

NOTICE  
OF  
MEETING

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**BERKSHIRE PENSION FUND PANEL**

will meet on

**MONDAY, 17TH SEPTEMBER, 2018**

at

**4.00 pm**

In

**ASCOT AND BRAY - TOWN HALL,**

TO: MEMBERS OF THE BERKSHIRE PENSION FUND PANEL

COUNCILLORS JOHN LENTON (CHAIRMAN), DAVID HILTON (VICE-CHAIRMAN), RICHARD KELLAWAY AND MALCOLM ALEXANDER

ADVISORY MEMBERS: CLLR BROOKER, CLLR JONES, CLLR JARVIS, MARK BUTCHER, CLLR WORRALL, CLLR LAW, PATRICK FULLER AND ASIA ALLISON

Karen Shepherd – Service Lead Democratic Services  
Issued: 07/09/2018

Members of the Press and Public are welcome to attend Part I of this meeting.

The agenda is available on the Council's web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the Panel Administrator David Cook, 01628 796560, [david.cook@rbwm.gov.uk](mailto:david.cook@rbwm.gov.uk)

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## AGENDA

### PART I

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1.	<u>APOLOGIES</u>  To receive any apologies for absence.	-
2.	<u>DECLARATIONS OF INTEREST</u>  To receive any declarations of interest.	5 - 6
3.	<u>MINUTES</u>  To approve the minutes of the meeting held on 16 July 2018.	7 - 10
4.	<u>PENSION FUND PANEL WORK PLAN - 2018-19</u>  To consider the report and following appendices: <ul style="list-style-type: none"><li>• Communication Strategy</li><li>• Cash Management Strategy</li><li>• External Managers Due Diligence Policy</li><li>• Investment Philosophy</li><li>• SLA Between RBWM and RCBPF</li></ul>	11 - 38
5.	<u>PENSION FUND ANNUAL REPORT AND ACCOUNTS</u>  To consider the report.	39 - 156
6.	<u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u>  To consider passing the following resolution:- "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on item 7 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"	-

**PART II - PRIVATE MEETING**

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
7.	<u>ASSET ALLOCATION AND INVESTMENT PERFORMANCE UPDATE - LPPI</u>  To consider the report.  <b><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b>	157 - 168



## MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

### Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

### Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
  - a) that body has a piece of business or land in the area of the relevant authority, and
  - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

### Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

### Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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# Agenda Item 3

## BERKSHIRE PENSION FUND PANEL

MONDAY, 16 JULY 2018

PRESENT: Councillors John Lenton (Chairman), David Hilton (Vice-Chairman) and Richard Kellaway.

Advisory Members: Councillor Worrall and Councillor Law.

Officers: Philip Boyton, David Cook, Kevin Taylor and Rob Stubbs. Local Pension Partnership (LPP) representatives Chris Rule, Richard J. Tomlinson, Pedro Pardo and Martin Pattinson.

### APOLOGIES

Apologies for absence were received by Cllr Alexander, Cllr Jones, Cllr Brooker, Mr Butcher and Mr Dhingra.

### DECLARATIONS OF INTEREST

There were no declarations of interest received.

### MEMBERSHIP AND STAFFING UPDATE

The Panel were informed that there had been changes to the Advisory Panel membership and that Cllr Jones, Cllr Brooker and Cllr Jarvis were new Members.

The Chairman mentioned that that the Pension Fund Manager, Mr Greenwood, had left the organisation at the end of May 2018. It was resolved that the Panel thanked Mr Greenwood for all his work over the last eleven years.

The Deputy Pension Fund Manager informed that from 1<sup>st</sup> June 2018 pooling had taken effect and staff had been transferred to LPP. All investment officers had moved out of Berkshire whilst the administration team remained with the Royal Borough.

### MINUTES

Resolved unanimously: that the Part I minutes of the meeting held on 21 May 2018 were approved as a true and correct record.

With regards to the College Funding Levels it was noted that there had yet to be discussions with the Ealing Pension Fund.

### PRESENTATION BY LPP

Chris Rule, CIO & MD Investment Business, Richard J. Tomlinson, Head of Investment Strategy, Pedro Pardo and Martin Pattinson, Director of Client Relationships from the Local Pension Partnership (LPP) attended the meeting to give a presentation on pooling with the Berkshire Pension Fund.

It was noted that due to the need to discuss investments future presentation would be in Part II.

