

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

LOCAL PENSION BOARD

At: Committee Room 6, Guildhall, Swansea

On: Wednesday, 14 December 2016

Time: 10.00 am

Chair: Councillor Alan Lockyer (Neath Port Talbot County Borough Council)

Membership:

Employer Representatives:

Councillor J E C Harris (City and County of Swansea), J Andrew (Director of Finance NPT Homes).

Local Pension Board Member Representatives:

A Chaves, I Guy, A Thomas.

AGENDA

	Page No.
1 Apologies for Absence.	
2 Disclosures of Personal and Prejudicial Interests. www.swansea.gov.uk/DisclosuresofInterests	
3 Minutes. To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 8
4 Annual Report 2015/16.	9 - 94
5 Breaches Policy.	95 - 104
6 Scheme Administration and Internal Dispute Resolution Process.	105 - 111
7 Pension Administration Restructure.	112 - 132
8 Dates of Future Meetings. (For Discussion)	
9 Minutes of the Pension Fund Committee - 7 December 2016. (For Information)	133 - 137
10 Exclusion of the Public.	138 - 141
11 All Wales Pool Update.	142 - 149

Next Meeting: To be confirmed.

A handwritten signature in cursive script that reads "Huw Evans".

Huw Evans
Head of Democratic Services
Wednesday, 7 December 2016
Contact: Democratic Services: - 636923

CITY AND COUNTY OF SWANSEA

MINUTES OF THE LOCAL PENSION BOARD

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON MONDAY,
4 JULY 2016 AT 2.00 PM

PRESENT:

Employer Representatives:

Councillor A Lockyer	Neath Port Talbot County Borough Council
Councillor J E C Harris	City & County of Swansea
J Andrew	Director of Finance NPT Homes

Local Pension Board Member Representatives:

A Chaves	Neath Port Talbot County Borough Council
I Guy	Neath Port Talbot County Borough Council
A Thomas	City & County of Swansea

Officer(s)

Jeffrey Dong	Chief Treasury & Technical Officer
Mike Hawes	Director Resources / Section 151 Officer
Stephanie Williams	Principal Lawyer
A Johnson	Hymans Robertson

1 ELECTION OF CHAIR FOR THE 2016-2017 MUNICIPAL YEAR.

RESOLVED that Councillor A Lockyer be elected Chair for the 2016-2017 Municipal Year.

(COUNCILLOR A LOCKYER PRESIDED)

Mr Ian Guy, outgoing Chair thanked all present for their support, particularly the Chief Treasury & Technical Officer and his staff for their assistance and advice.

2 ELECTION OF VICE-CHAIR FOR THE 2016-2017 MUNICIPAL YEAR.

RESOLVED that A Thomas be elected Vice-Chair for the 2016-17 Municipal Year.

3 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: -

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

A Chaves – Agenda as a whole – Member of Swansea Local Government Pension Scheme – personal.

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

Councillor A Lockyer – Member of NPT Homes Board – personal.

A Thomas – Agenda as a whole – Member of Swansea Local Government Pension Scheme – personal.

4 **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 involve(s) 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)

5 **THE AUTHORITY'S JOINT SUBMISSION (ALONGSIDE THE OTHER WELSH PENSION FUNDS) TO DCLG AND HMT ON ITS POOLING PROPOSALS - A PRESENTATION BY HYMANS ROBERTSON, ADVISERS TO THE SOCIETY OF WELSH TREASURERS.**

A Johnson, Hymans Robertson provided a presentation on the Authority's Joint Submission (alongside the other Welsh Pension Funds) to DCLG and HMT on its pooling proposals.

The submission provided responses upon the following areas as requested by Government: -

- A: Asset pools that achieve the benefits of scale.
- B: Strong governance and decision making.
- C: Reduced costs and excellent value for money.
- D: An improved capacity to invest in infrastructure.

The Committee asked a number of questions of the Hyman Robertson representative, who responded accordingly.

RESOLVED that: -

- 1) The contents of the presentation be noted;
- 2) The final submission be presented to the next scheduled meeting.

The meeting ended at 3.15 pm

CHAIR

CITY AND COUNTY OF SWANSEA

MINUTES OF THE LOCAL PENSION BOARD

**HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON
THURSDAY, 21 JULY 2016 AT 10.00 AM**

PRESENT: Councillor A Lockyer (Chair) Presided

Employer Representatives:

J Andrew - Director of Finance NPT Homes
Councillor J E C Harris – City & County of Swansea

Local Pension Board Member Representatives:

I Guy

Officer(s)

Jeffrey Dong	Chief Treasury & Technical Officer
Paul Beynon	Chief Auditor
Stephanie Williams	Principal Lawyer
Jeremy Parkhouse	Democratic Services Officer

Apologies for Absence:

A Thomas

6 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:

J Andrew – Personal – Agenda as a whole - Member of LGPS.

I Guy – Personal – Agenda as a whole - Member of LGPS.

7 MINUTES.

RESOLVED that the Minutes of the Local Pension Board held on 19 January 2016 be signed and approved as a correct record.

Disclosure of Personal Interests Form

The outgoing Chair stated that he had met with the Deputy Head of Legal & Democratic Services and the Head of Democratic Services regarding the suitability of the form for Local Pension Board members and had been informed that the form did not require amendments.

8 **PENSION FUND INTERNAL AUDIT REPORT 2015/16.**

The Chief Auditor presented the Internal Audit reports for Pension Fund activities in 2015/16 to the Board.

The Internal Audit Plan included the following audits of the Pension Fund Activities: -

- Pensions Administration;
- Pension Fund Investments.

The Pensions Administration audit largely covered the aspects of pensions operated by the Pensions Section under the Head of Human Resources and the Pension Fund Investments audit covered the investment of fund assets by the Treasury and Technical Section via the various fund managers.

A Pension Fund Other audit was planned for the first time in 2016/17. This audit would look at any aspects not picked up in the other audits e.g. any income or expenditure included in the Pension Fund accounts not audited elsewhere. Both the Pensions Administration and Pension Fund Investments audits were considered to be fundamental audits.

The Pensions Administration audit was completed annually and the Pension Fund Investments audit was completed every 2 years.

The level of assurance provided for the Pension Fund audits in 2015/16 were as follows: -

- Pensions Administration Substantial
- Pension Fund Investments High

A copy of the final report for the Pensions Administration audit 2015/16 was attached at Appendix 1 and the final report for the Pension fund Investments audit was provided at Appendix 2.

RESOLVED that the Internal Audit reports be noted.

9 **PENSION REGULATOR CODE OF PRACTICE - GOVERNANCE AND ADMINISTRATION OF PUBLIC PENSIONS- FORWARD WORKPLAN.**

The Chief Treasury and Technical Officer presented the report which sought approval of the core workplan agenda for the Local Pension Board.

It was reported that the Pensions Regulator had issued draft code of practice guidance note no.14 "Governance and Administration of Public Service Pension Schemes". This was attached at Appendix 1 and provided the background details and practical guidance of the code. The draft code of guidance contained the main topic areas and could inform the core agenda for the work of the Board. The main topic areas included: -

- Governing your scheme;
- Managing risks;
- Administration;
- Resolving issues.

These would form the basis of the forward core work plan for the Local Pension Board.

The Board highlighted that in order to scrutinise Pension Fund Committee decisions, the Board should have sight of their papers prior to publication. It was proposed that the Board examined how other Boards operated prior to raising the issue again.

RESOLVED that: -

- 1) The forward core workplan for the Local Pension Board be approved;
- 2) The Board examines how other Boards operated prior to raising the issue of having sight of Pension Fund Committee papers prior to publication.

10 **RISK REGISTER.**

The Chief Treasury and Technical Officer presented a 'for information' report which informed the Local Pension Board of the risks identified in the risk register and mitigating controls.

It was outlined that the risk register, provided at Appendix 1, was a tool used to effectively identify, prioritise, manage and monitor risks associated with the City & County of Swansea Pension Fund. It assisted the Fund by:

- identifying managed and unmanaged risks;
- providing a systematic approach for managing risks;
- implementing effective and efficient control;
- identifying responsibilities;
- identifying risks at the planning stage and monitoring the risks;
- helping the Fund to achieve its objectives.

The Board discussed the following: -

- Having suitably trained and experienced staff and what the Authority is undertaking with regards to training, development and succession planning;
- Management of the Risk Register by Pension managers to highlight risks, corporate risk management procedures, framework of risk management and reviewing Risk Register process;
- The importance of Service Level Agreements, particularly with regards to smaller employers;
- Focusing attention upon amber risks;
- Prolonged failure of investment managers to achieve their objective returns;
- Future monitoring of risk control.

11 **INTERNAL CONTROLS REPORT SUMMARY.**

The Chief Treasury and Technical Officer presented a 'for information' report which informed the Local Pension Board of reportable items contained within the internal controls reports of appointed fund managers and custodian

It was outlined that the internal control and governance framework in which a business operated comprised the systems, work processes and culture and values by which the business directs and controls its business to provide comfort to its customers, clients and shareholders. Asset managers and custodians were subject to heavy regulation from a global, EU and UK context. They were required to report on their systems of internal control which were subject to external audit and comment by suitably qualified and independent audit companies. The summary of exceptions for the last calendar year was attached at Appendix 1 for the City & County of Swansea's appointed fund managers and custodian.

It was noted that the exceptions had been addressed appropriately by management and were recognised as such with appropriate remedial action being undertaken. The exceptions highlighted were taken seriously but did not pose direct concern for the businesses concerned or the assets under management.

The Board commented regarding checks on portfolio managers being done in a timely manner.

12 **LOCAL PENSION BOARD MEMBER TRAINING.**

The Chief Treasury and Technical Officer presented a report to determine an annual training programme for Local Pension Board members. The training would ensure compliance with the CIPFA Public Sector Pensions Finance Knowledge & Skills Code of Practice.

The Chair provided feedback regarding the CIPFA Governance training he attended on 12 July 2016. The importance of the role of Local Pension Boards was highlighted and the need to scrutinise effectively.

The Board commented that there needed to be an active relationship between the Board and the Pension Fund Committee.

RESOLVED that the Training identified for Local Pension Board members be approved.

13 **REVIEW OF MINUTES OF THE PENSION FUND COMMITTEE MARCH / JULY 2016.**

The Chief Treasury and Technical Officer presented a 'for information' report which provided at Appendix 1 the minutes of previous Pension Fund Committee meetings held on 10 March and 14 July 2016.

14 **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 involve(s) 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)

15 **SUBMISSION BY THE WALES POOL TO THE DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT (DCLG) IN RESPONSE TO THE PUBLICATION IN NOVEMBER 2015 OF LGPS: INVESTMENT REFORM CRITERIA AND GUIDANCE.**

The Chief Treasury and Technical Officer presented for a 'for information' report outlining the joint submission in respect of the 8 Welsh Pension Funds in response to the Government's Investment Reform Criteria and Guidance that had been approved by the Pension Fund Committee on 14 July 2016. The final submission was provided at Appendix 1 of the report.

The meeting ended at 11.55 am

CHAIR

Report of the Section 151 Officer

Local Pension Board – 14 December 2016

CITY & COUNTY OF SWANSEA PENSION FUND ANNUAL REPORT 2015/16

Purpose:	To receive the annual report for the City & County of Swansea Pension Fund 2015/16
Report Author:	J Dong
Finance Officer:	M Hawes
Legal Officer:	S Williams
Access to Services Officer:	S Hopkins
FOR INFORMATION	

City & County of Swansea Pension Fund Annual Report 2015/16

1 Background

- 1.1 As required by Regulation, The City & County of Swansea Pension Fund produces an Annual Report on the activities and performance of the pension fund in the last financial year. Included for the first time is a summary of the work of the Local Pension Board in the previous 12 months.

2 Audit

- 2.1 The Wales Audit Office have audited the Pension Fund Annual Report 2015/16 in line with their audit plan presented to Pension Fund Committee earlier in the year. Their audit opinion is included within the report. This is the first audit under the new external audit arrangements since the departure of PWC as appointed auditors

3 Recommendation

- 3.1 The Local Pension Board is asked to note the City & County of Swansea Pension Fund Annual Report 2015/16 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

Pension FUND

ANNUAL REPORT
& STATEMENT OF ACCOUNTS
2015 / 2016





Page 11

Contents

	Page
Introduction	2
Three Year Profile of Statistics of the Fund	3
Part A - Administration Report	4
Membership	5
Premature Retirement – Pension Costs	5
Administration	6
Legislative Changes	11
Local Pension Board - Annual Report	14
Annual Governance Statement	16
Part B - Statement of Responsibilities	35
Independent Auditors Statement	36
Statement of Accounts 2015/16	37
Notes to the Accounts	40
Part C - Investment Report	69
Budget Forecast	69
Investment Strategy	70
Investment Fund Management	70
Valuation of Investments	71
Distribution of Investments	72
Investment Returns	74
Market Commentary	75
Investment Performance of the Fund	75
Part D - Actuarial Report	77
Actuarial Position	77
Valuation Assumptions	78
Certificate of the Actuary	81
Appendices - Statement of Investment Principals	96
Funding Strategy Statement	106
Governance Statement	129
Communications Policy	155

Introduction

The purpose of the Annual Report is to provide information for contributors and other interested parties on the management and administration of the Pension Fund during the year.

The report for 2015/16 includes the accounts for the year, an outline of the City & County Council Pension Fund together with details of membership and changes to basic scheme details that have either taken place during the year or are proposed for the future. In addition, the report includes the Actuarial Statement applicable for the year and a report on Investments and Investment performance for the year.

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

The key statistics for the Fund are illustrated in the three year profile of the Fund on page 3.



Three Year Profile of Statistics of the Fund

	2013/14 £'000	2014/15 £'000	2015/16 £'000
Income			
Contributions (Net)	74,687	80,506	78,392
Transfer Values (Net)	9,580	161	-
Expenditure			
Pensions and Benefits (Net)	66,794	73,912	72,912
Transfer Values (Net)	-	-	2,267
Other (Net)	923	1,016	1,041
Net new money	16,550	5,739	2,172
	£'000	£'000	£'000
Net Asset Value at 31 March	1,384,642	1,539,789	1,512,629
Number of Contributors at 31 March	15,576	16,285	17,469
Number of Pensioners at 31 March	10,833	11,261	11,745
Number of Deferred Members at 31 March	9,663	9,801	11,226

PART A

ADMINISTRATION REPORT

The Pension Fund is governed by the Regulations made by the Secretary of State under the Superannuation Act 1972 and the Public Services Pension Act 2013 and includes employees of the City and County of Swansea, Neath Port Talbot County Borough Council and other bodies listed in Appendix 1.

This year has seen pension administration continue to adapt to the increased complexity of the Scheme, resulting from the change in the LGPS with effect from 1st April 2014, from a Final Salary scheme, to a Career Average Revalued Earnings (CARE) scheme.

The benefits payable and the employees' rates of contribution are set out in the Local Government Pensions Scheme Regulations 2013 (as amended) and the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014. The rates of contribution by employing authorities are based on actuarial valuation and are set out in Part D.

The principal benefits provided by the Fund are:

- Retirement pensions
- Tax free lump sums on retirement
- Lump sum death benefits
- Survivors' pensions (including Children)
- Deferred benefits, refunds or transfers of pension rights
- Pensions and lump sums payable on premature retirement due to ill health and early retirement/redundancy.

Pensions are increased annually under the Pensions Increase Act. For 2015/16 the full increase was 1.2%.

The benefits are statutory and are effectively guaranteed by Parliament. They do not depend on investment performance but the actuary will take account of how well the investments perform in setting the employers' contribution rate in the actuarial valuation.

The LGPS 2014 Scheme has not impacted on the provisions for elected member pensions in Wales as their pension arrangement continues on a career average revalued earning basis.

Membership

Membership of the Fund is largely comprised of:

- Active members - contributors who are still working and paying money into the Fund
- Deferred members – former members who have elected to retain their pension rights in the Scheme until such a time as they become payable
- Pensioner members – in receipt of their pension
- Survivor members (including children) – in receipt of a pension in respect of a former member

Membership of the Scheme is automatic and is open to all employees irrespective of the number of hours or weeks worked. Where an employee is not eligible for automatic entry, they may elect to join the Scheme if they wish. All employees also have the right to choose a personal pension as an alternative or in addition to membership of the LGPS.

Active membership of the Fund continues to grow and the latest statistics at Appendix 1 show the total membership of the Fund in 2015/16. A backlog of deferred benefit calculations has also been cleared, which has seen an increase of 1,425 deferred members in the Fund since 2014/15.

Membership is monitored to assess trends and events, publications and employer engagement are utilised to ensure a robust membership.

Premature Retirement - Pension Costs

(a) Ill Health Retirement

Employers do not have to pay separately for the Pension Fund costs for ill health as the cost is included in the employer's rate as a percentage for such cases; however, the actuarial cost of ill health retirees from current service is calculated for reporting purposes and for the past two years this was:

Ill-Health Retirement	2014/15		2015/16	
	No. of Cases	Cost £	No. of Cases	Cost £
City & County of Swansea	21	1,908,691	19	1,775,567
Neath Port Talbot CBC	26	1,547,982	23	1,389,774
NPT Homes	3	311,894	5	517,046
Gower College	3	512,583	3	157,763
Grwp Gwalia	2	100,251	-	-
Total	55	4,381,401	50	3,840,150

(b) Early Retirement

Employers are required to take immediate account of the costs of the financial strain on the Pension Fund where they grant early retirement. The actuarial cost of early retirements for the past two years was as follows:

Early Access to Pension				
Employing Body	2014/15		2015/16	
	No. of Cases	Cost £	No. of Cases	Cost £
City & County of Swansea	117	2,732,990	86	1,647,579
Neath Port Talbot CBC	130	2,365,540	56	977,266
Gower College Swansea	1	6,253	7	67,401
NPTC Group	2	15,601	21	141,230
University of Wales Trinity St Davids	4	38,939	5	87,638
Celtic Leisure	1	18,893	-	-
Grwp Gwalia	10	206,526	2	22,132
Total	265	5,384,742	177	2,943,246

Administration

The Pension Section comprises of 13 permanent full-time equivalent staff, including the Principal Pensions Manager and undertakes all aspects of the day-to-day administration of the Fund e.g. setting up new members; making changes to members' records as they occur; calculating deferred benefits; transfers of pension rights in to and out of the LGPS and paying benefits at retirement.

The operational staff undertake regular training to ensure they remain up-to-date with their knowledge and understanding of the LGPS and a number of them have also completed or in the process of completing their professional qualification in Pension Administration and Management.

The Pensioner Payroll is administered through the City and County of Swansea payroll system and pensions are paid monthly, in arrears, on the last banking day of each month.

IT systems

The Pension Section administers the LGPS through the pension administration system *altair*, which also includes document imaging and workflow procedures. All member documentation is scanned and indexed on the system.

The Fund has invested in an electronic interface to transfer membership data from employers' payroll systems to the pension administration system. This will be of benefit to both Fund and employer as it will enable clean data to be transferred in a timely manner thus improving the year end submission and ensuring compliance with the requirements of LGPS 2014 and the Pensions Regulator's Code of Practice for accurate record keeping.

The system is being implemented on a rolling programme, with 90.86% of the Fund's active membership now fully implemented.

The Fund has also invested in an on-line digital service, My Pension Online, to enable all scheme members access to information, undertake data amendments, view their scheme details and carry out benefit projections online. The service went live in 2015/16 and the Pension Section is actively promoting the service to scheme members.

Managing Performance

The Pension Fund is dedicated to improving its service delivery and will review the measures in place to monitor performance on an annual basis to identify where improvements may be made.

The Fund aims to:

- Provide a high quality cost effective service to all members and Fund employers
- Be accessible, fair and helpful and treat everyone equally and courteously
- Communicate effectively where possible, using easy to understand language
- Be accountable by monitoring the quality of service and reporting on whether the standards have been achieved and regularly review the target times
- Consult members and fund employers wherever possible taking into account their views before making any changes

and uses a number of channels to achieve these objectives:

- A Pension Administration Strategy has been prepared in accordance with the LGPS regulations. The purpose of the Strategy is to formulate administrative arrangements between the City and County of Swansea Pension Fund and its participating employers to ensure that each employer is fully aware of its role and responsibilities and that the flow of data is improved by having clear communication in place.

To complement the Strategy, a Customer Charter has also been produced which gives information about the level of service the Fund aims to provide.

The documents are available on the Fund's website.

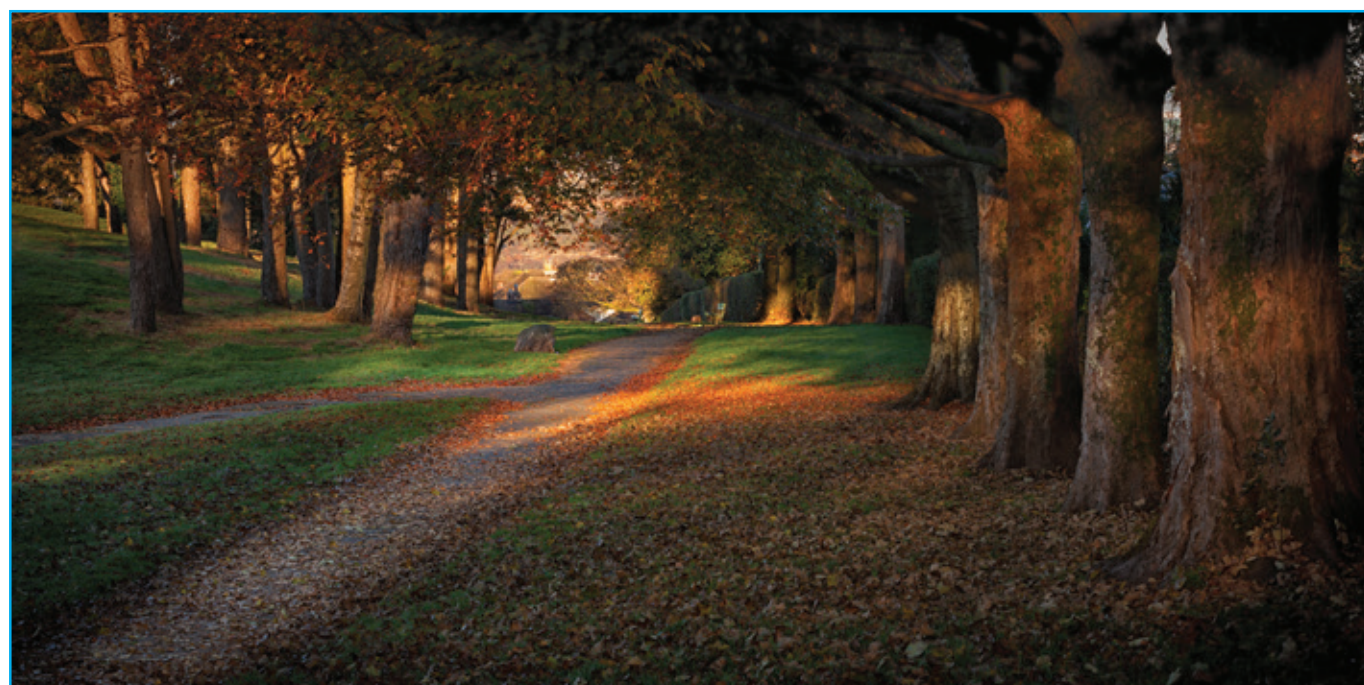
- The Fund has regularly published its own performance indicators. The standards are detailed in Appendix 6.

Where areas of poor performance are identified, the Pension Section will review the reasons for poor performance and put in place appropriate processes to improve the level of service delivery in the future.

During the year, the Section has communicated regularly with the relevant employers regarding the timeliness of providing retirement and early leaver data and is actively working with the Fund's largest employers to implement software to enable data to be transferred to the Fund in a timely manner.

- The Fund continues to regularly participate in the National Fraud Initiative, a data matching exercise to detect and prevent fraud and overpayments across England and Wales. The initiative is organised by the Audit Commission who require the provision of details of pensioners to compare against data provided by other public bodies to ensure:
 - Pensions are not paid to persons who are deceased or no longer entitled to them
 - Occupational pension income is declared when any benefit (e.g. council tax or housing benefit) is applied for
 - The best use of public funds
- The Fund also uses an address tracing and mortality screening system to improve address quality and identify potential mortality cases across the deferred and pensioner membership in the UK and has recently contracted with Western Union to ensure that a similar process, with regard to its pensioner members who reside overseas, can be implemented.

Page 15



Internal Dispute Resolution Process

If there is a complaint or dispute against either the Fund or a decision made by an employer concerning a matter relating to the LGPS, there is a provision for its resolution known as the Internal Dispute Resolution Process (IDRP). The disputes process follows a set procedure.

Stage 1 appeals are considered by individual employers if the dispute is against decisions made by them, or by the Administering Authority if the dispute is against Pension Fund decisions. Where the appellant remains dissatisfied with the outcome of Stage 1, they may refer the complaint to the Administering Authority for reconsideration under Stage 2 of the appeal process. The Administering Authority has appointed two independent officers to hear applicable Stage 1 and all Stage 2 appeals.

Should the appellant remain dissatisfied after the Stage 2 outcome, they may refer the complaint or dispute to the Pensions Ombudsman for determination.

An analysis of the dispute cases raised during the year to 31 March 2016 is as follows:

Stage	No. of Appeals	Appeals upheld
Stage 1	4	0
Stage 2	1	0
Referred to Pensions Ombudsman	1	1

Communications

The Fund is required to have a formal Communications Policy Statement under the regulations, which sets out the mechanisms used to meet its communicate needs (see Appendix 10).

During 2015/16, the Fund has continued to develop the way in which it communicates with its stakeholders, with the key communication activity being:

- Roadshows for members to communicate the impact of the change in State Pension and other LGPS matters
- Presentations by Prudential – the Fund's Additional Voluntary Contribution (AVC) provider
- Distribution of Annual Benefit Statements to both active and deferred members
- Newsletters sent to both Active members and Pensioner members
- Annual consultative meetings to discuss the Fund's Annual Report and Accounts and to communicate strategic issues and significant legislative changes to operational staff
- Training for and meetings with operational staff and employers with regard to the changes impacting on the LGPS



- Continuing collaboration with the other Welsh Pension Funds to produce key communication material, thereby sharing expertise and costs
- The Fund's website (www.swanseapensionfund.org.uk), which covers all aspects of the LGPS for its active members, councillor members, deferred members, pensioners and their dependants as well as an 'Investment and Fund' section which provides details of the governance of the Fund.

The website provides members with access to pension forms and online literature, which assists reducing the Fund's printing and postage costs.

The website also includes a dedicated employer section that contains all information, including standard forms, which an employer needs to administer the LGPS.

Legislative Changes in the LGPS during 2015/16

Local Pension Board

In accordance with Regulation, the City & County of Swansea have set up the its Local Pension Board whose remit is to assist the scheme manager (The City & County of Swansea Pension Fund). The terms of reference are available at this link:

<http://democracy.swansea.gov.uk/ieListDocuments.aspx?CId=498&MId=6735&Ver=4&LLL=-1>
The local pension Board has met twice in 2015/16 and has undertaken initial training and reviewed specific scheme documents.

Other Changes during 2015/16

The following matters have impacted on the administration of the Scheme

Freedom and Choice

The Pension Scheme Act 2015 introduced legislation from 6th April 2015, which removed the restriction on the amount of cash people paying into defined contribution (DC) pension arrangements can take when they retire. In addition, rather than buy an annuity with their pension pot when they reach retirement age, they have the option to withdraw their pension savings as an authorised taxed lump sum from the normal minimum pension age (normally age 55).

Although this does not impact directly on the LGPS, the Government has allowed that non-active LGPS members may elect to transfer the value of their LGPS pension into a DC arrangement so that they can access the cash transferred to those arrangements.

If the transfer amount is more than £30,000, before such a transfer can take place, the Fund must ensure that the member has received appropriate, independent financial advice and is aware of the risks attached to transferring secure, guaranteed pension benefits to an unsecure pension arrangement as well as confirmation that the new scheme is a properly authorised pension arrangement.

End of Contracting Out

The basic state pension and state second pension (S2P) were abolished on 5th April 2016 and replaced by a single-tier pension.

For LGPS members, this has meant an increase in National Insurance (NI) contributions for both members and their employers as the previous rebate allowed, to contract-out pension schemes out of S2P, now no longer applies.

Another implication of the ending of contracting out is that members of all pension schemes, which had contracted-out status, have a Guaranteed Minimum Pension (GMP), which relates to the part of their pension between 6th April 1978 and 5th April 1997 for which they were contracted out. The GMP is not an additional amount but is an amount which the Scheme must ensure at least equals the members equivalent LGPS pension at State Pension Age.

To ensure that pension scheme records reconcile with those of HMRC, the formerly contracted-out pension schemes, including the LGPS, have to undertake an exercise to ensure the correct information is held on members' records. The reconciliation exercise has to be completed by December 2018 after which HMRC will no longer respond to any queries in relation to the GMP.

This exercise is extremely challenging and not to be underestimated and will require considerable work to ensure that the Fund is not left with unwarranted liabilities; therefore, the Fund is currently employing an additional temporary full-time member of staff to deal specifically with the reconciliation exercise.

Page 17

Tax Reform

The last few years has seen major steps taken by the Government to reduce tax free allowances on pension accrual.

The Lifetime Allowance (LTA), which is the total amount an individual can hold in all their pension savings, reduced to £1.25m from 6th April 2014 and reduced further to £1m with effect from 6th April 2016. As with previous reductions to the LTA, HMRC has offered protections so that anyone affected by the reduction can apply to protect previously earned pension benefits.

In addition, HMRC also limits the amount by which the total value of a person's pension benefits can increase in a year. The Annual Allowance limit reduced to £40,000 with effect from 1st April 2014 and remained at this level for 2015/16, which has resulted in more members becoming subject to tax charges on the excess accrued.

The Pensions Regulator Code of Practice

The Pensions Regulator Public Service Code of Practice (Governance and Administration of the Public Service Pension Schemes) came into force with effect from 1st April 2015. The code provides LGPS Funds with a summary of their key governance and administration duties and the standards of conduct, record keeping and practice expected by the Pensions Regulator.

Consultation with Department of Communities and Local Government

The Department of Communities and Local Government have undertaken a number of consultation exercises during the year including:

- Amendments to Investment Management Regulations.
- Criteria to satisfy when pooling LGPS assets as part of the LGPS reform.
- DCLG are still considering the large number of responses in respect of the former consultation exercise, whilst final submissions in respect of the latter exercise were submitted on July 15th 2016.

– Proposed All Wales Investment Pooling Arrangements

The All Wales Pool comprising 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 submitted their proposals in respect of their pooling proposals in line with DCLG's requirements on July 15th 2016.

The proposals propose the implementation of an asset pooling structure where each Administering Authority retains the asset allocation decision, but where the implementation of said structure is implemented via a shared pooling structure resulting in economies of scale and savings in management fees.

Local Pension Board - Annual Report 2015/16

Introduction

In April 2016, the LGPS Scheme Advisory Board (SAB) was established as a statutory body, to encourage best practice, increase transparency and co-ordinate technical and statutory issues at national level. To assist each Pension fund achieve these standards each Pension Fund has a new Local Pension Board working to standard guidance set nationally.

As this was the first year of operation for the Board a high priority was given to developing the Boards knowledge and understanding such that this role could be fulfilled.

In addition 2015 saw the Pensions Regulator's (tPR) role extended from private sector pension to also cover public sector schemes. New procedures have been introduced during the year to meet the requirements of the Pensions Regulator's Code of Practice, including the reporting of statutory and regulatory breaches such as late payment of contributions.

The purpose of the board is not to be involved in the day today running of the Pension Fund but rather to assist the Administering Authority in the work carried out by the Fund and ensure that it complies with laws and regulations, including the requirements of the Pensions Regulator.

The Regulator has set clear standards which it expects Pension Funds to meet and will place reliance on the Local Pension Board to ensure these standards are met and that they assist the Pension Fund in continually improving its operations. Since the Board was established the Board has attended appropriate training to understand requirements of the role, including the specific requirements of the Pensions Regulator

Details of Membership

For the financial year 2015/16, the Board consists of 6 members, 3 member representatives and 3 employer representatives. All members are unpaid volunteers.

Type	Name	Organisation
Employer	Cllr David Cole then Cllr Jayne Harris	City & County of Swansea
Employer	Cllr Alun Lockyer	Neath County Borough Council
Employer	Mr John Andrew	NPT Homes
Member	Mr Ian Guy	Union nominated representative
Member	Ms Andrea Thomas	Union nominated representative
Member	Ms Arlene Chaves	Union nominated representative

Summary of 2015-16

As 2015-16 was the first year of operation a priority has been the training and development of the required skills of the Board.

During the year the Local Pension Board have reviewed the Pension Fund Committee Reports around:

- Pension Fund Reform
- Investment Strategy Review
- Investment Management Regulations
- Local Pension Board Governance
- Annual Report & Statement of Accounts
- Risk Register

Attendance at Meetings

The terms of reference for the Board state that there should be a minimum of 2 meetings per financial year. The Local Pension Board met on the:

- 21st July 2015
- 19th January 2016
- And attended the Annual Consultative Meeting on the 16th Dec 2015.

Attendance at the above meetings was recorded at 67% by the appointed Board members.

Skills & Development Activities

As this is the first year of the Local pension Board, there is understandably a focus on training and skills and knowledge attainment

The CIPFA knowledge and skills framework has been used to inform a body of training appropriate to the new membership of the Local Pension Board.

During the year, the Local Pension Board Members have received the following training:

- Local Government Association (LGA) Trustee Training on:
 - October 2015
 - November 2015
 - December 2015.
- Joint Local Pension Board /Committee Training in collaboration with Dyfed Pension Fund- Nov 2015.
- Triennial Valuation Training - Jan 2016

Budget

The Board agreed a budget of £10k per annum to assist with its operation. In its first year of operation the Board incurred costs of £5k.

ANNUAL GOVERNANCE STATEMENT

1. Scope of Responsibility

- 1.1 The City and County of Swansea is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Authority also has a duty under the Local Government (Wales) Measure 2009 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, the City and County of Swansea is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.
- 1.3 The City and County of Swansea has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework '*Delivering Good Governance in Local Government*'. A copy of the Code can be obtained by contacting the Chief Auditor on 01792 636463 or e-mailing paul.beynon2@swansea.gov.uk. This statement explains how the Authority has complied with the Code and also meets the requirements of the Accounts and Audit (Wales) Regulations 2014 to review the effectiveness of its internal control systems at least once a year.

2. The Purpose of the Governance Framework

- 2.1 The governance framework comprises the systems and processes, culture and values, by which the Authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.
- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Authority's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised and to manage them efficiently, effectively and economically.
- 2.3 The governance framework has been in place at the City and County of Swansea throughout the year ended 31 March 2016 and up to the date of approval of the Statement of Accounts.

3. The Governance Framework

- 3.1 The CIPFA/SOLACE governance framework identifies the following 6 fundamental principles of corporate governance
- Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area
 - Members and officers working together to achieve a common purpose with clearly defined functions and roles
 - Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour
 - Taking informed and transparent decisions which are subject to effective scrutiny and managing risk
 - Developing the capacity and capability of members and officers to be effective
 - Engaging with local people and other stakeholders to ensure robust public accountability
- 3.2 Council approved its Code of Corporate Governance on 19 June 2008 based on the 6 principles outlined above.
- 3.3 The key elements of the policies, systems and procedures that comprise the governance framework in the Council are shown below and linked to the 6 fundamental principles
- 3.4 **Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area**
- The **Council** is made up of 72 councillors who are democratically accountable to residents and have an overriding duty to the whole community. Council decides overall policies and sets the annual budget as well as receiving reports from Scrutiny, Cabinet Members and Officers.
 - The Council is required, under the Local Government (Wales) Measure 2011, to put in place a system to publish individual **Councillors Annual Reports** in relation to their activities. A template report has been agreed by the Democratic Services Committee and all reports submitted by Councillors are published on the Council's website.
 - A forward looking **Corporate Plan** is produced under the Local Government (Wales) Measure 2009 and the 'Wellbeing Objectives' under the Wellbeing of Future Generations (Wales) Act 2015. The Corporate Plan sets out the Council's vision, priorities, values, principles and delivery. For each priority the Corporate Plan identifies:
 - Why it is a priority?
 - What needs improving?
 - What the Council is going to do?
 - What outcomes the Council is seeking to achieve?

