

ROYAL BOROUGH OF GREENWICH

PENSION FUND

ANNUAL REPORT

2015/16



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Message from the Chair of the Pension Fund Investment and Administration Panel

I am pleased to present the Royal Borough of Greenwich Pension Fund's annual report for 2015/16. The year has seen the Fund face a diverse range of challenges and opportunities, which I'm proud to say, have been safely negotiated.

Equity markets endured a tumultuous time throughout the year, with the FTSE100 index falling by 10%. Despite this the Pension Fund net asset value has largely remained steady and preserved value during this time; the current value stands at £1.052bn. Funding levels have also continued to improve, with the indicative funding level calculate by the Fund actuary at 31 March 2016 being 91%. A triennial valuation of the Fund will take place during 2016/17 using detailed actuarial assumptions and will confirm the definitive funding position as at this date.

The Pension Fund has continued to push forward with its new investment strategy, appointing a new diversified alternatives manager and agreeing a new global equity allocation in February. This will help protect the Fund's value through diversification, whilst ensuring it remains growth focused to meet its obligations. Throughout 2016/17 significant work will be required in ensuring that the Fund's new investment strategies are fully implemented.

The Pension Panel has continued to work with the Pension Board and Royal Greenwich officers to ensure that the Fund continues to maintain its high standards of corporate governance. All policy documents continue to be reviewed annually at Panel meetings, with the Panel's business plan reviewed and updated on an on-going basis. Panel and Board members are provided with a rigorous training program, which forms the basis for sound decision making on complex issues.

The Fund has continued to work with the London Collective Investment Vehicle (CIV) and the Government to ensure that cost savings can be identified through collaboration with other LPGS Funds.

Next year I hope that we can continue to build on all over the good work carried out during the 2015/16 financial year, providing the best possible outcomes for all the members of the Royal Borough of Greenwich Pension Fund.

Councillor Don Austen

Chair – Pension Fund Investment and Administration Panel

Message from the Director of Finance

2015/16 has been an eventful year for the Fund, with developments affecting its administrative, governance and investment arrangements.

Membership of the Fund continued to grow during the year. During 2015/16, the Fund introduced member self- service, enabling members to access their pension records online. In the same period, the Fund supported the Royal Borough of Greenwich, the Fund's largest employer, with the early retirements associated with its workforce strategy.

A new Local Pension Board was established during the year, whose purpose is to assist the Royal Borough of Greenwich as administering authority of the Fund in its role as scheme manager. The Board met formally on three occasions during 2015/16.

Work commenced during the year on the implementation of the Fund's revised asset allocation strategy, agreed during 2014/15. Two contracts for the management of Fund assets were awarded in 2015/16, with a further two in the first quarter of 2016/17.

During the year, the Fund responded to a Government consultation on changes to the legislation covering the management and investment of Fund assets. The results of this consultation are expected during 2016/17. The Fund also submitted draft proposals for the pooling of its assets for investment with other LGPS funds, as required by the Government.

It is expected that further work on the pooling of Fund assets will be undertaken during 2016/17. A triennial valuation of the Fund will also take place during the year, which will identify the funding level of the Fund at 31 March 2016 and inform employer contribution rates with effect from 1 April 2017. The Fund will continue to work with its advisors to secure the best possible outcomes for its members.

Debbie Warren
Director of Finance

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE ROYAL BOROUGH OF GREENWICH ON THE CONSISTENCY OF THE PENSION FUND FINANCIAL STATEMENTS INCLUDED IN THE PENSION FUND ANNUAL REPORT

The accompanying pension fund financial statements of Royal Borough of Greenwich (the "Authority") for the year ended 31 March 2016 which comprise the Fund Account, the Net Assets Statement and the related notes are derived from the audited pension fund financial statements for the year ended 31 March 2016 included in the Authority's Statement of Accounts. We expressed an unmodified audit opinion on the pension fund financial statements in the Statement of Accounts in our report dated 27 July 2016. The pension fund annual report, and the pension fund financial statements, do not reflect the effects of events that occurred subsequent to the date of our report on the Statement of Accounts. Reading the pension fund financial statements is not a substitute for reading the audited Statement of Accounts of the Authority.

This report is made solely to the members of the Authority, as a body, in accordance with Part 5 paragraph 20(5) of the Local Audit and Accountability Act 2014 and as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our work has been undertaken so that we might state to the members of the Authority those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

Director of Finance responsibilities for the pension fund financial statements in the pension fund annual report

Under the Local Government Pension Scheme Regulations 2013 the Director of Finance is responsible for the preparation of the pension fund financial statements, which must include the Fund Account, the Net Asset Statement and supporting notes and disclosures prepared in accordance with proper practices. Proper practices for the pension fund financial statements in both the Authority Statement of Accounts and the pension fund annual report are set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

Auditor's responsibility

Our responsibility is to state to you whether the pension fund financial statements in the pension fund annual report are consistent with the pension fund financial statements in the Authority's Statement of Accounts in accordance with International Standard on Auditing 810, Engagements to Report on Summary Financial Statements.

In addition we read the other information contained in the pension fund annual report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the pension fund financial statements. The other information consists of the Introduction, Investment Policy and Performance, Administration Report, Actuarial Report, Governance, Fund Account & Net Asset Statements, Other Statements and Publications, Communications, Glossary and the Appendices A to I.

Opinion

In our opinion, the pension fund financial statements in the pension fund annual report derived from the audited pension fund financial statements in the Authority Statement of Accounts for the year ended 31 March 2016 are consistent, in all material respects, with those financial statements in accordance with proper practices as defined in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 and applicable law.

Grant Patterson

Grant Patterson

for and on behalf of Grant Thornton UK LLP, Appointed Auditor

The Colmore Building
20 Colmore Circus
Birmingham
West Midlands
B4 6AT

27 July 2016

SCHEME OVERVIEW

The Royal Borough of Greenwich Pension Fund is part of the LGPS which is governed by various regulations. Its benefits are therefore defined and guaranteed in law. The LGPS was a contracted-out of the State Second Pension (S2P) for 2015/16. The scheme changed to be 'contracted in' during April 2016. The Pension Fund fulfils the requirements of the Public Services Pensions Act 2013, which requires Councils to maintain a Pension Fund for its own employees and employees admitted to the Fund under an admission agreement.

The Royal Borough of Greenwich is the Administering Authority and the Director of Finance is responsible for the day to day administration of the Fund.

The Royal Borough of Greenwich Pension Fund is a funded pension scheme which means that contributions into the Fund are made by employers and employees which are then used to make investments upon which a return is anticipated. Benefits are paid using the Funds cash flow.

Employee contribution rates are set by regulations and are dependent upon each member's actual pensionable pay. Employee contributions attract tax relief at the time they are deducted from pay and the employee also pays lower National Insurance contributions between the Lower and Upper Earnings Limits, unless the employee has opted to pay the married woman's reduced rate.

Employers participating in the Fund pay different rates of contributions depending on their history, their staff profile and any deficit recovery period agreed with the Fund. Employer contribution rates are reviewed as part of the triennial actuarial valuation. The last formal triennial valuation took place as at 31 March 2013 and showed that the fund was 86% funded. The deficit is to be funded by employer contributions over the course of 23 years.

The investment objective of the Pension Fund is to ensure that the Fund has sufficient assets to pay pensions and other benefits by maximising investment returns within acceptable risk tolerances.

From 1 April 2014, scheme contributions and benefits relating to service earned from that date changed and have moved to inflation linked Career Average Revalued Earnings (compared to final salary prior to the date of change). The higher accrual rate of $1/49^{\text{th}}$ (rate pension is earned) was introduced and members now have the choice to join the 50/50 scheme, which entails paying in half of the normal employee contribution rate, in return for half of the normal benefits. The average contribution rate for employees has remained at 6.5%, but higher earners will pay more. The option to convert pension to lump sum has remained. Benefits from 1 April 2008 to 31 March 2014 are calculated using the accrual rate of $1/60$ for pension and based on final salary. The accrual rate Pre April 2008 was $1/80$.

Benefits earned prior to April 2014 are protected. A comparison of the benefits under the old (pre March 2014) and current (post March 2014) scheme is provided in Appendix A.

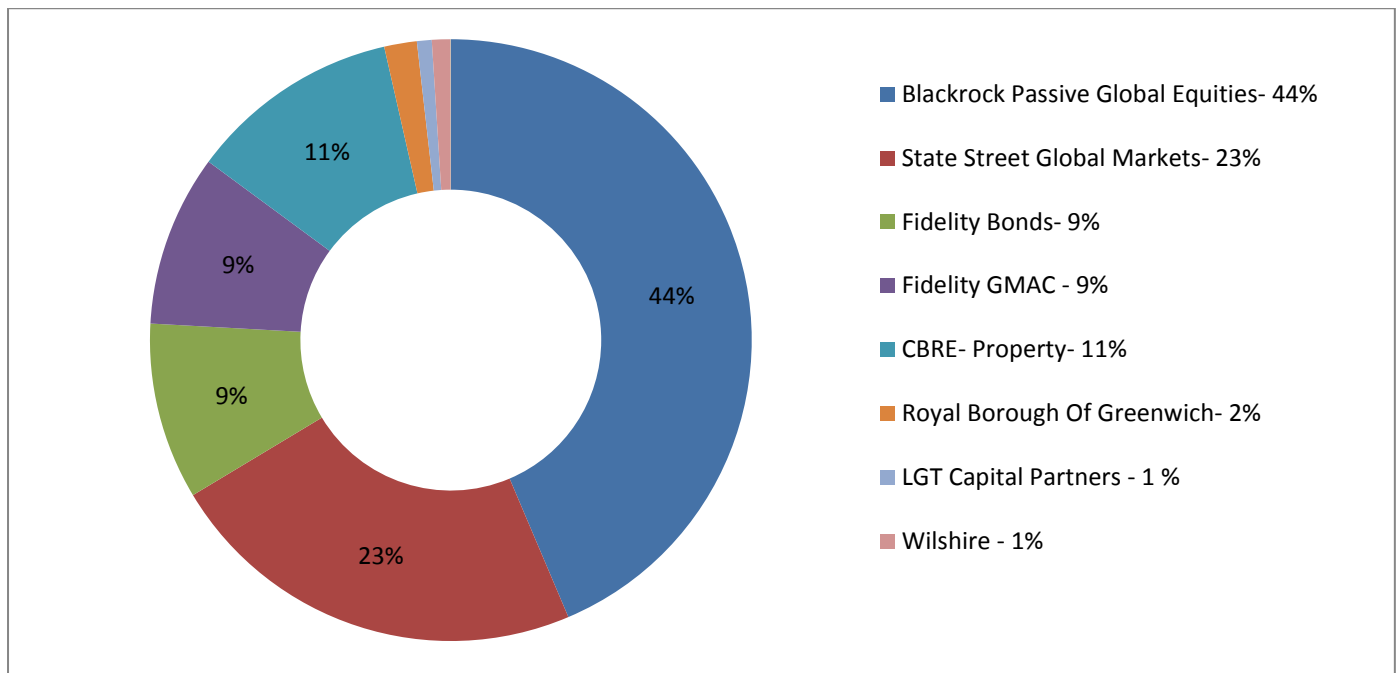
It is also a requirement of the LGPS that employees are given a facility to enhance their pension arrangements through the use of Additional Voluntary Contributions (AVCs). The Royal Borough of Greenwich Pension Fund uses Clerical Medical as its current AVC provider; however members who held an account with the previous AVC provider (Equitable Life) continue to do so.

THE PENSION FUND AT A GLANCE

As at 31 March 2016, the Royal Borough of Greenwich Pension Fund comprised:

- 42 active employers
- Net assets valued at £1.052bn
- 20,514 members of which 8,813 were actively contributing into the fund, 6,288 were drawing benefits from the fund and the remainder had rights to deferred benefits

Breakdown of Scheme assets by manager as at 31 March 2016



SCHEME MANAGEMENT AND ADVISORS

Administering Authority:	Royal Borough of Greenwich
Officers:	Debbie Warren (Director of Finance)
Councillors:	Don Austen (Chair) Olu Babatola Mick Hayes
Observers:	Unite GMB Unison
Actuary:	Barnett Waddingham
Investment Consultant:	Hymans Robertson
Investment Managers:	Blackrock Fidelity CBRE State Street Global Markets LGT Capital Partners Wilshire Partners Group*
AVC Providers:	Clerical Medical Equitable Life
Custodian:	State Street
Auditor:	Grant Thornton
Performance Measurement:	WM Company / Hymans Robertson
Bankers:	Royal Bank of Scotland Co-operative Bank**

*Appointed February 2016 but management of assets commenced June 2016

**Up to 30 June 2015

RISK MANAGEMENT

Risk Management and Governance

The Panel is responsible for the prudent and effective stewardship of the Royal Borough of Greenwich Pension Fund. As part of this duty the Panel oversees the monitoring and management of risk. This role includes:

- Determining the risk management policy and reconciling this with wider organisational risk policy
- Setting the risk management strategy in line with the risk policy
- Overseeing the risk management process

The risk management process involves:

- Risk identification
- Risk analysis
- Risk control and monitoring.

A key tool for the management of risk is the risk register. The register incorporates an assessment of likelihood and impact of risk events as well as control measures in place and an overall risk score. The risk register is kept under review by the Director of Finance and is presented to the panel.

Officers operate within the financial procedures and control environment of the Administering Authority. These are regularly audited by internal and external audit.

How Risks are Identified, Managed and Reviewed

Risks are identified and assessed using a scoring matrix. The scoring matrix assesses two elements of a risk:

- the **chance** of it happening
- the **impact** if it did happen.

Each element is independently assessed on a scale of 1-5. These scores are then combined to give an overall score. The higher the score the more chance a risk will occur and the more significant the impact will be.

The risk register lists the risks identified, the consequence of each risk occurring and the score assigned to each risk. Procedures and controls are then considered and the risk is reassessed and a second score applied in light of these.

This process identifies the risks with the highest scores which are then prioritised for review by Senior Management.

The panel and officers are mindful of risk in carrying out their duties on a day to day basis and any significant risks identified are reviewed and managed through processes and controls accordingly.

Key Risks

The following categories of risk are identified by the risk register:

- Administrative risk
- Compliance/regulatory risk
- Employer risk
- Investment Risk
- Liability Risk
- Reputational Risk
- Skill Risk

Under each category are details of individual risks within the category. Due to the controls in place to mitigate risk, there are currently no areas requiring immediate senior management attention, but this will remain under review.

A copy of the Risk Register can be found under Appendix B.

Management of Third Party Risk

The Fund's investment managers and its custodian issue annual internal control documents. These documents identify internal processes and procedures and details of the audit testing performed during the year. These provide comfort to the Fund that risk management and control policies and procedures are in place within these organisations.

The Director of Finance analyses and reconciles information provided by the custodian to that of the investment manager. Each quarter, the Panel receives a draft set of quarterly accounts. In preparing these, the assets held by each manager are reviewed and reconciled. The Panel also receives quarterly performance reports in which manager performance is reviewed. Any issues arising out of these reviews are raised at the Panel meeting.

The fund's Investment Adviser monitors the market and the activities of investment managers and informs officers if there are any concerns such as key changes of staff.

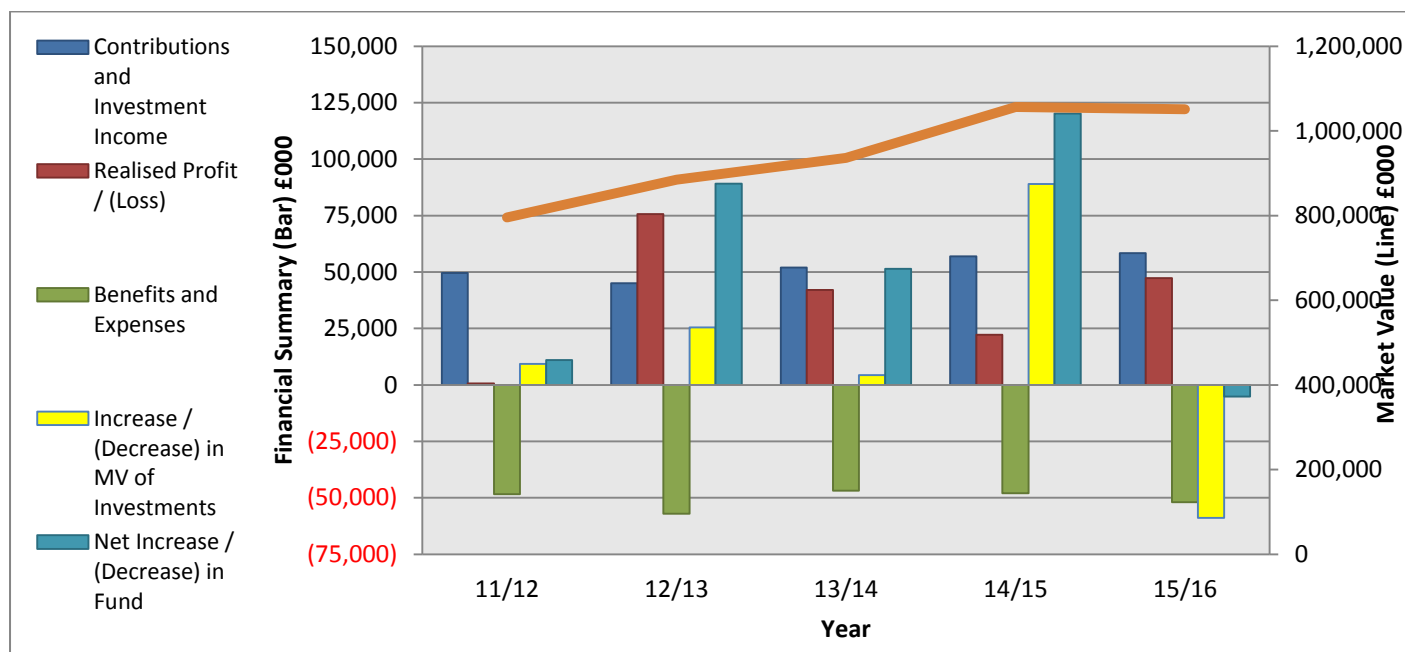
FINANCIAL PERFORMANCE

Below is a five year financial summary of the fund. Up until the end of 2015/16 the value of the fund has increased year on year since the economic crisis of 2008. A comparison has been made between the year on year change in market value of the fund and the FTSE 100 index. Although the Fund dropped marginally in value for the first time since 2008/09, it still outperformed the FTSE 100, though it should be noted this is a generalised comparison against the economic markets. A more detailed performance review of the fund comparing performance against the fund's specific benchmarks is available in the Investment Policy and Performance section of this report.

Five Year Financial Summary

Financial Summary	11/12	12/13	13/14	14/15	15/16
	£000	£000	£000	£000	£000
Contributions and Investment Income	49,566	45,086	51,966	57,005	58,331
Realised Profit / (Loss)	697	75,632	42,019	22,271	47,389
Benefits and Expenses	(48,435)	(57,039)	(46,857)	(47,998)	(51,903)
Net Annual Surplus / (Deficit)	1,828	63,679	47,128	31,278	53,817
Increase / (Decrease) in MV of Investments	9,255	25,447	4,296	88,988	(58,890)
Net Increase / (Decrease) in Fund	11,083	89,126	51,424	120,266	(5,073)
Market Value of Assets at 31 March	795,886	885,012	936,436	1,056,702	1,051,629

Change in Greenwich Fund Market Value	9.1%	11.2%	5.8%	12.8%	(0.5%)
Change in FTSE 100	4.1%	(2.4%)	11.1%	2.9%	(8.8%)



Budgeted Fund Account

The fund cashflow estimate for 2016/17 summarises a number of trends namely increasing pension payments to members through new pensioners. Although inflation may remain low, the addition of extra pensioners due to the voluntary redundancy within the authority will increase payments.

Net inflow for the year was slightly higher than the previous due to an additional body joining the fund. Income is expected to rise again due to that body having a full year effect and the additional 1% pay rise received by authority employees.

	2014/15	2015/16	2016/17
	Actual	Actual	Estimate
	£m	£m	£m
Budgeted Fund Account- Fund Cashflow			
Pension(or annuities): retired employees and dependents	(36)	(37)	(38)
Lump sums on retirement (including deferred)	(7)	(8)	(8)
Lump sums on death	(1)	(1)	(1)
Administration and fund management costs of the Fund	(1)	(1)	(1)
Transfer values including apportionments	(2)	(2)	(2)
Total expenditure	(47)	(49)	(50)
Contributions (including those from other employing authorities): employees	12	12	12
Contributions (including those from other employing authorities): employers	32	33	34
Investment income	10	11	11
Transfer values including apportionments	3	3	3
Total income	57	59	60
Net inflow/ (outflow)	10	10	10

ADMINISTRATIVE MANAGEMENT PERFORMANCE

Investment management expenses have increased in 2015/16 from the previous financial year due to the costs associated with the procurement of four new investment mandates. The Fund has diversified its bond asset into Global Multi Asset Credit which has also increased the management expenses. Other costs were higher due to subscriptions made to the newly founded Scheme Advisory Board.

2016/17 administrative costs are forecast to be lower than 2015/16, following an agreed reduction in central costs. Fund management fees could rise in line with the target growth of the Fund, expected to be around 6%.

	2014/15	2015/16	2016/17
	Actual	Actual	Forecast
Administration and Investment Management Costs	£000	£000	£000
<u>Administration</u>			
Central costs	670	657	624
Legal and other professional fees	23	25	23
Other	10	24	24
Total Administration	703	706	671
Total Investment Management	1,616	1,991	2,011
Total Costs Charged to the Fund	2,319	2,697	2,682

The pension service comprises of 9.5 full time equivalent staff covering both the employing and administration duties. This equates to 2,159 members of the fund to each full time equivalent post. Below is a table of Key Performance Indicators for the year, with last year's comparators.

Key Performance Indicators (KPI)	2014/15	2015/16
Full Time Post per member	2,096	2,159
Total Completed Cases	6,628	7,716
Complaints	15	5
Unit Cost Per member excluding management fees	£35	£34

The administering authority for the Fund informally benchmarks its administration unit costs against other surrounding Local Authorities, LB Bexley, LB Lewisham & LB Bromley. Their unit costs were £53, £40 & £46 respectively for 2014/15*.

*Source SF3 Returns 2014/15

Membership Summary

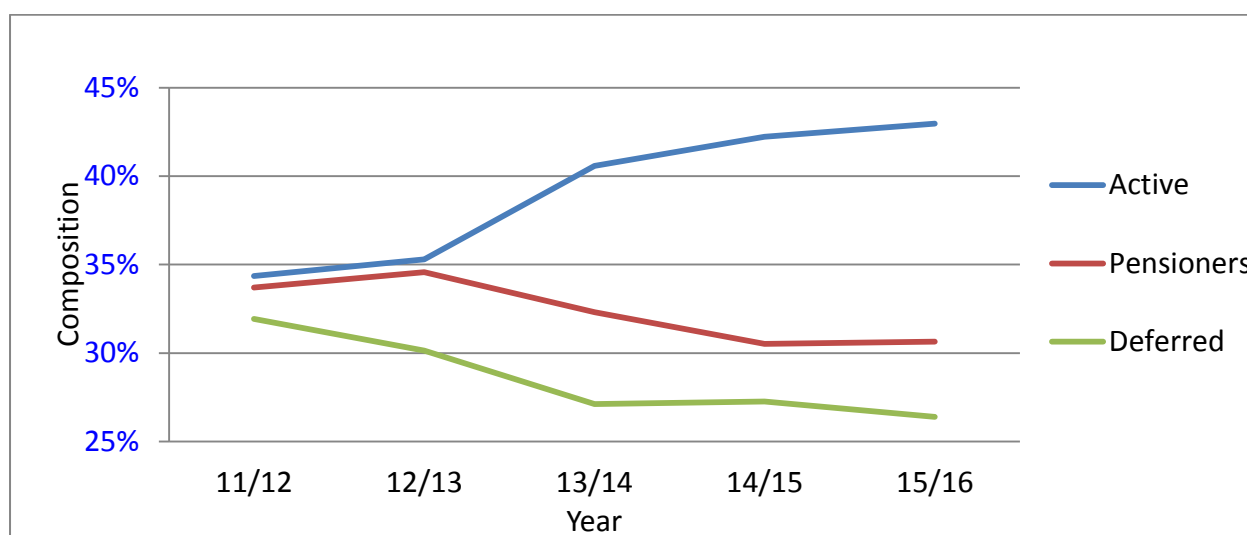
The following table and graph shows a summary of membership numbers over the last five years. The number of active members has increased by 49% over 5 years, with pensioners also increasing by 8% over the same period. The number of deferred members has decreased by 2% after rising in the previous financial year.

Membership Numbers Over 5 Years

Membership	2011/12	2012/13	2013/14	2014/15	2015/16	5 Yrs
Active	5,929	6,116	7,694	8,407	8,813	49%
Pensioners	5,816	5,992	6,126	6,075	6,288	8%
Deferred	5,510	5,223	5,143	5,426	5,413	-2%
Total	17,255	17,331	18,963	19,908	20,514	19%

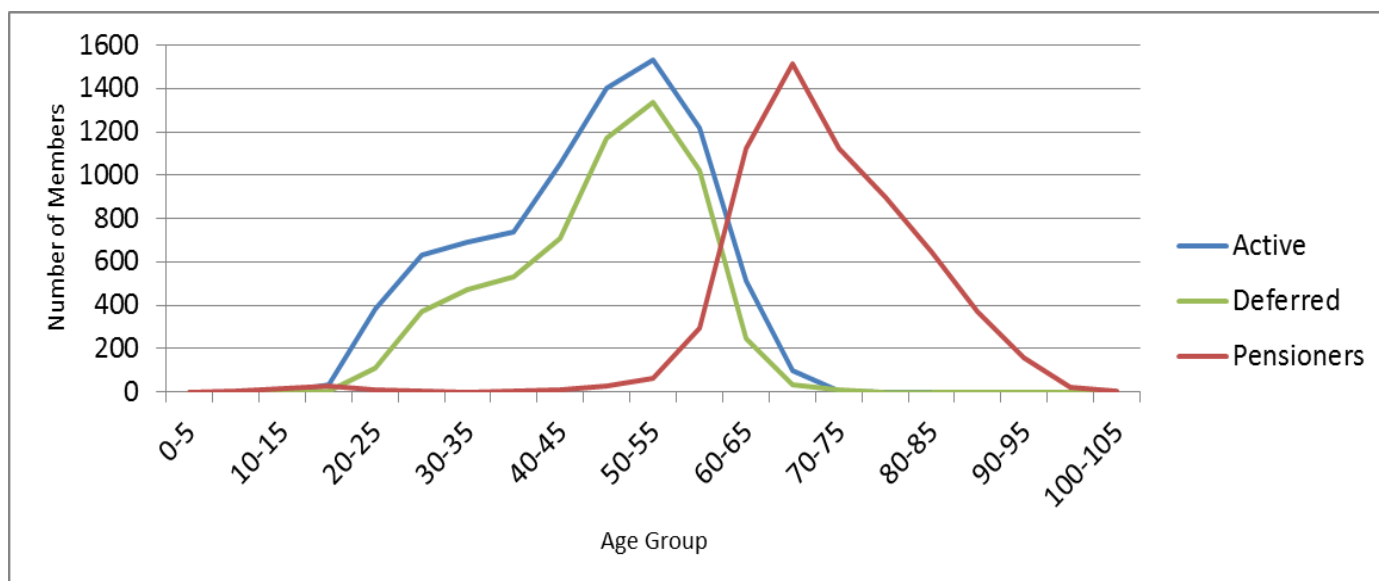
The following graph shows the change in the composition of the membership over the last five years. In recent years the proportion of active members has increased in composition to 43% from a low of 34% in 2011/12, deferred members has dipped slightly to 26% from the previous year, whilst the proportion of pensioners has stayed at 31%.

Change in Composition of Membership Numbers over 5 Years:



The average age of an active pension fund member is 45. The average for pensioner members is 71, with the oldest being 102 years old. The profile of the Fund's membership is depicted in the graph below.

Profile of Fund Membership



Employers Summary

Employers are split into 3 categories:

- The Administering Authority, which is The Royal Borough of Greenwich
- Scheduled Bodies, which are organisations that have the right to be a member of the LGPS under its regulations, e.g. Academies.
- Admitted Bodies, who can enrol in the scheme via an admission agreement, which is a legal document between the administering authority and the organisation.

The Royal Borough of Greenwich has the largest share of active membership of the fund (82%). For 2015/16, 43 employers actively contributed to the fund. This includes the Administering Authority and the following scheduled and admitted bodies:

Administering	
ROYAL BOROUGH OF GREENWICH	
Scheduled (13)	Admitted (29)
Charlton Park Academy	Advocacy In Greenwich
Corelli	Bridge 86 Limited
Greenwich Free School	Capita
Greenwich Service Plus	Central Greenwich CC
GSS Ltd	Charlton Athletic
Harris Academy Eltham	Clockhouse Community Centre
Joint Crematorium Committee	DMC
Shooters Hill Academy	First Step Trust
St Pauls Academy	G4S
St Thomas More	GLL -Childrens Centre East
Stationers' Crown Woods Academy	GLL -Childrens Centre South
UTC	GLL Libraries
Woolwich Polytechnic School	GLL Play Centre
	Glyndon Community Centre
	Greenwich CDA
	Greenwich Leisure Limited
	Greenwich Mencap
	Greenwich Mind
	Heritage Trust
	Homestart
	KCA
	Kent Community Housing Trust
	Oxleas NHS Foundation Trust
	Quaggy Development Trust
	Sanctuary Care Ltd
	Simba Housing Association
	St. Marys Community Complex
	West Greenwich House Community Centre.
	Widehorizons

The table below show the total contributions made for the financial year.

Type	Administering	Admitted	Scheduled	Total
	£000	£000	£000	£000
Employers	27,524	2,053	2,972	32,549
Employees	10,122	999	1,139	12,259
Total	37,646	3,052	4,111	44,808

Statute specifies that contributions must be paid into the fund by the 19th day of the following month to that which they relate. The Pensions Regulations allows for interest to be levied on contributions that are not paid on time. This power was not exercised during 2015/16.

INVESTMENT POLICY AND PERFORMANCE

Investment Policy

The Royal Borough of Greenwich is the statutory body responsible for administering the fund. It has delegated responsibility for the management of the fund, including its investments, to The Panel. During 2015/16 the Panel comprised four Councillors from the Royal Borough of Greenwich (including 1 vacancy) who have full voting rights. Trade Union representatives, staff from the Finance Directorate and professional advisors also attend Panel meetings but do not have voting rights.

The main objective of the Fund is to ensure that there are enough assets in the Fund to cover liabilities of promised retirement benefits; and to do this within acceptable risk parameters.

The Royal Borough of Greenwich Pension Fund is committed to managing investments efficiently and effectively. This means:

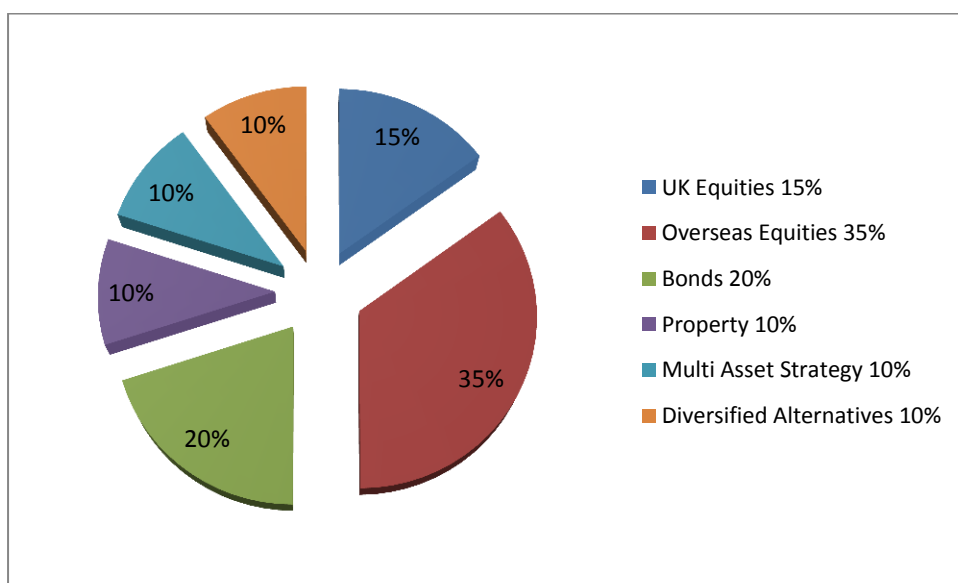
- Performance managing investment managers to drive the delivery of returns they agreed to make
- Negotiating fair fees with managers to ensure we are not paying excessive transaction costs
- Reviewing our investment structure and objectives in the light of economic changes using the asset liability study tools.
- Choosing investments wisely and mitigating poor performing activities in real time.
- Training our panel members and officers to ensure effective due diligence and focused and sound stewardship.
- Exploring opportunities for new ways of administering the Fund that deliver lower costs and improve returns.