The Panel were informed that LPP aimed to be 'a leading pension services business' operating on a 'not-for-profit' philosophy and working in partnership with their clients and other customers. The LPP philosophy was to:

- Aligned interest with clients, employers and members.
- Strong governance.
- Scale through collaboration.
- Investment beliefs for long-term responsible investments.

The company was 2 years old, had 299 employees and managed assets over £16bn.

Cllr Law mentioned that there was the LPP Board and the LPPI Board. The Panel were informed that the LPPI Board was a subsidiary of the LPP Board and was regulated by the Financial Conduct Authority, this was the arm of the company responsible for investments. Details of LPP Investments Ltd were contained within the presentation on agenda pack page 15.

LPP Investments Ltd was a not for profit company and dealt with the strategic objectives and were responsible for investments. There were a number of fund vehicles that they managed and they would buy assets for the pooled pension funds.

The investment teams and structure were shown on agenda pack page 16. The Investment Committee Permanent members were Richard J. Tomlinson (Investment Director Head of Investment Strategy), Chris Rule (Chief Investment Officer and Managing Director Investment Business) and Tom Richardson (Chief Risk Officer).

Cllr Worrall asked who decided which asset class was used and was informed that there was a bottom up approach. Recommendations would be made to the investment committee after they had been to this Panel.

Cllr Law mentioned that the Fund's strategy recommended that 12% be invested into infrastructure and asked if this was the amount the investment team could use. The Panel were informed that the Berkshire Pension Fund set its investment strategy that would be benchmarked with tolerance levels either side.

The Panel were informed that the LPPI main product line was providing a full SAA investment management services to its clients. The delivery of this was via the following vehicles with a portfolio implementation of £15.6bn:

- Public Equity
- Private Equity
- Infrastructure
- Credit
- Legacy Assets
- Property Launching
- Total Return Launching
- Fixed Income

There was also the GLIL infrastructure vehicle that contact northern pooled assets that was aimed to go up to £2 billion and was now open to the other pooled funds to invest in if they wished. This was operated under LPP but may have investors added that LPP did not manage funds.

Cllr Worrall mentioned that the Government had specified that pension pooling had to be over a specific threshold that LPP had not met. The Panel were informed that the Minister had confirmed that there were no issues with LPP. They would continue to look to grow if this was beneficial to their clients.



It was questioned how the Global Equity Fund would benefit existing clients. The Panel were informed that any additional clients would help reduce costs and a business case always looks at the costs of delivery.

The Panel were also shown, on agenda pack page 19, the current Berkshire portfolio position. The review showed that limited actions would be required in the short term with regards to asset allocations. It was proposed to reduce public equity underweight by making an allocation to the LPPI Global Equities Fund of c.£120 million. Forecast for the portfolio suggested that existing commitments for infrastructure would eliminate the current underweight in the coming years and exposure to property would be increased via participation in the LPPI property pooled fund.

The Panel were also shown the proposed transition plan for assets that were suitable for pooling. Other assets would remain on the schemes balance sheet until they mature or were sold.

In response to questions the Panel were informed that the Total Return vehicle was to be launched in 2018 to allow the pooling of existing platform that had similar assets and it was felt best to create a new investment vehicle. It was noted that there was a difference in the current cash weighting in the presentation then that shown in the Stewardship Report because more cash assets had come in than expected and with officer illness and pooling it had been decided to wait for reallocation.

The Panel noted the presentation.

## STEWARDSHIP REPORT

The Panel considered the report that report dealt with the stewardship of the Pension Fund for the period 1 April 2018 to 31 May 2018 (investment performance) and 1 April 2018 to 30 June 2018 (Administration).

Agenda pack page 32 showed the fund and Index returns to 31 May 2018. Overall the nominal returns were below where the Fund would like to be but over three years things looked healthy. Table 4 showed exception performance for those reporting 'amber' which were under review by officers and the IWG.

Cllr Law mentioned that the Fund had looked at investing into emerging markets and asked if there would be an investment vehicle for this. The Panel were informed that LPP were not against this and an amendment to the contract could be made if required. The class of investment vehicles could change overtime taking into account risk and exposure.

(LPP left the room for the remainder of the meeting)

The Panel considered the administration section of the report and were informed that section 2.1 showed scheme membership by status. Active membership had dropped as a number of RBWM employees had been transferred to Achieving for Children along with their pensions into a different fund.

