



## Report of the Section 151 Officer

Pension Fund Committee – 13 March 2020

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

<b>Purpose:</b>	To provide a working framework for the Pension Fund's programme of work for 2020/21
<b>Reason for Decision:</b>	To approve the outlined work programme.
<b>Consultation:</b>	Legal, Finance and Access to Services.
<b>Recommendation:</b>	That The City & County of Swansea Pension Fund Annual Business Plan & budget 2020/21 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>	Rhian Millar

#### **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

**Background Papers:** None.

**Appendices:** Appendix 1- Business Plan 2020/21.

# **CITY AND COUNTY OF SWANSEA**



## **Pension Fund**

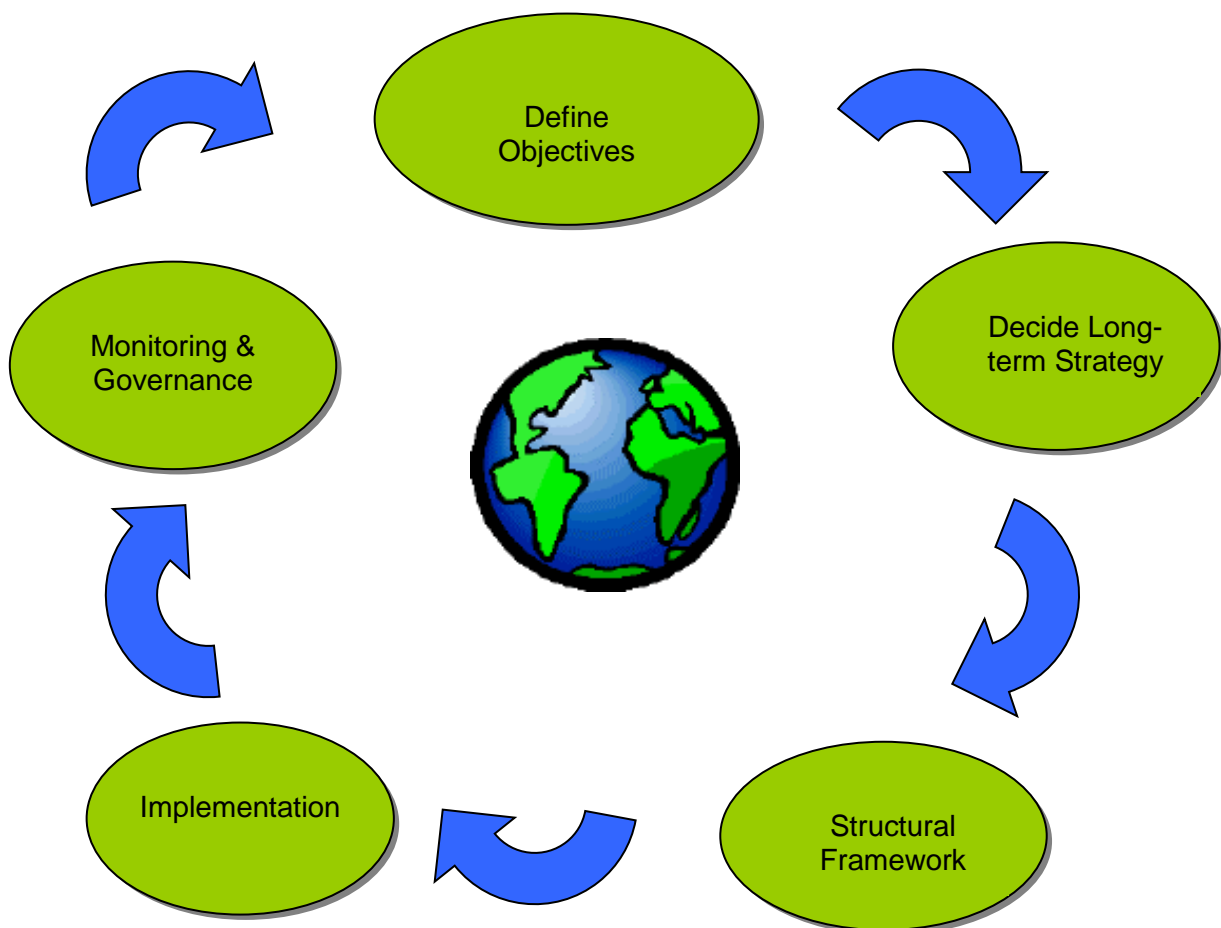
### **Annual Business Plan 2020/21**

# 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 LAMP 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.

APPENDIX 1

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>