The Fund's Statement of Investment Principles specifies that the Fund may invest in quoted and unquoted securities of UK and overseas markets, including equities, fixed interest and index linked bonds, cash, property and alternative products (e.g. private equity), either directly or through pooled funds.

The Fund may also make use of derivative type investments either directly or in pooled funds investing in these products, for the purpose of efficient portfolio management or to hedge specific risks.

To support the Fund's objective of having enough assets to cover its liabilities and achieving this within acceptable risk parameters the Panel, in conjunction with the Fund's investment advisor, has set the following benchmark asset allocation:

Benchmark Asset Allocation



The Panel formally agreed the Pension Fund's new asset allocation at its meeting on 16 March 2015.

The Fund is currently progressing through procurement processes for:

- Diversified alternatives
- Passive equity, which includes UK equity, Smart beta and global passive equity
- Emerging markets active equity
- Multi-Asset

The diversified alternatives and passive equity mandates were conducted through an open Official Journal of the European Union (OJEU) process. The Panel was asked to select managers at their meeting on the 1 February 2016 for both the diversified alternatives and passive equity mandate.

Partners Group and Blackrock were selected to manage the respective mandates, with both managers currently involved in the final round of contract negotiations with the fund.

Diversifying investments reduces the risk of a sharp fall in one particular market having a substantial impact on the whole fund. Fund managers are set risk parameters to provide them with some flexibility in achieving the asset allocation to allow them to make the most of market conditions. They must seek approval for any positions that go beyond the agreed risk parameters set for their strategies. The following tables compare the actual asset allocation as at 31 March 2016 to the benchmark and the change from the previous financial year.

Actual Asset Allocation

Asset Class Breakdown	Value		Weight		Target Allocation	
	31 March 2015	31 March 2016	31 March 2015	31 March 2016	Current	Previous
	£m	£m	%	%	%	%
UK equities	354	341	33.5	32.4	15	32.5
Overseas equities	358	350	33.9	33.3	35	32.5
Bonds	198	197	18.7	18.7	20	20
Property	108	125	10.2	11.9	10	10
Private Equity & Cash	39	39	3.7	3.7	-	5
Multi Asset Strategy	-	-	-	-	10	-
Diversified Alternatives	-	-	-	-	10	-
Total Scheme	1,057	1,052	100.0	100.0	100	100

Over the year, the scheme assets decreased by £5m. Equities had a negative impact on the fund whilst property increased throughout the year.

Investments have been managed during the year by the following investment managers:

Passive Equity:	Blackrock State Street Global Markets
UK Aggregate Bonds:	Fidelity
Multi Asset Credit Bonds:	Fidelity
Property:	CBRE
Private Equity:	LGT Capital Partners Wilshire

Breakdown of Scheme Assets by Manager as at 31 March 2016

The following table shows the changes in manager values of the year, and their respective benchmarks.

Fund Values	2014/15 Market Value (£m)	Weight (%)	2015/16 Market Value (£m)	Weight (%)	Benchmark
Bernstein- Active Global Equities	0.3	0.0	0.3	0.0	MSCI AC World Equity Index
Blackrock- Passive Global Equities	476.1	45.1	458.5	43.6	Composite Benchmark
Fidelity	197.6	18.7	99.8	9.5	50% iboxx sterling Gilt Index + 50% iBboxx sterling non-Gilt Index
Fidelity GMAC	0.0	0.0	97.0	9.2	Absolute Return of 3% p.a.
CBRE- Property	103.8	9.8	119.2	11.3	IPD UK Quarterly Property Fund Index
LGT Capital Partners	9.6	0.9	8.3	0.8	MSCI World
Royal Borough Of Greenwich	14.2	1.4	18.4	1.8	-
State Street Global Markets	242.3	22.9	239.4	22.	MSCI AC World Equity Index
Wilshire	12.7	1.2	10.5	1.0	MSCI World
London CIV	0.0	0.0	0.2	0.0	
Total	1,056.6	100.0	1,051.6	100.0	Composite Benchmark

A review of the performance of each of the managers is provided later in this report.

Portfolio changes

On 21 April 2015, a new fund opened within the portfolio. This is managed by Fidelity and is a Multi Asset Credit Bond fund. Multi-asset credit is a potential alternative to traditional mandates as they allow access to a wider range of credit assets and look to deliver absolute returns. Typically these markets are higher yielding and have lower durations so are better placed to protect against capital losses if interest rates rebound.

Manager Performance

The following table shows the one and three year performance of the Fund's managers.

Performance to 31 March 2016	1 year (%)			3 years (% p.a.)		
	Fund	Benchmark	+/-	Fund	Benchmark	+/-
Total Scheme	-0.5	0.2	-0.3	6.4	6.7	-0.3
State Street – Passive Global Equities	-1.1	-0.9	-0.2	7.2	6.5	0.7
Blackrock – Passive Global Equities	-3.7	-3.6	-0.1	4.1	4.3	-0.2
Fidelity – Bonds	1.5	1.8	-0.3	5.3	4.9	0.4
Fidelity - Multi Asset Credit	2.3	0.8	1.5	N/A	N/A	N/A
CBRE – Property	12.7	11	1.7	13.7	13.4	0.3

Source: Hymans Robertson

The main difference between the Fund's overall underperformance against its benchmark was due to an overweight position in UK equities.

Blackrock

The portfolio managed by Blackrock on a passive basis continues to perform broadly in line with its benchmark over the one and three year periods to 31 March 2016 and in line with expectations.

Fidelity - Bonds

The Aggregate Bond Fund underperformed its benchmark by 0.3 over the year however over longer periods this fund continues to outperform the benchmark. An expectation of a US interest rate rise was a source of great uncertainty over the year leading to volatility in the markets.

Quarter 4 of 2015 was dominated by central banks' actions with the European Central Bank (ECB) and the US Federal Reserve (Fed) moving in opposite directions: the ECB lowered interest rates further into negative territory and provided more stimulus, whereas the Fed raised rates for the first time in nearly a decade. Against this backdrop, credit spreads tightened across all major currencies and the fund's relative short positions in sterling added to returns. The fund's credit strategy was the primary driver in performance due to an overweight allocation to the financial, telecommunication and technology sectors which enhanced returns.

Fidelity – Global Multi Asset Credit Bonds (GMAC)

As at 31 March 2016 this fund had not been operational for more than 12 months. As such, there is no benchmark for comparison for that period. The GMAC delivered an absolute

return of 2.3% (gross) over January-March (Quarter 1), underperforming against the target performance return of 3.0% p.a.

After the volatility of 2015 continued into the start of the New Year, investors saw a gradual recovery towards the end of the first quarter as market yields retreated and equity markets rebounded while investor confidence improved.

The fund's key contributor to performance was the allocation to global investment grade corporate bonds, which makes up just under a third of the fund and delivered 1.3% over Quarter 1 of 2016.

Against a backdrop of falling oil prices and concerns over deteriorating credit fundamentals, the fund's allocation to US Leveraged Loans and Global High Yield detracted from performance.

Fidelity remain cautious and have positioned the fund defensively by reducing exposure to US Leveraged Loans, increasing exposure to investment grade corporates and adding defensive option strategies

CBRE

Over the year, the fund provided an absolute return of 12.7%, outperforming the benchmark by 1.5%, as well as outperforming the benchmark over longer periods. However, the recent increase in Stamp Duty Land Tax has resulted in a mark down of valuations held in the fund by around 1%.

The portfolio currently has 27 holdings, of which 8 funds are winding down. The portfolio remains overweight in the alternative commercial sector and prime shopping centres and is now broadly in line with target allocations to high street retail and industrial sectors.

The trend of offices and industrial properties delivering outperformance relative to retail property continued into 2016. Although yield impact has been on a downward trend over the past 18 months, rents have broadly continued to grow. However, this now appears to have hit a turning point and return expectations are more muted for UK commercial property.

Private equity

The Scheme invests in two private equity portfolios:

- **LGT Capital Partners** – the Scheme invests in the Crown European Private Equity Fund.

- **Wilshire** – the Scheme invests in three funds:
 - Fund VII US
 - Fund VII Europe
 - Fund VII Asia

As of the 31 March 2016, private equity holdings and the following capital called and uncalled figures.

Fund	Called Capital (m)	Uncalled Capital (m)
LGT Crown European Private Equity Fund- EUR	20.3	1.7
Wilshire Fund VII US- USD	16.0	0.7
Wilshire Fund VII Europe-EUR	6.4	0.3
Wilshire Fund VII Asia-USD	2.6	0.2

The net “Internal Rate of Return” and the “Total Value to Paid In” of each portfolio can be seen below.

	IRR p/a	TVPI
LGT Capital Partners	8.68	1.52
Wilshire Fund VII US	7.48	1.50
Wilshire Fund VII Europe	4.93	1.30
Wilshire Fund VII Asia	7.74	1.48

Largest holdings

The following table gives the top 10 pooled fund holdings of the fund at 31 March 2016.

Top 10 Global Holdings as at 31 March 2016	Market value (£m)	Weight (%)
1 - Blackrock Collective Investment BCIF UK Equity Tracker	147.6	14.0%
2 - Blackrock Aquila Life UK Equity	126.2	12.0%
3 - Fidelity Institutional Funds Aggregate Bd	99.8	9.5%
4 - Fidelity Global Multi Asset Credit	97.0	9.2%
5 - Institutional Cash Series Plc lcs Ins Sterl Liq Heritage D	50.2	4.8%
6 - Blackrock Aquila Life Us Equity	41.0	3.9%
7 - Blackrock Aquila Pacific Rim Equity Index Fund	26.6	2.5%
8 - Ishares MSCI Emerging Markets	22.9	2.2%
9 - Blackrock Emerging Markets Fund	20.4	1.9%
10 - Blackrock Aquila European Equity Fund	19.0	1.8%
	650.7	61.8%

The following table gives the top 10 publicly traded stocks held outside the pooled fund holdings at 31 March 2016.

Top 10 Global Holdings as at 31 March 2016	Market value (£m)	Weight (%)
1 - Apple Inc	3.87	0.4%
2 - Microsoft Corp	2.67	0.3%
3 - Exxon Mobil	2.22	0.2%
4 - General Electric Co	1.91	0.2%
5 - Johnson + Johnson	1.91	0.2%
6 - Facebook Inc	1.65	0.2%
7 - Nestle Sa Reg	1.59	0.2%
8 - At+T Inc	1.54	0.2%
9 - Amazon.Com	1.52	0.1%
10 - Alphabet Inc	1.50	0.1%
List total	20.4	2.1%

An asset liability study is utilised by the fund as a modelling tool for assessing funding and investment strategies in order to generate the optimal investment strategy. The asset liability modelling output provides the framework for making decisions around long term strategic benchmarks appropriate to the Fund's liabilities; developing a funding strategy and identifying triggers for dynamic changes to the investment strategy.

Further details about the investment strategy can be found in the Statement of Investment Principles in Appendix C.

Responsible Investment Policy

The Fund expects its investment managers to engage with the companies within their portfolio on social, environmental and ethical issues. The Fund's policy on Socially Responsible Investment can be found in the Statement of Investment Principles.

In 2013 the Fund became a member of the Local Authority Pension Fund Forum. This is a voluntary association of local authority pension funds which seeks to optimise local authority pension funds influence as shareholders, to promote Corporate Social Responsibility and high standards of corporate governance.

The Pension Fund issues a statement of compliance with the UK Stewardship Code for Institutional Investors which is reviewed on an annual basis. The Stewardship Code sets out seven principles of good practice on engagement with investee companies. The compliance statement is set out in Appendix D. The Fund's equity, bond and property managers have also issued statements of compliance with the Stewardship Code.

The Fund has delegated the exercise of voting rights to its investment managers. The Fund has set out Voting Intention Guidelines which it expects the manager to follow. These guidelines are set out in annexe IV of the Statement of Investment Principles (Appendix C).

Economic review

Global Economy

- Japan followed Europe by cutting interest rates below zero whereas The US raised interest rates for the first time in nearly 10 years from 0% to 0.50%.
- The Eurozone economy grew faster than expected in the first three months of 2016 (0.6%), but inflation fell back into negative territory.
- Brent crude fell to a 12-year low of \$28 per barrel before rebounding to just under \$40 on the 31st March.
- Slowdown in the Chinese economy continued with GDP growth falling below 7% for the first time since 2009.

UK Economy

- UK inflation (CPI) fell to -0.1% in April, but recovered to 0.1% in May. This was the first time Britain has fallen into deflation since official records began in 1996. The fall in food prices and cheaper diesel and petrol costs attributed to this negative figure.
- The UK's current account deficit reached a post-war high, widening to 7% of GDP in Q4 2015.
- Short term interest rates remained the same throughout the year at 0.25%.
- The Bank of England indicated that UK interest rates were unlikely to rise until late 2016.
- Unemployment continued to fall throughout the year ending on 5%.
- The UK Economy grew by 2.1% on an annual basis, with the biggest part of the economy, the Service Sector, being the underpinning factor behind this growth.

SCHEME ADMINISTRATION REPORT

Staff and Duties

The pension service comprises 9.5 full time equivalent staff covering both the employing and administration duties. The services provided by the pension section consist of:

- Administration of the Local Government Pension Scheme (LGPS) in accordance with relevant legislation
- Maintaining accurate records for each member of the pension scheme (including the employing authority and every admitted body that contributes to the Royal Borough of Greenwich Pension Fund)
- Aiming to achieve a high standard with regards to service delivery and customer service
- Providing information to scheme members and other bodies associated with the LGPS
- Providing guidance to the Pension Fund Investment and Administration Panel on pension legislation and the options that are available
- Improving standards and efficiency and to keep costs under scrutiny
- Developing plans to increase IT efficiency and give members more options with regards to accessing details of their pension benefits and information
- Training and developing staff in respect of any changes to legislation and to meet the service requirements.

Year in Review

The Public Sector Pension Schemes have seen significant changes which has meant the staff in the service need to interpret, understand and implement the new Legislation. The Administering Authority has undertaken a large workforce reform which has resulted in the pension's team undertaking hundreds of additional redundancy estimates as all the staff affected are over 55. The voluntary redundancy cohort had over 175 staff, most of which left the employment of the Royal Borough of Greenwich on 31 March 2016. This has taken careful and meticulous planning to make sure that everyone receives information in the same time frame and that we paid all of the new retirees their redundancy and pension benefits accurately and on time, many of the staff had a drop in salary at some point and the team has had to calculate final pay for the past 13 years for over 80 of the staff leaving. The team worked tirelessly to achieve payments to the cohort of their redundancy payment, pension lump sum and pension payments before the end of April.

Staff have undertaken presentations to the VR cohort and the majority of the staff leaving have had individual interviews with the senior members of the team, this has meant the

time and dedication for the senior staff to incorporate these meetings into their daily workload.

The number of new members is still on the increase, currently membership is over 8,800 in comparison to 18 months ago where there were 7,600 active members a 16% increase and we now have members who are moving to the 50:50 scheme rather than opting out altogether.

Additionally, this year has seen one new employer join the Royal Borough of Greenwich pension fund.

Across the Fund, the number of early estimates that have been undertaken this year is 971 in comparison to 597 last year, most of these are due to the workplace reform, 407 of these estimates had to be turned around in less than 1 month. The team has worked very hard to achieve these tight deadlines and allowed re-organisations to continue at a time of uncertainty.

In respect of Administering Authority work carried out, the pension team has completed 7,716 cases, this gives an average of over 800 cases per full time equivalent member of the team in the past 12 months. Over the course of the year the team has received 5 disputes, all of which have been in relation to the incorrect deduction of pension contributions by an employer which the pension team have had to correct and repay.

With a decrease in the Annual Allowance and changes to the transfer legislation more people have exceeded the personal tax limits put in place and therefore the pension team have had to provide more details and guidance to give help to members regarding the options available to them.

Requests for information and presentation covering lifetime allowance, annual allowance and general information on the pension scheme have been received and subsequently delivered.

Member Self Service has enabled members to access their pension records. All members of the entire pension fund have access to self-service in regards to their pension. Pensioners can now access their payslips and P60's plus see their personal details, whilst active and deferred members can view the current value of their benefits and undertake estimates.

The deadline for the delivery of benefits statements during the year was 31 August 2015. Benefit statements were sent to deferred members by 31 July 2015. Due to changes in regulations and benefit statements for active members, benefit statements for these members were sent out by 30 November 2015, 4 months earlier than the previous year.

Looking Ahead

Looking forward to 2016/17, the pension's team is forecast to have the busiest year so far.

April sees the first triennial re-enrolment under the Governments auto enrolment (AE) regulations. There were another 400 people that were enrolled into the pension scheme. Letters were sent to every employee in the Royal Borough of Greenwich advising them of the Regulations; the pensions team have to comply with the statutory notifications that must be sent within 2 months of these staff being auto enrolled, meaning strict deadlines for providing information to the new members.

The pension scheme changed in April to become a 'contracted in' scheme and the benefits of lower National Insurance for both employers and employee ceased. As such the pensions team need to be ready for an influx of opt out requests potentially in addition to any opt outs from the AE process. Additionally, the result of the single tier state pension is that HMRC are ceasing to provide Guaranteed Minimum Pension's as such a full reconciliation is also having to be undertaken by the pension team to ensure that the liabilities of the pension scheme and its members are correct.

The rules surrounding the annual allowance are changing again and higher earners are likely to exceed the tax limits put in place and therefore pensions will again need to provide more details and guidance to give help to members regarding the options available to them.

As a result of government policy, the number of schools converting to academies is increasing. The pensions team is aware of 5 potential new Academies from August onwards, requiring increased synchronisation between payroll and the financial systems team regarding the build and implementation of the new employers if the schools remain on the Royal Borough of Greenwich payroll system. The pension service has to advise and guide the new employer as to what the requirements for that employer are. It also has to ensure that the service is kept up to date with starters, changes and leavers, as well as the schedules and remittances of the monthly contribution deductions.

Additionally, 2016 is the year when the Local Government Pension Scheme triennial valuation in England occurs and as such all scheme member data has to be provided to the Actuary as accurately as possible, therefore it is essential that all the information on contributions and pay has been received from all the employers in the fund and that the records are as up to date and accurate as possible. The valuation is a large piece of work which needs to be achieved by the end of July and incorporates the end of year processing as well, this is always a difficult target to achieve even without the other pressures of Auto Enrolment, 175 plus redundancies. The pensions team will have to work extremely hard to achieve everything required of them.

ACTUARIAL REPORT ON FUNDS

Below is a statement from the Fund's actuary summarising the 2013 valuation. The full 2013 [Actuarial Valuation](#) report can be found on our website.

Introduction

The last full triennial valuation of the Royal Borough of Greenwich Pension Fund ("the Fund") was carried out as at 31 March 2013 in accordance with the Funding Strategy Statement of the Fund. The results were published in the triennial valuation report dated March 2014.

This statement gives a broad update on the funding position as at 31 March 2016.

2013 valuation results

The results for the Fund at 31 March 2013 were as follows

- The Fund as a whole had a funding level of 86% i.e. the assets were 86% of the value that they would have needed to be to pay for the benefits accrued to that date, based on the assumptions used. This corresponded to a deficit of £141m.
- To cover the cost of new benefits and to also pay off the deficit over a period of 23 years, a total contribution rate of 18.5% of pensionable salaries would be needed.
- The contribution rate for each employer was set based on the annual cost of new benefits being earned plus any adjustment required to pay for their individual deficit.

Assumptions

The assumptions used at the whole Fund level to value the benefits at 31 March 2013 are summarised below:

Assumption	31 March 2013
Discount rate	6.0% p.a.
Pension increases	2.7% p.a.
Salary increases	2.0% until 31 March 2016, 2.5% for the year to 31 March 2017, and 4.2% p.a. thereafter
Mortality	90% of the SIPA tables for males and 105% of the SIPA tables for females with projected improvements in line with the 2012 CMI model allowing for a long term rate of improvement of 1.5% p.a.
Retirement	Each member retires at a single age, weighted based on when each part of their pension is payable unreduced
Commutation	Members will convert 50% of the maximum possible amount of pension into cash

The 2016 triennial valuation is currently underway and the assumptions to be adopted as at 31 March 2016 will be decided upon as part of the valuation process. New contribution rates will come into effect on 1 April 2017.

Graeme Muir FFA

Partner, Barnett Waddingham LLP

GOVERNANCE

Delegated Powers and Responsibilities

The Royal Borough of Greenwich is the Administering Authority for the Pension Fund. Council has delegated to the Pension Fund Investment and Administration Panel various powers and duties in respect of its administration of the fund. The Panel is the formal decision making body of the Fund. It convenes a minimum of four times a year and in 2015/16 comprised of four Councillors (although one vacant position) with full voting rights. Representatives from admitted bodies and the trades unions are able to participate as members of the Panel but do not have voting rights. The general terms of reference of the Pension Fund Investment and Administration Panel are:

- To exercise all relevant functions conferred by regulations made under the Public Service Pensions Act 2013
- To consider and decide all matters regarding the management of the pension fund's investments and to determine the delegation of powers of management of the fund and to set boundaries for the managers' discretion.
- To decide all matters relating to policy and target setting for and monitoring the investment performance of the pension fund
- At least once every three months, to review the investments made by the investment managers and consider the desirability of continuing or terminating the appointment of the investment managers.
- To consider and make recommendations on policy and staff related issues which have an impact on the pension fund directly or indirectly through changes in employer pension contribution rates and through Fund employers' early retirement policies.
- To consider triennial valuation reports prepared by the Fund's actuaries, with recommended employer contributions.
- To receive monitoring reports from the Director of Finance on all matters relevant to the Pension Fund and the Administering Authority's statutory requirements.
- To receive reports as appropriate from the Pension Board

Day to day running of the Fund in respect of administering the membership through collecting contributions, paying benefits / pensions and maintaining all necessary records, is undertaken by the Director of Finance.

Further details on the delegation of functions are in the Fund's Governance Compliance Statement (Appendix E).

Panel Attendance in Municipal Year 2015/16

The table below shows the meeting attendance of Panel members over the course of the year.

Councillor	2015				2016		
	22-Jun	27-Jul	21-Sep	21-Dec	01-Feb	15-Feb	21-Mar
Don Austen (Chair)	✓	✓	✓	✓	✓	✓	✓
Olu Babatola	✓	✓	x	✓	✓	✓	x
Mick Hayes	✓	✓	✓	✓	✓	✓	✓
Vacancy							

Member Training

The first Myner's Principle (see Statement of Investment Principles Appendix C) states:

“Administering authorities should ensure that:

- Decisions are taken by persons or organisations with the skills, knowledge, advice and resources necessary to make them effective and monitor their implementation
- Those persons or organisations have sufficient expertise to be able to evaluate and challenge the advice they receive, and manage conflicts of interest.”

The Fund has a Knowledge and Understanding Policy and Framework (Appendix F) which states that:

“The Royal Borough of Greenwich recognises that effective financial administration and decision-making can only be achieved where those involved have the requisite knowledge and skills.”

In light of the above, a programme of training sessions took place in 2015/16. This was attended by Panel Members and Officers. The training was run jointly by internal officers and the fund's investment adviser, drawing on additional external expertise as appropriate. It covered such areas as legislation and governance, investment performance and risk management and actuarial methods and practices. Further training will take place in 2016/17.

The Royal Borough of Greenwich Pension Board

The Royal Borough of Greenwich Pension Board met on three occasions during 2015/16. The purpose of the Board is to assist the administering authority of the Fund (the Royal Borough of Greenwich) in its role as scheme manager. The Board enhances scrutiny and governance within the Fund, helping to ensure that it complies with legislation and the law relating to pensions.

Policy and Process of Managing Conflicts of Interest

Committee members and officers directly involved with the administration of the Fund are required to declare any conflicts of interests at the commencement of all meetings. Where a conflict is considered material, the member or officer may be asked to either refrain from participating or exclude themselves from the meeting for the discussion and consideration of the agenda item.

Publication of Information

The dates of the Pension Fund Investment and Administration Panel meetings, along with meeting agendas, reports and minutes are available on the [Royal Borough of Greenwich website](#).

Also available on the website are all [reports and statements](#) relating to the Pension Fund.

FUND ACCOUNT NET ASSETS STATEMENT AND NOTES

The Funds Accounts were prepared in accordance with the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

The following are derived from the audited financial statements of the Royal Borough of Greenwich Pension Fund for the year ended 31 March 2016. The complete 2015/16 pension fund financial statements can be found in Appendix G.

Fund Account as at 31 March 2016

2014/15 £000	Fund Account	Notes	2015/16 £000
	<u>Dealings with Members, Employers and Others directly involved in the Scheme</u>		
	Contributions Receivable:	6	
(32,149)	Employer Contributions		(32,549)
(11,830)	Member Contributions		(12,259)
(3,034)	Transfers in from Other Pension Funds	7	(2,696)
	Benefits:	8	
35,929	Pensions		37,250
8,120	Lump Sum & Death Benefits		8,688
1,629	Payments to and on account of Leavers	9	3,267
(1,335)	Subtotal: Net (additions) / withdrawals from Dealings with Members		1,701
2,319	Management Expenses	10	2,698
	<u>Returns on Investment</u>		
(10,307)	Investment Income	11	(10,980)
(111,258)	Profit and Losses on disposal of Investments and Changes in Value of Investments	13	11,500
315	Taxes on Income	12	154
(121,250)	Net Returns on Investment		674
(120,266)	Net (increase) / decrease in the Net Assets available for Benefits during the year		5,073

Net Asset Statement as at 31 March 2016

Net Asset Statement

31 March 2015 £000	Net Asset Statement	Notes	31 March 2016 £000
	<u>Investment assets</u>		
210,587	Equities	14	209,154
	Pooled Investment Vehicles:	14	
197,649	Fixed Interest		196,865
106,394	Property Unit Trusts		123,187
240,388	Unitised Insurance Policies		232,161
261,221	Other Unit Trusts		249,444
1,850	Property – Freehold	3&14	1,850
22,341	Private Equity	14&22	18,808
1,237	Cash Deposits	19	1,883
4,035	Cash Equivalents	15	2,476
1,217	Other Investment Balances	18	1,118
	<u>Investment Liabilities</u>		
(891)	Other Investment Balances	18	(523)
1,046,028	Net Investment Assets / (Liabilities)		1,036,423
	<u>Current Assets</u>		
368	Contributions Due	18	340
420	Other Current Assets	18	60
10,585	Cash Balances	19	15,670
	<u>Current Liabilities</u>		
(137)	Unpaid Benefits	18	(235)
(562)	Other Current Liabilities	18	(629)
10,674	Net Current Assets / (Liabilities)		15,206
1,056,702	Net Assets of the Scheme available to fund Benefits at the Period End		1,051,629

The financial statements of the Fund do not take account of liabilities to pay pensions and other benefits after 31 March 2016. The triennial actuarial valuation of the Fund does take into account the long term liabilities of the fund. The full valuation report can be viewed on our website

OTHER STATEMENTS AND PUBLICATIONS

Funding Strategy Statement

The Funding Strategy Statement (FSS) details the Fund's approach to meeting its defined benefit obligation. It is reviewed in detail at least every three years in line with the triennial valuation. The last review was undertaken in March 2013, and has been included as Appendix H to this report.

The FSS has been developed along with the Fund's investment consultant Hymans Robertson, whilst utilising the data from the triennial valuation.

The FSS links to the statement of investment principles, as it forms the basis for our investment strategy. It is important to develop a Funding Strategy Statement as the Fund must take a prudent, long term view of how it will meet its defined benefit obligation, whilst maintaining stable contribution rates for employers.

Statement of Investment Principles

Regulations require that the Fund prepares, maintains and publishes a statement of the principles governing investment decisions. Authorities are also required to assess their compliance against the six principles established by the government. Appendix C sets out the Statement of Investment Principles and how the fund adheres to these.

Communications Policy Statement

The Local Government Pension Scheme (Administration) Regulations 2013 require all administering authorities to produce a Communications Policy Statement. This statement sets out the Fund's policies for communicating with members, members' representatives, prospective members and employing authorities. It also aims to promote the scheme to all interested parties.

The Communications Policy Statement is reviewed at least annually. The latest statement can be found in Appendix I.

Knowledge and Understanding Policy and Framework

In 2011 CIPFA issued a Code of Practice on Public Sector Pensions - Finance Knowledge and Skills to complement the knowledge and skills requirement within the Myners Principles. This Statement has been published to demonstrate that the Fund has adopted the code of practice. The Current version can be found in Appendix F.

Statement of Compliance with UK Stewardship Code

The Financial Reporting Council (FRC) published the UK Stewardship code, setting out seven principles of good practice on engagement with investee companies, to which the FRC believes institutional investors should aspire. The aims of the code align closely with the fifth Myners principle. The Fund's compliance with the Myners principles is detailed in the Fund's Statement of Investment Principles and this statement contributes to that compliance. The compliance statement is set out in Appendix D.

COMMUNICATIONS

Registered Address

Director of Finance
Royal Borough of Greenwich
The Woolwich Centre
35 Wellington Street
Woolwich
London
SE18 6HQ

Administration Enquiries

Email: pensions@royalgreenwich.gov.uk
Website: [Pension Fund Administration](#)
Tel: 020 8921 4933

Investment Enquiries

Email: treasury@royalgreenwich.gov.uk
Website: [Pension Fund Investments](#)
Tel: 020 8921 6181

Complaints and Advice

The Pensions Advisory Service
11 Belgrave Road
London
SW1V 1RB
Tel: 0300 123 1047
Website: www.pensionsadvisoryservice.org.uk

The Office of the Pensions Ombudsman

11 Belgrave Road
London
SW1V 1RB
Tel: 020 7630 2200
Website: www.pensions-ombudsman.org.uk

GLOSSARY

Active

A style of investment management where the Fund Manager is seeking to 'add value' by actively buying / selling stocks / bonds.

Active Equities / Active Manager

A style of investment management where the Fund Manager is seeking to 'add value' by outperforming a benchmark index

Active Members

Fund members employed by one of the employers in the fund who are currently paying contributions into the fund.

Actuarial Assumptions / Basis

The combined set of assumptions made by the actuary, regarding the future, to calculate the value of liabilities. The main assumptions will relate to the discount rate, salary growth, pension increases and longevity. More prudent assumptions will give a higher liability value, whereas more optimistic assumptions will give a lower value.

Administering Authority

The council with statutory responsibility for running the Fund, in effect the Fund's "trustees".

Admission Bodies

Employers which voluntarily participate in the Fund, so that their employees and ex-employees are members. There will be an Admission Agreement setting out the employer's obligations.

Arbitrage

Buying and selling the same stock either in different markets or very frequently to generate a profit through short term market inefficiencies.

Asset Allocation

An investor has to decide which type of asset to buy – ordinary shares, bonds, domestic or foreign, property – or indeed simply to hold cash. Deciding what sort of mix of assets to have is termed asset allocation.

Asset Liability Modelling

Of increasing importance in pension fund management, particularly at the larger end of the market, the structure of the fund is analysed (usually by Consulting Actuaries) to assess how the fund's assets should be invested in order to best meet the fund's liabilities, age profile of the members etc.

AVCs (Additional Voluntary Contributions)

Additional Voluntary Contributions are contributions made by a member of an Occupational Pension Scheme, to that Scheme, over and above the normal contribution level to purchase additional retirement benefits.

