, which I report to you, if, in my opinion:

- adequate accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all the information and explanations I require for my audit.

## **Certificate of completion of audit**

I certify that I have completed the audit of the accounts of the Pension Fund in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice.

## **Responsibilities**

### **Responsibilities of the responsible financial officer for the financial statements**

As explained more fully in the Statement of Responsibilities for the financial statements, the responsible financial officer is responsible for the preparation of the financial statements, which give a true and fair view, and for such internal control as the responsible financial officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the responsible financial officer is responsible for assessing the pension fund's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

## **Auditor's responsibilities for the audit of the financial statements**

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my auditor's report.

Anthony J Barrett  
For and on behalf of the Auditor General for Wales

24 Cathedral Road  
Cardiff  
CF11 9LJ

The maintenance and integrity of Swansea Pension Fund's website is the responsibility of the Council. The work carried out by the auditors does not involve consideration of these matters and accordingly auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.

# CITY & COUNTY OF SWANSEA PENSION FUND

## Fund Account For The Year Ended 31st March

2018/19		Notes	2019/20	2019/20
£'000	Contributions and benefits		£'000	£'000
	Contributions receivable :			
74,944	Employers contribution	3	80,425	
18,456	Members contribution	3	19,276	99,701
5,037	Transfers in	4		4,106
374	Other income	5		424
98,811				104,231
	Benefits payable :			
-65,016	Pensions payable	6	-67,763	
-17,063	Lump sum benefits	6	-14,409	-82,172
	Payments to and on account of leavers :			
-183	Refunds of contributions	7	-166	
-6,136	Transfers out	7	-6,934	-7,100
-11,759	Management Expenses	8		-10,066
-1,346	<b>Net additions from dealing with members</b>			<b>4,893</b>
	<b>Returns on investments</b>			
31,229	Investment income	9		8,482
97,645	Change in market value of investments	12		-61,818
128,874	<b>Net returns on investments</b>			<b>-53,336</b>
127,528	<b>Net Decrease in the fund during the year</b>			<b>-48,443</b>
1,916,510	Opening Net Assets of the Fund			2,044,038
2,044,038	<b>Closing Net Assets of the Fund</b>			<b>1,995,595</b>

# CITY & COUNTY OF SWANSEA PENSION FUND

## Net Assets Statement As At 31 March

31st March 2019		31st March 2020
£'000	Notes	£'000
<b>Investments at market value:</b>		
1,976,028	Investment Assets	1,949,220
767	Cash Funds	773
65,017	Cash Deposits	43,669
<b>2,041,812</b>	<b>Sub Total</b>	<b>1,993,662</b>
6,806	Current Assets	6,040
-4,580	Current Liabilities	-4,107
<b>2,044,038</b>	<b>Net assets of the Scheme available to fund benefits at the period end</b>	<b>1,995,595</b>

The financial statements on pages 6 to 50 summarise the transactions of the Fund and deal with the net assets at the disposal of the Pension Fund Committee. The financial statements do not take account of liabilities and other benefits which fall due after the period end. The actuarial position of the Fund, which does take account of such liabilities, is dealt with in the Statement of the Actuary in the Annual Report of the Pension Fund and a summary is included in Note 18 of this statement, and these accounts should be read in conjunction with this information.



## Notes to the Financial Statements

### 1. Basis of preparation

The financial statements summarise the fund's transactions for the 2019/20 financial year and its position at year-end 31 March 2020. The financial statements have been prepared in accordance with the *Code of Practice on Local Authority Accounting in the United Kingdom 2019/20* which is based upon International Financial Reporting Standards (IFRS), as amended for the UK public sector.

The financial statements do not take account of liabilities and other benefits which fall due after the period end.

### 2. Accounting Policies

The following principal accounting policies, which have been applied consistently (except as noted below), have been adopted in the preparation of the financial statements:

#### (a) Contributions

Normal contributions, both from the employees and from the employer, are accounted for on an accruals basis in the month employee contributions are deducted from the payroll.

Early Access contributions from the employers are accounted for in accordance with the agreement under which they are paid, or in the absence of such an agreement, when received. Under current rules, employers can exercise discretion to give access to a person's pension rights early (other than for ill health). Where this is done, the additional pension costs arising are recharged to the relevant employer and do not fall as a cost to the fund. Under local agreements some Employers have exercised the right to make these repayments over three years incurring the relevant interest costs. As a result total income is recognised in the Fund Account with amounts outstanding from Employers within debtors.

Other Contributions relate to additional pension contributions paid in order to purchase additional pension benefits.

#### (b) Benefits

Where members can choose whether to take their benefits as a full pension or as a lump sum with reduced pension, retirement benefits are accounted for on an accruals basis on the later of the date of retirement and the date the option is exercised.

Other benefits are accounted for on an accruals basis on the date of retirement, death or leaving the fund as appropriate.

#### (c) Transfers to and from other Schemes

Transfer values represent the capital sums either receivable in respect of members from other pension schemes of previous employers or payable to the pension schemes of new employers for members who have left the fund. They are accounted for on a cash basis, or where Trustees have agreed to accept the liability in advance of receipt of funds, on an accruals basis from the date of the agreement.

A bulk transfer involves a group of employees changing to a new employer in a different Fund or moving along with their existing employer to a new Fund. It is usually triggered by a contract being transferred, a service being restructured or a merger or acquisition involving an LGPS employer. They are accounted for on a cash basis, or on an accrual basis where the liability hasn't been settled before the date of agreement.

## 2. Accounting Policies (continued)

### (d) Investments

i) The net assets statement includes all assets and liabilities of the fund at the 31st March.

ii) Listed investments are included at the quoted bid price as at 31st March.

iii) Investments held in pooled investment vehicles are valued at the closing bid price at 31st March if both bid and offer price are published; or, if single priced, at the closing single price. In the case of pooled investment vehicles that are accumulation funds, change in market value also includes income which is reinvested in the fund, net of applicable withholding tax.

iv) Unquoted securities are valued by the relevant investment managers based on the Fund's share of the net assets or a single price advised by the Fund Manager, in accordance with generally accepted guidelines.

v) Unit trusts are valued at the Managers' bid prices at 31st March.

vi) Accrued interest is excluded from the market value of fixed interest securities but is included in accrued investment income.

vii) Investment management fees are accounted for on an accrual basis.

viii) Transaction costs are disclosed in Note 8 - Administrative and Investment Management Expenses.

ix) Investments held in foreign currencies have been translated into sterling values at the relevant rate ruling as at 31st March.

x) Property Funds/Unit Trusts are valued at the bid market price, which is based upon regular independent valuation of the underlying property holdings of the Fund/Unit Trust.

### e) Financial Instruments

Pension Fund assets have been assessed as fair value through profit and loss in line with IAS19.

### f) Management Expenses

The fund discloses its pension fund management expenses in accordance with CIPFA guidance Accounting for Local Government Pension Scheme Management Expenses (2016). All items of expenditure are charged to the fund on an accrual basis.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 2. Accounting Policies (continued)

### g) Cash and Cash Funds

Cash comprises cash in hand and cash deposits. Cash funds are highly liquid investments held with Investment Managers.

### h) Investment Income

Investment income and interest received are accounted for on an accruals basis. When an investment is valued ex dividend, the dividend is included in the Fund account. Distributions from pooled investment vehicles are automatically reinvested in the relevant fund. Additional information regarding this is provided in Note 9.

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

The Statement of Accounts contains estimated figures that are based on assumptions made by the council about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates. The items in the net asset statement as 31 March 2020 for which there is significant risk of material adjustment in the forthcoming financial year are as follows:

- Actuarial present value of promised retirement benefits

### j) Critical judgements in applying accounting policies

The funds liability is calculated every three years by the appointed actuary. The methodology used is in line with accepted guidelines and in accordance with IAS19. Assumptions underpinning the valuations are agreed with the actuary. The estimate is subject to significant variances based on changes to the underlying assumptions.

Unquoted private equity investments - these are inherently based on forward looking estimates and judgements valued by the investment managers using two main sets of valuation guidelines that apply to private equity; the Private Equity Valuation Guidelines (PEVG) in the US and the International Private Equity and Venture Capital Guidelines (IPEVCG) outside the US. The value of the unquoted private equities as at 31st March 2020 was £100.08 million (£86.62 million as at 31st March 2019).

### k) Other

Other expenses, assets and liabilities are accounted for on an accruals basis.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 3. Analysis of Contributions (continued)

Total Employer/Employee contributions comprise of:

<b>2018/19</b>		<b>2019/20</b>
<b>£'000</b>		<b>£'000</b>
	Employers	
71,444	Normal	77,663
976	Deficit recovery contributions	1,287
2,524	Early Access	1,475
<u>74,944</u>	<b>Total</b>	<u>80,425</u>
	Employees	
18,418	Normal	19,245
38	Other	31
<u>18,456</u>	<b>Total</b>	<u>19,276</u>
<u>93,400</u>	<b>Total Contributions Receivable</b>	<u>99,701</u>

# CITY & COUNTY OF SWANSEA PENSION FUND

## 3. Analysis of Contributions

Total Contributions		Total Contributions
2018/19 £'000		2019/20 £'000
<b><u>Administering Authority</u></b>		
<b>51,971</b>	City & County of Swansea	<b>55,069</b>
<b><u>Admitted Bodies</u></b>		
397	Celtic Community Leisure	380
5	Swansea Bay Racial Equality Council	3
131	Wales National Pool	141
2,525	Tai Tarian	2,575
590	Pobl Group	459
5	Rathbone Training Ltd (CCS)	3
28	Rathbone Training Ltd (Gower College)	77
3	Llanrhidian Higher Community Council	4
3	Ysalyfera Community Council	4
273	Wealdon Leisure	573
8	Parkwood Leisure	42
0	Mumbles Community Council	7
<b>3,968</b>	<b>Total Admitted Bodies</b>	<b>4,268</b>
<b><u>Scheduled Bodies</u></b>		
11	Cilybebyll Community Council	12
51	Coedffranc Community Council	59
2,611	Gower College Swansea	2,995
2,183	NPTC Group	2,317
69	Neath Town Council	73
30,802	Neath Port Talbot County Borough Council	32,958
50	Margam Joint Crematorium Committee	57
7	Pelenna Community Council	7
18	Pontardawe Town Council	18
29	Swansea Bay Port Health Authority	26
1,624	University of Wales Trinity St Davids	1,836
6	Briton Ferry Town Council	6
<b>37,461</b>	<b>Total Scheduled Bodies</b>	<b>40,364</b>
<b>93,400</b>	<b>Total Contributions Receivable</b>	<b>99,701</b>

# CITY & COUNTY OF SWANSEA PENSION FUND

## 4. Transfers In

Transfers in comprise of:

<b>2018/19</b>		<b>2019/20</b>
<b>£'000</b>		<b>£'000</b>
0	Group transfers from other schemes	0
5,037	Individual transfers from other schemes	4,106
<b><u>5,037</u></b>	<b>Total</b>	<b><u>4,106</u></b>

## 5. Other Income

Other income comprise of:

<b>2018/19</b>		<b>2019/20</b>
<b>£'000</b>		<b>£'000</b>
374	Interest on Cash Deposits	420
0	Early Access - Interest	4
<b><u>374</u></b>	<b>Total</b>	<b><u>424</u></b>

## 6. Benefits Payable

By category

<b>2018/19</b>		<b>2019/20</b>
<b>£'000</b>		<b>£'000</b>
65,016	Pensions	67,763
15,271	Commutation and lump sum retirement benefits	11,868
1,792	Lump sum death benefits	2,541
<b><u>82,079</u></b>	<b>Total</b>	<b><u>82,172</u></b>

## CITY & COUNTY OF SWANSEA PENSION FUND

### 3. Analysis of Benefits Paid

Total Benefits Paid		Total Benefits Paid
2018/19 £'000		2019/20 £'000
<b>58,778</b>	<b><u>Administering Authority</u></b>	<b>32,896</b>
	City & County of Swansea	
	<b><u>Admitted Bodies</u></b>	
50	Celtic Community Leisure	246
4	Swansea Bay Racial Equality Council	5
2	Wales National Pool	12
462	Tai Tarian	939
163	Pobl Group	376
15	The Careers Business	80
1	Cap Gemini	16
1	Phoenix Trust	1
21	BABTIE	57
1	West Wales Arts Association	4
1	Colin Laver Heating	9
0	Rathbone	6
<b>721</b>	<b>Total Admitted Bodies</b>	<b>1,751</b>
	<b><u>Scheduled Bodies</u></b>	
1	Coedffranc Community Council	13
236	Gower College Swansea	988
174	NPTC Group	1,007
898	West Glamorgan County Council	7,471
41	West Glamorgan Magistrates Court	216
7	Neath Town Council	1
3,671	Neath Port Talbot County Borough Council	20,923
148	Lliw Valley Borough Council	1,167
12	Margam Joint Crematorium Committee	117
1	Neath Port Talbot Waste Management	10
1	Pelenna Community Council	4
1	Pontardawe Town Council	4
37	Swansea Bay Port Health Authority	159
7	Swansea City Waste Disposal Company	85
281	University of Wales Trinity St Davids	946
1	Briton Ferry Town Council	5
<b>5,517</b>	<b>Total Scheduled Bodies</b>	<b>33,116</b>
<b>65,016</b>	<b>Total Contributions Receivable</b>	<b>67,763</b>

## 7. Payments to and on account of leavers

Transfers out and refunds comprise of:

<b>2018/19</b>		<b>2019/20</b>
<b>£'000</b>		<b>£'000</b>
183	Refunds to members leaving service	166
905	Bulk Transfer	0
5,231	Individual transfers to other schemes	6,934
<b>6,319</b>	<b>Total</b>	<b>7,100</b>

During 2018/19, a bulk transfer payment was made to the Principal Civil Service Pension Scheme (PCSPS) in respect of 7 members.



# CITY & COUNTY OF SWANSEA PENSION FUND

## 8. Administrative and Investment Management Expenses

All administrative and investment management expenses are borne by the Fund:

2018/19 £'000		2019/20 £'000
	<b>Administrative Expenses</b>	
757	Support Services (SLA) & Employee Costs	761
15	Printing & Publications	7
625	Other	447
<b>1,397</b>		<b>1,215</b>
	<b>Oversight &amp; Governance</b>	
36	Actuarial Fees	83
103	Advisors Fees	105
43	External Audit Fees	37
14	Performance Monitoring Service	14
6	Pension Fund Committee	6
0	Pension Board	2
118	Wales Pension Partnership	182
<b>320</b>		<b>429</b>
<b>1,717</b>		<b>1,644</b>
	<b>Investment Management Expenses</b>	
4,491	Management Fees	3,029
668	Performance Fees	1,572
167	Custody Fees	1,133
4,716	Transaction Costs	2,688
<b>10,042</b>		<b>8,422</b>
<b>11,759</b>	<b>Total</b>	<b>10,066</b>

Transaction costs were considerably higher in 2018/19 due to the transition of the segregated equity mandates to the Wales Partnership in January 2019.

The above represents direct fees payable to the appointed fund managers. However, the following investments are appointed via a fund of fund/manager of managers approach which have their own underlying manager fees.

## CITY & COUNTY OF SWANSEA PENSION FUND

### 8. Administrative and Investment Management Expenses cont'd

The table below represents the underlying manager fees, these fees are not charged to the accounts but are disclosed here for transparency. The returns for these mandates are net of the underlying manager costs, this is reflected in Note 12 within the Change in Market Value.

2018/19 £'000		2019/20 £'000
96	Partners Group	116
331	Blackrock	505
671	Schroders Property Fund	655
1224	EnTrustPermal	1,405
943	HarbourVest	1,038
0	WPP Global Opportunities Fund	2,409
3,265		6,128

Included in Management Expenses is the cost of our involvement in the Wales Pension Partnership (WPP) collective Investment Pooling arrangement.

The Oversight and Governance costs are the annual running costs of the pool which includes the Host Authority costs and other External Advisor costs. These costs are funded equally by all eight of the local authority Pension Funds in Wales. The Investment Management Expenses are fees payable to Link Fund Solutions (the WPP operator) and include fund manager fees (which also includes the operator fee and other associated costs), transaction costs and custody fees. These costs are based on each Fund's percentage share of WPP pooled assets and are deducted from the Net Asset Value (NAV).

Further details on the WPP can be found in the Annual Report.

2018/19 £'000		2019/20 £'000
	<b>WPP Oversight and Governance Costs</b>	
126	Running Costs	70
	<b>WPP Investment Management Expenses</b>	
406	Fund Manager fees	946
4,396	Transaction costs	2,395
29	Custody fees	151
4,957	<b>Total</b>	3,562

In 2018/19 WPP fund manager fees and custody fees only covered the period January 2019 to March 2019.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 9. Investment Income

2018/19	2019/20
£'000	£'000
15,414 U.K. Equities	1,675
10,165 Overseas Equities	1,318
3,818 Managed Fund - Fixed Interest	3,406
1,845 Pooled Investment vehicles - Property Fund	2,074
-13 Interest and other Income	9
<b><u>31,229</u> Total</b>	<b><u>8,482</u></b>

The three segregated mandates with JP Morgan, Aberdeen Standard and Schroders Investment Managers for UK and Overseas Equities were transitioned to Wales Pension Partnership in January 2019. The amounts detailed above for equities represents the residual income in the custody accounts after transition.

The equity assets under management by Blackrock and Wales Pension Partnership are managed wholly in a pooled investment vehicle. The pooled investment vehicles are a either equity, bond and money market unit funds which operate on an 'accumulation' basis, i.e. all dividends and investment income are automatically reinvested back into their relevant funds and not distributed as investment income. Therefore, the fund value and change in market value on these funds will reflect both capital appreciation / depreciation plus reinvested investment income.

## 10. Taxation

### a) United Kingdom

The Fund is exempt from Income Tax on interest and dividends and from Capital Gains Tax but now has to bear the UK tax on other income. The fund is reimbursed V.A.T. by H.M. Revenue and Customs and the accounts are shown exclusive of V.A.T.

### b) Overseas

The majority of investment income from overseas suffers a withholding tax in the country of origin.