- The Wales Audit Office completes an annual **Corporate Plan Audit** to ensure that the Plan has been produced in accordance with the Local Government (Wales) Measure 2009. A **Certificate of Compliance** is issued if the Wales Audit Office believes that the Council has discharged its duties under the Measure.
- An **Annual Performance Review** is undertaken by the Council which provides a review of the progress made in meeting the priorities, actions and targets as set out in the Corporate Plan. The review is reported to Council.
- The Wales Audit Office undertakes a **Corporate Assessment** of the Council on a 4 yearly basis as well as an annual programme of improvement studies and an audit of the Council's approach to improvement planning and reporting.
- The Council publishes a **Single Integrated Plan** which is developed by the Local Service Board following a needs assessment to provide the evidence base for the Plan, a review of relevant consultation and an Integrated Impact Assessment undertaken by an expert panel.
- A **Code of Corporate Governance** based on the CIPFA/SOLACE governance framework was adopted by the Council in June 2008. However the Code has not been reviewed since then and is now considerably out of date.
- Each Head of Service must complete a **Service Plan** which sets out the key priorities and objectives of the service and how they will be delivered and measured. The Service Plan also identifies the contribution that the service makes to the priorities and objectives of the Directorate and the whole Council. A Toolkit and Supplementary Guidance exists to assist in the production of the Service Plan.
- A **Medium Term Financial Plan** is approved by Council each year which details the major funding assumptions for the period and proposes a strategy to maintain a balanced budget.

3.5 Members and officers working together to achieve a common purpose with clearly defined functions and roles

- A **Council Constitution** exists which sets out the framework and rules governing the Council's business described in 16 Articles. The Constitution also includes a Scheme of Delegation and a number of Rules of Procedure, Codes and Protocols as well as the Councillors' Allowances Scheme.
- In response to the recommendations of the Peer Review in September 2014, an updated **Scheme of Delegation** was approved by Council on 27/08/15. The updated scheme is intended to speed up decision making within the Council by delegating authority to individual Cabinet Members, formally recognising the role of Executive Support Members and providing clearer guidance in relation to limitations on delegation.
- A **Constitution Working Group** exists to review all aspects of the Council Constitution and to make appropriate recommendations for change. The Group also administers the election of the Lord Mayor and Deputy Lord Mayor as outlined in the Council Constitution.

- Separate **Codes of Conduct** exist in the Council Constitution for **Members and Officers** which describe the high standard of conduct expected of them. There is also a **Member/Officer Protocol** which guides the relationship between them to ensure the smooth running of the Council. A new Members Code of Conduct was adopted by Council on 19/05/16, the new Code reflects the Local Authorities (Model Code of Conduct) (Wales) Order 2016 issued by the Welsh Government.
- The **Chief Executive**, as Head of the Paid Service, leads the Council's officers and chairs the Corporate Management Team.
- A new **Senior Management Structure** was approved by Council on 07/04/16. The following key themes were identified in the approach to the re-structuring
 - The need to maintain stability given the imminent departures of key officers
 - The need to ensure that the Sustainable Swansea Programme is delivered
 - The need to make savings in management costs
 - The need to retain the focus on delivering services and priorities
 - The new structure includes radical proposals for the delivery of Business Support as a result of the Central Services Commissioning Review. There are potential governance risks to the new Business Support model but there is a commitment that the transition will be managed effectively and any changes will have due regard to governance, corporate grip and control.
- The Head of Finance and Delivery was the Council's designated **S151 Officer** throughout 2015/16 and was responsible for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts and for maintaining an effective system of internal financial control. The Senior Management Structure report approved by Council on 07/04/16 placed the S151 Officer responsibility with the Corporate Director (Resources)
- The Council's financial management arrangements during 2015/16 complied with the governance requirements of the **CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010)** and will continue to do so under the new Senior Management structure agreed by Council on 07/04/16.
- An **Audit Committee** exists to review and scrutinise the Council's financial affairs, review and assess the risk management, internal control and corporate governance arrangements, oversee the internal and external audit arrangements and review the financial statements. The Audit Committee Annual Report to Council identifies the assurance the Committee has gained over control, risk management and governance.
- The Head of Legal and Democratic Services is designated as the Council's **Monitoring Officer** and is responsible for investigating and reporting on any allegations of contraventions to any laws, policies, procedures, regulations or maladministration and breaches of the Council's Constitution. Under the Senior Management Structure report approved by Council on 07/04/16, the Monitoring Officer function remains with the Head of Legal and Democratic Services pending the implementation of the Business Support Review.

- The Council is the Administering Authority for the **City and County of Swansea Pension Fund** and is responsible for all issues relating to the governance of the Pension Fund. This role is exercised by the **Pension Fund Committee**.
- A **Local Pension Board** exists in line with the Local Government Pension Scheme (Amendment) (Governance) Regulations 2015. The role of the Board is to assist the Administering Authority in its role of scheme manager.

3.6 Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

- The Council has defined its **Values** as People Focused, Working Together and Innovation. A description of each value and what it means is available on the Council's website.
- The **Standards Committee** made up of 5 independent members, 3 City and County of Swansea Councillors and 1 Community/Town Councillor promotes and maintains high standards of conduct by Councillors, assists Councillors to observe their Code of Conduct, monitors the operation of the Code and deals with any reports from the Monitoring Officer. The Committee also undertakes roles for ethical audit purposes, including an overview of the Whistleblowing Policy and an overview of complaints handling and Public Services Ombudsman for Wales investigations
- The **Anti-Fraud and Corruption Policy** applies to all councillors and employees. It outlines the Council's commitment to preventing, discouraging, detecting and investigating fraud and corruption whether attempted on the Council or from within the Council. The Policy is available on the Council's internal and external websites. Fraud pages have been published on the websites which defines fraud and outlines how to report suspicions of fraud by telephone, e-mail and via an online form.
- A **Corporate Complaints Policy** based on the Welsh Government Model for complaints handling is in place and can be accessed through the Council's website. The policy governs the investigation of complaints from members of the public including complaints about service provision. A Corporate Complaints Annual Report is presented to Cabinet each year.
- A **Whistle Blowing Policy** exists which encourages and enables employees to raise serious concerns without fear of harassment or victimisation. The Policy is available to all staff in the online Employee Handbook.
- The **Internal Audit Section** operates in accordance with the Public Sector Internal Audit Standards and is an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It helps the Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. A Corporate Fraud Team was established with effect from 01/06/15 for an initial 2 year period. The Team is responsible for investigating all suspected cases of fraud, corruption and bribery across the Council and promoting a zero tolerance approach to fraud.

- **Information Management** is a key part of service delivery and a great deal of work has been accomplished to strengthen and improve the security of the Council's systems that hold data. The Council recognises that there are risks associated with staff accessing and handling data so online training is available together with key policies and a strategy that have helped embed an information security culture. Any suspected or actual information security breaches are reported and managed via an established breach panel and key relationships have been developed with the Information Commissioners Office to ensure the Council operates in accordance with the Data Protection Act. Corporate Management Team receives 6 monthly reports highlighting key success factors. Each Directorate has an Information Management representative who meet bi-monthly and have helped with communication, awareness and new ways of working.
- The success of implementing **Information Management** relies on having effective **Governance** arrangements in place and having a clear understanding and acceptance of responsibilities. A Senior Information Risk Officer (SIRO) is in place to provide board-level accountability and assurance. The SIRO chairs an Information Management and Technology Board that provide direction on all aspects of information and risk ensuring compliance with regulatory, statutory and organisational policies and standards.
- Information is used throughout the Council to help provide better and more efficient services to the public. The **Sharing of Information** is key to the Council's goal of delivering better, more efficient public services that are coordinated around the needs of the individual. It is essential to enable early intervention and preventative work, for safeguarding and promoting welfare and for wider public protection. As areas move towards partnership working and integrated services, professional and confident sharing of information is becoming more important to delivering the benefits of the new arrangements.

3.7 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

- The **Decision Making** process is clearly set out in the Constitution along with the scheme of delegation and the terms of reference of Cabinet, Committees, Scrutiny Boards, Panels, Forums and Groups.
- The **Cabinet** (as Executive) is responsible for most day to day decisions and acts in line with the Council's overall policies and budget.
- A **Challenge Panel** consisting of 12 members consider any Cabinet decisions which have been 'called in' if the Presiding Member of the Council accepts that the call in is valid. The criteria used by the Presiding Member to decide on validity are tightly set and the Presiding Member receives appropriate advice from officers. The Challenge Panel will consider whether the decision is a well-founded and appropriate decision of Cabinet.
- All reports to Council and Cabinet must include paragraphs detailing the **Financial, Legal and Equality and Engagement Implications** of the report.

- The **Scrutiny Programme Committee** is responsible for developing the Council's Scrutiny Work Programme via a single workplan, holding Cabinet Members to account and providing challenge on specific themes. The Committee will set up informal **Scrutiny Panels and Working Groups** to undertake the detailed work of scrutiny and will appoint **Scrutiny Conveners** to chair the various Scrutiny Panels.
- The role of Scrutiny is to improve the performance of services, to provide an effective challenge to the Executive and to engage non-executive members in the development of policies, strategies and plans. A **Scrutiny Work Planning Conference** is held each year to choose topics for review.
- Quarterly **Scrutiny Dispatches** impact reports are presented to Council as well as a **Scrutiny Annual Report**. The Annual Report is used to highlight the work carried out by scrutiny, show how scrutiny has made a difference and support continuous improvement for the scrutiny function.
- A **Corporate Risk Policy** is in place which describes how risk management is implemented in the Council to support the realisation of strategic objectives. A **Risk Management Framework** also exists which aims to help managers and members at all levels to apply risk management principles consistently across their areas of responsibility.
- Corporate, Directorate and Service **Risk Registers** are in place to capture and monitor risks that could affect the Council's business. Risk Management is subject to regular review by the Audit Committee.

3.8 Develop the capacity and capability of members and officers to be effective

- A series of **Mandatory Staff e-Learning Courses** has been developed for all new employees covering corporate induction, safeguarding, fire safety, health and safety, display screen equipment and equalities. A wide range of training is also available to staff via the Learning Pool and directly delivered courses.
- A review of the **Councillors Training Programme 2014/15** was presented to the Democratic Services Committee where it was resolved that a new Training Needs Assessment be circulated to Councillors. The Assessment was reported back to the Democratic Services Committee where it was resolved that for 2016/17, 14 courses would be deemed to be mandatory with regular reports on attendance being passed to Political Group Leaders/Political Whips to encourage increased attendance. It was also resolved that the increased use of e-Learning for Councillors Training be developed.
- Regular **Cabinet and Corporate Management Team Away Days** are held where thematic issues are discussed such as Sustainable Swansea – fit for the future, One Swansea Plan, Commissioning Reviews, budget and poverty and prevention.

- An **Employee Performance Management Policy** exists and is available to all staff in the online Employee Handbook. The policy establishes a process which contributes to the effective management of individuals and teams in order to achieve high levels of organisational performance. Evidence from the Staff Survey 2015 indicated that the completion of annual appraisals by managers was sporadic across the Council. The Executive Board requested an audit of appraisals in January 2016 which supported the findings of the staff survey. A further audit will be undertaken in January 2017.
- Monthly **One to One meetings** are held involving the Leader, Cabinet Members, Chief Executive, Corporate Directors, Chief Officers, Heads of Service and 3rd tier staff as part of the performance management process.
- Each Corporate Director holds a monthly **Performance and Financial Monitoring** meeting where Chief Officers and Heads of Service report on progress in terms of continuous improvement and budgets. A meeting template exists covering budget, performance, workforce, customers and risk issues.
- The Council Constitution includes detailed **Financial Procedure Rules** which govern the financial management of the Council.
- Financial Procedure Rules are supplemented by detailed **Accounting Instructions** which aid sound financial administration by setting out the principal controls and procedures to be followed by all departments for a range of functions. From time to time the Accounting Instructions are reviewed and ad hoc instructions may also be issued such as the current spending restrictions. The Accounting Instructions have not been reviewed for some time and need to be updated to reflect changes in systems and procedures in particular the increasing use of digital solutions.
- The Council Constitution includes **Contract Procedure Rules** which govern the purchasing of goods and services and the letting of contracts with the aim of obtaining the best use of resources and value for money.

3.9 Engaging with local people and other stakeholders to ensure robust public accountability

- A **Consultation and Engagement Strategy** exists to ensure effective consultation and engagement with residents and partner organisations.
- A series of **Residents Telephone Surveys** of 200 residents take place every 2 months and cover topics such as the Council's reputation and performance in key areas. Consultation also takes place on the annual budget and *Sustainable Swansea – Fit for the Future* as well as service specific consultation run directly by services. The Council will also be carrying out consultation on the Commissioning Reviews being undertaken across services to engage staff, service users and other stakeholders. There is also a ward representative role for each councillor.
- The **Swansea Leader** newspaper is published every 2 months and delivered to every household in the area informing people about the Council's work and the progress it is making. An electronic version of the Swansea Leader is available on the Council's website.

- A wealth of **Information for Stakeholders** is available on the Council website including agendas, which are published in advance of meetings and minutes of all Council, Cabinet, Committee and Scrutiny Board meetings. Members of the public can attend meetings of the Council, Cabinet, Committees and Scrutiny Boards except where confidential or exempt information is likely to be disclosed and the meeting is therefore held in private. The Council website was re-launched in 2014/15 with the aim of being task orientated, easier to navigate and more concise. Following the re-launch of the website, it received a 3 star rating from Socitm up from the previous 2 star rating.
- Members of the public also have the right to ask questions and time is set aside at each Council and Cabinet meeting for **Public Questions**.
- **Financial Monitoring Reports** which monitor the revenue and capital budgets are produced on a quarterly basis and reported to Cabinet.
- **Performance Monitoring Reports** are produced for Cabinet on a quarterly basis and an **Annual Performance Monitoring Report** is also presented which allows performance to be reviewed and to inform executive decisions on resource allocation. The annual report also identifies any corrective action required to manage and improve performance and efficiency in delivering national and local priorities.

3.10 The Council's Annual Statement of Accounts identify that the Council has an interest in the companies shown below. The Annual General Meeting of the Council appoints councillors to sit on the Boards of the companies. The number of councillors appointed is shown against each company

- Swansea City Waste Disposal Co. Ltd (1 councillor)
- Wales National Pool Swansea Ltd (3 councillors)
- National Waterfront Museum Swansea Ltd (3 councillors)
- Swansea Stadium Management Co. Ltd (2 councillors)
- Bay Leisure Ltd (2 councillors)

3.11 A number of methods are in place to monitor the activities and performance of the companies including councillor/officer steering groups, strategic and operational meetings and management groups.

3.12 A Business and Partnership Unit exists in Cultural Services to monitor the activities of externally funded partner providers and an Annual Report on Leisure Partnerships is presented to Council each year.

4. Review of Effectiveness

4.1 The City and County of Swansea has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the Authority who have responsibility for the development and maintenance of the governance environment, the Chief Auditor's annual report and also by comments made by the external auditors and other review agencies and inspectorates.

4.2 The processes for maintaining and reviewing the effectiveness of the governance framework within the Council include the following broad headings.

4.3 Internal Control Self-Assessment

- Each Head of Service has provided a signed **Senior Management Assurance Statement** for 2015/16 which provides assurance over the internal control, risk management and governance framework for their area of responsibility.
- The **Senior Management Assurance Statement** contains 10 questions covering governance issues and requires a 'Yes', 'No' or 'Partly' answer. Most answers provided by Heads of Service were 'Yes' with a small number of 'Partly', there were no 'No' assurance answers. The main areas where 'Partly' answers were given related to concerns over the risks and impact on the control environment resulting from savings proposals and the risks, control and governance relating to partnerships. However, in each case assurance was provided that sufficient monitoring was in place so as not to pose a risk to governance.

4.4 Internal Sources of Assurance

The following provide assurance based on reports covering 2014/15 as the reports for 2015/16 are not yet available. The 2015/16 reports will be reflected in the next Annual Governance Statement.

- The **Annual Performance Review 2014/15** was approved by Cabinet on 15/10/15 in accordance with the publishing requirements of the Local Government (Wales) Measure 2009. The report showed the results of each performance measure for the 9 Improvement Objectives set out in the '*Standing up for a Better Swansea*' Corporate Improvement Plan 2013/17. The results showed that the Council was 'fully successful' in achieving the performance measures for one of the Improvement Objectives and 'mainly successful' in the other 8 Improvement Objectives.
- The **Corporate Complaints Policy** was in place throughout 2015/16 and the **Corporate Complaints Annual Report 2014/15** was presented to Cabinet on 15/10/15. The Annual Report identified a 4.5% increase in the number of complaints and requests for service in the year. The report also highlighted a number of service improvements which had been introduced as a result of compliant investigations.

The following provides assurance based on reports covering 2015/16

- The **Corporate Plan 2016-17 'Delivering for Swansea 2016/17'** produced in accordance with the Local Government (Wales) Measure 2009 and the 'Wellbeing Objectives' under the Wellbeing of Future Generations (Wales) Act 2015 was approved by Cabinet on 17/03/16. The Plan describes the Council's vision for Swansea, the 5 key Council priorities and the organisation values and principles that will underpin the delivery of the priorities and the overall strategy. The Corporate Plan on a Page has also been published to assist stakeholders understanding.

- The One Swansea Plan and Delivery Framework 2015 '*Place, People, Challenges and Change*' were endorsed by the Local Service Board on 15/09/15 as the **Single Integrated Plan**. The purpose of the Plan is to improve the wellbeing of people in Swansea by ensuring that professionals and the public work together. The Plan is developed by the Local Service Board which includes the main public service agencies for the area and representatives of the voluntary and business sector. The Plan identified Domestic Abuse (with a focus on safeguarding) and Older People's Independence as the priorities for 2015/16.
- The adoption of the **Council Constitution** was reaffirmed at the Annual Meeting of the Council on 19/05/15. Various reports have been approved by Council throughout 2015/16 making changes to the Constitution.
- The **Standards Committee** met on 7 occasions during 2015/16 and the **Standards Committee Annual Report 2015/16** was presented to Council on 28/07/16. The report described the work of the Committee during 2015/16 including the merger with the Community/Town Councils Standards Committee, the annual discussions with Political Group Leaders, Committee Chairs and the Chief Executive, developing a protocol to follow when attending other Council Body Meetings as Observers and a proposed review of the dispensation regime in 2016.
- The **Audit Committee** met on 9 occasions during 2015/16 and followed a structured workplan which covered all areas of the Committee's responsibilities with the aim of obtaining assurance over the areas included in its terms of reference. The Committee includes a lay member as required by the Local Government (Wales) Measure 2011. The lay member is also the Chair of the Committee.
- The **Audit Committee Annual Report 2015/16** was approved by the Audit Committee on 28/06/16 and will be presented to Council on 22/09/16. The report outlined the assurance the Committee had received over control, risk management and governance from various sources over the course of 2015/16.
- The **Internal Audit Annual Report 2015/16** was reported to the Audit Committee on 30/08/16 and included the Chief Auditor's opinion that based on the audit reviews undertaken in 2015/16, Internal Audit can give reasonable assurance that the systems of internal control were operating adequately and effectively and that no significant weaknesses were identified.
- The **Scrutiny Programme Committee** met on 14 occasions in 2015/16 and had overall responsibility for the scrutiny function.
- The **Scrutiny Annual Report 2015/16** was presented to Council on 28/07/16. The report highlighted the work carried out by Scrutiny, showed how Scrutiny had made a difference and supported continuous improvement for the Scrutiny function. The report also showed the progress made in achieving the 5 improvement outcomes identified in the previous year's Annual Report. The report showed that Scrutiny continued to improve and to make a difference with the flexible approach attracting interest from other councils.
- The annual **Scrutiny Work Planning Conference 2015/16** was held on 08/06/15 and a report on the **Scrutiny Work Programme 2015/16** was agreed by the Scrutiny Programme Committee on 13/07/15.

- The **End of Year Performance Monitoring Report 2015/16** was approved by Cabinet on 21/07/16 which presented the detailed performance results for 2015/16. The report showed that 51 (59%) Performance Indicators had met the target set for the year and 41 (68%) of comparable Indicators showed improvement compared to 2014/15. The results of the review are used to inform executive decisions on resource allocation and to take corrective action to manage and improve performance and efficiency in delivering national and local priorities.
- The **Constitution Working Group** met on a number of occasions during 2015/16 to discuss amendments to the Constitution including a review of filming, recording and photography at Council meetings, the Model Council Constitution and Council Procedure Rule 26 – Public Presentations and Question Time. The Group also met to agree the nomination of the prospective Lord Mayor and Deputy Lord Mayor.
- The **Medium Term Financial Plan 2017/18 – 2019/20** was approved by Council on 25/02/16. The Plan outlined the significant shortfall in funding faced by the Council over the period and the strategy to be adopted to address the shortfall as well as the inherent risks to the success of the adopted strategy.
- The **Corporate Risk Management Policy and Framework** operated throughout 2015/16 and the Head of Finance and Delivery presented update reports on Risk Management to the Audit Committee on 15/12/15 and 16/02/16.
- Each Corporate Director held monthly **Performance and Financial Monitoring** meetings where Chief Officers and Heads of Service reported on progress in terms of continuous improvement and budgets.
- Quarterly **Performance Monitoring Reports** were presented to Cabinet during 2015/16 which provided detailed performance tables and identified the Council's performance outcome for the indicators which had been selected for their suitability to measure performance against the Council's 5 key priorities.
- Improvements are being made to the Council's performance and monitoring arrangements by the introduction of the **Balanced Scorecard** as the new performance improvement framework. The Balanced Scorecard will also be a strategic delivery system to translate the Council's vision and strategy into tangible objectives and measures. It will operate at all levels within the organisation to deliver the Council's '*Corporate Strategy on a Page*'. The development of the corporate strategy using the Balanced Scorecard and the Data Action and Risk Tool (DART) will continue during 2016/17.
- Quarterly **Financial Monitoring Reports** were presented to Cabinet throughout 2015/16. The reports identified a potential revenue budget overspend at year end based on available information and stressed the need for expenditure to be contained within the budget set by Council. The reports identified an urgent need for significant additional budget savings across all Council service.

- A **Mid Term Budget Statement 2015/16** was presented to Cabinet on 15/10/15 which provided a strategic and focussed assessment of the current year's financial performance and an update on strategic planning assumptions over the next 3 financial years. The conclusion of the Statement was that the Council would struggle to deliver within the overall resources identified to support the budget in 2015/16. The likely projected outturn was dependent upon the willingness and ability of the Council to reduce and restrict ongoing expenditure across all areas. The Statement also identified the need for the Council to significantly accelerate its efforts in terms of scale and pace in the implementation of the *Sustainable Swansea* delivery programme in 2016/17 and beyond.
- All reports presented to Cabinet and Council during 2015/16 had been reviewed by Finance, Legal and Access to Services staff and included the appropriate paragraphs detailing the **Financial, Legal and Equality and Engagement Implications** of the report.
- The **Pension Fund Committee** met on 4 occasions during 2015/16 and dealt with all issues relating to the governance of the Pension Fund.
- The Council's outsourced **ICT Contract** with Capgemini successfully transferred back to an in-house managed service during 2015/16. Project methodology was used to deliver the scope and objectives of the transfer including a strong governance model to closely monitor the deliverables. All risks were managed and controlled during the project which delivered a number of benefits including annual ICT cost savings of £1.5m. The End of Project report was presented to Cabinet on 21/01/16,

4.5 External Sources of Assurance

- The Wales Audit Office undertook a **Corporate Assessment** of the Council in November 2014. The assessment sought to answer the *question 'is the Council capable of delivering its priorities and improved outcome for citizens?'* The **Annual Improvement Report 2014/15** which incorporated the Corporate Assessment report was presented to Council on 23/07/15 and concluded that *'the Council can demonstrate improvement across a range of key services and has developed a clear framework for managing future challenges'*. The report made the following proposals for improvement which will be addressed by the Council.
- Implement planned changes to the reporting arrangements for the key corporate priorities and identify a smaller number of outcomes intended to ensure delivery of the Council's new priorities.
- Ensure records of delegated decisions made by officers are accurately recorded.
- Increase the pace of implementation of improvements to performance reporting arrangements to provide a balanced range of readily accessible information that assists decision making.
- Ensure service business plans consistently incorporate workforce and asset management requirements as expected in corporate guidance.
- The Wales Audit Office is undertaking a **Corporate Assessment follow up** exercise to review progress against the proposals for improvement. The exercise is due to be completed by June 16.

- The Council invited the WLGA to facilitate a **Peer Review** in September 2014. The Peer Review had 3 key areas of focus i.e. Delivery, Change and Governance which were felt to be critical to organisational development and delivery in challenging times. The Peer Review identified both areas of strength and areas for improvement and made 20 recommendations in its report. The Council prepared an action plan to address the recommendations which was approved by Cabinet on 14/04/15. The Director of Corporate Services provided a **Peer Review Progress Update** to the Audit Committee on 19/04/16 which, for each of the 3 key areas of focus, identified what had been achieved and what was still to do. It was recognised that substantial progress had been made although there was still work to do and that going forward it was important to evaluate the impact of the actions taken.
- One of the results of the Corporate Assessment and Peer Review was that the Head of Legal and Democratic Services was tasked with undertaking a review of the Council's governance arrangements. To provide external assurance, the WLGA were asked to complete a **Corporate Governance Review**. The final report will be presented to the Audit Committee on 28/06/16 with the overall conclusion that there were no significant flaws in the governance arrangements but there were improvements that could be made. The findings from the WLGA report have been added to the Peer Review/Corporate Assessment Action Plan and will be addressed during 2016/17.
- The Appointed Auditor's **Annual Audit Letter 2014/15** was issued on 17/11/15 and presented to the Audit Committee on 15/12/15. The letter stated that *'The Authority complied with its responsibilities relating to financial reporting and use of resources'*. The letter also stated that an unqualified audit opinion had been issued on the accounting statements confirming that they present a true and fair view of the Authority's and the Pension Fund's financial position and transactions. The letter also stated that *'The Auditor General for Wales is satisfied that the Authority has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources'*.
- The Auditor General for Wales **Report of Deficiencies in Internal Controls 2014/15** was presented to the Audit Committee on 17/11/15. The report stated that *'No significant deficiencies in internal control have been identified, however recommendations have been raised for the Authority in order to further improve its control environment'* and *'The Authority has made progress in enhancing its control environment and implementing recommendations raised last year'*. A total of 10 new recommendations were made regarding deficiencies identified in the report and a further 8 recommendations in respect on 2013/14 had not been fully implemented.
- PwC on behalf of the Auditor General for Wales presented the **Audit of Financial Statements Report 2014/15** to Cabinet on 17/09/15. The report highlighted any significant issues to those charged with governance that needed to be considered prior to the approval of the financial statements. The report concluded that provided PwC were able to satisfactorily complete the outstanding work then it was the intention to issue an unqualified audit report on the financial statements. At the request of the Chair, the Audit of Financial Statements Report 2014/15 was reported to a special meeting of the Audit Committee on 21/09/15.



- The Wales Audit Office has issued a **Certificate of Compliance** following its audit of the Corporate Plan 2016/17
- The Council is subject to **Statutory External Inspections** by various bodies including Wales Audit Office, ESTYN and CSSIW. ESTYN inspected 16 educational establishments during 2015/16 with inspection reports being provided to the Governing Body in each case. Work continued in 2015/16 to implement the 5 recommendations arising from ESTYN's Education Services for Children and Young People Inspection Report 2013/14. Progress reports were made to Cabinet throughout the year with the most recent report on 17/03/16 reporting that 1 recommendation had a Red status (remains a concern), 1 had an Amber status (limited progress) and 3 had a Yellow status (good progress). The CSSIW Performance Evaluation Report 2014/15 for Swansea was presented to Council on 17/12/15. The report was very positive about Child and Family Services and recognised the efforts made in the last few years are now delivering benefits in terms of quality of care and cost of services. The report was also positive about Adult Services and highlighted that the need to provide preventative and well-being services is an enormous challenge.

- 4.6 The Annual General Meeting of the Council held on 19/05/15 appointed the required number of Councillors to sit on the Boards of the companies included in the Council's Statement of Accounts. A change was made to the representatives on the National Waterfront Museum Swansea Board at Council on 25/06/15 and to the representatives on Bay Leisure Ltd Board at Council on 28/04/16.
- 4.7 The Leisure Partnerships Annual Report 2014/15 was presented to Council on 28/04/16 which was considerably after the end of 2014/15. The report reviewed the performance of the Wales National Pool Swansea, National Waterfront Museum Swansea, Liberty Stadium and the LC in detail and provided information on the monitoring arrangements in place.

- 4.8 For the first time, the Leisure Partnerships Annual Report 2014/15 included details of the following partnerships where there is no Council representation on the Board and the Council's financial contribution is nil or limited.
- 360 Beach and Watersports Centre
 - Swansea Indoor Bowls Centre
 - Swansea Tennis 365

4.9 The review of the governance arrangements which operated for 2015/16 in the City and County of Swansea has shown that in general they provide a sound system and there are no suggestions that major issues exist. This view was supported by the Peer Review, Corporate Assessment and the recent WLGA Corporate Governance Review

4.10 The evidence gathered as part of the governance review for 2015/16 i.e. the Internal Control Self-Assessment and the review of internal and external sources of assurance supports the view that the governance arrangements continue to be fit for purpose although a small number of issues were identified where improvements can be made which are highlighted in Section 5 below.

4.11 We have been advised on the implications of the result of the review of the effectiveness of the governance framework and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework. The areas already addressed and those to be specifically addressed with new actions planned are outlined below.

5 Significant Governance Issues

5.1 The following table shows the significant governance issues which were identified during the review of effectiveness undertaken when preparing the Annual Governance Statement 2014/15 and the action taken during the year to address the issues

Issue	Proposed Action	Action Taken
<p>WLGA Peer Review Governance Issues – Corporate Governance Review</p> <p>1. Formal briefing of Cabinet members with emphasis on proactively engaging them in decisions rather than briefing them too late in the decision making process.</p> <p>2. Clarify the role of Cabinet Advisory Committees in the Constitution.</p> <p>3. Ensure that scrutiny is closely orientated towards the Council's top priorities.</p> <p>4. Consider reducing the time that Cabinet has to respond to scrutiny recommendations</p>	<p>The Head of Legal and Democratic Services is to undertake a 'whole system' review of how we make decisions, to include</p> <ul style="list-style-type: none"> Member decision making, including Cabinet Member delegation, briefings, role of CACs and impact of scrutiny Officer decision making, including the requirement to consult Legal, EIA, audit, HR etc. considerations Programme management, including boards <p>The review is focussed on the options available to allow the Council to move to a more agile, business like and quicker approach to governance both at Member and Officer level.</p> <p>There are many aspects of the processes that reinforce an old, risk averse approach. A set of principles need to be agreed that underpin future decision making processes</p> <p>This review will pick up a wide range of specific actions, as well as current actions to clarify roles and responsibilities. Further work is likely to pick up wider aspects of corporate governance.</p>	<p>The comments below are taken from WLGA's final Governance Review report</p> <p>1. Regular formalised meetings now take place but more work is required on the early engagement of Cabinet Members in decision making. It was considered that this recommendation was partly met.</p> <p>2. A report to Council on 27/08/15 established a clear structure and reporting lines for Cabinet Advisory Committees. The report included Terms of Reference for the Committees which have been included in the Constitution. This recommendation was felt to be largely met.</p> <p>3. One of the improvement outcomes for 2015/16 in the Scrutiny Annual Report 2014/15 was the need to align the work of scrutiny more closely with the Council's 5 Corporate Priorities. As a result, the Scrutiny Work Programme demonstrates a closer orientation to Council Priorities therefore it was felt that this recommendation was largely met.</p> <p>4. It was agreed at Council on 25/06/15 that the cabinet response time be reduced to 2 months. It was stated that this recommendation had been fully met.</p>


Issue	Proposed Action	Action Taken
<p>WLGA Peer Review Governance Issues – Local Service Board</p> <p>1. LSB could develop a small number of priorities which partners commit resources to and tackle on a task and finish or rolling basis.</p> <p>2. Communicate the role, purpose and activities of LSB to members looking to involve them in the work of the LSB including ward projects and local engagement or consultation.</p>	<p>'Reinvent' the Local Service Board or a 'city partnership' with:</p> <ul style="list-style-type: none"> A smaller number of delivery focused priorities A more radical approach to joint working and pooling of staff and resources Greater engagement of Members in local projects <p>The Single Swansea Plan (SSP) has agreed priorities but there is a need to refocus efforts on delivery. The SSP is currently being reviewed.</p> <p>The opportunities around community budgets are significant, but will be subject to a willingness by all partners to give up some sovereignty and to work differently to achieve better outcomes.</p>	<p>1. In line with the requirements of the Well-being of Future Generations (Wales) Act 2015, the LSB has been replaced with the Swansea Public Service Board which first met in May 2016. The Act requires that a small number of Well-being Objectives are agreed and delivered by partners and this will be done following the introduction of a Well-being Assessment in 2017. For 2016/17, the PSB has agreed to pursue a small number of issues as 'year one priorities'. These priorities, along with proposals for the workstreams that will deliver them, will be agreed at the PSB's July 2016 meeting.</p> <p>2. Information about PSB meetings and the work to deliver PSB priorities is communicated directly to all members by e-mail. Workstreams are open to members to participate in and a guide for members has been agreed by the PSB and will be published on the PSB website</p>

- 5.2 The comments regarding the Corporate Governance Review action taken shown above is taken from the WLGA's final Governance Review report which was presented to the Audit Committee on 28/06/16. The report to the Audit Committee included a commitment from the Leader and Chief Executive to implement the recommendations included in the Governance Review including those necessary to fully implement the outstanding significant governance issues shown in the table above.
- 5.3 The following table identifies issues which have been raised during the review of effectiveness and the proposed action to be taken during 2016/17 to address the issues


Issue	Proposed Action
1. The Council's Code of Corporate Governance should be updated to ensure compliance with the core and sub principles contained in the revised CIPFA/SOLACE Delivering Good Governance in Local Government Framework	The Code of Corporate Governance is to be reviewed in line with the CIPFA/SOLACE Guidance Notes for Welsh Authorities due to be published in September 2016.
2. There are potential governance issues as a result of the proposals for the new Business Support model across the Council arising from the Corporate Services Commissioning Review.	The transition to the new Business Support model will be carefully managed to ensure it is managed effectively and any changes will have due regard to governance, corporate grip and control.
3. A system should be developed to record relevant delegated decisions made by officers.	An appropriate system will be developed to record delegated officer decisions which could include the use of financial thresholds to ensure consistency across the Council and agreement between Cabinet Members and relevant officers on which delegated decisions should be recorded. The agreed system will be implemented by publishing relevant decisions on the Council website.
4. The process for producing the Annual Governance Statement should be reviewed to broaden the officer contribution to the process and to ensure that it is a live process throughout the year rather than a retrospective year-end process	A representative group from across the Council will be set up to meet regularly to review the Annual Governance Statement. The group will review the current Annual Governance Statement to identify where the format can be improved to promote a wider understanding and ownership of the Statement.

Page 28

5.4 We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review

Signed 
Date 22/9/16

Chief Executive

Signed 
Date 22/9/16

Leader

PART B

Statement of Responsibilities for the Statement of Accounts

The Authority's Responsibilities

The Authority is required:

- To make arrangements for the proper administration of the financial affairs of the Pension Fund and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Section 151 Officer.
- To manage its affairs in an economic, efficient and effective manner and to safeguard its assets.

The Section 151 Officer's Responsibilities

The Section 151 Officer of the City and County of Swansea is responsible for the preparation of the Pension Fund's statement of accounts which is required to present fairly the financial position of the Fund at the accounting date and its income and expenditure for the relevant year.

In preparing this statement of accounts, the Section 151 Officer has:

- selected suitable accounting policies and then applied them consistently made judgements and estimates that were reasonable and prudent
- complied with the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

The Section 151 Officer has also:

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

The Section 151 Officer's Certificate

The Statement of Accounts on pages 38 to 70 summarises the Fund's transactions for the 2015/16 financial year and its position at year-end 31 March 2016. The accounts have been prepared in accordance with the *Code of Practice on Local Authority Accounting in the United Kingdom 2015/16* which is based upon International Financial Reporting Standards (IFRS), as amended for the UK public sector and present fairly the financial position of the City and County of Swansea Pension Fund at 31 March 2016 and the income and expenditure for the year there ended.

 22.9.16

Mike Hawes
Corporate Director (Resources)

Auditor General for Wales' Statement to the Members of the Administering Authority of City & County of Swansea Local Government Pension Fund

I have examined the pension fund accounts and related notes contained in the 2016 Annual Report of the City & County of Swansea Pension Fund to establish whether they are consistent with the pension fund accounts and related notes included in the Statement of Accounts produced by the City & County of Swansea for the year ended 31 March 2016 which were authorised for issue on 22nd September 2016. The pension fund accounts comprise the Fund Account, the Net Assets Statement.

Respective responsibilities of the Administering Authority and the Independent Auditor

The Administering Authority, the City & County of Swansea is responsible for preparing the Annual Report. My responsibility is to report my opinion on the consistency of the pension fund accounts and related notes contained in the Annual Report with the pension fund accounts and related notes included in the Statement of Accounts of the Administering Authority. I also read the other information contained in the Annual Report and consider the implications for my report if I become aware of any misstatements or material inconsistencies with the pension fund accounts.

This other information comprises the administration report, the investment report, the actuarial report, the statement of investment principles, the funding strategy statement, the governance compliance statement and the communications strategy.