Balanced

Where the asset allocation of a fund is spread (balanced) across a range of asset types.

Balanced Fund Management

Balanced Fund Management is the term used for the traditional approach to investment – that is, taking all the assets in a portfolio and, by balancing the various economic and stock exchange arguments against the investor's needs, coming to an appropriate balanced list of shares and securities. A different approach, which has evolved in recent years, is to divide a portfolio into sections each of which is managed with a specific aim. This is particularly relevant to large pension fund portfolios, where sections may be allocated to fund managers with different styles – for example, one who is asked to maintain an index matched core, one to take risks in international equities, one who is very good at market timing, and so on. By dividing the portfolio in this way, aims can be much more specifically identified and maintained.

Benchmark

Portfolio performance must be measured against some standard. This standard is called the benchmark. The most usual one for a portfolio of UK shares is the FTSE All-Share Index because it includes such a large percentage of all quoted shares. Funds which may be called upon very suddenly in the near future may have to be kept very largely in cash or short

term gilt edged stocks and a benchmark such as the money market interest rate would be appropriate, in this instance.

Bottom-Up

Bottom-up investing is an investment approach that focuses on the analysis of individual stocks and deemphasizes the significance of economic cycles and market cycles. In bottom-up investing, the investor focuses his attention on a specific company, rather than on the industry in which that company operates or on the economy as a whole

Capital Called

Is the proportion of the overall capital that has been agreed to be paid to the private equity manager that has been collected?

Common Contribution Rate

The Fund-wide future service rate plus past service adjustment. It should be noted that this will differ from the actual contributions payable by individual employers.

Corporate Governance

The term used, following recent Government sponsored reports, to describe the policies and procedures that the company's directors employ in their conduct of the company's affairs, and their relationships with shareholders to whom they are responsible as managers of the shareholders' interests in the company, and of its assets.

Covenant

The assessed financial strength of the employer. A strong covenant indicates a greater ability (and willingness) to pay for pension obligations in the long run. A weaker covenant means that it appears that the employer may have difficulties meeting its pension obligations in full over the longer term.

Custodian

The custodian keeps a record of clients' investments and may also collect income, process tax reclaims and provide other services.

Deferred Members

Members who have left employment, or have ceased to be an active member of the scheme whilst remaining in employment, but retain an entitlement to a pension from the scheme.

Deficit

The shortfall between the assets value and the liabilities value. This relates to assets and liabilities built up to date, and ignores the future build-up of pension (which in effect is assumed to be met by future contributions).

Deficit Repair / Recovery Period

The target length of time over which the current deficit is intended to be paid off. A shorter period will give rise to a higher annual past service adjustment (deficit repair contribution), and vice versa.

Derivatives

A derivative is a contract between two or more parties whose value is based on an agreed-upon underlying financial asset, index or security. Common underlying instruments include: bonds, commodities, currencies, interest rates, market indexes and stocks.

Designating Employer

Employers such as town and parish councils that are able to participate in the LGPS via resolution. These employers can designate which of their employees are eligible to join the Fund.

Discount Rate

The annual rate at which future assumed cashflows (in and out of the Fund) are discounted to the present day. This is necessary to provide a liabilities value which is consistent with the present day value of the assets, to calculate the deficit. A lower discount rate gives a higher liabilities value, and vice versa. It is similarly used in the calculation of the future service rate and the common contribution rate.

Dividends

A dividend is a distribution of a portion of a company's earnings, decided by the board of directors, to a class of its shareholders. Dividends can be issued as cash payments, as shares of stock, or other property.

Emerging Markets

An emerging market economy is a nation's economy that is progressing toward becoming advanced. Emerging markets generally do not have the level of [market efficiency](#) and strict standards in accounting and securities regulation to be on par with [advanced economies](#) (such as the United States and Europe) but emerging markets will typically have a physical financial [infrastructure](#) including banks, a stock exchange and a unified currency.

Employer

An individual participating body in the Fund, which employs (or used to employ) members of the Fund. Normally the assets and liabilities values for each employer are individually tracked, together with its future service rate at each valuation.

Employee Contribution Rate

The percentage of the pensionable pay of employees the fund pay as a contribution into the Pension Fund

Employer Contribution Rate

The percentage of the salary of employees that employers pay as a contribution into the Pension Fund.

ESG

Bottom-up investing is an investment approach that focuses on the analysis of individual stocks and deemphasizes the significance of economic cycles and market cycles. In bottom-up investing, the investor focuses his attention on a specific company, rather than on the industry in which that company operates or on the economy as a whole

Frontier Market

Less advanced [markets](#) from the developing world. Frontier markets are countries with investable [stock markets](#) that are less established than those in the emerging markets.

Funding Level

The ratio of assets value to liabilities value.

Fund Manager

A professional manager of investments in a Pension Fund, Insurance Company, Unit Trust etc.

Future

Futures are financial contracts obligating the buyer to purchase an asset (or the seller to sell an asset), such as a physical commodity or a financial instrument, at a predetermined future date and price.

Future Service Rate

The actuarially calculated cost of each year's build-up of pension by the current active members, excluding members' contributions but including Fund administrative expenses. This is calculated using a chosen set of actuarial assumptions.

Gilt

A UK Government bond, ie a promise by the Government to pay interest and capital as per the terms of that particular gilt, in return for an initial payment of capital by the purchaser. Gilts can be "fixed interest", where the interest payments are level throughout the gilt's term, or "index-linked" where the interest payments vary each year in line with a specified index (usually RPI). Gilts can be bought as assets by the Fund, but their main use in funding is as an objective measure of solvency.

Guarantee / Guarantor

A formal promise by a third party (the guarantor) that it will meet any pension obligations not met by a specified employer. The presence of a guarantor will mean, for instance, that the Fund can consider the employer's covenant to be as strong as its guarantor's.

Initial Public Offering (IPO)

An initial public offering (IPO) is the first sale of stock by a [private company](#) to the public

Index Tracking Funds (see also Passive)

Funds that are constructed to match closely the performance of a market index (e.g. FTSE All-Share Index and the FTSE World Index). This can either be achieved by full replication (buying every single index constituent) or sampling (buying a representative cross-section).

Internal Rate of Return (IRR)

This is the interest rate at which the net present value of all the cash flows (both positive and negative) from a project or investment equal zero. Internal rate of return is used to evaluate the attractiveness of a project or investment.

Letting Employer

An employer which outsources or transfers a part of its services and workforce to another employer (usually a contractor). The contractor will pay towards the LGPS benefits accrued by the transferring members, but ultimately the obligation to pay for these benefits will revert to the letting employer. A letting employer will usually be a local authority, but can sometimes be another type of employer such as an Academy.

Liabilities

The actuarially calculated present value of all pension entitlements of all members of the Fund, built up to date. This is compared with the present market value of Fund assets to derive the deficit. It is calculated on a chosen set of actuarial assumptions.

LIBOR

LIBOR is a benchmark rate that some of the world's leading banks charge each other for short-term loans. It stands for London Interbank Offered Rate and serves as the first step to calculating interest rates on various loans throughout the world

LGPS

The Local Government Pension Scheme, a public sector pension arrangement put in place via Government Regulations, for workers in local government. These Regulations also dictate eligibility (particularly for Scheduled Bodies), members' contribution rates, benefit calculations and certain governance requirements. The LGPS is divided into funds which map the UK. Each LGPS Fund is autonomous to the extent not dictated by Regulations, e.g. regarding investment strategy, employer contributions and choice of advisers.

Longevity

The length or duration of human life

Maturity

A general term to describe a Fund (or an employer's position within a Fund) where the members are closer to retirement (or more of them already retired) and the investment time horizon is shorter. This has implications for investment strategy and, consequently, funding strategy.

Maturity Date

The forecast redemption date upon which the lender repays the investor.

Members

The individuals who have built up (and may still be building up) entitlement in the Fund. They are divided into actives (current employee members), deferreds (ex-employees who have not yet retired) and pensioners (ex-employees who have now retired, and dependants of deceased ex-employees).

MSCI

MSCI Inc is an investment research firm that provides indices, portfolio risk and performance analytics and governance tools to institutional investors and hedge funds

Multi-Asset

A multi-asset class is a combination of asset classes (such as cash, [equity](#) or bonds) used as an investment. A multi-asset class investment would contain more than one asset class, thus creating a group or portfolio of assets. The weights and types of classes will vary according to the individual investor.

Myners

In 2000 the UK Government commissioned a “Review of Institutional Investment in the United Kingdom”. The Review was undertaken by Paul Myners and is referred to as “Myners”. In response to the Myners’ proposals, the Government initially issued a set of ten investment principles, which has subsequently been revised to six. Each pension fund must demonstrate how it complies with “Myners”.

Option

An option is a financial derivative that represents a contract sold by one party (option writer) to another party (option holder). The contract offers the buyer the right, but not the obligation, to buy or sell a security or other financial asset at an agreed-upon price during a certain period of time or on a specific date.

Passive

A style of investment management where no active fund management is taking place – investments are made inline with an index distribution.

Past Service Adjustment

The part of the employer’s annual contribution which relates to past service deficit repair.

Pension Fund

An investment fund within a Pension Scheme which is intended to accumulate during an individual's working life from contributions and investment income, with the intention of providing an income in retirement from the purchase of an Annuity. There may be an option of an additional tax free cash lump sum being paid to the individual.

Pensioner Member

Members who are drawing benefits from the fund. They include former active members drawing their pension along with widows, widowers and other dependants of former active members.

Percentile

In making an analysis of the result of any activity, the figures may be set out as percentages, covering the range of 0 – 100%. Percentiles are split into 1% bands.

Pooling (Actuarial Valuations)

Employers may be grouped together for the purpose of calculating contribution rates, so that their combined membership and asset shares are used to calculate a single contribution rate applicable to all employers in the pool. A pool may still require each individual employer to ultimately pay for its own share of deficit, or (if formally agreed) it may allow deficits to be passed from one employer to another.

Pooling (Funds)

Pooled funds are funds from many individual investors that are aggregated for the purposes of investment, as in the case of a mutual or pension fund. Investors in pooled fund investments benefit from economies of scale, which allow for lower trading costs per dollar of investment, diversification and professional money management.

Portfolio

A portfolio is a grouping of financial assets such as stocks, bonds and cash equivalents, as well as their mutual, exchange-traded and closed-fund counterparts. Portfolios are held directly by investors and/or managed by financial professionals.

Profile

The profile of an employer's membership or liability reflects various measurements of that employer's members, i.e. current and former employees. This includes: the proportions which are active, deferred or pensioner; the average ages of each category; the varying salary or pension levels; the lengths of service of active members vs. their salary levels, etc. A membership (or liability) profile might be measured for its maturity also.

QE – Quantitative Easing

Process whereby new money is used to purchase assets from institutions, thereby freeing the institution to boost money supply to the economy

Quartile

See Percentile - if these results are then broken down into four equal sections, they are called 'quartiles'. The first quartile will contain the results of the top 25% of the list, the second quartile below that, then the third and the fourth quartile.

Rates and Adjustments Certificate

A formal document required by the LGPS Regulations, which must be updated at least every three years at the conclusion of the formal valuation. This is completed by the actuary and confirms the contributions to be paid by each employer (or pool of employers) in the Fund for the three year period until the next valuation is completed.

Risk Averse

Risk averse is a description of an investor who, when faced with two investments with a similar expected return (but different risks), will prefer the one with the lower risk.

Risk / Return

In markets which are efficient (such as the market for the larger shares on the major stock exchanges) the prices of the various shares will reflect the risks run in each case. That is, there is a trade-off between risk and return. The higher the risk, the more the return should be. Investors, when considering a particular investment, should always consider the risks involved in buying a particular security, as well as its possible returns. The risk / return trade-off should be one appropriate to the needs of that particular investor.

Scheduled Bodies

Types of employer explicitly defined in the LGPS Regulations, whose employers must be offered membership of their local LGPS Fund. These include Councils, colleges,

universities, academies, police and fire authorities etc., other than employees who have entitlement to a different public sector pension scheme (e.g. teachers, health, university lecturers and police and fire officers).

Securities

The general name for stocks, shares and bonds issued by the company to investors.

Short Selling

Short selling is the sale of a security that is not owned by the seller, or that the seller has borrowed. Short selling is motivated by the belief that a security's price will decline, enabling it to be bought back at a lower price to make a profit

SIP

Statement of Investment Principles is a document setting out the principles governing decisions about investments.

Solvency

In a funding context, this usually refers to a 100% funding level, i.e. where the assets value equals the liabilities value.

SRI

Socially responsible investing, an investment process that excludes investment in companies whose core business activities involve animal testing, pollute the environment or comprise alcohol, tobacco and weapons manufacturing or where management practices achieve profit at the expense of human rights and equality.

Stabilisation

Any method used to smooth out changes in employer contributions from one year to the next. This is very broadly required by the LGPS Regulations, but in practice is particularly employed for large stable employers in the Fund. Different methods may involve: probability-based modelling of future market movements; longer deficit recovery periods; higher discount rates; or some combination of these.

Theoretical Contribution Rate

The employer's contribution rate, including both future service rate and past service adjustment, which would be calculated on the standard actuarial basis, before any allowance for stabilisation or other agreed adjustment.

Top Down

Top-down investing is an investment approach that involves looking at the "big picture" in the economy and financial world and then breaking those components down into finer details. After looking at the big picture conditions around the world, the different industrial sectors are analysed in order to select those that are forecasted to outperform the market. From this point, the stocks of specific companies are further analysed and those that are believed to be successful are chosen as investments.

Total Value to Paid-In (TVPI) Multiple

This is also known as the investment multiple. It is calculated by dividing the fund's cumulative distributions and residual value by the paid-in capital. It gives a potential investor insight into the fund's performance by showing its total value as a multiple of its cost basis. It does not take into account the time value of money.

Uncalled Capital

Is the capital that the Scheme has agreed to invest in the Scheme, but has not been collected by the private equity manager.

Valuation

An actuarial investigation to calculate the liabilities, future service contribution rate and common contribution rate for a Fund, and usually individual employers too. This is normally carried out in full every three years, but can be approximately updated at other times. The assets value is based on market values at the valuation date, and the liabilities value and contribution rates are based on long term bond market yields at that date also.

Value Added

Value-added describes the enhancement a company gives its product or service before offering the product to customers. Value-added applies to instances where a firm takes a product that may be considered a homogeneous product, with few differences (if any) from that of a competitor, and provides potential customers with a feature or add-on that gives it a greater sense of value.

Value at Risk

Value at risk (VaR) is a statistical technique used to measure and quantify the level of financial risk within a firm or investment portfolio over a specific time frame. Value at risk is used by risk managers in order to measure and control the level of risk which the firm undertakes

Volatility

This is the tendency of a share to move up and down. A very volatile security is one that has moved up or down more sharply than is normally the case in the market concerned. Volatility is very frequently used as a measure of risk on the grounds that a share which moves more sharply than others can be regarded as more risky. A steady share has less risk.

Weight

Weight is the percentage composition of a particular holding in a portfolio. Portfolio weights can be simply calculated using different approaches: the most basic type of weight is determined by dividing the dollar value of a security by the total dollar value of the portfolio. Another approach would be to divide the number of units of a given security by the total number of shares held in the portfolio

	LGPS 2014 from 01/04/2014	LGPS 2008 as at 31/03/2014
Basis of Pension	Career Average Revalued Earnings (CARE)	Final Salary
Accrual Rate	1/49th	1/60th
Revaluation Rate	Consumer Prices Index (CPI)	Based on Final Salary
Pensionable Pay	Pay including non-contractual overtime and additional hours	Pay excluding non-contractual overtime and non-pensionable additional hours
Employee Contribution Rates	£13,501 - £21,000 - 5.8%	£0 - £13,700 - 5.5%
	£21,001 - £34,000 - 6.5%	£13,701 - £16,100 - 5.8%
	£34,001 - £43,000 - 6.8%	£16,101 - £20,800 - 5.9%
	£43,001 - £60,000 - 8.5%	£20,801 - £34,700 - 6.5%
	£60,001 - £85,000 - 9.9%	£34,701 - £46,500 - 6.8%
	£85,001 - £100,000 - 10.5%	£46,501 - £87,100 - 7.2%
	£100,001 - £150,000 - 11.4%	More than £87,100 - 7.5%
	Over £150,000 - 12.5%	
Contribution Flexibility	Yes, members can pay 50% contributions for 50% of the pension benefit	No
Normal Pension Age	Equal to the individual member's State Pension Age	65
Lump Sum Trade Off	Trade £1 of pension for £12 lump sum	Trade £1 of pension for £12 lump sum
Death in Service Lump Sum	3 x Pensionable Pay	3 x Pensionable Pay
Death in Service Survivor Benefits	1/160th accrual based on Tier 1 ill health pension enhancement	1/160th accrual based on Tier 1 ill health pension enhancement
Ill Health Provision	Tier 1 - Immediate payment with service enhanced to Normal Pension Age	Tier 1 - Immediate payment with service enhanced to Normal Pension Age (65)
	Tier 2 - Immediate payment with 25% service enhancement to Normal Pension Age	Tier 2 - Immediate payment with 25% service enhancement to Normal Pension Age (65)
	Tier 3 - Temporary payment of pension for up to 3 years	Tier 3 - Temporary payment of pension for up to 3 years
Indexation of Pension in Payment	CPI	CPI (RPI for pre-2011 increases)
Vesting Period	2 years	3 months

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Risk Category	Ref	Issue / Consequence	Initial Chance	Initial Impact	Initial* Score	Controls	Status / Comment	Current Chance	Current Impact	Current** Score	Risk level movement***	Risk Owner	Review Date
Administrative	A												
Contributions	A1	Failure to collect or inaccurate record keeping leading to potential loss of income and liquidity.	2	4	8	<p>Employers monitored against requirements of relevant legislation.</p> <p>Employers monitored against requirements of Fund KPIs.</p> <p>Overdue contributions actively chased from employers</p> <p>Persistent, significant or negligent failure reported to the Pensions Regulator</p> <p>Cashflow forecast monitored.</p>	This is undertaken monthly.	2	2	4	↔	Kelly Scotford	31/12/16
Data Protection	A2	Data is lost or misused leading to service disruption and / or breach of Data Protection legislation.	3	3	9	<p>Password / encryption.</p> <p>Files transfers.</p> <p>Back-ups.</p> <p>Training.</p>	<p>Data is backed up on a daily basis in a secure manner for 30 days.</p> <p>Files containing</p>	2	2	4	↔	Kelly Scotford	31/12/16

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						<p>member information are encrypted/password protected prior to transmission.</p> <p>Staff are trained on the data they can and cannot provide.</p> <p>Use of secure email portals.</p>						
Data Quality	A3	Poor maintenance and procedures leading to inaccurate data base with subsequent information degradation.	3	3	9	<p>Document internal procedures and processes and undertake internal training to prevent errors within pension team. Checked against human resources system iTrent and every other year traced.</p> <p>Investigate returned mail.</p> <p>Tracing agencies.</p> <p>Master list of employer contacts</p>	<p>Training notes/checklists used for most task, and checked by senior officers.</p> <p>Data cleanse undertaken as part of the Pension system upgrade.</p> <p>Tracing agency in use during 2015/16 to assist with</p>	2	2	4	↔	<p>Kelly Scotford</p> <p>31/12 /16</p>

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					updated annually. Annual data cleansing. iConnect went live in October 15, which matches data on a monthly basis. Problems can be immediately recognised. Employer engagement / training to prevent future errors.	National Fraud Initiative (NFI) deferred membership records. Traces carried out via DWP for individuals when required.							
Fraud by Member	A4	An act to gain a benefit not lawfully due.	3	2	6	National Fraud Initiative. Payslips twice a year. Primary documentation (birth / marriage / death certificates).	The fund participates in the NFI exercise of cross-matching personal details. Pensions ceased on any returned mail pending investigation.	2	2	4	↔	Kelly Scotford	31/12 /16
Fraud by Staff	A5	An act to gain an unlawful financial benefit.	3	2	6	IT Audit log. Peer review. Locked secure records.	The pension team has a dedicated workspace. Management supervision is	1	2	2	↔	Kelly Scotford	31/12 /16

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					Declaration of interest.	used as part of the peer review process. The work of the section is reviewed periodically by internal audit.							
Business Continuity (including ICT)	A6	Unavailability of premises and/or ICT leading to being unable to administer pension payroll and administrative records.	2	4	8	Business continuity arrangements.	Arrangements for non-pension specific premises issues and the core ICT environment are managed through the Corporate Risk Register. The pensions system itself has regular backups.	1	4	4	↔	Kelly Scotford	31/12 /16
Making payments	A7	Incorrect calculations leading to payment errors.	2	3	6	Training. Peer review. IT test system. Task Management module.	The peer review process is reviewed by the auditor. Benefit calculations are double checked before they	1	3	3	↔	Kelly Scotford	31/12 /16

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						come into payment. Staff are trained and updated checklists provided. Rec done quarterly							
Over-reliance on key staff	A8	Reliance on critical knowledge centred on few individuals leading to risk of loss of skills and knowledge with those staff.	2	2	4	Training.	Training has been provided to a wide number of staff.	1	2	2	↔	Kelly Scotford	31/12 /16
Provision of information	A9	Failure to administer scheme appropriately leading to incorrect decisions being made by members and the Fund that could adversely financially affect various stakeholders.	3	4	12	Specific post with responsibility for technical updates. Receiving appropriate training in all current and new technical areas.	Various members of staff including the technical manager attend seminars, training sessions, receive updates from professional advisors and circulations from the regulatory bodies.	2	2	4	↔	Kelly Scotford	31/12 /16

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					Head of Pensions Payroll and Corporate Systems is the secretary of the JPG technical sub group.				
Third Party Failure	AI 0	Failure of fund manager / custodian.	1 3 3	Selection and monitoring. Reports on internal controls received for each fund manager. Audit reports.	Investment consultant undertakes continued research and monitoring of investment managers. Assets are held on a nominee basis by the custodian.	1 2 2	↔	Fiona Jump	31/12 /16
Completeness of Published Accounts	AI 1	Failure to disclose relevant facts in the Report and Accounts or during the audit leading to qualification of the accounts.	1 4 4	Training of staff involved in production of the accounts. Review accounts by the Head of Strategic Accounting before submission to external audit.	2014-15 accounts were unqualified.	1 4 4	↔	Ian Orrell	31/12 /16
Accuracy of published accounts	AI 2	Production of incorrect accounts, notices and	1 4 4	Training of staff involved in production of the accounts.	2014-15 accounts were unqualified.	1 4 4	↔	Ian Orrell	31/12 /16

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		publications leading to qualification of the accounts.			Peer review accounts before submission to external audit.						
Poor Panel and Local Pension Board (LPB) succession planning	AI 3	Failure to plan for turnover in Panel / Board members leading to vacant posts on panel and/or shortfall in knowledge and skills of Panel/ Board members.	3	3	9	Awareness of known future events with potential to impact on Panel membership e.g. local elections. Rolling training programme for Panel Members including induction for new Members.	All current Board members have received an induction. Knowledge and Understanding Policy agreed and adopted.	133	↔	Damon Cook	31/12 /16
Insufficient delegation from Members to Officers	AI 4	Failure of Panel to delegate matters which should be undertaken by officers delaying the taking of important decisions by Members.	2	3	6	Ensure Scheme of Delegation in place. Rolling review of Officer/ Member delegation.	Fund managers meetings delegated to officers.	122	↔	Damon Cook	31/12 /16
Completeness of Published pension board Report and information	AI 5	Failure to disclose relevant facts in the Report leading to criticism by the Pensions Regulator, CLG and other national	2	4	8	Training of staff involved in production of the Report. Review of Report by the Head of Strategic Accounting before publication.		144	↔	Damon Cook	31/12 /16

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		organisations.											
Accuracy of published pension Board Report and information	AI 6	Production of incorrect accounts, notices and publications leading to qualification of the accounts.	2	4	8	Training of staff involved in production of the Report.		1	4	4	↔	Damon Cook	31/12 /16
Discrimination	AI 7	Failure to provide information in a suitable format where requested (e.g. braille, large print, other language, etc.).	2	3	6	Investigate need to provide information in an alternative format and source appropriate suppliers to be used by the Council where required.	Reports all provided in the standard variety of formats as required by RBG corporate policy.	1	3	3	↔	Kelly Scotford	31/12 /16
Compliance / Regulatory	C												
Austerity	CI	Leading to employers getting into financial difficulties, leading to an increase in member opt outs.	5	4	20	Employer/member communication.	The level of member opt outs is being monitored , however auto enrolment has increased the net membership. New auto enrolment intake in 2016.	4	3	12	↔	Kelly Scotford	31/12 /16
New Employer	C3	Increase in employers	5	4	20	Professional advice.	Increase in academies /	4	3	12	↔	Kelly Scotford	31/12 /16

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Types		requiring enhanced service.			Employer engagement. Provision of employer training on joining the Fund and ongoing where required.	free schools and arms-length bodies generating additional technical work in determining employer rates and monitoring. Provision of RBG payroll services to external bodies insures information provided in correct format. Training for all members as requested.							
Scheme Change	C4	Leading to large number of opt outs	5	4	20	Monitoring. Communication. Training.	Further scheme changes will be monitored in the future.	3	3	9	↔	Kelly Scotford/Damon Cook	31/12/16
Conflicts of Interest	C5	Failure to recognise conflicts of interests that are likely to prejudice an	1	4	4	Conflicts policy. Members Code of Conduct. Member and LPB	Member declarations formally recorded at each Panel meeting and	1	3	3	↔	Rob Sutton	31/12/16

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		individual's ability to perform their role on either the Panel or LPB.			registers of personal and financial interests. Governance training.	as part of the published accounts. Material Related Party Transactions published in accounts.							
Socially irresponsible business practices	C6	Failure to manage the Fund in line with socially responsible business practices as well as Council or Fund policies.	2	4	8	Membership of the Local Authority Pension Fund Forum. Monitoring application of local policies.	Statement on socially responsible business practices outlined in Statement of Investment Principles.	2	2	4	↔	Fiona Jump	31/12 /16
Key performance indicators (KPIs)	C9	Failure to have formal KPIs in place and to monitor these regularly, leading to officers being unable to produce accurate performance management reports or to provide information to CLG and others where required.	3	2	6	KPIs to be in place as per business plan.		1	2	2	↔	Fiona Jump	31/12 /16

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Employer	E												
Cessation	E1	Employer ceases to make contributions to the fund, having an inadequate alternative funding, bond or guarantee in place, generating a deficit to be recovered by residual employers	5	3	15	Risk profile: <ul style="list-style-type: none">• Employer Type• Funding Source• Strength of covenant• Open/closed• Accounts/c credit• Admin records• Bond/guarantee• Deficit recovery period• Active Members	All employers subject to financial health check. Funding Strategy Statement band like employers together. Consideration of bond / guarantee is given for new employers.	4	3	12	↔	Fiona Jump	31/12 /16
Contribution	E2	Shortfall arising from change in employer's membership / status. Employee participation rate falls.	3	3	9	Employers reminded to advise administering authority of changes. Risk profiling. Effective communication with stakeholders.	Monitoring of employers' active members.	3	2	6	↔	Damon Cook	31/12 /16
Employer covenants	E3	Failure to monitor	3	3	9	Employer 'healthcheck'	All employers subject to	3	2	6	↔	Fiona Jump	31/12 /16

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		employer covenant, or being unaware of changes within an employer (e.g. changes to membership or closing to new entrants) leading to inappropriate funding strategy and risk of unrecovered debt on cessation of participation in the Fund.			spreadsheet currently being developed and maintained by officers. Employer engagement.	periodic financial health check including review of covenant arrangements.							
Employer database	E4	Failure to maintain employer database leading to information being lost or issued to the wrong person.	2	3	6	Employer engagement. Develop and maintain electronic employer contacts list.	This is verified annually.	1	2	2	↔	Kelly Scotford	31/12 /16
Investment	I												
Asset Concentration	II	Under performance in an over concentrated area leading to reduced funding level and	3	3	9	Regulations. Monitor against benchmark. Diversification.	LGPS Regulations currently set default maximum and headroom. These will be	2	3	6	↔	Damon Cook	31/12 /16

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		increase in employer contributions.				removed from 1 April 2016 if current legislative proposals are agreed. Investment managers contracted to comply with Regulations and Fund's Statement of Investment Principles. This is reviewed quarterly against the benchmark allocation.							
Asset / Liability mismatch	12	Asset mix insufficient to generate funds to meet liabilities resulting in lower funding level, inappropriate deficit recovery period and increased employer contributions.	4	4	16	Asset / liability study. Diversification. Frequent monitoring.	The Panel has agreed a new asset allocation going forward greater reflecting the asset/liability mix required. This is being implemented.	2	2	4	↔	Damon Cook	31/12 /16

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Corporate Governance	13	A stock held by the Fund performs poorly as a result of poor governance structure leading to a reduction in value.	3	3	9	Stewardship Code. Membership of Local Authority Pension Fund Forum.	Primary fund managers comply with the Stewardship Code. LAPFF alert funds to specific issues for action. Issues will be raised at panel meetings.	2	2	4	↔	Fiona Jump	31/12 /16
Counterparty Default	14	The counterparty to a transaction defaults on their element leading to a potential loss for the fund.	2	3	6	Custodian. Legislation.	All transactions are reconciled between the investment manager and the custodian.	1	2	2	↔	Fiona Jump	31/12 /16
Currency	15	A sharp and adverse movement in the currency exchange rate leading to a reduction in the value of non-sterling denominated assets.	3	3	9	Investment advice. Diversification. Increasing amount non-sterling holdings will increase our currency risk	Fund managers can hedge against currency fluctuations if required.	3	3	9	↔	Fiona Jump	31/12 /16
Funding Risk	17	Investment strategy inconsistent	3	4	12	Triennial / interim review linked with funding strategy.	New strategy finalised in 14/15, with	3	3	9	↔	Damon Cook	31/12 /16

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		with funding plan leading to incorrect employer contribution rate.			Asset liability study. SIP.	implementation in place.							
Illiquidity	18	Assets sold at depressed valuation / investment opportunity missed. Inability to realise investments to pay benefits.	4	5	20	Limit on illiquid assets. Cash flow forecast.	Property and Private Equity represent a relatively small part of the portfolio.	3	4	12	↔	Damon Cook	31/12 /16
Investment Return	19	If less than actuarial assumption could lead to increased deficit and additional contributions.	4	4	16	Diversified portfolio. Periodic asset liability study. Extended deficit recovery period.	Returns are monitored. Funding Strategy Statement has been revised in 2013/14 in tandem with triennial valuation.	3	4	12	↔	Damon Cook	31/12 /16
Manager Performance	110	Fund manager underperforms benchmark.	3	3	9	Manager selection and monitoring. Appropriate benchmarks.	Quarterly monitoring reports are made to Panel and action undertaken in respect of poorly	2	3	6	↔	Damon Cook	31/12 /16

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						performing managers. Manager performances have been in line with their respective benchmarks in the medium term.						
Stock Lending	III	A counterparty to stock lending could default leading to a loss of fund assets.	I	I	I	Review of stock lending policy. Current policy is that there is no direct stock lending. There may be stock lending within the underlying assets of unitised vehicles. Potential loss to the fund is minimal however .	I	I	I	↔	Damon Cook	31/12 /16
Systemic Risk	II2	Financial market volatility affecting multiple asset classes leading to sharp reduction in assets.	3	5	15	Diversification. Liquidity Levels. Custody arrangements. The last few years have demonstrated that even the most diversified of funds has been affected by systemic risk. Recent	3	3	9	↔	Damon Cook	31/12 /16