## CITY & COUNTY OF SWANSEA PENSION FUND

### 11. Investment Assets

	31st March 2019			31st March 2020		
	UK £'000	Global £'000	Total £'000	UK £'000	Global £'000	Total £'000
<b>Pooled investment vehicles</b>						
Managed Funds:						
Quoted:						
Equity	0	14,489	14,489	0	10,126	10,126
Fixed Interest	0	118,199	118,199	0	114,910	114,910
Unquoted:						
Equity	161,963	1,299,260	1,461,223	0	1,383,152	1,383,152
Fixed Interest	79,090	16,703	95,793	90,140	18,867	109,007
Index-linked	34,385	0	34,385	35,111	0	35,111
Property Unit Trust	19,528	0	19,528	20,146	0	20,146
Property Fund	36,430	33,089	69,519	31,142	48,566	79,708
Hedge Fund	0	54,168	54,168	0	49,971	49,971
Private Equity	0	86,625	86,625	0	100,080	100,080
Infrastructure	0	18,501	18,501	0	33,635	33,635
Private Debt	0	0	0	0	11,563	11,563
Derivatives	0	3,598	3,598	0	1,811	1,811
<b>Total pooled investment vehicles</b>	<b>331,396</b>	<b>1,644,632</b>	<b>1,976,028</b>	<b>176,539</b>	<b>1,772,681</b>	<b>1,949,220</b>
Cash Funds			767			773
Cash			65,017			43,669
Other Investment Balances Due			0			
<b>Total</b>			<b>2,041,812</b>			<b>1,993,662</b>

# CITY & COUNTY OF SWANSEA PENSION FUND

## 11. Investment Assets (continued)

An analysis of investment assets based on the class of investment is shown below :

<b>31st March 2019 £'000</b>	<b>Investment assets</b>	<b>31st March 2020 £'000</b>
213,992	Fixed interest	223,917
34,385	Index linked securities	35,111
161,963	U.K. equities	0
1,313,749	Global Equities	1,393,278
89,047	Property	99,854
54,168	Hedge Funds	49,971
86,625	Private Equity	100,080
18,501	Infrastructure	33,635
0	Private Debt	11,563
3,598	Derivatives	1,811
<b><u>1,976,028</u></b>	<b>Total investment assets</b>	<b><u>1,949,220</u></b>

# CITY & COUNTY OF SWANSEA PENSION FUND

## 12. Reconciliation of movements in investments

		Value at 31st March 2019	Purchases	Sales	Change in Market Value	Value at 31st March 2020
		£'000	£'000	£'000	£'000	£'000
<b>Equities</b>						
	Aberdeen FF	14,489	473	0	-4,836	10,126
	Blackrock	518,335	507,932	-507,166	-33,989	485,112
	WPP	942,888	0	-3,430	-41,418	898,040
		<u>1,475,712</u>	<u>508,405</u>	<u>-510,596</u>	<u>-80,243</u>	<u>1,393,278</u>
<b>Property</b>						
UK	Schroders	55,958	2,705	-3,842	-3,533	51,288
Overseas	Partners	18,791	669	-2,429	-423	16,608
	Invesco	14,298	17,117	-801	1,344	31,958
		<u>89,047</u>	<u>20,491</u>	<u>-7,072</u>	<u>-2,612</u>	<u>99,854</u>
<b>Fixed Interest</b>						
Fixed Interest	Blackrock	80,003	0	0	8,521	88,524
	GSAM	118,199	3,406	0	-6,695	114,910
		<u>198,202</u>	<u>3,406</u>	<u>0</u>	<u>1,826</u>	<u>203,434</u>
Index-Linked	Blackrock	34,385	0	0	726	35,111
		<u>34,385</u>	<u>0</u>	<u>0</u>	<u>726</u>	<u>35,111</u>
<b>Hedge Funds</b>						
	Blackrock	28,764	0	-219	-1,912	26,633
	Permal	25,404	0	-288	-1,778	23,338
		<u>54,168</u>	<u>0</u>	<u>-507</u>	<u>-3,690</u>	<u>49,971</u>
<b>Private Equity</b>						
	HarbourVest	86,625	12,974	-16,317	16,798	100,080
		<u>86,625</u>	<u>12,974</u>	<u>-16,317</u>	<u>16,798</u>	<u>100,080</u>
<b>Infrastructure</b>						
	First State	18,501	15,874	-2,642	1,902	33,635
		<u>18,501</u>	<u>15,874</u>	<u>-2,642</u>	<u>1,902</u>	<u>33,635</u>
<b>Private Debt</b>						
	Alcentra	0	11,751	-751	563	11,563
		<u>0</u>	<u>11,751</u>	<u>-751</u>	<u>563</u>	<u>11,563</u>
<b>Equity Protection</b>						
	Russell	19,388	0	0	2,906	22,294
		<u>19,388</u>	<u>0</u>	<u>0</u>	<u>2,906</u>	<u>22,294</u>
<b>Cash funds</b>						
	Schroders	767	0	0	6	773
		<u>767</u>	<u>0</u>	<u>0</u>	<u>6</u>	<u>773</u>
<b>Total</b>		<u>1,976,795</u>	<u>572,901</u>	<u>-537,885</u>	<u>-61,818</u>	<u>1,949,993</u>
<b>Cash</b>		65,017				43,669
<b>Other Investment Balances -</b>						
<b>Dividends Due</b>		0				0
<b>TOTAL</b>		<u>2,041,812</u>			<u>-61,818</u>	<u>1,993,662</u>

# CITY & COUNTY OF SWANSEA PENSION FUND

## 12. Reconciliation of movements in investments (continued)

Transaction costs are included in the cost of purchase and sales proceeds. Identifiable transaction costs incurred in the year relating to segregated investments amounted to £2,688k (2018/19 : £4,462k). Costs are also incurred by the Fund in relation to transactions in pooled investment vehicles. Such costs are taken into account in calculating the bid/offer spread of these investments and are not separately disclosed.

## 13. Concentration of Investments

The following investments represented 5% or more of the Fund's net assets at 31st March 2020

:

	Value as at the 31st March 2019 £'000	Proportion of Net Asset %	Value as at the 31st March 2020 £'000	Proportion of Net Asset %
Blackrock UK Equity Index	161,963	8.0	-	-
Blackrock North American Equity Index	175,447	8.6	-	-
Blackrock ACS Low Carbon Tracker	-	-	444,867	22.3%
Goldman Sachs Global Libor Plus II	118,199	5.8	114,910	5.8%
HarbourVest Private Equity Fund	-	-	100,080	5.0%
WPP Global Opportunities Fund	942,888	46.3	898,040	45.0%

The Blackrock Equity Index Fund was transitioned to the Blackrock Low Carbon Tracker Fund in July 2019. The value of the HarbourVest Private Equity Fund was below the 5% threshold in 2018/19.

## 14. Realised Profit on the Sale of Investments

2018/19 £'000	2019/20 £'000
26,385 U.K. Equities	0
17,343 Overseas Equities	0
1,047 Property Fund	2,131
<b><u>44,775</u> Net Profit</b>	<b><u>2,131</u></b>

The realised profit was significantly lower in 2019/20 due to the transition of the segregated mandates to the Wales Pension Partnership in January 2019. Income from the WPP Global Opportunities Fund is reinvested and rolled up in the Net Asset Value, so is not identified as realised profit.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 15. Fixed Interest and Index Linked Investments

The fixed interest and index-linked investments are comprised of:

<b>31st March 2019</b>	<b>31st March 2020</b>
<b>£'000</b>	<b>£'000</b>
154,065 UK Public Sector	124,072
78,522 Other	114,472
<b><u>232,587</u></b>	<b><u>238,544</u></b>

## 16. Current Assets and Liabilities

The amounts shown in the statement of Net Assets are comprised of:

<b>31st March 2019</b>	<b>31st March 2020</b>
<b>£'000</b>	<b>£'000</b>
<b>Current Assets</b>	
697 Contributions - Employees	724
2,734 Contributions - Employers	2,969
1,600 Early Access Contributions Debtor	1,091
758 Transfer Values	186
1,017 Other	1,070
<b><u>6,806</u></b>	<b><u>6,040</u></b>
<b>Current Liabilities</b>	
-566 Investment Management Expenses	-220
-2,025 Commutation and lump sum retirement benefits	-1,765
-199 Lump sum death benefits	-480
-665 Transfers to Other Schemes	-541
-662 Payroll Deductions - Tax	-623
-6 Payable Control List	0
-457 Other	-478
<b><u>-4,580</u></b>	<b><u>-4,107</u></b>
<b><u>2,226 Net</u></b>	<b><u>1,933</u></b>



# CITY & COUNTY OF SWANSEA PENSION FUND

## 16. Current Assets & Liabilities (continued)

### Early Access Debtor

	Instalment Due 2020/21 £'000	Instalment Due 2021/22 £'000	Instalment Due 2022/23 £'000	Instalment Due 2023/24 £'000	Total £'000
Early Access Principal Debtor	976	57	57	0	1,090
Early Access Interest Debtor	5	4	4	0	13
<b>Total (Gross)</b>	<b>981</b>	<b>61</b>	<b>61</b>	<b>0</b>	<b>1,103</b>

## 17. Capital and Contractual Commitments

As at 31st March 2020 the Scheme was committed to providing funding to appointed managers investing in unquoted securities. These commitments amounted to £176.4m (2018/19 : £88.7m).

As part of the asset re-allocation strategy previously agreed by the Pension Committee, in 2019/20 new commitments were made to a number of yielding assets (CVC Credit Partners European Direct Credit Lending Feeder Fund £24.3m) and (Blackrock Global Renewable Power Fund 111 £25.8m), an additional commitment to First State EDIF 11 Infrastructure Fund of £35m.

## 18. Statement of the Actuary for the year ended 31 March 2020

### Introduction

The Scheme Regulations require that a full actuarial valuation is carried out every third year. The purpose of this is to establish that the City & County of Swansea Pension Fund (the Fund) is able to meet its liabilities to past and present contributors and to review employer contribution rates. The last full actuarial investigation into the financial position of the Fund was completed as at 31 March 2019 by Aon, in accordance with Regulation 62 of the Local Government Pension Scheme Regulations 2013.

### Actuarial Position

1. The valuation as at 31 March 2019 showed that the funding level of the Fund had increased since the previous valuation with the market value of the Fund's assets as at 31 March 2019 (of £2,044.0M) covering 91.5% of the liabilities allowing, in the case of pre- 1 April 2014 membership for current contributors to the Fund, for future increases in pensionable pay, and for other membership for future pension revaluation and increases.

2. The valuation also showed that the aggregate level of contributions required to be paid by participating employers with effect from 1 April 2020 was:

- 20.2% p.a. of pensionable pay. This is the rate calculated as being sufficient, together with contributions paid by members, to meet the liabilities arising in respect of service after the valuation date (the primary rate),

Plus

- an allowance of 1.5% p.a. of pensionable pay for McCloud and cost management – see paragraph 9 below,

Plus

- Monetary amounts to restore the assets to 100% of the liabilities in respect of service prior to the valuation date over a recovery period of 19 years from 1 April 2020, equivalent to 3.3% p.a. of pensionable pay (or £10.3M in 2020/21, and increasing by 3.6% p.a. thereafter), which together with the allowance above comprises the secondary rate.

3. In practice, each individual employer's or group of employers' position is assessed separately taking into account other factors (see note 4 below) and contributions are set out in Aon's report dated 31 March 2020 (the "actuarial valuation report"). In addition to the contributions certified, payments to cover additional liabilities arising from early retirements (other than ill-health retirements) will be made to the Fund by the employers.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 18. Statement of the Actuary for the year ended 31 March 2020 (continued)

Total contributions payable by all employers over the three years to 31 March 2023 are estimated to be:

Year from 1 April	% of pensionable pay	Plus total contribution amount (£M)
2020	25.1	0.57
2021	25	0.58
2022	25	0.68

4. The funding plan adopted in assessing the contributions for each employer is in accordance with the Funding Strategy Statement. Different approaches were adopted in relation to the calculation of the primary contribution rate, stepping of contribution increases and individual employers' recovery periods as agreed with the Administering Authority and reflected in the Funding Strategy Statement, reflecting the employers' circumstances. This included an agreement that where employers are in surplus, this has only led to an adjustment in contributions to the extent that this surplus is in excess of 10% of the value of that employer's liabilities (i.e. to the extent that the employer's funding level is greater than 110%).

5. The valuation was carried out using the projected unit actuarial method for most employers and the main financial actuarial assumptions used for assessing the funding target and the contribution rates were as follows.

Discount rate for periods in service

Secure scheduled body employers *	4.25% p.a.
Ongoing orphan employers	4.25% p.a.

Discount rate for periods after leaving service

Secured scheduled body employers *	4.25% p.a.
Ongoing orphan body employers	1.6% p.a.

Rate of pay increases	3.6% p.a.
Rate of increase to pension accounts	2.1% p.a.
Rate of increases in pensions in payment (in excess of Guaranteed Minimum Pension)	2.1% p.a.

*\*The scheduled body discount rate was also used for employers whose liabilities will be subsumed after exit by a scheduled body.*

*In addition the discount rate for already orphaned liabilities (i.e. where there is no scheme employer responsible for funding those liabilities and employer has exited the fund) was 1.3% p.a.*

The assets were valued at market value.

Further details of the assumptions adopted for the valuation, including the demographic assumptions, are set out in the actuarial valuation report.

# COUNTY OF SWANSEA PENSION FUND

## 18. Statement of the Actuary for the year ended 31 March 2020 (continued)

6. The key demographic assumption was the allowance made for longevity. The post retirement mortality assumption adopted for the actuarial valuation was in line with standard self-administered pension scheme (SAPS) S2N mortality tables with appropriate scaling factors applied based on an analysis of the Fund's pensioner mortality experience and a Fund membership postcode analysis using Aon's Demographic Horizons<sup>TM</sup> longevity model, and included an allowance for improvements based on the 2018 Continuous Mortality Investigation (CMI) Core Projections Model (CMI2018), with a long term annual rate of improvement in mortality rates of 1.5% p.a. The resulting average future life expectancies at age 65 (for normal health retirements) were:

	Men	Women
Current pensioners aged 65 at the valuation date	22.1	24.1
Current active Members aged 45 at the valuation date	23.1	25.6

7. The valuation results summarised in paragraphs 1 and 2 above are based on the financial position and market levels at the valuation date, 31 March 2019. As such the results do not make allowance for changes which have occurred subsequent to the valuation date, although we comment on changes in market conditions to 31 March 2020 in paragraph 10 below.

8. The formal actuarial valuation report and the Rates and Adjustments Certificate setting out the employer contribution rates for the period from 1 April 2020 to 31 March 2023 were signed on 31 March 2020. Other than as agreed or otherwise permitted or required by the Regulations, employer contribution rates will be reviewed at the next actuarial valuation of the Fund as at 31 March 2022 in accordance with Regulation 62 of the Local Government Pension Scheme Regulations 2013.

9. There are a number of uncertainties regarding the Scheme benefits and hence liabilities:

▪ **Increases to GMPs:**

The 2019 valuation allows for the extension of the 'interim solution' for public service schemes to pay full inflationary increases on GMPs for those reaching State Pension Age (SPA) between 6 April 2016 and 5 April 2021. However, the Government is still exploring various options, including conversion of GMPs to Scheme benefits, in order to achieve equalisation for GMPs as required by the High Court judgement in the Lloyds Bank case.

The results of the 2019 valuation do not allow for the impact of potentially extending this interim solution indefinitely, providing full pension increases on GMPs for members reaching State Pension Age after 5 April 2021 nor for conversion of GMPs to Scheme benefits. Based on approximate calculations, at a whole of fund level, the impact of providing full pension increases on GMPs for those members reaching State Pension Age after 5 April 2021 is an increase in past service liabilities of between 0.1% to 0.2% across the Fund as a whole.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 18. Statement of the Actuary for the year ended 31 March 2020 (continued) Actuarial Present Value of Promised Retirement Benefits

### ▪ Cost Management Process and McCloud Judgement

Initial results from the Scheme Advisory Board cost management process indicated that benefit improvements / member contribution reductions equivalent to 0.9% of pay would be required. However, the cost management process was paused following the Court of Appeal ruling that the transitional arrangements in both the Judges' Pension Scheme (McCloud) and Firefighters' Pension Scheme (Sargeant) constituted illegal age discrimination. Government confirmed that the judgement would be treated as applying to all public service schemes including the LGPS (where the transitional arrangements were in the form of a final salary underpin) and a consultation on changes to the LGPS is expected in June 2020

The employer contributions certified from 1 April 2020 as part of the 2019 valuation include an allowance of 1.5% of pay in relation to the potential additional costs following the McCloud judgement / cost management process. This was a simplified approach which didn't take account of different employer membership profiles or funding targets and may be more or less than the assessed cost once the LGPS changes have been agreed depending upon the precise nature of the new final salary underpin, the members in scope, and how this affects the cost management process.

10. Since the valuation date, Fund asset returns have fallen short of the assumed return of 4.25% over the year to 31 March 2020, on its own leading to a reduction in the funding level. In addition, reduced expectations of future asset returns and falls in gilt yields have led to an decrease in the discount rates, and expected future inflation linked benefit increases have increased, further reducing funding levels and increasing the primary rate. The Actuary, in conjunction with the Administering Authority, will monitor the position on a regular basis and the Administering Authority will take action if it believes necessary.

11. This Statement has been prepared by the Actuary to the Fund, Aon, for inclusion in the accounts of the Fund. It provides a summary of the results of the actuarial valuation which was carried out as at 31 March 2019. The valuation provides a snapshot of the funding position at the valuation date and is used to assess the future level of contributions required.

This Statement must not be considered without reference to the formal actuarial valuation report which details fully the context and limitations of the actuarial valuation.

Aon does not accept any responsibility or liability to any party other than our client, City and County of Swansea Council, the Administering Authority of the Fund, in respect of this Statement.

12. The report on the actuarial valuation as at 31 March 2019 is available on the Fund's website at the following address:

<https://www.swanseapensionfund.org.uk/investment-and-fund/actuarial-valuations/>

Aon Hewitt Limited

May-20

**18. Statement of the Actuary for the year ended 31 March 2020 (continued)**  
**Actuarial Present Value of Promised Retirement Benefits**

CIPFA's Code of Practice on Local Authority Accounting for 2019/20 sets out that the actuarial present value of promised retirement benefits based on projected salaries be disclosed, consistent with the requirements of IAS19.

The results as at 31st March 2019, together with the results at 31st March 2016 are shown in the table below. The corresponding fair value of Fund assets is also shown in order to show the level of surplus or deficit within the Fund when the liabilities are valued using IAS19 assumptions.

	Value as at 31st March 2019	Value as at 31st March 2016
	£M	£M
Fair Value of Net Assets	2,044.0	1,512.6
Actuarial present value of the defined benefit obligation (see Notes)	3,215.9	2,249.7
Surplus/(deficit) in the fund as measured for IAS26 purposes	(1,171.9)	(737.1)

**Notes**

**McCloud/Sargeant Judgement**

The actuarial present value of the defined benefit obligation at 31st March 2019 includes an estimated liability in relation to the McCloud/Sargeant judgment of £35.2m.

The McCloud/Sargeant judgement (December 2018) found that the transitional arrangements put in place when the Firefighters' and Judges' Pension Schemes were reformed constituted illegal discrimination. The Government has since committed to compensate all members of public service schemes who were illegally discriminated against. In relation to the LGPS in England and Wales all members joined the 2014 Scheme for membership after the 1st April 2014, but members within 10 years of normal retirement were given an underpin (or "better of both") promise, so their benefits earned after 1st April 2014 would be at least as valuable in terms of amount and when they could be drawn, as if they had remained in the 2008 Scheme.

The remedy for the LGPS is expected to be consulted upon in the summer. The additional liability included within this note assumes the underpin will be extended to cover all members who were actively participating in the Scheme on 1st April 2012 (and not just those within 10 years of retirement).

**Equalisation and Indexation of Guaranteed Minimum Pensions**

The actuarial present value of the defined benefit obligation includes an estimated liability in relation to the equalisation and indexation of Guaranteed Minimum Pensions (GMP's) beyond the arrangements already formally in place, which applies to members whose State Pension AGE (SPA) is between 6 April 2016 and 5 April 2021 inclusive. Those arrangements required the LGPS to pay pension increase on GMP's at the full rate of CPI for those members, whereas GMP legislation only requires limited price increases to be applied. The additional liability included in this note assumes those arrangements for fully indexing GMP's will be extended to members whose SPA is after 5 April 2021. This has increased the defined benefit obligation in the region of 0.1% to 0.3%.

**Cost Management Process**

The actuarial present value of the defined benefit obligation does not allow for any potential additional liability which may arise from the cost management valuations.

Legislation requires HM Treasury and the Scheme Advisory Board (SAB) to undertake periodic valuations to monitor the cost of the LGPS to ensure it remains sustainable and affordable.

HM Treasury and the SAB have paused their reviews following the "McCloud" judgement in the Court of Appeal. The cost cap process will not commence until the remedy as applies to the LGPS has been decided.

On 24 April 2020 a number of Trade Unions filed court proceedings to challenge the Government's decision to pause the cost management process. If successful this could lead to higher liabilities and employer costs although it is not yet known how such changes, and those required due to the McCloud case, will effect the cost management valuation due as at 31 March 2020 which is expected would lead to changes in benefits and/or member contributions in future.

## **18. Statement of the Actuary for the year ended 31 March 2020 (continued)**

### **Actuarial Present Value of Promised Retirement Benefits**

A full detailed report on the IAS26 figures can be found on the Pension Fund website at the following link :

<https://www.swanseapensionfund.org.uk/investment-and-fund/actuarial-valuations/>

#### **Definitions**

##### **Admission Body**

An employer admitted to the Fund under an admission agreement.

##### **Orphan Body**

This is an admission body or other employer whose participation in the Fund may cease at some

##### **Scheduled Body**

Employers which participate in the Fund under Schedule 2 of the Administration Regulations.

##### **Subsumption and subsumption body**

When an admission body or other employer ceases participation in the Fund, so that it has no employees contributing to the Fund and once any contribution on cessation as required by the regulations has been paid, the Fund will normally be unable to obtain further contributions from that employer (eg if future investment returns are less than assumed). It is however possible for another long term employer in the Fund (generally a scheduled body) to agree to be a source of future funding should any funding shortfalls emerge on the original employer's liabilities. The long term employer effectively subsumes the assets and liabilities of the ceasing employer into its own assets and liabilities. In this document this is known as subsumption. In this document the admission body or other employer being subsumed is referred to as a subsumption body and its liabilities are known as subsumed liabilities.

# **CITY & COUNTY OF SWANSEA PENSION FUND**

## **18. Actuarial Present Value of Promised Retirement Benefits - Statement of the Actuary for the year ended 31 March 2020 (continued)**

### **Rates & Adjustment Certificate**

Actuarial certificate given for the purposes of Regulation 62 of the Local Government Pension Scheme Regulations 2013.