I conducted my work based on the requirements of Bulletin 2008/3 issued by the Financial Reporting Council. My report on the pension fund accounts and related notes included in the Statement of Accounts produced by the City & County of Swansea describes the basis of my opinion on those accounts.

Opinion

In my opinion the pension fund accounts and related notes included in the Annual Report of the City & County of Swansea Pension Fund are consistent with the pension fund accounts and related notes included in the Statement of Accounts produced by the City & County of Swansea for the year ended 31 March 2016 which were authorised for issue on 29 September 2016 on which I issued an unqualified opinion.

I have not considered the effects of any events between the date on which I issued my opinion on the pension fund accounts included in the authority's Statement of Accounts, 29 September 2016, and the date of this statement.

Anthony Barrett

Date : 15th November 2016

For and on behalf of:
Huw Vaughan Thomas
Auditor General for Wales
24 Cathedral Road
Cardiff

STATEMENT OF ACCOUNTS 2015/16


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 Pension 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 31 March 2016.
- The Notes to the Account designed to provide further explanation of some of the figures in the statements and to give a further understanding of the nature of the Fund.

2. Summary of transactions for the year

Where the money comes from:-	£'000		And where it goes.....	£'000
Contributions and transfers in	80,843		Pensions payable	56,555
			Lump sum benefits Refunds and transfers out	16,357 4,845
Other	119		Administrative Expenses	1,033
	<u>80,962</u>			<u>78,790</u>

	£'000
Net new money into the Fund	2,172
Net return on Investments	-29,332
Decrease in Fund value	<u>-27,160</u>

Fund Account For The Year Ended 31st March

Net Assets Statement As At 31st March

2014/15 £'000			2015/16	
			£'000	£'000
Contributions and benefits:				
Contributions receivable:				
63,647	Employers contribution	3	61,743	
16,859	Employees contribution	3	16,649	78,392
2,748	Transfers in	4		2,451
91	Other income	5		119
<u>83,345</u>				<u>80,962</u>
Benefits payable:				
-53,452	Pensions payable	6	-56,555	
-20,460	Lump sum benefits	6	-16,357	-72,912
Payments to and on account of leavers:				
-116	Refunds of contributions	7	-127	
-2,587	Transfers out	7	-4,718	-4,845
-991	Administrative expenses	8		-1,033
<u>5,739</u>	Net additions from dealing with members			<u>2,172</u>
Returns on investments				
24,444	Investment income	9		26,214
132,522	Change in market value of investments	12		-50,884
-7,558	Investment management expenses	8		-4,662
<u>149,408</u>	Net returns on investments			<u>-29,332</u>
<u>155,147</u>	Net decrease in the Fund during the year			<u>-27,160</u>
1,384,642	Opening Net Assets of the Fund			1,539,789
1,539,789	Closing Net Assets of the Fund			1,512,629

31st March 2015 £'000			31st March 2016 £'000
1,484,960	Investments at market value:		
	Note		
	Investment Assets	11	1,445,832
18,128	Cash Funds	12	99
22,512	Cash Deposits	12	62,783
2,527	Other Investment Balances – Dividends Due	12	3,137
1,528,127	Sub Total		1,511,851
18,591	Current Assets	16	6,592
-6,929	Current Liabilities	16	-5,814
<u>1,539,789</u>	Net assets		<u>1,512,629</u>

The financial statements on pages 37 to 68 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 Part D of this report 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 2015/16 financial year and its position at year-end 31 March 2016. The financial statements have been prepared in accordance with the *Code of Practice on Local Authority Accounting in the United Kingdom 2015/16* 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 principle 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.

Accounting Policies cont'd

(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.

(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 quoted 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 included in the cost of purchases and sales proceeds.

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) Cash and Cash Funds

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

(g) 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.

(h) 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 at 31st March 2016 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

- Actuarial present value of promised retirement benefits

(i) 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.

(j) Other

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

3. Analysis of Contributions

Total Contributions		Total Contributions
2014/15		2015/16
£'000		£'000
44,048	Administering Authority	43,983
	City & County of Swansea	
	Admitted Bodies	
	397 Celtic Community Leisure	378
	12 Colin Laver Heating Limited	9
	20 Swansea Bay Racial Equality Council	18
	109 Wales National Pool	111
	77 Capgemini	25
	2,427 NPT Homes	2,614
	1 Phoenix Trust	0
	1,320 Grwp Gwalia	895
	0 Rathbone Training (CCS)	23
	0 Rathbone Training (Gower College)	36
4,363	Total Admitted Bodies	4,109
	Scheduled Bodies	
	7 Cilybebyll Community Council	7
	17 Coedffranc Community Council	17
	1,696 Gower College	1,662
	1,764 NPTC Group	1,735
	66 Neath Town Council	68
	26,901 Neath Port Talbot County Borough Council	25,001
	26 Margam Joint Crematorium Committee	27
	5 Pelenna Community Council	5
	15 Pontardawe Town Council	15
	40 Swansea Bay Port Health Authority	40
	1,558 University of Wales Trinity St Davids	1,723
32,095	Total Scheduled Bodies	30,300
80,506	Total Contributions Receivable	78,392

3. Analysis of Contributions (continued)

Total Employer/Employee contributions comprise of:

2014/15		2015/16	
£'000		£'000	
5	Employers		
58,258	Normal	58,800	
4	Other	0	
5,385	Early Access	2,943	
63,647	Total	61,743	
Employees			
16,824	Normal	16,612	
35	Other	37	
16,859	Total	16,649	
80,506	Total Contributions Receivable	78,392	

4. Transfers In

Transfers in comprise of:

2014/15		2015/16	
£'000		£'000	
1,060	Group transfers from other schemes *	65	
1,688	Individual transfers from other schemes	2,386	
2,748	Total	2,451	

* Group Transfers from other schemes is in respect of Coleg Powys, who have merged with Neath Port Talbot College (a scheduled body within this Scheme) with effect from 1st August 2013, to form Neath Port Talbot College Group. A total of £10m was received in year as an interim payment, a debtor of £65k has been included in 2015/16, which is an estimate of the outstanding balance.

5. Other Income

Other income comprise of:

2014/15		2015/16	
£'000		£'000	
82	Bank Interest	127	
9	Early Access - Interest	-8	
91	Total	119	

6. Benefits Payable

The lump sum benefits paid comprise of:

2014/15		2015/16	
£'000		£'000	
53,452	Pensions	56,555	
19,106	Commutation and lump sum retirement benefits	14,165	
1,354	Lump sum death benefits	2,192	
73,912	Total	72,912	

7. Payments to and on account of leavers

Transfers out and refunds comprise of:

2014/15		2015/16	
£'000		£'000	
116	Refunds to members leaving service	127	
2,587	Individual transfers to other schemes	4,718	
2,703	Total	4,845	

8. Administrative and Investment Manager Expenses

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

2014/15 £'000		2015/16 £'000
	Administrative Expenses	
661	Support Services & Employee Costs	684
10	Actuarial Fees	18
43	Advisors Fees	43
48	External Audit Fees	50
26	Performance Monitoring Services Fees	26
24	Printing & Publications	30
175	Other	168
4	Pension Fund Committee	9
0	Pension Board	5
991		1,033
	Investment Manager Expenses	
4,335	Management Fees *	4,117
1,668	Performance Fees	437
121	Custody Fees	108
6,124		4,662
7,115		5,695

*Investment Management Expenses has been restated to reflect an amendment to the 2014/15 fees.

Page 34

9. Investment Income

2014/15 £'000		2015/16 £'000
11,736	U.K. Equities	13,301
7,695	Overseas Equities	8,066
3,528	Managed Fund – Fixed Interest	3,909
1,434	Pooled Investment vehicles - Property Fund	936
48	Pooled Investment vehicles - Private Equity	0
3	Interest	0
24,444	Total	26,214

The assets under management by Legal and General are managed wholly in a pooled investment vehicle. The pooled investment vehicles are a combination of 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 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. Customs and Excise 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.



11. Investment Assets

	31 st March 2015			31 st March 2016		
	UK £'000	Overseas £'000	Total £'000	UK £'000	Overseas £'000	Total £'000
Equities						
Quoted	363,504	359,488	722,992	342,618	344,274	686,892
Pooled investment vehicles						
Managed Funds:						
Quoted:						
Equity	0	14,424	14,424	0	13,386	13,386
Fixed Interest	0	111,608	111,608	0	113,351	113,351
Unquoted:						
Equity	128,442	234,906	363,348	122,374	235,026	357,400
Fixed Interest	57,746	14,814	72,560	56,862	15,412	72,274
Index-linked	26,518	0	26,518	26,923	0	26,923
Property Unit Trust	5,661	0	5,661	13,204	0	13,204
Property Fund	35,184	34,555	69,739	34,956	36,524	71,480
Hedge Fund	0	51,522	51,522	0	48,494	48,494
Global Tactical Asset Allocation	0	15,426	15,426	0	0	0
Private Equity	0	31,162	31,162	0	42,428	42,428
Infrastructure	0	0	0	0	0	0
Total pooled investment vehicles	253,551	508,417	761,968	254,319	504,621	758,940
Total equities and pooled investment vehicles	617,055	867,905	1,484,960	596,937	848,895	1,445,832
Cash Funds			18,128			99
Cash			22,512			62,783
Other Investment Balances Due			2,527			3,137
Total			1,528,127			1,511,851

Page 36

11. Investment Assets (Continued)

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

31 st March 2015 £'000	Investment Assets	31 st March 2016 £'000
184,168	Fixed Interest	185,625
26,518	Index Linked Securities	26,923
491,946	U.K. Equities	464,992
608,818	Overseas Equities	592,686
75,400	Property	84,684
51,522	Hedge Funds	48,494
31,162	Private Equity	42,428
15,426	Global Tactical Asset Allocation (GTAA)	0
0	Infrastructure	0
1,484,960	Total Investment Assets	1,445,832



12. Reconciliation of movements in investments

	Value at 31 st March 2015	Purchases	Sales	Change in Market Value	Value at 31 st March 2016
	£'000	£'000	£'000	£'000	£'000
Equities					
Aberdeen	109,174	19,294	-19,154	-9,039	100,275
JPM	268,745	175,546	-169,365	-12,386	262,540
Schroders	359,497	68,356	-56,347	-34,043	337,463
L&G	363,348	14,246	-12,870	-7,324	357,400
	<u>1,100,764</u>	<u>277,442</u>	<u>-257,736</u>	<u>-62,792</u>	<u>1,057,678</u>
Property					
UK					
Schroders	40,845	10,104	-3,163	374	48,160
Overseas					
Partners	23,399	1,518	-3,438	2,427	23,906
Invesco	11,156	0	-470	1,932	12,618
	<u>75,400</u>	<u>11,622</u>	<u>-7,071</u>	<u>4,733</u>	<u>84,684</u>
Fixed Interest					
Fixed Interest					
L&G	72,560	3,175	-6,558	3,097	72,274
Goldman	111,608	3,909	0	-2,166	113,351
	<u>184,168</u>	<u>7,084</u>	<u>-6,558</u>	<u>931</u>	<u>185,625</u>
Index-Linked					
L&G	26,518	140	-220	485	26,923
	<u>26,518</u>	<u>140</u>	<u>-220</u>	<u>485</u>	<u>26,923</u>
Hedge Funds					
Blackrock	26,630	0	-284	-613	25,733
Fauchier	24,892	0	-219	-1,912	22,761
	<u>51,522</u>	<u>0</u>	<u>-503</u>	<u>-2,525</u>	<u>48,494</u>
Private Equity					
HarbourVest	31,162	12,491	-7,414	6,189	42,428
	<u>31,162</u>	<u>12,491</u>	<u>-7,414</u>	<u>6,189</u>	<u>42,428</u>
Infrastructure					
Hastings	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Global Tactical Asset Allocation					
Blackrock (BGI)	15,426	0	-14,919	-507	0
	<u>15,426</u>	<u>0</u>	<u>-14,919</u>	<u>-507</u>	<u>0</u>
Cash funds					
L&G	15,089	870	-16,021	62	0
Schroders	3,039	0	-5,480	2,540	99
	<u>18,128</u>	<u>870</u>	<u>-21,501</u>	<u>2,602</u>	<u>99</u>
TOTAL	<u>1,503,088</u>	<u>309,649</u>	<u>315,922</u>	<u>-50,884</u>	<u>1,445,931</u>
Cash	<u>22,512</u>				<u>62,783</u>
Other Investment Balance - Dividends Due	<u>2,527</u>				<u>3,137</u>
TOTAL	<u>1,528,127</u>			<u>-50,884</u>	<u>1,511,851</u>

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 £180k (2014/15: £233k). 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 identifiable.

13. Concentration of Investments

The following investments represented more than 5% of the Plan's net assets at 31 March 2016:

	Value as at the 31 st March 2015 £'000	Proportion of Net Asset %	Value as at the 31 st March 2016 £'000	Proportion of Net Asset %
L&G UK Equity Index	128,442	8.4	122,374	8.1
Goldman Sachs Global Libor Plus II	111,608	7.3	113,351	7.5
L&G North America Equity Index	96,721	6.3	108,446	7.2

14. Realised Profit on the Sale of Investments

	2014/15 £'000	2015/16 £'000
12,266 U.K. Equities		-3,917
20,755 Overseas Equities		2,377
906 Property Fund		946
0 Cash Fund		11
<u>33,927</u> Net Profit / Loss (-)		<u>-583</u>

15. Fixed Interest and Index Linked Investments

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

31 st March 2015 £'000		31 st March 2016 £'000
121,764	UK Public Sector	112,350
88,922	Other	100,198
210,686	Total	212,548

16. Current Assets & Liabilities

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

31 st March 2015 £'000		31 st March 2016 £'000
Current Assets		
654	Contributions - Employees	603
2,167	Contributions – Employers	2,084
4,168	Early Access Contributions Debtor	2,143
10,349	Transfer Values	306
1,253	Other	1,456
18,591		6,592
Current Liabilities		
-956	Investment Management Expenses	-930
-3,428	Commutation and Lump Sum Retirement Benefits	-2,493
-436	Lump Sum Death Benefits	-427
-530	Transfers to Other Schemes	-328
-577	Payroll Deductions - Tax	-602
-620	Payable Control List	-695
-382	Other	-339
-6,929		-5,814
11,662	Net	778

16. Current Assets and Liabilities (continued)

Analysed as:

31 st March 2015 £'000		31 st March 2016 £'000
Current Assets		
1,386	Central Government Bodies	573
16,105	Other Local Authorities	5,310
1,100	Other Entities & Individuals	709
18,591		6,592
Current Liabilities		
-33	Central Government Bodies	-48
-1,209	Other Local Authorities	-1,490
-5,687	Other Entities & Individuals	-4,276
-6,929		-5,814
11,662	Net	778

Early Access Debtor

	Instalment Due 2016/17 £'000	Instalment Due 2017/18 £'000	Instalment Due 2018/19 £'000	Instalment Due 2019/20 £'000	Total £'000
Principal Debtor	2,032	90	21	0	2,143
Interest Debtor	7	7	2	0	16
Total (Gross)	2,039	97	23	0	2,159

17. Capital and Contractual Commitments

As at 31 March 2016 the Scheme was committed to providing additional funding to certain managers investing in unquoted securities. These commitments amounted to £81.0m (2014/15: £37.7m).

18. Related Party Transactions

£684k (£661k 14/15) paid to the City & County of Swansea for the recharge of Administration, I.T., Finance and Legal Services during the year.

Contributions received from admitted and scheduled bodies are detailed on page 49.

The City & County of Swansea acts as administering Authority for the City & 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 34 scheduled and admitted bodies. Management of the Pension Scheme Investment Fund is undertaken by a panel. The panel is advised by two independent advisors.

Governance

There are 7 Council members of the Pensions 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.

19. Other Fund Documents

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

- Statement of Investment Principles
- Funding Strategy Statement
- Governance Statement
- Communication Policy

20. Additional Voluntary Contributions

Some members of the Fund paid 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. AVC's are not included in the accounts in accordance with section 4(2)(b) of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (SI 2009/3093) but are disclosed as a note only.

AVC Provider	Value of Funds at 01/04/15 £'000	Purchases at Cost (Contributions In/Out) £'000	Sale Proceeds £'000	Change in Market Value £'000	Value of Funds at 31/03/16 £'000
Prudential	3,217	1,653	-674	29	4,225
Aegon	1,351	51	-163	-15	1,224
Equitable Life	347	2	-58	5	296
Totals	4,915	1,706	-895	19	5,745



21. Membership

The Pension Fund covers our 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 2016 there were 17,469 contributors, 11,745 pensioners and 11,226 deferred pensioners.

Membership statistics	31/03/12	31/03/13	31/03/14	31/03/15	31/03/16
	Number	Number	Number	Number	Number
Contributors	14,179	14,586	15,576	16,285	17,469
Pensioners	10,027	10,432	10,833	11,261	11,745
Deferred Pensioners	8,204	8,815	9,663	9,801	11,226
Total	32,410	33,833	36,072	37,347	40,440

See Appendix 1 for current year analysis.

22. Fair Value of Investments

Financial Instruments

The Fund invests mainly through pooled vehicles with the exception of three segregated equity mandates. 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 and Losses

Gains and losses on Financial Instruments have been disclosed within notes 9, 12 and 14 of the Pension Fund accounts.

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 - quoted prices for similar instruments
- Level 2 - directly observable market inputs other than Level 1 inputs
- Level 3 - inputs not based on observable market data.

The following table shows the position of the Fund's assets at 31st March 2015 and 2016 based upon this hierarchy.

FAIR VALUE - HIERARCHY

	31 March 2015			31 March 2016		
	Market Value £'000	Level 1 £'000	Level 2 £'000	Level 1 £'000	Level 2 £'000	Level 3 £'000
Equities						
UK Equities	363,504	363,504	-	342,618	-	-
Overseas Equities	359,488	359,488	-	344,274	-	-
Pooled Investment Vehicles						
Fixed-Interest Funds						
UK Equity	111,608	111,608	-	113,351	-	-
Overseas Equity	128,442	-	-	122,374	-	122,374
Fixed Interest	249,330	14,424	-	248,412	-	235,026
Index-linked	72,560	-	-	72,274	-	72,274
Property Unit Trust	26,518	-	-	26,923	-	26,923
Property Fund	5,661	-	-	13,204	-	13,204
Hedge Fund	69,739	-	-	71,480	-	71,480
Global Tactical Asset Allocation	51,522	-	-	48,494	-	48,494
Private Equity	15,426	-	-	0	-	-
Infrastructure	31,162	-	-	42,428	-	42,428
Cash	40,640	40,640	-	62,882	-	-
Other Investment Balances -						
Dividends Due	2,527	2,527	-	3,137	-	-
Total	1,528,127	892,191	-	1,511,851	879,648	632,203

23. Investment Risks

As demonstrated above, the Fund maintains positions indirectly via its fund 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 2009 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 Statement of Investment Principles (SIP) 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.

23. Investment Risks (Continued)

Manager Risk

The Fund is also well diversified by manager with no single active manager managing more than 25% of Fund assets. 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.

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 investment 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 is £113,351k is managed (by Goldman Sachs) on an unconstrained basis and has a significant exposure to credit, emerging market debt and loans. At 31st March 2016, the Fund's exposure to non-investment grade paper was 9.6% 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 Funds private equity investments of £42,428k 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 2015 is set out below with their relative exposure to credit risk:

	March 2016 £'000	Credit Exposure
Permal	22,761	15.3%
Blackrock	25,733	23.2%

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. 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 much more 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 83% 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 worst – often weekly or fortnightly.

On alternative assets the position is more mixed. Whilst there are a couple of quoted vehicles here, 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 specified fund period (usually 10 years), although they can be sold on the secondary market, usually at a discount.

23. Investment Risks (Continued)

The table below analyses the value of the Fund's investments at 31st March 2016 by liquidity profile:

	Amounts at 31st March 2016 £000s	Within 1 month £000s	1-3 months £000s	4-12 months £000s	> 1 Year £000s
Equities					
UK Equities	342,618	342,618	0	0	0
Overseas Equities	344,274	344,274	0	0	0
Pooled Investment Vehicles					
Fixed-Interest Funds	113,351	113,351	0	0	0
UK Equity	122,374	122,374	0	0	0
Overseas Equity	248,412	248,412	0	0	0
Fixed Interest	72,274	72,274	0	0	0
Index-linked	26,923	26,923	0	0	0
Property Unit Trust	13,204	0	0	13,204	0
Property Fund	71,480	0	0	34,956	36,524
Hedge Fund	48,494	0	0	48,494	0
Global Tactical Asset Allocation	0	0	0	0	0
Private Equity	42,428	0	0	0	42,428
Infrastructure	0	0	0	0	0
Deposits with banks and other financial institutions	62,882	62,882	0	0	0
Other Investment Balances - Dividends Due	3,137	3,137	0	0	0
Total	1,511,851	1,336,245	0	96,654	78,952

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 88% of the portfolio is realisable within 1 month and 95% 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 risk by exceeding market performance.

The table below sets out an analysis of the Fund's market risk positions at 31 March 2016 by showing the amount invested in each asset class and through each manager within each main asset class, the index used as a benchmark, the target set for managers against this benchmark:

23. Investment Risks (Continued)

Asset Class	Asset Allocation	Fund Manager		Benchmark	Performance target
		Passive	Active		
UK Equities	34% +/- 5%	14% L&G	20% Schroders	FTSE allshare	+3% p.a. over rolling 3 year
Overseas Equities	34% +/- 5%	13% L&G	21% JP Morgan & Aberdeen Aberdeen	MSCI World all share (ex UK) MSCI Frontier Markets Index	+3% p.a. over rolling 3 year +% p.a. over rolling 3 year
Global Fixed Interest	15% +/- 5%	6% L&G	9% 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%	-	5% Blackrock & Permal (formerly Fauchier)	LIBOR	+4%
Private Equity	3% +/- 5%	-	3% Harbourvest	FTSE allshare	+3% p.a. over 3 year rolling
Infrastructure	2% +/- 5%	-	2% Hastings	10% per Annum Absolute	10% per Annum Absolute
Cash	2% +/- 5%	-	2% In house and cash flows of fund managers	7day LIBID	=
TOTAL	100%	33%	67%		

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 2009. The Fund also adopts a specific strategic benchmark (details can be found in the Fund's SIP) 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 strategy, 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.

Due to volatility in the equity markets, there was an imbalance of 0.24% over allocation to overseas equities as at 31st March 2016.

Permanent rebalancing will be considered in light of market reversion and inherent cost of rebalancing.

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 financial instruments. Possible losses from shares sold short is unlimited.

The Fund's investment managers mitigate this price risk through diversification and the selection of securities and other financial instruments is monitored by the Council to ensure it is within limits specified in the fund investment strategy.

Following analysis of historical data and expected investment returns movement during the financial year and in consultation with the Fund's investment advisors, the Council has determined 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 31st March 2016 would have been as follows:

Price Risk				
Asset Type	Value (£'000)	% Change	Value on Increase	Value on Decrease
UK Equities	464,992	10.86%	515,490	414,494
Overseas Equities	592,686	9.91%	651,421	533,951
Total Bonds & Index-Linked	212,548	2.63%	218,138	206,958
Cash	62,882	0.01%	62,888	62,876
Property	84,684	3.22%	87,411	81,957
Alternatives	90,922	4.12%	94,668	87,176
Other Investment Balances	3,137	0.00%	3,137	3,137
Total Assets*	1,511,851	6.96%	1,617,034	1,406,668

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

And as at 31 March 2015

Price Risk				
Asset Type	Value (£)	% Change	Value on Increase	Value on Decrease
UK Equities	491,946	10.52%	543,699	440,193
Overseas Equities	608,818	9.35%	665,742	551,894
Bonds & Index-Linked	210,686	2.67%	216,311	205,061
Cash	40,640	0.01%	40,644	40,636
Property	75,400	3.00%	77,662	73,138
Alternatives	98,110	4.06%	102,093	94,127
Other Investment Balances	2,527	0.00%	2,527	2,527
Total Assets	1,528,127	6.64%	1,629,595	1,426,659

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

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 31st March 2016:

And as at 31 March 2015

Currency Risk (by currency)

Currency	Value (£'000)	% Change	Value on Increase	Value on Decrease
Australian Dollar	5,656	9.26%	6,180	5,132
Brazilian Real	4,458	13.89%	5,077	3,839
Canadian Dollar	8,749	7.89%	9,439	8,059
Danish Krone	2,099	6.83%	2,242	1,956
EURO	90,569	6.77%	96,701	84,437
Hong Kong Dollar	9,619	7.67%	10,357	8,881
Indian Rupee	3,315	10.28%	3,656	2,974
Indonesian Rupiah	1,841	12.46%	2,070	1,612
Israeli Shekel	2,644	6.58%	2,818	2,470
Japanese Yen	50,706	11.68%	56,628	44,784
Mexican Peso	3,050	8.25%	3,302	2,798
Norwegian Krone	1,003	9.40%	1,097	909
Chinese Renminbi Yuan	9,001	7.68%	9,692	8,310
Peruvian New Sol	808	7.44%	868	748
Russian Rouble	4,391	21.00%	5,313	3,469
Singapore Dollar	4,546	6.17%	4,826	4,266
South African Rand	2,620	10.31%	2,890	2,350
South Korean Won	9,431	7.22%	10,112	8,750
Swedish Krona	3,645	7.65%	3,924	3,366
Swiss Franc	18,804	9.95%	20,675	16,933
Taiwan Dollar	5,266	6.59%	5,613	4,919
Thai Baht	799	8.39%	866	732
Turkish Lira	776	10.78%	860	692
US Dollar	204,139	7.78%	220,021	188,257
North America Basket	108,446	7.43%	116,504	100,388
Europe ex UK Basket	50,577	6.46%	53,844	47,310
Asia Pacific ex Japan Basket	21,610	6.52%	23,019	20,201
Emerging Basket	43,069	6.79%	45,993	40,145
Total Currency*	671,637	6.14%	712,876	630,398

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

Currency Risk (by currency)

Currency	Value (£'000)	% Change	Value on Increase	Value on Decrease
Australian Dollar	4,585	8.87	4,992	4,178
Brazilian Real	4,706	11.69	5,256	4,156
Canadian Dollar	10,030	6.65	10,697	9,363
Chinese Renminbi Yuan	10,870	7.91	11,730	10,010
Danish Krone	1,608	6.19	1,707	1,509
EURO	93,099	6.15	98,824	87,374
Hong Kong Dollar	7,953	7.74	8,569	7,337
Indian Rupee	5,092	10.78	5,641	4,543
Indonesian Rupiah	2,688	11.65	3,001	2,375
Israeli Shekel	832	7.35	893	771
Japanese Yen	55,482	11.02	61,599	49,365
Mexican Peso	2,717	9.42	2,973	2,461
Norwegian Krone	640	8.64	695	585
Peruvian New Sol	798	6.97	854	742
Singapore Dollar	4,864	5.89	5,151	4,577
South African Rand	1,899	10.72	2,103	1,695
South Korean Won	6,927	6.62	7,385	6,469
Swedish Krona	7,672	7.30	8,232	7,112
Swiss Franc	21,024	9.34	22,988	19,060
Taiwan Dollar	5,201	6.62	5,545	4,857
Thai Baht	674	8.08	728	620
Turkish Lira	586	9.85	644	528
US Dollar	196,965	7.78	212,292	181,638
North America Basket	96,721	7.41	103,891	89,551
Europe ex UK Basket	53,891	5.66	56,939	50,843
Asia Pacific ex Japan Basket	22,034	6.44	23,453	20,615
Emerging Basket	52,894	6.80	56,489	49,299
Total Currency *	672,452	5.81	711,488	633,416

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

23. Investment Risks (Continued)

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.

There are no known events that would have a material impact on these accounts.

25. Further Information

The accounts outlined within the statement represent the financial position of the City and County of Swansea's Pension Fund at 31 March 2016 and any further enquires may be forwarded to the Chief Treasury & Technical Officer, Room 1.4.2, Civic Centre, Oystermouth Road, Swansea SA1 3SN.

PART C

INVESTMENT REPORT

Pension Fund – Budget 2016/17

	Actual 2014/15	Actual 2015/16	Estimate 2016/17
Membership Numbers			
Contributors	16,285	17,469	18,542
Pensioners	11,261	11,745	11,803
Deferred	9,801	11,226	10,959
Income			
Employer Contributions	63,647	61,743	65,500
Employee Contributions	16,859	16,649	17,100
Transfers In	2,748	2,451	2,000
Other Income	91	119	100
Investment Income	24,444	26,214	25,750
	107,789	107,176	110,450
Expenditure			
Pensions Payable	53,452	56,556	57,121
Lump Sum Benefits	20,460	16,357	22,000
Refunds	116	127	105
Transfers Out	2,587	4,718	2,500
	76,615	77,758	81,726
Administrative Expenses			
Support Services	661	684	661
Actuarial Fees	10	18	110
Advisors Fees	43	43	43
External Audit Fees	48	50	50
Performance Monitoring Fees	26	26	26
Printing & Publications	24	30	24
Other	175	168	175
Pension Fund Committee	4	9	10
Pension Board	0	5	10
	991	1,033	1,109
Investment Expenses			
Management Fees	4,335	4,117	6,400
Performance Fees	1,668	437	1,800
Custody Fees	121	108	128
	6,124	4,662	8,328

Investment Strategy

The Strategic Aim of the Fund is to achieve the maximum return consistent with acceptable levels of risk and the long term nature of the Fund's liabilities.

Fund monies that are not currently needed to meet pension and benefit payments are invested in approved securities and the Fund receives income from these investments. The powers to invest are contained within the Local Government Pension Scheme Regulations that permit a wide range of acceptable investments, but set certain limits, including:

- (a) a limit of 10% of the Fund in unlisted securities;
- (b) no more than 10% of the Fund may be invested in a single holding (except for government stocks); and
- (c) no more than 35% of the Fund may be invested in any one insurance contract.
- (d) no more than 35% may be invested in unit trusts managed by any one body.
- (e) no more than 10% of the Fund may be deposited with any one bank.

Investment Fund Management

The investment of the Fund is the responsibility of the Pension Fund Committee. The Committee as at 31st March 2016 comprised (Appendix 2):-

- Page 46
- 7 Councillor Members (one member from Neath Port Talbot CBC representing other scheme employers) advised by:
 - Section 151 Officer
 - Chief Treasury & Technical Officer
 - 2 Independent Advisers

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.

Following a comprehensive investment review in 2007/08 with a view to implementing a structure which more efficiently and effectively achieves the Fund's objective, the Fund implemented the following structure.

Following a comprehensive investment review in 2007/08 with a view to implementing a structure which more efficiently and effectively achieves the Fund's objective, the Fund implemented the following structure.

The Fund's current managers are:

Asset Class	Manager
UK Equities	Schroders Investment Management
Global Equities (ex UK)	Aberdeen Asset Managers
Global Equities (ex UK)	JP Morgan Asset Management
Global Bonds	Goldman Sachs Asset Management
Global Balanced Passive	Legal & General Asset Management
Hedge Fund of Funds	Permal
Hedge Fund of Funds	Blackrock Asset Management
Private Equity Fund of Funds	HarbourVest
Property Fund of Funds	Partners Group
Property Fund of Funds	Schroders Investment Management
Property Fund (European)	Invesco Real Estate
Global Tactical Asset Allocation (GTAA)	Blackrock Asset Management
Infrastructure	Hastings Funds Management (UK)Ltd

Valuation of Investments

The value of the Fund's investments of £1,512m together with net assets totalling £1.0m decreased from £1,540m to £1,513m during 2015/16.

The decrease of £27m is comprised of two elements:

2014/15		2015/16
£'000		£'000
149,408	Net Return on Investments	-29,332
5,739	Add Net new money (comprises contributions receivable, transfer values in less benefits paid and transfer values out)	2,172
<u>155,147</u>		<u>-27,160</u>

The market value of the Fund's investments over the past 10 years is illustrated in Appendix 3.

Distribution of Investments

The following table shows the distribution of the Fund's investments at 31 March 16 at Bid price Market Values.

31 March 2015		31 March 2016		
£'000	%	£'000	%	
184,168	12.1	Fixed Interest Securities	185,625	12.3
26,518	1.7	Index Linked Securities	26,923	1.8
491,946	32.2	UK Equities	464,992	30.7
608,818	39.9	Overseas Equities	592,686	39.2
75,400	4.9	Property	84,684	5.6
51,522	3.4	Hedge Funds	48,494	3.2
31,162	1.9	Private Equity	42,428	2.8
15,426	1.0	GTAA	0	0
0	0	Infrastructure	0	0
40,640	2.7	Cash/Temporary Investments	62,882	4.2
2,527	0.2	Other: Dividends Due	3,137	0.2
<u>1,528,127</u>	<u>100</u>	<u>1,511,851</u>	<u>100</u>	

1516 Distribution of Investments
Fund Manager Bid Prices

	£ '000	Schroders Equity	Schroders Property	Invesco	JP Morgan	Aberdeen	Goldman Sachs	Partners Group	Blackrock (Hedge)	Blackrock (GTAA)	Permal	Hastings	HarbourVest	External Cash	HSBC Cash	Internal Cash	TOTAL	%	
Equities																			
UK	122,374	337,463			3,389	1,766											464,992	30.7%	
Europe	50,577				48,811	17,443											116,831	7.7%	
N.America	108,446				146,923	36,879											292,248	19.3%	
Japan	24,710				18,417	7,579											50,706	3.4%	
Pacific	21,810				8,711	10,085											40,406	2.7%	
Emerging Markets	29,683				36,289	25,523											92,495	6.1%	
Property																	60,778	4.0%	
UK & Europe																	23,906	1.6%	
Overseas																	36,872	2.4%	
Fixed Interest																	185,625	12.3%	
Index-Linked	72,274																26,923	1.8%	
Hedge Funds																	48,494	3.2%	
Private Equity																	42,428	2.8%	
GTAA																	0	0.0%	
Infrastructure																	0	0.0%	
Cash		4,156	138		768	4,664								41,250	93	11,813	62,882	4.2%	
Other Investment Balances - Dividends Due						605											3,137	0.2%	
TOTAL	<u>456,537</u>	<u>343,889</u>	<u>48,298</u>	<u>12,618</u>	<u>263,913</u>	<u>105,201</u>	<u>113,351</u>	<u>23,906</u>	<u>25,733</u>	<u>0</u>	<u>22,761</u>	<u>0</u>	<u>42,428</u>	<u>41,250</u>	<u>93</u>	<u>11,813</u>	<u>1,511,851</u>	<u>100%</u>	

A more detailed sector and geographical analysis of the distribution of the Fund's investments is provided in Appendices 4(i)-(iii).

Investment Returns

	City & County of Swansea Fund	WM Local Authority Average Fund (WM)	Fund Specific Benchmark (FSB)	Relative Performance		WM Peer Group Ranking	Average Earnings Increase*	RPI*
				WM	FSB			
2015/16	-1.7	0.3	0.1	-2.0	-1.8	72 nd	2.2	1.6
2014/15	10.8	13.2	11.9	-2.4	-1.1	89 th	4.4	0.9
2013/14	7.2	6.3	7.1	+0.9	+0.1	35 th	1.9	2.45
2012/13	13.7	13.7	13.9	-0.1	-0.2	43 rd	-0.7	3.28
2011/12	0.6	2.6	3.7	-2.0	-3.1	92 nd	0.8	3.6
2010/11	7.9	7.9	7.7	0.0	+0.2	51 st	2.2	5.3
2009/10	35.5	35.2	34.7	+0.3	+0.8	42 nd	7.8	4.15
2008/09	-16.0	-19.9		+3.9		12 th	1.5	-0.4
2007/08	-0.5	-2.2		+1.7		19 th	4.5	3.8
2006/07	6.6	6.3		+0.3		32 nd	3.5	4.8
2005/06	23.9	25.2		-1.3		77 th	3.8	2.4
2004/05	10.9	11.2		-0.3		46 th	4.3	3.2

*Data Source:

Moneyfacts/ONS

Page 48

The annual returns on the City and County of Swansea Fund compared with the Local Authority average and against the Fund specific benchmark are illustrated above.

Market Commentary - Local Authority Universe

The average local authority pension fund return was just positive in 2015/16 at 0.1%, the return being less than the income generated.

All equity markets, with the exception of North America, produced negative returns over the year. In spite of a surprise outright majority being returned in May's general election, domestic equities lost ground in the early part of the period. After rebounding to some extent in the December quarter, they ended the period down 4%, reflecting the high exposure to oil majors and commodities, which continue to suffer as oil prices fell.

In sterling terms, North America was the strongest performer of the major overseas markets returning 3%. In contrast, the poorest performing areas were the emerging and lesser Asia Pacific markets which gave up between 7 and 8%. Elsewhere Europe lost 3% and Japan 4%. Currency had a major influence international equity returns with the weakness of sterling insulating UK investors against much lower base currency returns.