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						market volatility has further emphasised this.							
Treasury Investment	114	Surplus contributions not invested.	3	1	3	Contributions monitoring. Cash flow forecasts.	A detailed cashflow forecast is maintained.	2	1	2	↔	Damon Cook	31/12 /16
Transition	115	A transfer of assets between managers is undertaken without sufficient controls in place leading to a loss of assets.	3	3	9	Pre-transition report. Post trade report. Reconciliations.	Each transition that the fund has undertaken is fully reconciled to ensure integrity of the transfer.	2	2	4	↔	Damon Cook	31/12 /16
Transition Managers	116	Assets allocated to transition managers for a longer period of time than intended, potentially leading to an imbalanced asset allocation.	3	3	9	Investment strategy review finalised and assets allocated appropriately.	Funds to be removed from transition manager following fund manager appointments.	2	3	6	↔	Damon Cook	31/12 /16
Investment return	117	Risk of missing opportunities to maximise returns.	1	4	4	Quarterly review of investment performance. Periodic review of asset allocation structure.	Advice taken on regular basis from investment advisers regarding investment performance	1	3	3	↔	Damon Cook	31/12 /16

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						and asset allocation.							
Management information	118	Insufficient management information available about the position of the Fund leading to uninformed decision-making.	1	4	4	Provision of management reports to Panel. Training programme for Members and Officers. Subscription to “State Street World Markets” performance reporting.	Regular management reports presented to Panel covering a range of Pension Fund issues. Formal rolling training programme in place for Members and Officers.	1	3	3	↔	Damon Cook	31/12 /16
Investment decisions	119	Delays in implementation of decisions reducing the effectiveness of the decision.	2	4	8	Panel minutes recording formal decisions. Scheme of delegation in place for officers to carry out decisions.	Regular Panel meetings mean Members have the opportunity to request updates on the implementation of decision taken.	1	4	4	↔	Fiona Jump	31/12 /16
Manager mandates	120	Insufficient scrutiny of manager mandates and terms of business leading to inappropriate fee levels or other costs.	2	3	6	Review of manager mandates. Review of fee invoices.	Mandates reviewed on a regular basis. Invoices from managers reviewed prior to payment. Legal advisor to the Fund	1	3	3	↔	Damon Cook	31/12 /16

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						appointed who can assist the review process as required.							
Liability (Demographic)	L D												
Early retirements	LD 1	Frequency beyond assumption further increasing liabilities, reducing funding levels and increasing employer contributions.	3	3	9	Monitor experience. Build control into admission agreement. Employers required to pay sums where appropriate.	The Panel receives details of fund strains every 6 months. Links to E2.	2	2	4	↔	Kelly Scotford	31/12 /16
Ill health	LD 2	Frequency beyond assumption further increasing liabilities, reducing funding levels and increasing employer contributions.	3	3	9	Consider allowance per employer at the next valuation. Ill Health Liability insurance to be considered. Monitor experience. Invoice employer for excess amounts. Build control into admission agreement.	The triennial valuation provides details of experience verses actuarial assumption.	2	2	4	↔	Damon Cook	31/12 /16
Longevity / Mortality	LD 3	Improvement beyond	3	3	9	Regular longevity monitoring.	The triennial valuation	2	2	4	↔	Damon Cook	31/12 /16

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		assumption further increasing liabilities, reducing funding levels and increasing employer contributions.			Prudent actuarial assumption. Compare local experience. Allow for increase.	provides details of experience verses actuarial assumption.							
Liability (Financial)	LF												
Discount rate	LF 1	Yields change beyond assumptions further increasing liabilities, reducing funding levels and increasing employer contributions.	3	4	12	Frequent market monitoring. Prudent assumption adoption. Hold assets matching liabilities.	The triennial valuation has set the discount rate for the next three years. This is lower than the discount rate set at the previous valuation. The fund is updated by way of investment consultant as to the movement in the discount rate.	2	4	8	↔	Damon Cook	31/12 /16
Inflation rate	LF 2	Levels different from actuarial assumptions	3	3	9	Anticipate re deficit contributions.	The triennial valuation provides	3	3	9	↔	Damon Cook	31/12 /16

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		leading to increase in employer contributions.			Prudent assumption at valuation. Hold assets matching inflation linked liabilities.	details of experience verses actuarial assumption. The fund is updated by way of investment consultant as to the movement in the inflation rate.							
Salary increases	LF 3	Levels different from actuarial assumptions leading to increase in employer contributions.	2	3	6	Employer / Government control. Prudent assumption at valuation. Final salary / CARE.	The introduction of a CARE scheme should lead to lower liabilities compared with a final salary scheme.	2	2	4	↔	Damon Cook	31/12 /16
Employer funding	LF 4	Over or under cautious determination of employer funding requirements.	2	3	6	Actuarial valuation.	Employer funding requirements determined by Fund actuary.	1	3	3	↔	Damon Cook	31/12 /16
Liability (Other)	L O												
Regulatory Change	L O	Regulation/legislation/ taxation	2	4	8	Monitor and respond where	The main changes are	2	4	8	↔	Damon Cook	31/12 /16

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	I	changes requiring increased contributions/additional benefits.			appropriate to Government consultations. Dialogue with employers re potential impacts. Build into valuations.	covered elsewhere within this register. The number of changes continues to increase.							
Reputational	R												
Performance	RI	The fund receives adverse publicity through holding a stock that has encountered performance issues related to corporate governance failure.	3	3	9	Stewardship Code. Membership of Local Authority Pension Fund Forum. LAPFF alert funds to specific issues for action.	3	2	6	↔	Damon Cook	31/12/16	
Transactional	R2	Ultra vires action.	2	5	10	Section 151 overview.	The workings of the fund are maintained under the direction of the section 151 officer.	1	5	5	↔	Debbie Warren	31/12/16
Peer performance	R3	Investment returns below peer group funds or excessive risk levels relative to	3	4	12	Peer performance comparison.	Comparison of performance against peers undertaken on a regular basis.	2	4	8	↔	Damon Cook	31/12/15

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		peer group leading to reputational damage for the Fund.											
Complaints	R4	Failure to maintain appropriate records and follow correct procedures and to deal with complaints appropriately leading to reputational damage for the fund.	3	4	12	Council complaints procedure. Internal disputes resolution procedure. Employer engagement / training to address employer specific issues.	Internal disputes resolution procedure sets out clearly how complaints regarding pension scheme decisions will be dealt with. Council complaints procedure sets out clearly how general complaints relating to staff performance/attitude are to be dealt with.	2	4	8	↔	Kelly Scotford	31/12 /16
Contract infringement	R5	Infringement of contracts for the supply of services to the Fund leading to reputational and financial loss.	3	4	12	Contract monitoring.	Contract monitoring undertaken by officers.	2	4	8	↔	Fiona Jump	31/12 /16

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Knowledge & Skills	SI	Ensuring Panel members have appropriate level of knowledge and skills to enable them to fulfil their roles. High turnover of Councillors on Panel leading to low governance knowledge and skills.	3	3	9	Training for all members including new ones. CIPFA Knowledge & Skills Framework.	Detailed training undertaken in 2015/16 with refresher subjects covered on an on-going basis. Will continue to be reviewed on an on-going basis.	3	1	3	↔	Damon Cook	31/12 /16
		Ensuring officers have appropriate level of knowledge and skills to enable them to fulfil their roles. High turnover of officers leading to inability to undertake required roles.	3	3	9	Training for all officers (internal/external). CIPFA Knowledge & Skills Framework. Recruitment and retention policy.	Detailed training undertaken in 2015/16 with refresher subjects covered on an on-going basis.	1	2	2	↔	Damon Cook	31/12 /16
		Ensuring pension board members have appropriate level of knowledge and	3	3	9	Training for all pension board representatives (internal/external). Compliance with the	Knowledge and Skills Policy and Framework agreed.	1	2	2	↔	Damon Cook	31/12 /16

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		skills to enable them to fulfil their roles. High turnover of member and employer representatives on the pension board leading to inability to undertake required roles			Pensions Regulator Code of Practice knowledge and understanding requirement and as a minimum successful completion of the Pension Regulator’s public service schemes training modules. Recruitment and retention policy.								
Resources to support staff	S2	Increase in employers leading to insufficient resources.	3	3	9	Skills audit. Monitor workloads.	Task management system in use to monitor workloads which is reviewed by senior management.	3	2	6	↔	Kelly Scotford	31/12 /16
		Failure to appoint and monitor professional advisors leading to poor decision making.	2	2	4	Contract monitoring	Full list of relevant contracts provided as part of the annual business plan approved by the Panel.	1	2	2	↔	Fiona Jump	31/12 /16
Succession planning	S3	Inadequate succession planning (at all	2	4	8	Ensure adequate skills transfer amongst staff.	Engagement with Committee	1	3	3	↔	Damon Cook	31/12 /16

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		levels) leading to skills gaps following staff turnover, natural wastage or long term absence.			Plan for skills transfer in advance of known events (retirements, elections, end of term of office, etc.).	Services on Knowledge and Skills requirements for Panel Members.				
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*Initial score= risk score awarded prior to the application of controls.

** Current score= risk score following the application of controls.

** Risk level movement= movement in current risk score since register was last formally reviewed by Panel.

Statement of Investment Principles

This is the Statement of Investment Principles (the “Statement”) required by the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (the “2009 Regulations”).

The Statement has been adopted by the Pension Fund Investment and Administration Panel (the “Panel”), which acts on the delegated authority of the Royal Borough of Greenwich, the administering authority for the Royal Borough of Greenwich Pension Fund (“the Fund”). The Statement is subject to review from time to time and certainly within six months of any material change in investment policy or other matters as required by law. In preparing this Statement the Panel has consulted with the administering authority and has taken and considered advice from the Fund’s investment consultant.

In Annexe I, the Panel has set out details of the extent to which the Fund complies with the six principles set out in the Chartered Institute of Public Finance and Accountancy’s publication, ‘Investment Decision Making and Disclosure in the Local Government Pension Scheme in the United Kingdom 2012’.

Fund Objective

The primary objective of the Fund is to provide pension and lump sum benefits for members on their retirement and / or benefits on death, before or after retirement, for their dependents, on a defined benefits basis.

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

This funding position will be reviewed at each triennial actuarial valuation, or more frequently as required.

Investment Strategy (Strategic Asset Allocation)

The Panel has translated its objectives into a suitable strategic asset allocation benchmark for the Fund (Annexe II). The strategic benchmark is reflected in the investment structure adopted by the Panel; this comprises a mix of segregated / pooled and active / passive manager mandates. The Fund benchmark is consistent with the Panel's views on the appropriate balance between generating a satisfactory long-term return on investments whilst taking account of market volatility and risk and the nature of the Fund's liabilities.

The Fund may be required to hold different assets to its benchmark allocation during times of transition from one benchmark to another.

The Panel monitors investment strategy relative to the agreed asset allocation benchmark. A new asset allocation was agreed by Members during 2015. It is intended that investment strategy will be reviewed at least every three years.

“Schedule I” Limits on Investments

The Panel previously agreed to an increase in the limit on investments in life policy contracts from 25% to 30% (the upper limit specified in Schedule I of the 2009 Regulations is 35%). Before taking this decision, the Panel took proper advice from its investment adviser, Hymans Robertson, in relation to the impact of the increase on overall risk within the Fund and how the Panel monitors and manages that risk. The decision was taken because making use of the funds concerned was effective both in terms of cost and also in terms of broader portfolio diversification within the funds concerned. The decision is reviewed annually and complies with the 2009 Regulations.

Types of investment to be held

The Fund may invest in quoted and unquoted securities of UK and overseas markets, including equities, fixed interest and index linked bonds, cash, property and alternative products (e.g. private equity), either directly or through pooled funds.

The Fund may also make use of derivative type investments either directly or in pooled funds investing in these products, for the purpose of efficient portfolio management or to hedge specific risks. The Panel considers all of these classes of investment to be suitable in the circumstances of the Fund.

The strategic asset allocation of the Fund includes a mix of asset types across a range of geographies and industry classifications in order to provide diversification of returns.

Balance between different kinds of investments

The Panel has appointed a number of investment managers, all of whom are authorised under the provisions of the Financial Services and Markets Act 2000 to undertake investment business.

The Panel, after seeking appropriate investment advice, has agreed specific benchmarks with each manager so that, in aggregate, they are consistent with the overall asset allocation for the Fund. The Fund's investment managers will hold a mix of investments which reflects their views relative to their respective benchmarks. Within each major market and asset class, the managers will maintain diversified portfolios through direct investment or pooled vehicles. Annexe III details the individual benchmarks.

Risk

The Fund is exposed to a number of risks which pose a threat to the Fund meeting its objectives. The principal risk types affecting the Fund are:

- Administrative risk
- Compliance/regulatory risk
- Employer risk
- Investment Risk
- Liability Risk
- Reputational Risk
- Skill/ Resources Risk

The Panel monitors and manages risks in these areas through use of a detailed Risk Register process.

Expected return on investments

Over the long term, the overall level of investment returns is expected to exceed the rate of return assumed by the actuary in funding the Fund.

Realisation of investments

The majority of assets held within the Fund may be realised quickly if required.

Social, Environmental and Ethical Considerations

The Panel recognises that social, environmental and ethical considerations are among the factors which investment managers will take into account, where relevant, when selecting investments for purchase, retention or sale. The managers have produced statements setting out its policy in this regard. The managers have been delegated by the Panel to act accordingly. The Panel has receives an annual report covering social, environmental and ethical considerations.

Exercise of Voting Rights

The Panel has delegated the exercise of voting rights to the investment managers on the basis that voting power will be exercised by it with the objective of preserving and enhancing long term shareholder value. The managers are encouraged to vote in line with guidelines set by the Fund, in respect of all resolutions at annual and extraordinary general meetings of companies. Annexe IV outlines the Voting Intention Guidelines. Membership of the Local Authority Pension Fund Forum enables alerts to be sent to the Fund in respect of specific issues / companies. The Director of Finance has delegated authority to instruct fund managers to vote in a specific manner.

Stock Lending

The policy on stock lending reflects the nature of the mandates awarded to investment managers by the Panel, which include both pooled and segregated mandates.

Within segregated mandates, the Panel has absolute discretion over whether stock lending is permitted. The Panel has considered its approach to stock lending, taking advice from its investment adviser. After consideration of that advice, the Panel has decided not to permit stock lending within its segregated investment mandates.

The managers of pooled funds may undertake a certain amount of stock lending on behalf of unit holders in the fund. Where a pooled fund engages in

this activity, the extent to which it does is disclosed by the manager. The Panel has no direct control over stock lending in pooled funds; nevertheless, it is comfortable that the extent and nature of this activity is appropriate to the circumstances of the Fund.

Additional Voluntary Contributions (AVCs)

The Fund gives members the opportunity to invest in a range of vehicles at the members' discretion.

Annexe I - Myners Principles

Principle	Response on Adherence
<p data-bbox="193 421 708 468">I - Effective Decision Making</p> <p data-bbox="193 600 687 685">Administering authorities should ensure that:</p> <ul data-bbox="193 741 778 1234" style="list-style-type: none"> <li data-bbox="193 741 778 958">• Decisions are taken by persons or organisations with the skills, knowledge, advice and resources necessary to make them effectively and monitor their implementation <li data-bbox="193 1014 778 1234">• Those persons or organisations have sufficient expertise to be able to evaluate and challenge the advice they receive, and manage conflicts of interest. 	<p data-bbox="804 421 1358 562"><i>The Royal Borough of Greenwich Pension Fund fully complies with this principle.</i></p> <p data-bbox="804 611 1394 1234">Council has delegated decision making in respect of the Pension Fund to the Pension Fund Investment and Administration Panel. This panel is a subcommittee of Council. It convenes a minimum of four times a year and contains four Greenwich Councillors with full voting rights. As at March 2016, the Panel currently holds one vacancy. Representatives from admitted bodies and the trade unions are able to participate as members of the Panel. The Terms of Reference for the Panel are shown in Annexe V.</p> <p data-bbox="804 1283 1401 1827">Training is undertaken by Trustees at appropriate levels to meet the CIPFA Knowledge and Skills Code. Trustees are remunerated in line with their capacity as Council Members. The sub-committee is supported by an in-house team which monitors day-to-day activities on the fund. The Panel engages its fund managers each year. The Director of Finance is responsible for day-to-day monitoring of the fund and prepares the committee reports.</p> <p data-bbox="804 1877 1369 2000">A two year rolling business plan has been developed and approved by the Panel.</p>

<p>2 - Clear objectives</p> <p>An overall investment objective should be set out for the fund that takes account of the scheme's liabilities, the potential impact on local tax payers, the strength of the covenant for non-local authority employers and the attitude to risk of both the administering authority and scheme employers. These should be clearly communicated to advisers and investment managers.</p>	<p><i>The Royal Borough of Greenwich Pension Fund fully complies with this principle.</i></p> <p>The investment objectives of the fund are stated in the SIP. These take into account the scheme's liabilities, the impact on employer contribution rates and the schemes attitude to risk. The asset allocation and benchmarks of the Fund are set with the aim of achieving these objectives and are communicated to investment managers. The Funding Strategy Statement evaluates the effect of the covenant upon employers and the Fund.</p>
<p>3 - Risk and liabilities</p> <ul style="list-style-type: none"> • In setting and reviewing their investment strategy, administering authorities should take account of the form and structure of liabilities. • These include the implications for local tax payers, the strength of the covenant for participating employers, the risk of their default and longevity risk. 	<p><i>The Royal Borough of Greenwich Pension Fund fully complies with this principle.</i></p> <p>The investment strategy aims to achieve the return required to meet current and future liabilities as set out in the actuarial valuation. The strategy also takes into account the requirement to keep employer contribution rates at a stable level.</p> <p>Consideration is given to the payment of a bond by prospective admitted bodies to the Fund, to mitigate against the risk that they may default on their contribution payments.</p>

	<p>The longevity risk is built into the triennial actuarial valuation and is therefore included when determining the investment strategy.</p> <p>The investment risks and how they are managed are detailed in the SIP.</p>
<p>4 - Performance Assessment</p> <ul style="list-style-type: none"> • Arrangements should be in place for the formal measurement of performance of the investments, investment managers and advisers. • Administering authorities should also periodically make a formal assessment of their own effectiveness as a decision-making body and report on this to scheme members. 	<p><i>The Royal Borough of Greenwich Pension Fund complies with this principle.</i></p> <p>The performance of investments and investment managers is monitored on a quarterly basis. An independent performance measurement company provides quarterly reports detailing the performance of the asset allocation and investment managers relative to the benchmarks. The company also provides data detailing the performance of the Royal Borough of Greenwich Pension Fund in relation to its peer group. This data is used for information only and is not considered when developing the investment strategy. A report detailing the performance of the fund is presented quarterly to the Pension Fund Investment and Administration Panel.</p> <p>The Business Plan details how the fund expects to deliver its objectives for the year. The Business Plan also sets out administrative performance targets of when important documents need to be produced.</p>

	The Annual Report outlines training undertaken, in order to ensure effective decision making.
<p>5 - Responsible Ownership</p> <p>Administering authorities should:</p> <ul style="list-style-type: none"> • Recognise and ensure that their partners in the investment chain adopt the FRC's UK Stewardship Code • Include a statement of their policy on responsible ownership in the Statement of Investment Principles • Report periodically to scheme members on the discharge of such responsibilities. 	<p><i>The Royal Borough of Greenwich Pension Fund complies with this principle.</i></p> <p>The Fund's policies on the exercise of rights (including voting rights) and social, environmental and ethical considerations are included within the SIP.</p> <p>The Fund complies with the UK Stewardship Code, details of which are in the Fund's Statement of Compliance with the UK Stewardship Code for Institutional Investors. The Fund also expects its investment managers and investment advisor to comply with the Code.</p> <p>The Fund expects its investment managers to engage with companies within their portfolio on social, environmental and ethical issues.</p>
<p>6 - Transparency and Reporting</p> <p>Administering authorities should:</p> <ul style="list-style-type: none"> • act in a transparent manner, communicating with stakeholders on issues relating to their 	<p><i>The Royal Borough of Greenwich Pension Fund fully complies with this principle.</i></p> <p>The Fund publishes annually a Communications Strategy detailing its policy for communicating information to members, representatives of members, prospective members and</p>

<p>management of investment, its governance and risks, including performance against stated objectives</p> <ul style="list-style-type: none"> • should provide regular communication to scheme members in the form they consider most appropriate. 	<p>employing authorities. The Fund also makes available a range of documents including:</p> <ul style="list-style-type: none"> • Annual Report, incorporating the Pension Fund Statement of Accounts • Statement of Investment Principles • Governance Statement • Stewardship Code • Knowledge and Skills Policy Statement • Triennial actuarial valuation • Funding Strategy Statement • Agenda and Minutes of the Pension Fund Investment and Administration Panel and the Pension Board <p>These documents are published on the internet and hard copies are available on request.</p>
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Annexe II - Strategic Asset Allocation

The strategic asset allocation as agreed by the Panel in March 2015 is as follows:

Asset Class	Target (%)
UK Equities 5% cap Weighted	15.0
Overseas Equities	35.0
<i>Global equity passive</i>	15.0
<i>Smart Beta Allocation</i>	10.0
<i>Emerging markets active</i>	10.0
Property	10.0
Bonds	20.0
<i>Multi Asset Credit</i>	10.0
<i>UK Aggregate Bond Fund</i>	10.0
Multi Asset Strategy	10.0
Diversified Alternatives	10.0
Total	100.0

Annexe III – Manager Benchmarks

Blackrock

Asset Class	Benchmark
UK Equities	Composite (FTSE/ MSCI)
Overseas Equities	

Fidelity

Asset Class	Benchmark
Gilts	50% iBoxx Sterling Non-Gilts / 50% iBoxx Gilts index
Corporate Bonds	
Multi-asset credit	Absolute return of 3% per annum

CBRE

Asset Class	Benchmark
Property	AREF/IPD UK QPFI All Balanced Property Fund index

Annexe IV – Voting Intention Guidelines

Voting Governance Issues

Action if Negative

CHAIRMAN/CHIEF EXECUTIVE

- | | | |
|----|--|--|
| 1. | Role of Chairman and Chief Executive should be separate to avoid undue concentration of power. | Vote against Chairman/ Chief Executive re-appointment as Director. |
|----|--|--|

NON-EXECUTIVE DIRECTORS

- | | | |
|----|--|--|
| 2. | Board must have a minimum of 40% non-Executive Directors. | Vote against appointment of all Executive Directors. |
| 3. | Non-Executive Directors should not hold such a position in a competitor. | Vote against re-appointment when up for re-election. |

DIRECTORS

- | | | |
|----|--|--|
| 4. | There should be formal appointments for all Directors. | Vote against appointment of Directors. |
|----|--|--|

REMUNERATION COMMITTEE

- | | | |
|----|---|---|
| 5. | The Committee must be composed entirely of independent Non-Executive Directors. | Vote against all Executive Directors. |
| 6. | The Committee should be answerable to the shareholders at the AGM.

reappointment | Vote against acceptance of the accounts.

Vote against the of Chairman as a Director. |

GENERAL

- | | | |
|----|--|--------------------------------------|
| 7. | All Directors need to seek re-election at least every three years (by rotation). | Vote against acceptance of accounts. |
|----|--|--------------------------------------|

AUDIT COMMITTEE

- | | | |
|-----|--|--------------------------------------|
| 8. | There shall be an Audit Committee. | Vote against acceptance of accounts. |
| 9. | The Audit Committee should have a majority of Non-Executive Directors. | Vote against acceptance of accounts. |
| 10. | The Audit Committee shall meet with the Auditors at least once in the year without Executives present. | Vote against acceptance of accounts. |

REPORTING AND CONTROLS

- | | | |
|-----|---|--------------------------------------|
| 11. | The Directors shall report on frauds uncovered that exceed £100,000 and action taken. | Vote against acceptance of accounts. |
|-----|---|--------------------------------------|

THE CADBURY CODE

- | | | |
|-----|--|--|
| 12. | There shall be no rolling contracts of more than twelve months. | Vote against all relevant Directors' re-appointments. |
| 13. | There shall be full disclosure of all emoluments received by Directors. | Vote against re-appointment of all Directors. |
| 14. | There shall be transparent disclosure of the basis of performance related payments. | Vote against re-appointment of Chairman of Remuneration Committee as a Director. |
| 15. | The basis of executive share options granted shall be the subject of shareholders resolution, be voted upon at least every five years and meet the guidelines of the Inland Revenue and the National Association of Pension Funds. | Vote against acceptance of accounts. |
| 16. | There shall be full disclosure of share options granted to Directors and the Executive and those exercised in the preceding 12 months. | Vote against all Directors re-appointments. |

AUDITORS

- | | | |
|-----|--|--|
| 17. | The Auditors shall not be given or awarded additional work with the company that exceeds 50% in value of the Audit contract. | Vote against all Director Members of Audit Committee. Vote against the re-appointment of Auditors. |
| 18. | The Board shall contain no former employee of the audit firm. | Vote against Directors re-appointment who come into this category. |

OTHER MATTERS

- | | | |
|-----|---|---|
| 19. | The Company shall not make any political or quasi political donations. | Vote against acceptance of accounts.
Vote against Chair's re-appointment |
| 20. | The Company shall indicate how it ensures equal opportunity is genuinely available. | Seek compliance through written Contract. |

Annexe V

Pension Fund Investment and Administration Panel – Terms of Reference

The (Royal Borough of Greenwich) Pension Fund Investment and Administration Panel is a sub-committee of Council. It convenes a minimum of four times a year and contains four Greenwich Councillors with full voting rights. As at March 2016, the Panel currently holds one vacancy. Representatives from admitted bodies and the trades unions are invited to participate as members of the Panel, but do not have voting rights. The (Royal Borough of Greenwich Council) Pension Fund Investment and Administration Panel has as its general terms of reference:

- To exercise all relevant functions conferred by regulations made under:
 - a. Public Service Pension Act 2013
 - b. Local Government Pension Scheme Regulations (Various)
 - c. Other Relevant Legislation
- To consider and decide all matters regarding the management of the pension fund's investments and to determine the delegation of powers of management of the fund and to set boundaries for the managers' discretion.
- To decide all matters relating to policy and target setting for and monitoring the investment performance of the pension fund
- At least once every three months, to review the investments made by the investment managers and consider the desirability of continuing or terminating the appointment of the investment managers.
- To consider and make recommendations on policy and staff related issues which have an impact on the pension fund directly or indirectly through changes in employer pension contribution rates and through Fund employers' early retirement policies.
- To consider triennial valuation reports prepared by the Fund's actuaries, with recommended employer contributions.
- To receive monitoring reports from the Director of Finance on all matters relevant to the Pension Fund and the Administering Authority's statutory requirements.
- To receive reports from the Pension Board where appropriate.

Royal Borough of Greenwich Pension Fund

Statement of Compliance

UK Stewardship Code for Institutional Investors

Introduction

The Financial Reporting Council (FRC) published the UK Stewardship code, setting out seven principles of good practice on engagement with investee companies, to which the FRC believes institutional investors should aspire. The aims of the code align closely with the fifth Myners principle. The Royal Greenwich Pension Fund's compliance with the Myners principles is detailed in the Fund's Statement of Investment Principles and this statement contributes to that compliance.

Statement of Compliance

So as to protect and enhance the value that accrues to the ultimate beneficiary, institutional investors should...

Principal 1

“...publicly disclose their policy on how they will discharge their stewardship responsibilities.”

The Royal Borough of Greenwich Pension Fund takes its responsibilities as a shareholder seriously. It seeks to adhere to the Stewardship Code, and encourages its appointed fund managers to do so too. Stewardship is seen as part of the responsibilities of share ownership, and therefore an integral part of the investment strategy.

The Fund's Statement of Investment Principles sets out the funds compliance with Principle 5 of the Myners principles (Responsible Ownership) along with the funds voting guidelines. The Fund's equity managers vote on the Fund's behalf at the Annual General Meetings of companies in which the Fund holds shares, paying heed to these voting guidelines.

Principal 2

“...have a robust policy on managing conflicts of interest in relation to stewardship and this policy should be publicly disclosed.”

The Fund encourages its fund managers it employs to have effective policies addressing potential conflicts of interest. In respect of conflicts of interest within the fund, pension panel members are required to make declarations of interest prior to panel meetings.

Principal 3

“...should monitor their investee companies.”

Day-to-day responsibility for managing the Fund’s equity holdings is delegated to the appointed fund managers and the Fund expects them to monitor companies, intervene where necessary and report back regularly on activity undertaken.

Membership of the Local Authority Pension Fund Forum (LAPFF) enables alerts surrounding specific companies to be communicated in a timely manner.

Principal 4

“...establish clear guidelines on when and how they will escalate their stewardship activities as a method of protecting and enhancing shareholder value.”

Responsibility for day-to-day interaction with companies is delegated to the Fund’s investment managers, including the escalation of engagement when necessary. Their guidelines for such activities are expected to be disclosed in their own statement of adherence to the Stewardship code.

Principal 5

“...be willing to act collectively with other investors where appropriate.”

The Fund has joined other shareholders in maximising shareholder value through class actions.

The Fund is a member of the LAPFF through which it collectively exercises a voice in respect of corporate governance issues.

Principal 6

“...have a clear policy on voting and disclosure of voting activity.”

In respect of shareholder voting, the Fund exercises all votes attaching to its UK equity holdings, and seeks to vote where practical in overseas markets. Responsibility for the exercise of voting rights has been delegated to the Fund's appointed investment managers. Voting Intention Guidelines are included within the Fund's Statement of Investment Principles.

Principal 7

“...report periodically on their stewardship and voting activities.”

Voting activity is received by the Fund and is reported to the Panel on an annual basis.

The work of the LAPFF is reported on an annual basis to the Panel.

Governance Compliance Statement

Background

The Local Government Pension Scheme (Administration) Regulations 2013 paragraph 55 require all administering authorities to produce a Governance Compliance Statement. This statement must set out whether the administering authority delegates its function and if so what the terms, structure and operation of the delegation are. The administering authority must also state the extent to which a delegation complies with guidance given by the Secretary of State.

Details of the terms, structure and operational procedures relating to the Pension Board are also to be provided.

Any revisions to this statement will be approved and published by the Pension Fund Investment and Administration Panel.

Delegation Arrangements

The Royal Borough of Greenwich is the Administering Authority for the Royal Borough of Greenwich Pension Fund. Therefore Elected Members are responsible for the stewardship of the Fund. This responsibility has been delegated to the Pension Fund Investment and Administration Panel, a sub-committee of Council.

Day to day running of the Fund in respect of administering the membership through collecting contributions, paying benefits / pensions and maintaining all necessary records, is undertaken by the Director of Finance.

The Pension Fund Investment and Administration Panel

The Pension Fund Investment and Administration Panel convenes a minimum of four times a year and contains four Greenwich Councillors with full voting rights. Representatives from admitted bodies and the trades unions are invited to participate as members of the Panel but do not have voting rights. The general terms of reference of the Pension Fund Investment and Administration Panel are:

- To exercise all relevant functions conferred by regulations made under the Public Services Pensions Act 2013

- To consider and decide all matters regarding the management of the pension fund's investments and to determine the delegation of powers of management of the fund and to set boundaries for the managers' discretion.
- To decide all matters relating to policy and target setting for and monitoring the investment performance of the pension fund
- At least once every three months, to review the investments made by the investment managers and consider the desirability of continuing or terminating the appointment of the investment managers.
- To consider and make recommendations on policy and staff related issues which have an impact on the pension fund directly or indirectly through changes in employer pension contribution rates and through Fund employers' early retirement policies.
- To consider triennial valuation reports prepared by the Fund's actuaries, with recommended employer contributions.
- To receive monitoring reports from the Director of Finance on all matters relevant to the Pension Fund and the Administering Authority's statutory requirements.
- To receive reports as appropriate from the Pension Board.

Delegation of Functions in Detail

The following table explores the various functions in relation to their delegated level. The table splits the functions into three categories (management arrangements, corporate governance and other) and states the responsibilities of the Pension Fund Investment and Administration Panel, the Director of Finance and Fund Managers in respect of the functions.