In accordance with Regulation 62 of the Local Government Pension Scheme Regulations 2013 ("the 2013 Regulations"), we certify that contributions should be paid by Employers at the following rates for the period 1st April 2017 to 31st March 2020.

- i) An aggregate primary rate of 18.0% pa of Pensionable Pay.
- ii) Individual adjustments (i.e. secondary contribution rates) which, when added to or subtracted from the primary rate, produce the following minimum Employer contribution rates.



## CITY & COUNTY OF SWANSEA PENSION FUND

### 18. Actuarial Present Value of Promised Retirement Benefits - Statement of the Actuary for the year ended 31 March 2020 (continued)

Employer	Primary contribution rate % pensionable pay	Secondary contributions (% Pensionable pay and £s) in year commencing 1 April			Total contributions (% Pensionable pay and £s) in year commencing 1 April		
		2017	2018	2019	2017	2018	2019
<b>Schedule 2 Part 1 bodies/ Schedule 2 Part 2 bodies (Scheduled bodies)</b>							
City & County of Swansea	17.9%	5.5%	6.5%	7.9%	23.4%	24.4%	25.8%
Neath Port Talbot County Borough Council	17.8%	7.7%	8.5%	9.3%	25.5%	26.3%	27.1%
Cilybebyll Community Council	27.6%	-4.7%	-2.3%	0.1%	22.9%	25.3%	27.7%
Coedffranc Community Council	20.3%	-0.1% plus £5,300	-0.1% plus £5,500	-0.1% plus £5,700	20.2% plus £5,300	20.2% plus £5,500	20.2% plus £5,700
Neath Town Council	20.3%	-0.1% plus £16,200	-0.1% plus £16,800	-0.1% plus £17,400	20.2% plus £16,200	20.2% plus £16,800	20.2% plus £17,400
Pelenna Community Council	27.0%	£1,200	£1,200	£1,300	27.0% plus £1,200	27.0% plus £1,200	27.0% plus £1,300
Pontardawe Town Council	23.0%	£800	£800	£900	23.0% plus £800	23.0% plus £800	23.0% plus £900
Gower College	17.9%	3.8%	3.9%	3.9%	21.7%	21.8%	21.8%
NPTC Group	17.7%	£168,400	£174,300	£180,400	17.7% plus £168,400	17.7% plus £174,300	17.7% plus £180,400
Margam Joint Crematorium Committee	20.3%	-0.1% plus £9,400	-0.1% plus £9,700	-0.1% plus £10,100	20.2% plus £9,400	20.2% plus £9,700	20.2% plus £10,100
Swansea Bay Port Health Authority	5.8%	16.6% plus £0	16.6% plus £4,400	16.6% plus £9,000	22.4% plus £0	22.4% plus £4,400	22.4% plus £9,000
<b>Schedule 2 Part 3 bodies (Admission bodies)</b>							
Celtic Community Leisure	13.2%	-	-	-	13.2%	13.2%	13.2%
Grwp Gwalia Cyf	22.0%	-1.6%	-1.6%	-1.6%	20.4%	20.4%	20.4%
Neath Port Talbot Homes Ltd	17.0%	£62,300	£218,500	£374,700	17.0% plus £62,300	17.0% plus £218,500	17.0% plus £374,700
Rathbone Training Ltd (City & County of Swansea)	22.4%	2.8%	2.8%	2.8%	25.2%	25.2%	25.2%
Rathbone Training Ltd (Gower College)	24.3%	-	-	-	24.3%	24.3%	24.3%

Swansea Bay Racial Equality Council	37.0%	-1.8% plus £600	-0.9% plus £1,300	£2,000	35.2% plus £600	36.1% plus £1,300	37.0% plus £2,000
Trinity St Davids	28.0%	£389,400	£542,300	£686,100	28.0% plus £389,400	28.0% plus £542,300	28.0% plus £686,100
Wales National Pool	14.2%	-	-	-	14.2	14.2	14.2
<b>Total</b>	<b>18.0%</b>	<b>5.5% plus £653,600</b>	<b>6.3% plus £974,800</b>	<b>7.3% plus £1,287,600</b>	<b>23.5% plus £653,600</b>	<b>24.3% plus £974,800</b>	<b>25.3% plus £1,287,600</b>

The contribution rates for the City & County of Swansea, Neath Port Talbot County Borough Council and Gower College have been set as a percentage of pay. However, minimum monetary contribution amounts for these employers have been agreed with the Administering Authority, and if the contributions actually received fall below this minimum level additional payments will be required. These minimums are such that the total contributions in aggregate must be no less than :

City & County of Swansea	17.9% of pensionable pay plus £8.18M in 2017/18, 17.9% of pensionable pay plus £9.53M in 2018/19, 17.9% of pensionable pay plus £11.37M in 2019/20.
Neath Port Talbot County Borough Council	17.8% of pensionable pay plus £6.18M in 2017/18, 17.8% of pensionable pay plus £6.82M in 2018/19, 17.8% of pensionable pay plus £7.47M in 2019/20
Gower College	17.9% of pensionable pay plus £250,000 in 2017/18, 17.9% of pensionable pay plus £259,000 in 2018/19, 17.9% of pensionable pay plus £268,000 in 2019/20

The contributions shown above represent the minimum contributions to be paid by each Employer. Employers may choose to pay additional contributions from time to time subject to the Administering Authority's agreement.

Where payments due from an Employer are expressed as monetary amounts, the amounts payable by that Employer may be adjusted to take account of any amounts payable, in respect of surplus or shortfall to which those monetary payments relate, by new employers created after the valuation date which have been credited with proportions of the assets and liabilities of the relevant Employer.

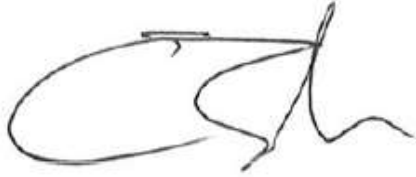
Additional contributions may be required in respect of any additional liabilities that arise under the provisions of Regulations 30, 31, 35 and 38 of the 2013 Regulations and Employers will be notified of such contributions separately by the Administering Authority.

Additional contributions may be payable by any Employers which have ceased to participate in the Fund since 31 March 2016 and these will be certified separately.

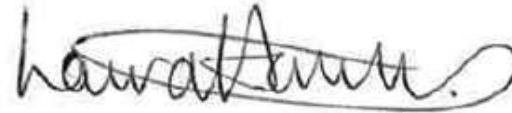
Contribution rates for Employers commencing participation in the Fund after 31 March 2016 will be advised separately.

This certificate should be read in conjunction with the notes overleaf.

Signed on behalf of Aon Hewitt Limited



Chris Archer FIA  
Fellow of the Institute and Faculty of Actuaries



Laura Hamilton FIA  
Fellow of the Institute and Faculty of Actuaries

30 March 2017

Aon Hewitt Limited  
25 Marsh Street  
Bristol BS1 4AQ

## 19. Related party transactions

£761k (£757k 2018/19) was paid to the City & County of Swansea for the recharge of Administration, I.T., Finance and Directorate & Legal Services during the year.

Contributions received from admitted and scheduled bodies as detailed on page 8.

The City & County of Swansea acts as administering Authority for the City and County of Swansea Pension Fund (formerly the West Glamorgan Pension Fund).

Transactions between the Authority and the Pension Fund mainly comprise the payment to the Pension Fund of employee and employer payroll superannuation deductions, together with payments in respect of enhanced pensions granted by Former Authorities.

The Pension Fund currently has 38 scheduled and admitted bodies. Management of the Pension Scheme Investment Fund is undertaken by a panel. The panel is advised by an independent advisor and an investment consultancy service.

### Key Management Personnel

The key management personnel of the Fund are the Chief Executive and the Chief Finance Officer (Section 151 Officer). As required by 3.9.4.2 of the CIPFA code of practice 2019/20, the figures below show the change in value of post-employment benefits provided to these individuals over the accounting year based on the percentage of time on matters relating to the Pension Fund. The value of the benefits has been calculated consistently with those of the whole Fund disclosure provided in Note 18, albeit the figures below have been calculated at different dates to those used for the whole fund disclosure.

	Increase/(decrease) in IAS19 liability to 31 March 2020		Increase/(decrease) in IAS19 liability to 31 March 2019	
	Amount £	Percentage (%) of year end liability	Amount £	Percentage (%) of year end liability
Chief Executive	65,000	3.6	77,000	4.3
Section 151 Officer & Chief Finance Officer	74,000	15.6	77,000	20.7

# CITY & COUNTY OF SWANSEA PENSION FUND

## 19. Related Party Transactions Cont'd

	Short Term Benefits to 31 March 2020		Short Term Benefits to 31 March 2019	
	Remuneration (Including Fees & Allowances) £	Pension Contributions (25.8%)	Remuneration (Including Fees & Allowances) £	Pension Contributions (24.4%)
Chief Executive	148,584	19,167	145,670	35,544
Interim Chief Executive	13,833	-	10,869	-
Section 151 Officer & Chief Finance Officer	100,467	25,835	26,446	6,453

- (i) The Chief Executive returned to work following long term sickness on 2nd June 2019.
- (ii) The Interim Chief Executive post came to an end on 31st May 2019.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 19. Related Party Transactions Cont'd

There are 7 councillor members of the pension committee who are active members in the City & County of Swansea Pension Fund. The benefit entitlement for the Councillors is accrued under the same principles that apply to all other members of the Fund.

## 20. Additional Voluntary Contributions

Some members of the Fund pay voluntary contributions to the fund's AVC providers, The Prudential, to buy extra pension benefits when they retire. These contributions are invested in a wide range of assets to provide a return on the money invested. Some members also still invest and have funds invested with the legacy AVC providers, Equitable Life and Aegon.

The Pension Fund accounts do not include the assets held by The Prudential, Equitable Life or Aegon. AVCs are not included in the accounts in accordance with the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 (SI 2016/946) but are disclosed as a note only.

AVC Provider	Value of Funds at 1st April 2019	Purchases at Cost (Contributions In/Out)	Sale Proceeds	Change in Market Value	Value of Funds at 31st March 2020
	£'000	£'000	£'000	£'000	£'000
Prudential	6,385	1,655	-554	-39	7,447
Aegon	1,032				
Equitable Life	238				
<b>Totals</b>	<b>7,655</b>	<b>1,655</b>	<b>(554)</b>	<b>(39)</b>	<b>7,447</b>

# CITY & COUNTY OF SWANSEA PENSION FUND

## 21. Membership

The Pension Fund covers City & County of Swansea employees (except for teachers, for whom separate pension arrangements apply), and other bodies included in the schedule.

Detailed national regulations govern the rates of contribution by employees and employers, as well as benefits payable. At 31st March 20 there were 20,050 contributors, 15,050 pensioners and 11,838 deferred pensioners.

<b>Membership statistics</b>	<b>31st March 2016</b>	<b>31st March 2017</b>	<b>31st March 2018</b>	<b>31st March 2019</b>	<b>31st March 2020</b>
	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
Contributors	17,469	17,903	19,671	19,888	20,050
Pensioners	11,745	12,200	12,763	13,229	15,050
Deferred Pensioners	11,226	11,583	11,394	11,874	11,838
<b>Total</b>	<b>40,440</b>	<b>41,686</b>	<b>43,828</b>	<b>44,991</b>	<b>46,938</b>

See Appendix 1 for current year analysis

## 22. Fair Value of Investments

### Financial Instruments

The Fund invests through pooled vehicles. The managers of these pooled vehicles invest in a variety of financial instruments including bank deposits, quoted equity instruments, fixed interest securities, direct property holdings and unlisted equity and also monitor credit and counterparty risk, liquidity risk and market risk.

### Financial Instruments - Gains & Losses

Gains and losses on financial instruments have been disclosed within note 9, 12 and 14 of the pension fund accounts.

IFRS9 introduced a new classifications under the code :

- recognition of expected loss allowances for financial assets at amortised cost, fair value through other comprehensive income (FVOCI) assets, lease receivables, contract assets, loan commitments and financial guarantees.

- the option of additional disclosures for hedge accounting.

As the assets and liabilities held by the Pension Fund are already classed as fair value through profit and loss (FVTPL) and this is expected to continue, consequently there are no changes to the measurement or classification of investment assets and liabilities.

## **CITY & COUNTY OF SWANSEA PENSION FUND**

### **Fair Value – Hierarchy**

The fair value hierarchy introduced as part of the new accounting Code under IFRS7 requires categorisation of assets based upon 3 levels of asset valuation inputs -

- Level 1 - where the fair values are derived from unadjusted quoted prices in active markets for identical assets or liabilities. Comprise quoted equities, quoted bonds and unit trusts.
- Level 2 - where quoted market prices are not available, or where valuation techniques are used to determine fair value based on observable data.
- Level 3 - where at least one input that could have a significant effect on the instrument's valuation is not based on observable market data.

The table on the following page shows the position of the Fund's assets at 31st March 2019 and 2020 based upon this hierarchy:



# CITY & COUNTY OF SWANSEA PENSION FUND

## 22. Fair Value of Investments (continued)

### FAIR VALUE - HIERARCHY

	31 March 2019		31 March 2020		
	Market Value	Level 1	Level 2	Level 3	Market Value
	£'000	£'000	£'000	£'000	£'000
<b>Pooled Investment Vehicles</b>					
Fixed-Interest Funds	118,199	118,199	114,910		114,910
UK Equity	161,963		0	0	0
Global Equity	1,313,749	14,489	1,393,278	10,126	1,383,152
Fixed Interest	95,793		109,007		109,007
Index-linked	34,385		35,111		35,111
Property Unit Trust	19,528		20,146		20,146
Property Fund	69,519		79,708		79,708
Hedge Fund	54,168		49,971		49,971
Private Equity	86,625		100,080		100,080
Infrastructure	18,501		33,635		33,635
Private Debt	0		11,563		11,563
Derivatives	3,598	3,598	1,811	1,811	1,811
Cash	65,784	65,784	44,442	44,442	44,442
<b>Total</b>	<b>2,041,812</b>	<b>202,070</b>	<b>1,993,662</b>	<b>171,289</b>	<b>1,527,270</b>
					<b>295,103</b>

## 23. INVESTMENT RISKS

As demonstrated above, the Fund maintains positions indirectly via its investment managers in a variety of financial instruments including bank deposits, quoted equity instruments, fixed interest securities, direct property holdings, unlisted equity products, commodity futures and other derivatives. This exposes the Fund to a variety of financial risks including credit and counterparty risk, liquidity risk, market risk and exchange rate risk.

### Procedures for Managing Risk

The principal powers to invest are contained in the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 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 annually reviews its Investment Strategy Statement (ISS) and corresponding Funding Strategy Statement (FSS), which set 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.

The Fund continues to review its structure. A key element in this review process is the consideration of risk and for many years now the Fund has pursued a policy of lowering risk by diversifying investments across asset classes, investment regions and fund managers. Furthermore, alternative assets are subject to their own diversification requirements and some examples are given below.

- Private equity - by stage, geography and vintage where funds of funds are not used
- Property - by type, risk profile, geography and vintage (on closed ended funds)
- Hedge funds – multi-strategy and or funds of funds

### Manager Risk

The Fund is also well diversified by managers. On appointment, fund managers are delegated the power to make such purchases and sales as they deem appropriate under the mandate concerned. Each mandate has a benchmark or target to outperform or achieve, usually on the basis of 3-year rolling periods. An update, at least quarterly, is required from each manager and regular meetings are held with managers to discuss their mandates and their performance on them. There are slightly different arrangements for some of the alternative assets. Some private equity and property investment is fund, rather than manager-specific, with specific funds identified by the investment sub group after careful due diligence. These commitments tend to be smaller in nature than main asset class investments but again regular performance reports are received and such investments are reviewed with managers at least once a year.

## 23. INVESTMENT RISKS (continued)

### Credit 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 Fund. As noted above almost all the Fund's investments are through pooled vehicles and a number of these are involved in derivative trades of various sorts including futures, swaps and options. Whilst the Fund is not a direct counterparty to such trades and so has no direct credit risk, clearly all derivative transactions incorporate a degree of risk and the value of the pooled vehicle, and hence the Fund's holding, could be impacted negatively by failure of one of the vehicle's counterparties. However, part of the operational due diligence carried out on potential manager appointees concerns itself with the quality of that manager's risk processes around counterparties and seeks to establish assurance that these are such as to minimise exposure to credit risk.

There has been no historical experience of default on the investments held by the Pension Fund.

Within the Fund, the areas of focus in terms of credit risk are bonds and some of the alternative asset categories.

- The Fund's active fixed-interest bond portfolio £114,910k is managed (by Goldman Sachs) on an unconstrained basis and has a significant exposure to credit, emerging market debt and loans. At 31st March 2020, the Fund's exposure to non-investment grade paper was 12.5% of the actively managed fixed income portfolio.
- On private equity the Fund's investments are almost entirely in the equity of the companies concerned. The Fund's private equity investments of £100,080k are managed by Harbourvest in a fund of funds portfolio.

On hedge fund of funds and multi-strategy vehicles, underlying managers have in place a broad range of derivatives. The Fund's exposure to hedge funds through its managers at 31st March 2020 is set out below with their relative exposure to credit risk.

	<b>March 2020 £'000</b>	<b>Credit Exposure</b>
EnTrustPermal	23,338	21.11%
Blackrock	26,633	19.00%

### Liquidity Risk

The Pension Fund has its own bank accounts. At its simplest, liquidity risk is the risk that the Fund will not be able to meet its financial obligations when they fall due, especially pension payments to its members. At a strategic level the Administering Authority, together with its consulting actuary, reviews the position of the Fund triennially to ensure that all its obligations can be suitably covered.

# CITY & COUNTY OF SWANSEA PENSION FUND

## 23. INVESTMENT RISKS (continued)

Ongoing cash flow planning in respect of contributions, benefit payments, investment income and capital calls/distributions is also essential. This is in place with the Fund's position updated regularly.

Specifically on investments, the Fund holds through its managers a mixture of liquid, semi-liquid and illiquid assets. Whilst the Fund's investment managers have substantial discretionary powers regarding their individual portfolios and the management of their cash positions, they hold within their pooled vehicles a large value of very liquid securities, such as equities and bonds quoted on major stock exchanges, which can easily be realised. Traditional equities and bonds now comprise 85% of the Fund's value and, whilst there will be some slightly less liquid elements within this figure (emerging market equities and debt for example), the funds investing in these securities offer monthly trading at least – often weekly or fortnightly.

On alternative assets the position is more mixed. Most are subject to their own liquidity terms or, in the case of property, redemption rules. Closed-ended funds such as most private equity vehicles and some property funds are effectively illiquid for the specific period (usually 10 years), although they can be sold on the secondary market, usually at a discount.

The table below analyses the value of the Fund's investments at 31st March 2020 by liquidity profile.

	Amounts at				
	31st March 2020 £000s	Within 1 month £000s	1-3 months £000s	4-12 months £000s	> 1 Year £000s
<b>Pooled Investment Vehicles</b>					
Fixed-Interest Funds	114,910	114,910	0	0	0
Overseas Equity	1,393,278	1,393,278	0	0	0
Fixed Interest	109,007	109,007	0	0	0
Index-linked	35,111	35,111	0	0	0
Property Unit Trust	20,146	0	0	20,146	0
Property Fund	79,708	0	0	31,142	48,566
Hedge Fund	49,971	0	0	49,971	0
Private Equity	100,080	0	0	0	100,080
Infrastructure	33,635	0	0	0	33,635
Private Debt	11,563	0	0	0	11,563
Derivatives	1,811	1,811	0	0	0
Deposits with banks and other financial institutions	44,442	44,442	0	0	0
<b>Total</b>	<b>1,993,662</b>	<b>1,698,559</b>	<b>0</b>	<b>101,259</b>	<b>193,844</b>

## 23. INVESTMENT RISKS (continued)

It should be noted that different quoted investments are subject to different settlement rules but all payments/receipts are usually due within 7 days of the transaction (buy/sell) date. Because the Fund uses some pooled vehicles for quoted investments these are often subject to daily, weekly, 2-weekly or monthly trading dates. All such investments have been designated "within 1 month" for the purposes of liquidity analysis. Open-ended property funds are subject to redemption rules set by their management boards. Many have quarterly redemptions but these can be held back in difficult markets so as not to force sales and disadvantage continuing investors. For liquidity analysis purposes, a conservative approach has been applied and all such investments have been designated "within 4-12 months".