It was noted that transactions by employers using i-Connect achieved a much higher performance rating. All key performance indicators were currently being met.

Section three of the report provided an update on progress with special projects. The project relating to Wokingham Schools was highlighted. There had been ongoing issues with the data supplied by those schools using the WBC payroll system provided by Selima. The Pension Fund had therefore undertaken a complete data matching exercise for Wokingham scheme members employed by maintained schools. A number of queries had been identified and the records would be up to date by year end 2018/19.

**Resolved unanimously: that Panel notes the report and:**

- **The investment performance and asset allocation of the Fund.**
- **All areas of governance and administration as reported.**
- **All key performance indicators.**

PENSION FUND PANEL WORK PLAN 2018-19

The Panel considered the report relating to the proposed 2018/19 work programme.

The Panel were informed that the Pension Fund Panel, as set out in RBWM's Constitution, retained its responsibilities as the Scheme Manager and was therefore responsible for ensuring that the Administering Authority fulfilled its statutory responsibilities in accordance with the Regulations and the Public Service Pension Act 2013. The proposed work programme was appended to the report.

**Resolved unanimously: that Panel notes the report and:**

- **Agrees a work-plan for the 2018-19 year in line with that set out in Appendix 1 to the report.**
- **Requests that officers keep the work-plan updated to ensure that Panel fulfils the statutory duties set out in the LGPS Regulations as required of an Administering Authority (Scheme Manager).**

INVESTMENT WORKING GROUP UPDATE

The Chairman informed that the Investment Working Group had held a meeting with LPP prior to this meeting. There would be an ongoing review of how the IWG and LPP work together during the initial stages of pooling.

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

**RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.**

**Resolved Unanimously: that the Part II minutes of the meeting on 21 May 2018 be signed as a true and correct record.**

The meeting, which began at 4.00 pm, finished at 5.25 pm

CHAIRMAN.....

DATE.....

Report Title:	<b>Pension Fund Panel Work-plan</b>
Contains Confidential or Exempt Information?	YES - Part I
Member reporting:	Councillor Lenton, Chairman Berkshire Pension Fund and Pension Fund Advisory Panels
Meeting and Date:	Berkshire Pension Fund and Pension Fund Advisory Panels – 17 September 2018
Responsible Officer(s):	Kevin Taylor, Deputy Pension Fund Manager
Wards affected:	None

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## REPORT SUMMARY

1. This report brings to Members' a number of Administering Authority policy statements for review as set out in the work-plan for 2018/19 approved by Members at the meeting on 16 July 2018.
2. Members are asked to consider the items listed in appendix 1 to this report and suggest any amendments or approve the policy statements as required.

## 1 DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Panel notes the report and:

- i) Approves the policy statements set out in Appendix 1 to the report having put forward any suggested amendments to those policy documents.
- ii) Request that officers produce and publish the approved policy statements on the Berkshire Pension Fund website.

## 2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 In accordance with Regulation 53 of the Local Government Pension Scheme Regulations 2013 ("the Regulations") and as listed in Part 1 of Schedule 3 of the Regulations, RBWM is an Administering Authority (Scheme Manager) required to maintain a Pension Fund for the Scheme.
- 2.2 An Administering Authority is responsible for managing and administering the Scheme in relation to any person for which it is the appropriate Administering Authority under the Regulations.
- 2.3 The Pension Fund Panel as set out in RBWM's Constitution acts as the Scheme Manager and is therefore responsible for ensuring that the Administering Authority fulfils its statutory responsibilities in accordance with the Regulations and the Public Service Pension Act 2013
- 2.4 The purpose of this paper is to identify for Panel members a number of policies for their consideration and review as set out in the work-plan for 2018-19 in order to

meet certain Administering Authority statutory requirements set out in the Regulations.

## **2 KEY IMPLICATIONS**

- 2.1 The Administering Authority (Scheme Manager) is required by law to maintain the Royal County of Berkshire Pension Fund in accordance with the Regulations and all other associated legislation. Failure to do so could result in the Pensions Regulator issuing fines to the Authority where he deems it to have failed in areas of scheme governance, risk management and administration.

## **3 FINANCIAL DETAILS / VALUE FOR MONEY**

- 3.1 Not applicable.

## **4 LEGAL IMPLICATIONS**

- 4.1 The Local Government Pension Scheme Regulations 2013 (as amended) set out the statutory requirements of the Administering Authority.