Delegation (Management Arrangements)

Investment and Administration Panel Decision Making	Investment and Administration Panel Monitoring and Control	Director of Finance	Fund Manager
The Panel will determine the allocation of new money to the managers. Similarly, in the event that assets need to be realised in order to meet the Fund's liabilities, the Panel will determine the source of this funding.	The Panel will formally review the Fund's asset allocation as circumstances dictate, taking account of any changes in the profile of Fund liabilities. The Panel will take guidance from the investment consultant regarding tolerance of risk.	Preparation of annual budgets and business plan for the Fund.	
The Panel will be responsible for the appointment and termination of fund managers .	<ul style="list-style-type: none"> The Panel will consider the need for any changes to the Fund's investment fund manager arrangements (e.g. replacement, addition, termination) at least annually. In the event of a proposed change of manager, the Panel will evaluate the credentials of potential managers. The Panel will conduct and conclude the negotiation of formal agreements with fund managers, custodians and other investment service providers. 	Management of a small in-house portfolio.	
Investment and Administration Panel Decision Making	Investment and Administration Panel Monitoring and Control	Director of Finance	Fund Manager
The Panel will be responsible for any changes to the terms of the mandates of existing fund managers .	<ul style="list-style-type: none"> The Panel will consider and monitor the quarterly reports produced in respect of the fund managers. In addition to fund managers' portfolio and performance reporting, the Panel will also periodically receive and review information relating to the managers risk analysis. The Panel will continually review the fund managers' mandates and their adherence to their expected 		<ul style="list-style-type: none"> Investment of the Fund's assets. Tactical asset allocation around the Fund's strategic benchmark. Preparation of quarterly reporting

	investment process and style (e.g. active , balanced , passive etc). The Panel will ensure that the explicit written mandate of each of the fund managers is consistent with the Fund's overall objective and is appropriately defined in terms of performance target, risk parameters and timescale. The Fund's percentile performance ranked against other LGPS funds will be assessed quarterly.		including a review of investment performance. <ul style="list-style-type: none"> • Attending meetings of the Investment Panel. • Providing Fund accounting data concerning the investment portfolio and transactions.
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Delegation (Corporate Governance)

Investment and Administration Panel Decision Making	Investment and Administration Panel Monitoring and Control	Director of Finance	Fund Manager
The Panel is responsible for Socially Responsible Investment (SRI), corporate governance and shareholder activism.	The Panel will consider the Fund's approach to social, ethical and environmental issues of investment, corporate governance and shareholder activism.		Implementation of SRI in line with the Fund's policy.
The Panel is responsible for the maintenance of the SIP , including Myners disclosures.			

Delegation (Other)

Investment and Administration Panel Decision Making	Investment and Administration Panel Monitoring and Control	Director of Finance	Fund Manager
The Panel will be responsible for the appointment and termination of AVC providers.	The Panel will review the Fund's AVC arrangements.		
	The Panel may also carry out any additional tasks delegated to it by the		

	<p>Council, including:</p> <ul style="list-style-type: none"> • The Panel will monitor the investment advice from their investment consultant and investment services obtained from other providers (e.g. custodian) - the Panel will be responsible for the appointment and termination of providers. • In order to fulfil their roles, the members of the Panel will be provided with appropriate training, initially and on an ongoing basis, where identified. • The Panel should take such professional advice it considers necessary. • The Panel will keep Minutes and other appropriate records of its proceedings. 		
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Governance Compliance Statement

The table below demonstrates the extent to which the delegation of functions complies with the guidance given by the Secretary of State.

PRINCIPLE	BEST PRACTICE	COMPLIANCE	COMMENT
Structure	The management of the administration of benefits and strategic management of fund assets clearly rests with the main committee established by the appointing council.	✓	Pension Fund Investment and Administration Panel
	That representatives of participating LGPS employers, admitted bodies and scheme members (including pensioner and deferred members) are members of either the main or secondary committee established to underpin the work of the main committee.	✓	All employers entitled to attend. Trade Union observers represent members
	That where a secondary committee or panel has been established, the structure ensures effective communication across both levels.	n/a	
	That where a secondary committee or panel has been established, at least one seat on the main committee is allocated for a member from the secondary committee or panel.	n/a	
Representation	That all key stakeholders are afforded the opportunity to be represented within the main or secondary committee structure. These include :- <div style="margin-left: 40px;"> i) employing authorities (including non-scheme employers such as admitted bodies) ii) scheme members (including deferred and pensioner scheme members) iii) where appropriate, independent professional observers iv) expert advisors (on an ad-hoc basis). </div>	✓ ✓ ✓ ✓	The Panel has considered this issue and there has been no requirement given the nature of the other advice provided
	That where lay members sit on a main or secondary committee, they are treated equally in terms of access to papers and meetings, training and are given full opportunity to contribute to the decision making process, with or without voting rights.	n/a	
Selection and Role of Lay Members	That committee or panel members are made fully aware of the status, role and function they are required to perform on either a main or secondary committee.	✓	Selected via Council AGM or General Purposes Committee. Training is offered.
	That at the start of any meeting, committee members are invited to declare any financial or pecuniary interest related to specific matters on the agenda	✓	Standing item on agenda

PRINCIPLE	BEST PRACTICE	COMPLIANCE	COMMENT
Voting	The policy of individual administering authorities on voting rights is clear and transparent, including the justification for not extending voting rights to each body or group represented on main LGPS committees.	✓	Stated in Governance Policy Statement – Royal Borough of Greenwich Pension Fund Investment and Administration Panel
Training, Facilities and Expenses	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.	✓	Stated in Governance Policy Statement – Delegation (Other)
	That where such a policy exists, it applies equally to all members of committees, sub-committees, advisory panels or any other form of secondary forum.	✓	
	That the administering authority considers the adoption of annual training plans for committee members and maintains a log of all such training undertaken	✓	The administering authority has adopted the CIPFA Knowledge and Skills Framework
Meetings (frequency / quorum)	That an administering authority's main committee or committees meet at least quarterly.	✓	Stated in Governance Policy Statement – Royal Borough of Greenwich Pension Fund Investment and Administration Panel
	That an administering authority's secondary committee or panel meet at least twice a year and is synchronised with the dates when the main committee sits.	n/a	
	That an administering authority who does 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	✓	Representation by Trades Unions on Panel plus Trades Union Liaison meetings (as apt).
Access	That, subject to any rules in the council's constitution, all members of main and secondary committees or panels have equal access to committee papers, documents and advice that falls to be considered at meetings of the main committee.	✓	
Scope	That administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements	✓	The panel recommends employer policies on issues such as discretions. The panel also reviews the effects of decisions such as early retirement upon the fund.
Publicity	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.	✓	Governance Statement is published on the authority's website and referred to within the newsletter with a mechanism for feedback
Pension Board	Administering authorities should disclose the terms, structure and operating procedures	✓	Terms of Reference published

PENSION BOARD OF THE ROYAL BOROUGH OF GREENWICH

TERMS OF REFERENCE

Introduction

1. This document sets out the terms of reference of the local Pension Board of the Royal Borough of Greenwich (the “Administering Authority”) a scheme manager as defined under Section 4 of the Public Service Pensions Act 2013. The Local Pension Board (hereafter referred to as the “Board”) is established in accordance with Section 5 of that Act and under regulation 106 of the Local Government Pension Scheme Regulations 2013 (as amended).

2. The Board is established by the Pension Fund Investment and Administration Panel (hereafter referred to as the “Panel”) under delegation from the Administering Authority and operates independently of the Panel. Relevant information about its creation and operation are contained in these Terms of Reference.

3. The Board is not a committee constituted under Section 101 of the Local Government Act 1972 and therefore no general duties, responsibilities or powers assigned to such committees or to any sub-committees or officers under the constitution, standing orders or scheme of delegation of the Administering Authority apply to the Board unless expressly included in this document.

4. Except where approval has been granted under regulation 106(2) of the Regulations the Board shall be constituted separately from any committee or sub-committee constituted under Section 101 of the Local Government Act 1972 with delegated authority to execute the function of the Administering Authority.

Interpretation

5. The following terms have the meanings as outlined below:

‘the Act’ The Public Service Pensions Act 2013.

‘the Board’ means the Pension Board constituted herein

‘the Code’ means the Pension Regulator’s Code of Practice No 14 governance and administration of public service pension schemes.

'the Fund' means the Fund managed and administered by the Administering Authority.

'the Guidance' means the guidance on the creation and operation of local pension boards issued by the Shadow Scheme Advisory Board.

'the Panel' means the Pension Fund Investment and Administration Panel who has delegated decision making powers for the Fund in accordance with Section 101 of the Local Government Act 1972

'the Regulations' means the Local Government Pension Scheme Regulations 2013 (as amended from time to time), the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (as amended from time to time) including any earlier regulations as defined in these regulations to the extent they remain applicable and the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended from time to time).

'Relevant legislation' means relevant overriding legislation as well as the Pension Regulator's Codes of Practice as they apply to the Administering Authority and the Board notwithstanding that the Codes of Practice are not legislation.

'the Scheme' means the Local Government Pension Scheme in England and Wales.

Statement of purpose

6. The purpose of the Board is to assist the Administering Authority in its role as a scheme manager of the Scheme. Such assistance is to:

- Assist the Royal Borough of Greenwich Administering Authority as Scheme Manager:
 - to secure compliance with the LGPS regulations and any other legislation relating to the governance and administration of the LGPS
 - to secure compliance with requirements imposed in relation to the LGPS by the Pensions Regulator

- Any such other matters as the LGPS regulations may specify.
- Secure the effective and efficient governance and administration of the LGPS for the Royal Borough of Greenwich Pension Fund
- Provide the Scheme Manager with such information as it requires to ensure that any member of the Pension Board or person to be appointed to the Pension Board does not have a conflict of interest.

Duties of the Board

7. The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of this duty Board members should be subject to and abide by the code of conduct for Board members.

Establishment

8. The Board is established on 1 April 2015 as approved by the Panel on 16/03/15.

Membership

9. The Board shall consist of four voting members, as follows:

- two member representatives; and
- two employer representatives

10. There shall be an equal number of member and employer representatives.

11. There are no other representatives.

Member representatives

12. Member representatives shall either be scheme members or have capacity to represent scheme members of the Fund.

13. Member representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.

14. Substitutes may not be co-opted to join.

15. A total of two member representatives shall be appointed by way of open invitation to the fund membership. Formal interviews will then be held from self-nominated members to select the most appropriate candidate.

Employer representatives

16. Employer representatives shall be office holders or senior employees of employers of the Fund or have experience of representing scheme employers in a similar capacity. No officer or elected member of the Administering Authority who is responsible for the discharge of any function of the Administering Authority under the Regulations may serve as a member of the Board.

17. Employer representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.

18. Substitutes may not be co-opted to join

19. Nominations shall be sought from the employer(s) representing the majority of the fund membership.

Representatives

20. No other members shall be appointed to the Board.

Appointment of chair

21. A chair shall be appointed for the Board by the Administering Authority.

Duties of chair

22. The chair of the Board:

(a) Shall ensure the Board delivers its purpose as set out in these Terms of Reference,

- (b) Shall ensure that meetings are productive and effective and that opportunity is provided for the views of all members to be expressed and considered, and
- (c) Shall seek to reach consensus and ensure that decisions are properly put to a vote when it cannot be reached. Instances of a failure to reach a consensus position will be recorded and published.
- (d) shall have a casting vote, where appropriate

Notification of appointments

23. When appointments to the Board have been made the Administering Authority shall publish the name of Board members, the process followed in the appointment together with the way in which the appointments support the effective delivery of the purpose of the Board.

Terms of Office

24. The term of office for Board members is to be aligned with the municipal term of the Royal Borough of Greenwich.

25. Extensions to terms of office may be made by the Administering Authority with the agreement of the Board.

26. A Board member may be appointed for further terms of office.

27. Board membership may be terminated by the Administering Authority prior to the end of the term of office due to:

- (a) A member representative appointed on the basis of their membership of the scheme no longer being a scheme member in the Fund.
- (b) A member representative no longer being a scheme member or a representative of the body on which their appointment relied.
- (c) An employer representative no longer holding the office or employment or being a member of the body on which their appointment relied.
- (d) A Board member no longer being able to demonstrate to the Royal Borough of Greenwich capacity to attend and prepare for meetings or to participate in required training.
- (e) The representative being withdrawn by the nominating body and a replacement identified.

(f) A Board member has a conflict of interest which cannot be managed in accordance with the Board's conflict policy.

(g) A Board member who is an elected member becomes a member of the Panel.

(h) A Board member who is an officer of the Administering Authority becomes responsible for the discharge of any function of the Administering Authority under the Regulations.

Conflicts of interest

28. All members of the Board must declare to the Administering Authority on appointment and at any such time as their circumstances change, any potential conflict of interest arising as a result of their position on the Board.

29. A conflict of interest is defined as a financial or other interest which is likely to prejudice a person's exercise of functions as a member of the Board. It does not include a financial or other interest arising merely by virtue of that person being a member of the Scheme.

30. On appointment to the Board and following any subsequent declaration of potential conflict by a Board member, the Administering Authority shall ensure that any potential conflict is effectively managed in line with both the internal procedures of the Board's conflicts policy and the requirements of the Code.

Knowledge and understanding (including Training)

31. Knowledge and understanding must be considered in light of the role of the Board to assist the Administering Authority in line with the requirements outlined in paragraph 6 above. The Board shall establish and maintain a Knowledge and Understanding Policy and Framework to address the knowledge and understanding requirements that apply to Board members under the Act. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.

32. Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding policy and framework.

33. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

Meetings

34. The Board shall as a minimum meet two times each year.

35. Meetings shall normally take place at the Town Hall, Woolwich.

36. The chair of the Board with the consent of the Board membership may call additional meetings.

Quorum

37. A meeting is only quorate when at least 50% of both member and employer representatives are present.

38. A meeting that becomes inquorate may continue but any decisions will be non-binding.

Board administration

39. The Chair shall agree with committee services an agenda prior to each Board meeting.

40. The agenda and supporting papers will be issued in accordance with the Local Government Act 1972 Part VA 100B, (as amended by the Local Authorities (Access to Meetings and Documents) (Period of Notice) (England) Order 2002).

41. Draft minutes of each meeting including all actions and agreements will be recorded and circulated to all Board members after the meeting. These draft minutes will be subject to formal agreement by the Board at their next meeting. Any decisions made by the Board should be noted in the minutes and in addition where the Board was unable to reach a decision such occasions should also be noted in the minutes.

42. The minutes may with the agreement of the Board, be edited to exclude items on the grounds that they would either involve the likely disclosure of

exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act and/or they represent data covered by the Data Protection Act 1998.

43. The Administering Authority shall ensure that Board members meet and maintain the knowledge and understanding as determined in the Board's Knowledge and Understanding Policy and Framework and other guidance or legislation.

44. The Administering Authority shall arrange such advice as is required by the Board subject to such conditions as are listed in these Terms of Reference for the use of the budget set for the Board.

45. Committee services shall ensure an attendance record is maintained.

46. Committee services shall liaise with the Administering Authority on the requirements of the Board, including advanced notice for officers to attend and arranging dates and times of Board meetings.

Public access to Board meetings and information

47. The Board meetings can be open to the general public (unless there is an exemption under relevant legislation which would preclude part (or all) of the meeting from being open to the general public).

48. The following will be entitled to attend Board meetings in an observer capacity:

- (a) *Members of the Panel,*
- (b) *Any person requested to attend by the Board.*

Any such attendees will be permitted to speak at the discretion of the Chair.

49. In accordance with the Act the Administering Authority shall publish information about the Board to include:

- (a) The names of Board members and their contact details.
- (b) The representation of employers and members on the Board.

- (c) The role of the Board.
- (d) These Terms of Reference.

50. The Administering Authority shall also publish other information about the Board including:

- (a) Agendas and minutes
- (b) Training and attendance logs
- (c) An annual report on the work of the Board to be included in the Fund's own annual report.

51. All or some of this information may be published using the following means or other means as considered appropriate from time to time:

- (a) On the Fund's website.
- (b) As part of the Fund's Annual Report.
- (c) As part of the Governance Compliance Statement.

52. Information may be excluded on the grounds that it would either involve the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act and/or they represent data covered by the Data Protection Act 1998.

Budget

53. The Board is to be provided with adequate resources to fulfil its role. In doing so the budget for the Board will be met from the Fund and determined by the Board seeking approval from the Section 151 officer for any expenditure it wishes to make.

Core functions

54. The first core function of the Board is to assist the Administering Authority in securing compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme. Within this extent of this core function the Board may determine the areas it wishes to consider.

55. The second core function of the Board is to ensure the effective and efficient governance and administration of the Scheme. Within this extent of this core function the Board may determine the areas it wishes to consider.

56. In support of its core functions the Board may make a request for information to the Panel with regard to any aspect of the Administering Authority's function. Any such request should be reasonably complied with in both scope and timing.

57. In support of its core functions the Board may make recommendations to the Panel which should be considered and a response made to the Board on the outcome within a reasonable period of time.

Reporting

58. The Board should in the first instance report its requests, recommendations or concerns to the Panel. In support of this any member of the Board may attend a Panel meeting as an observer.

59. The Board should report any concerns over a decision made by the Panel to the Panel subject to the agreement of at least 50% of voting Board members provided that all voting members are present. If not all voting members are present then the agreement should be of all voting members who are present, where the meeting remains quorate.

60. On receipt of a report the Panel should, within a reasonable period, consider and respond to the Board.

61. Where the Board is not satisfied with the response received or where the Board is satisfied that there has been a breach of regulation which has been reported to the Panel and has not been rectified within a reasonable period of time it is under an obligation to escalate the breach.

62. The appropriate internal route for escalation is to the Leader of the Council.

63. The Board may report concerns to the LGPS Scheme Advisory Board for consideration subsequent to, but not instead of, using the appropriate internal route for escalation.

64. Board members are also subject to the requirements to report breaches of law under the Act and the Code.

Review of terms of reference

65. These Terms of Reference shall be reviewed on each material change to those parts of the Regulations covering local pension boards and at least every two years.

66. These Terms of Reference were adopted on 27/07/2015.

.....
Signed on behalf of the Administering Authority

.....
Signed on behalf of the Board

Royal Borough of Greenwich Pension Fund

Knowledge and Understanding Policy and Framework

Background

The document sets out the Knowledge and Understanding Policy and Framework for the Royal Borough of Greenwich Pension Fund. It incorporates the Knowledge and Skills Policy Statement previously adopted by the Pension Fund Investment and Administration Panel.

The Royal Borough of Greenwich, as the administering authority of the Royal Borough of Greenwich Pension Fund, adopted the key recommendations of the Code of Practice on Public Sector Pensions Finance Knowledge and Skills issued by the Chartered Institute on Public Finance and Accountancy in 2011.

The Royal Borough of Greenwich recognises that effective financial administration and decision-making can only be achieved where those involved have the requisite knowledge and skills. Accordingly the Royal Borough of Greenwich will ensure that it has formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective acquisition and retention of the relevant public sector pension scheme finance knowledge and skills for those in the organisation responsible for financial administration and decision-making.

The strategy covers the knowledge and understanding of the following groups:

- Members of the Local Pension Board ('the Board')
- Members of the Pension Fund Investment and Administration Panel ('the Panel')
- Officers of the administering authority responsible for the management of the Fund

These policies and practices will be guided by reference to a comprehensive framework of knowledge and skills requirements such as that set down in the CIPFA Pensions Finance Knowledge and Skills Frameworks.

The Royal Borough of Greenwich has adopted the following Knowledge and Skills Policy Statement:

- The Royal Borough of Greenwich recognises the importance of ensuring that all staff and members charged with the financial administration and decision-making with regard to the pension fund are fully equipped with the knowledge and skills to discharge the duties and responsibilities allocated to them.
- The Royal Borough of Greenwich therefore seeks to utilise individuals who are both capable and experienced and it will provide / arrange training for staff and members of the pension decision-making bodies to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills.

Objectives

The objectives of the strategy are to:

- Ensure that Board members meet the legal requirements placed upon them in respect of knowledge and understanding of the local government pension scheme.
- Ensure Panel members have adequate knowledge and skills to enable informed decision making
- Ensure that Officers have adequate knowledge and skills to manage the administration and investment arrangements of the Fund.

Delivery

The Fund will collaborate with its investment advisers, fund manager, actuary and other stakeholders in the delivery of its training.

The training strategy will be delivered to all Board and Panel members via a rolling programme of training. Relevant officers will also receive this training.

Where appropriate, knowledge and skills requirements will be met via in-house training, external training and attendance at relevant networks.

A Training Plan will be produced on an annual basis.

The Royal Borough of Greenwich has delegated the responsibility for the implementation of the requirements of the CIPFA Code of Practice to the Director of Finance, who will act in accordance with the organisation's policy statement and with CIPFA Standards of Professional Practice.

Pension Board members will use the e-learning toolkit provided by the Pensions regulator to undertake a personal training needs analysis put in place a personalised training plan in order to meet the statutory obligations placed upon them. Whilst there is no statutory obligation placed on them to do likewise, Panel members are encouraged to do the same.

Review and measurement of effectiveness

The Royal Borough of Greenwich Pension Fund will report on an annual basis how these policies have been put into practice throughout the financial year.

Royal Borough of Greenwich Pension Fund

2014/15 £000	Fund Account	Notes	2015/16 £000
	<u>Dealings with Members, Employers and Others directly involved in the Scheme</u>		
	Contributions Receivable:	6	
(32,149)	Employer Contributions		(32,549)
(11,830)	Member Contributions		(12,259)
(3,034)	Transfers in from Other Pension Funds	7	(2,696)
	Benefits:	8	
35,929	Pensions		37,250
8,120	Lump Sum & Death Benefits		8,688
1,629	Payments to and on account of Leavers	9	3,267
(1,335)	Subtotal: Net (additions) / withdrawals from Dealings with Members		1,701
2,319	Management Expenses	10	2,698
	<u>Returns on Investment</u>		
(10,307)	Investment Income	11	(10,980)
(111,258)	Profit and Losses on disposal of Investments and Changes in Value of Investments	13	11,500
315	Taxes on Income	12	154
(121,250)	Net Returns on Investment		674
(120,266)	Net (increase) / decrease in the Net Assets available for Benefits during the year		5,073

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31 March 2015 £000	Net Asset Statement	Notes	31 March 2016 £000
	<u>Investment assets</u>		
210,587	Equities	14	209,154
	Pooled Investment Vehicles:	14	
197,649	Fixed Interest		196,865
106,394	Property Unit Trusts		123,187
240,388	Unitised Insurance Policies		232,161
261,221	Other Unit Trusts		249,444
1,850	Property – Freehold	3&14	1,850
22,341	Private Equity	14&22	18,808
1,237	Cash Deposits	19	1,883
4,035	Cash Equivalents	15	2,476
1,217	Other Investment Balances	18	1,118
	<u>Investment Liabilities</u>		
(891)	Other Investment Balances	18	(523)
1,046,028	Net Investment Assets / (Liabilities)		1,036,423
	<u>Current Assets</u>		
368	Contributions Due	18	340
420	Other Current Assets	18	60
10,585	Cash Balances	19	15,670
	<u>Current Liabilities</u>		
(137)	Unpaid Benefits	18	(235)
(562)	Other Current Liabilities	18	(629)
10,674	Net Current Assets / (Liabilities)		15,206
1,056,702	Net Assets of the Scheme available to fund Benefits at the Period End		1,051,629

The financial

statements of

APPENDIX G

the Fund do not take account of liabilities to pay pensions and other benefits after 31 March 2016. The triennial actuarial valuation of the Fund does take into account the long term liabilities of the fund. An overview of the valuation is provided in note 17. The full valuation report can be viewed by visiting www.royalgreenwich.gov.uk

Note I - Description of Fund

The following description of the Fund is a summary only. For more detail, reference should be made to the Royal Borough of Greenwich Pension Fund Annual Report 2015/16 and the underlying statutory powers underpinning the scheme, namely the Public Service Pensions Act 2013 and the Local Government Pension Scheme Regulations.

General

The Royal Borough of Greenwich Pension Fund (the “Fund”) is part of the Local Government Pension Scheme (LGPS) and is administered by the Royal Borough of Greenwich. It is a defined benefit pension scheme providing pensions and other benefits for employees of the Royal Borough of Greenwich and those organisations with admitted or scheduled body status within the Fund. The Fund is overseen by the Royal Borough of Greenwich Pension Investment and Administration Panel. The Fund is governed and administered in accordance with the Public Service Pensions Act 2013 and the following Local Government Pension Scheme Regulations:

- The LGPS Regulations 2013
- The LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014
- The LGPS (Management and Investment of Funds and Amendment) Regulations 2009.

Membership

All employees are able to join the pension scheme (except teachers), those with a contract of employment of at least 3 months are contractually enrolled into the pension scheme on commencement of employment. Membership of the Fund is voluntary and employees are free to choose whether to join the scheme, remain in the scheme or make their own personal arrangements outside the scheme. Organisations participating in the fund include:

- Administering Authority: This is the Royal Borough of Greenwich (the “Authority”)
- Scheduled Bodies: Local authorities and similar bodies whose staff are automatically entitled to be members of the Fund. The scheduled bodies of the Fund are Eltham Crematorium, St Paul’s Academy, Greenwich Service Solutions Limited, Greenwich Service Plus Limited, Corelli College, Greenwich Free School, Charlton Academy, Harris Academy, Shooters Hill Academy, University Technical College, Woolwich Polytechnic School, Stationers Crown Woods Academy and St Thomas More Academy.

- **Admitted Bodies:** Other organisations that participate in the Fund under an admission agreement between the Fund and the relevant organisation. These include voluntary, charitable and similar bodies or private contractors undertaking a local authority function following outsourcing to the private sector.

There were 42 active employer organisations within the Fund as at 31 March 2016 (42 as at 31 March 2015), with Oxleas NHS trust being added in year. The following table summarises the composition of the registered membership of the Fund as at 31 March 2016.

Membership	Administering Authority		Admitted Bodies		Scheduled Bodies	
	2014/15	2015/16	2014/15	2015/16	2014/15	2015/16
Employees contributing into Fund	6,963	7,254	414	418	1,030	1,141
Pensioners / Dependents	5,818	5,994	135	145	122	149
Former Members entitled to Deferred Benefits	5,077	5,046	188	188	161	179
Totals	17,858	18,294	737	751	1,313	1,469

Funding

Benefits are funded by contributions and investment earnings. Contributions are made by active members in accordance with the LGPS Regulations 2013 and by employers whose rates are set based on the triennial actuarial funding valuations.

Benefits

Prior to 1 April 2014, pension benefits under the LGPS were based on final pensionable pay and length of pensionable service. From 1 April 2014, the scheme became a career average scheme, whereby members accrue benefits based on their pensionable pay in that year at an accrual rate of 1/49th. Accrued pension is uprated annually in line with the Consumer Prices Index. There are a range of other benefits provided under the scheme including early retirement, ill-health pensions and death benefits.

Note 2 - Basis of Preparation

The Statement of Accounts (the “Accounts”) summarise the Fund’s transactions for the 2015/16 financial year and its position at year-end as at 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 (the “Code”) which is based upon International Financial Reporting Standards (IFRS), as amended for the UK public sector. The Accounts summarise the transactions of the Fund and report on the net assets available to pay pension benefits. The Accounts do not take account of obligations to pay pensions and benefits which fall due after the end of the financial year. The actuarial present value of promised retirement benefits, valued on an International Accounting Standard (IAS) 19 basis, is disclosed in Note 17 of these accounts. Many values throughout the Pension Fund accounts are rounded to the nearest £000, as such tables and notes may not appear to cross-cast or exactly match the sum of the individual items.

Note 3 - Summary of Significant Accounting Policies

Accounts

The Accounts summarise the transactions and net assets of the Fund and comply in all material respects with the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 which is IFRS compliant.

Basis of Preparation

An actuarial valuation was carried out as at 31 March 2013. This determined contribution rates for the next three years (from 1 April 2014) with an aim to maintain the solvency of the fund. Therefore these Accounts have been produced on a going concern basis. The next actuarial valuation will be carried out as at 31 March 2016 and will determine the contribution rates for the next three years from 1 April 2017.

Investment Valuations and their effects

Investments are shown in the Net Asset Statement at either their market or fair value, which has been determined as follows:

- a) Listed securities are shown by reference to bid-market price at the close of business on 31 March 2016.
- b) Unit trusts are priced as follows:
 - i) Unit trust and managed fund investments are stated at the bid price quoted by their respective managers prior to the close of business on 31 March 2016

- ii) Single priced funds, closed ended property funds, and fixed interest Open Ended Investment Companies (OEICs), which are valued on a Net Asset Value basis.
- c) Unitised insurance policies are valued at mid-price and are calculated on each business day at noon.
- d) Property unit trusts and other similar property funds valuations are based upon the underlying investments within each portfolio, the majority of which are based upon the latest available valuations (ranging from as at 31 December 2015 to 31 March 2016).
- e) Private Equity valuations are based upon the underlying investments within each portfolio, the majority of which are based upon figures as at 31 December 2015, reflecting the nature of valuing those investments. The cash flows are adjusted up to 31 March 2016 using the same accounting policies. It is less easy to trade private equity than it is for quoted investments. Therefore, when the assets are realised the amount received may not necessarily be the amount that they are valued at and any differences could be significant.

Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in no more than a three month period from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

Prior Period Adjustments, Changes in Accounting Policies, Estimates and Errors

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment. Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Fund's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied. Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

Events after the Reporting Period

Events after the Reporting Period are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Accounts are authorised for issue. Events taking place after the date of authorisation for issue are not reflected in the Accounts. Two types of events can be identified:

- those that provide evidence of conditions that existed at the end of the reporting period – the Accounts are adjusted to reflect such events
- those that are indicative of conditions that arose after the reporting period – the Accounts are 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 the events and their estimated financial effect.

Financial Instruments

Financial assets are recognised on the Net Asset Statement when the Fund becomes a party to the contractual provisions of a financial instrument. Financial assets are classified into two types:

- loans and receivables – assets that have fixed or determinable payments but are not quoted in an active market
- fair value through profit or loss - assets that are held for trading.

Financial liabilities are recognised on the Net Asset Statement when the Fund becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost.

Debtors and Creditors

Except where otherwise stated, the Accounts have been prepared on an accruals basis i.e. income and expenditure is recognised as it is earned or incurred, not as it is received or paid. The main exception to this is transfers in and out of the fund which are accounted for on a cash basis.

Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Fund a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably. Contingent liabilities are not recognised in the Net Asset Statement but are disclosed in a note to the Accounts.

VAT

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. Any recoverable amounts outstanding at the Reporting Period end will be classified as a debtor.

Property

The fund owns the freehold of one investment property – New Lydenburg Industrial Estate. The property was revalued as at 31 March 2015 at a value of £1.85m by Courage Ikonagbon, whom is a Valuer, RICS member and member of the Fund employed by the Royal Borough of Greenwich. The property was valued utilising the Royal Institute of Chartered Surveyors' Valuation Standards (9th Edition). The valuation was based on the Open Market Value of the freehold interest, having regard to the actual lease terms and evidence of current levels of rent and yields for the class of property, adjusted to reflect age, condition and characteristics of the particular locality. Any surplus / deficit on valuation is reflected in the Fund Account and is shown as a Change in Market Value of Investments. The fund receives £0.115m rental income per year in respect of this property.

Fees

Investment management fees are calculated by reference to the market value of portfolio assets under management at the end of each quarter. The exceptions to this are Fidelity, where market value based fees are charged on a daily basis and Private Equity fees, which are based upon amounts committed to each manager.

Foreign Currency

Where appropriate, investments held in foreign currencies have been valued on the relevant basis and translated into Sterling at the rate ruling on 31 March 2016.

Income

- a) Interest income is recognised in the Fund as it accrues. Any amount not received by the end of the reporting period is reflected within the net assets statement as "Other Investment Balances" and disclosed within the note on Debtors and Creditors.
- b) Dividend income is recognised on the date the shares are quoted ex-dividend. Any amount not received by the end of the reporting period is reflected within the net assets statement as "Other Investment Balances" and disclosed within the note on Debtors and Creditors.

- c) Some pooled investment vehicles within the portfolio are accumulation funds and as such, the change in market value also includes income, which is re-invested in the fund. The market price for those units reflects this re-invested income. Non accumulating units give rise to dividends.
- d) Other than unitised holdings (above), freehold property gives rise to rental income. These amounts are recognised on a straight line basis over the life of the operating lease.
- e) Private equity distributions are split between their constituent elements i.e. dividend, interest, gain / loss or return of capital, as advised by the fund manager.
- f) The change in market value of investments during the year comprises all increases and decreases in the market value of investments held at any time during the year, including profits and losses realised on sales of investments.