Closed-ended funds have been designated illiquid for the purposes of liquidity analysis. However, these closed-ended vehicles have a very different cash flow pattern to traditional investments since the monies committed are only drawn down as the underlying investments are made (usually over a period of 5 years) and distributions are returned as soon as underlying investments are exited (often as early as year 4). In terms of cash flow, therefore, the net cash flow for such a vehicle usually only reaches a maximum of about 60-70% of the amount committed and cumulative distributions usually exceed cumulative draw downs well before the end of the specified period, as these vehicles regularly return 1½ to 2½ times the money invested. At the same time, it has been the Fund's practice to invest monies on a regular annual basis so the vintage year of active vehicles ranges from 2000 to 2013.

This means that, whilst all these monies have been designated closed-ended and thereby illiquid on the basis of their usual "10-year life", many are closer to maturity than implied by this broad designation. As can be seen from the table, even using the conservative basis outlined above, around 85% of the portfolio is realisable within 1 month and 90% is realisable within 12 months.

### Market Risk

Market risk is the risk that the fair value or future cash flows of a financial institution will fluctuate because of changes in market price. The Fund is exposed to the risk of financial loss from a change in the value of its investments and the consequential danger that its assets will fail to deliver returns in line with the anticipated returns underpinning the valuation of its liabilities over the long term.

Market risk is comprised of two elements :

- The risks associated with volatility in the performance of the asset class itself (beta);
- The risks associated with the ability of managers, where allowed, to move away from index weights and to generate alpha, thereby offsetting beta risks by exceeding market performance.

The table on the following page sets out an analysis of the Fund's market risk positions at 31 March 2020 by showing the percentage invested in each asset class and through each manager within each main asset class, the index used as a benchmark and the target set for managers against this benchmark.

## CITY & COUNTY OF SWANSEA PENSION FUND

### 23. INVESTMENT RISKS (continued)

Asset Class	Asset Allocation	Fund Manager		Benchmark	Performance target
		Passive	Active		
Global Equities	34% +/- 5%	24% Blackrock - Low Carbon Fund	46% Wales Pension Partnership Aberdeen	MSCI All World Index Net MSCI Frontier Markets Index	+2% p.a. over rolling 3 year +3% p.a. over rolling 3 year
Global Fixed Interest	15% +/- 5%	6% Blackrock	6% Goldman Sachs	Libor	LIBOR +3%
Property	5% +/- 5%	-	5% Schroders, Partners & Invesco	IPD UK Pooled Property Fund Index	+ 1% p.a. over rolling 3 year, 8% absolute return
Hedge Funds	5% +/- 5%	-	3% Blackrock & EnTrustPermal	LIBOR	+4%
Private Equity	3% +/- 5%	-	5% Harbourvest	FTSE allshare	+3% p.a. over 3 year rolling
Infrastructure	2% +/- 5%	-	2% First State, Blackrock	10% Absolute	10% Absolute
Private Debt	1% +/-1%	-	1% Alcentra, CVC	7% Absolute	7% Absolute
Cash	2% +/- 5%	-	2% In house and cash flows of fund managers	7day LIBID	=
<b>TOTAL</b>	<b>100%</b>	<b>30%</b>	<b>70%</b>		

It is recognised that at balance sheet date the asset allocation was non-aligned with the above asset allocation post transition of assets to the Wales Pension Partnership, however the allocation was aligned for the majority of the financial year. The ISS shall be reviewed and updated at the September meeting of the Pension Fund Committee.

The risks associated with volatility in market values are managed mainly through a policy of broad asset diversification. The Fund sets restrictions on the type of investment it can hold through investment limits, in accordance with the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016. The Fund also adopts a specific strategic benchmark (details can be found in the Fund's ISS summarised above) and the weightings of the various asset classes within the benchmark form the basis for asset allocation within the Fund. Under normal conditions there is quarterly rebalancing to this strategic benchmark within fixed tolerances. This allocation, determined through the Fund's asset allocation, is designed to diversify and minimise risk through a broad spread of investments across both the main and alternative asset classes and geographic regions within each asset class.

Market risk is also managed through manager diversification – constructing a diversified portfolio across multiple investment managers. On a daily basis, managers will manage risk in line with the benchmarks, targets and risk parameters set for the mandate, as well as their own policies and processes. The Fund itself monitors managers on a regular basis (at least quarterly) on all these aspects.



# CITY & COUNTY OF SWANSEA PENSION FUND

## 23. INVESTMENT RISKS (continued)

### Price Risk

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 those changes are caused by factors specific to the individual instrument or its issuer or factors affecting all such instruments in the market.

The fund is exposed to share and derivative price risk. This arises from investments held by the fund for which the future price is uncertain. All securities investments present a risk of loss of capital. Except for shares sold short, the maximum risk resulting from financial instruments is determined by the fair value of the financial instruments. Possible losses from shares sold short is unlimited.

Following analysis of historical data and expected investment return movement during the financial year, and in consultation with the fund's investment advisors, the council has determined that the following movements in market price risk are reasonably possible. Had the market price of the fund investments increased/decreased in line with the potential market movements, the change in the net assets available to pay benefits in the market price as at 31 March 2020 would have been as follows:

Price Risk				
Asset Type	Value (£'000)	% Change	Value on Increase	Value on Decrease
Overseas Equities	1,393,278	11.6747	1,555,938	1,230,618
Total Bonds & Index-Linked	259,028	5.4709	273,199	244,857
Alternatives	197,060	3.3028	203,568	190,552
Cash	44,442	2.1298	45,389	43,495
Property	99,854	1.0210	100,874	98,834
Other Investment Balances	-	-	-	-
<b>Total Assets*</b>	<b>1,993,662</b>	<b>8.1606</b>	<b>2,156,357</b>	<b>1,830,967</b>

*\*The % change for Total Assets includes the impact of correlation across asset classes*

and as at 31st March 2019:

Price Risk				
Asset Type	Value (£'000)	% Change	Value on Increase	Value on Decrease
UK Equities	161,963	8.9407	176,444	147,482
Overseas Equities	1,313,749	8.9407	1,431,208	1,196,290
Total Bonds & Index-Linked	248,377	4.3676	259,225	237,529
Alternatives	162,892	4.1457	169,645	156,139
Cash	65,784	0.4562	66,084	65,484
Property	89,047	1.6382	90,506	87,588
Other Investment Balances	-	-	-	-
<b>Total Assets*</b>	<b>2,041,812</b>	<b>6.3664</b>	<b>2,171,803</b>	<b>1,911,821</b>

*\*The % change for Total Assets includes the impact of correlation across asset classes*

# CITY & COUNTY OF SWANSEA PENSION FUND

## 23. INVESTMENT RISKS (continued)

### 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 fund is exposed to currency risk on financial instruments that are denominated in any currency other than the functional currency of the fund (£UK). The fund holds both monetary and non-monetary assets denominated in currencies other than £UK.

In consultation with the fund's investment advisors, the council has determined that the following movements in currencies are reasonably possible. The following represents a sensitivity analysis associated with foreign exchange movements as at 31 March 2020 :

#### Currency Risk (by currency)

Currency	Value (£'000)	% Change	Value on Increase	Value on Decrease
Australian Dollar	-	-	-	-
Brazilian Real	-	-	-	-
Canadian Dollar	-	-	-	-
Danish Krone	-	-	-	-
EURO	98,340	6.3371	104,572	92,108
Hong Kong Dollar	-	-	-	-
Indian Rupee	-	-	-	-
Indonesian Rupiah	-	-	-	-
Israeli Shekel	-	-	-	-
Japanese Yen	-	-	-	-
Malaysian Ringgit	-	-	-	-
Mexican Peso	-	-	-	-
Norwegian Krone	-	-	-	-
Chinese Renminbi Yuan	-	-	-	-
Philippine Peso	-	-	-	-
Russian Rouble	-	-	-	-
Singapore Dollar	-	-	-	-
South African Rand	-	-	-	-
South Korean Won	-	-	-	-
Swedish Krona	-	-	-	-
Swiss Franc	-	-	-	-
Taiwan Dollar	-	-	-	-
Thai Baht	-	-	-	-
Turkish Lira	-	-	-	-
US Dollar	83,941	8.5219	91,094	76,788
<b>Pooled Vehicles</b>				
Overseas Equities	898,040	7.3303	963,869	832,210
Low Carbon Index	444,867	7.3303	477,477	412,256
Emerging Mrkts	50,371	6.7856	53,789	46,953
<b>Total Currency*</b>	<b>1,575,559</b>	<b>7.3524</b>	<b>1,691,401</b>	<b>1,459,717</b>

\*The % change for Total Currency includes the impact of correlation across the underlying currencies



# CITY & COUNTY OF SWANSEA PENSION FUND

## 23. INVESTMENT RISKS (continued)

and as at 31 March 2019:

### Currency Risk (by currency)

Currency	Value (£'000)	% Change	Value on Increase	Value on Decrease
Australian Dollar	-	-	-	-
Brazilian Real	-	-	-	-
Canadian Dollar	-	-	-	-
Danish Krone	-	-	-	-
EURO	69,058	8.1810%	74,708	63,408
Hong Kong Dollar	-	-	-	-
Indian Rupee	-	-	-	-
Indonesian Rupiah	-	-	-	-
Israeli Shekel	-	-	-	-
Japanese Yen	34,860	13.6681%	39,625	30,095
Malaysian Ringgit	-	-	-	-
Mexican Peso	-	-	-	-
Norwegian Krone	-	-	-	-
Chinese Renminbi Yuan	-	-	-	-
Philippine Peso	-	-	-	-
Russian Rouble	-	-	-	-
Singapore Dollar	-	-	-	-
South African Rand	-	-	-	-
South Korean Won	-	-	-	-
Swedish Krona	-	-	-	-
Swiss Franc	-	-	-	-
Taiwan Dollar	-	-	-	-
Thai Baht	-	-	-	-
Turkish Lira	-	-	-	-
US Dollar	69,287	9.9412%	76,175	62,399
North America Basket	175,447	8.7574%	190,812	160,082
Europe Basket	68,418	8.4071%	74,170	62,666
Asia Pacific ex Japan Basket	31,043	10.0177%	34,153	27,933
Emerging Basket	61,093	8.7726%	66,452	55,734
<b>Total Currency*</b>	<b>509,206</b>	<b>6.0865%</b>	<b>540,199</b>	<b>478,213</b>

\*The % change for Total Currency includes the impact of correlation across the underlying currencies

### Interest Rate Risk

The Fund invests in financial assets for the primary purpose of obtaining a return on investments. These investments are subject to interest rate risks, which represents the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The Actuary, as part of their triennial valuation and dictated by the Funding Strategy Statement, will only anticipate long-term return on a relatively prudent basis to reduce risk of under-performing. Progress is analysed at three yearly valuations for all employers.

## 24. Events After the Balance Sheet Date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified :

- those that provide evidence of conditions that existed at the end of the reporting period - the Statement of Accounts is adjusted to reflect such events.
- those that are indicative of conditions that arose after the reporting period - the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of those events and their estimated financial effect.

## Cost Management Process and McCloud Judgement

Legislation requires HM Treasury and the LGPS Advisory Board to undertake periodic valuations to monitor the cost of the LGPS to ensure it remains sustainable and affordable. Initial results from the Scheme Advisory Board process indicated that benefit improvements / member contribution reductions would be required. However, the cost management process has been paused following the Court of Appeal ruling that the transitional arrangements in both the Judges' Pension Scheme (McCloud) and Firefighters' Pension Scheme (Sergeant) were age discriminatory; these cases could have knock on implications for the LGPS (potentially increasing the liabilities) which also had transitional arrangements when the new scheme was introduced with effect from April 2014. The Government Actuary's Department ( GAD) has estimated the total scheme liability at 1.5% .

## 25. Covid 19

As the Covid 19 pandemic started its global spread early in 2020, global financial markets reflected the impending risks, with resultant material falls in valuations of most asset classes in February and March of 2020.

LGPS defined benefit pensions are not linked to stock market performance and are set out in statute. Although short term investment values may vary, the LGPS as a long-term investor is securely managed to address any longer term impacts.

LGPS Scheme members can therefore be assured that both their contributions and their pension, whether in payment or built up to date, will be unaffected.

The lockdown imposed by HM Government on 23rd March 2020, presented operational hurdles for LGPS Administration Authorities, however with the implementation of contingency planning, leveraging the use of technology, flexible working and the professionalism and goodwill of staff, normal business has been maintained. The payment of members' pensions and the processing of pensioners/joiners has been prioritised and maintained throughout this period.

Employer/employee contributions have not been affected during this period, and the Administration Authority continues to liaise with employers to manage any cashflow issues which may arise.

# **CITY & COUNTY OF SWANSEA PENSION FUND**

## **26. Further Information**

Further information about the fund can be found in Appendices 2 to 4. Information can also be obtained from the Deputy Chief Finance Officer, Civic Centre, Oystermouth Road, Swansea SA1 3SN or on [www.swanseapensionfund.org.uk](http://www.swanseapensionfund.org.uk).

## **27. Financial Position**

The accounts outlined within the statement represent the financial position of the City and County of Swansea Pension Fund at 31st March 2020 .

# CITY & COUNTY OF SWANSEA PENSION FUND

## Appendix 1

### SCHEDULE OF EMPLOYING BODIES AND CONTRIBUTION RATES FOR THE PERIOD 1<sup>ST</sup> APRIL 2019 TO 31<sup>ST</sup> MARCH 2020

Administering Authority	Contributors Number @ 31/03/20	Pensioners Number @ 31/03/20	Deferred Benefits Number @ 31/03/20	Employer Contribution Rate (% of Pensionable Pay) plus additional annual monetary amount
City & County of Swansea	12,028	6,961	5,503	25.8%
<b>Scheduled Bodies</b>				
Neath Port Talbot County Borough	5,702	4,155	4,440	27.1%
Briton Ferry Town Council	1	2	0	20.2% (+£1,300)
Cilybebyll Community Council	7	1	1	27.7%
Clydach Community Council	0	0	1	-
Coedffranc Community Council	11	3	2	20.2% (+£5,700)
Gower College Swansea	619	299	465	21.8%
Lliw Valley BC	0	198	13	-
Margam Joint Crematorium Committee	9	12	4	20.2% (+ £10,100)
NPTC Group	583	290	474	17.7% (+ £180,400)
Neath Port Talbot Waste Management	0	1	0	-
Neath Town Council	12	17	5	20.2% (+ £17,400)
Pelenna Community Council	2	2	3	27.0% (+£1,300)
Pontardawe Town Council	4	2	0	23.0% (+£900)
Swansea Bay Port Health Authority	1	11	1	22.4% (+£4,400)
Swansea City Waste Disposal Company	0	15	3	-
University of Wales Trinity St Davids	114	167	235	28.0% (+£686,100)
West Glamorgan County Council	0	2,591	178	-
West Glamorgan Magistrates Courts	0	38	11	-
West Glamorgan Valuation Panel	0	4	0	-
Mumbles Community Council	2	0	0	18.9%
<b>Admitted Bodies</b>				
BABTIE	0	6	9	-
Celtic Community Leisure	146	40	198	13.2%
Colin Laver Heating Limited	0	2	2	-
Swansea Bay Racial Equality Council	0	1	4	37.0% (+£2,000)
The Careers Business	0	8	6	-
Wales National Pool	106	5	75	14.2%
West Wales Arts Association	0	1	0	-
Capgemini	0	1	4	-
Tai Tarian	328	114	119	17.0% (+£374,700)
Phoenix Trust	0	1	3	-
Llanrhidian Higher Community Council	1	0	0	18.2%
Ystalyfera Community Council	1	0	0	18.2%
Pobl Group	136	96	75	20.4%
Freedom Leisure	228	3	0	25.8%
Parkwood Leisure	8	1	0	25.8%
Rathbone CCS	0	0	3	25.2%
Rathbone Gower College	1	2	1	24.3%
<b>Total</b>	<b>20,050</b>	<b>15,050</b>	<b>11,838</b>	

### Legislative Changes in the Local Government Pension Scheme (LGPS) during 2019/20

#### Statutory Instruments

**12 March 2019 – The Pensions Increase Review Order 2019.** In accordance with the Pension Increase (Review) Order 2019 - This Order came into force 8 April 2019 and makes provision for the annual increase of official pensions (as defined in the Pensions (Increase) Act 1971). The Order provides for an increase of 2.4 per cent from 8 April 2019 for all official pensions, except for those, which have been in payment for less than a year, which will receive a pro-rata increase.

**April 2019 - THE PUBLIC SERVICE PENSIONS REVALUATION ORDER 2019** – prepared by HM Treasury and laid before the House of Commons by Command of Her Majesty. This Order specifies the annual percentage change in prices, and earnings, to be applied for the purposes of revaluation required by schemes under the Public Service Pensions Act 2013 (“the Act”) in relation to the period 1 April to 31 March and applies to Career Average Revalued Earnings Schemes. The prices metric that was used for revaluation from April 2018 to 31 March 2019 inclusive is the September 2018 CPI figure, which represents an increase of 2.4%. CPI is the Government’s preferred measure of change in prices for the indexation of public service pensions in payment and deferment.

**1 April 2019 - LGPS Additional Pension purchase limit applicable for 2019/20 in England and Wales** - Regulations 16(6) and 31(2) of the LGPS Regulations 2013 state that the additional pension limit is increased on the 1 April each year as if it were a pension beginning on 1 April 2013 to which the Pensions (Increase) Act 1971 applied. The pensions increase due at the 1 April 2019 is that from 09 April 2018 (since the 2019 PI date is the 8 April 2019) and so the current additional pension limit of £6,822 is increased by 1% to £7,026 from the 1 April 2019.

**06 April 2019 - THE AUTOMATIC ENROLMENT (EARNINGS TRIGGER AND QUALIFYING EARNINGS BAND) ORDER 2019** prepared by the Department for Work and Pensions and laid before Parliament by Command of Her Majesty. This sets out revised amounts for the 2019/20 tax year for the upper and lower thresholds of the automatic enrolment qualifying earnings band, and rounded figures for the earnings trigger and qualifying earnings band. It has been concluded that the amounts for the qualifying earnings band should continue to be aligned with the National Insurance Contributions Lower and Upper Earnings Limits for the tax year 2019/20 and that the automatic enrolment earnings trigger should remain at £10,000.

## **CITY & COUNTY OF SWANSEA PENSION FUND**

### **Legislative Changes in the Local Government Pension Scheme (LGPS) during 2019/20 Cont'd**

**06 April 2019 - THE SOCIAL SECURITY (CONTRIBUTIONS) (RATES, LIMITS AND THRESHOLDS AMENDMENTS AND NATIONAL INSURANCE FUNDS PAYMENTS) REGULATIONS 2019** prepared by HM Revenue and Customs and laid before Parliament by Command of Her Majesty. This instrument gives effect to the annual re-rating of various National Insurance contributions (NICs) rates, limits and thresholds for the purposes of calculating Class 1, Class 2, Class 3 and Class 4 NICs liability (or voluntary payment) for the tax year beginning 6 April 2019. It also allows for payments of a Treasury Grant not exceeding 5 per cent of the estimated benefit expenditure for the 2019-20 tax year to be paid into the National Insurance Fund.

**6 April 2019 -The Guaranteed Minimum Pensions Increase Order 2019** - This Order specifies the percentage by which that part of any guaranteed minimum pension attributable to earnings factors for the tax years 1988-89 to 1996-97 and payable by contracted-out, defined benefit occupational pension schemes. This instrument specifies that the GMP is to be increased by 2.4 per cent from 06 April 2019 in accordance with Section 109(3) of the Pension Schemes Act 1993 (c. 48).

**April 2019 - The Employment Rights (Increase of Limits) Order 2019** [SI 2019/324] - comes into force on **6 April 2019**. It increases the maximum 'week's pay' for calculating a statutory redundancy payment from £508 per week to £525 per week where the appropriate date falls on or after 6 April 2019. In the case of entitlement to a redundancy payment by virtue of section 135(1)(a) [dismissal by reason of redundancy] or section 135(1)(b) [lay-off or short time] of the Employment Rights Act 1996, the appropriate date means the relevant date as defined by, respectively, sections 145 or 153 of that Act.

**6 April 2019 - Annual allowance and lifetime allowance limits applicable from 6 April 2019** - The Finance Act 2004 (Standard Lifetime Allowance) Regulations 2019 [SI 2019/29] amends the Lifetime Allowance limit to £1,055,000 with effect from the 6 April 2019. The Annual Allowance, as defined by the Finance Act 2004 (as amended), remains unchanged at £40,000 for 2019/20.