After the double-digit returns of the previous year, bond performance was much more subdued with an aggregate return in low single figures. Yields fell at the outset of the year and by Christmas, returns were looking quite negative. Central government comments and risk version generally in closing quarter however saw yields pick up. Long dated bonds produced the best of the returns whilst corporate issues were marginally down over the period. Index-Linked gilts returned 2% and overseas bonds 4%.

Alternative investments in aggregate enjoyed a good year, however fortune was mixed. Private equity returned 14%, whilst hedge fund performance was flat. Pooled multi-asset (diversified growth) investments has a disappointing year, returning -3%. Property continued its strong run, returning 11%.

Fund Performance

The fund returned -1.7% for the year a full -1.8% behind the fund specific benchmark and -2.0% below the local authority universe, placing the fund in the 72nd percentile.

This disappointing performance can be largely attributed to the underperformance of the main equity managers within the portfolio with the UK manager being -2% on its benchmark and the 2 global managers being -3.6% and -6.9% against their respective benchmarks.

Traditional Bonds continued their good performance and whilst the appointed active bond managers outperformed their benchmark by 0.7%, the performance suffered in comparison to a traditionally weighted bond benchmark portfolio.

The fund's managers of real assets, namely the global property manager (+19.6%) and European (+8.5%) property managers and the fund's private equity managers(+23.3) all made very positive contributions above benchmark performance during the year.

The medium and long term returns of the Fund are still in line with actuarial assumptions and ahead of inflation with 3 and 5 year returns averaging 5.2% and 5.9% p.a. and 10 year returns averaging 5.7% p.a.

It is planned to review the long term asset allocation and investment strategy following the triennial valuation results of 2016.

The investment strategy adopted will seek to provide consistent returns over the longer period and seek to dampen the volatility that is inherent in exposure to equity markets alone.

The strategy implemented and the performance of the Fund managers engaged to implement that strategy will be reviewed with a view to implementing changes which will benefit the Fund in the long term. Investment decisions have to be undertaken with the full opportunity cost and cost of change having been fully considered.



PART D

ACTUARIAL REPORT

Statement of the Actuary for the year ended 31 March 2016

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 and 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 2013 by Aon Hewitt Limited, in accordance with Regulation 36 of the Local Government Pension Scheme (Administration) Regulations 2008.

Actuarial Position

1. The valuation as at 31 March 2013 showed that the funding ratio of the Fund had increased since the previous valuation with the market value of the Fund's assets at that date (of £1,227.6M) covering 81% of the liabilities allowing, in the case of current contributors to the Fund, for future increases in pensionable pay.
2. The valuation also showed that the required level of contributions to be paid to the Fund by participating Employers with effect from 1 April 2014 is:
 - 16.2% 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.

Plus

- 5.7% of pensionable pay to restore the assets to 100% of the liabilities in respect of service prior to the valuation date over a recovery period of 25 years from 1 April 2014, if the membership remains broadly stable and pay increases are in line with the rate assumed at the valuation of 3.9% p.a.
3. In practice, each individual employer's position is assessed separately and contributions are set out in Aon Hewitt Limited's report dated 31 March 2014 (the "actuarial valuation report"). In addition to the contributions shown above, payments to cover additional liabilities arising from early retirements (other than ill health retirements) will be made to the Fund by the employers.
 4. The funding plan adopted in assessing the contributions for each individual employer was in accordance with the Funding Strategy Statement in force at the time. The approach adopted and the recovery period used for each employer, is set out in the actuarial valuation report.
 5. The valuation was carried out using the projected unit actuarial method for most employers and the main actuarial assumptions used for assessing the funding target and the contribution rates as set out on the following page.

Statement of the Actuary for the year ended 31 March 2016 (cont'd)

The main actuarial assumptions were as follows:

Discount Rate

In Service:

Scheduled and subsumption bodies	5.6% a year
Orphan bodies	5.2% p.a.

After Leaving Service

Scheduled and subsumption bodies	5.6% p.a.
Orphan bodies	3.9% p.a.
Rates of pay increases	3.9% p.a.
Rate of increase to pension accounts	2.4% p.a.
Rate of increase in pensions in payment (in excess of Guaranteed Minimum Pension)	2.4% p.a.

The assets were valued at market value.

Further details of assumptions adopted for the valuation were set out in the actuarial valuation report.

6. The valuation results summarised above are based on the financial position and market levels at the valuation date, 31 March 2013. As such the results do not make allowance for changes which have occurred subsequent to the valuation date.
7. The formal actuarial valuation report and the Rates and Adjustment Certificate setting out the employer contribution rates for the period from 1 April 2014 to 31 March 2017 were signed on 31 March 2014. Contribution rates will be reviewed at the next actuarial valuation of the Fund as at 31 March 2016 in accordance with Regulation 62 of the Local Government Pension Scheme Regulations 2013. The actuarial valuation of the Fund as at 31 March 2016 is currently underway and the Regulations require the formal report on the valuation and the Rates and Adjustment Certificate setting out employer contributions for the period from 1 April 2017 to 31 March 2020 to be signed off by 31 March 2017.
8. This statement has been prepared by the current Actuary to the Fund, Aon Hewitt Limited, for inclusion in the accounts of the Fund. It provides a summary of the results of their actuarial valuation which was carried out as at 31 March 2013. The valuation provides a snapshot of the funding position at the valuation date and is used to assess the future levels 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 Hewitt Limited does not accept any responsibility or liability to any other party other than our client, City & County of Swansea, the Administering Authority of the Fund, in respect of this statement.

The report on the actuarial valuation as at 31st March 2013 is available from the Funds website at the following address:

<http://www.swanseapensionfund.org.uk/wp-content/uploads/2012/01Swansea-valuation-report-FINA-310313.pdf>

Aon Hewitt Limited
Jun- 2016

Actuarial Present Value of Promised Retirement Benefits – Statement of the Actuary for the year ending 31 March 2016 (continued)

CIPFA's Code of Practice also requires the actuarial present value of the promised retirement benefits to be disclosed based on IAS26 and using assumptions relevant to IAS19 and not the funding assumptions above. The actuarial present value of the promised retirement benefits on this basis as at 31st March 2013 is £1,936.8m (31st March 2010 £1,819.4m), which compares the market value of the assets at that date of £1,277.6m (31st March 2010, £1,016.8m)

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 future point in time, after which it is expected that the Administering Authority will have no access to future contributions in respect of the employer's liabilities in the Fund once any liability on cessation has been paid.

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 (e.g. 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.

Certificate of the Actuary Regarding the Contributions Payable by the Employing Authorities in 2015/16

In accordance with Regulation 36 of the Local Government Pension Scheme (Administration) Regulations 2008 (the "Administration Regulations"), we certify that contributions should be paid by the Employers at the following rates for the period 1 April 2014 to 31 March 2017.

- A common rate of 16.2% of Pensionable Pay.
- Individual adjustments which, when added to or subtracted from the common rate, produce the following Employer contributions rates:

Page 51

Certificate of the Actuary Regarding the Contributions Payable by the Employing Authorities in 2015/16

Employer	Year commencing 1st April			
	2014 %	2015 %	2016 %	
Scheduled Bodies	Pensionable Pay	Pensionable Pay	Pensionable Pay	
City and County of Swansea	22.4	22.4	22.4	
Neath Port Talbot County Borough Council	22.5	23.0	24.0	
Pontardawe Town Council	19.7	19.7	19.7	
Cilybebyll Community Council	20.5	20.5	20.5	
Pelenna Community Council	21.9	23.6	25.3	
Swansea Bay Port Health Authority	22.4	22.4	22.4	
Admission Bodies				
Neath Port Talbot Homes	16.2	16.2	16.2	
Grwp Gwalia Cyf	20.4	20.4	20.4	
Colin Laver Heating Limited	19.7	19.7	19.7	
Swansea Bay Racial Equality Council	27.2	30.8	34.3	
Celtic Community Leisure	11.1	11.1	11.1	
Wales National Pool	14.5	14.5	14.5	
Cap Gemini	18.7	18.7	18.7	
Employer	Contribution rate 1 April 2014 to 31 March 2017 % Pensionable Pay	Additional monetary amount Year Commencing 1 April		
		2014 £	2015 £	2016 £
Scheduled Bodies				
Margam Joint Crematorium Committee	19.2	4,600	4,800	5,000
Coedffranc Community Council	19.2	3,700	3,850	4,000
Neath Town Council	19.2	15,100	15,700	16,300
Neath Port Talbot College	13.9	175,000	184,000	194,000
Gower College Swansea	15.4	164,400	170,800	177,500
Neath Port Talbot College	14.7	151,900	157,800	164,000
Admission Bodies				
Trinity St Davids	22.4	225,000	450,000	481,000

Certificate of the Actuary Regarding the Contributions Payable by the Employing Authorities in 2015/16

The contributions shown 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 should be adjusted to take into account of any amounts payable, in respect of a surplus or a 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. Any adjustment should be as advised by the Fund Actuary.

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, payable over a period of up to three years and Employers will be notified of such contributions separately by the Administering Authority.

The contribution rates for the City & County of Swansea and for Neath Port Talbot County Borough Council have been set as a percentage of pensionable pay. However, minimum monetary contributions 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.

Additional contributions may be payable by any Admission Bodies which have ceased to participate in the fund since 31 March 2010 and will be certified separately.

Contribution rates for Employers commencing participation in the Fund after 31 March 2013 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

31 March 2014

Aon Hewitt Limited
25 Marsh Street
Bristol
BS1 4AQ



Christine Rice FIA
Fellow of the Institute and Faculty of Actuaries

**SCHEDULE OF EMPLOYING BODIES
AND CONTRIBUTION RATES FOR THE PERIOD
1ST APRIL 2015 TO 31ST MARCH 2016**

Administering Authority	Contributors	Pensioners	Deferred Benefits	Employer Contribution Rate (% of Pensionable Pay) plus additional annual monetary amount
	Number @ 31/03/16	Number @ 31/03/16	Number @ 31/03/16	
City & County of Swansea	10,224	4,988	5,194	22.4%
Scheduled Bodies				
Neath Port Talbot County Borough Council.	5,118	3,449	4,319	23.0%
Briton Ferry Town Council	0	0	0	-
Cilybebyll Community Council	7	0	1	20.5%
Clydach Community Council	0	0	1	-
Coedffranc Community Council	3	3	1	19.2%(+£3,850)
Gower College Swansea	392	226	414	15.4% (+£170,800)
Lliw Valley BC	0	246	23	-
Margam Joint Cremation Committee	7	12	5	19.2% (+£4,800)
NPTC Group	491	227	380	14.7% (+£157,800)
Neath Port Talbot Waste Management Co. Ltd.	0	1	0	-
Neath Town Council	13	15	8	19.2% (+£15,700)
Pelenna Community Council	2	2	3	23.6%
Pontardawe Town Council	5	1	0	19.7%
Swansea Bay Port Health Authority	2	10	1	22.4%
Swansea City Waste Disposal Company	0	18	3	-
University of Wales Trinity St Davids	202	125	206	22.4% (+£450,000)
West Glamorgan County Council	0	2,236	284	-
West Glamorgan Magistrates Courts	0	38	16	-
West Glamorgan Probation Service	0	0	0	-
West Glamorgan Valuation Panel	0	5	0	-

Admitted Bodies				
Babtie	0	3	12	-
Celtic Community Leisure	281	28	140	11.1%
Colin Laver Heating Limited	0	2	2	19.7%
Swansea Bay Racial Equality Council	1	0	2	30.8%
The Careers Business	0	4	11	-
Wales National Pool	47	3	63	14.5%
West Wales Arts Association	0	2	0	-
Capgemini	0	1	4	18.7%
NPT Homes	473	46	59	16.2%
Phoenix Trust	0	1	4	-
Grwp Gwalia	195	52	67	20.4%
Rathbone (CCS)	2	0	2	25.2%
Rathbone (Gower College)	4	0	0	28.9%
Total	17,469	11,745	11,226	

Pension Fund Committee 2015/16

Chairman	Cllr R Stewart
Vice Chairman	Cllr P Downing
Committee Members	Cllr J Newbury Cllr C Lloyd Cllr M Thomas Cllr G Sullivan Cllr P Rees (Neath Port Talbot CBC)
Advised by: Council Officers	M Hawes, Section 151 Officer J Dong, Chief Treasury & Technical Officer
Financial Advisors	V Furniss N Mills

Investment Managers

- Global Equities - JP Morgan Asset Management, L&G and Aberdeen Asset Management
- UK Equities – Schroders Investment Management and L&G
- Global Balanced Index Tracking - Legal & General
- Global Bonds - Goldman Sachs Asset Management
- Fund of Hedge Funds - Blackrock and Fauchier Partners
- Fund of Private Equity Funds - HarbourVest
- Fund of Property Funds - Partners Group, Schroders Investment Management
- European Property Fund- Invesco Real Estate Europe Fund
- Global Tactical Asset Allocation (GTAA) – Blackrock
- Infrastructure – Hastings Funds Management (UK) Ltd

Pension Administration: Lynne Miller, Pensions Manager, City & County of Swansea

Appointed Actuary: Aon Hewitt Limited

Performance Measurement: WM Company

Global Custodians: Global Institutional Fund Services (HSBC Security Services)

Bankers: Lloyds Bank

Legal Advisors: City & County of Swansea Legal Department

AVC Providers: Prudential, Aegon and Equitable Life

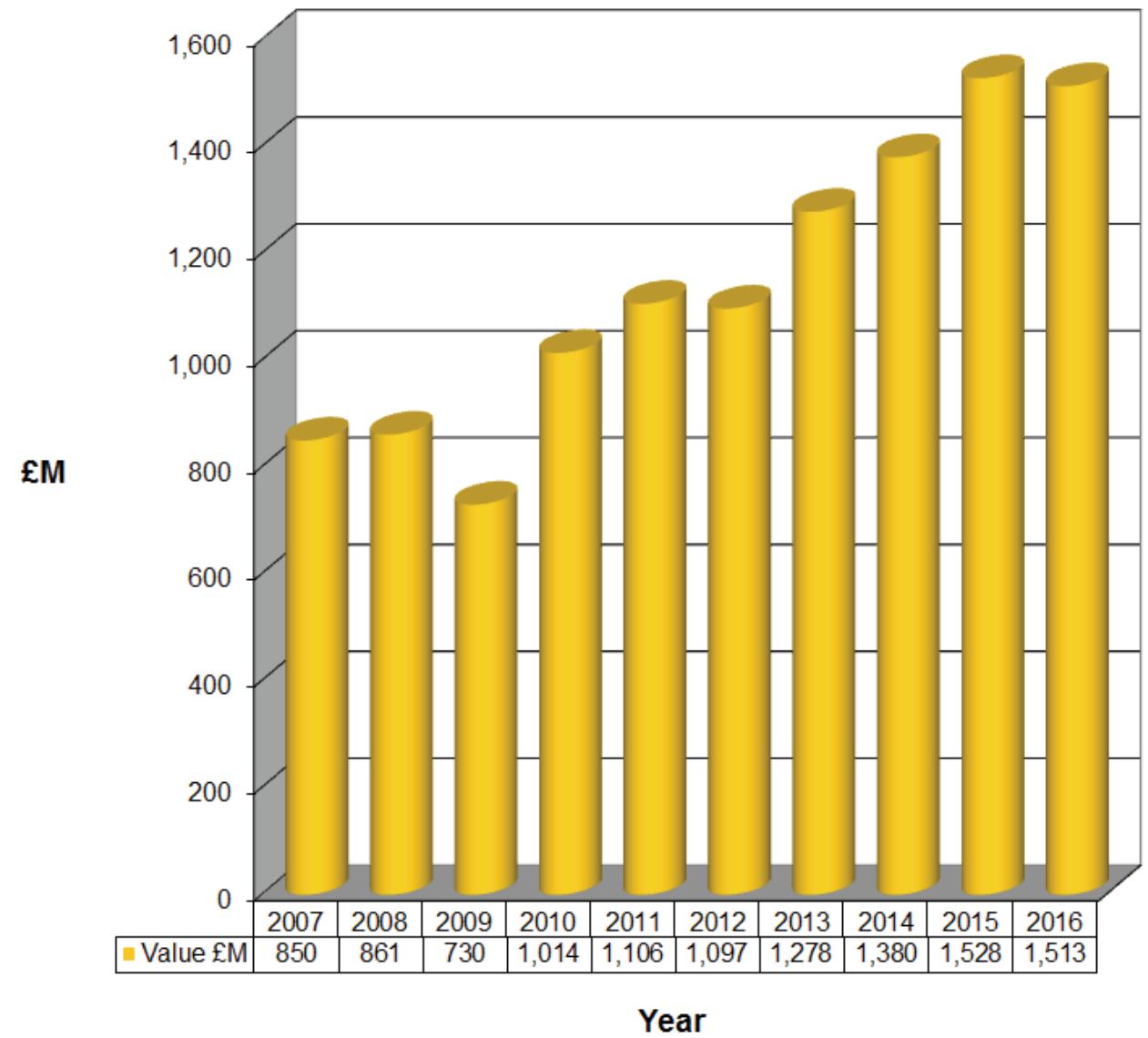
Auditors: Wales Audit Office

Chairman Mr I Guy (NPTCBC)

Member Representatives Ms A. Thomas (CCS)
Ms A Chaves (NPTCBC)

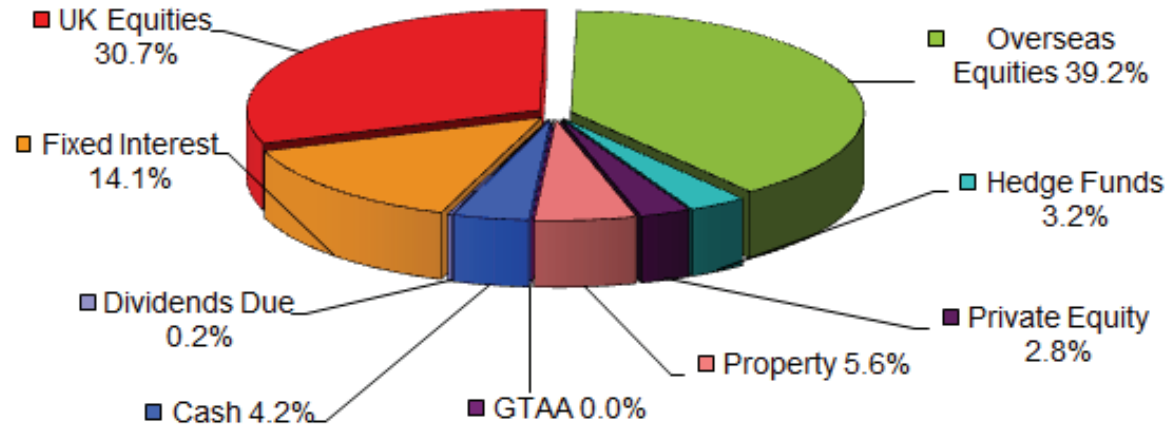
Employer Representatives Mr J Andrew (NPT Homes)
Cllr A Lockyer (NPTCBC)
Cllr D Cole (CCS)(part year)
Cllr J Harris (CCS) (part year)

Market Value of Investment Assets 2007-2016

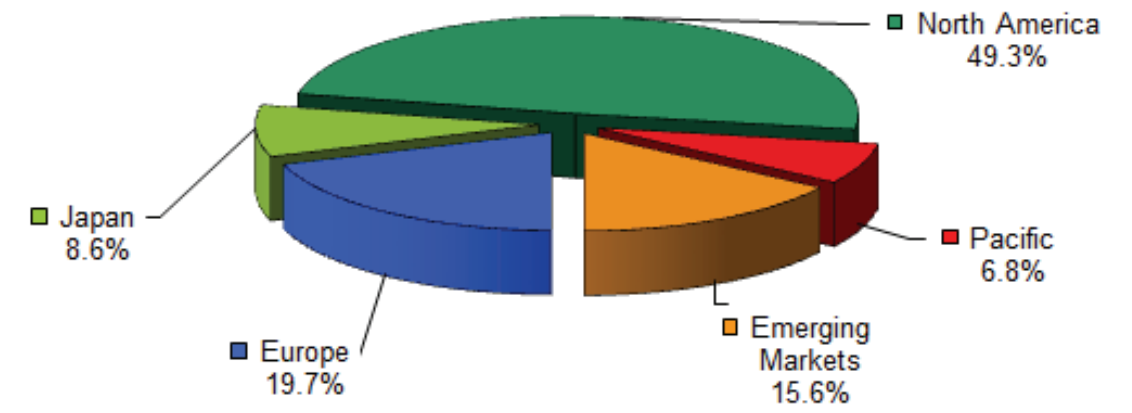


Appendix 4(ii)

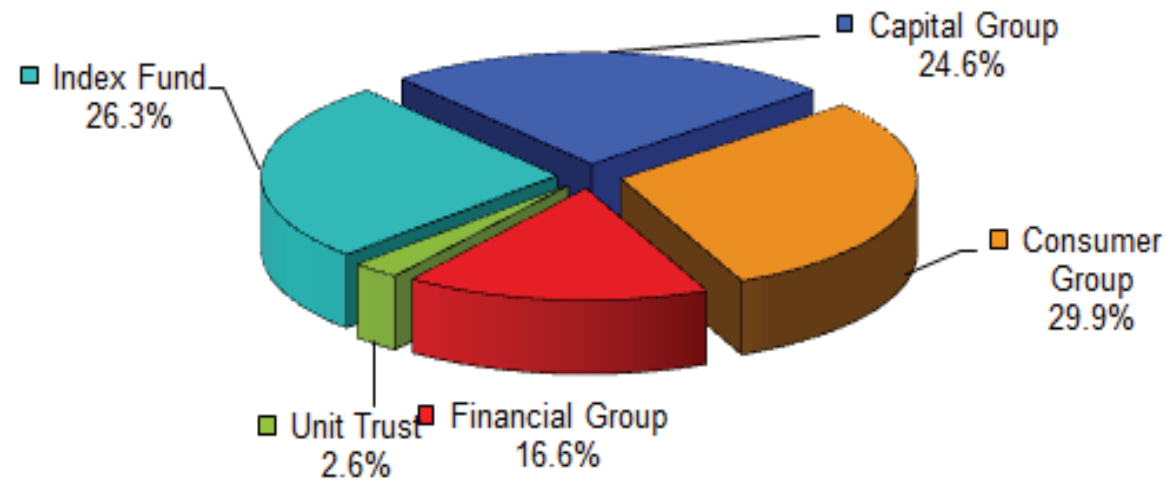
Analysis of Investments - Market Value 31 March 2016



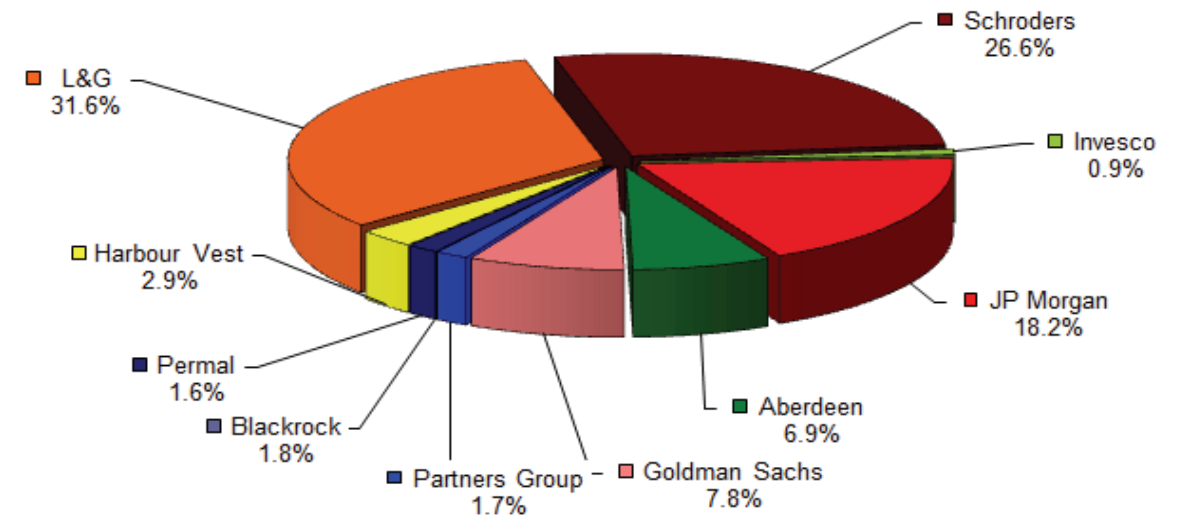
Overseas Investments - Market Value 31 March 2016



UK Equities by Sector - Market Value 31 March 2016



Fund Manager Breakdown - Market Value 31 March 2016

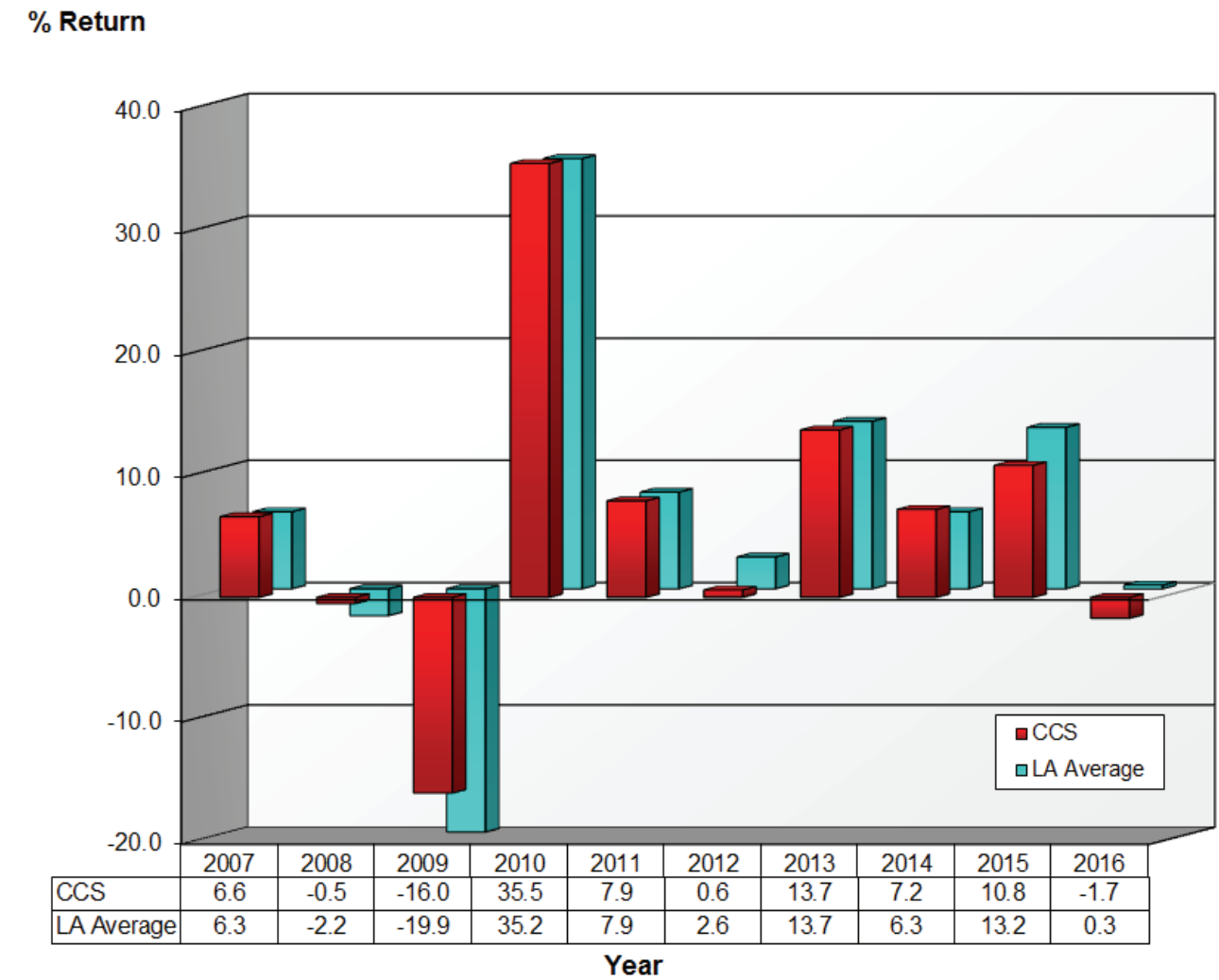


**Largest Direct Equity Shareholdings by Market Value
as at 31st March 2016**

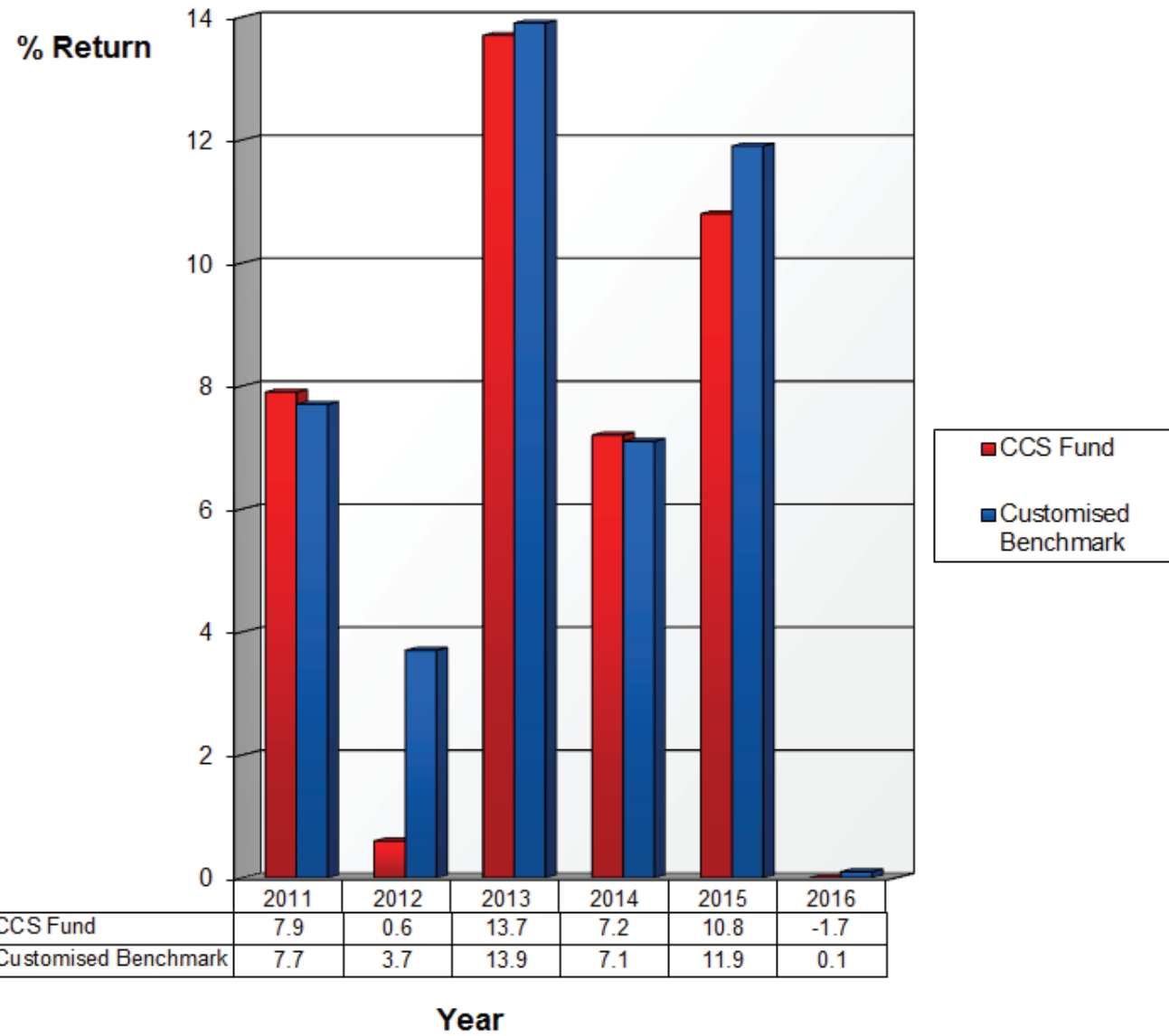
Companies	Sector	Market Value £'000s	Proportion of Direct Equity Portfolio (%)
1 Royal Dutch Shell Plc	Oil & Gas	24,589	3.58%
2 Vodafone Group Plc	Telecommunications	15,425	2.25%
3 Imperial Brands Plc	Consumer Goods	15,080	2.20%
4 British American Tobacco	Consumer Goods	14,902	2.17%
5 GlaxoSmithKline Plc	Pharmaceuticals	14,041	2.04%
6 Prudential Plc	Financials	13,956	2.03%
7 Schroder Inst UK	Financials	12,120	1.76%
8 AstraZeneca Plc	Healthcare	10,844	1.58%
9 HSBC Holdings Plc	Financials	10,810	1.57%
10 ITV Plc	Broadcasting	10,072	1.47%
11 Legal & General Plc	Financials	9,753	1.42%
12 BP Plc	Oil & Gas	9,590	1.40%
13 BT Group Plc	Telecommunications	9,526	1.39%
14 Carnival	Consumer Services	9,393	1.37%
15 Relx Plc	Financials	9,091	1.32%
16 Aviva	Financials	8,822	1.28%
17 Rio Tinto Plc	Basic Materials	8,762	1.28%
18 ICAP Plc	Financials	8,114	1.18%
19 Tesco Plc	Consumer Goods	7,621	1.11%
20 Rolls Royce Plc	Industrial	7,495	1.09%
		230,006	33.49%

Page 57

**Percentage Return on Fund Investments as compared
with the Average Return on Local Authority Funds**



Percentage Return on Fund Investments as compared with the Swansea Customised Benchmark



Page 58

**Human Resources – Pensions Section
Performance Measures**

Service Objective	Performance Indicator	Target 2015/16	Actual 2015/16	Target 2016/17
To calculate all types of pension benefits accurately	Payment of retirement benefits to members within 1 month after benefit becomes payable.	85%	58.84%	85%
	Payment of retirement benefits to members within 1 month of the date all information was received.	95%	99.80%	95%
To deal with transfers both into and out of the scheme	Quotation of transfer value to new pension provider for deferred members within 3 months of request	90%	83.33%	90%

Statement of Investment Principles

1. Introduction

- 1.1 The Local Government Pension Scheme (Management and Investment of Funds) (Amendment) Regulations 1999 and subsequent revisions requires administering authorities to prepare and review from time to time a written statement recording the investment policy of the pension fund. The purpose of this document is to satisfy the requirements of these regulations.
- 1.2 The Local Government Pension Scheme ("the scheme") was established in accordance with statute to provide death and retirement benefits for all eligible employees.
- 1.3 The Council has delegated the investment management of the scheme to an Pension Fund Committee comprising Members of the Council, a full member from Neath Port Talbot Council who decide on the investment policy most suitable to meet the liabilities of the Scheme and the ultimate responsibility for the investment strategy lies with them.
- 1.4 The Pension Fund Committee have obtained and considered advice from the Section 151 Officer, the Chief Treasury Officer, its investment advisers, the Fund's actuary and the Fund's Investment Managers.
- 1.5 This document outlines the broad investment principles governing the investment policy of the Pension Fund. The Pension Fund Committee has delegated the management of the pension fund's investments to professional investment managers whose activities are constrained by detailed Investment Management Agreements.
- 1.6 The Administering Authority ensures compliance with the Regulations and associated guidance issued by DCLG

2. Investment Responsibilities

2.1 The Pension Fund Committee has responsibility for:

- preparing the Statement of Investment Principles
- monitoring compliance with the Statement and reviewing its contents from time to time,
- to establish and keep under review policies to be applied by the Council in exercising its discretion as an administering Authority under the Local Government Pension Scheme (LGPS) Regulations 1997,
- to make recommendations to the Council from time to time on the financial implications for the Pension Fund of discretions available to the Council as an employing authority under the LGPS Regulations 1997,
- to monitor factors likely to affect the solvency of the Pension Fund between the triennial valuations of the Fund by its independent actuary including specifically, the impact of early retirements approved by all employing bodies within the fund,
- to determine the strategic aims for investment of the Fund and the benchmarks by which performance will be measured,
- to arrange for independent investment advice to be available to the Committee at any time,
- determine asset allocation of the investment fund
- to determine, keep under review and, where appropriate, secure changes in the management arrangements for investment of the Pension Fund,
- to monitor on a regular basis against its objectives and benchmarks the Fund's investment performance,
- to ensure effective communication and liaison with other employing bodies within the City & County of Swansea Pension Fund,
- to respond to consultative documents affecting the Local Government Pension Scheme.

2.2 The Investment Managers are responsible for:

- the investment of the pension fund assets in compliance with prevailing legislation, the constraints imposed by this document and the detailed Investment Management Agreements,
- tactical asset allocation around the strategic benchmark, where appropriate and security selection within asset classes,
- preparation of quarterly report including a review of investment performance,
- attending Meetings of the Pension Fund Committee as requested,
- assisting the Section 151 Officer and Pension Fund Committee in the preparation and review of this document,
- preparation of a quarterly statement of compliance with this document,
- voting shares in accordance with the Council's policy.