Note 4 - Critical Judgements in Applying Accounting Policies and Assumptions made about the Future and Other Major Sources of Estimation Uncertainty

The Accounts contain critical judgements in applying accounting policies and estimated figures based on assumptions made by the Authority about the future or that are otherwise uncertain. The following items have a significant risk of material adjustment in the forthcoming financial year:

Private Equity

- The management of LGT uses its judgement to select a variety of methods and makes assumptions that are not always supported by observable market prices or rates. The majority of the Company's investments use either U.S. GAAP or utilise a combination of IFRS and International Private Equity and Venture Capital valuation guidelines to value their underlying investments. The predominant methodology adopted by the general partners for the buyout investments in LGT is a market approach which takes market multiples using a specified financial measure (e.g. EBITDA), recent public market and private transactions and other available measures for valuing comparable companies.
- Inputs broadly refer to the assumptions that market participants use to make valuation decisions, including assumptions about risk. Wilshire generally use the capital balance reported by the investee fund manager of the limited partnership investment as the primary input to its valuation; however adjustments to the reported capital balance (net asset value) may be made based on various factors, including, but not limited to, the attribute of the interest held, including the rights and obligations and any restrictions or illiquidity on such interests and the fair value of such investment partnership's investment portfolio or other assets and liabilities. The manager generally holds interests in such funds for which there is no active market, although, in some situations a transaction may occur in the 'secondary market' where an investor

purchases a limited partner's existing interest and remaining commitment. To the extent these transactions become known to Wilshire, they may be considered as a data point in Wilshire's determination of an investment's fair value.

Pension Fund Liability

It is a statutory requirement that the funding level is calculated every three years by the appointed actuary in order to determine employer contribution rates for the forthcoming three years. However the methodology used within the accounts is in line with accepted guidelines and in accordance with IAS19. Assumptions underpinning the valuations are agreed with the actuary and are summarised in Note 16. These estimates are subject to significant variances based upon changes to the underlying assumptions.

Note 5 - Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities at the balance sheet date and the amounts reported for the revenues and expenses during the year. Estimates and assumptions are made taking into account historical experience, current trends and other relevant factors. However, the nature of estimation means that the actual outcomes could differ from the assumptions and estimates.

Note 6 - Contributions Receivable

Contributions represent the total amounts receivable from employers within the scheme in respect of their own contributions and any of their employees who are members of the scheme. The employer's contributions are made at a rate determined by the Fund's Actuary as necessary to maintain the Fund in a state of solvency, having regard to existing and future liabilities. The Primary Contribution Rate used during 2015/16 was 18.5%. Member contribution rates are determined by a banding mechanism linked to pensionable pay. Contributions shown in the revenue statement can be broken down as follows:

2014/15	Contributions Receivable	2015/16
£000		£000
	<u>Employee Contributions</u>	
(9,942)	Administering Authority	(10,122)
(821)	Admitted Bodies	(999)
(1,067)	Scheduled Bodies	(1,138)

(11,830)	Total Employee Contributions	(12,259)
	<u>Employer Contributions</u>	
(27,354)	Administering Authority	(27,524)
(1,982)	Admitted Bodies	(2,053)
(2,813)	Scheduled Bodies	(2,972)
(32,149)	Total Employer Contributions	(32,549)
(43,979)	Total Contributions Receivable	(44,808)

Note 7 - Transfers in from Other Pension Funds

2014/15	Transfers in from Other	2015/16
£000	Pension Funds	£000
(3,034)	Individual Transfers	(2,696)

Note 8 - Benefits

Benefits payable are made up of pension payments and lump sums payable upon retirement and death. These have been brought into the accounts on the basis of all valid claims approved during the year.

2014/15	Benefits	2015/16
£000		£000
	<u>Pensions</u>	
34,837	Administering Authority	36,021
655	Admitted Bodies	697
437	Scheduled Bodies	532
35,929	Total Pensions Payable	37,250
	<u>Lump Sums</u>	
6,426	Administering Authority	6,267
375	Admitted Bodies	433
347	Scheduled Bodies	845

7,148	Total Lump Sums	7,545
	<u>Death Benefits</u>	
970	Administering Authority	1,068
2	Admitted Bodies	37
0	Scheduled Bodies	38
972	Total Death Benefits	1,143
44,049	Total Benefits Payable	45,938

Note 9 - Payments to and on Account of Leavers

2014/15	Payments to and on Account	2015/16
£000	Of Leavers	£000
417	Refunds to Members leaving Service	184
	Payments for Members joining	
26	State Scheme	92
1,186	Individual Transfers	2,991
1,629	Total Payments to and on	
	Account of Leavers	3,267

Note 10 – Management Expenses

2014/15	Management Expenses	2015/16
£000		£000
673	Administration Expenses	666
117	Oversight and Governance	120

1,529	Investment Management Expenses	1,912
2,319	Total Administration Expenses	2,698

This analysis of the management expenses of the Fund during the period has been prepared in accordance with new CIPFA guidance. This includes a new expenses category “oversight and governance”. Investment management expenses have been restated from £1.616m in 2014/15 and administration expenses restated from £0.703m. This reflects the new categorisation of part of these expenses as oversight and governance.

Note 11 - Investment Income

2014/15	Investment Income	2015/16
£000		£000
(115)	Rental Income from Property	(115)
(5,561)	Dividends from Equities	(6,177)
0	Dividends From unit trusts	(223)
	Income from Pooled Investment Vehicles:	
(4,477)	Property Unit Trusts	(4,241)
(131)	Withholding Tax Reclaimed	(194)
(9)	Interest	(27)
(14)	Commissions	(3)
(10,307)	Total Investment Income	(10,980)

Note 12 - Taxes on Income

UK Income Tax

The Fund is exempt and approved under the Finance Act 1970. It is therefore not liable to UK income tax on interest, dividends and property income, or to capital gains tax.

Value Added Tax

By virtue of the Royal Borough of Greenwich being the Adminstrating Authority, VAT input tax is recoverable on Fund activities.

Overseas Tax

Taxation agreements exist between the UK and certain EU and other countries whereby a proportion of the tax deducted locally from investment earnings may be reclaimed. The proportion reclaimable and the timescale involved vary from country to country.

2014/15	Withholding Tax	2015/16
£000		£000
114	Withholding Tax Non Reclaimable – Equities	101
201	Withholding Tax Non reclaimable – Property Unit Trusts	53
315	Total Taxes on Income	154

Note 13 - Investments

The investment managers and their mandates are as follows:

Manager	Mandate
Bernstein*	Active Global Equity
Blackrock	Passive Global Equity
CBRE Global Investors	Property
Fidelity	Bonds
LGT Capital Partners	Private Equity
State Street Global Markets*	Passive Global Equity
Wilshire	Private Equity

*In September 2013 Bernstein's mandate was terminated. The assets were moved to a State Street Global Markets Liquidity Fund.

The market value of the Fund is comprised as follows:

	2014/15	2014/15	2015/16	2015/16
	Market	Market	Market	Market
	Value	Value	Value	Value

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	£000	%	£000	%
Bernstein	301	0	279	0
Blackrock	476,125	45	458,495	44
CBRE Global Investors	103,759	10	119,218	11
Fidelity	197,648	19	99,781	10
Fidelity GMAC	0	0	97,023	9
LGT Capital Partners	9,633	1	8,347	1
Royal Borough of Greenwich	14,215	1	18,436	2
State Street Global Markets	242,313	23	239,439	22
Wilshire	12,708	1	10,461	1
London CIV	0	0	150	0
Total	1,056,702	100	1,051,629	100

The change in market value of the Fund during the year is represented as follows:

Manager	Market Value 31 March 2015	Purchases	Sales	Change in Market Value Of Investments	Change in Working Capital	Market Value 31 March 2016
	£000	£000	£000	£000	£000	£000
Bernstein	301	0	2	(2)	(22)	279
Blackrock	476,125	169	(1,746)	(15,990)	(63)	458,495
CBRE Global Investors	103,759	11,162	(4,696)	9,711	(718)	119,218
Fidelity	197,648	4,498	(103,787)	1,481	(59)	99,781
LGT	9,633	(405) ^b	(3,204)	2,322	0	8,346
Royal Borough of Greenwich	14,215	0	(3)	6	4,218	18,436
State Street Global Markets	242,313	10,944	(5,792)	(8,608)	582	239,439
Wilshire	12,708	209 ^b	(3,927)	1,472	0	10,462
Fidelity GMAC	0	98,967	0	(1,892)	(52)	97,023
London CIV	0	150	0	0	0	150
Total	1,056,702	125,694	(123,153)	(11,500)	3,886	1,051,629

The prior year comparator is as follows:

Manager	Market Value 31 March 2014	Purchases	Sales	Change in Market Value of Investments	Change in Working Capital	Market Value 31 March 2015
	£000	£000	£000	£000	£000	£000
Bernstein	53	0	(4)	4	248	301
Blackrock	456,702	50,000	(62,690)	41,863	(9,750)	476,125
CBRE Global Investors	67,460	25,062	(7,436)	9,903	8,770	103,759
Fidelity	172,985	(212) ^a	(1)	24,876	0	197,648
LGT	13,180	171 ^b	(2,250)	(1,468)	0	9,633
Royal Borough of Greenwich	8,192	0	1	250	5,772	14,215
State Street Global Markets	205,015	9,872	(4,859)	32,037	248	242,313
Wilshire	12,849	316 ^b	(4,250)	3,793	0	12,708
Total	936,436	85,209	(81,489)	111,258	5,288	1,056,702

a. The negative Fidelity purchase relates to management fees which are charged by reducing the market value of the holdings by the amount of the fee.

b. Distributions have been split into income (dividends, interest and gains) and distributions of capital reducing the book cost.

The change in market value of investments during the year is comprised of new money invested and the realised and unrealised profits or losses for the year:

2014/15 £000	Change Market Value	2015/16 £000
936,436	Opening Market Value	1,056,702
9,007	Net Revenue Cash in / (out) flow	6,428
22,271	Realised profit / (loss)	47,389
88,988	Unrealised profit / (loss)	(58,890)
1,056,702	Closing Market Value	1,051,629

The value of quoted and unquoted securities is broken down as follows:

2014/15 £000	Change Market Value	2015/16 £000
210,587	Quoted	209,154
	<u>Unquoted</u>	
22,341	Private Equity	18,808
807,503	Other	803,507
16,271	Working Capital	20,160
1,056,702	Total	1,051,629

Of the total amount classified as “unquoted – other” £686.8m relates to investment vehicles where the underlying investments are themselves quoted (£699.3m in 2014/15).

The following table analyses the investment assets between UK and overseas:

2014/15 £000		2015/16 £000
655,080	UK	657,056
385,351	Non UK	374,413
16,271	Working capital	20,160
1,056,702	Total	1,051,629

Individual investment assets with a market value of greater than 5% of the total fund value are as follows:

Investment Assets	Manager	2015/16 £000	2015/16 %
Blackrock Collective Investment	Blackrock	147,632	14
Aquila Life UK Equity Index Fund	Blackrock	126,160	12
UK Aggregate Bond Fund	Fidelity	99,842	10
Global Multi Asset Credit	Fidelity	97,023	9

The prior year comparator is as follows:

Investment Assets	Manager	2014/15 £000	2014/15 %
UK Aggregate Bond Fund	Fidelity	197,649	19
Blackrock Collective Investment UK Equity Tracker	Blackrock	154,360	15
Aquila Life UK Equity Index Fund	Blackrock	132,278	13

Investments exceeding 5% within each class of security are as follows:

Class of Security Asset	Manager	2015/16 £000	2015/16 % within asset class
Fixed Interest			
Fidelity UK Aggregate Bond Fund	Fidelity	99,842	51
Fidelity Global Multi Asset Credit	Fidelity	97,022	49
Property Unit Trusts			
Schroders UK Property Fund	CBRE	11,267	9
IPIF Feeder Unit Trust	CBRE	9,414	8

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West End of London Property Unit Trust	CBRE	8,660	7
CBRE UK Property	CBRE	8,112	7
UBS Global Asset Management	CBRE	7,991	6
Ardstone UK	CBRE	7,445	6
Curlew Student	CBRE	7,372	6
Airport Industrial property	CBRE	6,268	5
Unite UK Student	CBRE	6,191	5
Lend Lease Retail	CBRE	6,049	5
The PCDF III Unit Trust	CBRE	5,862	5
Unitised Insurance Policies			
Aquila Life UK Equity Index Fund	Blackrock	126,160	54
Aquila Life US Equity Index Fund	Blackrock	40,971	18
Aquila Life Pacific Rim Equity Index Fund	Blackrock	26,581	11
Aquila Life European Equity Index Fund	Blackrock	18,960	8
Aquila Life Japan Equity Index Fund	Blackrock	16,907	7
Other Unit Trusts			
Blackrock Collective Investment UK Equity Tracker	Blackrock	147,632	59
Blackrock Institutional Series	Blackrock	50,169	20
iShares MSCI emerging Markets	State Street Global	22,928	9
Blackrock Emerging Markets Fund	Blackrock	20,424	8
Property – Freehold			
New Lydenburg Industrial Estate	Internal	1,850	100
Private Equity			
LGT Crown European Private Equity	LGT	8,346	44
Wilshire US Private Markets Fund VII, L.P.	Wilshire	7,045	37
Wilshire European Private Markets Fund VII, L.P.	Wilshire	2,710	14

The prior year comparator is as follows:

Class of Security Asset	Manager	2014/15 £000	2014/15 % within asset class
Fixed Interest OIEC			

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Fidelity UK Aggregate Bond Fund	Fidelity	197,649	100
Property Unit Trusts			
Schroders UK Property Fund	CBRE	10,250	10
IPIF Feeder Unit Trust	CBRE	8,052	8
West End of London Property Unit Trust	CBRE	7,209	7
UBS Global Asset Management	CBRE	7,055	7
Ardstone UK	CBRE	6,598	6
CBRE UK Property	CBRE	6,527	6
Rockspring Hanover Property Unit Trust	CBRE	6,126	6
Lend Lease retail Partnership	CBRE	5,745	5
Curlew Student	CBRE	5,657	5
BL UK Property Fund	CBRE	5,489	5
Unite UK Student	CBRE	5,366	5
Unitised Insurance Policies			
Aquila Life UK Equity Index Fund	Blackrock	132,278	53
Aquila Life US Equity Index Fund	Blackrock	39,901	16
Aquila Life Pacific Rim Equity Index Fund	Blackrock	28,070	11
Aquila Life European Equity Index Fund	Blackrock	19,818	8
Aquila Life Japan Equity Index Fund	Blackrock	17,570	7
Other Unit Trusts			
Blackrock Collective Investment UK Equity Tracker	Blackrock	154,360	61
Blackrock Institutional Series	Blackrock	50,000	20
iShares MSCI emerging Markets	State Street Global	25,416	10
Blackrock Emerging Markets Fund	Blackrock	22,519	9
Property – Freehold			
New Lydenburg Industrial Estate	Internal	1,850	100
Private Equity			
LGT Crown European Private Equity	LGT	9,633	43
Wilshire US Private Markets Fund VII, L.P.	Wilshire	8,536	35
Wilshire European Private Markets Fund VII, L.P.	Wilshire	3,216	14

Stock Lending / Derivatives

The Fund has a policy of not entering into stock lending arrangements - there were no stock lending arrangements in place during 2014/15 or 2015/16. The following investment products are classed as derivatives and may be used by the Fund managers (none held on 31 March 2016):

- Stock index futures – used for the purposes of efficient portfolio management.
- Short currency forwards – used for defensively hedging non UK exposure back to sterling.
- Local access products – used to gain exposure to stocks where the manager is unable to purchase them directly.

Note 14 - Financial Instruments

Accounting policies describe how different asset classes of financial instruments are measured and how income and expenses, including fair value gains and losses, are recognised. The following table analyses the carrying amounts of financial assets and liabilities by category and net assets statement heading. No financial assets were reclassified during the accounting period.

31 March 2015			31 March 2016		
Fair Value through Profit and Loss £000	Loans And Receivables £000	Financial Liabilities at Amortised Cost £000	Fair Value through Profit and Loss £000	Loans And Receivables £000	Financial Liabilities at Amortised Cost £000
					<u>Financial Assets</u>
210,587			209,154		Equities
					Pooled Investment Vehicles:
197,649			196,865		Fixed Interest
106,394			123,187		Property Unit Trusts
240,388			232,161		Unitised Insurance Policies
261,221			249,444		Other Unit Trusts
22,341			18,808		Private Equity
	1,237			1,883	Cash Deposits
	4,035			2,476	Cash Equivalents

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	768		Other investment balances		717	
	368		Contributions Due		340	
	276		Other Current Assets		29	
	10,585		Cash Balances		15,670	
1,038,580	17,269	0	Total Financial Assets	1,029,619	21,115	0
			<u>Financial Liabilities</u>			
		(891)	Other Investment Balances			(523)
		(137)	Unpaid Benefits			(235)
		(124)	Other Current Liabilities			(174)
0	0	(1,152)	Total Financial Liabilities	0	0	(932)
1,038,580	17,269	(1,152)	Net Financial Assets	1,029,619	21,115	(932)

The net gains and losses on financial instruments are as follows:

2014/15	Gains and Losses	2015/16
£000		£000
	<u>Financial Assets</u>	
110,999	Fair Value Through Profit and Loss	(11,750)
10	Loans and Receivables	27
	<u>Financial Liabilities</u>	
(1)	Fair Value Through Profit and Loss	0
111,008	Total	(11,723)

The following table summarises the carrying values of the financial assets and financial liabilities by class of instrument compared with their fair values:

31 March 2015	Carrying versus Fair Value	31 March 2016
Carrying Value		Carrying Value
£000	Fair Value	Fair Value
£000	£000	£000

		<u>Financial Assets</u>		
1,038,580	1,038,580	Fair Value Through Profit and Loss	1,029,619	1,029,619
17,269	17,269	Loans and Receivables	21,116	21,116
1,055,849	1,055,849	Total Financial Assets	1,050,735	1,050,735
		<u>Financial Liabilities</u>		
(1,152)	(1,152)	Financial Liabilities at Amortised Cost	(932)	(932)
(1,152)	(1,152)	Total Financial Liabilities	(932)	(932)

Valuation of Financial Instruments carried at Fair Value

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

Level 1 – Where the fair values are derived from unadjusted quoted prices in active markets for identical assets or liabilities. Products classified as Level 1 comprise quoted equities, quoted fixed securities and unit trusts.

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

Level 3 – Where at least one input that could have a significant effect on the instrument's valuation is not based on observable market data. Included in this level are the Fund's private equity investments, the valuations of which are provided by the private equity managers. A breakdown of the opening market value to closing market value for Private Equity investments can be found in Note 13. This shows Private Equity movements in year for Wilshire and LGT.

The following table provides an analysis of the Financial Assets and Liabilities of the Fund and are grouped, based upon the level at which the fair value is observable.

Values as at 31 March 2016	Level 1 £000	Level 2 £000	Level 3 £000	Total £000
<u>Financial Assets</u>				
Financial Assets at Fair Value through profit and loss	209,003	735,204	85,412	1,029,619
<hr/>				
Values as at 31 March 2015	Level 1 £000	Level 2 £000	Level 3 £000	Total £000
<u>Financial Assets</u>				
Financial Assets at Fair Value through profit and loss	210,587	805,652	22,341	1,038,580

Note 15 - Nature and Extent of Risks arising from Financial Instruments

Risk and Risk Management

The Fund's primary long-term risk is that the Fund's assets will fall short of its liabilities (i.e. promised benefits payable to members). Therefore, the aim of investment risk management is to minimise the risk of an overall reduction in the value of the Fund and to maximise the opportunity for gains across the whole Fund portfolio. The Fund achieves this through asset diversification to reduce exposure to market risk (price risk, currency risk and interest rate risk) and credit risk to an acceptable level. In addition, the Fund manages its liquidity risk to ensure there is sufficient liquidity to meet the Fund's forecast cash flows. The Fund manages these investment risks as part of its overall risk management programme. Responsibility for the Fund's risk management strategy rests with the Pension Fund Investment and Administration Panel. Risk management policies are established to identify and analyse the risks faced by the Fund. Policies are reviewed regularly to reflect changes in activity and market conditions.

Market Risk

Market risk is the risk of loss from fluctuations in equity and commodity prices, interest and foreign exchange rates and credit spreads. The Fund is exposed to market risk from its investment activities, particularly through its equity holdings. The level of risk exposure depends on market conditions, expectations of future price and yield movements and the asset risk. The objective of the Fund's risk management strategy is to identify, manage and control market risk exposure within acceptable parameters, whilst optimising the return on risk. In general, excessive volatility in market risk is managed through the diversification of the portfolio in terms of geographical and industry sectors and

individual securities. To mitigate market risk, the Fund and its investment advisors undertake appropriate monitoring of market conditions and benchmark analysis. The Fund manages these risks in two ways:

- The exposure of the Fund to market risk is monitored through risk analysis, to ensure that risk remains within tolerable levels
- Specific risk exposure is limited by applying risk-weighted maximum exposures to individual investments.

Equity futures contracts and exchange traded option contracts on individual securities may also be used to manage market risk on equity investments. It is possible for over-the-counter equity derivative contracts to be used in exceptional circumstances to manage specific aspects of market risk.

Other Price Risk

Other price risk represents the risk that the value of a financial instrument will fluctuate as a result of changes in market prices (other than those arising from interest rate risk or foreign exchange risk), whether 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 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. The Fund's investment managers mitigate this price risk through diversification and the selection of securities and other financial instruments is monitored by the Fund to ensure it is within limits specified in the Fund investment strategy.

Other Price Risk – Sensitivity Analysis

Following analysis of historical data and expected investment return movement during the financial year, in consultation with the Fund's performance management advisors, the Fund has determined that the following movements in market price risk are reasonably possible for the reporting period:

APPENDIX G

This analysis assumes that all other variables, in particular foreign currency exchange rates and interest rates, remain the same. Had the market price of the Fund investments moved in line with the above, the change in the net assets available to pay benefits in the market price would have been as follows:

Asset	Value as at 31 March 2016 £000	Percentage Change %	Value on Increase £000	Value on Decrease £000
Cash and Cash Equivalents	20,030	0.01	20,031	20,027
UK Equities	340,730	10.68	377,121	304,340
Overseas Equities	350,028	9.99	384,996	315,060
Bonds	196,865	5.65	207,988	185,742
Property	125,037	5.25	131,601	118,472
Private Equity	18,808	2.88	19,349	18,266
Other Investment Balances	131	0.00	131	131
Total Assets available to Pay Benefits	1,051,629		1,141,217	962,038

The prior year comparator is as follows:

Asset	Value as at 31 March 2015 £000	Percentage Change %	Value on Increase £000	Value on Decrease £000
Cash and Cash Equivalents	15,857	0.01	15,859	15,857
UK Equities	354,117	10.23	390,343	317,890
Overseas Equities	358,080	9.47	391,990	324,170
Bonds	197,649	5.82	209,152	186,146
Property	108,243	2.99	111,480	105,007
Private Equity	22,341	5.66	23,606	21,076
Other Investment Balances	(122)	0.00	(122)	(122)
Total Assets available to Pay Benefits	1,056,165		1,142,308	970,024

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 represent the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Fund's direct exposure to interest rate movements is through its cash and fixed interest security holdings.

Interest Rate Risk - Sensitivity Analysis

The Fund recognises that interest rates can vary and can affect both income to the fund and the value of the net assets available to pay benefits. It is currently felt that interest rates are unlikely to move up or down by more than 50 basis points (bps) over the course of the next year. The analysis that follows assumes that all other variables, in particular exchange rates, remain constant and shows the effect in the year on the net assets available to pay benefits of a +/- 50 bps change in interest rates:

Asset	Carrying Amount as at 31 March 2016 £000	Change in Year in the Net Assets available to Pay Benefits	
		+ 50 bps £000	-50 bps £000
Cash Balances	15,670	78	(78)
Cash on Deposit	1,883	9	(9)
Cash Equivalents	2,476	12	(12)
Fixed Interest	196,865	984	(984)
Blackrock Institutional Series	50,169	251	(251)
Total Interest Rate Risk Assets	267,063	1,334	(1,334)

The prior year comparator is as follows:

Asset	Carrying Amount as at 31 March 2015 £000	Change in Year in the Net Assets available to Pay Benefits	
		+ 50 bps £000	+ 50 bps £000
Cash Balances	10,585	53	(53)
Cash on Deposit	1,237	6	(6)

Cash Equivalents	4,035	20	(20)
Fixed Interest OEIC	197,649	988	(988)
Blackrock Institutional Series	50,000	250	(250)
Total Interest Rate Risk Assets	263,506	1,317	(1,317)

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 Sterling. The Fund holds both monetary and non-monetary assets denominated in currencies other than Sterling.

Currency Risk – Sensitivity Analysis

Following consultation with the Fund's performance management advisors, the following table shows the potential impact of foreign exchange rate movements on the overseas holdings within the Fund (the analysis assumes that all other variables, in particular interest rates, remain constant):

Asset	Asset Value as at 31 March 2016	Potential Change in Foreign Exchange Rate	Value on Increase	Value on Decrease
	£000	%	£000	£000
Private Equity	18,807	4.88	19,726	17,890
Overseas Property Unit Trusts	5,577	6.68	5,949	5,204
Overseas Unitised Insurance Policies	106,002	6.30	112,680	99,324
Overseas Unit Trust Other	51,642	6.78	55,142	48,142
Overseas Equities	192,655	6.61	205,397	179,913
Cash held in Foreign Currencies	1,183	6.15	1,257	1,112
Total Currency Risk Assets	375,866		400,151	351,585

The prior year comparator is as follows:

Asset	Asset Value as at 31 March 2015	Potential Change in Foreign Exchange Rate	Value on Increase	Value on Decrease
	£000	%	£000	£000
Private Equity	22,341	5.66	23,606	21,076
Overseas Property Unit Trusts	4,929	6.50	5,250	4,609
Overseas Unitised Insurance Policies	108,110	5.75	114,323	101,897
Overseas Unit Trust Other	56,863	6.83	60,746	52,981
Overseas Equities	193,107	9.47	205,102	181,111
Cash held in Foreign Currencies	1,103	6.12	1,170	1,035
Total Currency Risk Assets	386,453		410,197	362,709

Credit Risk

Credit risk represents the risk that the counterparty to a transaction or a financial instrument will fail to discharge an obligation and cause the Fund to incur a financial loss. The market values of investments generally reflect an assessment of credit in their pricing and consequently the risk of loss is implicitly provided for in the carrying value of the Fund's financial assets and liabilities. In essence the Fund's entire investment portfolio is exposed to some form of credit risk, with the exception of the derivatives positions held in year where the risk equates to the net market value of a positive derivative position. However the selection of high quality counterparties, brokers and financial institutions minimises credit risk that may occur through the failure to settle a transaction in a timely manner. Contractual credit risk is represented by the net payment or receipt that remains outstanding and the cost of replacing the derivative position in the event of a counterparty default. The residual risk is minimal due to the various insurance policies held by the exchanges to cover defaulting counterparties. Credit risk on over-the-counter derivative contracts is minimised as counterparties are recognised financial intermediaries with acceptable credit ratings determined by a recognised rating agency. The Fund has a private equity portfolio where there is a higher credit risk. At the reporting date 2% of the Fund was in private equity thereby capping exposure to this asset class. In January 2015, the pension fund investment and administration panel elected not to renew any specific additional private equity investments. This should minimise direct credit risk exposure in this area. Deposits are not made with banks and financial institutions unless they are rated independently and have a high credit rating. The Fund's cash holding under its treasury management arrangements at 31 March 2016 was £15.7m (£10.6m at 31 March 2015). This was held as follows:

Counterparty Type	31 March 2015	31 March 2016
-------------------	---------------	---------------

	£000	£000
UK Banks	10,585	15,670

Liquidity Risk

Liquidity risk represents the risk that the Fund will not be able to meet its financial obligations as they fall due. The cash position of the Fund is monitored to ensure that the Fund has adequate cash resources to meet its commitments. The Fund has immediate access to monies held in its current account. Monies on deposit are also highly liquid and are available to the Fund if needed. If the Fund found itself in a position where it did not have the monies to meet its immediate commitments, it is able to borrow for up to 90 days. If there was a longer term shortfall, then investments could be sold to provide additional cash. Financial liabilities of £1.387m are all due to be settled within 12 months of the net asset statement date.

Refinancing risk

The key risk is that the Fund will be bound to replenish a significant proportion of its financial instruments at a time of unfavourable interest rates. The Fund does not have any financial instruments that have a refinancing risk as part of its treasury management and investment strategies.

Note 16 - Actuarial Position

The adequacy of the Fund's investments and contributions in relation to its overall and future obligations is reviewed every three years by an Actuary appointed by the Fund. This actuarial valuation also assesses the contribution rate required to meet the future liabilities of the Fund by considering the benefits that accrue over the course of the three years to the next full valuation.

In line with the regulations that funds should be re-valued every three years, the actuarial valuation applicable for 2015/16 was carried out as at 31 March 2013 (effective from 1 April 2014).

The method of calculating the employer's contribution rate is derived from the cost of the benefits building up over the year following the valuation date. This method is known as the 'Projected Unit Method'. It is a method considered appropriate by the Actuary for a fund open to new members. As the Fund remains open to new members, its age profile is not currently rising significantly. If the age profile began to rise significantly, the projected unit method would calculate an increase in current service cost as scheme members approached retirement.

Assets have been valued at a 6 month smoothed market value straddling the valuation date. The assumptions used in the calculation and applied during the inter-valuation period are summarised as follows:

Financial Assumptions	March 2013	
	% p.a.	Real % p.a.
Investment Return		
Equities	6.9	4.2
Gilts	3.3	0.6
Bonds	3.9	1.2
Property	6.0	3.3
Discount Rate	6.0	3.3
Pay Increases	4.2	1.5
Price Inflation	2.7	0.0
Pension Increases	2.7	0.0

Demographic assumptions- Life expectancy from age 65

		31 March 2015	31 March 2016
Retiring today	Males	23.7	23.8
	Females	24.8	25.0
Retiring in 20 years	Males	26.0	26.1
	Females	27.2	27.3

The difference between the assumptions applied and actual performance in the intervaluation (01/04/2010 - 31/03/2013) period are as follows:

Financial Experience	Actual	Assumed	Difference
	%	%	%
Pay Increases	1.0	3.2	(2.2)
Pension Increases	3.5	3.0	0.5
Investment Returns	7.6	6.7	0.9

The market value of the Fund at the 2013 review date was £885m (£729m in 2010) and results showed that assets represented 86% of the liabilities (85% in 2010). The Fund deficit arising from the valuation was £141m as at 31 March 2013 (£121m as at 31 March 2010), which is to be spread and recovered over a 23 year period. The reconciliation of the primary contribution rate is shown below:

Contribution Rate Analysis	March 2013
	%
Future Service Total	13.5
Deficit Contribution	5.0
Total Employer Contribution Rate	18.5

The agreed contribution rates in accordance with the results of the actuarial valuation are as follows (new employers admitted to the fund after 31 March 2013 have been actuarially assessed to determine their individual employer contribution rates):

Year	Royal Borough of Greenwich	Other Bodies
2014/15	18.5%	16.0% - 18.5%
2015/16	18.5%	16.0% - 18.5%
2016/17	18.5%	16.0% - 18.5%

Note 17 - Actuarial Present Value of Promised Retirement Benefits (IAS 19 basis)

The net liability of the Fund in relation to the actuarial present value of promised retirement benefits and the net assets available to fund these benefits is:

Net Present Value	31 March	31 March
	2015	2016

	£000	£000
<u>Present Value of Funded Obligation</u>		
Vested Obligation	(1,586,519)	(1,539,898)
Non-Vested Obligation	(58,503)	(55,311)
Total Present Value of Funded Obligation	(1,645,022)	(1,595,209)
Fair Value of Scheme Assets	1,056,702	1,051,666
Net Liability	(588,320)	(543,543)

Note 18 - Debtors and Creditors

The following material amounts were due to, or payable from, the Fund as at 31 March 2016:

2014/15 £000	Debtors	2015/16 £000
	<u>Investment Debtors</u>	
121	Sale of Investments	94
449	Tax Refunds Due	401
647	Dividends Due	571
0	Other	52
1,217	Total Investment Debtors	1,118
	<u>Member Debtors</u>	
368	Contributions	340
420	Other	60
788	Total Member Debtors	400
2,005	Total Debtors	1,518
	<u>Analysed By</u>	
1,413	Other Entities and Individuals	1,086
592	Central Government Bodies	432
2,005	Total Debtors	1,518
2014/15	Creditors	2015/16

£000		£000
	<u>Investment Creditors</u>	
(303)	Management Fees	(363)
(559)	Purchase of Investments	(13)
(9)	Custody Fees	(68)
(20)	Other	(79)
(891)	Total Investment Creditors	(523)
	<u>Member Creditors</u>	
(137)	Benefits Unpaid	(235)
(562)	Other	(629)
(699)	Total Member Creditors	(864)
(1,590)	Total Creditors	(1,387)
	<u>Analysed By</u>	
(439)	Central Government Bodies	(456)
(68)	Local Authorities	(78)
(1,083)	Other entities and individuals	(853)
(1,590)	Total Creditors	(1,387)

Note 19 - Cash

The cash balance can be further analysed as follows:

Cash	2014/15 £000	2015/16 £000
Royal Borough of Greenwich Pension Fund Cash at Hand	10,585	15,670
Bernstein Cash at Hand	91	210
CBRE Cash at Hand	37	667
State Street Global Markets	956	907
Blackrock Cash at Hand	5	0
Others	148	99
Total Cash	11,822	17,553

The balance against 'Royal Borough of Greenwich Cash in hand' in 2014/15 (£10.733m) has been restated, splitting this amount between this line (£10.585m) and 'Other' (£0.148m), to improve transparency. The balance held in the Fund bank account as at 31 March 2016 was £15.670m (£10.585m as at 31 March 2015).