**June 2019 - The Occupational Pension Schemes (Investment and Disclosure) (Amendment) Regulations 2019** – as prepared by the DWP and laid before Parliament by Command of Her Majesty. This instrument updates regulation 29A of the Disclosure Regulations to require schemes to make their policy on the arrangements with asset managers available free of charge on a website to the public.

## **CITY & COUNTY OF SWANSEA PENSION FUND**

### **Legislative Changes in the Local Government Pension Scheme (LGPS) during 2019/20 Cont'd**

**June 2019 – The Pensions Administration Standards Association (PASA) publish cyber security guidance for pension schemes** - On 6 June 2019 PASA announced the publication of its cyber security guidance for pension schemes. The guidance provides practical support for trustees in formulating a robust and effective review of how they safeguard their scheme from cyber security issues. It covers five main sections - Risk Assessment, Governance, Risk Management, Controls and Incident Management.

**02 October 2019 – The Pension Regulator Initiative to improve data Quality** - On 2 October 2019, the Pensions Regulator (TPR) announced a crackdown on poor record keeping. TPR is in the process of contacting 400 schemes that it believes have not reviewed their data in the past three years. TPR will ask those schemes to conduct a data review within six months. We understand that some LGPS administering authorities are included in that group and that TPR planned to contact those affected by 25 October. TPR will contact a further 1,200 schemes to remind them to carry out data reviews of common and scheme-specific data every year.

**November 2019 - The Local Government Pension Scheme (Amendment) Regulations 2019 [SI 2019/1449]** - The regulations were laid before Parliament on 5 November 2019 and are effective from 31 December 2019. They amend the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 by introducing survivor benefits payable under the earlier regulations for opposite-sex civil partnerships. A person who is the surviving opposite-sex civil partner of a deceased member will be provided with a survivor pension calculated on the basis that the survivor is a widow or widower, depending on their gender.

**November 2019 - The Civil Partnership (Opposite-sex Couples) Regulations 2019 [SI 2019/1458]** - On 5 November 2019 the Government made the Civil Partnership (Opposite-sex Couples) Regulations 2019 [SI 2019/1458], which are effective from 2 December 2019. This means that an opposite-sex couple can give notice of a proposed civil partnership on 2 December 2019 after which the 28-day waiting period will commence (section 11 of The Civil Partnership Act 2004). This means an opposite sex civil partnership registration can take place from 31 December 2019.

**November 2019 - Equitable Life transfers to Utmost Life and Pensions** - Following the High Court hearings on 22 and 25 November 2019, court approval to transfer the business of Equitable Life to Utmost Life and Pensions was received on 4 December 2019. Scheme policyholders and 'eligible members' voted overwhelmingly in favour of the proposed changes.

## **CITY & COUNTY OF SWANSEA PENSION FUND**

### **Legislative Changes in the Local Government Pension Scheme (LGPS) during 2019/20 Cont'd**

**December 2019 – Pension Schemes Bill** - It was announced during the Queen's Speech on 19 December that the Pension Schemes Bill would be reintroduced. The Bill will create a legislative framework for the introduction of pension's dashboards, to strengthen the Pensions Regulator's powers to take action against employers and introduce regulations covering the right to a pension transfer

**March 2020 –** The Local Government Pension Scheme (Amendment) Regulations 2020 – Regulations came into force on 20 March 2020 but the effects are backdated to 14 May 2019 (the date that the Exit Credit Regulations were introduced). The Regulations give Administering Authorities the discretion to pay an exit credit after taking into account factors such as level of risk that the employer was exposed to during the participation of the fund and the value of the contributions paid to the fund.



### The Wales Pension Partnership

In July 2015 the Chancellor announced the Governments' intention to work with Local Government Pension Scheme administering authorities to ensure that they pool investments to significantly reduce costs while maintaining overall investment performance.

The Wales Pension Partnership (WPP) comprises the 8 LGPS funds in Wales, namely Cardiff & Vale of Glamorgan Pension Fund, City & County of Swansea Pension Fund, Clwyd Pension Fund, Dyfed Pension Fund, Greater Gwent Pension Fund, Gwynedd Pension Fund, Powys Pension Fund and RCT Pension Fund.

The progress made over the past twelve months reflects the eight Welsh Constituent Authorities ability to work together to deliver their shared set of objectives. Some significant milestones have been achieved during the year, including work on Investments, Governance, Communications and Training.

The WPP aims to deliver investment solutions that allow each Constituent Authority to implement their own investment strategies with material cost savings, while continuing to deliver investment performance to their stakeholders. The WPP has made significant progress towards delivering on this objective by launching and facilitating three active equity sub-funds, which can be utilised by the Constituent Authorities, namely, Global Growth, Global Opportunities and UK Opportunities. All eight of the Constituent Authorities have made use of at least one of the sub-funds. The WPP will continue to develop sub-funds for the benefit of the Constituent Authorities, in collaboration with Link Fund Solutions Ltd and Russell Investments. The WPP is proud of its progress to date with regard to the pooling of assets and will continue to allocate resources to ensure that all suitable assets are pooled. To date the WPP has "pooled" 50% of its assets and by the end of March 2021 the WPP expects to have "pooled" more than 70%.

The WPP has also continued to develop a robust governance framework by identifying the need for a set of shared beliefs to guide the decision making process and policies. The WPP hosted a Beliefs workshop where all Constituent Authorities collectively formulated the Beliefs Statement, this can be found on the website. The Governance Matrix was also formulated and provides an overview of the WPP's governance structure and outlines the internal bodies that are responsible for key decisions and actions carried out by the partnership. In another progressive move Hymans Robertson LLP were appointed by WPP in January 2020 to provide oversight and advice on the governance arrangements, operator services and strategic investment strategy of the pool.

The WPP believes that Responsible Investment, alongside consideration and evidential management of Environmental, Social and Governance issues, should result in better outcomes for its stakeholders, hence it has been a key priority since the WPP was established in 2017.

Various activities have been carried out this year to work towards the ambition of the WPP becoming a leader in Responsible Investment. The initial focus was on formulating a Responsible Investment Policy. This Policy is representative of the broad range of investment beliefs within the Pool and all of the Constituent Authorities were involved in formulating the policy.

### The Wales Pension Partnership cont'd

Over the next 12 months, the WPP will continue to deliver on the commitments made in the Policy. This will include the production of a Climate Risk Policy which is in development. The appointment of Robeco UK in March 2020, evidenced WPP's delivery of this commitment and also demonstrated the vow to exercise voting rights in line with the interests of stakeholders and engage with investee companies to enhance the long-term value of the Constituents Authorities' investments within WPP.

Improving the WPP's communication has been a key work stream during the last 12 months, the WPP website was launched in September 2019 and is an excellent tool to learn and understand about the Pool, to keep track of recent activities and to read about the policies, procedures and governance arrangements. The website can be found at :

<https://www.walespensionpartnership.org/>

In addition, WPP held a communication workshop during the year to study different communication methods and formulated its Communication Policy and subsequently launched a LinkedIn page for informal updates.

To improve levels of engagement with external and internal stakeholders, WPP hosted its first Manager Engagement day which focussed on the global equity managers, this led to a second Manager Engagement day with incumbent Fixed Income managers.

Also, in collaboration with the Constituent Authorities, the WPP was able to formulate its first Annual Training Plan and host its first training day in February 2020.

A work plan of the areas that the WPP will focus on during the 2020/2021 financial year is currently being developed as part of the Annual Business Plan. This includes the launch of the WPP Fixed Income and Emerging Markets sub funds and also the continuing development of the Private Market offerings to include real estate, infrastructure and social impact.

### Investment Fund Management

The investment of the Fund is the responsibility of the Pension Fund Committee. The Committee as at 31st March 2020 comprised of :

- 7 Council Members (one member from Neath Port Talbot CBC representing other scheme members) advised by:
- Section 151 Officer
- Deputy Section 151 Officer
- 1 Independent Adviser (retired November 2019 and not replaced)
- Investment Consultancy Service

The Committee, after taking account of the views of the independent advisers and appointed actuary to the Fund, is responsible for determining broad investment strategy and policy, with appointed professional fund managers undertaking the operational management of the assets.

The fund has implemented a fully diversified investment approach with a view to reducing the volatility of investment returns, whilst maintaining above benchmark growth. The fund employs the services of specialist managers to outperform in each asset class invested in.

The investment managers currently are:

- Global Equities - Wales Pension Partnership, Aberdeen Standard & Blackrock
- Equity Protection Mandate - Russell Investments
- Global Bonds - Goldman Sachs Asset Management and Blackrock
- Fund of Hedge Funds - BlackRock and EnTrustPermal
- Fund of Private Equity Funds - Harbourvest
- European Property Fund - Invesco
- Fund of Property Funds - Partners Group and Schrodgers Investment Management
- Fund of Infrastructure Funds - First State Investments (UK) Ltd & Blackrock
- Fund of Private Debt - Alcentra & CVC Credit Partners

### **Other Fund Documents**

The City & County of Swansea Pension Fund is required by regulation to formulate a number of regulatory documents outlining its policy. Copies of the :

- Investment Strategy Statement
- Governance Statement
- Funding Strategy Statement
- Communication Policy
- Administration Strategy Statement
- Environmental, Social, Governance Policy

are available on request from the City & County of Swansea Pension Fund website  
<http://www.swanseapensionfund.org.uk/>

# Agenda Item 6e



## Report of the Section 151 Officer

Local Pension Board – 23 July 2020

### Fraud and Related Parties Disclosure Assurance Statement 2019/20

<b>Purpose:</b>	This report was originally presented to The Pension Fund Committee on the 9 <sup>th</sup> July 2020 to approve the Fraud and Related Parties Disclosure for the City & County of Swansea Pension Fund 2019/20.  It is presented to Local Pension Board for information
<b>Reason for Decision:</b>	To comply with governance/reporting guidelines.
<b>Consultation:</b>	Legal, Finance and Access to Services.
<b>Recommendation:</b>	It is recommended that: -  1) the Fraud and Related Parties Disclosure Statement for the City & County of Swansea Pension Fund 2019/20 is approved.
<b>Report Author:</b>	J Dong
<b>Finance Officer:</b>	J Dong
<b>Legal Officer:</b>	S Williams
<b>Access to Services Officer:</b>	R Millar
<b>For Information</b>	

#### City & County of Swansea Pension Fund Fraud and Related Party Disclosure Statement 2019/20

##### 1 Background

- 1.1 As part of Audit Wales' statutory audit of the City & County of Swansea Pension Fund's statement of accounts, they are required to ascertain how senior management oversee and manage a series of related party, financial control and fraud control issues.

## **2 Fraud and Related Party Disclosure Statement 2019/20**

- 2.1 Attached at Appendix 1, is senior management's Fraud and related party disclosure for the financial year 2019/20.

## **3 Recommendation**

- 3.1 The Pension Fund Committee is asked to approve the Fraud and Related Party Disclosure Statement 2019/20 as attached at Appendix 1.

## **4 Legal Implications**

- 4.1 There are no legal implications arising from this report

## **5 Financial Implications**

- 5.1 There are no financial implications arising from this report

## **6 Equality and Engagement Implications**

- 6.1 There are no equality and engagement implications arising from this report

**Background Papers:** None.

### **Appendices:**

Appendix 1 – Fraud and Related Party Disclosure Statement 2019/20



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Cardiff / Caerdydd  
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[www.audit.wales](http://www.audit.wales) / [www.archwilio.cymru](http://www.archwilio.cymru)

Mr Ben Smith  
Chief Finance Officer  
City and County of Swansea Council  
Civic Centre  
Oystermouth Road  
Swansea  
SA1 3SN

Dear Ben

**City and County of Swansea Pension Fund 2019-20**

**Audit enquiries to those charged with governance and management**

As you will be aware I am required to conduct my financial audit in accordance with the requirements set out in International Standards on Auditing (ISAs). As part of the requirements of the ISAs I am writing to you to formally seek your documented consideration and understanding on a number of governance areas that impact on my audit of your financial statements. These considerations are relevant to both management and 'those charged with governance'.

I have set out below the areas of governance on which I am seeking your views.

1. Management processes in relation to:
  - undertaking an assessment of the risk that the financial statements may be materially misstated due to fraud;
  - identifying and responding to risks of fraud in the organisation;
  - communication to employees of views on business practice and ethical behaviour; and
  - communication to those charged with governance of the processes for identifying and responding to fraud.
2. Management's awareness of any actual or alleged instances of fraud.
3. How management gain assurance that all relevant laws and regulations have been complied with.



4. Whether there is any potential litigation or claims that would affect the financial statements.
5. Management processes to identify, authorise, approve, account for and disclose related party transactions and relationships.

The information you provide will inform our understanding of the Pension Fund's arrangements and business processes and support our work in providing an audit opinion on their 2019-20 financial statements.

I have included your responses for 2018-19 in Appendix 1 and would be grateful if you could these to reflect your current arrangements. Could you please provide this information on behalf of both management and those charged with governance by 31st July 2020. In the meantime, if you have queries, please contact me on 07792 015416.

Yours sincerely

Jason Garcia  
Audit Manager

## Appendix A

### International Standard for Auditing (UK and Ireland) 240 – The auditor’s responsibilities relating to fraud in an audit of financial statements

#### Background

Under the ISA, the primary responsibility for preventing and detecting fraud rests with both management and ‘those charged with governance’. This includes fraud that could impact on the accuracy of the annual accounts. The ISA requires us, as external auditors, to obtain an understanding of how the Pension Fund exercises oversight of management’s processes for identifying and responding to the risks of fraud and the internal controls established to mitigate them.

What is ‘fraud’ in the context of the ISA?

The ISA views fraud as either:

- the intentional misappropriation of assets (cash, property, etc); or
- the intentional manipulation or misstatement of the financial statements.

#### What are we required to do?

We have to obtain evidence of how management and those charged with governance are discharging their responsibilities if we are to properly discharge our responsibilities under ISA240. We are therefore making requests from both management and those charged with governance:

<b>Enquiries of management</b>		
<b>Question</b>	<b>2018-19 Response</b>	<b>2019-20 Response</b>
1) What is management's assessment of the risk that the financial statements may be materially misstated due to fraud and what are the principle reasons?	<p>The assessed risk is Low/Minimal due to the following mitigating factors</p> <ul style="list-style-type: none"> <li>• Continuity of professionally qualified staff preparing the financial statements</li> <li>• Robust framework of internal control (CPRs, FPRs, AIs)</li> <li>• Appropriate segregation of duties for appropriate key roles.</li> <li>• Internal audit reviews of key systems in year.</li> <li>• Regular national fraud initiative ( NFI ) data matching</li> <li>• Review Interim Deputy S151 &amp; S151 Officer</li> </ul>	<p>The assessed risk is Low/Minimal due to the following mitigating factors</p> <ul style="list-style-type: none"> <li>• Continuity of professionally qualified staff preparing the financial statements</li> <li>• Quarterly Breaches Reporting</li> <li>• Robust framework of internal control (CPRs, FPRs, AIs)</li> <li>• Appropriate segregation of duties for appropriate key roles.</li> <li>• Internal audit reviews of key systems in year.</li> <li>• Regular national fraud initiative ( NFI ) data matching</li> <li>• Review by Deputy S151 &amp; S151 Officer</li> </ul>
2) How can management assure those charged with governance that it has not been inappropriately influenced by external pressures?	<ul style="list-style-type: none"> <li>• Independence of Monitoring Officer and S151 officer</li> <li>• Direct reporting channels to Cabinet/Council Regulators</li> <li>• Direct reporting channels to CEO</li> <li>• The Council's and The Pension Regulators' whistleblowing Policy</li> <li>• Statutory Chief Officers are equal members of CMT.</li> </ul>	<ul style="list-style-type: none"> <li>• Independence of Monitoring Officer and S151 officer</li> <li>• Direct reporting channels to Committee/Cabinet/Council Regulators</li> <li>• Direct reporting channels to CEO</li> <li>• The Council's and The Pension Regulators' whistleblowing Policy</li> <li>• Statutory Chief Officers are equal members of CMT.</li> </ul>
3) Are management aware of any organisational	<ul style="list-style-type: none"> <li>• Yes – the entire public sector in Wales is subject to significant constraint in terms of likely future real terms resource availability. The Council has</li> </ul>	<ul style="list-style-type: none"> <li>• Yes, the entire public sector in Wales is subject to significant constraint in terms of likely future real terms resource</li> </ul>

<p>pressure to meet revenue and capital budgets or other financial constraints?</p>	<p>published three year medium term financial plan looking for savings in the region of £64m. This is considered a statement of projected fact/expectation for the Council as a whole.</p> <ul style="list-style-type: none"> <li>• There is no pressure to achieve a certain outcome beyond that which would be reasonably expected. There is an appropriate management and Executive action to contain spending to within a balanced budget position. Appropriate resourcing for the pension fund is considered by the management and the pension fund committee in the context of the Council's obligations as the Administering Authority of the scheme. The current assets of the pension fund are maintained in a separate bank account.</li> <li>• The Pension Fund is part of the Wales Pension Partnership project, a projected outcome of which shall be reduced operational fees and improved investment outcomes with enhanced opportunities to invest in scalable infrastructure projects.</li> </ul>	<p>availability, however the budget settlement in 2020/21 was better than envisaged. The Council has published a three year medium term financial plan looking for savings in the region of £34m. This is considered a statement of projected fact/expectation for the Council as a whole. Further pressures to the budget have arisen post Covid 19 pandemic adversely affecting income streams whilst putting additional strain on services</p> <ul style="list-style-type: none"> <li>• There is no pressure to achieve a certain outcome beyond that which would be reasonably expected. There is an appropriate management and Executive action to contain spending to within a balanced budget position. Appropriate resourcing for the pension fund is considered by the management and the pension fund committee in the context of the Council's obligations as the Administering Authority of the scheme. The current assets of the pension fund are maintained in a separate bank account.</li> <li>• The Pension Fund is part of the Wales Pension Partnership project, a projected outcome of which shall be reduced operational fees and improved investment outcomes with enhanced opportunities to invest in scalable</li> </ul>
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		infrastructure/national/local impact projects.
4) What processes are employed to identify and respond to the risks of fraud more generally and specific risks of misstatement in the financial statements?	<ul style="list-style-type: none"> <li>• Management review of all accounting statements.</li> <li>• Internal audit function of key financial systems</li> <li>• Breaches reporting</li> <li>• The Pensions Regulator</li> <li>• National fraud initiative (NFI) screening and Atmos mortality screening</li> <li>• Third Party data quality assessment</li> <li>• Review by Pension Fund Committee and Audit Committee</li> <li>• Consistency/experience of professionally qualified staff working on financial statements both in terms of central consolidation but also individually as professionals so sufficient segregation of duties and professional oversight/check.</li> <li>• Review by S151 officer &amp; Interim Deputy S151 Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Management review of all accounting statements.</li> <li>• Internal audit function of key financial systems</li> <li>• Breaches reporting</li> <li>• The Pensions Regulator Escalation Channels</li> <li>• National fraud initiative (NFI) screening and Atmos mortality screening</li> <li>• Third Party data quality assessment</li> <li>• Review by Pension Fund Committee and Audit Committee</li> <li>• Consistency/experience of professionally qualified staff working on financial statements both in terms of central consolidation but also individually as professionals so sufficient segregation of duties and professional oversight/check.</li> <li>• Analytical Review</li> <li>• Wales Pension Partnership (WPP) Practitioner Review re. WPP transactions.</li> <li>• Review by S151 officer &amp; Deputy S151 Officer</li> </ul>
5) How has management communicated expectations of ethical governance and standards of conduct and	<ul style="list-style-type: none"> <li>• Separate, but complementary Staff and Member Codes of Conduct are published and well publicised on the intranet.</li> <li>• Professionally qualified members of staff ( both financial and pensions) are bound by their</li> </ul>	<ul style="list-style-type: none"> <li>• Separate, but complementary Staff and Member Codes of Conduct are published and well publicised on the intranet.</li> <li>• Professionally qualified members of staff ( both financial and pensions) are bound by their respective professional body's</li> </ul>