## **5 RISK MANAGEMENT**

- 5.1 Failure to maintain the Pension Fund in line with statutory legislation could result in a scheme member or scheme employer reporting the Administering Authority to the Pensions Regulator for failing to fulfil its statutory responsibilities.

## **6 POTENTIAL IMPACTS**

- 6.1 Failure to maintain the Pension Fund in accordance with statutory legislation could result in a loss of confidence in the Administering Authority.

## **7 CONSULTATION**

N/A

## **8 TIMETABLE FOR IMPLEMENTATION**

### **8.1 Implementation timetable**

<b>Date</b>	<b>Details</b>
<b>16 July 2018</b>	Panel members agreed the format of the work-plan for the 2018-19 municipal year.
<b>17 September 2018</b>	First tranche of policy statements for review in line with agreed work-plan for 2018-19.
<b>12 November 2018</b>	Second tranche of policy statements for review in line with agreed work-plan for 2018-19.
<b>14 January 2019</b>	Third tranche of policy statements for review in line with agreed work-plan for 2018-19.
<b>11 March 2019</b>	First tranche of policy statements for review in line with agreed work-plan for 2018-19. Panel to review work-plan and agree revised plan for 2019/20

## 9 APPENDICES

9.1 The appendices to the report are as follows:

- Appendix 1 – Communications Strategy  
Cash Management Policy  
External Managers Due Diligence Policy  
Investment Philosophy  
SLA between RBWM and the Pension Fund

## 10 BACKGROUND DOCUMENTS

10.1 Local Government Pension Scheme Regulations 2013 (as amended)

10.2 Public Service Pensions Act 2013

10.3 The Pensions Regulator's Code of practice No. 14

## 11 CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date issued for comment</b>	<b>Date returned with comments</b>
Cllr John Lenton	Chairman – Berkshire Pension Fund Panel		
Rob Stubbs	Section 151 Officer		





## COMMUNICATIONS STRATEGY





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## 1.0 INTRODUCTION

This Communications Strategy ('the Strategy') is formulated by the Royal Borough of Windsor and Maidenhead in its role as the Administering Authority for the Royal County of Berkshire Pension Fund in accordance with Regulation 61 of the Local Government Pension Scheme Regulations 2013.



This Strategy deals with the communication of all aspects of the scheme to both Scheme employers and the individual LGPS members (or their representatives).

It should be noted for the purposes of clarification that the reference to 'member' in this statement means an individual who by virtue of his/her employment is an active contributor, deferred beneficiary or retired member of the Royal County of Berkshire Pension Fund.

The aim of the Strategy is to provide clear and consistent information to all Scheme members and employers and to communicate this information effectively and accurately.

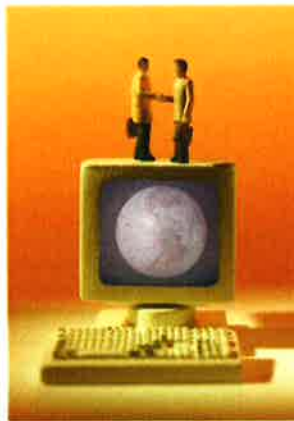
This Strategy will be kept under review and amended following any material change as regards:

- i) The provision of information and publicity about the Scheme to members, representatives of members and Scheme employers;
- ii) The format, frequency and method of distributing such information or publicity; and
- iii) The promotion of the Scheme to prospective members.

Following any revision to the policy statement, the Administering Authority will publish the statement as revised.

The communication policy is sub-divided into four main areas:

- 1 - Communication with Scheme employers;
- 2 - Communication with individual Scheme members (or their representatives);
- 3 - Communication with prospective Scheme members; and
- 4 - Communication with prospective Scheme employers.



## 2.0 COMMUNICATION WITH SCHEME EMPLOYERS

The Royal County of Berkshire Pension Fund has many Scheme employers that satisfy the relevant membership conditions set out within the LGPS Regulations. These employers can be broadly split into 2 groups:

- Group 1: Scheduled Bodies (including Borough, District, Town and Parish Councils, Academies, Berkshire Fire & Rescue Service, Colleges and Housing Associations)
- Group 2: Admission Bodies (including employers previously defined as Community Admission Bodies and Transferee Admission Bodies).

### 2.1 Decision Making Process

The Policy Statement on Governance covers the involvement of Scheme employers within the decision making process but should also be seen as an element in the communication process with regard to Scheme employers other than the Royal Borough of Windsor & Maidenhead in its role as the Administering Authority for the Fund.