2.3 The Custodian is responsible for:

- its own compliance with prevailing legislation,
- providing the administering authority with quarterly valuations of the Scheme's assets and details of all transactions during the quarter,
- providing details in a timely manner to WM company for performance measurement,
- collection of income, tax reclaims, exercising corporate administration cash management.

2.4 The Investment Adviser(s) is responsible for:

- assisting the Pension Fund Committee and Section 151 Officer in the preparation and review of this document,
- assisting the Pension Fund Committee and Section 151 Officer in their regular monitoring of the investment managers performance, and
- assisting the Pension Fund Committee and Section 151 Officer in the selection and appointment of investment managers and custodians
- regular reporting on the performance of the fund managers and providing market commentary as necessary
- assisting and advising the Pension Fund Committee of investment strategies and appropriate asset allocation strategy.
- advising the Pension Fund Committee and the Section 151 Officer in market developments generally and changes in the pension fund investment world.

2.5 The Actuary is responsible for:

- providing advice as to the maturity of the Scheme and its funding level in order to aid the Pension Fund Committee in balancing the short term and long term objectives of the pension fund and in compliance with legislation
- Undertaking the statutory periodic valuation
- certifying the employers' contribution rates.

2.6 The Section 151 Officer is responsible for:

- ensuring compliance with this document and bringing breaches thereof to the attention of the Pension Fund Committee, and
- ensuring that this document is regularly reviewed and updated in accordance with the Regulations,
- advising the Pension Fund Committee in relation to its duties listed above,
- reporting to the Pension Fund Committee on the fund's compliance with its superannuation regulations as well as the performance of its investments and all other matters to be considered under the Committees responsibilities.
- to apply the policies agreed by the Pension Fund Committee on the Council's behalf in its role as administering authority in response to decisions taken by employing Authorities within the Fund.
- to consult and maintain liaison with the Fund's independent adviser, actuary and performance measurer, whenever appropriate,
- to approve in cases of urgency investment decisions which fund managers are required to refer to the Committee. Such approval is to be given only after consultation with the independent adviser and the Chair and/or Vice Chair of the Pension Fund Committee,
- to maintain contact with the appointed fund managers and with other fund managers, where appropriate,
- to release cash available for investment to managers in accordance with agreed arrangements and to invest temporarily cash held by the Council.
- to administer custody arrangements in liaison with the appointed custodians.

3. The Scheme's Liabilities

- 3.1 The Pension Fund is a defined benefit scheme that provides benefits related to final salary for members. Each member's pension is specified in terms of a formula based on salary and service and is unaffected by the investment return achieved on the Scheme's assets. Full details of Scheme benefits are set out in the Local Government Pension Scheme.
- 3.2 All active members of the Scheme are required to make pension contributions which are based upon a fixed percentage of their pensionable pay as defined in the regulations.
- 3.3 The employing bodies are responsible for meeting the balance of costs necessary to finance the benefits payable from the Scheme. Employers contribution rates are determined triennially based on the advice of the Scheme's actuary and are subject to inter-valuation monitoring.

4. Investment Policy

- 4.1 The strategic investment aim of the Pension Fund is to achieve the maximum return consistent with acceptable levels of risk and the long-term nature of the Fund's liabilities consistent with the appointed fund actuary's long term assumptions on investment returns
- 4.2 The investment policy is to appoint expert fund managers with clear performance benchmarks and to place maximum accountability for performance against that benchmark with the fund manager.
- 4.3 A comprehensive review of the Management Arrangements was undertaken in June 2007 and has been continually assessed and reviewed and is currently as follows, however it should be noted that the Pension Fund Committee approved an allocation to an investment in infrastructure in December 2013. A 2% allocation has been approved funded by the realisation of the GTAA fund and cashflows. Funding is expected in Q4 2015 post legals.

Asset Class	Asset Allocation	Fund Manager		Benchmark	Performance
		Passive	Active		
UK Equities	34% +/- 5%	14%	20% Schroders	FTSE allshare	+3% p.a. over rolling 3year
Overseas Equities	34% +/- 5%	13% (L&G)	21% JP Morgan and Aberdeen	MSCI World all share (ex UK) MSCI Frontier Markets Index	+3% p.a. over rolling 3year + p.a. over rolling 3 year
Global Fixed Interest	15% +/- 5%	6% (L&G)	9% Goldman Sachs	Libor	Libor +3%
Property	5% +/- 5%	-	5% Schroders, Partners and Invesco	IPD, UK Pooled Propert Fund Index	+1% p.a. over rolling 3 year, 8% Absolute Return
Hedge Funds	5% +/- 5%	-	5% Blackrock and Permal (formerly Fauchier)	LIBOR	+4%
Private Equity	3% +/- 5%	-	3% Harbourvest	FTSE allshare	+3% p.a. over 3 year rolling
Infrastructure	2% +/- 5%	-	2% Hastings	10% per Annum Absolute	10% per Annum Absolute
Cash	2% +/- 5%	-	2% in house and cash flows of fund managers	7day LIBID	=
TOTAL	100%	33%	67%		

5. The Expected Return on Investments

- 5.1 The strategic aim of the Fund is to achieve the maximum return consistent with acceptable levels of risk pertinent to each asset class and the long-term nature of the Fund's liabilities.
- 5.2 In order to achieve the strategic aim, the Fund has set relevant asset class specific benchmark against which performance and risk can be measured
- 5.3 The fund has also agreed performance fees for achieving outperformance targets.
- 5.4 The passive manager is required to achieve, over the longer term, a total return close to that of the respective market indices it tracks..

6. Risk

6.1 Performance Risk

The active managers are required to operate within a risk profile appropriate to each individual asset class in order to achieve agreed outperformance targets.

6.2 Asset Risk

Except for pooled/unitised funds, all externally managed assets are held in the Fund's name on its behalf by our appointed global Custodian. Units of pooled funds are listed in the Fund's name by the relevant manager.

6.3 Market Risk

The fund operates within the limits required by the Local Government Pension Scheme Investment Regulations and is thus exposed to no greater market risk than the Regulations allow. In accordance with the Local Government Pension Scheme (Management and Investment of Funds) Regulations 1998 and subsequent revisions the limits set out in those regulations will apply.

7. Types of Investments to be Held

- 7.1 Asset allocation has been determined by an investment review. The mix of assets is outlined in 4.3

7.3 Stocklending

Stocklending is not currently undertaken in the portfolio, however it will be considered if analysis of the portfolio identifies stock which can generate additional revenue for the fund. Voting, collateral requirements and due diligence considerations will be paramount in these considerations.

7.4 Underwriting

Underwriting of share issues by the fund managers is permitted.

8. The balance between different types of Investment

- 8.1 The asset allocation of the fund is identified in 4.3. The balance between the different types of investment will be monitored and will be 're-balanced by the use of derivative overlays to ensure asset allocation alignment as per the Committees asset allocation decision in 4.3 if deemed appropriate. Acceptable tolerances for the affected asset classes are +/- 5%.

9. The Realisation of Investments

It is recognised that as part of its diversification strategy, the pension fund invests in some asset classes for the long term and these are illiquid in their nature e.g. property and private equity. The main asset classes (equities, bonds and cash) will be readily realisable to meet any cash flow demands as required, however it is recognised that the fund is cash positive and normal cash demands can be satisfied from normal cash inflows.

10. Social, Environmental and Ethical Considerations

The Pension Fund Committee's policy is to encourage positive behaviour by companies through its investments. It is believed that influence in this way is currently effective. The Fund exercises this policy through the external investment managers by contact with company management and through exercising voting rights.

In addition, the overriding duty on the Council is to ensure the best returns on investments consistent with acceptable levels of risk. The Committee believes that companies behaving properly will, over time, generally be the ones that also provide good returns.

The question of actively investing in funds badged as 'ethical' or 'socially responsible' remains under consideration and the Pension Fund Committee will continue to monitor the investment performance of such funds as they develop.

The Investment Managers are required to exercise voting rights on behalf of the Fund when it is in the best interests of the Fund, and in accordance with the Managers' corporate governance policies. The Pension Fund Committee retains the right to instruct the managers at any time to vote according to the Committees wishes on a particular resolution.

12. Principles for Investment Decision Making

In 2000 the UK Government commissioned a review of institutional investment in the UK, known as 'the Myners Review'.

In response to the Myners' proposals, the Government issued a set of ten investment principles. Subsequently, the Chartered Institute of Public Finance and Accountancy (CIPFA), published the document 'Principles for Investment Decision Making in the Local Government Pension Scheme', which sets out the ten principles and practical guidance on their application to LGPS.

The Appendix to this document sets out the six principles and the fund's compliance with the same.

Compliance with CIPFA's 'Principles for Investment Decision Making in the Local Government Scheme in the UK'

1. Effective Decision Making

Compliant. The panel has produced a business plan indicating key milestones and dates for decision in the forthcoming year.

2. Clear Objectives

Compliant. Each asset class and manager appointed has been set appropriate benchmark and performance target whilst the fund's overall objective remains: The strategic investment aim of the Pension Fund is to achieve the maximum return consistent with acceptable levels of risk and the long-term nature of the Fund's liabilities

3. Risk And Liabilities

Compliant. Asset allocation has been determined by comprehensive investment review approved by the Pension Fund Committee in June 2007, being mindful of strength of covenant of the scheme sponsor and profile of the scheme.

4. Performance Assessment

Compliant. Performance is appraised constantly by the in house officers whilst formalised monitoring is undertaken by the investment sub group and full pension panel at quarterly meetings

5. Responsible Ownership

Compliant. Explicit investment management arrangements are in place with each appointed manager who is delegated responsibility for discharging corporate responsibility. The Authority is also working with its appointed investment managers to sign up to the UN's Principles of Responsible Investing (UNPRI)

6. Transparency and Reporting

Compliant. Regular reporting takes place on a quarterly basis with the Pension Committee, whilst a full annual consultative meeting is convened to review the annual report. Regular road shows and meetings are held with employers as and when.



Funding Strategy Statement

Section 1 Introduction

Overview

This Statement, originally prepared in accordance with Regulation 76A of the Local Government Regulations 1997 has been reviewed in accordance with Regulation 35 of the Local Government Pension Scheme (Administration) Regulations 2008 (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).

As required by Administration Regulation 35(3)(a), the Statement has been prepared having regard to guidance published by CIPFA in March 2004.

Consultation

In accordance with Administration Regulation 35(3)(b), all employers participating within the City and County of Swansea Pension Fund have been consulted 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.

In addition, the Administering Authority has had regard to the Fund's Statement of Investment Principles published under Regulation 12 of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (the Investment Regulations).

The Fund Actuary, Aon Hewitt, has also been consulted on the contents of this Statement.

Policy Purpose

The three main purposes of this Funding Strategy Statement are:

- To establish a clear and transparent strategy, specific to the Fund, which will identify how employer's pension liabilities are best met going forward.
- To support the regulatory requirement in relation to the desirability of maintaining as nearly constant employer contribution rates as possible.
- To take a prudent longer-term view of funding the Fund's liabilities.

Links to investment policy set out in the Statement of Investment Principles

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 Statement of Investment Principles and the funding strategy set out in this Statement.

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 Statement of Investment Principles 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 expected 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.

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 average return, and by including measures that can be used to smooth out the impact of such volatility.

The Administering Authority will continue to review both documents to ensure that the overall risk profile remains appropriate including, where appropriate, the use of asset liability modelling or other analysis techniques.

Review of this Statement

The Administering Authority undertook its latest substantive review of this Statement between January and March 2014.

The Administering Authority formally reviewed this Statement as part of the triennial valuation as at 31 March 2013.

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.

Section 2 The Aims and Purpose of the Fund

Purpose of the Fund

The purpose of the Fund is to invest monies in respect of contributions, transfer values and investment income to produce a Fund to pay Scheme benefits over the long term and in so doing to smooth out the contributions required from employers over the long term.

Aims of the Fund

The main aims of the Fund are:

a) To comply with regulation 36 of the Local Government Pension Scheme (Administration) Regulations 2008 and specifically to adequately fund benefits to secure the Fund's solvency while taking account of the desirability of maintaining as nearly constant employer contribution rates as possible

The Administering Authority recognises that the requirement to keep employer contribution rates as nearly constant as possible can run counter to the following requirements:

- the regulatory requirement to secure solvency
- the requirement that the costs should be reasonable, and
- maximising income from investments within reasonable cost parameters (see later)

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.

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 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.

This short term volatility in investment returns can produce a consequent volatility in the measured funding position of the Fund at successive 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.

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 smoothness of employer contribution rates from one valuation period to the next.

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.

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.

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 and committee members are properly informed, and through regular monitoring of the funding position.

d) To maximise the income from investments within reasonable risk parameters.

The Administering Authority recognises the desirability of maximising investment income 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:

- restricting investment to the levels permitted by the Investment Regulations.
- restricting investment to asset classes generally recognised as appropriate for UK pension funds
- analysing the potential risk represented by those asset classes in collaboration with the Fund's Actuary, Investment Advisors and Fund Managers.

Section 3 Responsibilities of the Key Parties

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:

The Administering Authority will:

- Collect employer and employee contributions and, as far as the Administering Authority is able to, ensure these contributions are paid by the due date.
- Invest surplus monies in accordance with the 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 a Statement of Investment Principles and a Funding Strategy Statement after due consultation with interested parties.
- Monitor all aspects of the Fund's performance and funding.

Individual Employers

Individual Employers will:

- Deduct contributions from employees' pay.
- Pay all contributions, including their employer contribution as determined by the actuary, promptly by the due date.
- Exercise discretion within the regulatory framework.
- Pay for added years in accordance with agreed arrangements.
- Notify the administering authority promptly of all changes to membership, or other changes which affect future funding

Fund Actuary

The Fund Actuary will:

- Prepare valuations including the setting of employers' contribution rates after agreeing assumptions with the administering authority and having regard to the Funding Strategy Statement.
- Prepare advice and calculations in connection with bulk transfers and individual benefit-related matters.

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

Section 4 Funding Target, Solvency and Notional Sub-Funds

Funding principle

The Fund is financed on the principle that it seeks to provide funds sufficient to enable payment of 100% of the benefits promised.

Funding Targets and assumptions regarding future investment strategy

The Funding Target is the amount of assets which the Fund needs to hold at any point in time such that the funds held, plus future anticipated investment returns on those funds, and taking into account the anticipated future experience of the membership and contributions due from the membership, meet the funding principle.

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

Scheduled Bodies and certain other bodies open to new entrants

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 Scheduled Bodies and certain other bodies which are long term in nature.

Admission Bodies and bodies closed to new entrants

For Admission Bodies 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 cessation, and any likely change in notional or actual investment strategy as regards the assets held in respect of the Admission Body's liabilities at the date of cessation (i.e. whether the liabilities will become 'orphaned' or whether a guarantor exists to subsume the notional assets and liabilities).

Orphan liabilities

These are liabilities with no access to funding from any employer in the Fund. To minimise the risk to other employers in the Fund the assets notionally related to these liabilities will be assumed to be invested in low risk investments. This is described in more detail later in this document

Full Funding

The Fund is deemed to be fully funded when the assets held are equal to 100% of the Funding Target. 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

Solvency and 'funding success'

The Fund'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.

The Fund is deemed to be solvent when the assets held are equal to or greater than 100% of the Funding Target

A further Aspirational Funding Target is set by reference to a similar level of prudence as used for the actuarial valuation of the Fund carried out as at 31 March 2007.

The Administering Authority deems funding success to have been achieved if the Fund, at the end of the Recovery Period, is fully funded on the basis of the Aspirational Funding Target.



Other Aspects of Funding Strategy

Recovery Periods

Where a valuation reveals that the Fund is in surplus or deficiency against this solvency measure, employer 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 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.

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, the Administering Authority is 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 and has agreed with the Fund Actuary a limit of 30 years. The Administering Authority's policy is to agree recovery periods with each employer which are as short as possible within this framework.

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.

Grouping

In some circumstances it may be desirable to group employers within the Fund together for funding purposes (ie to calculate employer contribution rates). 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.

The Administering Authority recognises that grouping can give rise to cross subsidies from one employer to another over time. The Administering Authority's policy is to consider the position carefully at each valuation and to notify each employer that is grouped that this is the case, and which other employers it is grouped with. 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 look for evidence of homogeneity between employers before considering grouping. For employers whose participation is for a fixed period grouping is unlikely to be permitted.

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.

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

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.

Stepping

Again, consistent with the requirement to keep employer contribution rates 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 Actuary, but the total is very unlikely to exceed six steps.

Inter-valuation funding calculations

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 triennial valuations.

Notional Sub-Funds for individual employers

Notional sub-funds

In order to establish contribution rates 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 sub-fund within the Fund.

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 sub-funds

The notional sub-fund 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 consistent with the Funding Target transferred from one employer to the other unless some other approach has been agreed between the two employers.
- 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.

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, estimated cashflows will be used
- Where, in the opinion of the Fund Actuary, the cashflow data which is unavailable is material, the Fund Actuary will instead use an analysis of gains and losses to roll forward the notional sub-fund. 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.



Page 70

Attribution of investment income (Optional)

Where the Administering Authority has agreed with an employer that it will have a tailored asset portfolio notionally allocated to it, the assets notionally allocated to that employer will be credited with a rate of return appropriate to the agreed notional asset portfolio.

Where the employer has not been allocated a tailored notional portfolio of assets, the assets notionally allocated to that employer will be credited with the rate of return earned by the Fund assets as a whole, adjusted for any return credited to those employers for whom a tailored notional asset portfolio exists.

Section 5 Special Circumstances Related to Admission Bodies

Interim reviews for Admission Bodies

Regulation 38(4) of the Administration Regulations provides the Administering Authority with a power to carry out valuations in respect of Admission Bodies, and for the Actuary to certify revised contribution rates, between triennial valuation dates.

The Administering Authority's overriding objective at all times in relation to Admission Bodies 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 cessation of participation may be unknown (for example, participation may be assumed at present to be indefinite), and also because market conditions change daily.

The Administering Authority's general approach in this area is as follows:

- Where the date of cessation is known, and is more than 3 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 cessation 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 admissions due to cease within the next 3 years, the Administering Authority will keep an eye on developments and may see fit to request an interim valuation at any time.

Notwithstanding the above guidelines, the Administering Authority reserves the right to request an interim valuation of any Admission Body at any time in accordance with Regulation 38(4).

Guarantors

Some Admission Bodies 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. The Administering Authority, unless notified otherwise, sees the duty of a Guarantor to include the following:

- If an Admission Body 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 Admission Body a Guarantor can at any time agree to the future subsumption of any residual liabilities of an Admission Body. The effect of that action would be to reduce the Funding Target for the Admission Body, which would probably lead to reduced contribution requirements.

Bonds and other securitization

Regulation 6 of the Administration Regulations creates a requirement for provision of risk reviews and bonds in certain circumstances. The Administering Authority's approach in this area is as follows:

- In the case of Transferee Admission Bodies admitted under Regulation 6(2)(a) of the Administration Regulations, and so long as the Administering Authority judges the relevant Scheme Employer to be of sufficiently sound covenant, any bond exists purely to protect the relevant Scheme Employer on default of the Admission Body. As such, it is entirely the responsibility of the relevant Scheme Employer 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. The Administering Authority notes that levels of required bond cover can fluctuate and recommends that relevant Scheme Employers review the required cover regularly, at least once a year.
- In the case of Transferee Admission Bodies admitted under Regulation 6(2)(a) of the Administration Regulations, where the Administering Authority does not judge the relevant Scheme Employer 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 notes that levels of required bond cover can fluctuate and will require the relevant Scheme Employer to jointly review the required cover with it regularly, at least once a year.
- In the case of Transferee Admission Bodies admitted under Regulation 6(2)(b) of the Administration Regulations, 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 notes that levels of required bond cover can fluctuate and will review the required cover regularly, at least once a year.

Subsumed liabilities

Where an employer is ceasing participation in 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.

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 more risky investments than Government bonds.



Orphan liabilities

Where an employer is ceasing participation in 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 cessation valuation, carried out in accordance with Administration Regulation 38, 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.

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.

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.

Smoothing of contribution rates for admission bodies

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 full funding may precipitate failure of the body in question, leading to significant costs for other participating employers.

^{Page}
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.

Additionally, the Administering Authority may seek agreement from the City and County of Swansea and/or Neath Port Talbot County Borough Council that, should an admission body cease participation in the Fund during the relaxation period, it would provide a source of future funding for any deficiency developing in the Fund in respect of residual liabilities of the admission body (this process is called 'Subsumption' for the purposes of this document).

Such action has three implications:

- During any period when the requirement for targeting Full Funding has been relaxed, contribution rates for admission bodies can if necessary be set at a level lower than full funding would require.
- Should an admission body leave the Fund during a period when contribution rates do not target Full Funding, the funding requirement in any cessation valuation carried out under Regulation 38 will be reduced to the extent that contributions, on a cumulative basis, have fallen short of what continued targeting of Full Funding would require. Where the admission body has a deficiency, relative to the Full Funding requirement, and also a deficiency relative to this reduced cessation valuation requirement, the admission body will only be required to make the position good up to the reduced cessation valuation requirement. Any consequent shortfall in the Fund relative to the Full Funding requirement will fall as a liability to the City and County of Swansea or Neath Port Talbot County Borough Council, to be met through adjustments to its contribution rate as part of future actuarial valuation exercises.
- Should an admission body leave the Fund during a period where the City and County of Swansea or Neath Port Talbot County Borough Council has agreed to subsumption of residual liabilities, the cessation 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.

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

Where an Admission Body ceases participation, a cessation valuation will be carried out in accordance with Administration Regulation 38. That valuation will take account of any activity as a consequence of cessation of participation regarding any existing contributing members (for example any bulk transfer payments due) and the status of any liabilities that will remain in the Fund.

In particular, the cessation valuation will distinguish between residual liabilities which will become orphan liabilities, and liabilities which will be subsumed by other employers. For orphan liabilities the Funding Target in the cessation valuation will anticipate investment in low risk investments such as Government bonds. For subsumed liabilities the cessation valuation will anticipate continued investment in assets similar to those held in respect of the subsuming employer's liabilities.

Regardless of whether the residual liabilities are orphan liabilities or subsumed liabilities, the departing employer will be expected to make good the funding position revealed in the cessation valuation. In other words, the fact that liabilities may become subsumed liabilities does not remove the possibility of a cessation payment being required.



Section 6 Identification of Risks and Counter Measures

Approach

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. The main risks to the Fund are considered below:

Choice of Funding Target

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.

The more optimistic the assumptions made in determining the Funding Target, 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 Funding Target calculated by reference to those assumptions.

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.

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

Demographic Risk

The main risks include changing retirement patterns and longevity. The Administering Authority will ensure that the Fund Actuary investigates these matters at each valuation or, if appropriate, more frequently, and reports on developments. The Administering Authority will agree with the Fund Actuary any changes which are necessary to the assumptions underlying the measure of solvency to allow for observed or anticipated changes.

If significant demographic changes become apparent between valuations, the Administering Authority will notify all participating employers of the anticipated impact on costs that will emerge at the next valuation and will review the bonds that are in place for Transferee Admission Bodies.

Regulatory Risk

The risks relate to changes to regulations, National pension requirements or HM Revenue and Customs' rules. The Administering Authority will keep abreast of all proposed changes. 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.

Governance Risk

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), and the related risk of the Administering Authority not being made aware of such changes in a timely manner.

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.

Particular examples are set out below:

- Early retirement strain payments - No allowance is made for the additional value of the benefits when a member is made redundant or leaves on the grounds of efficiency. To counter the potential 'strain' (or cost) emerging at the next valuation early retirement strain payments are required from the employer to the Fund to meet this additional cost over a period of no longer than 3 years.
- Employers with small and declining number of contributing members - A recent legal judgement indicates that under the current Administration Regulations employers with no contributing members cannot be charged contributions under Regulation 36. This ruling, however, does not affect the ability to collect contributions following a cessation valuation for Admission Bodies under Regulation 38. The Regulations may alter in the future but in the meantime there is a risk of a non Admission Body ceasing to pay contributions with a deficit in the Fund.

The Administering Authority will monitor employers with declining membership to ensure that funding is close to 100% on the solvency measure by the time the last member leaves service and this may affect the funding strategy accordingly.

- Bodies ceasing to exist with unpaid deficiency - Some employers can cease to exist and become insolvent leaving the employers in the Fund open to the risk of an unpaid deficit. For Transferee Admission Bodies, any such deficit will be met by the relevant Scheme Employer and there is therefore little risk to other employers in the Fund (provided of course that the relevant Scheme Employer is itself regarded to be of good covenant).

Other employers are more problematic and the Administering Authority will as far as practicable look to reduce risks by use of bond arrangements or ensuring there is a guarantor to back the liabilities of the body.

Statistical/Financial Risk

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

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

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

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.

Local Government Pension Scheme (LGPS) - Governance Arrangements

Introduction

The City & County of Swansea Pension Fund formally adopted its governance policy at the Pension Fund Panel (subsequently Pension Fund Committee) meeting of the 8th March 2006, attached at Appendix A for information.

Administering Authorities are required by the Department of Communities and Local Government to review the same, with a view to finalising revised arrangements by 1st March 2008.

Following the receipt of the responses to the above exercise, the department for Communities and Local Government have issued governance compliance statutory guidance attached at Appendix B against which Administering Authorities are asked to benchmark local arrangements and produce revised policy statements.

The City & County of Swansea Pension Fund Governance Arrangements

In accordance with the guidance issued, an evaluation of current local governance arrangements has been undertaken (Appendix C) which measures compliance against the nine main principles indentified:

- A. Structure
- B. Representation
- C. Selection and role of lay members
- D. Voting
- E. Training/Facility time/Expenses
- F. Meetings (frequency/quorum)
- G. Access
- H. Scope
- I. Publicity

As can be seen in Appendix C, local arrangements would largely seem to be compliant save for the area of representation where arrangements could be perceived as non compliant.

City & County of Swansea Pension Fund Governance Policy Statement



Background

In November 2005, the Government published the Local Government Pension Scheme (Amendment) (No.2) Regulations 2005.

The regulations require administering authorities to prepare and publish a governance policy statement. This statement must indicate its delegated functions of the pension fund and its operational policies.

Constitutional Framework

Under the Council's scheme of Council delegated functions, the functions relating to local government pensions etc. under the regulations section 7, 12, or 24 of the Superannuation Act 1972 have been delegated to the Pension Fund Pension Panel as a full executive function.

Introduction to Pension Fund Governance

Pension Fund management is often seen as secondary to the Administering Authority's main agenda. Yet the financial health of the Pension Fund can exercise an important influence over the health of the entirety of the Authority's finances as well as that of the significant number of other scheduled bodies and admitted bodies within the Fund. Also, a successful pension fund may have some influence in attracting and retaining staff.

In 2000, the Government commissioned a *Review of Institutional investment in the UK* from Paul Myners, Chairman of the Gartmore Fund Management Group. The resultant report (known as the Myners Report) sets out a number of principles codifying best practice in Pension Fund management.

Local Authority pension schemes are usually administered by so-called 'upper tier' authorities, i.e. counties, mets, unitaries and London boroughs. The top level of control is exercised by a Pensions Panel or Pension Fund Panel (the precise nomenclature may vary from authority to authority) comprising host authority members and representation of scheduled and admitted bodies where appropriate. In effect, members of the panel fulfil a quasi trustee function, equivalent to the trustees of a private sector Pension Fund.

The above position was discussed at length (subsequent to the publication of the guidance) with the DCLG and the context of the City & County of Swansea Pension Fund's classification of 'no forms of representation'. It was subsequently recognised by the DCLG that the collaborative work undertaken by the CCSPF in undertaking roadshows, AGMs and having an observer member of another scheme employer should subsequently be recognised in the assessment of representation.

This Administering Authority has always contended that representation correlated with the risk undertaken and as scheme member contribution rates are guaranteed by statute, the only investment risk lies with the employers who are represented in the CCSPF by the members from the City & County of Swansea and Neath Port Talbot CBC.

There is also a comprehensive programme of consultative/informative meetings and roadshows with both employers and employees primarily:

- The Annual Consultative meeting
- The Actuarial valuation consultative programme
- Employers roadshows
- Employees roadshows.

Therefore in light of the above, it is the recommendation to retain current corporate governance structures, noting updates for new personnel, with an intention to review the structure when proposed risk sharing mechanisms are introduced which are timetabled for consideration in 2009/10.

Like many local government services, considerable elements of Pension Fund management are outsourced in order to harness the necessary expertise for what is a complex arena. The role of the Pensions Panel, and of officers, as agents of the Council is to determine a strategy, and to ensure that the strategy is properly and fully implemented. In effect, this is a procurement exercise, and as such requires skills that are needed in any procurement situation, for example:

- A clear understanding of what the Fund is aiming to achieve and a strategy for achieving it.
- Understanding the market and choices that can be made.
- Deciding what needs to be provided in-house and what should be outsourced.
- Defining and developing strong specifications for the services to be provided.
- Ensuring clear and open competition.
- Managing relationships, both with in-house providers and contractors.
- Setting rigorous performance measures, and implementing a feedback loop for reporting, evaluating and monitoring contractor performance (whether for services provided in-house or outsourced).

Pension Fund Management can be divided into two main areas:

1. Investment Management

As noted above, many aspects of investment management are carried out by a range of external specialist services, including:

- **Investment managers** who are responsible for managing the performance of the investment fund on a day-to-day basis. This will include making decisions on what to buy and sell and buying and selling itself, within the context of a broad investment policy laid down by the Administering Authority.
- **Investment advisers** who may assist in setting the broader policy, evaluating fund manager performance and so on.
- **Custodians** whose role is to safeguard the existence of assets and to ensure the Fund has proper title to them.
- **Actuaries** who evaluate overall fund management strategy, including the extent to which the Fund is fully funded, fund performance, assess the likely impact of future trends (e.g. Investment outlook, death rates etc) and advise on appropriate rates of employers contributions to ensure continued financial health for the scheme. They may also be asked for advice on overall fund management strategy. The Myners review suggested that this should be viewed as separate service from the actuarial contract (in much the same way that auditors shouldn't give advice that they may later be required to audit).
- **Performance measurers** who analyse fund performance, provide detailed statistical analysis of overall pension fund performance and its components, and report the results to officers and the pensions Panel.

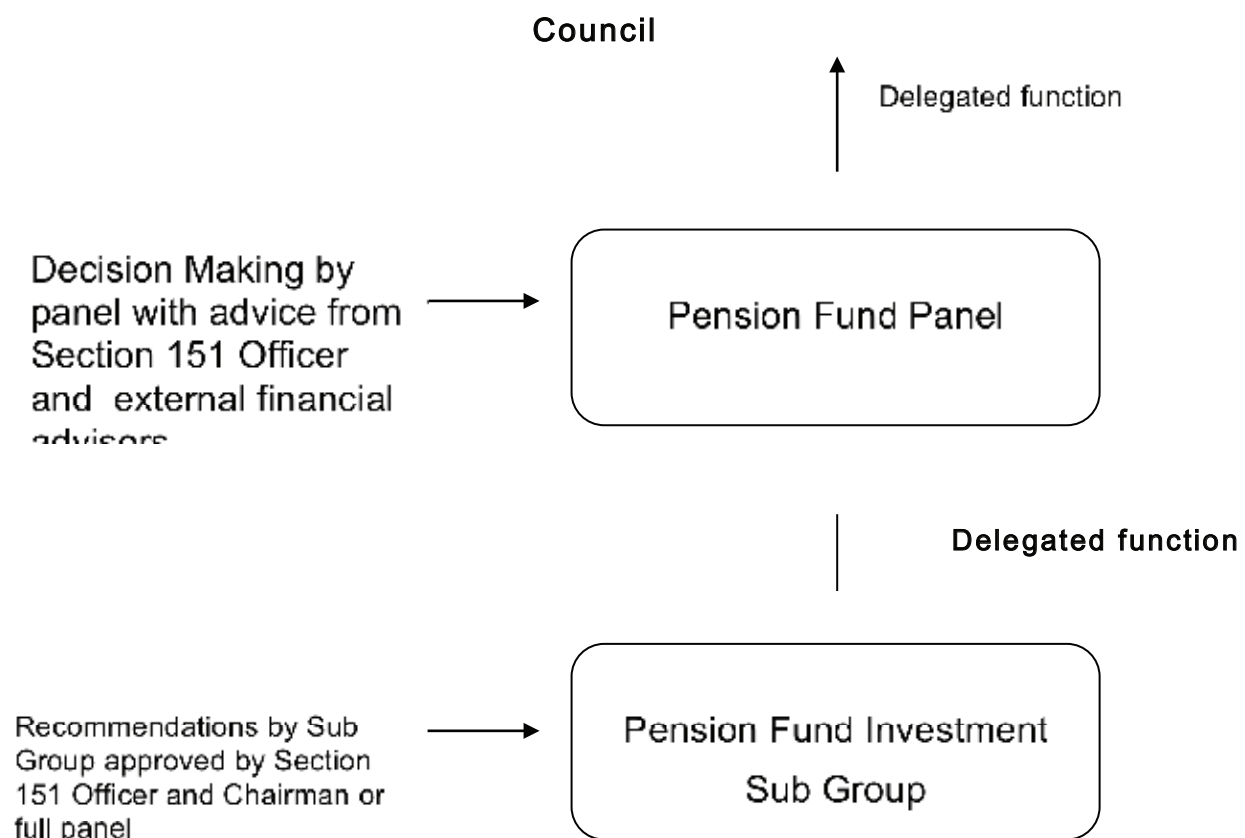
Proper control needs to be exercised over the providers of these specialist services. The Panel should set a comprehensive policy for the Fund which should include asset allocation management, for example the Fund gearing, (proportion of higher risk investments, equities, property etc) to fixed interest stock (bonds) and broad sector divisions within the major asset classes, (in the case of equities for example, pharmaceuticals, construction, manufacturing, and geographical diversity, for example UK equities, Far East, United States). Any policy on asset allocation must be in accordance with the Local Government Pension Scheme Investment Regulations, which prescribe maximum limits for investments in any one vehicle. It should also put in place proper arrangements for setting targets for fund performance, monitoring compliance with policy and taking action when necessary if performance is not in line with the targets set. The strategy for managing the fund should also take into account the maturity of the fund; that is the proportion of pensioners to active contributors to the scheme.

2. Fund Administration

Administering the Fund includes putting in place sound financial systems to ensure contributions are collected and credited to the Fund; correct levels of pensions are paid out, transfer values are correctly calculated and received/paid, queries/complaints dealt with, continued eligibility criteria are complied with etc. Considerable reliance can be put on core financial controls operated by the Authority through its main financial systems. The payroll system is closely tied in with Pension Fund administration and reliance should be placed on internal audit cover (if their cover is deemed to be adequate). (Note that this may not be applicable in respect of admitted bodies. The administering authority is likely to be heavily dependent on the quality of information submitted by them).

Monitoring by the Pensions Fund Pension panel (The Panel) is key, and appropriate performance indicators should be in place and reported to The Panel on a regular basis (for example administration costs, compliance with statutory time targets for queries and complaints). In line with any local government activity, pension funds should be exposed to rigorous review.

Pension Fund Governance: Structure Overview



Membership of the Pension panel

Full voting membership of the Pension Fund Pension Fund Panel is drawn from:

- Council Members of the Administering Authority and Representative Employers within the scheme.
- Council Officers of the Administering Authority.
- Appointed Independent Advisers to the Pension Fund Pension panel.

<i>Position</i>	<i>Nominated by/ filled by</i>	<i>Currently in post</i>
Chairman	Lead Political Group	Cllr R Stewart
Vice Chairman	Lead Political Group	Cllr P Downing
Panel Member	Lead Political Group	Cllr C Lloyd
Panel Member	Lead Political Group	Cllr M Thomas
Panel Member	Opposition Political Group	Cllr J Newbury
Panel Member	Opposition Political Group	Cllr G Sullivan
Panel Member	Neath Port Talbot CBC	Cllr Peter Rees
Lead Officer Member	Section 151 Officer	M Hawes
Asst Officer Member	Chief Treasury & Technical Officer	J Dong
Independent Adviser(s)	Suitably qualified professionals	Valentine Furniss Noel Mills

The Pension Fund Panel has responsibility for:

- approving the Statement of Investment Principles,
- monitoring compliance with the Statement and reviewing its contents from time to time,
- approving the funding strategy statement,
- approving the corporate governance arrangements of the Fund,
- to establish and keep under review policies to be applied by the Council in exercising its discretion as an administering Authority under the Local Government Pension Scheme (LGPS) Regulations 1997,
- to make recommendations to the Council from time to time on the financial implications for the Pension Fund of discretion's available to the Council as an employing authority under the LGPS Regulations 1997,
- to monitor factors likely to affect the solvency of the Pension Fund between the triennial valuations of the Fund by its independent actuary including specifically, the impact of early retirements approved by all employing bodies within the Fund,
- to determine the strategic aims for investment of the Fund and the benchmarks by which performance will be measured,
- to arrange for independent investment advice to be available to the Panel at any time,
- to determine, keep under review and, where appropriate, secure changes in the management arrangements for investment of the Pension Fund,
- to monitor on a regular basis against its objectives and benchmarks the Fund's investment performance,
- to approve attendance of the Panel or any of its Members or Officers at Regional or National meetings arranged to assist Members of Pension panels to fulfil their trustee responsibilities, to ensure effective communication and liaison with other employing bodies within the City & County of Swansea Pension Fund,
- to respond to consultative documents affecting the Local Government Pension Scheme.
- to consider and approve all policy in relation to Administering Authority Discretions.