behaviour to all relevant parties, and when?	respective professional body's codes of conduct and professional standards.	codes of conduct and professional standards.
6) What arrangements are in place to report about fraud to those charged with governance?	<ul style="list-style-type: none"> <li>• Right of Chief Internal Auditor and/or S151 to report to Audit Committee.</li> <li>• Audit Committee/ Pension Fund Committee/ Local Pension Board</li> <li>• Right of Chief Internal Auditor and S151 officer to report directly to CEO on any material concern.</li> <li>• Whistleblowing Policy</li> <li>• Material individual concerns communicated by S151 to relevant member of CMT.</li> <li>• Escalation to The Pension Regulator</li> </ul>	<ul style="list-style-type: none"> <li>• Right of Chief Internal Auditor and/or S151 to report to Audit Committee.</li> <li>• Audit Committee/ Pension Fund Committee/ Local Pension Board</li> <li>• Right of Chief Internal Auditor and S151 officer to report directly to CEO on any material concern.</li> <li>• Whistleblowing Policy</li> <li>• Material individual concerns communicated by S151 to relevant member of CMT.</li> <li>• Escalation to The Pension Regulator</li> </ul>
<b>Enquiries of those charged with governance</b>		
<b>Question</b>	<b>2018-19 Response</b>	<b>2019-20 Response</b>
1) How do those charged with governance, exercise oversight of management's processes for identifying and responding to the risks of fraud within the Pension Fund and the internal control that	<ul style="list-style-type: none"> <li>• Provision of a well-resourced Internal Audit section.</li> <li>• Audit Committee.</li> <li>• Independent Audit Committee Chair.</li> <li>• Pension Fund Committee</li> <li>• Local Pension Board</li> <li>• Pension Regulator</li> <li>• Contract Procedure rules</li> <li>• Financial Procedure rules</li> <li>• Risk register</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of a well-resourced Internal Audit section.</li> <li>• Audit Committee.</li> <li>• Independent Audit Committee Chair.</li> <li>• Pension Fund Committee</li> <li>• Local Pension Board</li> <li>• Pension Regulator</li> <li>• Contract Procedure rules</li> <li>• Financial Procedure rules</li> <li>• Risk register</li> </ul>

management has established to mitigate those risks?		
2) Have those charged with governance knowledge of any actual, suspected or alleged fraud since 1 April 2019?	No material items reported or known - ongoing investigations of a range of cases is “normal business” and shared with internal/external audit as necessary e.g. deceased members	No material items reported or known - ongoing investigations of a range of cases is “normal business” and shared with internal/external audit as necessary e.g. deceased members
3) Have those charged with governance any suspicion that fraud may be occurring within the organisation?	No known cases reported – again “normal business” is such that there are isolated risks in an organisation of this scale. There is a resourced corporate fraud team under the Chief Internal Auditor to review and report on individual cases	No known cases reported – again “normal business” is such that there are isolated risks in an organisation of this scale. There is a resourced corporate fraud team under the Chief Internal Auditor to review and report on individual cases
4) Are those charged with governance satisfied that internal controls, including segregation of duties, exist and work effectively? If ‘yes’, please provide details. If ‘no’ what are the risk areas?	<ul style="list-style-type: none"> <li>• Yes.</li> <li>• Financial Procedure rules</li> <li>• Contract Procedure rules</li> <li>• Oracle Workflow rules requiring separate sign off of transactions above threshold levels</li> <li>• Segregation of duties re. administration duties and finance duties in relation to the fund</li> <li>• Routine internal audit of key financial systems</li> </ul>	<ul style="list-style-type: none"> <li>• Yes.</li> <li>• Financial Procedure rules/Accounting Instructions</li> <li>• Contract Procedure rules</li> <li>• Oracle Workflow rules requiring separate sign off of transactions above threshold levels</li> <li>• Altair workflow/authorisation rules</li> <li>• Segregation of duties re. administration duties and finance duties in relation to the fund</li> <li>• Routine internal audit of key financial systems</li> </ul>
5) How do you encourage staff to report their	<ul style="list-style-type: none"> <li>• Anti fraud and corruption policy</li> <li>• Disciplinary Policy</li> <li>• Whistleblowing Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Anti fraud and corruption policy</li> <li>• Disciplinary Policy</li> <li>• Whistleblowing Policy</li> </ul>

<p>concerns about fraud and what concerns about fraud are staff expected to report?</p>	<ul style="list-style-type: none"> <li>• Fraud/Whistleblowing hotline/intranet/online forms</li> </ul> <p>Pensions Regulator hotline</p>	<ul style="list-style-type: none"> <li>• Fraud/Whistleblowing hotline/intranet/online forms</li> <li>• Pensions Regulator hotline</li> </ul>
<p>6) From a fraud and corruption perspective, what are considered by those charged with governance to be high risk posts within the organisation and how are the risks relating to these posts identified, assessed and managed?</p>	<ul style="list-style-type: none"> <li>• Chief Officers and Heads of Service Posts</li> <li>• A range of other senior posts</li> <li>• Finance posts above Grade 10</li> <li>• DBS checks on high risk posts</li> <li>• Contract Procedure Rules</li> <li>• Financial Procedure Rules</li> <li>• Accounting Instructions</li> </ul> <p>Segregation of duties</p>	<ul style="list-style-type: none"> <li>• Chief Officers and Heads of Service Posts</li> <li>• A range of other senior posts</li> <li>• Finance posts above Grade 10</li> </ul> <p>managed by:</p> <ul style="list-style-type: none"> <li>• DBS checks on identified posts</li> <li>• Contract Procedure Rules</li> <li>• Financial Procedure Rules</li> <li>• Accounting Instructions</li> <li>• Segregation of duties</li> <li>• Professional standards</li> <li>• Internal audit review</li> </ul>
<p>7) Are those charged with governance aware of any related party relationships or transactions that could give rise to instances of fraud and how does they mitigate the risks associated with fraud related to related party</p>	<p>No ( save that Swansea Council is an employer within the fund)</p> <p>The previously mentioned management controls exist to mitigate any extant risks</p>	<p>No ( save that Swansea Council is an employer within the fund)</p> <p>The previously mentioned management controls exist to mitigate any extant risks</p>



relationships and transactions?		
8) Are those charged with governance aware of any entries made in the accounting records of the organisation that it believes or suspects are false or intentionally misleading?·	No	No
9) Are those charged with governance aware of any organisational, or management pressure to meet revenue and capital budgets or other financial constraints?	<ul style="list-style-type: none"> <li>• Yes – the entire public sector in Wales is subject to significant constraint in terms of likely future real terms resource availability. The Council has published three year medium term financial plan looking for savings in the region of £64m. This is considered a statement of projected fact/expectation for the Council as a whole.</li> <li>• There is no pressure to achieve a certain outcome beyond that which would be reasonably expected. There is an appropriate management and Executive action to contain spending to within a balanced budget position. Appropriate resourcing for the pension fund is considered by the management and the pension fund committee in the context of the Council's obligations as the Administering Authority of the scheme. The current assets of the pension fund are maintained in a separate bank account.</li> </ul> <p>The Pension Fund is part of the Wales Pension Partnership project, a projected outcome of which shall be reduced investment management fees and improved investment outcomes with increased</p>	<ul style="list-style-type: none"> <li>• Yes, the entire public sector in Wales is subject to significant constraint in terms of likely future real terms resource availability, however the budget settlement in 2020/21 was better than envisaged. The Council has published a three year medium term financial plan looking for savings in the region of £34m. This is considered a statement of projected fact/expectation for the Council as a whole. Further pressures to the budget have arisen post Covid 19 pandemic adversely affecting income streams whilst putting additional strain on services</li> <li>• There is no pressure to achieve a certain outcome beyond that which would be reasonably expected. There is an appropriate management and Executive action to contain spending to within a balanced budget position. Appropriate resourcing for the pension fund is</li> </ul>

	<p>opportunities and capacity to invest in scalable infrastructure projects both in the UK and abroad.</p>	<p>considered by the management and the pension fund committee in the context of the Council's obligations as the Administering Authority of the scheme. The current assets of the pension fund are maintained in a separate bank account.</p> <ul style="list-style-type: none"> <li>• The Pension Fund is part of the Wales Pension Partnership project, a projected outcome of which shall be reduced operational fees and improved investment outcomes with enhanced opportunities to invest in scalable infrastructure/national/local impact projects.</li> </ul>
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## International Standard for Auditing (UK and Ireland) 250 – Consideration of laws and regulations in an audit of financial statements

### Background

Under the ISA, in the UK and Ireland, the primary responsibility for ensuring that the entity's operations are conducted in accordance with laws and regulations and the responsibility for the prevention and detection of non-compliance rests with both management and 'those charged with governance'. The ISA requires us, as external auditors, to obtain an understanding of how they gain assurance that all relevant laws and regulations have been complied with.

### What are we required to do?

We have to obtain evidence of how management and those charged with governance are discharging their responsibilities, if we are to properly discharge our responsibilities under ISA 250. We are therefore making requests from both management those charged with governance.

Enquiries of management		
Question	2018-19 Response	2019-20 Response
1) How have you gained assurance that all relevant laws and regulations have been complied with?	<p>The Council Constitution specifies specific officer delegation in respect of proper officer arrangements for procurement, contracting and entering into legal agreements. There is legal and finance sign off and clearance for all pension fund committee reports. There is also a robust system of management internal control which requires adherence to</p> <ul style="list-style-type: none"> <li>• Contract procedure rules</li> <li>• Financial procedure rules</li> <li>• Accounting Instructions</li> </ul>	<p>The Council Constitution specifies specific officer delegation in respect of proper officer arrangements for procurement, contracting and entering into legal agreements. There is legal and finance sign off and clearance for all pension fund committee reports. There is also a robust system of management internal control which requires adherence to :</p> <ul style="list-style-type: none"> <li>• Contract procedure rules</li> <li>• Financial procedure rules</li> <li>• Accounting Instructions</li> <li>• The Pension Regulator</li> </ul>

	<ul style="list-style-type: none"> <li>• The Pension Regulator</li> <li>• LGPS Regulations ( Admin and Investment)</li> <li>• Accounting Code of Practice 2018/19</li> </ul>	<ul style="list-style-type: none"> <li>• LGPS Regulations ( Admin and Investment)</li> <li>• Accounting Code of Practice 2019/20</li> </ul>
2) Are there any potential litigations or claims that would affect the financial statements?	Potentially yes - given the extent of the investment portfolio, there may be ongoing corporate actions involving stock holdings within the entire portfolio where we could be affected but not directly involved in the litigation as lead plaintiff.	Potentially yes - given the extent of the investment portfolio, there may be ongoing corporate actions involving current and historic stock holdings within the entire portfolio where we could be affected but not directly involved in the litigation as lead plaintiff on a contingent basis.
<b>Enquiries of those charged with governance</b>		
<b>Question</b>	<b>2018-19 Response</b>	<b>2019-20 Response</b>
1) How do those charged with governance, exercise oversight of management's processes to ensure that all relevant laws and regulations have been complied with?	All formal reports to Pension Fund Committee/Council require legal, access to services and finance sign off .	All formal reports to Pension Fund Committee/Council require legal, access to services and finance sign off .
2) Are those charged with governance aware of any non-compliance with relevant laws and regulations?	No (save for reporting of operational breaches to pension fund committee on a quarterly basis)	No (save for reporting of operational breaches to pension fund committee/local pension board on a quarterly basis)

3) If there have been instances of non-compliance what are they, and what oversight have those charged with governance had to ensure that action taken by management to address and gaps in control?	Not applicable	Not applicable
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## International Standard for Auditing (UK and Ireland) 550 – Related parties

### Background

The nature of related party relationships and transactions may, in some circumstances, give rise to higher risks of material misstatement of the financial statements than transactions with unrelated parties. For example:

- Related parties may operate through an extensive and complex range of relationships and structures, with a corresponding increase in the complexity of related party transactions.
- Information systems may be ineffective at identifying or summarising transactions and outstanding balances between an entity and its related parties.
- Related party transactions may not be conducted under normal market terms and conditions; for example, some related party transactions may be conducted with no exchange of consideration.

Because related parties are not independent of each other, many financial reporting frameworks establish specific accounting and disclosure requirements for related party relationships, transactions and balances to enable users of the

financial statements to understand their nature and actual or potential effects on the financial statements. An understanding of the entity's related party relationships and transactions is relevant to the auditor's evaluation of whether one or more fraud risk factors are present as required by ISA (UK and Ireland) 240, because fraud may be more easily committed through related parties.

**What are we required to do?**

Where the applicable financial reporting framework establishes requirements for related parties, the auditor has a responsibility to perform audit procedures to identify, assess and respond to the risks of material misstatement arising from the entity's failure to appropriately account for or disclose related party relationships, transactions or balances in accordance with the requirements of the framework. We are therefore making requests from both management and those charged with governance:

<b>Enquiries of management</b>		
<b>Question</b>	<b>2018-19 Response</b>	<b>2019-20 Response</b>
1) What controls are in place to identify, authorise, approve, account for and disclose related party transactions and relationships?	<p>Material related parties transactions are regular and known and appropriate disclosures are made in the financial statements.</p> <p>Third party contracted relationships are subject to the Council's CPRs and OJEU regulation where applicable</p>	<p>Material related parties transactions are regular and known and appropriate disclosures are made in the financial statements.</p> <p>Third party contracted relationships are subject to the Council's CPRs and OJEU regulation where applicable</p>
2) Confirm that you have: <ul style="list-style-type: none"> <li>disclosed to the auditor the identity of the entity's related parties and all the</li> </ul>	Yes	Yes

<p>related party relationships and transactions of which you are aware; and</p> <ul style="list-style-type: none"> <li>appropriately accounted for and disclosed such relationships and transactions in accordance with the requirements of the framework.</li> </ul>	Yes	Yes
<b>Enquiries of those charged with governance</b>		
<b>Question</b>	<b>2018-19 Response</b>	<b>2019-20 Response</b>
1) How do those charged with governance, exercise oversight of management's processes to identify, authorise, approve, account for and disclose related party transaction sand relationships?	This is delegated to the S151 officer through control processes. Necessary and appropriate disclosures are made in the statement of accounts which is reviewed and approved by The Pension Fund Committee.	This is delegated to the S151 officer through control processes. Necessary and appropriate disclosures are made in the statement of accounts which is reviewed and approved by The Pension Fund Committee.

# Agenda Item 6f



## Report of the Section 151 Officer

Local Pension Board – 23 July 2020

### Breaches Report

<b>Purpose:</b>	The report presents any breaches which have occurred in the period in accordance with the Reporting Breaches Policy.
<b>Report Author:</b>	Claire Elliott, Pension Manager
<b>Finance Officer:</b>	Jeff Dong – Deputy S 151 Officer
<b>Legal Officer:</b>	Stephanie Williams – Principal Lawyer
<b>Access to Services Officer:</b>	N/A
<b>For Information</b>	

#### 1. Introduction

- 1.1 The Reporting Breaches policy was adopted with effect from 9 March 2017.
- 1.2 The policy requires a report to be presented to the Pension Board and Pension Fund Committee on a quarterly basis, highlighting any new breaches which have arisen since the previous meeting and setting out:
  - all breaches, including those reported to The Pensions Regulator and those unreported, with the associated dates
  - in relation to each breach, details of what action was taken and the result of any action (where not confidential)
  - any future actions for the prevention of the breach in question being repeated
- 1.3 Following the introduction of GDPR requirements and the requirements to report any breaches to the Information Officer and ICO, if required, it has been determined good practice and transparent to also include GDPR breaches also within this report

#### 2. Breaches

- 2.1 Under the policy, breaches of the law are required to be reported to the Pensions Regulator where there is reasonable cause to believe that:



- A legal duty which is relevant to the administration of the scheme has not been, or is not being, complied with
  - The failure to comply is likely to be of material significance to the regulator in the exercise of any of its functions
- 2.2 The Breaches Report is attached at Appendix A and the following further information is provided.
- 2.3 Under the LGPS regulations, interest is paid on retirement lump sum payments if the payment is made more than one month after retirement and calculated at one per cent above the base rate on a day to day basis from the due date of payment and compounded with three-monthly rests.
- 2.4 Since the last report in March 2020, 11.67% of retirement lumps sums have not been paid within the benchmark (it should be noted that 100% of payments were made within 1 month when all documentation was received). The % of non-payment of retirement lump sums within the specified benchmark was due to the members not returning completed pension election forms within a timely manner. Communication sent to members at time of retirement has been reviewed to ensure that the importance of timely return of required documents is highlighted and reminder triggers put in place.
- 2.5 The basic objective of the General Data Protection Regulation (GDPR) is to enforce stronger data security and privacy rules among organisations when it comes to protecting an individual's personal data. The UK legislation is the Data Protection Act 2018 and mirrors many key principles of the Data Protection Act 1998. Where a breach of a member's personal data happens (a breach of personal data means that a security breach has taken place leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data, transmitted, stored or otherwise processed. [GDPR Article 4(12)]), the Pension Fund (who complies with Swansea Council GDPR Principles) has an obligation to undertake a full investigation within the initial 72-hours of acknowledging a data breach. When the Fund became aware of the breach, the appropriate investigation took place within the stipulated timeframe and the findings presented to the Data Breach Panel for review. The requirements presented for improved working practices by the Data Breach Panel the Fund has incorporated within the day-to-day working practices.
- 2.6 The Fund requires that employers pay employee and employer contributions to the Fund on a monthly basis and no later than the 19<sup>th</sup> of the month after which the contributions have been deducted. There have been a number of instances during the reporting period where breaches have occurred. In each case, Treasury Management staff have written to the employers to request payment and provide a reminder of the responsibilities to submit on time.
- 2.7 With regards to performance data in respect of processing refunds, in most cases, the sums are quite small and the problem is locating the member/former member to process the refund, quite often they may have moved address or even passed away.

2.8 The target asset allocation to global equities and UK equities has been superseded by the transition to WPP Opportunities; notwithstanding the same the existing specified limit has been breached. The Pension Fund Committee has previously approved a de-risking programme, which shall re-allocate those assets into real/yielding assets. Meanwhile an equity protection programme has been implemented in March 2019.

### **3. Equality and Engagement Implications**

3.1 N/A

### **4 Legal Implications**

4.1 Where breaches have occurred, the legal implications are outlined in Code of Practice no.14 and GDPR legislation

### **5. Financial Implications**

5.1 Minimal loss of investment income and a possible penalty charge from TPR.

**Background papers:** None

**Appendices:**

Appendix A: Breaches Register

**City and County of Swansea Breach Register**

**Appendix A**

Date	Category (e.g. administration, contributions, funding, investment, criminal activity)	Description and cause of breach	Possible effect of breach and wider implications	Reaction of relevant parties to breach	Reported / Not reported (with justification if not reported and dates)	Outcome of report and/or investigations	New Breach (since last report)
Mar 2019	Investment asset allocation	The Investment Strategy Statement outlines an indicative allocation of 34% +/- 5% to Global Equities. At 31 <sup>st</sup> March 2017, the allocation was 43%	There is resulting over allocation to global equities	<p>The asset class in question returned 33% during the year which has caused the uplift in valuation- the best performing asset class during the year.</p> <p>There is a planned investment review for 2018/19 which shall review asset allocations on a long term basis</p>	Noting the volatility of asset values and the pending asset allocation review, it is determined imprudent to incur material transaction costs to address the allocation imbalance. A longer term allocation shall be derived from the pending investment review.	Allocations shall be reviewed as part of the investment review	
Mar – May 2019	Administration	1.56% of retirement lump sums not paid within 1 month of normal retirement or 2 months of early retirement; 100% was paid	The administering authority has accrued interest payments on retirement lump sums, paid more than one month after their due	% due to members failing to return pension election forms in a timely manner	.	Communication to members regarding retirement options reviewed to ensure the importance of returning documents in a	

		within 1 month of receipt of member option return	date, under the 2013 LGPS regulations			timely manner is emphasised	
30/04/2018	Administration	All annual returns for year-end by 30/04/2018 have been submitted.	N/A	N/A		N/A	
Apr – June 2019	Administration	Frozen refunds unclaimed for this period equates to 95.83%	In accordance with current Scheme Regulations, no further interest will accrue on or after 5-year anniversary. Should the member enter re-employment membership cannot be aggregated, the member will not be able to transfer the benefit out and if a refund is claimed there will be tax implications as this is deemed to be an unauthorised payment	High % due to member not making a positive election to claim refund	Information has been reported in the breach register	Member was written to 3 months prior to the date of the 5-year anniversary of date of leaving	