### 2.2 Scheme Employer Meetings

Meetings will be held between representatives of the 6 Berkshire Unitary Authorities and the Fund on a quarterly basis to discuss all current pension-related matters. An open invitation is also provided to other Scheme employers to meet with the Fund and discuss any element of pension procedures they wish.

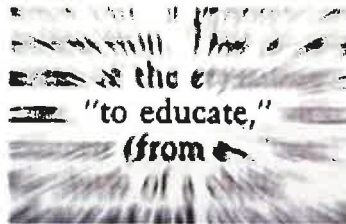


An annual meeting is held with at least one representative of each Scheme employer being invited to attend. Representatives of various professional bodies employed by the Fund such as the Actuary will be present at the meeting to explain the details of any relevant topic and receive questions. The If possible both the Chairman of the Berkshire Pension Fund Panel is expected to attend and chair the meeting. If possible the Chairman and of the Pension Board will also attend.~~the meeting.~~ The date for this meeting may vary so as to take into account the timing of any specific issues that may

arise such as the actuarial valuation results.

### 2.3 Training for Scheme Employers

Scheme administration guidance is available to all the Scheme employers within the Fund via the Pension Fund website. In addition training meetings may be arranged on an ad hoc basis with the relevant officers within the pension administration team and individual Scheme employers by way of supplementing the guidance provided via the website. These meetings are most applicable for HR and payroll staff of the Scheme employer.



## 2.4 Regular LGPS updates

Regular updates are sent to each Scheme employer by the pension administration team regarding any changes to the Local Government Pension Scheme. These are mainly in the form of Employer newsletters (*Inscribe*) posted to the Employer section of the Royal County of Berkshire Pension Fund website but updates may also be provided in the form of letters or e-mails. Bulletins will be issued three or four times a year and will include details of any legislation changes and how the changes impact on Scheme employers.

The Royal County of Berkshire Pension Fund operates a Pension Fund website with sections specifically dedicated to active Scheme members, deferred beneficiaries, retired members, and Scheme employers.

Other details that can be found include:



Standard Fund documentation (guides, leaflets and forms)

Statement of Accounts for the Pension Fund

[Investment Strategy Statement](#)  
[Statement of Investment Principles](#)

Funding Strategy Statement

Governance [Compliance Statement](#)

Copies of Scheme Member newsletters

Links to other web sites

The Berkshire Pension Fund website address is [www.berkshirerpensions.org.uk](http://www.berkshirerpensions.org.uk).

## 2.5 General Guidance and Assistance

The pension administration team can be contacted during normal office hours and is always available to answer any questions raised by Scheme employers and can arrange for ad hoc meetings to be held for pension input into any specific tasks Scheme employers may have e.g. outsourcing of services. The pension administration team can be contacted by telephone on 0845 602 7237 or by email at [info@berkshirerpensions.org.uk](mailto:info@berkshirerpensions.org.uk)

## 2.6 Promotional Services

Promotional guides, factsheets and leaflets are produced by the pension administration team and are available from the Pension Fund website. The pension administration team will also commit to attending any events held by the Scheme employer where their input would be seen to be of value.

## 2.7 Scheme Member Data

The Administering Authority's 'Pension Administration Strategy' is to accept data from Scheme employers via i-Connect, a secure electronic data transfer interface between the Scheme employer's payroll system and the Scheme Administrator's pension administration system. The reasons for this are many but in particular because the data transfer is encrypted providing greater data security, pension information is uploaded in real time meaning that Scheme members have access to the most up to date membership information via 'mypension ONLINE', keying and data errors are eliminated and scheme administration is maintained to the highest standards possible.



The Administering Authority will continue to work with Scheme employers in implementing i-Connect but until such time as a Scheme Employer contracts into using i-Connect the Scheme Administrator will continue to receive pension data from a Scheme employer via either a pre-formatted excel spreadsheet or by the completion of standard forms as made available from the Scheme employers' section of the Pension Fund website in both pdf and Word formats.

With the exception of Scheme employers who use i-Connect, all other Scheme employers are required to supply a 'year end' return (31<sup>st</sup> March) to the Administering Authority by 30<sup>th</sup> April in a specified format to enable annual benefits statements to be produced and supplied to active and deferred members within the statutory deadlines set out in Scheme regulations.