20 Additional Voluntary Contributions

Contributing members have the right to make Additional Voluntary Contributions (AVCs) to enhance their pension. The Authority made such a scheme available to staff through Equitable Life. During 2000/01, Equitable Life announced itself closed to new business. On 23 December 2010 the Government passed an Equitable Life Bill to enable it to compensate Equitable Life policyholders who lost money due to the near collapse of the insurer in 2000. Since 2000, employees have had the option to pay current contributions into a Clerical Medical Fund. In accordance with section 4 (2) (b) of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009, AVCs are prohibited from being credited to the Local Government Pension Scheme and are thus not consolidated within the Fund accounts. However, a summary of the contributions made by members during the year and the total value of the AVC funds, at 31 March 2016, are shown below:

2014/15 £000	AVC Contributions	2015/16 £000
83	AVC Contributions to Clerical Medical	126
3	AVC Contributions to Equitable Life	3
86	Total Contributions	129

31 March 2015 £000	AVC Market Values	31 March 2016 £000
1,096	Clerical Medical Market Value	1,123
504	Equitable Life Market Value	464
1,600	Total Market Value	1,587

Note 21 - Related Party Transactions

The UK Government exerts a significant influence over the Fund through enacting the various Regulations (mentioned herein). It is a major source of funding for the Royal Borough of Greenwich (the Administering Authority and largest employer within the fund). During the year, no

trustees or Key Management Personnel of the Authority with direct responsibility for pension fund issues have undertaken any material transactions with the Pension Fund, other than the following:

- a) Administrative services were undertaken by the Authority on behalf of the Fund, under the SLA, valued at £0.654m (2014/15: £0.661m).
- b) The Royal Borough of Greenwich is the single largest employer of members of the pension fund and contributed £27.524m to the fund in 2015/16 (2014/15: £27.354m).
- c) With respect to other Scheduled Bodies, an amount of £0.100m was owed to the Fund by Academies at year-end for contributions due.
- d) The Royal Borough of Greenwich Pension Fund is a Member of the London Councils Collective investment vehicle. Councillor Austen is the Fund's representative on the Board, with Councillor Brooks his Deputy. £0.025m was paid to this organisation during the year for 2015/16 administration fees, with a further £0.150m invested in share capital.
- e) The key management personnel of the Pension Fund are the Director of Finance (D Warren) and the Chair of the Pension Fund Investment and Administration Panel. Their remuneration packages are as follows:
 - i) Director of Finance: Salary £170,000
 - ii) Chair of the Panel: Special Responsibility Allowance £9,849, Basic allowance £10,210
- f) The following members of the Pension Fund Investment and Administration Panel are also members of the Pension Fund:
 - i) Councillor Austen

Note 22 - Commitments

The Fund has commitments in relation to its private equity holdings. These commitments are drawn down in tranches over time as and when the private equity managers request them. As of 31 March 2016 the Fund had £2.215m of private equity commitments outstanding (31 March 2015: £2.361m). These are not required to be included in the Accounts.

Note 23 - Events after the Reporting Period

The Administering Authority commenced workforce reorganisations towards the end of the financial year. This resulted in a number of early retirements shortly after the end of the reporting period. £7.856m was paid out in retirement lumps in respect of this cohort of employees in April 2016.

As part of the Pension Fund's portfolio restructure two significant transactions took place:

- a) On 27 June 2016 The Pension Fund transferred £25m from its Blackrock cash pooled fund to its new Diversified Alternatives portfolio with Partners Group. This is the first of four tranches that will be transferred to Partners Group.

- b) As part of an exercise in managing volatility the Fund sold £85m from its State Street segregated equity portfolio on 14 July 2016. This was transferred to its Blackrock cash fund on a temporary basis while the Fund's two new mandates (for Multi-asset and Emerging Markets Global Equity) await funding.

Royal Borough of Greenwich Pension Fund

Funding Strategy Statement

March 2014

Funding Strategy Statement

1 Introduction
2 Basic Funding issues
3Calculating contributions for individual Employers
4Funding strategy and links to investment strategy

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I Introduction

I.1 What is this document?

This is the Funding Strategy Statement (FSS) of the Royal Borough of Greenwich Pension Fund (“the Fund”), which is administered by Royal Borough of Greenwich (“the Administering Authority”).

This statement has been prepared by the Royal Borough of Greenwich Council to set out the funding strategy for the Royal Borough of Greenwich Pension Fund in accordance with Regulation 35 of the Local Government Pension Scheme (Administration) Regulations 2008 and guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) Pensions Panel. It has been prepared by the Administering Authority in collaboration and after consultation with the following –

- The Fund’s Actuary - Barnett Waddingham LLP
- The Fund’s Investment Advisers – Hymans Robertson LLP
- The Fund’s participating employers

It is effective from 1 April 2014.

I.2 What is the Royal Borough of Greenwich Pension Fund?

The Fund is part of the national Local Government Pension Scheme (LGPS). The LGPS was set up by the UK Government to provide retirement and death benefits for local government employees, and those employed in similar or related bodies, across the whole of the UK. The Administering Authority runs the Royal Borough of Greenwich Fund, in effect the LGPS for the Royal Borough of Greenwich area, to make sure the Fund:

- receives the proper amount of contributions from employees and employers, and any transfer payments;
- invests the contributions appropriately, with the aim that the Fund’s assets grow over time with investment income and capital growth;
- uses the assets to pay Fund benefits to the members (as and when they retire, for the rest of their lives), and to their dependants (as and when members die), as defined in the LGPS Regulations. Assets are also used to pay transfer values and administration costs.

The roles and responsibilities of the key parties involved in the management of the Fund are summarised in [Appendix B](#).

I.3 Why does the Fund need a Funding Strategy Statement (FSS)?

Employees’ benefits are guaranteed by the LGPS Regulations, and do not change with market values or employer contributions. Investment returns will help pay for some of the benefits, but probably not all, and certainly with no guarantee. Employees’ contributions are fixed in those Regulations also, at a level which covers only part of the cost of the benefits.

Therefore, employers need to pay the balance of the cost of delivering the benefits to members and their dependants.

The FSS focuses on how employer liabilities are measured, the pace at which these liabilities are funded, and how employers or pools of employers pay for their own liabilities. This statement sets out how the Administering Authority has balanced the conflicting aims of:

- affordability of employer contributions,

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

There are also regulatory requirements for an FSS, as given in [Appendix A](#).

The FSS is a summary of the Fund's approach to funding its liabilities, and this includes reference to the Fund's other policies; it is not an exhaustive statement of policy on all issues. The FSS forms part of a framework which includes:

- the LGPS Regulations;
- the Rates and Adjustments Certificate (confirming employer contribution rates for the next three years) which can be found in an appendix to the latest formal valuation report;
- the Fund's policies on admissions, cessations and bulk transfers;
- actuarial factors for valuing individual transfers, early retirement costs and the costs of buying added service; and
- the Fund's Statement of Investment Principles (see Section 4).

1.4 How does the Fund and this FSS affect me?

This depends on who you are:

- a member of the Fund, i.e. a current or former employee, or a dependant: the Fund needs to be sure it is collecting and holding enough money so that your LGPS pension benefits are always paid in full;
- an employer in the Fund (or one which is considering joining the Fund): you will want to know how your contributions are calculated from time to time, that these are fair by comparison to other employers in the Fund, and in what circumstances you might need to pay more. Note that the FSS applies to all employers participating in the Fund;
- an Elected Member whose council participates in the Fund: you will want to be sure that the council balances the need to hold prudent reserves for members' retirement and death benefits, with the other competing demands for council money;
- a Council Tax payer: your council seeks to strike the balance above, and also to minimise cross-subsidies between different generations of taxpayers.

1.5 What does the FSS aim to do?

The FSS sets out the objectives of the Fund's funding strategy, such as:

- to ensure the long-term solvency of the Fund, using a prudent long term view. This will ensure that sufficient funds are available to meet all members'/dependants' benefits as they fall due for payment;
- to ensure that employer contribution rates are reasonably stable where appropriate;
- to minimise the long-term cash contributions which employers need to pay to the Fund, by recognising the link between assets and liabilities and adopting an investment strategy which

balances risk and return (**NB** this will also minimise the costs to be borne by Council Tax payers);

- to reflect the different characteristics of different employers in determining contribution rates. This involves the Fund having a clear and transparent funding strategy to demonstrate how each employer can best meet its own liabilities over future years; and
- to use reasonable measures to reduce the risk to other employers and ultimately to the Council Tax payer from an employer defaulting on its pension obligations.

1.6 How do I find my way around this document?

In [Section 2](#) there is a brief introduction to some of the main principles behind funding, i.e. deciding how much an employer should contribute to the Fund from time to time.

In [Section 3](#) we outline how the Fund calculates the contributions payable by different employers in different situations.

In [Section 4](#) we show how the funding strategy is linked with the Fund's investment strategy.

In the [Appendices](#) we cover various issues in more detail if you are interested:

- A. the regulatory background, including how and when the FSS is reviewed,
- B. who is responsible for what,
- C. what issues the Fund needs to monitor, and how it manages its risks,
- D. some more details about the actuarial calculations required,
- E. the assumptions which the Fund actuary currently makes about the future,
- F. a [glossary](#) explaining the technical terms occasionally used here.

2 Basic Funding issues

(More detailed and extensive descriptions are given in [Appendix D](#)).

2.1 How does the actuary calculate a contribution rate?

Employer contributions are normally made up of two elements:

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

2.2 How is a deficit (or surplus) calculated?

An employer’s “funding level” is defined as the ratio of:

- the market value of the employer’s share of assets, to
- the value placed by the actuary on the benefits built up to date for the employer’s employees and ex-employees (the “*liabilities*”). The Fund actuary agrees with the Administering Authority the assumptions to be used in calculating this value.

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

A larger deficit will give rise to higher employer contributions. If a deficit is spread over a longer period then the annual employer cost is lower than if it is spread over a shorter period.

2.3 How are contribution rates calculated for different employers?

The Fund’s actuary is required by the Regulations to report the *Common Contribution Rate*, for all employers collectively at each triennial valuation, combining items (a) and (b) above. This is based on actuarial assumptions about the likelihood, size and timing of benefit payments to be made from the Fund in the future, as outlined in [Appendix E](#).

The Fund’s actuary is also required to adjust the *Common Contribution Rate* for circumstances specific to each individual employer. The sorts of specific circumstances which are considered are discussed in [Section 3](#). It is this adjusted contribution rate which the employer is actually required to pay, and the rates for all employers are shown in the Fund’s Rates and Adjustments Certificate.

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

Details of the outcome of the Actuarial Valuation as at 31 March 2013 can be found in the formal valuation report, including an analysis at Fund Level of the *Common Contribution Rate*. Further details of individual employer contribution rates can also be found in the formal report.

2.4 What else might affect the employer's contribution?

Employer covenant, and likely term of membership, are also considered when setting contributions: more details are given in [Section 3](#).

For some employers it may be agreed to pool contributions, see [3.4](#).

Any costs of non ill-health early retirements must be paid by the employer, see [3.6](#).

If an employer is approaching the end of its participation in the Fund then its contributions may be amended appropriately, so that the assets meet (as closely as possible) the value of its liabilities in the Fund when its participation ends.

Employers' contributions are expressed as minima, with employers able to pay contributions at a higher rate. Account of the higher rate will be taken by the Fund Actuary at subsequent valuations.

2.5 What different types of employer participate in the Fund?

Historically the LGPS was intended for local authority employees only. However over the years, with the diversification and changes to delivery of local services, many more types and numbers of employers now participate. Eight of the last ten new employers have been educational bodies.

In essence, participation in the LGPS is open to public sector employers providing some form of service to the local community. Whilst the majority of members will be local authority employees (and ex-employees), the majority of participating employers are those providing services in place of (or alongside) local authority services: academy schools, contractors, housing associations, charities, etc.

The LGPS Regulations define various types of employer as follows:

Scheduled bodies - councils, and other specified employers such as academies and further education establishments. These must provide access to the LGPS in respect of their employees who are not eligible to join another public sector scheme (such as the Teachers Scheme). These employers are so-called because they are specified in a schedule to the LGPS Regulations.

It is now possible for Local Education Authority schools to convert to academy status, and for other forms of school (such as Free Schools) to be established under the academies legislation. All such academies, as employers of non-teaching staff, become separate new employers in the Fund. As academies are defined in the LGPS Regulations as "Scheduled Bodies", the Administering Authority has no discretion over whether to admit them to the Fund, and the academy has no discretion whether to continue to allow its non-teaching staff to join the Fund. There has also been guidance issued by the DCLG regarding the terms of academies' membership in LGPS Funds.

Designating employers - employers such as town and parish councils are able to participate in the LGPS via resolution (and the Fund cannot refuse them entry where the resolution is passed). These employers can designate which of their employees are eligible to join the scheme.

Other employers are able to participate in the Fund via an admission agreement, and are referred to as 'admission bodies'. These employers are generally those with a "community of interest" with another scheme employer – **community admission bodies** ("CABs") or those providing a service on behalf of a scheme employer – **transferee admission bodies** ("TABs"). CABs will include housing associations and charities. TABs will generally be contractors. The Fund is able to set its criteria for participation by these employers and can refuse entry if the requirements as set out in the

Fund's admissions policy are not met. How does the Fund recognise that contribution levels can affect council and employer service provision, and council tax?

The Administering Authority and the Fund actuary are acutely aware that, all other things being equal, a higher contribution required to be paid to the Fund will mean less cash available for the employer to spend on the provision of services. For instance:

- Higher pension fund contributions may result in reduced council spending, which in turn could affect the resources available for council services, and/or greater pressure on council tax levels;
- Contributions which academies pay to the Fund will therefore not be available to pay for providing education;
- Other employers will provide various services to the local community, perhaps through housing associations, charitable work, or contracting council services. If they are required to pay more in pension contributions to the LGPS then this may affect their ability to provide the local services.

Whilst all this is true, it should also be borne in mind that:

- The Fund provides invaluable financial security to local families, whether to those who formerly worked in the service of the local community who have now retired, or to their families after their death;
- The Fund must have the assets available to meet these retirement and death benefits, which in turn means that the various employers must each pay their own way. Lower contributions today will mean higher contributions tomorrow: deferring payments does not alter the employer's ultimate obligation to the Fund in respect of its current and former employees;
- Each employer will generally only pay for its own employees and ex-employees (and their dependants), not for those of other employers in the Fund;
- The Fund strives to maintain reasonably stable employer contribution rates where appropriate and possible;
- The Fund wishes to avoid the situation where an employer falls so far behind in managing its funding shortfall that its deficit becomes unmanageable in practice: such a situation may lead to employer insolvency and the resulting deficit falling on the other Fund employers. In that situation, those employers' services would in turn suffer as a result;
- Council contributions to the Fund should be at a suitable level, to protect the interests of different generations of council tax payers. For instance, underpayment of contributions for some years will need to be balanced by overpayment in other years; the council will wish to minimise the extent to which council tax payers in one period are in effect benefitting at the expense of those paying in a different period.

Overall, therefore, there is clearly a balance to be struck between the Fund's need for maintaining prudent funding levels, and the employers' need to allocate their resources appropriately. The Fund achieves this through various techniques which affect contribution increases to various degrees (see [3.1](#)). In deciding which of these techniques to apply to any given employer, the Fund will consider a risk assessment of that employer using a knowledge base which is regularly monitored and kept up-

to-date. This database will include such information as the type of employer, its membership profile and funding position, any guarantors or security provision, material changes anticipated, etc. This helps the Fund establish a picture of the financial standing of the employer, i.e. its ability to meet its long term Fund commitments. For instance, where an employer is considered relatively low risk then the Fund will permit greater smoothing (such as stabilisation or a longer deficit recovery period relative to other employers) which will temporarily produce lower contribution levels than would otherwise have applied. This is permitted in the expectation that the employer will still be able to meet its obligations for many years to come.

On the other hand, an employer whose risk assessment indicates a less strong covenant will generally be required to pay higher contributions (for instance, with a more prudent funding basis or a shorter deficit recovery period relative to other employers). This is because of the higher probability that at some point it will fail or be unable to meet its pension contributions, with its deficit in the Fund then falling to other Fund employers.

The Fund actively seeks employer input, including to its funding arrangements, through various means: see [Appendix A](#).

3 Calculating contributions for individual Employers

3.1 General comments

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

- capping of employer contribution rate changes within a pre-determined range (“stabilisation”)
- the use of extended deficit recovery periods
- the phasing in of contribution rises or reductions
- the pooling of contributions amongst employers with similar characteristics
- the use of some form of security or guarantee to justify a lower contribution rate than would otherwise be the case.

These and associated issues are covered in this Section.

The Administering Authority recognises that there may occasionally be particular circumstances affecting individual employers that are not easily managed within the rules and policies set out in the Funding Strategy Statement. Therefore the Administering Authority may, at its sole discretion, direct the actuary to adopt alternative funding approaches on a case by case basis for specific employers.

3.2 The effect of paying contributions below the theoretical level

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

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

Overleaf (3.3) is a summary of how the main funding policies differ for different types of employer, followed by more detailed notes where necessary.

Section 3.4 onwards deals with various other funding issues which apply to all employers.

3.3 The different approaches used for different employers

Type of employer	Scheduled Bodies		Community Admission Bodies and Designating Employers	Transferee Admission Bodies
Sub-type	Administering Authority	Academies	(all)	(all)
Basis used	Ongoing, assumes long-term Fund participation (see Appendix E)		Ongoing, but may move to “gilts basis” - see Note (a)	Ongoing, assumes fixed contract term in the Fund (see Appendix E)
Future service rate	Projected Unit Credit approach (see Appendix D – D.2)			
Maximum deficit recovery period – Note (c)	25 Years			
Deficit recovery payments – Note (d)	% of payroll	% of payroll	% of payroll	% of payroll
Phasing of contribution changes	None			
Review of rates – Note (f)	Administering Authority reserves the right to review contribution rates and amounts, and the level of security provided, at regular intervals between valuations			
New employer	n/a	Note (g)	Note (h)	Notes (h) & (i)
Cessation of participation: cessation debt payable	Cessation is assumed not to be generally possible, as Scheduled Bodies are legally obliged to participate in the LGPS. In the rare event of cessation occurring (machinery of Government changes for example), the cessation debt principles applied would be as per Note (j).		Can be ceased subject to terms of admission agreement. Cessation debt will be calculated on a basis appropriate to the circumstances of cessation – see Note (j).	Participation is assumed to expire at the end of the contract. Cessation debt (if any) calculated on on-going basis. Awarding Authority will be liable for future deficits and contributions arising.

Note (a) (Basis for CABs and Designating Employers closed to new entrants)

In the circumstances where:

- the employer is a Designating Employer, or an Admission Body but not a Transferee Admission Body, and
- the employer has no guarantor, and
- the admission agreement is likely to terminate, or the employer is likely to lose its last active member, within a timeframe considered appropriate by the Administering Authority to prompt a change in funding,

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

The Administering Authority also reserves the right to adopt the above approach in respect of those Designating Employers and Admission Bodies with no guarantor, where the strength of covenant is considered to be weak but there is no immediate expectation that the admission agreement will cease or the Designating Employer will alter its designation.

Note (b) (Stabilisation)

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

This stabilisation mechanism allows short term investment market volatility to be managed so as not to cause volatility in employer contribution rates, on the basis that a long term view can be taken on net cash inflow, investment returns and strength of employer covenant.

The current stabilisation mechanism applies if:

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

Stabilisation is not currently applicable to employers in the Royal Borough of Greenwich Pension Fund.

Note (c) (Deficit Recovery Periods)

The deficit recovery period starts at the commencement of the revised contribution rate (1 April 2014 for the 2013 valuation). The Administering Authority would normally expect the same period

to be used at successive triennial valuations, but would reserve the right to propose alternative spreading periods, for example where there were no new entrants.

Note (d) (Deficit Recovery Payments)

For employers where stabilisation is not being applied, the deficit recovery payments for each employer covering the three year period until the next valuation will often be set as a percentage of salaries. However, the Administering Authority reserves the right to amend these rates between valuations and/or to require these payments in monetary terms instead, for instance where:

- the employer is relatively mature, i.e. has a large deficit recovery contribution rate (e.g. above 15% of payroll), in other words its payroll is a smaller proportion of its deficit than is the case for most other employers, or
- there has been a significant reduction in payroll due to outsourcing or redundancy exercises, or
- the employer has closed the Fund to new entrants.

Note (e) (Phasing in of contribution changes)

All phasing is subject to the Administering Authority being satisfied as to the strength of the employer's covenant.

Employers which have no active members will not be phased.

Phasing is not applicable at this valuation.

Note (f) (Regular Reviews)

Such reviews may be triggered by significant events including but not limited to: significant reductions in payroll, altered employer circumstances, Government restructuring affecting the employer's business, or failure to pay contributions or arrange appropriate security as required by the Administering Authority.

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

Note (g) (New Academy employers)

At the time of writing, the Fund's policies on academies' funding issues are as follows:

- a) All academies in the Fund are to be fully pooled together, sharing past and future service costs and experience. This is, however, subject to the outcome of the on-going Academies consultation.
- b) The new academy's past service liabilities on conversion will be calculated based on its active Fund members on the day before conversion. For the avoidance of doubt, these liabilities will include all past service of those members, but will exclude the liabilities relating to any ex-employees of the school who have deferred or pensioner status;
- c) The new academy will be allocated an initial asset share from the ceding council's assets in the Fund. This asset share will be calculated using the estimated funding position of the ceding council at the date of academy conversion. The share will be based on the active members'

funding level, having first allocated assets in the council's share to fully fund deferred and pensioner members. The asset allocation will be based on market conditions and the academy's active Fund membership on the day prior to conversion;

- d) The new academy will join the Fund's Academy pool in which all Academies pay the same contribution rate as a percentage of payroll.
- e) As above, all academies will pay the same contribution rate as a percentage of payroll and at conversion, the Academy will be allocated a portion of the Fund's assets. At each triennial valuation any necessary asset adjustments will be made so as to share the Academy pool's combined deficit between all the Academies in the pool.

The Fund's policies on academies are subject to change in the light of any amendments to DCLG guidance. Any changes will be notified to academies, and will be reflected in a subsequent version of this FSS. In particular, policies (d) and (e) above will be reconsidered at each valuation.

Note (h) (New Admission Bodies)

With effect from 1 October 2012, the LGPS 2012 Miscellaneous Regulations introduced mandatory new requirements for all Admission Bodies brought into the Fund from that date. Under these Regulations, all new Admission Bodies will be required to provide some form of security, such as a guarantee from the letting employer, an indemnity or a bond. The security is required to cover some or all of the following:

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

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

The above approaches reduce the risk to other employers in the Fund, of potentially having to pick up any shortfall in respect of Admission Bodies ceasing with an unpaid deficit.

Note (i) (New Transferee Admission Bodies)

A new TAB usually joins the Fund as a result of the letting/outsourcing of some services from an existing employer (normally a Scheduled Body such as a council or academy) to another organisation (a "contractor"). This involves the TUPE transfer of some staff from the letting employer to the contractor. Consequently, for the duration of the contract, the contractor is a new participating employer in the Fund so that the transferring employees maintain their eligibility for LGPS membership. At the end of the contract the employees revert to the letting employer or to a replacement contractor.

Ordinarily, the TAB would be set up in the Fund as a new employer with responsibility for all the accrued benefits of the transferring employees; in this case, the contractor would usually be assigned

an initial asset allocation equal to the past service liability value of the employees' Fund benefits. The quid pro quo is that the contractor is then expected to ensure that its share of the Fund is also fully funded at the end of the contract: see Note (j).

Employers which "outsource" have flexibility in the way that they can deal with the pension risk potentially taken on by the contractor. In particular there are usually three different routes that such employers may wish to adopt. Clearly as the risk ultimately resides with the employer letting the contract, it is for them to agree the appropriate route with the contractor:

i) Pooling

Under this option the contractor is pooled with the letting employer. In this case, the contractor pays the same rate as the letting employer, which is may be under the stabilisation approach.

ii) Letting employer retains pre-contract risks

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

iii) Fixed contribution rate agreed

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

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

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

Note (j) (Admission Bodies Ceasing)

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

- Last active member ceasing participation in the Fund;
- The insolvency, winding up or liquidation of the Admission Body;
- Any breach by the Admission Body of any of its obligations under the Agreement that they have failed to remedy to the satisfaction of the Fund;
- A failure by the Admission Body to pay any sums due to the Fund within the period required by the Fund; or

- The failure by the Admission Body to renew or adjust the level of the bond or indemnity, or to confirm an appropriate alternative guarantor, as required by the Fund.

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

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

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

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

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

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

3.4 Pooled contributions

From time to time the Administering Authority may set up pools for employers with similar characteristics. This will always be in line with its broader funding strategy.

With the advice of the Actuary the Administering Authority allows smaller employers of similar types to pool their contributions as a way of sharing experience and smoothing out the effects of costly but relatively rare events such as ill-health retirements or deaths in service.

Smaller admitted bodies may be pooled with the letting employer, provided all parties (particularly the letting employer) agree.

Employers who are permitted to enter (or remain in) a pool at the 2013 valuation will not normally be advised of their individual contribution rate unless agreed by the Administering Authority.

Schools generally are also pooled with their funding Council. However there may be exceptions for specialist or independent schools.

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

3.5 Additional flexibility in return for added security

The Administering Authority may permit greater flexibility to the employer's contributions if the employer provides added security to the satisfaction of the Administering Authority.

Such flexibility includes a reduced rate of contribution, an extended deficit recovery period, or permission to join a pool with another body (e.g. the Local Authority).

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

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

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

3.6 Non ill health early retirement costs

It is assumed that members' benefits are payable from the earliest age that the employee could retire without incurring a reduction to their benefit (and without requiring their employer's consent to retire). (**NB** the relevant age may be different for different periods of service, following the benefit changes from April 2008 and April 2014). Employers are required to pay additional contributions ('strain') wherever an employee retires before attaining this age. Amounts are payable immediately and any extension is at the sole discretion of the administering authority. The actuary's funding basis makes no allowance for premature retirement except on grounds of ill-health.

3.7 Ill health early retirement costs

Admitted Bodies will usually have an 'ill health allowance'; Scheduled Bodies may have this also, depending on their agreement terms with the Administering Authority. The Fund monitors each employer's ill health experience on an ongoing basis. If the cumulative cost of ill health retirement in any financial year exceeds the allowance at the previous valuation, the employer will be charged additional contributions on the same basis as apply for non ill-health cases. Details will be included in each separate Admission Agreement.

3.8 Employers with no remaining active members

In general an employer ceasing in the Fund, due to the departure of the last active member, will pay a cessation debt on an appropriate basis (see 3.3, Note (j)) and consequently have no further obligation to the Fund. Thereafter it is expected that one of two situations will eventually arise:

- a) The employer's asset share runs out before all its ex-employees' benefits have been paid. In this situation the other Fund employers will be required to contribute to pay all remaining benefits: this will be done by the Fund actuary apportioning the remaining liabilities on a pro-rata basis at successive formal valuations;
- b) The last ex-employee or dependant dies before the employer's asset share has been fully utilised. In this situation the remaining assets would be apportioned pro-rata by the Fund's actuary to the other Fund

- c) In exceptional circumstances the Fund may permit an employer with no remaining active members to continue contributing to the Fund. This would require the provision of a suitable security or guarantee, as well as a written ongoing commitment to fund the remainder of the employer's obligations over an appropriate period. The Fund would reserve the right to invoke the cessation requirements in the future, however. The Administering Authority may need to seek legal advice in such cases, as the employer would have no contributing members.

3.9 Policies on bulk transfers

Each case will be treated on its own merits, but in general:

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

4 Funding strategy and links to investment strategy

4.1 What is the Fund's investment strategy?

The Fund has built up assets over the years, and continues to receive contribution and other income. All of this must be invested in a suitable manner, which is the investment strategy.

Investment strategy is set by the administering authority, after consultation with the employers and after taking investment advice. The precise mix, manager make up and target returns are set out in the Statement of Investment Principles (SIP), which is available to members and employers.

The investment strategy is set for the long-term, but is reviewed from time to time. Normally a full review is carried out after each actuarial valuation, and is kept under review annually between actuarial valuations to ensure that it remains appropriate to the Fund's liability profile.

The same investment strategy is currently followed for all employers.

4.2 What is the link between funding strategy and investment strategy?

The Fund must be able to meet all benefit payments as and when they fall due. These payments will be met by contributions (resulting from the funding strategy) or asset returns and income (resulting from the investment strategy). To the extent that investment returns or income fall short, then higher cash contributions are required from employers, and vice versa

Therefore, the funding and investment strategies are inextricably linked.

4.3 How does the funding strategy reflect the Fund's investment strategy?

In the opinion of the Fund actuary, the current funding policy is consistent with the current investment strategy of the Fund. The asset outperformance assumption contained in the discount rate (see [E3](#)) is within a range that would be considered acceptable for funding purposes; it is also considered to be consistent with the requirement to take a "prudent longer-term view" of the funding of liabilities as required by the UK Government (see [A1](#)).

However, in the short term – such as the three yearly assessments at formal valuations – there is the scope for considerable volatility and there is a material chance that in the short-term and even medium term, asset returns will fall short of this target. The stability measures described in [Section 3](#) will damp down, but not remove, the effect on employers' contributions.

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

4.4 How does this differ for a large stable employer?

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

- Prudence - the Fund should have a reasonable expectation of being fully funded in the long term;
- Affordability – how much can employers afford;
- Stewardship – the assumptions used should be sustainable in the long term, without having to resort to overly optimistic assumptions about the future to maintain an apparently healthy funding position;

- Stability – employers should not see significant moves in their contribution rates from one year to the next, and this will help to provide a more stable budgeting environment.

The key problem is that the key objectives often conflict. For example, minimising the long term cost of the scheme (i.e. keeping employer rates affordable) is best achieved by investing in higher returning assets e.g. equities. However, equities are also very volatile (i.e. go up and down fairly frequently in fairly large moves), which conflicts with the objective to have stable contribution rates.

Therefore a balance needs to be maintained between risk and reward, which has been considered.