Jun-August 2019	Administration	1.67% of retirement lump sums not paid within 1 month of normal retirement or 2 months of early retirement; 100% was paid within 1 month of receipt of member option return	The administering authority has accrued interest payments on retirement lump sums, paid more than one month after their due date, under the 2013 LGPS regulations	% due to delay in payment of 1 members AVC fund value from the Prudential		Communication to members highlighting a possible delay in the payment of their retirement benefits if the member continues paying AVCs up to and including the last month of employment	
Jul-August 2019	Administration	Frozen refunds unclaimed for this period equates to 81.25% .... This equates to a monetary value of £1,581.92	In accordance with current Scheme Regulations, no further interest will accrue on or after 5-year anniversary. Should the member enter re-employment membership cannot be aggregated, the member will not be able to transfer the benefit out and if a refund is claimed there will be tax implications as this is deemed to be an	High % due to member not making a positive election to claim refund	Information has been reported in the breach register	Member was written to 3 months prior to the date of the 5-year anniversary of date of leaving	

			unauthorised payment. The above is subject to change and we are waiting for confirmation that the above Regulation has been amended to support this. Going forward there will be no further requirement to report non-payment of refunds as the 5 year anniversary ruling will be removed.				
Apr – July 2019	Contributions	2 Employers have not paid contributions within required timescale	Loss of investment returns	Employers are contacted once breach has occurred		Employers are contacted as soon as the deadline for submission of contributions has passed	
Sept-Nov 2019	Administration	1.67% of retirement lump sums not paid within 1 month of normal retirement or 2 months of early retirement;	The administering authority has accrued interest payments on retirement lump sums, paid more than one month	% due to delay in payment of 1 members AVC fund value from the Prudential		Communication to members highlighting a possible delay in the payment of their retirement benefits if the member	

		100% was paid within 1 month of receipt of member option return	after their due date, under the 2013 LGPS regulations			continues paying AVCs up to and including the last month of employment	
Sept-Nov 2019	Administration	Frozen refunds unclaimed for this period equates to 83.34% .... This equates to a monetary value of £3,524.06	In accordance with current Scheme Regulations, no further interest will accrue on or after 5-year anniversary. Should the member enter re-employment membership cannot be aggregated, the member will not be able to transfer the benefit out and if a refund is claimed there will be tax implications as this is deemed to be an unauthorised payment. The above is subject to change and we are waiting for confirmation that the above Regulation has	High % due to member not making a positive election to claim refund	Information has been recorded in the breach register	Members were written to as at time of leaving and 3 months prior to the date of the 5-year anniversary of date of leaving	

			been amended to support this. Going forward there will be no further requirement to report non-payment of refunds as the 5 year anniversary ruling will be removed.				
Sept – Nov 2019	Contributions	3 Employers have not paid contributions within required timescale	Loss of investment returns	Employers are contacted once breach has occurred		Employers are contacted as soon as the deadline for submission of contributions has passed	
Dec 2019 – Feb 2020	Administration	1.71% of retirement lump sums not paid within 1 month of normal retirement or 2 months of early retirement; 100% was paid within 1 month of receipt of member option return	The administering authority has accrued interest payments on retirement lump sums, paid more than one month after their due date, under the 2013 LGPS regulations	% due to delay in member returning the election form within a timely manner.		Member informed that the payment of the lump sum had been delayed due to late return of election forms.	
Dec 2019 – Feb 2020	Administration	Frozen refunds unclaimed for this period	Regulations, no further interest will accrue on or	% has reduced in comparison with the previous	Information has been recorded in the breach	Current procedure is that written	



		<p>equates to 64% .... This equates to a monetary value of £3,505.73</p>	<p>after 5-year anniversary. Should the member enter re-employment membership cannot be aggregated, the member will not be able to transfer the benefit out and if a refund is claimed there will be tax implications as this is deemed to be an unauthorised payment. The above is subject to change and we are waiting for confirmation that the above Regulation has been amended to support this. <b>Going forward there will be no further requirement to report non-payment of refunds as the 5 year anniversary</b></p>	<p>quarter however it is still high. This is because the member has not made a positive election to claim refund</p>	<p>register</p>	<p>communications are issued to the member when they leave providing the appropriate option of a refund or transfer. The member is contacted for a second time 3 months prior to the 5 year anniversary date of leaving.</p>	
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			<b>ruling will be removed.</b>				
Dec 2019 – Feb 2020	GDPR Breaches	1 breach reported during this quarter. Member coms inadvertently sent to the wrong person as the letter had become caught up with the individuals Pension Options.	Possible reporting of Section to the Independent Commissions Office (ICO).	Staff reminded of the importance of removing all documentation from the printer and to check correspondence to ensure this is going to the correct individual. Encouraging e-coms as a means of communication.	Reported breach to Swansea Council Data Protection Officer and an investigation undertaken.	Further to the investigation, it was deemed not necessary to report the breach to the ICO as adequate prevention measures have been identified and put in place.	
Dec 2019– Feb 2020	Contributions	3 Employers have not paid contributions within required timescale	Loss of investment returns	Employers are contacted once breach has occurred		Employers are contacted as soon as the deadline for submission of contributions has passed	
Mar – May 2020	Administration	11.67% of retirement lump sums not paid within 1 month of normal retirement or 2 months of early retirement; 99.97% was paid within 1 month of receipt of member option return	The administering authority has accrued interest payments on retirement lump sums, paid more than one month after their due date, under the 2013 LGPS regulations	% due to members failing to return pension election forms in a timely manner/completed in full and late issue of pensionable pay information from the member's employers payroll section, which has		Communication to members regarding retirement options are constantly reviewed to ensure the importance of returning completed documents in a timely manner is	✓

				led to the late provision of pension options to the member.		highlighted. On a monthly basis employers payroll sections are issued with a spreadsheet listing all outstanding termination forms and are reminded of the importance of providing accurate information on a timely basis.	
Mar - May 2020 Page 161	Administration	Frozen refunds unclaimed for this period equates to 69% .... This equates to a monetary value of £4,428.25	Regulations, no further interest will accrue on or after 5-year anniversary. Should the member enter re-employment membership cannot be aggregated, the member will not be able to transfer the benefit out and if a refund is claimed there will be tax implications as this is deemed to be an unauthorised	High % due to member not making a positive election to claim refund	Information has been recorded within the breach register	Member was written to 3 months prior to the date of the 5-year anniversary of date of leaving	✓

			<p>payment. The above is subject to change and we are waiting for confirmation that the above Regulation has been amended to support this.</p> <p><b>Awaiting confirmation of Regulatory change; going forward there will be no further requirement to report non-payment of refunds as the 5 year anniversary ruling will be removed.</b></p>				
Mar - May 2020	GDPR Breaches	1 breach reported during this quarter. Member coms inadvertently sent to the wrong email address	Possible reporting of the Pension Section to the Independent Commissions Office (ICO).	Staff have been reminded of the importance of checking the email autofill.	Reported breach to Swansea Council Data Protection Officer and an investigation undertaken.	Further to the investigation, it was deemed not necessary to report the breach to the ICO as adequate prevention measures have been identified and put in place.	✓

Mar – May 2020	Contributions	3 Employers have not paid contributions within required timescale	Loss of investment returns	Employers are contacted once breach has occurred		Employers are contacted as soon as the deadline for submission of contributions has passed	✓
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\*New breaches since the previous meeting should be highlighted

# Agenda Item 6g



## Report of the Section 151 Officer

Local Pension Board - 23 July 2020

### Wales Pension Partnership (WPP) Business Plan 2020

<b>Purpose:</b>	This report was originally presented to Pension Fund Committee on the 9 <sup>th</sup> July 2020, to approve the Wales Pension Partnership (WPP) Business Plan 2020
<b>Reason for Original Decision:</b>	To comply with WPP governance requirements.
<b>Consultation:</b>	Legal, Finance and Access to Services.
<b>Original Recommendation:</b>	It is recommended that the Wales Pension Partnership (WPP) Business Plan 2020 is approved.
<b>Report Author:</b>	J Dong
<b>Finance Officer:</b>	J Dong
<b>Legal Officer:</b>	S Williams
<b>Access to Services Officer:</b>	R Millar
<b>For Information</b>	

### Wales Pension Partnership (WPP) Business Plan 2020

#### 1 Background

1.1 Attached at Appendix 1 is the business plan for the Wales Pension Partnership ('WPP'), the business plan details the WPP's priorities and areas of focus for 2020/21, 2021/22 and 2022/2023. This business plan was approved by the WPP Joint Governance Committee on 12 March 2020. The business plan is constantly monitored and will be formally reviewed and agreed every year.

#### 2 Purpose

2.1 The purpose of the business plan is to:

- Explain the background and governance structure of the WPP

- Outline the priorities and objectives of the WPP over the next three years
- Introduce the WPP's policies and plans
- Outline the financial budget for the relevant Business Plan period
- Summarise the WPP's Investments & Performance Objectives

### **3 Recommendation**

- 3.1 The Pension Fund Committee is asked to approve the Wales Pension Partnership (WPP) Business Plan 2020.

### **4 Legal Implications**

- 4.1 There are no legal implications arising from this report.

### **5 Financial Implications**

- 5.1 There are no financial implications arising from this report.

### **6 Equality and Engagement Implications**

- 6.1 There are no equality and engagement implications arising from this report.

**Background Papers:** None.

**Appendices:** Appendix 1 – Wales Pension Partnership (WPP) Business Plan 2020.



# Wales Pension Partnership Business Plan 2020-2023





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# Introduction

This is the business plan for the Wales Pension Partnership ('WPP'), the business plan details the WPP's priorities and areas of focus for 2020/21, 2021/22 and 2022/2023. This business plan was approved by the WPP Joint Governance Committee on 12 March 2020. The business plan is constantly monitored and will be formally reviewed and agreed every year.

The purpose of the business plan is to:

- Explain the background and governance structure of the WPP
- Outline the priorities and objectives of the WPP over the next three years
- Introduce the WPP's policies and plans
- Outline the financial budget for the relevant Business Plan period
- Summarise the WPP's Investments & Performance Objectives

# About the Wales Pension Partnership

Established in 2017, the WPP is a collaboration of the eight LGPS funds (Constituent Authorities) covering the whole of Wales and is one of eight national Local Government Pension pools.

We have a long, successful history of collaboration, including examples that pre-date the Government's pooling initiative. We are proud of our unique identity as a Pool – our Constituent Authorities represent and span the entirety of Wales. Being democratically accountable means, we provide the best of strong public sector governance and transparency.

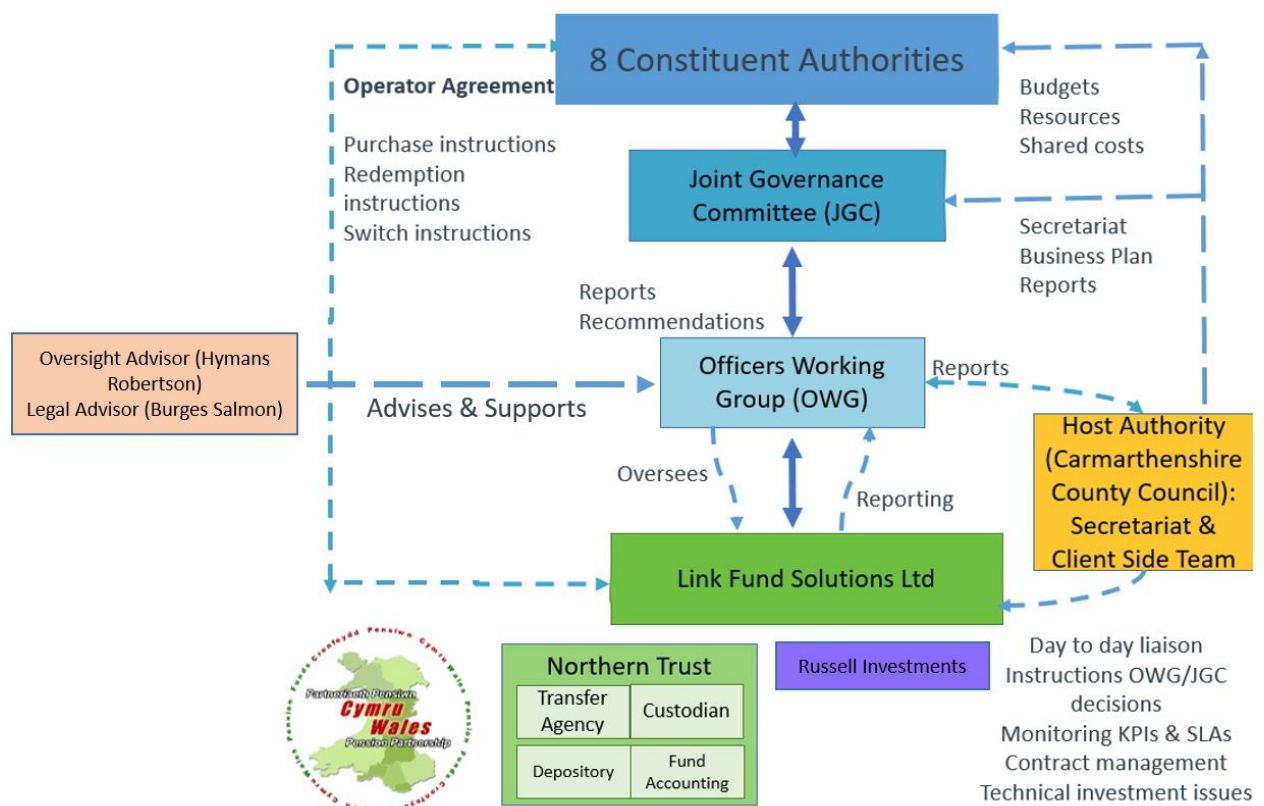
Our operating model is designed to be flexible and deliver value for money. We appointed an external fund Operator and make use of external advisers to bring best of breed expertise to support the running of the Pool, this includes Hymans Robertson who have been appointed as the WPP's Oversight Advisor. The Operator is Link Fund Solutions and they have partnered with Russell Investments to deliver effective investment management solutions and provide strong net of fee performance for all the Constituent Authorities.

We have a clear vision and are in control of the pace we take to ensure we meet our goals. The eight Constituent Authorities of the Wales Pension Partnership are:



# Governance

The WPP places a strong emphasis on governance and the diagram below illustrates the governance structure established by the WPP. In addition, the WPP Governance Matrix outlines the roles and responsibilities of the WPP's Joint Governance Committee, Officer Working Group, Host Authority, Operator, Oversight Advisor and Constituent Authorities (Pension Committees), this can be found on the WPP website.



Risk management is embedded into the governance of the WPP. The WPP has adopted a policy of seeking to identify and measuring key risks and to ensure that suitable controls and governance procedures are in place to manage these risks. The WPP's focus on risk management is evidenced by the fact that several of the WPP's work plan items relate to risk management.

During the course of this business plan the WPP will seek to develop mechanisms, frameworks and process for managing the following key risks:

- The service delivery and performance of its Operator
- Ongoing performance of investment managers
- The robustness of the WPP governance structure
- Risk associated with Climate change

The WPP believes in being open and transparent as well as regularly engaging with its key stakeholders. As such the WPP will ensure the meeting of the Joint Governance Committee are accessible to the public via a live webcast stream. Meeting papers will also be made publicly available. Local Pension Board engagement days will also be held regularly as a means of fostering stakeholder engagement.

The WPP recognises the importance of all of its stakeholders to reflect this the WPP has put in place an Engagement Protocol Framework, this is carried out via the following engagement mechanisms:

Engagement mechanisms	Frequency
• Strategic Relationship Review meeting	Bi-Annual
• JGC Engagement	Quarterly
• OWG Engagement	Every 2 Months
• Annual Shareholder Day	Annual
• Pension Fund Committees	Annual
• Manager Engagement Days	Bi-Annual
• Member Communications	Annual
• Engagement via the website & LinkedIn	Continuous

## Objectives

The primary objectives for WPP are outlined below, these have been formulated following consultation with the Constituent Authorities on their requirements of the pool:

- To provide pooling arrangements which allow individual funds to implement their own investment strategies (where practical).
- To achieve material cost savings for participating funds while improving or maintaining investment performance after fees.
- To put in place robust governance arrangements to oversee the Pool's activities.
- To work closely with other pools in order to explore the benefits that all stakeholders in Wales might obtain from wider pooling solutions or potential direct investments
- To deliver an investment framework that achieves the best outcomes for its key stakeholders; the Constituent Authorities. The Constituent Authorities will be able to use this framework to deliver the best outcomes for their Scheme Members & Employers.

# Beliefs

The WPP holds the following beliefs, these are used to guide the WPP's decision making, policies and business plans. These beliefs are reviewed annually.

- The WPP's role is to facilitate and provide an investment pooling platform through which the interests of the Constituent Authorities can be implemented.
- Good governance should lead to superior outcomes for the WPP's stakeholders.
- Internal collaboration between the Host and Constituent Authorities is critical to achieving the WPP's objectives. External collaboration may also be beneficial in delivering cost savings and better outcomes for stakeholders.
- Responsible Investment alongside consideration and evidential management of Environmental, Social and Governance issues should result in better outcomes for the WPP's stakeholders.
- Effective internal and external communication is vital to achieving the WPP's objectives.
- External suppliers can be a cost-effective means of enhancing the WPP's resources, capabilities and expertise.
- Fee and cost transparency will aid decision making and improve stakeholder outcomes.
- Continuous learning, innovation and development will help the WPP and its Constituent Authorities to evolve.
- A flexible approach to the WPP pool structure and implementation methods will enable the WPP pool to adapt in future and continue to meet the needs of its stakeholders.

# Policies

The WPP's key policies, registers and plans are listed below and can be found on the WPP website at:

<https://www.walespensionpartnership.org/>

These documents are reviewed on at least an annual basis and the WPP will continually assess whether any additional policies, registers or plans are required.

- Responsible Investment Policy
- Training Plan
- Governance Matrix
- Communication Plan

The WPP workplan includes a number of additional governance documents that will be developed during the next three years, these will be made available on the WPP website.



# Work Plan

The table below shows the key priorities and objectives that the WPP aims to complete over the next three years.

## Governance

The WPP believes that good governance leads to better outcomes for its stakeholders, as such it will further develop its governance framework by developing additional policies, registers, plans and carrying out ongoing reviews of its existing governance documents and structure.

Work to be completed	2020 - 2021	2021 - 2022	2022 - 2023
• Development of Climate Risk Policy	✓		
• Development of Conflict of Interest Policy	✓		
• Development of a WPP Voting Policy	✓		
• Formulation of a WPP Governance Manual	✓		
• Formulation of a WPP Risk Register	✓		
• Review of Inter Authority Agreement		✓	✓
• Review of Joint Governance Committee Terms of Reference		✓	✓
• Review of Officer Working Group Terms of Reference		✓	✓
• Development of a WPP Business Continuity Plan		✓	✓
• Development of a WPP Complaints Policy			✓
• Development of a WPP Rebalancing Policy			✓
• Development of a WPP Breach and Errors Policy			✓
• Annual review and update of WPP Business Plan	✓	✓	✓
• Annual review of RI policy	✓	✓	✓

## Ongoing Establishment

The WPP is proud of its progress to date in regard to the pooling of assets and will continue to allocate resources to ensure that all suitable assets are pooled. To date the WPP has pooled 50% of its assets and by the end of March 2021 the WPP plans to have pooled 70% of its assets.

Work to be completed	2020 - 2021	2021 - 2022	2022 - 2023
• Launch of Emerging Market equity tranche	✓		
• Launch of Fixed Income sub-funds	✓		
• Launch of Private Markets sub-funds	✓	✓	✓
• Review and develop a mechanism to pool any suitable non-pooled assets			✓

## Operator Services

The Operator, alongside the third parties that it employs on behalf of the WPP, are critical to the ongoing activities of the WPP, therefore service delivery of the Operator and third-party suppliers pose a material risk to the WPP. The WPP will prioritise the development of a framework that will allow it to monitor and evaluate the Operator's service delivery, this framework will be imbedded into the WPP risk monitoring mechanisms.

Work to be completed	2020 - 2021	2021 - 2022	2022 - 2023
• Formulation of a WPP Operator Oversight Framework	✓		
• Review of Operator's contract	✓	✓	
• Review and development of Operator KPI reporting	✓	✓	
• Market Review of development with the Operator market		✓	
• Setting up and implementing a framework for monitoring the performance of Russell as investment advisors to Link		✓	✓
• WPP Operator re-tender			✓
• Formulation of new Operator contract			✓

## Communication, Training and Reporting

The WPP's objective is to achieve material cost savings while improving or maintaining investment performance after fees, to track its progress towards this objective the WPP will continue to develop its investment performance mechanism. In particular the WPP will incorporate ESG metrics into its performance reporting to reflect the significance of ESG factors on investment performance.

The WPP wants to ensure that internal stakeholders and external parties are aware of the WPP's progress and will publish a WPP Annual Progress Update to proactively communicate its progress.

Work to be completed	2020 - 2021	2021 - 2022	2022 - 2023
• Development of Investment Manager performance reporting, including ESG metrics and climate change risk	✓	✓	
• Formulation of the WPP's annual training plan	✓	✓	✓
• Formulation of the WPP's Annual Newsletter	✓	✓	✓

## Resources, budget and fees

The WPP recognises that insufficient resources poses a significant risk to its ability to deliver an investment framework that achieves the best outcomes for its key stakeholders, the WPP will carry out the following pieces of work to guarantee that it has suitable resources to deliver on this commitment.