## 2.8 General Data Protection Regulations (GDPR)

GDPR came into force on 25 May 2018 and requires Privacy Notices to be published showing transparency on how personal data is used. The Administering Authority has produced and published on the Berkshire Pension Fund website a Privacy Notice explaining how the Pension Fund collects personal data, what that data is used for, with whom that data is shared and the rights of individuals with regard to their data.

In addition a Memorandum of Understanding regarding compliance with Data Protection law has been produced and published on the website and Scheme employers and Members have been advised through their respective newsletters.

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## 2.9 Employer Factsheets

A suite of topical factsheets (known as "**Pension Pointers**") is available to assist employers with the administration of the LGPS.

### 2.109 Employer Self-Service (ESS)

The Administering Authority makes available to each Scheme employer the facility to access member data in respect of their own current and former Scheme members through a secure link to the pension administration software.



### 3.0 COMMUNICATION WITH INDIVIDUAL SCHEME MEMBERS

Membership of the Royal County of Berkshire Pension Fund covers the active contributors, those members who have left the Fund but still have a deferred pension awaiting payment from normal retirement age and retired members and their dependants.

The preferred method of communication with Scheme members is via *mypension* ONLINE a secure member self-service facility provided as part of the pension administration software. *mypension* ONLINE is available to all member types and enables the member to update certain personal details online and provides each member type with access to their annual benefit statements, membership certificates and guides/leaflets relevant to their membership type. Where a member requests that information should be supplied in a paper format the Scheme Administrator will make arrangements for this information to be sent to the member's home address.

#### 3.1 Welcome Pack

Upon receipt of a new starter notification from a Scheme employer, a *mypension* ONLINE activation key is sent, by the pension administration team, to the home address of the new active member. Access to the pension system provides a new Scheme member with:

- A membership certificate of entry into the scheme
- An employee guide to the scheme
- A guide to increasing pension benefits
- A guide to making a transfer of pension rights from a previous pension scheme;
- A guide to protections for the family
- An expression of wish form for payment of a death grant
- A guide to civil partnerships
- A guide to working part-time
- A copy of the Pension Fund's Service Standards
- A guide to keeping records up to date
- A guide to making contributions following a period of absence



If a Scheme member prefers not to use *mypension* ONLINE, they can request a full welcome pack to be sent to their home address.

#### 3.2 Annual Benefit Statements

Each active contributor and deferred beneficiary has an Annual Benefit Statement made available via *mypension* ONLINE which includes details of:

Accrued benefits within the scheme as at the 31<sup>st</sup> March last

An estimate of benefits to Normal Pension Age

The value of the death grant payable from the Scheme

The member's nominated beneficiaries for receipt of any death grant

If a Scheme member prefers, a paper copy of their annual benefit statement will be sent to their home address upon request.

#### 3.3 Pension Surgeries

One to one meetings are available at the Pension Fund offices for any member of the Fund and formal Pension Surgeries are held twice yearly at the offices of the six Unitary Authorities and on an ad hoc basis at the offices of other Scheme employers as arranged by the Scheme

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employer.

### 3.4 Newsletters



Newsletters are produced bi-annually for active and retired members and annually for deferred members. These newsletters are available via *mypension* ONLINE or the Pension Fund website although they can be sent out to individual addresses if requested.

The newsletters are tailored to the recipient according to their membership status and contain an update of all matters relating to the LGPS and the Berkshire Pension Fund. Retired members receive "The Scribe".

Active members receive "The Quill" as do deferred members although two different versions of the autumn edition are provided to cater for the differences in the specific member types.



### 3.5 Pre-Retirement Courses

Where pre-retirement courses are run by Scheme employers, a member of the pension administration team will be available to attend to explain the details of Scheme benefits and how and when pension payments will be made.

### 3.6 Pension Fund Website

Individual members of the Fund have access to the Pension Fund website which is continually reviewed and updated. Specific sections of the website have been designed for each membership type with downloadable forms, guides, online flipbooks and modellers made available. Access to *mypension* ONLINE is gained via the Pension Fund website [www.berkshirepensions.org.uk](http://www.berkshirepensions.org.uk)



### 3.7 Pension Payslips

Pension payslips are available via *mypension* ONLINE. If a member requires a pay advice slip to be sent to their home address it is the practice of the administering authority to only send out pay advice slips when there is a variation of 50 pence or more in net pay between consecutive months. A detailed description of a payslip is available on the retired members section of the Pension Fund website.