4.5 Does the Fund monitor its overall funding position?

The Administering Authority monitors the relative funding position, i.e. changes in the relationship between asset values and the liabilities value, on an annual basis. It reports this to the regular Pensions Investment and Administration Panel meetings.

Appendix A – Regulatory framework

A1 Why does the Fund need an FSS?

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

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

These objectives are desirable individually, but may be mutually conflicting.

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

This is the framework within which the Fund’s actuary carries out triennial valuations to set employers’ contributions and provides recommendations to the Administering Authority when other funding decisions are required, such as when employers join or leave the Fund. The FSS applies to all employers participating in the Fund.

A2 Does the Administering Authority consult anyone on the FSS?

Yes. This is required by LGPS Regulations. It is covered in more detail by the most recent CIPFA guidance, which states that the FSS must first be subject to “consultation with such persons as the authority considers appropriate”, and should include “a meaningful dialogue at officer and elected member level with council tax raising authorities and with corresponding representatives of other participating employers”.

In practice, for the Fund, the consultation process for this FSS was that a draft version of the FSS was issued to all participating employers in February 2014 for comment.

A3 How is the FSS published?

The FSS is made available through the following routes:

- Published on the Pension Fund’s website.
- A copy sent by post or e-mail to each participating employer in the Fund along with confirmation of the final employer contribution rate;
- A full copy is included in the annual report and accounts of the Fund;
- Copies made available on request.

A4 How often is the FSS reviewed?

The FSS is reviewed in detail at least every three years as part of the triennial valuation. This version is expected to remain unaltered until it is consulted upon as part of the formal process for the next valuation in 2016.

It is possible that (usually slight) amendments may be needed within the three year period. These would be needed to reflect any regulatory changes, or alterations to the way the Fund operates (e.g. to accommodate a new class of employer). Any such amendments would be consulted upon as appropriate:

- trivial amendments would be simply notified at the next round of employer communications,
- amendments affecting only one class of employer would be consulted with those employers,
- other more significant amendments would be subject to full consultation.

In any event, changes to the FSS would need agreement by the [Pensions Panel] and would be included in the relevant Panel Meeting minutes.

A5 How does the FSS fit into other Fund documents?

The FSS is a summary of the Fund's approach to funding liabilities. It is not an exhaustive statement of policy on all issues, for example there are a number of separate statements published by the Fund including the Statement of Investment Principles, Governance Strategy and Communications Strategy. In addition, the Fund publishes an Annual Report and Accounts with up to date information on the Fund.

These documents can be found on the Pension Fund website.

Appendix B – Responsibilities of key parties

The efficient and effective operation of the Fund needs various parties to each play their part.

B1 The Administering Authority should:-

- operate the Fund as per the LGPS Regulations;
- effectively manage any potential conflicts of interest arising from its dual role as Administering Authority and a Fund employer;
- collect employer and employee contributions, and investment income and other amounts due to the Fund;
- ensure that cash is available to meet benefit payments as and when they fall due;
- pay from the Fund the relevant benefits and entitlements that are due;
- invest surplus monies (i.e. contributions and other income which are not immediately needed to pay benefits) in accordance with the Fund's Statement of Investment Principles (SIP) and LGPS Regulations;
- communicate appropriately with employers so that they fully understand their obligations to the Fund;
- take appropriate measures to safeguard the Fund against the consequences of employer default;
- manage the valuation process in consultation with the Fund's actuary;
- prepare and maintain a FSS and a SIP, after consultation;
- notify the Fund's actuary of material changes which could affect funding (this is covered in a separate agreement with the actuary); and
- monitor all aspects of the fund's performance and funding and amend the FSS/SIP as necessary and appropriate.

B2 The Individual Employer should:-

- deduct contributions from employees' pay correctly;
- pay over all contributions, including their own as determined by the actuary, promptly by the due date;
- have a policy and exercise discretions within the regulatory framework;
- make additional contributions in accordance with agreed arrangements in respect of, for example, augmentation of scheme benefits, early retirement strain; and
- notify the Administering Authority promptly of all changes to its circumstances, prospects or membership, which could affect future funding.

B3 The Fund Actuary should:-

- prepare valuations, including the setting of employers' contribution rates. This will involve agreeing assumptions with the Administering Authority, having regard to the FSS and LGPS Regulations, and targeting each employer's solvency appropriately;
- provide advice relating to new employers in the Fund, including the level and type of bonds or other forms of security (and the monitoring of these);

- prepare advice and calculations in connection with bulk transfers and individual benefit-related matters;
- assist the Administering Authority in considering possible changes to employer contributions between formal valuations, where circumstances suggest this may be necessary;
- advise on the termination of Admission Bodies' participation in the Fund; and
- fully reflect actuarial professional guidance and requirements in the advice given to the Administering Authority.

B4 Other parties:-

- investment advisers (either internal or external) should ensure the Fund's SIP remains appropriate, and consistent with this FSS;
- investment managers, custodians and bankers should all play their part in the effective investment (and dis-investment) of Fund assets, in line with the SIP;
- auditors should comply with their auditing standards, ensure Fund compliance with all requirements, monitor and advise on fraud detection, and sign off annual reports and financial statements as required;
- governance advisers may be appointed to advise the Administering Authority on efficient processes and working methods in managing the Fund;
- legal advisers (either internal or external) should ensure the Fund's operation and management remains fully compliant with all regulations and broader local government requirements, including the Administering Authority's own procedures.

Appendix C – Key risks and controls

C1 Types of risk

The Administering Authority has an active risk management programme in place. The measures that it has in place to control key risks are summarised below under the following headings:

- financial;
- demographic;
- regulatory; and
- governance.

The risks included on the table below are those risks appropriate and relevant to the Funding Strategy Statement.

C2 Financial risks

Risk	Summary of Control Mechanisms
Fund assets fail to deliver returns in line with the anticipated returns underpinning valuation of liabilities over the long-term.	<p>Only anticipate long-term return on a relatively prudent basis to reduce risk of under-performing.</p> <p>Assets invested on the basis of specialist advice, in a suitably diversified manner across asset classes, geographies, managers, etc.</p> <p>Analyse progress at three yearly valuations for all employers.</p>
Inappropriate long-term investment strategy.	<p>Overall investment strategy options considered as an integral part of the funding strategy. Used asset liability modelling to measure 4 key outcomes.</p> <p>Chosen option considered to provide the best balance.</p>
Fall in risk-free returns on Government bonds, leading to rise in value placed on liabilities.	<p>Stabilisation modelling at whole Fund level allows for the probability of this within a longer term context.</p> <p>Regular monitoring of funding position.</p> <p>Some investment in bonds helps to mitigate this risk.</p>
Active investment manager under-performance relative to benchmark.	Quarterly investment monitoring analyses market performance and active managers relative to their

Risk	Summary of Control Mechanisms
	index benchmark.
Pay and price inflation significantly more than anticipated.	<p>The focus of the actuarial valuation process is on real returns on assets, net of price and pay increases.</p> <p>Some investment in bonds also helps to mitigate this risk.</p> <p>Employers pay for their own salary awards and should be mindful of the geared effect on pension liabilities of any bias in pensionable pay rises towards longer-serving employees.</p>
Effect of possible increase in employer's contribution rate on service delivery and admission/scheduled bodies	Measures are in place to limit sudden increases in contributions.
Orphaned employers give rise to added costs for the Fund	<p>The Fund seeks a cessation debt (or security/guarantor) to minimise the risk of this happening in the future.</p> <p>If it occurs, the Actuary calculates the added cost spread pro-rata among all employers – (see 3.8).</p>

C3 Demographic risks

Risk	Summary of Control Mechanisms
Pensioners living longer, thus increasing cost to Fund.	<p>Set mortality assumptions with some allowance for future increases in life expectancy.</p> <p>The Fund Actuary has direct access to the experience of over a significant number of LGPS funds which allows early identification of changes in life expectancy that might in turn affect the assumptions underpinning the valuation.</p>
Maturing Fund – i.e. proportion of actively contributing employees declines relative to retired employees.	Continue to monitor at each valuation, consider seeking monetary amounts rather than % of pay and consider alternative investment strategies.
Deteriorating pattern of early retirements	<p>Employers are charged the extra cost of non ill-health retirements.</p> <p>Employer ill health retirement experience is monitored, and insurance is an option.</p>
Reductions in payroll causing insufficient	In many cases this may not be sufficient cause for

Risk	Summary of Control Mechanisms
deficit recovery payments	<p>concern, and will in effect be caught at the next formal valuation. However, there are protections where there is concern, as follows:</p> <p>A review of contributions is permitted in general between valuations (see <u>Note (f) to 3.3</u>) and may require a move in deficit contributions from a percentage of payroll to fixed monetary amounts.</p>

C4 Regulatory risks

Risk	Summary of Control Mechanisms
Changes to national pension requirements and/or HMRC rules e.g. changes arising from public sector pensions reform.	<p>The Administering Authority considers all consultation papers issued by the Government and comments where appropriate.</p> <p>The results of the most recent reforms have been built into the 2013 valuation. Any changes to member contribution rates or benefit levels will be carefully communicated with members to minimise possible opt-outs or adverse actions.</p>

C5 Governance risks

Risk	Summary of Control Mechanisms
Administering Authority unaware of structural changes in an employer's membership (e.g. large fall in employee members, large number of retirements) or not advised of an employer closing to new entrants.	<p>The Administering Authority has a close relationship with employing bodies and communicates required standards e.g. for submission of data.</p> <p>The Actuary may revise the rates and Adjustments certificate to increase an employer's contributions (under Regulation 38) between triennial valuations</p> <p>Deficit contributions may be expressed as monetary amounts.</p>
Actuarial or investment advice is not sought, or is not heeded, or proves to be insufficient in some way	<p>The Administering Authority maintains close contact with its specialist advisers.</p> <p>Advice is delivered via formal meetings involving Elected Members, and recorded appropriately.</p> <p>Actuarial advice is subject to professional</p>

Risk	Summary of Control Mechanisms
	requirements such as peer review.
Administering Authority failing to commission the Fund Actuary to carry out a termination valuation for a departing Admission Body.	<p>The Administering Authority requires employers with Best Value contractors to inform it of forthcoming changes.</p> <p>Community Admission Bodies' memberships are monitored and, if active membership decreases, steps will be taken.</p>
An employer ceasing to exist with insufficient funding or adequacy of a bond.	<p>The Administering Authority believes that it would normally be too late to address the position if it was left to the time of departure.</p> <p>The risk is mitigated by:</p> <p>Seeking a funding guarantee from another scheme employer, or external body, where-ever possible (see <u>Notes (h) and (j) to 3.3</u>).</p> <p>Alerting the prospective employer to its obligations and encouraging it to take independent actuarial advice.</p> <p>Vetting prospective employers before admission.</p> <p>Where permitted under the regulations requiring a bond to protect the Fund from various risks.</p> <p>Requiring new Community Admission Bodies to have a guarantor.</p> <p>Reviewing bond or guarantor arrangements at regular intervals (see <u>Note (f) to 3.3</u>).</p> <p>Reviewing contributions well ahead of cessation if thought appropriate (see <u>Note (a) to 3.3</u>).</p>

Appendix D – The calculation of Employer contributions

In [Section 2](#) there was a broad description of the way in which contribution rates are calculated. This Appendix considers these calculations in much more detail.

The calculations involve actuarial assumptions about future experience, and these are described in detail in [Appendix E](#).

D1 What is the difference between calculations across the whole Fund and calculations for an individual employer?

Employer contributions are normally made up of two elements:

- a) the estimated cost of future benefits being accrued, referred to as the “future service rate”; plus
- b) an adjustment for the funding position of accrued benefits relative to the Fund’s solvency target, “*past service adjustment*”. If there is a surplus there may be a reduction in the employer’s contribution rate. If there is a deficit there will be an increase in the employer’s contribution rate, with the surplus or deficit spread over an appropriate period. The aim is to return the employer to full funding over that period. See [Section 3](#) for deficit recovery periods.

The Fund’s actuary is required by the regulations to report the *Common Contribution Rate*¹, for all employers collectively at each triennial valuation. It combines items (a) and (b) and is expressed as a percentage of pay; it is in effect an average rate across all employers in the Fund.

The Fund’s actuary is also required to adjust the Common Contribution Rate for circumstances which are deemed “peculiar” to an individual employer². It is the adjusted contribution rate which employers are actually required to pay. The sorts of “peculiar” factors which are considered are discussed below.

In effect, the *Common Contribution Rate* is a notional quantity. Separate future service rates are calculated for each employer together with individual past service adjustments according to employer-specific past service deficit spreading and increased employer contribution phasing periods.

D2 How is the Future Service Rate calculated?

The future service element of the employer contribution rate is calculated with the aim that these contributions will meet benefit payments in respect of members’ **future** service in the Fund. This is based upon the cost (in excess of members’ contributions) of the benefits which employee members earn from their service each year.

The future service rate is calculated separately for all the employers, although employers within a pool will pay the contribution rate applicable to the pool as a whole. The calculation is on the “ongoing” valuation basis (see [Appendix E](#)), but where it is considered appropriate to do so the Administering Authority reserves the right to set a future service rate by reference to liabilities valued on a more prudent basis (see [Section 3](#)).

The approach used to calculate each employer’s future service contribution rate depends on whether or not new entrants are being admitted. Employers should note that it is only Admission Bodies and

¹ See LGPS (Administration) Regulations 36(5).

² See LGPS (Administration) Regulations 36(7).

Designating Employers that may have the power not to automatically admit all eligible new staff to the Fund, depending on the terms of their Admission Agreements and employment contracts.

a) Employers which admit new entrants

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

b) Employers which do not admit new entrants

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

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

D3 How is the Solvency / Funding Level calculated?

The Fund’s actuary is required to report on the “solvency” of the whole Fund in a valuation which should be carried out at least once every three years. As part of this valuation, the actuary will calculate the solvency position of each employer.

“Solvency” is defined to be the ratio of the market value of the employer’s asset share to the value placed on accrued benefits on the Fund actuary’s chosen assumptions. This quantity is known as a funding level.

For the value of the employer’s asset share, see [D5](#) below.

For the value of benefits, the Fund actuary agrees the assumptions to be used with the Administering Authority – see [Appendix E](#). These assumptions are used to calculate the present value of all benefit payments expected in the future, relating to that employer’s current and former employees, based on pensionable service to the valuation date only (i.e. ignoring further benefits to be built up in the future).

The Fund operates the same target funding level for all employers of 100% of its accrued liabilities valued on the ongoing basis, unless otherwise determined (see [Section 3](#)).

D4 What affects a given employer’s valuation results?

The results of these calculations for a given individual employer will be affected by:

- past contributions relative to the cost of accruals of benefits;
- different liability profiles of employers (e.g. mix of members by age, gender, service vs. salary);
- the effect of any differences in the valuation basis on the value placed on the employer’s liabilities;
- any different deficit/surplus spreading periods or phasing of contribution changes;
- the difference between actual and assumed rises in pensionable pay;

- the difference between actual and assumed increases to pensions in payment and deferred pensions;
- the difference between actual and assumed retirements on grounds of ill-health from active status;
- the difference between actual and assumed amounts of pension ceasing on death;
- the additional costs of any non ill-health retirements relative to any extra payments made; over the period between each triennial valuation.

Actual investment returns achieved on the Fund between each valuation are applied proportionately across all employers, to the extent that employers in effect share the same investment strategy. Transfers of liabilities between employers within the Fund occur automatically within this process, with a sum broadly equivalent to the reserve required on the ongoing basis being exchanged between the two employers.

D5 How is each employer's asset share calculated?

The Administering Authority does not account for each employer's assets separately. Instead, the Fund's actuary is required to apportion the assets of the whole Fund between the employers, at each triennial valuation.

This apportionment uses the income and expenditure figures provided for certain cash flows for each employer. To determine the asset share for each employer, the Fund actuary rolls forward the assets calculated at the previous valuation allowing for investment returns, contributions paid into, and benefits paid from, the Fund by and in respect of the Employer and its employees. This process adjusts for transfers of liabilities between employers participating in the Fund, but does make a number of simplifying assumptions.

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

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

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

The Administering Authority recognises the limitations in the process, but it considers that the Fund actuary's approach addresses the risks of employer cross-subsidisation to an acceptable degree.

Appendix E – Actuarial assumptions

E1 What are the actuarial assumptions?

These are expectations of future experience used to place a value on future benefit payments (“the liabilities”). Assumptions are made about the amount of benefit payable to members (the financial assumptions) and the likelihood or timing of payments (the demographic assumptions). For example, financial assumptions include investment returns, salary growth and pension increases; demographic assumptions include life expectancy, probabilities of ill-health early retirement, and proportions of member deaths giving rise to dependants’ benefits.

Changes in assumptions will affect the measured value of future service accrual and past service liabilities, and hence the measured value of the past service deficit. However, different assumptions will not of course affect the actual benefits payable by the Fund in future.

The combination of all assumptions is described as the “basis”. A more optimistic basis might involve higher assumed investment returns (discount rate), or lower assumed salary growth, pension increases or life expectancy; a more optimistic basis will give lower liability values and lower employer costs. A more prudent basis will give higher liability values and higher employer costs.

E2 What basis is used by the Fund?

The Fund’s standard funding basis is described as the “ongoing basis”, which applies to most employers in most circumstances. This is described in more detail below. It anticipates employers remaining in the Fund in the long term.

However, in certain circumstances, typically where the employer is not expected to remain in the Fund long term, a more prudent basis applies: see Note (a) to 3.3.

E3 What assumptions are made in the ongoing basis?**a) Investment return / discount rate**

The key financial assumption is the anticipated return on the Fund’s investments. This “discount rate” assumption makes allowance for an anticipated out-performance of Fund returns relative to long term yields on UK Government bonds (“gilts”). There is, however, no guarantee that Fund returns will out-perform gilts. The risk is greater when measured over short periods such as the three years between formal actuarial valuations, when the actual returns and assumed returns can deviate sharply.

Given the very long-term nature of the liabilities, a long term view of prospective asset returns is taken. The long term in this context would be 20 to 30 years or more.

For the purpose of the triennial funding valuation at 31 March 2013 and setting contribution rates effective from 1 April 2014, the Fund actuary has assumed that future investment returns earned by the Fund over the long term will be 2.7% per annum greater than gilt yields at the time of the valuation. In the opinion of the Fund actuary, based on the current investment strategy of the Fund, this asset out-performance assumption is within a range that would be considered acceptable for the purposes of the funding valuation.

b) Salary growth

Pay for public sector employees is currently subject to restriction by the UK Government until 2016. Although this “pay freeze” does not officially apply to local government and associated employers, it has been suggested that they are likely to show similar restraint in respect of pay awards. Based on long term historical analysis of the membership in LGPS funds, the salary increase assumption at the 2013 valuation has been set to 1.5% above the consumer price index (CPI) per annum. This is a change from the previous valuation, which assumed a two year restriction at 0% per annum followed by longer term growth at RPI plus 1.5% per annum.

c) Pension increases

Since 2011 the consumer prices index (CPI), rather than RPI, has been the basis for increases to public sector pensions in deferment and in payment. This change was allowed for in the valuation calculations as at 31 March 2010. Note that the basis of such increases is set by the Government, and is not under the control of the Fund or any employers.

As at the previous valuation, we derive our assumption for RPI from market data as the difference between the yield on long-dated fixed interest and index-linked government bonds. This is then reduced to arrive at the CPI assumption, to allow for the “formula effect” of the difference between RPI and CPI. At this valuation, we propose a reduction of 0.8% per annum. This is a larger reduction than at 2010, which will serve to reduce the value placed on the Fund’s liabilities (all other things being equal).

d) Life expectancy

It is acknowledged that future life expectancy and, in particular, the allowance for future improvements in life expectancy, is uncertain. There is a consensus amongst actuaries, demographers and medical experts that life expectancy is likely to improve in the future. Allowance has been made in the ongoing valuation basis for future improvements in line with the CMI2012 model and a long – term rate of improvement and a 1.5% per annum.

The combined effect of the above changes from the 2010 valuation approach is to add around 4.3 years of life expectancy on average for a member currently aged 65. The approach taken is considered reasonable in light of the long term nature of the Fund and the assumed level of security underpinning members’ benefits.

e) General

The same financial assumptions are adopted for all employers, in deriving the past service deficit and the future service rate: as described in (3.3), these calculated figures are translated in different ways into employer contributions, depending on the employer’s circumstances.

The demographic assumptions, in particular the life expectancy assumption, in effect vary by type of member and so reflect the different membership profiles of employers.

Appendix F – Glossary

Actuarial assumptions/basis	The combined set of assumptions made by the actuary, regarding the future, to calculate the value of liabilities . The main assumptions will relate to the discount rate , salary growth, pension increases and longevity. More prudent assumptions will give a higher liability value, whereas more optimistic assumptions will give a lower value.
Administering Authority	The council with statutory responsibility for running the Fund, in effect the Fund's "trustees".
Admission Bodies	Employers which voluntarily participate in the Fund, so that their employees and ex-employees are members . There will be an Admission Agreement setting out the employer's obligations. For more details (see 2.5).
Common contribution rate	The Fund-wide future service rate plus past service adjustment . It should be noted that this will differ from the actual contributions payable by individual employers .
Covenant	The assessed financial strength of the employer. A strong covenant indicates a greater ability (and willingness) to pay for pension obligations in the long run. A weaker covenant means that it appears that the employer may have difficulties meeting its pension obligations in full over the longer term.
Deficit	The shortfall between the assets value and the liabilities value. This relates to assets and liabilities built up to date, and ignores the future build-up of pension (which in effect is assumed to be met by future contributions).
Deficit repair/recovery period	The target length of time over which the current deficit is intended to be paid off. A shorter period will give rise to a higher annual past service adjustment (deficit repair contribution), and vice versa.
Designating Employer	Employers such as town and parish councils that are able to participate in the LGPS via resolution. These employers can designate which of their employees are eligible to join the Fund.
Discount rate	The annual rate at which future assumed cashflows (in and out of the Fund) are discounted to the present day. This is necessary to provide a liabilities value which is consistent with the present day value of the assets, to calculate the deficit . A lower discount rate gives a higher liabilities value, and vice versa. It is similarly used in the calculation of the future service rate and the common contribution rate .
Employer	An individual participating body in the Fund, which employs (or used to employ) members of the Fund. Normally the assets and liabilities values for each employer are individually tracked, together with its future service rate at each valuation .

Funding level	The ratio of assets value to liabilities value: for further details (see <u>2.2</u>).
Future service rate	The actuarially calculated cost of each year's build-up of pension by the current active members , excluding members' contributions but including Fund administrative expenses. This is calculated using a chosen set of actuarial assumptions .
Gilt	A UK Government bond, ie a promise by the Government to pay interest and capital as per the terms of that particular gilt, in return for an initial payment of capital by the purchaser. Gilts can be "fixed interest", where the interest payments are level throughout the gilt's term, or "index-linked" where the interest payments vary each year in line with a specified index (usually RPI). Gilts can be bought as assets by the Fund, but their main use in funding is as an objective measure of solvency.
Guarantee / guarantor	A formal promise by a third party (the guarantor) that it will meet any pension obligations not met by a specified employer. The presence of a guarantor will mean, for instance, that the Fund can consider the employer's covenant to be as strong as its guarantor's.
Letting employer	An employer which outsources or transfers a part of its services and workforce to another employer (usually a contractor). The contractor will pay towards the LGPS benefits accrued by the transferring members, but ultimately the obligation to pay for these benefits will revert to the letting employer. A letting employer will usually be a local authority, but can sometimes be another type of employer such as an Academy.
Liabilities	The actuarially calculated present value of all pension entitlements of all members of the Fund, built up to date. This is compared with the present market value of Fund assets to derive the deficit . It is calculated on a chosen set of actuarial assumptions .
LGPS	The Local Government Pension Scheme, a public sector pension arrangement put in place via Government Regulations, for workers in local government. These Regulations also dictate eligibility (particularly for Scheduled Bodies), members' contribution rates, benefit calculations and certain governance requirements. The LGPS is divided into 101 Funds which map the UK. Each LGPS Fund is autonomous to the extent not dictated by Regulations, e.g. regarding investment strategy, employer contributions and choice of advisers.
Maturity	A general term to describe a Fund (or an employer's position within a Fund) where the members are closer to retirement (or more of them already retired) and the investment time horizon is shorter. This has implications for investment strategy and, consequently, funding strategy.
Members	The individuals who have built up (and may still be building up) entitlement in the Fund. They are divided into actives (current employee members), deferreds (ex-employees who have not yet retired) and pensioners (ex-employees who have now retired, and dependants of deceased ex-

employees).

Past service adjustment	The part of the employer's annual contribution which relates to past service deficit repair.
Pooling	Employers may be grouped together for the purpose of calculating contribution rates, so that their combined membership and asset shares are used to calculate a single contribution rate applicable to all employers in the pool. A pool may still require each individual employer to ultimately pay for its own share of deficit , or (if formally agreed) it may allow deficits to be passed from one employer to another. For further details of the Fund's current pooling policy (see 3.4).
Profile	The profile of an employer's membership or liability reflects various measurements of that employer's members , ie current and former employees. This includes: the proportions which are active, deferred or pensioner; the average ages of each category; the varying salary or pension levels; the lengths of service of active members vs their salary levels, etc. A membership (or liability) profile might be measured for its maturity also.
Rates and Adjustments Certificate	A formal document required by the LGPS Regulations, which must be updated at least every three years at the conclusion of the formal valuation . This is completed by the actuary and confirms the contributions to be paid by each employer (or pool of employers) in the Fund for the three year period until the next valuation is completed.
Scheduled Bodies	Types of employer explicitly defined in the LGPS Regulations, whose employers must be offered membership of their local LGPS Fund. These include Councils, colleges, universities, academies, police and fire authorities etc, other than employees who have entitlement to a different public sector pension scheme (e.g. teachers, police and fire officers, university lecturers).
Solvency	In a funding context, this usually refers to a 100% funding level , ie where the assets value equals the liabilities value.
Stabilisation	Any method used to smooth out changes in employer contributions from one year to the next. This is very broadly required by the LGPS Regulations, but in practice is particularly employed for large stable employers in the Fund. Different methods may involve: probability-based modelling of future market movements; longer deficit recovery periods; higher discount rates; or some combination of these.
Theoretical contribution rate	The employer's contribution rate, including both future service rate and past service adjustment , which would be calculated on the standard actuarial basis , before any allowance for stabilisation or other agreed adjustment.
Valuation	An actuarial investigation to calculate the liabilities, future service contribution rate and common contribution rate for a Fund, and usually individual employers too. This is normally carried out in full every three

years (last done as at 31 March 2013), but can be approximately updated at other times. The assets value is based on market values at the valuation date, and the liabilities value and contribution rates are based on long term bond market yields at that date also.

Royal Borough of Greenwich Pension Fund

Communications Policy

This is the communication policy statement of the Royal Borough of Greenwich Pension Fund, which is administered by the Royal Borough of Greenwich and prepared under Regulation 61 of the LGPS Regulations 2013.

Purpose of a communications policy statement

The Regulations on scheme communications require an administering authority to prepare, maintain and publish a policy statement taking account of:

- Relevant stakeholders
 - Active members
 - Deferred members
 - Pensioners / Dependants
- Prospective Members
- Employing Authorities
- Prospective Employers
- Trade Union and other scheme member representatives.

But also having regard to:

- The format of communication
- The frequency of communication
- The method of distribution.

Royal Borough of Greenwich Pension Fund **Communications Policy**

Communications with relevant stakeholders

Active members

Type	Format	Frequency	Distribution
Changes to the Scheme Regulations	Letter	As required but within Regulatory guidelines	Direct to home address
Annual Benefit Statement	Formal statement	Annually	Direct to home address
AVC contribution statements	Formal statement	Annually	Direct to home address
Membership Certificates	Formal statement	On joining and where there is a change to hours / employer	Direct to home address
Scheme guide	Printed booklet	On joining and where the member opts out	Via employer with contract / direct to home address
Information, statements and guides on the pension scheme	Available on the pensions website	Updated as required	Via website available to all members
Presentations (such as pre-retirement, prospective members)	Presentation / Powerpoint	As required by employers / managers / trade unions	N/A
Full administration service	Telephone, email, 121 or by appointment	Daily	N/A
Self Service facilities:- Personal Details Pension Forecasting Annual Benefit Statements	Available via secure website	Access as and when. The member requests a password and logs in	Via secure website

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Deferred Members

Type	Format	Frequency	Distribution
Deferred Benefit Statement	Formal statement	Annually	Direct to home address
Retirement Option on reaching age 60	Formal letter	On reaching age 60 / NRD / 65	Direct to home address
Changes to Scheme Regulations that have affect	Formal letter	As required but within Regulatory guidelines	Direct to home address
Information, statements and guides on the pension scheme	Available on the pensions website	Updated as required	Via website available to all members
Full administration service	Telephone, email, 121 or by appointment	Daily	N/A
Self Service facilities: Personal Details Pension Forecasting Deferred Benefit Statements	Available via secure website	Access as and when. The member requests a password and logs in	All members have been written to for access to Member Self Services – Deferred Benefit statements to stop home distribution from 2016/17

Pension / Dependant Members

Type	Format	Frequency	Distribution
Payslip	Printed payslip	Twice a year (April and May) and where there is a change of £5 or more	Direct to home address
P60	Formal statement	Annually	Direct to home address
Notification of Pensions Increase (PI) and payment dates	Letter included with the April payslip	Annually	Direct to home address
Changes to Scheme Regulations that have effect	Formal letter	As required but within Regulatory guidelines	Direct to home address
Information, statements and guides on the pension scheme	Available on the pensions website	Updated as required	Via website available to all members
Full administration service	Telephone, email, 121 or by appointment	Daily	N/A
Self Service facilities:- Personal Details Pension Forecasting Deferred Benefit Statements	Available via secure website	Access as and when. The member requests a password and logs in	All members have been written to for access to MSS – Payslips, PI letters and P60s to stop home distribution from 2016/17

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Prospective Members

Type	Format	Frequency	Distribution
Scheme guide	Printed booklet	On joining	Via employer with contract
Information, statements and guides on the pension scheme	Available on the pensions website	Updated as required	Via website available to all members
Presentations	Presentation / Powerpoint	As required	N/A
Full administration service	Telephone, email, 121 or by appointment	Daily	N/A

Employing Authorities

Type	Format	Frequency	Distribution
Dedicated liaison officer	Email / Letter / In person	Visits, training and contact point for all employers	Deputy Pension Operations Manager
Changes to the Scheme Regulations	Letter / presentation	As required but within Regulatory guidelines	Direct to employer / in person
Actuarial information (IAS19 / FRS 17 employer rates)	Email / Letter / In person	Annually / Triennially	Direct to employer
Training	At employers place of work	As required	In person
Presentations	Presentation / Powerpoint	As required	N/A
Information, forms, statements and guides on the pension scheme	Available on the pensions website	Updated as required	Via website available to all employers
Full administration service	Telephone, email, 121 or by appointment	Daily	N/A
RBG Pension Fund Investment and Administration Panel	Panel Meetings	Quarterly as a minimum	Via website available to all employers

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Prospective Employers

Type	Format	Frequency	Distribution
Dedicated liaison officer	Email / Letter / In person	Visits, training and contact point for all employers	Deputy Pension Operations Manager
Actuarial information (setting employers rate)	Email / Letter / In person	Before becoming a new employing authority	Direct to prospective employer
Training	At employers place of work	As required	In person
Information, forms, statements and guides on the pension scheme	Available on the pensions website	Updated as required	Via website available to all members
Presentations	Presentation / Powerpoint	As required	N/A
Full administration service	Telephone, email, 121 or by appointment	Daily	N/A

Trade Unions / Other Scheme member representatives

Type	Format	Frequency	Distribution
Training	At employers place of work	As required	In person
Presentations	Presentation / Powerpoint	As required	N/A
Information, statements and guides on the pension scheme	Available on the pensions website	Updated as required	Via website available to all members
Full administration service	Telephone, email, 121 or by appointment	Daily	N/A
RBG Pension Fund Investment and Administration Panel	Panel Meetings	Quarterly as a minimum	Employee representative