Frequency of Pension panel Meetings

The Pension Fund Pension Fund Panel shall meet quarterly throughout the year. In addition to the above the Pension Fund hosts:

- An Annual General Meeting
- Actuarial valuation consultative meetings
- Member Roadshows
- Employer Roadshows.

Operational Procedure of Meetings

The agenda for the quarterly meetings is determined by the Lead Officer Member of the Pension panel to incorporate timely, relevant issues/matters in relation to the Investments and Administration of the Fund.

Meeting papers for each panel meeting shall be circulated in a timely manner for consideration prior to each meeting.

Agenda items are to include:

- Regulations/Admin Update
- investment performance review
 - fund manager review
 - fund manager face to face
- report of the independent advisors to the Fund.

Pension Fund Investment Sub Group

It is proposed that a Pension Fund Investment Sub Group be convened consisting of:

- The two independent advisors
- One or other of the Chairman of Vice Chairman of the Pension Fund Panel
- Chief Treasury & Technical Officer

to undertake:

Investment Management Selection/Monitoring

To undertake investment manager selection and recommendation and to identify investment opportunities where appropriate and to undertake monitoring of the Fund Managers periodically who are not seen by the full Pension Panel and to make and submit an investment report of the same for full consideration by the Pension Fund Panel at the quarterly meetings.

Asset Allocation

To determine at quarterly intervals the asset allocation of cashflow surpluses and in consultation and with the approval of the Section 151 Officer and the Chairman of the Pension panel implement the same (either through physical investment of the cash or by overlay see item 7.3 and report the allocations to full Pension panel at the next quarterly meeting).

Membership

The membership of the Pension Fund Investment Sub Group shall comprise:

- Two independent advisors
- One Finance Officer (Chief Treasury & Technical Officer)
- One or other of the Chairman or Vice Chairman of the Pension Fund Panel

Responsibility

The Pension Fund Investment Sub Group is a sub group of the Pension panel and shall report to them on a quarterly basis with responsibility for:

Investment manager selection and performance monitoring:

- To select and engage with fund managers and make formal recommendations to the panel and monitor performance of the fund managers.
- To identify suitable investment opportunities for the Pension Fund and make formal recommendations to the panel.

Cashflow Allocation

- To determine and implement the allocation of the cashflow generated by the Pension Fund with approval from the Section 151 Officer and Chairman of the Panel.

Tactical Asset Allocation

- To determine and implement when appropriate the tactical asset allocation of the Fund (within the overall strategy approved by the Pension panel) using the asset allocation overlay with approval from the Section 151 Officer and Chairman of the Panel.

GOVERNANCE COMPLIANCE STATUTORY GUIDANCE

PART I

INTRODUCTION

1. This guidance is issued to all administering authorities in England and Wales with statutory responsibilities under the Local Government Pension Scheme Regulations 1997 (as amended) and other interested parties listed at Annex B and deals with the compliance standards against which Local Government Pension Scheme (“LGPS”) panels are to measure themselves.

2. The guidance includes a combination of descriptive text explaining the rationale of each compliance principle and a description of the relevant statutory provision of the 1997 Regulations (Regulation 73A(1)(c) refers) that requires LGPS administering authorities to measure their governance arrangements against the standards set out in this statutory guidance. Where compliance does not meet the published standard, there is a requirement under Regulation 73A(1)(c) to give, in their governance compliance statement, the reasons for not complying.

3. The Secretary of State will keep the content of the guidance under review in the light of administering authorities and other interested parties’ experience of applying the best practice standards. The guidance will be updated as necessary to reflect this and subsequent legislative changes.

BACKGROUND

4. The LGPS is a common scheme throughout England and Wales, administered by 89 individual pension funds, which includes the Environment Agency. In the context of the UK public pensions sector, it is atypical in being funded with assets in excess of £100bn. Viewed in aggregate, the LGPS is the largest funded occupational pension scheme in the UK.

5. As a statutory public service scheme, the LGPS has a different legal status compared with trust based schemes in the private sector. Matters of governance in the LGPS therefore need to be considered on their own merits and with a proper regard to the legal status of the scheme. This includes how and where it fits in with the local democratic process through local government law and locally elected councillors who have the final responsibility for its stewardship and management. The LGPS is also different in the respect that unlike most private sector schemes where scheme members bear some, if not all, of the investment risk, the accrued benefits paid by local authorities are guaranteed by statute and, perhaps more importantly, are ultimately to be paid by the local authority revenue and not from the pension funds themselves. The pension funds exist to defray the costs. On this basis, it is the local authority itself, and local council tax payers, who are the final guarantors of the scheme.

6. The word “trustee” is often used in a very general sense to mean somebody who acts on behalf of other people but in pensions law it has a more specific meaning. Certain occupational pension schemes, primarily in the private sector, are established under trust law. Under a trust, named people (“trustees”) hold property on behalf of other people (called beneficiaries). Trustees owe a duty of care to their beneficiaries and are required to act in their best interests, particularly in terms of their investment decisions. Although those entrusted to make statutory decisions under the LGPS are, in many ways, required to act in the same way as trustees in terms of their duty of care, they are subject to a different legal framework and to all the normal duties and responsibilities of local authority councillors. But they are not trustees in the strict legal sense of that word.

7. Trustees are needed in the private sector to ensure better scheme security, prevent employer-led actions which could undermine a scheme’s solvency and to ensure that investment decisions are not in any way imprudent. But in a statutory scheme like the LGPS, benefits are guaranteed by statute, independent of investment performance. As such, scheme members in the LGPS bear none of the investment risk. The entitlements and benefits payable to scheme members in trust based schemes are, potentially at least, more volatile and dependent ultimately on the effectiveness and stewardship of their trustees. It is because of this greater risk to security that the Pensions Act 1995 first introduced the concept of member nominated trustees to ensure that scheme beneficiaries are part of the decision making process. But even member nominated trustees must act in the interest of the fund/scheme and must not take decisions out of self-interest. The Pensions Act 2004 simply extends that status.

8. Elected councillors have legal responsibilities for the prudent and effective stewardship of LGPS funds and in more general terms, have a clear fiduciary duty in the performance of their functions. Although there is no one single model in operation throughout the 89 LGPS fund authorities in England and Wales, most funds are managed by a formal committee representing the political balance of that particular authority. Under section 101 of the Local Government Act 1972, a local authority can delegate their pension investment functions to the Council, committees, sub-committees or officers, but there are a small number of LGPS fund authorities which are not local authorities and therefore have their own, distinct arrangements.

9. It is also relevant to note that under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (SI 2000 No 2853) and The Local Authorities Executive Arrangements (Functions and Responsibilities) (Wales) Regulations 2001 (Welsh SI 2001 No 2291), statutory decisions taken under schemes made under sections 7, 12 or 24 of the Superannuation Act 1972, are not the responsibility of the Executive arrangements introduced by the Local Government Act 2000. This means, for example, that the executive cannot make decisions in relation to discretions to be exercised under the LGPS, or make decisions relating to the investment of the Pension Fund and related matters. These functions have continued to be subject to the same legislative framework as they were before the passing of the Local Government Act 2000, including delegations under section 101 of the Local Government Act 1972. Such delegations vary from local authority to local authority depending on local circumstances. However, the Secretary of State has advised that where such decisions were delegated to committees or to officers, then those delegations should continue. (see paragraphs 5.10 and 5.11 of the Statutory Guidance to English Local Authorities – New Council Constitutions: Guidance Pack Volume 1).

10. Under section 102 of the Local Government Act 1972, it is for the appointing council to decide upon the number of members of a committee and their terms of office. They may include committee members who are not members of the appointing council and such members may be given voting rights by virtue of section 13 of the Local Government and Housing Act 1989. On this basis, it is open to pension committees to include representatives from district councils, scheme members and other lay member representatives, with or without voting rights, provided that they are eligible to be committee members (eligibility rules are set out in section 15 of the Local Government and Housing Act 1989).

STATUTORY BACKGROUND

11. In response to proposals issued by the former Office of the Deputy Prime Minister, the Local Government Pension Scheme Regulations 1997 were amended to require LGPS administering authorities to publish details of their governance and stewardship arrangements by 1 April 2006. The purpose of this first step was to gauge progress made in the democratisation of LGPS committees and governance arrangements in general and to assess what action, if any, should be taken to ensure that all committees operate consistently at best practice standards. On 30 June 2007, the 1997 regulations were further amended to require administering authorities to report the extent of compliance against a set of best practice principles to be published by CLG, and where an authority has chosen not to comply, to state the reasons why. The first such statement must be published by 1st March 2008.

12. The relevant provision, shown below, is regulation 73A of the Local Government Pension Scheme Regulations 1997:

“Governance compliance statement

- 73A.—(1) An administering authority must prepare a written statement setting out—
- (a) whether they delegate their function, or part of their function, in relation to maintaining a pension fund to a committee, a sub-committee or an officer of the authority;
 - (b) if they do so—
 - (i) the terms, structure and operational procedures of the delegation;
 - (ii) the frequency of any committee or sub-committee meetings;
 - (iii) whether such a panel or sub-committee includes representatives of employing authorities (including authorities which are not Scheme employers) or members, and, if so, whether those representatives have voting rights;
 - (c) the extent to which a delegation, or the absence of a delegation, complies with guidance given by the Secretary of State and, to the extent that it does not so comply, the reasons for not complying.
- (2) An administering authority must publish the first such statement on or before 1st March 2008.

- (3) An administering authority must—
 - (a) revise their statement following a material change in respect of any of the matters mentioned in paragraph (1); and
 - (b) publish the statement as revised.
- (4) In preparing or revising their statement an administering authority must consult such persons as they consider appropriate.
- (5) When they publish their statement, or the statement as revised, an administering authority must send a copy of it to the Secretary of State.†

This regulation will cease to have effect from 1 April 2008 when the 1997 regulations are revoked. After that date, the relevant provision will be under the regulations of the Local Government Pension Scheme (Administration) Regulations 2007.

PURPOSE

13. The purpose of this guidance is two fold. Firstly, Part II of the guidance provides a detailed description of each of the best practice principles against which compliance is to be measured (with each of the principles being set out in bold type) and secondly, it includes guidance on how the compliance statement in Part II should be completed.

TERMINOLOGY

14. Throughout this paper, the distinction is made between those committees or sub-committees that have been formally constituted under 101 of the Local Government Act 1972 (“main committees”) and other committees or panels that have been established outside of that provision (“secondary committees”). Unless reference is made to “elected members”, the word “member” where it appears in the text is used to denote any member of a main or secondary committee, whether elected or not.

POSITION OF NON-LOCAL AUTHORITY ADMINISTERING AUTHORITIES

15. Regulation 73A of the Local Government Pension Scheme Regulations 1997 and this guidance made under powers granted by Regulation 73A(1)(c) of those regulations apply equally to all LGPS administering authorities in England and Wales. It is recognised, however, that a small number of administering authorities are not constituted as local authorities and are not therefore subject to the legal framework imposed on local authorities and their committees by local government legislation. In these cases, the authorities concerned are still required to measure the extent to which they comply with the principles set out in Part II of this guidance and where they are unable to comply, for example, because of their special position, to explain this when giving reasons for being unable to comply.

SUGGESTED READING

16. Although not a formal part of this guidance, it is recommended that administering authorities and other stakeholders should be aware of the contents of the following documents:

- a) Good Governance Standards for Public Services (Office for Public Management, Alan Langlands – January 2005)
- b) Code of Corporate Governance in Local Government (CIPFA/SOLACE – 2007)
- c) Institutional Investment in the UK – A Review (HM Treasury – March 2001)
- d) Local Government Pension Scheme: Pension Fund Decision Making – Guidance Note (CIPFA Pensions Panel – 2006)
- e) Guidance for Chief Finance Officers: Principles for Investment Decision Making in the Local Government Pension Scheme in the UK (CIPFA Pensions Panel – 2001)

PART II - THE PRINCIPLES

Part II/A - Structure

17. Elected members have legal responsibilities for the prudent and effective stewardship of LGPS pension funds and, in more general terms, have a clear fiduciary duty in the performance of their functions. Although there is no one single model in operation throughout the 89 fund authorities in England and Wales, most funds are managed by a formal panel representing the political balance of that particular authority. Under section 101 of the Local Government Act 1972, a local authority can delegate their statutory functions to the Council, panels, sub-panels or officers, but there are a small number of fund authorities which are not local authorities and therefore have their own, distinct arrangements.

18. The formal panel structures operated by individual pension fund authorities reflect local circumstances and priorities and it is not the remit of this guidance to prescribe a “one size fits all” approach. The evidence collected by Communities and Local Government in 2006 indicated that the overwhelming majority of these panels operate efficiently and effectively despite the variations in their constitution, composition and working practices. The intention is not therefore to level out these differences but instead to ensure that these different structures reflect the best practice principles described below:

- a) The management of the administration of benefits and strategic management of fund assets clearly rests with the main panel established by the appointing council.
- b) That representatives of participating LGPS employers, admitted bodies and scheme members (including pensioner and deferred members) are members of either the main or secondary panel established to underpin the work of the main panel.
- c) That where a secondary panel or panel has been established, the structure ensures effective communication across both levels.
- d) That where a secondary panel or panel has been established, at least one seat on the main panel is allocated for a member from the secondary panel or panel.

Part II/B - Representation

19. Under section 102 of the Local Government Act 1972, it is for the appointing council to decide upon the number of members of a panel and their terms of office. They may include panel members who are not members of the appointing council and such members may be given voting rights (see Part II/C) by virtue of section 13 of the Local Government and Housing Act 1989. On this basis, it is open to pension panels to include representatives from district councils, scheme member and other lay member representatives, with or without voting rights, provided that they are eligible to be panel members (eligibility rules are set out in section 15 of the Local Government and Housing Act 1989).

20. The number of stakeholders affected by the local management of the pension scheme and governance of pension funds is vast and it is accepted that it would be impractical to expect individual panel structures to encompass every group or sector that has an interest in the decisions that fall to be made under the scheme's regulations. The following principles are therefore intended to ensure that the composition of panels, both formal and secondary, offers all key stakeholders the opportunity to be represented. For example, deferred and pensioner scheme members clearly have an interest in the performance of pension panels but it would be impractical in many cases to expect them to have direct representation on a panel. Instead, there is no reason why a representative of active scheme members couldn't also act on behalf of deferred and pensioner scheme members. Similarly, a single seat in the panel structure could be offered to somebody to represent the education sector as a whole, rather than having individual representatives for FE Colleges, Universities, academies, etc.

21. An independent professional observer could also be invited to participate in the governance arrangement to enhance the experience, continuity, knowledge, impartiality and performance of panels or panels. Such an appointment could improve the public perception that high standards of governance are a reality and not just an aspiration. Moreover, the independent observer would be ideally placed to carry out independent assessments of compliance against the Myners' principles, both in terms of the 2004 follow up report and the latest NAPF consultation on next steps, together with other benchmarks that the Fund authority's performance is measured against. The management of risk is a cornerstone of good governance and a further role for the independent observer would be to offer a practical approach to address and control risk, their potential effects and what should be done to mitigate them and whether the costs of doing so are proportionate.

a) That all key stakeholders are afforded the opportunity to be represented. within the main or secondary panel structure. These include:

- i) employing authorities (including non-scheme employers, eg, admitted bodies)
- ii) scheme members (including deferred and pensioner scheme members),
- iii) independent professional observers, and
- iv) expert advisors (on an ad-hoc basis).

b) That where lay members sit on a main or secondary panel, they are treated equally in terms of access to papers and meetings, training and are given full opportunity to contribute to the decision making process, with or without voting rights.

Part II/C - Selection and role of lay members

22. It is important to emphasise that it is no part of the Fund authority's remit to administer the selection process for lay members sitting on main or secondary panels or to ensure their attendance at meetings, unless they wish to do so. Their role is to determine what sectors or groups are to be invited to sit on LGPS panels or panels and to make places available. Effective representation is a two way process involving the Fund authorities providing the opportunity and the representative bodies initiating and taking forward the selection process under the general oversight of the Fund authority.

23. Members of a main decision-making LGPS panel are in the same position as trustees in the private sector. Trustees owe a duty of care to their beneficiaries and are required to act in their best interests at all times, particularly in terms of their investment decisions. They are not there to represent their own local, political or private interest. On a main panel, the interests of the scheme and its beneficiaries must always be put before the interests of individual groups or sectors represented on the panel whereas on secondary panels or panels that are not subject to the requirements of the Local Government Act 1972, private interests can be reflected in proceedings.

a) That panel or panel members are made fully aware of the status, role and function they are required to perform on either a main or secondary panel.

Part II/D – Voting

24. Although the 2006 survey conducted by Communities and Local Government revealed that formal votes taken by LGPS panels were rare, it is important to set out the legal basis on which voting rights are, or may be prescribed to elected and lay members.

Elected members of the administering authority

a) All elected members sitting on LGPS panels have voting rights as a matter of course. Regulation 5(1)(d) of the Local Government (Panel and Political Groups) Regulations 1990 (SI No 1553/1990) provides that voting rights will be given to a person appointed to a sub panel of a panel established under the Superannuation Act 1972 who is a member of the authority which appointed the panel.

Elected members of authorities other than the administering authority and lay members.

b) Under sections (13)(1)(a) and (2)(a) of the Local Government and Housing Act 1989, a person who is a member of a panel appointed by an authority under the Superannuation Act 1972 but who is not a member of that authority, shall be treated as a non-voting member of that panel. However, the provisions of section 13(3) and (4) of the 1989 Act allow an administering authority discretion as to whether or not a member of a panel is treated as a voting or non-voting member.

Lay members of advisory panels, etc

c) Because they are not formally constituted panels, secondary panels or panels on which lay members sit are not subject to the restrictions imposed by the Local Government Act 1972 on voting rights. In these circumstances, there is nothing to prevent voting rights being conferred by the administering authority on all lay members sitting on panels or informal panels outside the main decision making panel.

25. The way in which an administering authority decides to exercise its discretion and confer voting rights on lay members is not a matter for which the Secretary of State, under his regulations making powers under the Superannuation Act 1972, has any remit. The issue of whether voting rights should be conferred on district council or scheme member representatives, for example, is a matter for individual administering authorities to consider and determine in the light of the appointing council's constitution. Regulation 73A(1)(b)(iii) of the 1997 Regulations already requires an administering authority to include in their statement details of the extent to which voting rights have been conferred on certain representatives, but does not extend to the need to give reasons where this is not the case.

a) The policy of individual administering authorities on voting rights is clear and transparent, including the justification for not extending voting rights to each body or group represented on main LGPS panels.

Part II/E – Training/Facility time/Expenses

26. In 2001, the Government accepted the ten investment principles recommended by Paul Myners in his report, "Institutional Investment in the UK". The first of those principles, "Effective Decision Making", called for decisions to be made only by persons or organisations with the skills, information and resources necessary to take them effectively. Furthermore, where trustees - or in the case of the LGPS, members of formal panels - take investment decisions, that they have sufficient expertise to be able to evaluate critically any advice they take.

27. The Local Government Pension Scheme (Management and Investment of Funds) Regulations 1998 (as amended) already requires administering authorities to report the extent of compliance with this principle. But on the wider issue of governance, it is equally important that they report on the extent to which training facilities, etc, are extended to lay members sitting on either main or secondary LGPS panels.

28. If all stakeholders represented on LGPS panels or panels are to satisfy the high standards set out in the Myners' set of investment principles, it follows that equal opportunity for training, and hence facility time, should be afforded to all lay members. They too should have access to the resources that would enable them to evaluate the expert advice commissioned by the main investment panel and to comment accordingly. But the way that is achieved at local level is not a matter for national prescription, in particular, the policy adopted by individual administering authority or local authority on the reimbursement of expenses incurred by panel or panel members. On this basis, the best practice standard which administering authorities are required to measure themselves focuses on the extent to which they have a clear and transparent policy on training, facility time and reimbursement of expenses and whether this policy differs according to the type of member, for example, elected member or scheme member representative.

a) That in relation to the way in which statutory and related decisions are taken by the administering authority, there is a clear policy on training, facility time and reimbursement of expenses in respect of members involved in the decision-making process.

b) That where such a policy exists, it applies equally to all members of panels, sub-panels, advisory panels or any other form of secondary forum.

Part II/F – Meetings (frequency/quorum)

29. From the evidence collected in 2006 by Communities and Local Government, it is clear that the majority of administering authorities who have introduced a multi-level panel structure operate different reporting/meeting cycles for each panel or panel. In the case of main, formal panels, these tend to meet, on average, at least quarterly, though there are a few examples where meetings are held less often. As a general rule, it is expected that main panels should meet no less than quarterly. Although it is important that any secondary panels or panels should also meet on a regular and consistent basis, it is accepted that there should be no compulsion or expectation that there should be an equal number of main and secondary panel meetings. But as a matter of best practice, it is expected that secondary meetings should be held at least bi-annually.

30. Although the overwhelming majority of administering authorities operate effective representation policies, the evidence collected in 2006 by Communities and Local Government revealed a small handful of authorities who restrict membership of their panel's to elected members only. In legal terms, this is permissible, but in terms of best practice, it falls well short of the Government's aims of improving the democratisation of LGPS panels. In those cases where stakeholders, in particular, scheme members, are not represented, it is expected that administering authorities will provide alternative means for scheme employers, scheme members, pensioner members, for example, to be involved in the decision-making process. This may take the form of employer road-shows or AGMs where access is open to all and where questions can be addressed to members of the main panel.

a) That an administering authority's main panel or panels meet at least quarterly.

b) That an administering authority's secondary panel or panel meet at least twice a year and is synchronised with the dates when the main panel sits.

c) That administering authorities who do not include lay members in their formal governance arrangements, provide a forum outside of those arrangements by which the interests of key stakeholders can be represented.

Part II/G - Access

31. The people to whom the appointing council entrust with taking investment, and other statutory decisions, is a matter for that council to consider and determine. However, it is important that others, outside that formal decision-making process but involved in some capacity in the general governance arrangement, have equal access to panel papers and other documents relied on by the main panel in taking its decisions.

32. The fact that voting rights are not conferred on individual lay members should not put them on any less footing than those members who serve on the main panel with full voting rights. Secondary panels or panels have a clear role to underpin and influence the work of the main panel and can only do so where there is equal access.

a) That subject to any rules in the councils constitution, all members of main and secondary panels or panels have equal access to panel papers, documents and advice that falls to be considered at meetings of the main panel.

Compliance Statement of the City & County of Swansea Pension Fund

33. Traditionally, LGPS panels have focussed on the management and investment of the funds under their supervision, with questions arising from the main scheme dealt with by officers with delegated authority under the council's constitution. In recent times, however, and reflecting the trend towards de-centralisation, administering authorities have become responsible for formulating a significant number of policy decisions on issues like abatement, compensation and the exercise of discretions under the scheme's regulations. These are key decisions which should be subject to the rigorous supervision and oversight of the main panel. And with the prospect of some form of cost sharing arrangement to be in place by March 2009, it is clear that there are other key scheme issues, outside the investment field, that main panels may need to address in the future. Given the not insignificant costs involved in running funds, LGPS panels and panels need to receive regular reports on their scheme administration to ensure that best practice standards are targeted and met and furthermore, to satisfy themselves and to justify to their stakeholders that the Fund is being run on an effective basis. This would involve reviewing the panel's governance arrangements and the effective use of its advisers to ensure sound decision making. Here, the use of an independent professional observer, free of conflicts of interest, would enable a wholly objective approach to be taken to the stewardship of the Fund.

34. All this points to LGPS panels perhaps becoming more multi-disciplined than they have been in the past, with a consequential impact on, for example, membership and training. For example, if decisions are to be taken by LGPS panels that could impact on the cost-sharing mechanism, it is reasonable to expect scheme member representatives to be present on those decision making panels, given that those decisions could have a direct impact on the position of scheme members under the scheme.

35. Although the future may see LGPS panels having a broader role than at present, individual administering authorities may adopt different strategies to meet these new demands. The more traditional approach might be to extend the scope of existing investment panels to include general scheme and other administrative issues. But already, there is evidence to suggest that some administering authorities have opted instead to establish new sub panels to deal solely with non-investment, scheme issues. The purpose of this guidance is not to prescribe the way in which administering authorities develop and adapt to scheme developments. Instead, the intention is to increase the awareness that administering authorities and their panels must be flexible and willing to change to reflect scheme changes and wider pensions issues.

a) That administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements.

Part II/I – Publicity

36. A key component in improving the democratisation of LGPS governance arrangements is to increase the awareness that opportunities exist for scheme member representatives and LGPS employers, for example, to become part of these arrangements. But the onus for increasing awareness should not rest entirely with the administering authority. It is just as much the role of scheme member representatives and scheme employers to keep abreast of developments in this field and to play an active part in the selection and appointment of panel or panel members. This is best left to local choice and discretion. However, administering authorities are reminded that under Regulation 76B(1)(e) of the 1997 Regulations, the latest version of their Governance Compliance Statement must be included in their Pension Fund Annual Report.

a) That administering authorities have published details of their governance arrangements in such a way that stakeholders with an interest in the way in which the scheme is governed, can express an interest in wanting to be part of those arrangements.

Principle A – Structure

	Not Compliant*		Fully Compliant	
a)				✓
b)			✓	
c)				N/A
d)				N/A

* Please use this space to explain the reason for non-compliance (regulation 73A(1)(c)/1997 Regulations)

Please use this space if you wish to add anything to explain or expand on the ratings given above :-

b) A representative from a non admin authority employer has full-voting representation on the main panel

Principle B – Representation

	Not Compliant*		Fully Compliant	
a i)				✓
a ii)	✓			
a iii)				✓
a iv)				✓
b)				✓

* Please use this space to explain the reason for non-compliance (regulation 73A(1)(c)/1997 Regulations)

a ii) It has been the held opinion that employers within the scheme bear the investment/contribution risk, with scheme members' contributions being guaranteed and quantified by statute therefore negating the necessity of any member representation on a panel which primarily dealt with investment issues. This approach shall be reviewed in light of proposals re. scheme members sharing the risk in proposals due in 2013.

Please use this space if you wish to add anything to explain or expand on the ratings given above :-

a i) A representative from a non admin authority employer has full-voting representation on the main panel.

Principle C – Selection And Role of Lay Members

	Not Compliant*			Fully Compliant	
a)					✓

* Please use this space to explain the reason for non-compliance (regulation 73A(1)(c)/1997 Regulations)

Please use this space if you wish to add anything to explain or expand on the ratings given above :-

Page 86

Principle D – Voting

	Not Compliant*			Fully Compliant	
a)					✓

* Please use this space to explain the reason for non-compliance (regulation 73A(1)(c)/1997 Regulations)

Please use this space if you wish to add anything to explain or expand on the ratings given above :-

Principle E – Training/Facility Time/Expenses

	Not Compliant*			Fully Compliant	
a)					✓
b)					✓

* Please use this space to explain the reason for non-compliance (regulation 73A(1)(c)/1997 Regulations)

Please use this space if you wish to add anything to explain or expand on the ratings given above :-

a) b) Identifying and providing trustee training is a collaborative process between members of the panel and scheme officers to determine the appropriateness of the same. All appropriate costs/ expenses are approved by the Chief Treasury & Technical Officer and/or the Head of Financial Services within the identified Investment/Admin expenses budget.

Principle F – Meetings (frequency/quorum)

	Not Compliant*			Fully Compliant	
a)					✓
b)					NA
c)					✓

* Please use this space to explain the reason for non-compliance (regulation 73A(1)(c)/1997 Regulations)

Please use this space if you wish to add anything to explain or expand on the ratings given above :-
 c) These include an Annual General Meeting and scheme member /scheme employer roadshows.

Principle G – Access

	Not Compliant*			Fully Compliant	
a)					✓

* Please use this space to explain the reason for non-compliance (regulation 73A(1)(c)/1997 Regulations)

Please use this space if you wish to add anything to explain or expand on the ratings given above :-

Principle H – Scope

	Not Compliant*			Fully Compliant	
a)					✓

* Please use this space to explain the reason for non-compliance (regulation 73A(1)(c)/1997 Regulations)

Please use this space if you wish to add anything to explain or expand on the ratings given above :-
 a) The main panel has always considered within its remit all associated Pension Fund matters.

	Not Compliant*		Fully Compliant	
a)				✓

* Please use this space to explain the reason for non-compliance (regulation 73A(1)(c)/1997 Regulations)

Please use this space if you wish to add anything to explain or expand on the ratings given above :-

Communications Policy Statement

Introduction

The City and County of Swansea Pension Fund strives to provide a high quality and consistent service to our customers in the most efficient and effective manner possible, particularly in an ever changing pensions environment.

There are 5 distinct groups with whom the fund needs to communicate.

1. Scheme Members
2. Prospective Scheme Members
3. Scheme Employers
4. Other Bodies
5. Fund Staff

The City and County of Swansea Pension Fund aims to use the most appropriate communication method for the audiences receiving the information. This may involve using more than one method of communication as considered appropriate.

The Policy document has been prepared, as required, by Regulation 106B of the Local Government Pension Scheme Regulations 1997 and sets out the mechanisms which are used to meet those communication needs and is subject to periodic review.



SCHEME MEMBERS

Scheme members include current contributors, those with a deferred benefit and those receiving a pension.

Annual Report and Accounts

A copy of the Fund's Annual Report and Accounts is available to all scheme members on request.

Newsletter

The Fund will issue a newsletter to active Scheme members of the fund on an ad hoc basis, which will cover current pension topics within the LGPS and pensions industry in general. An annual newsletter will be sent to all pensioners, which includes information on the annual pensions increase, the payment dates of the monthly pension for the forthcoming year and other matters of interest.

Annual Benefit Statements

An Annual Benefit Statement, showing the current and prospective value of members' benefits will be sent directly to the home address of all members who are contributing to the Fund at the previous financial year end.

Benefit Statements, providing the up rated value of benefits, will be sent directly to the home address of deferred members where a current address is known.

Scheme Literature

An extensive range of Scheme literature is produced by the Fund, including an employee's guide to the LGPS, which is provided to all active members upon commencement and to other active members upon request. The guide is updated regularly, usually when regulations are changed.

Further literature is available concerning specific provisions within the LGPS and is provided as and when required when communicating with members or upon request. A list of communications material can be found at Appendix 1.

Correspondence

The Fund utilises both surface mail and e-mail to receive and send correspondence. Response can be made in the individuals preferred language of choice.

Payment Advice/P60

Pensioners are issued with payment advice slips if there is a £10.00 net pay variance from the previous month. P60 notifications, which provide a breakdown of the annual amounts paid, are issued annually in May.

Employee Surgeries/Presentations

Surgeries are available for individual Scheme members or groups by request. Standard or tailored presentations will also be held at employer venues upon request as well as roadshows for regulatory changes.

The Fund's dedicated in-house AVC provider will also perform presentations, which are aimed at improving pension benefits and raising awareness of retirement planning, at employer venues upon request.

Pre-Retirement Courses

The Communication & Training Officer is available to attend pre-retirement courses to inform members who are near retirement about procedures and entitlements.

Existence Validation – Life Certificate Exercise

An on-going exercise is conducted through correspondence and the National Fraud Initiative based on risk assessment in order to establish the continued existence of pensioners in receipt of monthly pension payments.



Website

The website is a prime source of information on the pension scheme, including electronic copies of Scheme literature and policies to ensure timely, up-to-date, and easy to access information for all our stakeholders. It can be accessed at www.swanseapensionfund.org.uk

PROSPECTIVE SCHEME MEMBERS

Scheme Leaflet

Prospective Scheme members are provided with a Scheme leaflet, which sets out the benefits of joining the LGPS upon appointment via the employer.

Corporate Induction Courses

The Communication & Training Officer will attend corporate induction events upon request, in order to present to prospective Scheme members the benefits of joining the LGPS. A “one-on-one” surgery will also be offered to take account individual queries that may be raised at such meetings.

Trade Unions

The Fund will work with the relevant Trade Unions to ensure the Scheme is understood by all interested parties. Training days for branch officers will be provided upon request, and efforts will be made to ensure that all pension related issues are communicated effectively with the Trade Unions.

Website

The Fund’s website contains a specific section for prospective joiners or optants out, highlighting the benefits of planning for retirement and what the Scheme provides so that an informed choice can be made.

SCHEME EMPLOYERS

The Fund communicates with its participating employers in several ways to help them meet their responsibilities as Scheme employers.

Annual Report and Accounts

The audited accounts of the City and County of Swansea Pension Fund are prepared as at 31 March each year and a copy is distributed to each participating employer.

Employer Meetings

The Fund will hold an annual consultative meeting to discuss the Funds’ Annual Report and Accounts. The meeting will also be used to communicate major strategic issues and significant legislation changes as well as triennial valuation matters.

Periodical meetings will be held to discuss specific issues as they arise.

Pension Administration Strategy

A Pension Administration Strategy has been published, in accordance with the Scheme Regulations, to define the responsibilities of both the Fund and all Scheme employers in the administration of the Scheme.

The Strategy sets out the level of performance expected from the City and County of Swansea Pension Fund and all employers, as well as the consequence of not meeting statutory deadlines.

Employer’s guide

An Employer’s Guide has been issued to assist the employers in discharging their pension administration responsibilities. This is supported by the dedicated Communication & Training Officer, who will provide assistance in administrative matters whenever necessary.



Updates

Regulatory and administrative updates are frequently issued to all employers via email.

Training

Bespoke sessions can be delivered, on request, by the dedicated Communication & Training Officer to resolve any administrative issues identified by the employer.

Website

The Fund Website has a dedicated employer area to provide employers with the guidance needed to effectively discharge their administrative responsibilities and will include updates as well as forms which can be downloaded.

OTHER BODIES

All Wales Pensions Officer's Group

Pensions Officers from all the Welsh administering authorities meet regularly in order to share information and ensure uniform interpretation of the LGPS and other prevailing regulations.

Wales Pension Partnership Group

The Fund works continuously to collaborate with other Welsh Pension Funds to evaluate specific partnership arrangements, particularly within the All Wales Pension Funds Communication Working Group.

Trade Unions

Trade Unions in South West Wales are valuable ambassadors for the Pension Scheme. They ensure that details of the Local Government Pension Scheme's availability are brought to their members' attention and assist in negotiation under TUPE transfers in order to ensure, whenever possible, continued access to the Local Government Pension Scheme.

Seminars

Fund Officers regularly participate at seminars and conferences held by LGPS related bodies.

National Information Forum

These meetings, which are attended by representatives from the Department of Communities & Local Government (DCLG) and the Local Government Pensions Panel (LGPC), provide an opportunity to discuss issues of common interest and share best practice.

FUND STAFF

There is a responsibility on all staff to ensure effective communication at all levels across the service.

Induction

All new members of staff undergo an induction programme. A periodic appraisal programme is also exercised to review and monitor employee performance and development.

Training and Support

The Fund seeks to continually improve the capacity of staff to communicate effectively and to understand the importance of high-quality communication.

Both general and pension specific training is provided in-house, by the dedicated Communications & Training Officer or by specialists, where applicable, as part of the Fund's commitment to continual improvement as well as encouraged to obtain the professional qualification of pension administration and management.

Fund Meetings

Section and Team meetings are held on a regular basis. Items arising from such meetings are escalated through to Senior Managers and Chief Officers.



Internet

Staff are enabled to use the corporate network in order to access the internet and e-mail facility.

E-mails

Staff can be contacted via their personal CCS email address or via the Fund's central mailbox.

The Local Government Pension Panel

National Website: www.lgps.org.uk

Whilst the website is intended primarily as a means of external communication, access is helpful to staff.

Seminars

Fund Officers regularly attend seminars and conferences held by associated bodies to obtain regulatory information and to further their knowledge and understanding.

This information is later cascaded to all staff so that service delivery is improved.

DATA PROTECTION

To protect any personal information held on computer, the City and County of Swansea Pension Fund, as administered by the City and County of Swansea, is registered under the Data Protection Act 1998. This allows members to check that their details held are accurate.

NATIONAL FRAUD INITIATIVE

This authority is under a duty to protect the public funds it administers, and to this end may use information for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

GENERAL

Whilst this Policy Statement outlines the communication approaches adopted by the City and County of Swansea Pension Fund, there are roles and responsibilities which fall on Scheme members and participating Scheme Employers in ensuring that information necessary to maintain an accurate membership base is provided in a timely manner.

POLICY REVIEW

This statement will be revised if there is any material change in the City and County of Swansea Pension Fund's communication policy but will be reviewed no less frequently than an annual basis.