Work to be completed	2020 - 2021	2021 - 2022	2022 - 2023
• Appointment of legal advisor	✓		
• Annual review of resources and capacity	✓	✓	✓
• Formulation of Annual WPP Budget	✓	✓	✓
• Review and Monitoring of Fees (including Link & Russell)	✓	✓	✓

# Training Plan 2020-2021

The WPP must have appropriate knowledge and understanding of:

- the regulations and markets relating to the Local Government Pension Scheme (LGPS);
- the pooling of Local Government Pension Funds; and
- relevant investment opportunities.

The WPP's training plan is designed to supplement existing Constituent Authority training plans. Local level training needs will continue to be addressed by Constituent Authorities while the WPP training plan will offer training that is relevant to the WPP's pooling activities.

The list below outlines the training topics that the WPP plans to complete during the 2020-2021 financial year. The full WPP training plan can be found on the WPP website.

- Managing Conflict of interest
- Operator Monitoring
- Performance metric (including RI metrics)
- Progress of other LGPS Pools
- Collaboration Opportunities
- Climate Risk
- Asset Class – Alternatives (Private Markets)
- Decision Logging
- Identifying lessons to be learnt
- Transparency Requirements
- Enacting guidance and regulation

## Budget 2020-2023

The table below outlines the WPP's budget for the next three years.

	2020-21	2021-22	2022-23
	£'000	£'000	£'000
Host Authority *	181	208	216
External Advisors *	580	580	580
<b>TOTAL to be recharged</b>	<b>761</b>	<b>788</b>	<b>796</b>
Operator Services **	27,557	32,033	35,136
<b>TOTAL to be deducted from the NAV</b>	<b>27,557</b>	<b>32,033</b>	<b>35,136</b>

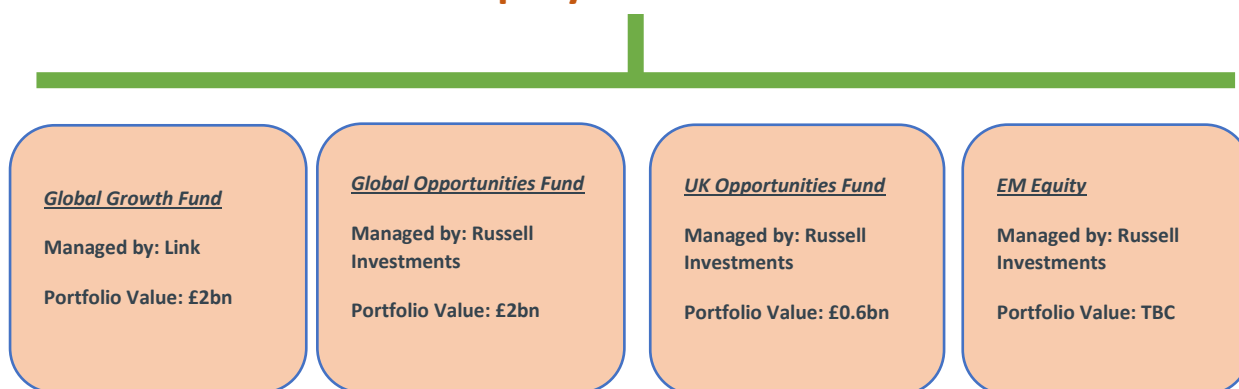
*\*Host Authority and External Advisor costs are to be funded equally by all eight of the WPP's Constituent Authorities and these will be recharged on an annual basis.*

*\*\*Operator Services costs are based on each Constituent Authority's percentage share of WPP assets (held with the Operator) and are deducted directly from the Net Asset Value (NAV) of the Constituent Authority's assets (held with the Operator).*

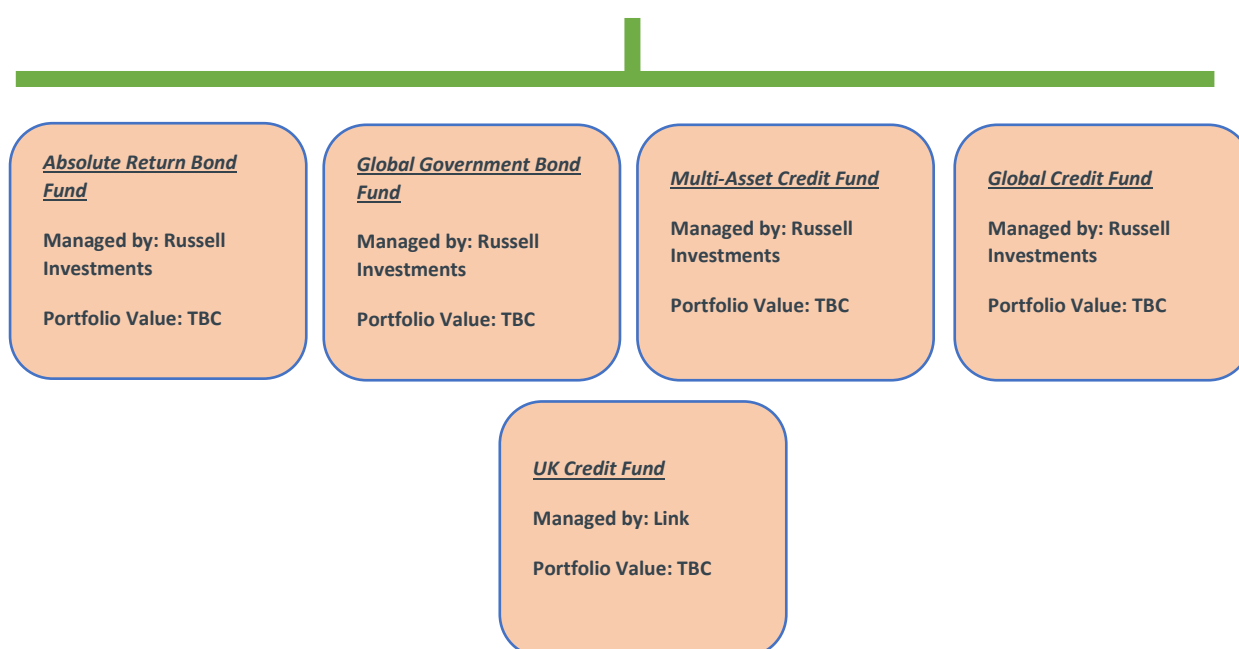
# Investments & Performance

The WPP's Constituent Authorities have total assets of circa £17.5bn (as at 31 March 2019). The Constituent Authorities' passive investments are effectively within the Pool but are held by the respective WPP authorities in the form of insurance policies. The diagram below outlines the WPP's existing Sub-Funds:

## Equity Sub-Funds



## Fixed Income Sub-Funds



The Officer Working Group receives quarterly, six monthly and annual performance reports, the Group reviews and challenges the performance of Investment Managers on behalf of the WPP.

The WPP hosts regular manager engagement days, which are used to challenge managers and to facilitate engagement with Constituent Authority Pension Committee and Board Members and the WPP's Investment Managers. The Constituent Authorities also carry out their own analysis of WPP's investment performance at local level, this will include manager attendance at Pension Committees.

Sub Fund	Performance benchmark	Participating Funds	Managers	Launch Date
Global Growth Fund	MSCI ACWI ND	RCT, Dyfed, Gwynedd and Powys	Baillie Gifford, Veritas and Pzena	Feb 19
Global Opportunities Fund	MSCI ACWI ND	Swansea, Torfaen, Gwynedd, RCT and Clwyd	Morgan Stanley, Numeric, Sanders, Jacobs Levy, SW Mitchell, NWQ and Oaktree	Feb 19
UK Opportunities Fund	FTSE 100	Cardiff and Torfaen,	Majedie, Lazard, Baillie Gifford, Investec and Liontrust	Sept 19
Global Credit Fund	Bloomberg Barclays Global Aggregate Credit Index (GBP Hedged)	Cardiff, Dyfed, Powys, Torfaen	TBC	TBC
Global Government Bond Fund	FTSE World Government Bond Index (GBP Hedged)	Cardiff, Torfaen	TBC	TBC
Multi-asset Credit Fund	3-month GBP LIBOR + 4% p.a.	Cardiff, Gwynedd, Powys, Swansea, Clwyd	TBC	TBC
Absolute Return Bond Fund	3-month GBP LIBOR + 2-3% p.a.	Gwynedd, Powys, RCT, Swansea	TBC	TBC

UK Credit Fund	iBOXX £ Non-Gilts All Maturities	RCT	TBC	TBC
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## Contact Details

If you require further information about anything in or related to this business plan, please contact the Wales Pension Partnership:

Postal Address - Wales Pension Partnership  
Carmarthenshire County Council  
Treasury & Pension Investments Section  
County Hall  
Carmarthen  
SA31 1JP

E-mail - [WalesPensionPartnership@carmarthenshire.gov.uk](mailto:WalesPensionPartnership@carmarthenshire.gov.uk)

Telephone - (01267) 224136

Further information on the WPP and ongoing updates on the WPP's progress can be found on the website and LinkedIn page.

The website can be found here:

<https://www.walespensionpartnership.org/>





# Agenda Item 6h



## Report of the Section 151 Officer

Local Pension Board - 23 July 2020

### Rathbone Training

<b>Purpose:</b>	This report was originally presented to the pension Fund Committee on the 9 <sup>th</sup> July 2020, to inform Pension Fund Committee of the status of one of its admitted body employers.
<b>Consultation:</b>	Legal, Finance and Access to Services.
<b>Report Author:</b>	J Dong
<b>Finance Officer:</b>	J Dong
<b>Legal Officer:</b>	S Williams
<b>Access to Services Officer:</b>	R Millar
<b>For Information</b>	

## 1 Background

- 1.1 The Pension Fund Committee approved the admission of Rathbone training in Sep 2015 and Dec 2015 as an admitted body employer in respect of 7 employees formerly employed by Gower College (4) and Swansea Council (3) (both scheduled employers of the City & County of Swansea Pension Fund).
- 1.2 As a requirement for admission Rathbone Training had to enter into a binding admission agreement, to which both Gower College and Swansea College were required to provide sponsoring employer guarantees in respect of any orphan or any other outstanding liabilities in the event of employer failure.

## 2 Rathbone Training

- 2.1 Notification was received in May 2020 that Rathbone Training had entered into creditors' voluntary liquidation.
- 2.2 At May 2020, of the 7 members identified in 1.1:  
2 are pensioners

3 are deferred members

2 have transferred benefits

2.3 Therefore there are no current active members in respect of Rathbone Training.

2.4 There are outstanding invoices to Rathbone Training :

- £69,048 (early access costs in respect of former employees of Gower College & actuarial costs rechargeable to Gower College)
- £2,050 ( actuarial costs rechargeable to Swansea Council)

These are being progressed with the appointed administrators, Begbies Traynor.

2.5 The appointed fund actuary, Aon has been notified and is undertaking the required statutory exit valuation in respect of the employer, Rathbone.

2.6 Any outstanding liability arising out of 2.4 and 2.5 which cannot be recovered from the administrators, Begbies Traynor shall be recovered from the sponsoring employers, Gower College and Swansea Council in line with the Admission agreement.

### **3 Legal Implications**

3.1 The legal implications are identified within the Admission Agreement.

### **4 Financial Implications**

4.1 There are no financial implications arising from this report.

### **5 Equality and Engagement Implications**

5.1 There are no equality and engagement implications arising from this report.

**Background Papers:** None.

**Appendices:** None.

# Agenda Item 6i



## Report of the Section 151 Officer

Local Pension Board - 23 July 2020

### Administering Authority - Resourcing

<b>Purpose:</b>	<p>This report was originally presented to Pension Fund Committee on the 9<sup>th</sup> July 2020, to approve the recommended resourcing amendments outlined within the report.</p> <p>It is presented to Local Pension Board for information.</p>
<b>Policy Framework:</b>	<p>LGPS Regulations ( Administration) &amp; LGPS Regulations ( Investments)</p>
<b>Consultation:</b>	<p>Legal, Finance and Access to Services.</p>
<b>Original Recommendation(s):</b>	<p>It is recommended that:</p> <p>1) the resourcing amendments outlined in 3.1 and the financial implications in 6.1 are approved.</p>
<b>Report Author:</b>	<p>Jeffrey Dong</p>
<b>Finance Officer:</b>	<p>Jeffrey Dong</p>
<b>Legal Officer:</b>	<p>Stephanie Williams</p>
<b>Access to Services Officer:</b>	<p>Rhian Millar</p>
<b>For Information</b>	

## 1

### Introduction

- 1.1 The Administering Authority function comprises of largely two sides of the business in respect of the management of the assets ( investments) of the pension fund and dealing with the liabilities ( pension payments) of the pension fund each equally important but with separate and distinct skillsets. The Pension Administration Section is responsible for day to day dealings with

members and employers and the accurate calculation and payment of members' benefits which involves the accurate maintenance and update of members' records, whereas the pension fund Investment team is responsible for the management and investment of the assets and the payment of pensions and lump sums and third party payments.

## **2 Finance Restructure**

- 2.1 For line management and resourcing purposes within the Administrating Authority's ( Swansea Council's) management structure, Pensions sits within the Finance Department within the Resources Directorate
- 2.2 In June 2020, the Chief Finance Officer implemented a senior staff restructure within the whole Finance Department to address job evaluation anomalies versus comparative roles across the Authority and to reflect the increased complexity, increased demand and statutory requirements required of the finance profession during the last 11 years since the job evaluation process. The inherent professionalism and commitment to deliver whatever has been required of it has been exemplified in the performance of the department as a whole during the recent Covid 19 Crisis. These changes were approved by CMT in March 2020.
- 2.3 As such the commensurate changes to the senior pensions staff are brought to Pension Fund Committee for approval.

## **3 Senior Staffing**

- 3.1 The proposed restructure / regrading's:

### Pension Administration

Strategic Pension Administration Manager grade 12

Deputy Strategic Pension Administration Manager grade 10

Pension Communication Officer grade 7

### Pension Investments & Accounting

Pension Investment & Accounting Manager grade 11

- 3.2 The above roles are subject to job evaluation and appropriate HR advised recruitment and selection processes would be adopted to appoint to these roles.

## **4 Recommendation**

- 4.1 It is recommended that the resourcing amendments outlined in 3.1 and the financial implications in 6.1 are approved.

## **5 Legal Implications**

- 5.1 HR & OD shall be consulted and the most appropriate recruitment and selection process shall be adopted to fill these roles

## **6 Financial Implications**

- 6.1 The financial implications arising from this report can be met from the pension

fund resourcing budget. The projected total cost of the resourcing proposals in 3.1 would be approximately £32k at 19/20 pay rates when top of scales are reached.

7

### **Equality Impact Assessment Implications**

7.1 There are no equality implications arising from this report.

**Background Papers:** None.

**Appendices:** None.

# Agenda Item 7



## Report of the Chief Legal Officer

Local Pension Board – 23 July 2020

### Exclusion of the Public

<b>Purpose:</b>	To consider whether the Public should be excluded from the following items of business.	
<b>Policy Framework:</b>	None.	
<b>Consultation:</b>	Legal.	
<b>Recommendation(s):</b>	It is recommended that:	
<b>1)</b>	The public be excluded from the meeting during consideration of the following item(s) of business on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.	
	<b>Item No's.</b>	<b>Relevant Paragraphs in Schedule 12A</b>
	8-10	14
<b>Report Author:</b>	Democratic Services	
<b>Finance Officer:</b>	Not Applicable	
<b>Legal Officer:</b>	Tracey Meredith – Chief Legal Officer (Monitoring Officer)	

#### 1. Introduction

- 1.1 Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, allows a Principal Council to pass a resolution excluding the public from a meeting during an item of business.
- 1.2 Such a resolution is dependant on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

## **2. Exclusion of the Public / Public Interest Test**

- 2.1 In order to comply with the above mentioned legislation, Cabinet will be requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.
- 2.2 Information which falls within paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 2.3 The specific Exclusion Paragraphs and the Public Interest Tests to be applied are listed in **Appendix A**.
- 2.4 Where paragraph 16 of the Schedule 12A applies there is no public interest test. Councillors are able to consider whether they wish to waive their legal privilege in the information, however, given that this may place the Council in a position of risk, it is not something that should be done as a matter of routine.

## **3. Financial Implications**

- 3.1 There are no financial implications associated with this report.

## **4. Legal Implications**

- 4.1 The legislative provisions are set out in the report.
- 4.2 Councillors must consider with regard to each item of business set out in paragraph 2 of this report the following matters:
  - 4.2.1 Whether in relation to that item of business the information is capable of being exempt information, because it falls into one of the paragraphs set out in Schedule 12A of the Local Government Act 1972 as amended and reproduced in Appendix A to this report.
  - 4.2.2 If the information does fall within one or more of paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended, the public interest test as set out in paragraph 2.2 of this report.
  - 4.2.3 If the information falls within paragraph 16 of Schedule 12A of the Local Government Act 1972 in considering whether to exclude the public members are not required to apply the public interest test but must consider whether they wish to waive their privilege in relation to that item for any reason.

**Background Papers:** None.

**Appendices:** Appendix A – Public Interest Test.



## Public Interest Test

No.	Relevant Paragraphs in Schedule 12A
<b>12</b>	<b>Information relating to a particular individual.</b>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 12 should apply. Their view on the public interest test was that to make this information public would disclose personal data relating to an individual in contravention of the principles of the Data Protection Act. Because of this and since there did not appear to be an overwhelming public interest in requiring the disclosure of personal data they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
<b>13</b>	<b>Information which is likely to reveal the identity of an individual.</b>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 13 should apply. Their view on the public interest test was that the individual involved was entitled to privacy and that there was no overriding public interest which required the disclosure of the individual's identity. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
<b>14</b>	<b>Information relating to the financial or business affairs of any particular person (including the authority holding that information).</b>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 14 should apply. Their view on the public interest test was that:</p> <p><b>a)</b> Whilst they were mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public money, the right of a third party to the privacy of their financial / business affairs outweighed the need for that information to be made public; or</p> <p><b>b)</b> Disclosure of the information would give an unfair advantage to tenderers for commercial contracts.</p> <p>This information is not affected by any other statutory provision which requires the information to be publicly registered.</p> <p>On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

No.	Relevant Paragraphs in Schedule 12A
15	<p><b>Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.</b></p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 15 should apply. Their view on the public interest test was that whilst they are mindful of the need to ensure that transparency and accountability of public authority for decisions taken by them they were satisfied that in this case disclosure of the information would prejudice the discussion in relation to labour relations to the disadvantage of the authority and inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
16	<p><b>Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.</b></p>
	<p>No public interest test.</p>
17	<p><b>Information which reveals that the authority proposes:</b>  <b>(a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or</b>  <b>(b) To make an order or direction under any enactment.</b></p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 17 should apply. Their view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by the public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>
18	<p><b>Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</b></p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 18 should apply. Their view on the public interest test was that the authority's statutory powers could be rendered ineffective or less effective were there to be advanced knowledge of its intention/the proper exercise of the Council's statutory power could be prejudiced by public discussion or speculation on the matter to the detriment of the authority and the inhabitants of its area. On that basis they felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.</p>

# Agenda Item 8a

By virtue of paragraph(s) 14 of Schedule 12A  
of the Local Government Act 1972  
as amended by the Local Government (Access to  
Information) (Variation) (Wales) Order 2007.

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By virtue of paragraph(s) 14 of Schedule 12A  
of the Local Government Act 1972  
as amended by the Local Government (Access to  
Information) (Variation) (Wales) Order 2007.

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# Agenda Item 9a

By virtue of paragraph(s) 14 of Schedule 12A  
of the Local Government Act 1972  
as amended by the Local Government (Access to  
Information) (Variation) (Wales) Order 2007.

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By virtue of paragraph(s) 14 of Schedule 12A  
of the Local Government Act 1972  
as amended by the Local Government (Access to  
Information) (Variation) (Wales) Order 2007.

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# Agenda Item 9b

By virtue of paragraph(s) 14 of Schedule 12A  
of the Local Government Act 1972  
as amended by the Local Government (Access to  
Information) (Variation) (Wales) Order 2007.

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# Agenda Item 10

By virtue of paragraph(s) 14 of Schedule 12A  
of the Local Government Act 1972  
as amended by the Local Government (Access to  
Information) (Variation) (Wales) Order 2007.

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