### 3.8 P60s

P60s are available via *mypension* ONLINE but will be sent out to members' home addresses as a matter of course. Every retired member and/or their dependants will receive a P60 each year before the HMRC deadline of 31<sup>st</sup> May. A detailed description of a P60 is available on the retired members

section of the Pension Fund website.

### 3.9 Annual Pension Increase Letter

Annual Pension Increase letters are available via *mypension* ONLINE but will also be sent out to members' home addresses. Retired members will receive a pension increase booklet every April containing their individual increase on their pension (where an increase is to be applied). This letter will include details of the monetary value of their revised pension and details of the amount to be paid in April.

### 3.10 Annual Meeting

An Annual Meeting of the Royal County of Berkshire Pension Fund is held with all Scheme members receiving an invite. A restricted number of members will be able to attend on a first come first served basis. The main purpose of the meeting is to communicate details of the Fund's Annual Report & Accounts, Investment Strategy and any other specific matters relating to the LGPS Regulations. The date for this meeting may vary so as to take into account certain regulatory matters that may arise.



### 3.11 Ad Hoc Meetings

Ad hoc meetings will be held from time to time for various groups of members. These may be defined by type of member (active or retired) or location (for a specific employer or group of employers). The timing of these meetings will be dictated by either requests from employers or the need to consult and notify members of any changes that occur.

## 4.0 COMMUNICATION WITH PROSPECTIVE SCHEME MEMBERS

A brief guide to the Scheme is available to all prospective Scheme members and should be provided to all new employees by their Scheme employer as part of their contract of employment details. The brief guide is available from the Pension Fund website in both pdf and Word formats and is kept up to date with current regulations at all times.

The Berkshire Pension Fund website has a dedicated area for employees considering opting into the LGPS.

## 5.0 COMMUNICATION WITH PROSPECTIVE SCHEME EMPLOYERS

A guide for admission bodies is available on the Pension Fund website for all prospective employers considering admission to the Berkshire Pension Fund and is available as a hard copy upon request.

A template admission agreement has been produced and is available either via the Pension Fund website or as a hard copy upon request.

The administering authority has the power to accept various types of Scheme employer into the Pension Fund but will only do so subject to a full and open discussion taking place between the parties to any admission agreement and that the final admission agreement has been completed in advance of the agreed admission date.

Approved by the Berkshire Pension Fund Panel: 17 September 2018

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Next review date: September 2019

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**ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD**

**CASH MANAGEMENT POLICY**

Cash held by the Pension Fund shall be invested according to the following guidelines:

- JP Morgan as global custodian to the fund £30 million or 2% of the Fund's value whichever is the higher.
- Lloyds TSB (current account) £15million or 1% of the Fund's value whichever is the higher.
- Other banks and UK financial institutions selected from those currently approved under the RBWM Treasury Management Policy with maximum limits as approved by RBWM Treasury Management Policy.

In addition cash may be invested in money-market funds approved by the Investment Working Group and meeting the following criteria:

- An "AAA" rating from a major rating agency.
- Investment by the Pension Fund shall be limited to 1% of the money-market fund's value or £30 million whichever is the lower

The following money-market funds have been approved by the Investment working Group:

<b>FUND MANAGER</b>	<b>RATING</b>	<b>FUND SIZE</b>	<b>PROPOSED LIMIT</b>
Aviva	Aaa-mf (Moody's) AAm (Standard & Poors)	£8 billion	£30 million
Insight Investment	AAAm (Standard & Poors) AAAmf (Fitch)	£20 billion	£30 million
J P Morgan	Aaa-mf (Moody's) AAAm (Standard & Poors)	£8.3 billion	£30 million
Legal & General	AAAm (Standard & Poors)	£2.4 billion	£30 million
Northern Trust	Aaa-mf (Moody's)	£5.38 billion	£25 million



## **ROYAL BOROUGH OF WINDSOR & MAIDENHEAD**

### **EXTERNAL FUND MANAGERS DUE DILIGENCE POLICY**

The Royal Borough of Windsor & Maidenhead ("RBWM") acting as the administering authority for the Royal County of Berkshire Pension Fund ("the Fund") takes its responsibilities for the management of the Fund's assets seriously. In particular RBWM believes that due diligence on external fund managers should not only be carried out prior to appointment but also on a continuous basis following appointment.