Fund Publications - publication frequency & review periods

Communication Material	When Published	When Reviewed
Scheme Booklet	Constantly Available	As Required
New Starter Pack	Constantly Available	As Required
Factsheets (various)	Constantly Available	As Required
Retirement Guide	Constantly Available	As Required
Newsletter	As required	As Required
Pension Newsletter	Annually	As Required
Annual Benefit Statement	Annually	Annually
Employer's Guide	Constantly Available	Annually
Pension Administration Strategy	Constantly Available	Annually
Customer Charter	Constantly Available	Annually
Annual Report & Accounts	Annually	Annually
Valuation Report	Tri-Annually	Tri-Annually
Funding Strategy Statement	Tri-Annually	As Required



ANNUAL REPORT & STATEMENT OF ACCOUNTS 2015 / 2016



Report of the Section 151 Officer

Local Pension Board – 14 December 2016

REPORTING BREACHES

Purpose:	To report to the Local Pension Board on the procedures to be followed in reporting breaches to the Pensions Regulator
Report Author:	L Miller
Finance Officer:	J Dong
Legal Officer:	S Williams
Access to Services Officer:	N/A

FOR INFORMATION

1. Introduction

- 1.1 Breaches can occur in relation to a wide variety of the tasks normally associated with the administrative function of a pension scheme such as keeping records, internal controls, calculating benefits and making investment or investment-related decisions.
- 1.2 This document sets out the procedures to be adopted by the City and County of Swansea Pension Fund in respect of the Local Government Pension Scheme (LGPS) managed and administered by the City and County of Swansea, in relation to reporting breaches of the law to the Pensions Regulator (tPR).
- 1.3 If the Board agrees in principle to the procedures set out in this report it will be submitted to the next Pension Fund Committee for approval as the City and County of Swansea Pension Fund's policy to report breaches.

2. Legal Requirements

- 2.1 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 Those subject to this reporting requirement for public service pension schemes include:
 - The Scheme manager
 - Members of the Pension Board
 - Any person who is otherwise involved in the administration of the scheme

- Employers
- Professional advisers

2.3 Reference to regulations and guidance may need to be made when considering whether or not to report a possible breach. Some of the key legal provisions are included at Appendix A.

3. Reporting Breaches procedure

3.1 The following procedure details how individuals responsible for reporting and whistleblowing can identify, assess and report (or record if not reported) a breach of law relating to the Fund. It aims to ensure individuals responsible are able to meet their legal obligations, and avoid placing any reliance on others to report. The procedure will also assist in providing an early warning of possible malpractice and reduce risk.

3.2 Those with a responsibility to report breaches should make sure appropriate procedures are established to ensure that legal obligations can be met effectively – the key processes to be established are contained in Appendix B.

3.3 Where a breach is suspected the individual should carry out further checks to confirm the breach has occurred.

It will usually be appropriate to check relevant legal provision as well as with the, Scheme Manager or appropriate Senior Officers to confirm what has happened; however, there are some instances where it would not be appropriate to make further checks, for example, where carrying out further checks would alert those involved or hinder any investigation by the police and/or regulatory authority. In these cases the Regulator should be contacted without delay and the Pension Fund Committee/ Local Pension Board notified.

The City and County of Swansea has a designated Monitoring Officer to ensure it acts and operates within the law. They are considered to have appropriate experience to help investigate whether there is reasonable cause to believe a breach has occurred and to assist if reporting to The Pensions Regulator is appropriate.

If breaches relate to late or incorrect payment of contributions or pension benefits, the matter should be highlighted to the Head of Finance or Chief Treasury and Technical Officer at the earliest opportunity to ensure the matter is resolved as a matter of urgency.

It should be noted, however, that the involvement of any Senior Officer is to help clarify the potential reporter's thought process and to ensure this procedure is followed. The reporter remains responsible for the final decision as to whether a matter should be reported to The Pensions Regulator.

3.4 Where a breach or possible breach is identified, a discussion with the Chair and other Committee and Local Pension Board members should be raised as soon as is reasonably practicable as delay in reporting may exacerbate or increase the risk of the breach.

4. Clarification of when a breach is suspected

4.1 Breaches can occur in relation to a wide variety of the tasks normally associated with the administrative function of a pension scheme.

4.2 The breach is likely to be of material significance to the regulator where it was caused by:

- Dishonesty
- Poor governance or administration
- Slow or inappropriate decision making practices
- Incomplete or inaccurate advice
- Acting (or failing to act) in deliberate contravention of the law

4.3 To decide whether a breach is likely to be of material significance an individual should consider the following, both separately and collectively:

- Cause of the breach (what made it happen);
- Effect of the breach (the consequence(s) of the breach);
- Reaction to the breach; and
- Wider implications of the breach

4.4 The Pension Regulator has designed a traffic light framework to help decide whether a breach is likely to be of material significance and should be reported:

Red – where the cause, effect, reaction and wider implications when considered together are **likely** to be of material significance

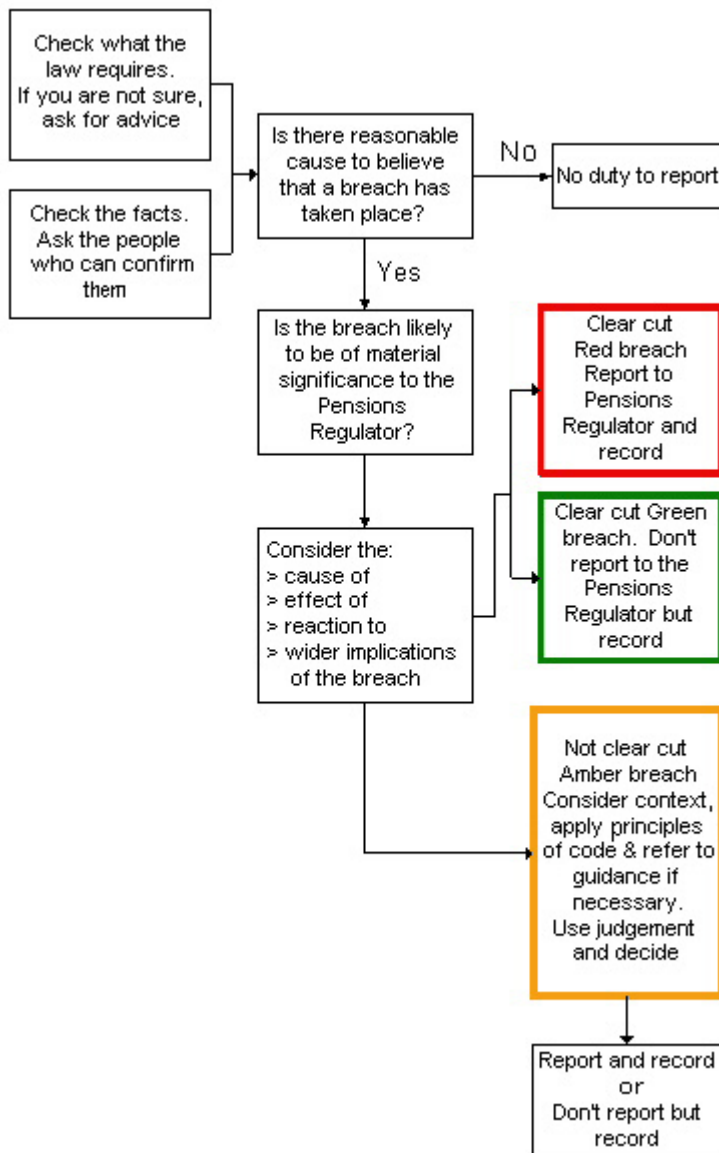
Amber – where the cause effect, reaction and wider implications of a breach when considered together **may** be of material significance

Green – where the cause, effect, reaction and wider implication of a breach when considered together are **not likely** to be of material significance

The traffic light framework should be used to help assess the material significance of each breach and to formally support and document the decision and additional guidance is provided at Appendix C.

4.5 A decision tree is provided below to show the process for deciding whether or not a breach has taken place and whether it is materially significant and therefore requires to be reported.

Decision-tree: deciding whether to report



<http://www.thepensionsregulator.gov.uk/codes/code-related-report-breaches.aspx#decision>

- 4.6 When deciding if a breach is of material significance, other reported and unreported breaches should also be considered, although any changes to address previously identified problems should also be taken into account. A breach register must be maintained by those responsible for administering the Scheme in order an assessment against historic breaches, whether reported or unreported can be made. An example of a breach register is included at Appendix D.
- 4.7 A breach will not normally be materially significant if it has arisen from an isolated incident, although persistent isolated breaches could be indicative of wider issues.

5. Process for submitting a Report to the Regulator

- 5.1 Where a breach is considered material, a report must be made in writing to the Pensions Regulator as soon as reasonably practicable.

The time taken to reach the judgements on “reasonable cause to believe” and on “material significance” should be consistent with the speed implied by ‘as soon as reasonably practicable’. In particular, the time taken should reflect the seriousness of the suspected breach.

- 5.2 Reports should be in writing, either by post or electronically, and wherever possible reporters should use the standard format available on the Exchange On-line service on the Pensions Regulator’s website.

The report should be dated and include:

- Details of the scheme/scheme manager such as full name and address
- Details of the employer if relevant
- Description of the breach(es) with any relevant dates and whether the concern has been reported before
- The reason the breach is thought to be of material significance to the regulator
- Name, position and contact details of the reporter, and their role in relation to the scheme

Reporters may precede a written report with a telephone call, if appropriate.

6. Reporting to Pensions Committee and Pension Board

- 6.1 A report will be presented to the Pension Board and Pension Fund Committee on a quarterly basis 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

- 6.2 The report will highlight any new breaches which have arisen since the previous meeting.

7. Whistleblowing Protection and Confidentiality

- 7.1 The Pension Act 2004 makes clear that the statutory duty to report overrides any other duties a reporter may have such as confidentiality and that any such duty is not breached by making a report. The statutory duty does not however override “legal privilege” which means that oral and written communications between a professional legal adviser and their client does not have to be disclosed.

- 7.2 The regulator will take all reasonable steps to maintain confidentiality and protect the identity of the reporter, and will not disclose the information except where lawfully required to do so.

7.3 The Employment Rights Act 1996 provides protection for employees making a whistleblowing disclosure to the regulator.

8. Equality and Engagement Implications

N/A

9. Legal Implications

9.1 The legal implications are outlined in Code of Practice no.14.

10. Financial Implications

11.1 There are no financial implications.

FOR INFORMATION

Background papers: None

Appendices:

Appendix A – Key regulations and guidance when considering whether or not to report a possible breach

Appendix B – Extract from TPR Code of Practice No. 14 Reporting Breaches of Law

Appendix C – Guidance to traffic light framework

Appendix D - Example of Breach Register

Key regulations and guidance when considering whether or not to report a possible breach

Section 70(1) and 70(2) of the Pensions Act 2004:

www.legislation.gov.uk/ukpga/2004/35/contents

Employment Rights Act 1996:

www.legislation.gov.uk/ukpga/1996/18/contents

Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2013 (Disclosure Regulations):

www.legislation.gov.uk/uksi/2013/2734/contents/made

Public Service Pension Schemes Act 2013:

www.legislation.gov.uk/ukpga/2013/25/contents

Local Government Pension Scheme Regulations (various):

<http://www.lgpsregs.org/timelineregs/Default.html> (pre 2014 schemes)

<http://www.lgpsregs.org/index.php/regs-legislation> (2014 scheme)

The Pensions Regulator's Code of Practice:

<http://www.thepensionsregulator.gov.uk/codes/code-governance-administration-publicservice-pension-schemes.aspx>

Extract from TPR Code of Practice No. 14 Reporting Breaches of Law

245. Procedures should include the following features:

- a process for obtaining clarification of the law around the suspected breach where needed
- a process for clarifying the facts around the suspected breach where they are not known
- a process for consideration of the material significance of the breach by taking into account its cause, effect, the reaction to it, and its wider implications, including (where appropriate) dialogue with the scheme manager or pension board
- a clear process for referral to the appropriate level of seniority at which decisions can be made on whether to report to the regulator
- an established procedure for dealing with difficult cases
- a timeframe for the procedure to take place that is appropriate to the breach and allows the report to be made as soon as reasonably practicable
- a system to record breaches even if they are not reported to the regulator (the record of past breaches may be relevant in deciding whether to report future breaches, for example it may reveal a systemic issue), and
- a process for identifying promptly any breaches that are so serious they must always be reported.

Guidance to traffic light framework

Certain people involved with the governance and administration of a public service pension scheme must report certain breaches of the law to The Pensions Regulator. These people include scheme managers, members of pension boards, employers, professional advisers and anyone involved in administration of the scheme or advising managers. You should use the traffic light framework when you decide whether to report to us. This is defined as follows:

- **Red** breaches must be reported.

Example: Several members' benefits have been calculated incorrectly. The errors have not been recognised and no action has been taken to identify and tackle the cause or to correct the errors.

- **Amber** breaches are less clear cut: you should use your judgement to decide whether it needs to be reported.

Example: Several members' benefits have been calculated incorrectly. The errors have been corrected, with no financial detriment to the members. However the breach was caused by a system error which may have wider implications for other public service schemes using the same system.

- **Green** breaches do not need to be reported.

Example: A member's benefits have been calculated incorrectly. This was an isolated incident, which has been promptly identified and corrected, with no financial detriment to the member. Procedures have been put in place to mitigate against this happening again.

All breaches should be recorded by the scheme even if the decision is not to report.

When using the traffic light framework you should consider the content of the red, amber and green sections for each of the cause, effect, reaction and wider implications of the breach, before you consider the four together.

As each breach of law will have a unique set of circumstances, there may be elements which apply from one or more of the red, amber and green sections. You should use your judgement to determine which overall reporting traffic light the breach falls into. By carrying out this thought process, you can obtain a greater understanding of whether or not a breach of the law is likely to be of material significance and needs to be reported.

You should not take these examples as a substitute for using your own judgement based on the principles set out in the code of practice as supported by relevant pensions legislation. They are not exhaustive and are illustrative.

Example of Breach Register

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
	Administration	A pension overpayment is discovered. Figures transposed	The administering authority has failed to pay the right amounts to the right person at the right time	Isolated incident - the pensioner could not have known that (s)he was being overpaid	Not reported - The breach is not material to The Pensions Regulator and need not be reported but it will be recorded.	Satisfied that it is an isolated incident. Satisfactory procedures and training in place
	Contributions	Employer doesn't pay contributions within required timescale and AVCs to AVC provider	Loss of investment returns	Previous breaches have occurred with no sign of employer improving	Material significance – report to tPR	Meet with employer to discuss matter to consider a way forward

*New breaches since the previous meeting should be highlighted

Report of the Section 151 Officer

Local Pension Board – 14 December 2016

PROCESSES AND PROCEDURES FOR SCHEME ADMINISTRATION AND RESOLVING ISSUES

Purpose:	The report to the Local Pension Board on the processes and procedures of the administration of the Scheme and resolving issues
Report Author:	L Miller
Finance Officer:	M Hawes
Legal Officer:	S Williams
Access to Services Officer:	N/A

FOR INFORMATION

1. Background

- 1.1 The LGPS is one of the largest public sector pension schemes in the UK and is administered locally through 90 local pension funds in England and Wales.
- 1.2 The LGPS meets the government's standards under the automatic enrolment provisions of the Pensions Act 2008, and employees are automatically enrolled into local Pension Funds provided they have a contract for at least 3 months.
- 1.3 The City and County of Swansea Pension Fund is responsible for the administration of the LGPS for 42 different employers, comprising of scheduled bodies such as the City and County of Swansea, Neath Port Talbot CBC, Further Education Colleges and Community Councils and Admission Bodies such as NPT Homes, Celtic Community Leisure and Wales National Pool.
- 1.4 Membership of the Fund is comprised of active members, deferred members, pensioner members and survivor members. As at 31 March 2016, membership statistics totalled 40,440, continuing a year-on-year growth in membership of the Fund.
- 1.5 The Pensions Regulator issued Code of Practice no.14 "Governance and Administration of Public Service Pension Schemes in April 2015. It contains practical guidance and sets out the standards of conduct and practice expected of those who exercise functions in relation to the legal requirements for public service pension schemes.

- 1.6 In July 2016, the Local Pension Board adopted the main topic areas contained in Code of Practice no. 14 as its core workplace agenda. At that meeting it also requested that a report be provided on the local processes and procedures for two of the main topic areas, administration and resolving issues, at its next meeting.
- 2. Pension Administration in the City and County of Swansea Pension Fund**
- 2.1 The Administration Section of Code of Practice no.14 covers scheme record-keeping, maintaining contributions and providing information to members.
- 2.2 The majority of the Fund's administrative day-to-day work involves the upkeep of members' records in line with the LGPS Regulations 2013, the Transitional Regulations 2014 and Government Actuary Department (GAD) Guidance. A list of the transactional data undertaken to maintain member records is included at Appendix 1, with written processes and procedures in place for each transaction. In line with Code, the Fund reviews the administrative processes in place on a regular basis to ensure they remain effective and fit for purpose
- 2.3 Significantly, 52% of the Fund's active membership base is made up of members working part or variable time, often with more than one membership record which causes considerable increased resource demands on the Fund.
- 2.4 This, along with automatic enrolment and the continuing high profile of pensions, has resulted in high membership movements. In 2015/16 this affected 6206 records which represents approximately 15% of the Fund's membership compared to 3480 (10.29%) in 2012/13 before the advent of LGPS 2014 and automatic enrolment.
- 2.5 The Code of Practice, along with the Record Keeping regulations requires specific member data to be kept which fundamentally enables the Scheme manager to be able to pay the right benefits to the right person at the right time.
- 2.6 In order to meet these requirements, it is important that Scheme employers provide timely and accurate membership data to the Fund.
- 2.7 This is something that has not always been successfully achieved in the past and therefore, perhaps the most far-reaching IT enhancement, which has been implemented by the Fund in the last few years is i-Connect, which allows for the automation of transfer of member data from employers' payroll systems to the pensions administration system, Altair, on a monthly basis, thus reducing the need for manual inputting; reducing the workload of end-of-year reconciliation and ensuring the maintenance of a stable and accurate membership database which is automatically reconciled to an employer's database.

- 2.8 Currently, the data is automated for 91% of the Fund's membership and the Fund is working with the remaining employers to achieve 100% automation which includes the monthly updating of members' records thus holding member data in as real-time as possible and streamlining procedures for setting up new members and ensuring any changes to membership details are notified in a timely manner.
- 2.9 This, however, can only be achieved for current and future changes and historic amendments which have not been notified by employers remain undetected until either a member notifies the Fund of the error on their record or the member leaves or retires, when a full perusal of the member's record is undertaken to ensure an accurate calculation of the benefits accrued.
- 2.10 The Fund also implemented a self-service system (My Pension Online) in 2015, which allows Scheme members to view and make minor amendments to their records as well as calculate projections of pension benefits.
- 2.11 In addition, the Fund has operated an imaging system since 2009, which is integrated with the Altair, which allows members' information to be held on their record, ensuring that pension benefits can be properly administered over the lifetime of the member. All active member data is held electronically and all pensioners and deferred members from 2009.

3. Maintaining contributions

- 3.1 The Treasury Management team monitor and reconcile the pension contributions received from employers each month and the amounts received are reconciled to Altair at year-end.
- 3.2 In addition Altair provides transactional data, which allows for the monitoring and reporting of the flow of funds into and out of the Scheme, which is reconciled with Treasury Management on a timely basis.

4. Providing information to members

- 4.1 The City and County of Swansea Pension Fund's Communication Policy Statement sets out the Fund's policy for communicating with members, representatives of members, prospective members and employers.
- 4.2 It is recognised that communication with employers is key to ensure they understand their role and responsibilities to both their employees and the Pension Fund.

Employers are invited to attend two annual meetings at the Administering Authority, one to discuss the Fund's Annual Report and Accounts in December and one targeted at HR and payroll staff to provide legislative updates and general training matters in February. Bespoke training is also available upon request, as well as ad hoc regulatory and administrative updates. There is also a dedicated employers' area on the Fund's website.

4.3 The Fund has also implemented a Pension Administration Strategy to define the responsibilities in the administration of the Scheme. The Strategy sets out the level of performance expected from the Fund and its employers, as well as the consequence of not meeting statutory deadlines.

4.4 Whilst the Pension Section strives to communicate with members and prospective members as much as is required, the Disclosure Regulations set out the information which must be legally provided as follows:

- Basic information about the Scheme – the Fund must provide new and prospective members with basic information about the LGPS and the benefits it provides as soon as possible, but in any event within one month of receiving the member's details from their employer or within two months of the date they joined the Scheme.

At commencement, the member is provided with a Scheme Guide, a Death Grant Expression of Wish Form and an Employee's Statement which should be returned with the member's previous pension scheme history provided. The Fund is notified of new members via i-Connect or paper returns for 'non i-Connect' employers.

- Annual Benefit Statements – the Fund must issue a pension statement to its active and deferred members by no later than five months after the end of the scheme year to which it relates.

The Annual Benefit Statements are currently produced in paper format and are produced on an All- Wales basis, which allows significant savings in production, printing and postage. Approximately 28,000 statements were issued this year by the 31st August deadline.

- Material Changes to the Scheme – the Fund must inform members of any material changes to the Scheme ideally as soon as, or before the change takes place but in any event within three months of the change.

The Fund communicates the changes through newsletters, the website and roadshows and presentations.

- 4.5 The Fund also collaborates with the other Welsh Pension Funds to produce bilingual communication material thus achieving efficiency and savings.

5. Resolving Issues

- 5.1 Where a member disagrees with a pension decision, made by either their employer or the Pension Fund, they are able request that the case be considered under the Internal Disputes Resolution Procedure (IDRP).

- 5.2 The IDRP provision is a two-stage process and is contained within the LGPS regulations, which set out the processes to be followed and require each Scheme employer and the Pension Fund to appoint adjudicators to hear any complaints made under IDRP.

- Stage 1 – the member should make their complaint, in writing to whoever made the decision against which they disagree (their employer or the Pension Fund). This must be done within 6 months of the issue arising. The adjudicator must examine the case, along with the scheme regulations and respond with their decision within 2 months of receiving the complaint or give reasons for a delay in replying.
- Stage 2 – If the member is not satisfied with the decision made at Stage 1, they have the right to ask for a re-consideration by the Administering Authority at Stage 2, provided they ask within 6 months of the Stage 1 decision. This request must also be made in writing and be accompanied by the Stage 1 decision and again the Stage 2 adjudicator has 2 months to make their decision.

- 5.3 It should be noted that a member can also go straight to Stage 2 if they haven't had a response within 3 months of submitting their Stage 1 complaint or have not received a decision within a month of the date they were told they would receive it.

- 5.5 If the member is still not satisfied with the decision made, they may refer the case to The Pension Advisory Service (TPAS) for assistance and ultimately to the Pensions Ombudsman, who may investigate and determine any complaint or dispute of fact or law in relation to an occupational pension scheme. Pension schemes and members must normally accept the Ombudsman's decision unless it is overturned by a court.

A member must refer the case to the Ombudsman within 3 years of the event taking place or within 3 years of becoming aware of the problem.

- 5.4 An Administering Authority also has a right of appeal to the Secretary of State if they believe a Scheme employer has failed to carry out its statutory duties or it does not agree with the decision made.

6. Equality and Engagement Implications

N/A

7. Legal Implications

- 7.1 The legal implications are outlined in Code of Practice no.14.

8. Financial Implications

- 8.1 There are no financial implications.

FOR INFORMATION

Background papers: None

Appendices:

Appendix 1 – Transactional functions undertaken to maintain member records

Transactional functions undertaken to maintain member records

- New Members set-up
- Transfers of pension rights
 - Into the LGPS
 - Out of the LGPS
 - Between to LGPS Funds (Interfunds)
 - TUPE transfers
 - Bulk transfers
- Aggregation of two (or more) member records
- Refund of contributions (where member has less than 2 years' membership)
- Estimates of Pension Benefits
 - Voluntary
 - Employer led – Ill Health, Flexible Retirement, Redundancy/Efficiency
- Retirements
- Death Benefits
 - Death Grants
 - Survivor Benefits
- Additional Contribution contracts
 - Additional Pension Contributions
 - Additional Voluntary Contributions
- Updating Records
 - Change of Address
 - Change of marital status
 - Change of hours
 - Change of death grant expression of wish nomination
- Pension sharing on divorce
- HMRC compliance
 - Annual Allowance
 - Lifetime Allowance
- Issuing Opt Out forms

Agenda Item 7

Report of the Section 151 Officer Local Pension Board – 14th December 2016

FUNDING FOR THE RESTRUCTURE OF THE PENSION SECTION

Purpose:	The report outlines plans for the restructure of the Pension Administration Section.
Report Author:	Lynne Miller – Principal Pensions Manager
Finance Officer:	Jeff Dong – Chief Treasury & Technical Officer
Legal Officer:	Stephanie Williams
Access to Services Officer:	N/A
FOR INFORMATION	

1.0 Background

- 1.1 Pension administration was last formally reviewed in 2009, when the section's staffing compliment was increased from 11 to 16 full time equivalent members.
- 1.2 Minor sectional readjustments were effected in 2012 and 2014 which has resulted in the loss of 3 full time equivalent staff, in anticipation of the efficiencies anticipated through IT investment. In addition, there is currently 1 additional temporary member of staff (appointed from May 2015 to March 2018) to deal with the reconciliation exercise as a result of the cessation of contracted-out status from April 2016, which is funded separately through the Pension Fund.
- 1.3 The staff structure from 2009 and current structure after the adjustments above are shown in the attached appendices 1 and 2.
- 1.4 While the initial increase in staffing numbers in 2009 was both welcomed and a necessity in equal measure, the national pensions' arena has recently undergone and continues to go through a period of very significant change. A number of key developments are changing the shape of public and private sector pensions and this in turn is impacting on the delivery of core services in respect of the Local Government Pension Scheme (LGPS).

The introduction of the new LGPS 2014 has presented significant challenges, as it did not simplify the Regulatory regime but instead created a hybrid where new requirements were introduced but the need to maintain previous versions of the LGPS Regulations in parallel still remain.

This, along with the advent of automatic enrolment, increasing governance requirements for LGPS funds and other high level changes has resulted in an increase in workload which is also of higher technical complexity as well as the need for more stringent reporting and higher levels of accountability.

- 1.5 In conjunction to the above, the workforce profile of the pension section dictates that an element of succession planning is appropriate and indeed is required to ensure continuity of service delivery into the future. Experience is vital across the section and examination of the existing maturity profile only emphasises the need to more appropriately plan for the future given that 50% of staff are aged 50 and above, the majority of which are in senior positions within the section with long service and experience in the pensions administration environment.
- 1.6 This report sets out proposals designed to ensure that the section is in a position to effectively deal with the current challenges as well as position it for the future. The aim is to restructure the section; taking advantage of the technology investment already in place to increase consistency and efficiency of process and improve productivity further as well as ensure continuity of service delivery.

The proposals are considered necessary in the context of increasing demands and complexity around pensions, the increased expectations of all stakeholders and statutory national requirements.

2.0 Review of current structure

- 2.1 The pension section was last formally reviewed in September 2009.
- 2.2 The main proposals in that report were designed to:
- Address increased sectional workloads and legislative changes
 - Enhance use of available technology with derived efficiencies
 - Review communication requirements to meet growing member and employer demands
 - Address staff training and development requirements
 - Ensure the maintenance of a stable and accurate membership database
 - Provide the capacity to deal with large scale ad hoc events
 - Review job descriptions and current staffing resources.
- 2.3 The 2009 review approved the addition of 5 staff as follows:
- A dedicated Technical Officer to maintain the IT system and undertake specific work allocations - testing new legislative upgrades and reviewing cyclical work areas as well as the responsibility of production of valuation extracts and management reports.

- A dedicated Communications and Training Officer to address the statutory demands of communicating the LGPS and provide education and training to all the Fund's stakeholders.
- 3 additional Assistant Pension Officers to help address the data quality issues that had been raised at that time.

2.4 Whilst initially the additional staff, along with IT investment, addressed the increase in sectional workload identified and the impact of legislative changes at that time, the subsequent section readjustments in the interim period, along with the technical complexity of LGPS 2014 and other major legislative impacts such as automatic enrolment, 'freedom and choice' and the Public Services Pensions Act 2013, which have resulted in increased governance and regulatory compliance, have eroded any benefit gained and has resulted in the section once again under pressure and struggling to maintain the level of service it strives to provide.

Automatic enrolment and subsequent re-enrolment has added its own challenges with sudden influxes of new members on a triennial basis, many of whom may elect to opt out, which increases the work load of the section.

2.5 The formal appointment of a Communications and Training Officer in 2009 has achieved a consistency in Scheme communication and ensured that statutory requirements are met as well as providing education and training to the Fund's stakeholders.

The Communications and Training Officer has been able to provide dedicated education and training for section staff, employers and members in respect of the major changes to the LGPS since 2009, including LGPS 2014; changes to HMRC tax allowances and the cessation of contracting-out. In addition, the Fund benefits from collaboration with other Welsh Pension Funds to provide shared communication material on an All Wales basis thus reducing costs and ensuring a consistent approach.

The Communications and Training Officer is also responsible for the designated pension fund web site which has the potential to significantly improve communication with both members and employers and also act as a training tool. It should be noted though that time needs to be devoted to the development of its potential due to the rapidly changing environment and other statutory requirement such as Welsh Language compliance.

2.6 The 2009 review raised concerns relating to succession planning as well as referring to a Welsh Pension Fund Treasurers report which commented that no formal training and development programme was in place within Swansea.

This has been partially addressed as there are now 4 members of staff fully qualified or currently studying the Chartered Institute of Payroll

Professionals' (CIPP) Foundation Degree in Pension Administration and Management and another member of staff qualified at certificate level.

In addition, there are training plans in place for each grade with ad-hoc training undertaken by the pension arm of the Local Government Association which is supported in-house by the Communications and Training Officer and *aquilaheywood* in respect of the pension administration system. In-house corporate training is also utilised wherever a training need is identified and all staff from grade 7 and above have undertaken the Corporate Developing leadership and management skills course.

- 2.7 Nevertheless there remains over 50% of the section without any formal qualifications in pension administration. This is mainly due to the longevity of service of many of the staff within the section as well as the age profile of staff.

The knowledge and skills requirements for Pensions are now enshrined in a code of practice and best practice guidance, therefore, the issue of professional qualifications and continued personal development needs to be given greater emphasis, not simply to provide staff with the tools necessary to deliver a service within an ever-changing and technically complex environment but also to protect the pension fund with its statutory responsibilities as an administering pension fund authority as well as provide succession planning. It is proposed that all future permanent appointments, whether new appointments or promotions from within the section emphasise the expectation that a formal qualification will be undertaken and the Section's budget is re-profiled to ensure an adequate training budget exists.

- 2.8 The review of job descriptions in 2009 resulted in grades remaining unchanged at the implementation of job evaluation and single status, with the exception of the Pensions Manager whose grade was increased by one.

- 2.9 Swansea Pension Fund continues to be a member of the CLASS' (Computerised Local Authority Superannuation System) consortium which is a partnership between *aquilaheywood* (the software provider) and the majority of LGPS Funds.

A major upgrade to the Pensions Administration system commenced in 2009 and was fully implemented by 2013. This has provided the benefit of using a stable and well supported software system which allows for fully integrated product enhancements that are deliverable at a far lower cost than otherwise would be the case.

Currently, in addition to the main administration system, the Fund also utilises an imaging system and workflow system, although the workflow system is currently being reviewed by *aquilaheywood* to further meet the needs of the consortium and regulatory reporting requirements.

2.10 In 2015, the Fund also implemented a self-service system (My Pension Online) which allows Scheme members to view and make minor amendments to their records as well as calculate projections of pension benefits. Currently there is just under a 10% take-up of active members and therefore it is seen as priority to expand promotion of the self-service facility over the next year with the aim to provide annual benefit statements electronically from 2018, thus saving on printing and postage costs.

2.11 Perhaps the most far-reaching IT enhancement has been the implementation of i-Connect which allows for the automation of transfer of member data from employers' payroll systems to the pensions administration system on a monthly basis, thus reducing the need for manual inputting; reducing the workload of end-of-year reconciliation and ensuring the maintenance of a stable and accurate membership database.

Currently, the data is automated for 91% of the Fund membership and the section is working with the remaining employers to achieve 100% automation which includes the monthly updating of members' records thus holding member data in as real-time as possible and streamlining procedures for setting up new members and ensuring any changes to membership details are notified in a timely manner.

This, however, can only be achieved for current and future changes and historic amendments which have not been notified by employers remain undetected until either a member notifies the section of the error on their record or the member leaves or retires, when a full perusal of the member's record is undertaken to ensure an accurate calculation of the benefits accrued. Considerable resources would be required from the Pension Section and employers and therefore currently, there are no recommendations to address this issue.

2.12 A Technical Officer was appointed as part of the 2009 review to lead and develop IT. In 2014, the job profile of an Assistant Pension Officer was amended to Assistant Technical Officer in order to provide assistance to the Technical Officer and prepare for succession planning.

These roles have proved successful with a huge development in the section's IT structure and have role become increasingly busy as the section embraces technology; however, it is also identified that in some cases development has been delayed or deferred due to demands on the Technical Officer in respect of his shared responsibility with the Communications and Training Officer with regard to the supervision and management of the section and support of the Pension Manager in operational delivery of pension administration.

In addition, the age profile and expressed early retirement interest of the current Technical Officer provides an opportunity to realign the post to meet the needs of the section.

3.0 Gap Analysis

3.1 It is recognised that initially, the review in 2009 was appropriate and dealt with the issues raised at that time; however, as stated previously, the loss of staff in the interim period, along with the introduction of an extremely technical and complex scheme and increasing governance requirements has led to vulnerability within the Pension Section concerning its ability to meet statutory obligations and consequent deadlines including:

- The provision of information and payment of benefits to Scheme members and other stakeholders under the Disclosure regulations
- The monitoring that members' benefits are HMRC tax compliant
- The provision of Annual Benefit Statements under stricter timescales
- The capacity to deal with large scale ad hoc events without impacting on 'business as usual'.

This leads to the risk of penalty notices from and possible intervention by the Pensions Regulator (tPR).

In addition, the advances made in technology have changed the profile of how work is undertaken within the section and that, along with the change of administration procedures as a result of LGPS 2014 would make it appropriate to review the structure of the section to ensure efficient deployment of staff.

3.2 Pensions are universally accepted as being technically complex and highly regulated where the level of change has been significant over the past decade and more, affecting all areas of Fund administration and shows no sign of diminishing. It is of note that currently 4 LGPS arrangements are locally administered covering:

- LGPS to 2008
- LGPS 2008
- LGPS 2014 (main scheme and 50/50 section)
- Elected member arrangements

With the exception of the elected member arrangements, the other LGPS arrangements are not stand-alone but form a hybrid scheme with the introduction of the new LGPS 2014 CARE Scheme and the requirement to maintain previous versions of the Final Salary LGPS Schemes in parallel.

3.3 The practical administration of the LGPS as a consequence of the implementation of LGPS 2014 and the Public Services Pensions Act 2013 (PSPA 2013) has become more technically complex resulting in increased time per case required thus making the workload heavier for pension section staff, which, along with the complexity leads to the risks identified above. It is already impacting on staff as sickness levels have already risen by 81% for the current year compared to 2015/16, with just over 20% of the sickness being stress related.

For example, prior to LGPS 2014 and PSPA 2013, if a new member had previous local government membership the choice was simply whether or not to aggregate the two periods of service. The advent of the new Scheme with the retention of the Final Salary link and PSPA 2013 now provides the member with at least 8 options and usually results in considerable time explaining the options to the member or complete member disengagement. This work is currently allocated to the Grade 4 Assistant Pension Officers who have neither the expertise nor experience to deal with such complex cases.

This is just one example of the increased complexity and cases such as these, along with an increase in member expectations due to increased awareness of pensions have all added to the complexities and the additional time required to carry out not only the core administration but to also provide the necessary advice and guidance to employers and scheme members. Further examples of increased complexity and/or additional governance requirements are contained in Appendix 3.

- 3.4 Scheme membership volumes have increased by 33% since 31/03/2008 (see Appendix 4), when membership was analysed for the 2009 restructure. However, this does not represent the full picture as the membership profile includes large number of part and variable time members (currently 52% of active membership base) and members with more than one membership record, which have more resource demands than a stable full-time officer member. Although IT enhancements have assisted with this issue they cannot fully address it, therefore there is still a requirement for manual intervention and member engagement.

This, along with automatic enrolment and the continuing high profile of pensions, has resulted in high membership movements covering new starters and movements to deferred or pensioner status, significantly increasing sectional and individual workload allocation. In 2015/16 this affected 6206 records which represent approximately 15% of the whole Fund compared to 3480 (10.29%) in 2012/13 before the advent of LGPS 2014 and automatic enrolment.

- 3.5 In order to consider the proposed change, an assessment of duties was undertaken followed by a gap analysis (Appendix 5) comparing the current standards and work tasks with what still needed to be achieved.

4.0 Benchmarking

- 4.1 CIPFA Benchmarking assess that the “norm” is now about 3,500 members per member of staff on core duties, which allows for the efficiency associated with IT investment. 10 members of the Pension Section are considered working on core duties which equates to 4,114 members per member of staff.

- 4.2 Taking account of the CIPFA benchmarking, this would suggest increases of 1.75 staff are required.

However, as many of the Fund's smaller employers are just starting to implement automatic enrolment and that a large influx of membership is anticipated after 30/09/2017 when the transitional arrangements, enjoyed by both the City and County of Swansea and Neath Port Talbot CBC, to defer enrolment of existing staff not already in the LGPS ends, the proposal is to increase existing staff by 2 FTE and realign the deployment of existing staff to meet the modern-day demands of pension administration.

Any cost associated with these proposals would fall to the Pension Fund rather than the Revenue Account of the Council.

- 4.3 A comparison against other Welsh Pension Funds has also been made using SF3 data for 2015/16 which shows that the Fund is competitive in terms of cost per member, although it ranks high in the ratio per member (against the total number of pension staff).

<i>Fund</i>	<i>Total LGPS membership at 31/03/2016</i>	<i>Number of Pension Staff</i>	<i>Ratio per Member (total Pension Staff)</i>	<i>Administration Costs £</i>	<i>Cost Per Member £</i>
Torfaen	55481	25	1:2219	1,131,000	20.39
Swansea	40440	14	1:2889	882,000	21.81
Cardiff	37995	11	1:3454	912,000	24.00
RCT	65830	26	1:2532	1,803,000	27.39
Dyfed	44182	17	1:2599	1,213,000	27.45
Gwynedd	34694	15	1:2313	1,185,000	34.16
Clwyd	37,898	22	1:1722	1,390,000	36.68
Powys	16416	8	1:2052	906,000	55.19
E & W	5,396,477	1,781	1:3030	138,503,000	25.67

- 4.4 Including the maximum additional salary costs that would be incurred (after 3 years), the additional administration cost of, £90,608 which equates to £2.24 per member, would still make the Fund well-placed amongst colleague Funds at £24.05

- 4.5 It should also be noted that the average cost per member for all LGPS Funds in England and Wales is £25.67 with a ratio of 1:3030 member per member of staff and therefore the Fund is also well-placed nationally.

5.0 Proposed Structure

- 5.1 In considering the proposed changes, the following key principles have been considered:

- Efficiency and effectiveness of the service provision.
- Meeting the demands of regulatory change
- Succession planning, including the need to address the potential shortcomings in the future of the sectional workforce profile.

- The need for staff to adapt to new technologies, processes and new ways of working
- Current team structure can be slightly rigid preventing sufficient flexibility and workflow balance
- Generic working rather than specialists within a new benefits team
- The introduction of a pensions support team to optimise the use of IT to meet new methods of service provision and regulatory requirements
- A more appropriate spread of workload at senior levels

5.2 It is proposed that if the funding is approved the new structure would be implemented from 1st April 2017. The proposed structure is set out in Appendix 6, with an outline of the functional duties set out in Appendix 7. This, however, may be summarised as follows:

- The amendment of the Communications and Training Officer to Deputy Pension Manager (with Communications & Training) (from Grade 8 to Grade 9) to reflect the increased supervisory responsibility due to the amendment to the current Technical Officer responsibilities and realign the role to allow for succession planning.

At present the Pension Manager grade is three and four grades above the nearest grades that can be considered for succession planning and while it cannot be assumed the a successor will be appointed internally it would be detrimental to the section if personal development of this nature was not in place.

- The creation of a Technical Team consisting of the Senior Technical Officer (Grade 8), Technical Officer (Grade 6) and two Pension Support Officers (Grade 4) (formerly Assistant Pension Officers). The amendments to the current structure would be:
 - At present, the Technical Officer has a shared responsibility with the Communications and Training Officer with regard to the supervision and management of the section. This is obstructive in the development of IT within the section and therefore it is proposed to remove this element and re-align the responsibilities to be more IT development focussed. In order to keep consistency of hierarchy, it is also proposed to rename the job title as Senior Technical Officer.
 - The amendment of the Assistant Technical Officer's grade from Grade 4 to Grade 6 to allow for more utilisation of skills in the post as well as working towards succession planning and re-name the job title to Technical Officer.
 - The two Pension Support Officers would mainly be responsible for the quality of membership data, dealing with the output from i-Connect as well as general administrative duties and would be coached in ground-level pension administration with the view to be

advantageously positioned for promotion to a Pension Officer (Grade 6) if a vacancy became available.

- The creation of a new Benefits Team structure consisting of 3 Senior Pension Officers and 6 Pension Officers. In amending the current structure, the Pension Officers would work generically on a cradle to grave basis, dealing with all member requirements to increase flexibility of resources. This would require the following resource adjustments:
 - One additional post as Senior Pension Officer (Grade 7). This post was deleted in March 2014 due to the member of staff taking ER/VR; however, LGPS 2014 and other new statutory requirements has highlighted a lack of resource in this area which results in a persistent backlog of work, resulting in detriment to service provision.
 - One additional Pension Officer (Grade 6) to allow generic working on a cradle to grave basis, dealing with all membership requests and increasing flexibility of resources as well as providing a good basis for succession planning.
 - The deletion of one Assistant Pension Officer (Grade 4) to be replaced with a further additional Pension Officer (Grade 6) as above

5.3 If the funding is approved, close monitoring will be required to ensure the objectives of the restructure are met. In assessing the benefits of these changes, it will be necessary to examine the following areas where the potential benefits of these proposals have been identified:

- Increasing customer service standards and expanding customer expectations as part of the core service
- A structure geared to meeting the administration and governance demands of the LGPS and other statutory requirements
- An increased flexibility to meet new ways of working and assist in dealing with large scale ad-hoc events
- Improved allocation and more effective deployment of staff to the benefit of benefits administration, data integrity, communication and IT developments.
- An improved focus and development of IT
- Improvement clarity in line management and sectional reporting
- Improved succession planning in the context of the workforce profile

5.4 If the funding is approved, job descriptions, will need to be reviewed and grades need to be ratified by the Job Evaluation team. Staff consultation and a slotting and matching exercise will then be completed by current Pension Section staff. Appropriate staff will be slotted and matched into posts and any vacant posts would be ring-fenced to current pension staff

and competitive interviews arranged. Any resulting vacant posts would be liaised with HR regarding recruitment/re-deployment.

6.0 General Issues

6.1 There are no other variations proposed.

7.0 Equality and Engagement Implications

None

8.0 Financial Implications

8.1 Calculated at the maximum additional salary costs that would be incurred, the additional administration cost would be £90,608 which equates to £2.24 per Fund member.

8.2 Any cost associated with these proposals would fall to the Pension Fund rather than the Revenue Account of the Council.

9.0 Legal Implications

9.1 The legal implications are outlined in the report.

Background Papers: None

Appendices:

Appendix 1: Pension Section structure 2009

Appendix 2: Current Pension Section structure

Appendix 3: Examples of increased complexity/shortened timescales

Appendix 4: Comparison of membership data 2008 to 2016

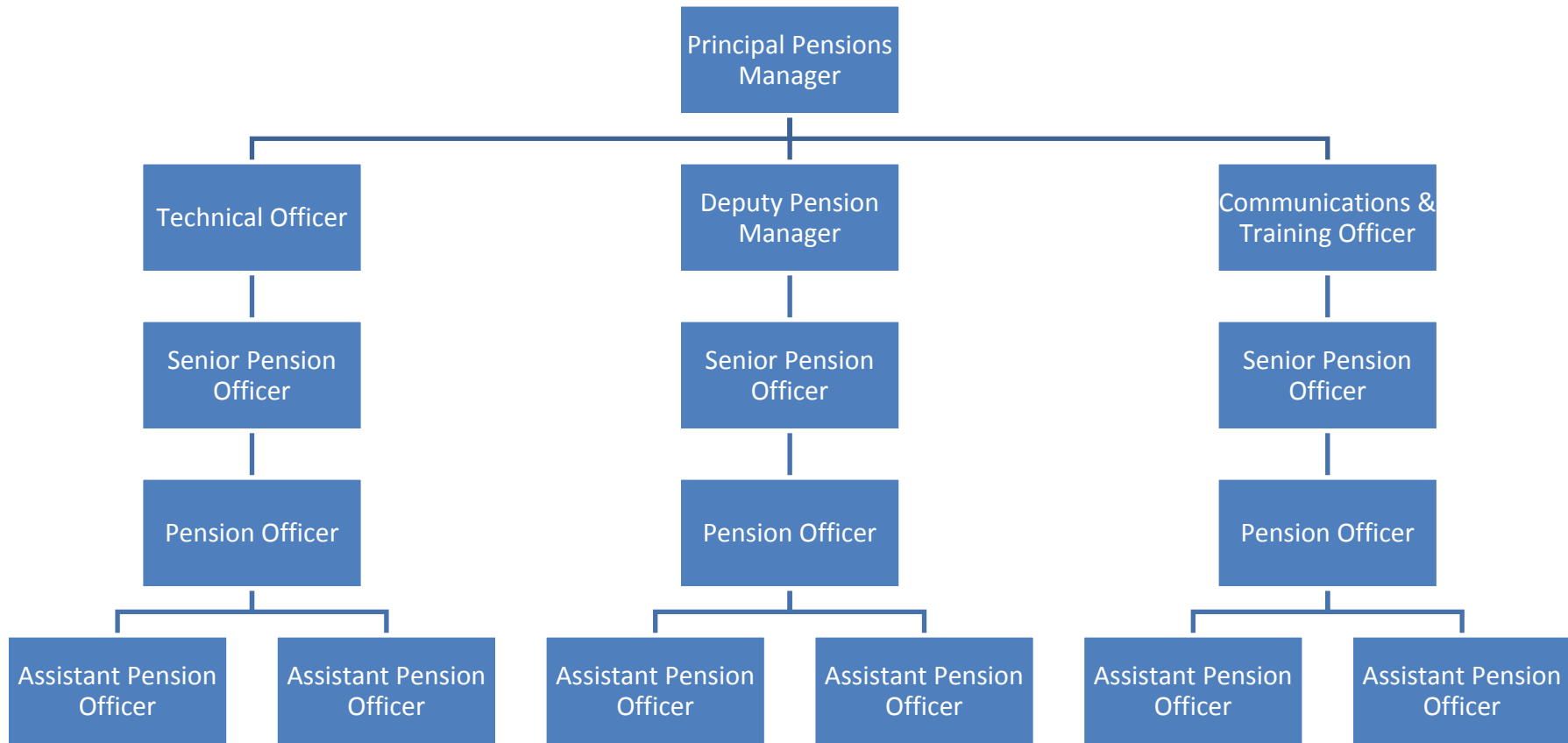
Appendix 5: Gap analysis

Appendix 6: Proposed structure

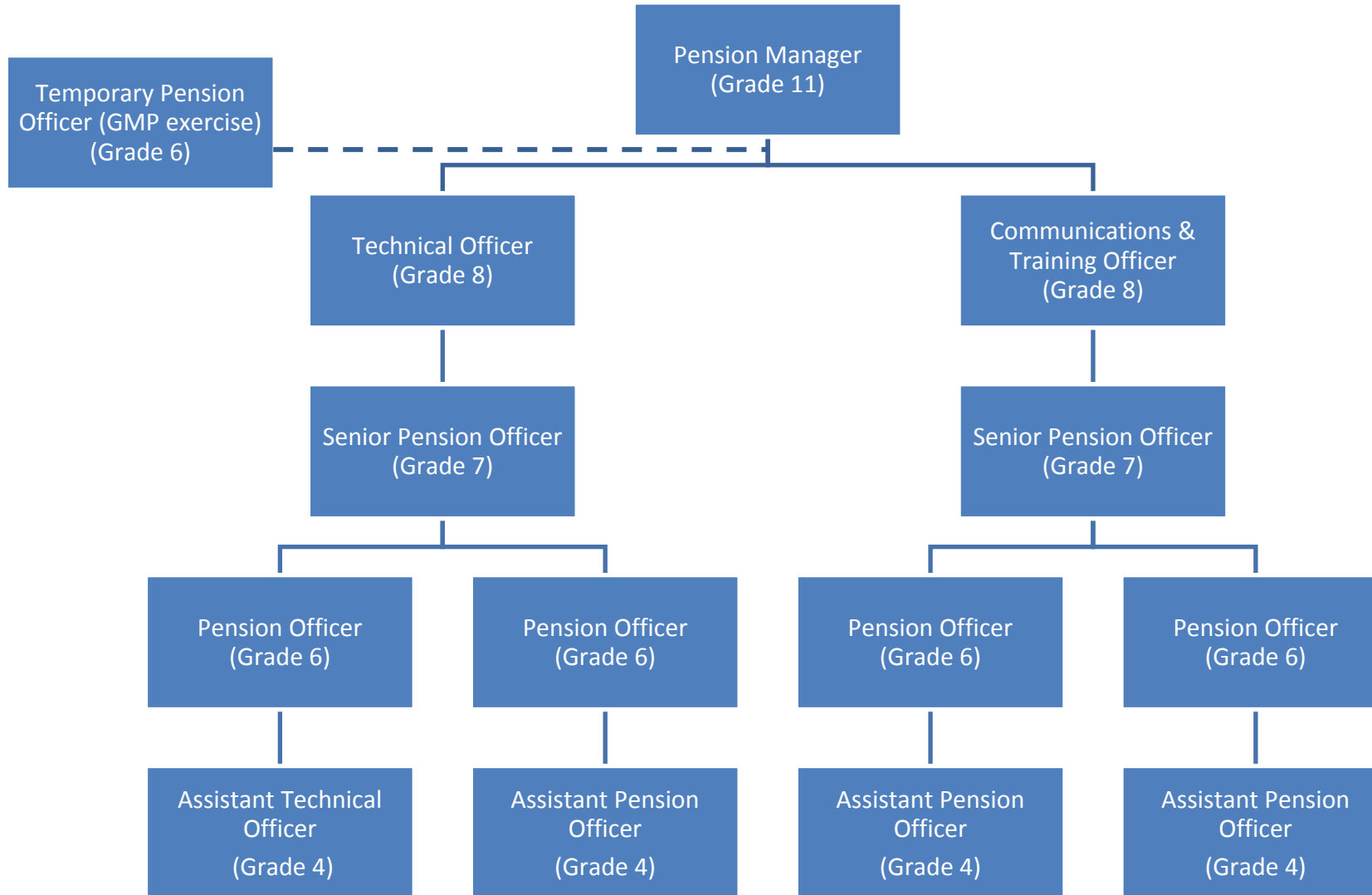
Appendix 7: Outline of proposed duties

Pension Section Structure October 2009

Page 123



Pension Section Structure November 2016



Examples of increased complexity and shortened timescales as a result of LGPS 2014 and PSPA 2013

Change	Impact
Aggregation of previous LGPS membership with current membership	Prior to 2014, the only consideration was if new pensionable pay was lower than previous pay. Now there are numerous options available to the member dependent upon the length of time between the two periods of membership and whether to bring the membership across as Final Salary or CARE. This results in greater technical knowledge required by the pension administrator to understand which options apply and also a higher expectation of queries from the member
Annual Benefit Statements	At the time of the 2009 review, Annual Benefit Statements had to be produced within 12 months of Scheme Year End (31 st March). The current requirement is for the Statements to be provided within 5 months of year end (i.e. by 31 st August) and date of production is monitored by tPR. This increases pressure on the timescale of Year End Reconciliation due to the timeliness and quality of data received from the employers.
Change of earliest voluntary retirement age to 55	Due to full early retirement reductions applying when benefits are accessed at voluntary terminations between 55 - 60 (i.e. the 85 year rule is switched off), there is a need for additional communication with the member to ascertain if they wish the benefits to be paid, usually leading to additional estimate calculations and a longer period between date of termination and date benefits paid
Actuarial Valuation of Fund	Data has to be sent to the Actuary around a month earlier than previous due to the additional requirement to submit data to the Government Actuaries Department (GAD) by 30 th September under Section 13 of PSPA 2013. This increases pressure on the timescale of Year End Reconciliation due to the timeliness and quality of data received from the employers.

Calculation of benefits	The hybrid of Final Salary and CARE Schemes has caused greater complexity to the calculation of benefits, leading to increased queries from Scheme members to understand their benefits. In addition, membership enhancement awarded for Tier 1 and 2 ill health and death in service is calculated at an assumed rate of pay rather than actual pay adding an additional layer of calculation.
Annual/Lifetime Allowances	The restrictions placed on these allowances have diminished on a regular basis since 2011, thus adding to an increased number of allowance breaches. Breach of Annual Allowance has to be notified by 5 th October following Scheme year end, therefore adding to time pressures already experienced with the Annual Benefit Statement exercise
Automatic Enrolment legislation	The advent of automatic enrolment has increased movement within the Scheme and generally increased pension awareness
Freedom and Choice	The opportunity for members to transfer their pension out of the LGPS to a personal pension in order to access it all as a lump sum (with tax liabilities) has increased requests for cash equivalent transfer quotations as well as the complexity of ensuring compliance

Comparison of Membership data 2008 to 2016

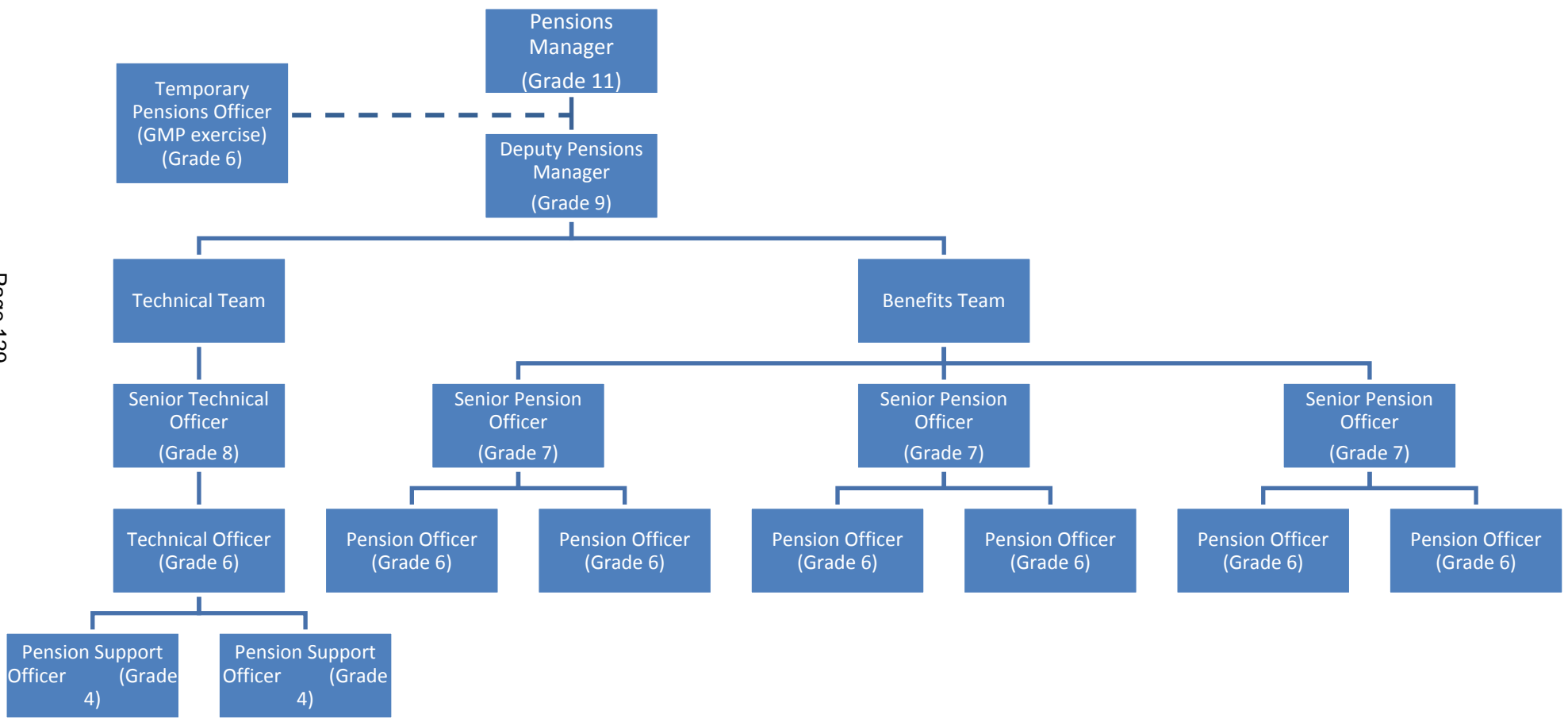
31/03/2008	30/09/2016	No of Part Time members	% Increase		Total Records closed/created during 2015/16
			%		
14805	17621	9159 (52%)	18%	Active	
5877	11472		91%	Deferred	
10314	12045		13%	Pensioners/ Dependants	
30996	41138		33%	Total	6206 = 15.35% of Fund Membership

Gap analysis

Gap	Solution
Validation of Pension Officers' work – the volume of calculations required as a result of increased membership numbers, the high profile of pensions, the complexity of LGPS 2014 and other statutory requirements and large scale ad-hoc events (e.g. ER/VR exercises) has led to a bottle-neck at Senior Pension Officer validation, resulting in a delay in service delivery and possible risk of non-compliance	Additional Senior Pension Officer appointed. Workload spread over 3 rather than 2 staff thus ensuring work flows in a more timely manner and meeting service delivery targets
Work allocated at wrong grade due to increased technical complexity from LGPS 2014	Move work from Assistant Pension Officer (Grade 4) to Pension Officer (Grade 6) to allow for increased technical complexity and increase number of Pension Officers from 4 to 6 to deal with additional workload and improving flexibility as well as improve service delivery which has deteriorated with the advent of LGPS 2014 and increased large scale ad-hoc events
IT development – pensions administration is moving at a fast pace with no sign of slowing down and therefore there is a requirement to ensure that the IT systems within the Section are relevant and time spent on developing their capabilities. Under the present structure the Technical Officer also has shared responsibility for the supervision and management of the Section as well as deputising for the Pension Manager	Remove the supervision and management role and cover for Pension Manager from the job description so that the Senior Technical Officer can concentrate of developing the IT systems as well as have overall responsibility for providing reporting statistics to meet statutory requirements. Increase the Communications & Training Officer's grade by 1 (to Grade 9) to allow for additional supervision and management and solo deputy for Pension Manager
Ensuring that data quality meets statutory requirements	Amend 2 Assistant Pension Officers to Pension Support Officers with their main responsibility to ensure the pension database is maintained to statutory standards. Increase the grade of the Technical Officer by 1 to Grade 6 to allow for additional responsibility in the role
Ensuring clear lines of responsibility – currently there is a cross-over in duties between database maintenance and benefit calculation which caused workload imbalance and a risk of breaching statutory timescales	Separating the roles into two distinct teams, a Benefits Team and a Technical Team, will ensure that the different pressures provided by the different work issues are separated allowing statutory timescales to be met

Proposed Structure

Page 129



Proposed duties

Management

Pension Manager	Deputy Pension Manager (Communications)
<ul style="list-style-type: none"> • Administration of LGPS/Compensation Regulations/overriding legislation • Operational management of Pension Section • Service delivery and development • Employer Liaison • Advise Senior Management Team on pension matters • Delivery of presentations/surgeries/roadshows • Pension representative at IDRPs • Admission Agreements • Bulk Transfers • Legislation/Regulation Updates • Attendance at National Forums • Report to Pension Committee/ Local Pension Board • Valuation process • Develop/manage AA Polices • Appraisals • Managing Absence • Recruitment/Selection • Staff Issues • Provision of management/Fund administration information • Monitoring of monthly performance reports • Annual Pensions Increase • Internal/External Audit 	<ul style="list-style-type: none"> • Support and deputise for Pension Manager • Administration of LGPS/Compensation Regulations/overriding legislation • Assist with operational management of Pension Section • Service delivery and development • Delivery of presentations/surgeries/roadshows • Employer Liaison • Training staff/members/employers • AVC administration • Maintenance of Web Site • Communication with staff, members, employers • Setting up new / revised documentation • Establish/Maintain procedures • Monitoring of monthly performance reports • Annual Allowance/ Lifetime Allowance • Communication Policy • Pension Administration Strategy • Appraisals • Recruitment/Selection • Managing Absence • Staff issues • Western Union/ATMOS/Tell Us Once administration • Assist with Year End reconciliation • Assist with Valuation • Annual Benefit Statement Exercise • Attendance at relevant meetings • Legislation/Regulation Updates • Assist with development/management of EA Polices • Assist with provision of management /Fund administration information • Assist with annual Pensions Increase • Participate as part of a team in the overall service delivery of the Pensions Section

Benefits Team

Senior Pension Officers	Pension Officers
<ul style="list-style-type: none"> • Validate/monitor Pension Officers' work (except where otherwise indicated) • Allocate/monitor workloads to ensure service delivery targets met • Working knowledge of LGPS/Compensation Regulations/overriding legislation/AA & EA policies • Support Management Team • National Fraud Initiative • Impending Event Reports • Assist with Annual Pensions Increase • Assist with Year End reconciliation • Assist with Valuation • Assist with Annual Benefit Statement exercise • Leave of Absence • Additional Pension Contributions • AVCs (annuity options) • Arrears of Contributions • Pension Sharing – Actual • Re-employed Pensioners • Re-assessment of CAY on termination • Monthly payroll reconciliation • Suspension of pensions • GMP's • Continued eligibility of children's pensions • Assist with staff training • Participate as part of a team in the overall service delivery of the Pensions Section 	<ul style="list-style-type: none"> • Working knowledge of LGPS/Compensation Regulations/overriding legislation/AA & EA policies • Ensure service delivery targets met • Support Senior Pension Officers by management of workload/provision of benefit calculations • Estimates • Actual retirements • AVCs (Lump Sum) • Transfers In/Out • Interfunds • Pension Sharing Quotations • GMP's • Concurrent Transfers • Aggregations • Deferred Benefits • Checking deferred benefits, concurrencies aggregations and refunds • Death Benefits • Suspension of pensions • Payment of outstanding pension • Overpayment of pensions • ATMOS/Tell Us Once notifications • Re-calculations • Provision of information/guidance in relation to benefits/transfers/etc • Assist with Annual Pensions Increase • Assist with Year End reconciliation • Assist with Valuation • Assist with Annual Benefit Statement exercise • Participate as part of a team in the overall service delivery of the Pensions Section

Technical Team

Senior Technical Officer	Technical Officer	Pension Support Officers
<ul style="list-style-type: none"> • Provide technical support to Pension Manager • Develop and maintain pension systems • Year End Reconciliation • Analyse reports from Altair/Management Statistics to provide to Pensions Manager • Annual Pensions Increase exercise • Data Extract for Valuation • Development/maintenance of Task Management • Attendance at CLASS User Group • Liaison with software providers • Western Union/ATMOS/Tell Us Once admin • Annual Benefit Statement Exercise • Maintenance of Website • Maintain knowledge of LGPS/Compensation Regulations/overriding legislation) • Maintenance of required staff knowledge to operate pension systems • Allocate/monitor workloads to ensure service delivery targets met • Support Management Team • Participate as part of a team in the overall service delivery of the Pensions Section 	<ul style="list-style-type: none"> • Support Technical Officer • Assist in development/maintenance of pension systems • Impending Event Reports • Monthly Performance Reports • Assist with Task Management • National NI Database • Setting up new / revised documentation • Assist with maintenance of Web Site • Assist with Annual Pensions Increase • Assist with Year End reconciliation • Assist with Valuation • Assist with Annual Benefit Statement exercise • Working knowledge of LGPS/Compensation Regulations/overriding legislation/AA & EA policies • Participate as part of a team in the overall service delivery of the Pensions Section 	<ul style="list-style-type: none"> • Support Technical Officer • Mail • Scanning Mail • Maintenance of database • (new starters, changes, leavers), ensuring RTI maintained • Issue New Starter Pack • Death Grant Expression of Wish maintenance • Initiate transfer process/early leaver options letter • Refunds • CEP Payments • Working knowledge of LGPS/Compensation Regulations/overriding legislation/AA & EA policies • Stationery Orders • Assist with Annual Pensions Increase • Assist with Year End reconciliation • Assist with Valuation • Assist with Annual Benefit Statement exercise • Maintenance of database for monthly AVC notifications • Process invoices • Participate as part of a team in the overall service delivery of the Pensions Section

CITY AND COUNTY OF SWANSEA

MINUTES OF THE PENSION FUND COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON
WEDNESDAY, 7 DECEMBER 2016 AT 10.00 AM

PRESENT: Councillor P Downing (Vice Chair) Presided

Councillor(s)
C E Lloyd

Councillor(s)
J Newbury

Councillor(s)
M Thomas

Officer(s)

Jeffrey Dong

Debbie Smith

Karen Cobb

Jeffrey Dong

Pamela Milford

Lynne Miller

Jeremy Parkhouse

Chief Treasury & Technical Officer

Directorate Lawyer

Senior Accountant

Chief Treasury & Technical Officer

Senior Lawyer

Pensions Manager

Democratic Services Officer

Apologies for Absence

Councillor(s): R C Stewart and D G Sullivan

28 **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: -

Councillor P Downing - agenda as a whole - my brother works for the Council and contributes to the Pension Fund.

NOTED that Councillor P Downing had received dispensation from the Standards Committee in this respect.

Councillor C E Lloyd – agenda as a whole – my father is a member of the Local Government Pension Scheme – personal.

Councillor J Newbury - I am in receipt of a Council pension that was passed to me upon my wife's death - personal.

Councillor M Thomas - agenda as a whole - I and my wife are members of the Local Government Pension Scheme - personal.

NOTED that Councillor M Thomas had received dispensation from the Standards Committee in respect of his wife.

29 **MINUTES.**

RESOLVED that the Minutes of the Special Pension Fund Committee meetings held on 14 July and 18 October and Pension Fund Committee meeting held on 15 September 2016 be approved as correct records.

30 **ANNUAL REPORT 2015/16.**

The Chief Treasury and Technical Officer presented the Annual Report for the City & County of Swansea Pension Fund 2015/16 for approval.

The City & County of Swansea Pension Fund Annual Report 2015/16 was located at Appendix 1.

It was highlighted that the report also contained the activity of the Local Pension Board.

The Committee commented that the Wales Audit Office had audited the accounts and confirmed that there were no significant issues to report.

The Chief Treasury and Technical Officer thanked officers in Finance for their work in producing the Annual Report.

RESOLVED that the City & County of Swansea Pension Fund Annual Report be approved.

31 **PENSION ADMINISTRATION TEAM RESTRUCTURE.**

The Chief Treasury and Technical Officer and Principal Pensions Manager presented a report which sought Funding for the Restructure of the Pension Section.

The report outlined the previous review undertaken in 2009, gap analysis, benchmarking figures which provided details of the other Welsh Pension Funds and the proposed structure of the Pensions Section.

It was explained that if the funding was approved, job descriptions would be reviewed and grades ratified by the Job Evaluation team. Staff consultation and a slotting and matching exercise would then be completed by current Pension Section staff. Appropriate staff would be slotted and matched into posts and any vacant posts would be ring-fenced to current pension staff and competitive interviews arranged. Any resulting vacant posts would be liaised with HR regarding recruitment / re-deployment.

The Committee asked questions in relation to Pension staff numbers, staffing costs listed in the Annual Report, how the proposed structure would assist the workload and tackle the backlog of work.

RESOLVED that the funding for the restructure of the Pension Section be approved.

32 **PROFESSIONAL ADVICE.**

NOTED that Mr Noel Mills and Mr Valentine Furniss left the meeting prior to discussions regarding this item.

The Chief Treasury and Technical Officer presented a report which sought approval for the procurement and appointment of an investment consultant to the City & County of Swansea Pension Fund.

The report outlined the professional advice previously provided by independent consultants to the Pension Fund Committee and highlighted the evolving LGPS governance landscape, particularly in relation to the introduction of the All Wales Investment Pool from 2018 onwards.

It was added that the services of the independent investment advisors had served the fund well to date. However, with the additional burdens and changing landscape outlined, it was considered appropriate to review the advisory requirements needed to take the work of the Pension Committee forward. Comparisons were made with other funds in Wales, along with the merits of employing an investment consultancy.

It was proposed that an investment consultancy be engaged immediately to work alongside existing independent investment advisors in order to enable appropriate handover, with a view to reducing the number of independent advisors from 2 to 1 in the interim, ahead of the implementation of the All Wales Pool in April 2018. It was recommended to retain the services of one of the current independent investment advisors to ensure continuity and appropriate audit and tenure with the current and legacy investment strategy and arrangements. It was added that this provided an appropriate challenge and counterpoint to any given views / recommendations. The new permanent arrangements would include 1 Independent Investment Advisor and 1 Investment Consultancy being in place ahead of the All Wales Pool becoming operational in April 2018.

The Committee asked questions in relation to ongoing costs for professional advice, comparisons / joint use of consultancy services with other pension funds and the proposed timescale to introduce the proposals.

RESOLVED that the revised investment advice arrangements in outlined in 4.5 of the report be approved.

33 **EXCLUSION OF THE PUBLIC.**

The Committee 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 Committee 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)

34 **ALL WALES POOL UPDATE.**

The Chief Treasury & Technical Officer presented a 'for information' report which updated the Committee on the progress of the All Wales Investment Pool.

The Committee commented regarding the potential timescale for the Pool to take effect, the estimated costs provided by Central Government and the content of the letter sent on behalf of the Minister for Local Government.

35 **INFRASTRUCTURE INVESTMENT.**

The Chief Treasury & Technical Officer presented a report which sought to approve the procurement strategy to fulfil the Fund's infrastructure allocation.

RESOLVED that the joint procurement exercise alongside the other named pension funds in 4.2 of the report to appoint a core infrastructure manager be approved.

36 **PRIVATE EQUITY AND GLOBAL PROPERTY ALLOCATION.**

The Chief Treasury & Technical Officer presented the Private Equity and Global Property Allocation report which sought approval that the commitment to ensure asset allocation as per the investment strategy be maintained.

RESOLVED that the commitments to private equity and global property as identified in 5.1 of the report be approved in order to maintain investment allocations.

37 **INVESTMENT SUMMARY.**

The Chief Treasury Technical Officer provided a "full information" report which presented the investment performance for the quarter year ended 30 September 2016. Attached at Appendix 1 were the quarterly investment summaries for the Pension Fund for the quarter, year and three years ended 30 September 2016.

38 **REPORT OF THE INDEPENDENT INVESTMENT CO-ADVISORS.**

The report presented the economic update and market commentary from the perspective of the appointed Independent Advisors.

Attached at Appendix 1 were the quarterly reports ended 30 September 2016 of the two independent investment advisors, Mr Noel Mills and Mr Valentine Furniss. Mr

Furniss also circulated the Index Returns and Currency Movements from 30 September to December 2016.

The Committee asked questions of each Advisor which were responded to accordingly.

The content of each report was noted by the Committee and the independent advisors were thanked for their reports.

39 **PRESENTATIONS.**

- 1) A joint presentation was made by James Lerner and Sian Roberts of Partners Group – Global Property
- 2) A joint presentation was made by Graeme Rutter, Lyndon Bolton and Naomi Green of Schroders – UK Property.

Questions in relation to the content of the presentations were asked by the Committee and responses were provided accordingly.

The content of the presentations were noted and the Chair thanked the Fund Managers for attending the meeting.

The meeting ended at 12.20 pm

CHAIR

Agenda Item 10

Report of the Interim Head of Legal & Democratic Services

Local Pension Board – 14 December 2016

EXCLUSION OF THE PUBLIC

Purpose:	To consider whether the Public should be excluded from the following items of business.
Policy Framework:	None.
Reason for Decision:	To comply with legislation.
Consultation:	Legal.
Recommendation(s):	It is recommended that:
1)	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.
	Item No's. Relevant Paragraphs in Schedule 12A
	11 14
Report Author:	Democratic Services
Finance Officer:	Not Applicable
Legal Officer:	Tracey Meredith – Interim Head of Legal & Democratic Services (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
12	Information relating to a particular individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 12 should apply. His 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 he 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>
13	Information which is likely to reveal the identity of an individual.
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 13 should apply. Her 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 she 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>
14	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 14 should apply. Her view on the public interest test was that:</p> <p>a) Whilst she was 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) 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 he 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>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.</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 15 should apply. Her view on the public interest test was that whilst he is mindful of the need to ensure that transparency and accountability of public authority for decisions taken by them he was 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 she 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>Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.</p>
	<p>No public interest test.</p>
17	<p>Information which reveals that the authority proposes: (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) To make an order or direction under any enactment.</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 17 should apply. Her 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 she 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>Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</p>
	<p>The Proper Officer (Monitoring Officer) has determined in preparing this report that paragraph 18 should apply. Her 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 she 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 11

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.

Document is Restricted

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.

Document is Restricted

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.

Document is Restricted