At the very least officers (Head of Finance, Pension Fund Manager or Investment Manager) will complete the checks listed below on all fund managers appointed to manage part of the Fund's assets. On occasion officers may be accompanied by one or more members of the Investment ~~Working~~ Group when conducting due diligence site visits.

#### **UK Based Managers**

- i) At least annual visits to offices for meeting with fund manager;
- ii) Visit portfolio managers' desks within offices;
- iii) Ask for demonstration of information systems (price feeds etc) and dealing system;
- iv) Visit dealers (if in-house);
- v) Meet back office team and look at price feeds, reconciliations etc;
- vi) Obtain SAS 70, FRAG 21 or AAF 0/06 reports on internal controls on an annual basis. Check auditors used. If not a recognised major firm make further enquiries;
- vii) If using a "fund" structure check on other professional advisers including but not limited to auditors, lawyers, custodians, administrators;
- viii) Check manager is registered with the Financial Conduct Authority.

#### **Overseas based**

- i) Check the manager is registered with the appropriate regulatory authority;
- ii) Use best endeavours within 6 months of appointment visit principal overseas office and carry out checks as per points ii-v above.

In the event of officers being dissatisfied with any aspect of their due diligence on a fund manager they will report to the Investment ~~Working~~ Group with an appropriate recommendation which may include termination of the contract.

Approved by the Berkshire Pension Fund Panel  
19 January 2015.

# INVESTMENT PHILOSOPHY

## OBJECTIVE

The objective of the portfolio is to return the Fund to a funding ratio of 100% whilst minimising Scheme employer contributions. The actuarial assumption is that this will be achieved by 2040 (being the 27 year recovery period assumed for the major Scheme employers in the 2013 actuarial valuation). In doing this we wish to minimise any risk of upward changes in Scheme employer contribution rates.

### ***We will seek to achieve this objective by setting the following investment aims:***

- To deliver a total return of 4.0% (net income plus capital gain) over the annualised rate of UK inflation (as measured by the change in the Consumer Prices Index (CPI) on assets whilst aiming to deliver a minimum investment income yield of 2% (being our best estimate of the level of income required to avoid eroding capital to meet the gap between contributions received and Scheme benefits payable).
- To minimise the impact of interest rate and inflation expectation changes on the funding ratio.
- To keep asset value draw-downs to a minimum.

### ***To achieve these aims we will invest according to the following tenets:***

- We will diversify the portfolio across a range of different return seeking assets.
- We will manage the portfolio over the investment cycle with an expected normal time horizon for investments of at least 3 years.
- We will aim to minimise transaction costs and fund manager fees.
- Low volatility is preferred to high volatility.
- We acknowledge that there will be periods when equities will produce significant capital gains or losses. Over the long term the return achieved may not adequately compensate investors for the higher volatility.
- We consider that there is little value to be gained from short term active management in highly efficient markets but that there may exist opportunities to extract value from asset allocation and/or minor inefficiencies within markets.
- We consider that active managers can add value (net of their fees) relative to index-tracking managers by taking a long term view and/or exploiting inefficiencies on the market.
- We will use benchmarks to monitor rather than to manage performance.
- We will manage currency exposure separately from the underlying asset exposure and in accordance with our bespoke currency benchmark.

Approved by the Berkshire Pension Panel  
28 April 2014



**SERVICE LEVEL AGREEMENT BETWEEN THE  
ROYAL BOROUGH OF WINDSOR & MAIDENHEAD  
AS ADMINISTERING AUTHORITY AND THE  
THE PENSION ADMINISTRATION TEAM**





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## INTRODUCTION

The Royal Borough of Windsor & Maidenhead (RBWM) is the administering authority for the Royal County of Berkshire Pension Fund. As such, RBWM has certain statutory responsibilities for the administration of the Local Government Pension Scheme (LGPS) in Berkshire. This includes the six Unitary Authorities (of which RBWM is one) and around 2590 other associated employers who make up the membership of the Pension Fund.

The administering authority has ultimate responsibility for interpreting and implementing statutory LGPS regulations, which includes ~~setting an~~ ~~taking decisions about fund~~ investments strategy, for receiving monies due to and paying monies owing from the Fund and for making sure that it has robust systems and processes in place to ensure that the scheme is administered in line with scheme regulations and within prescribed levels of performance.



This document has been prepared as a service level agreement between the administering authority and the pension administration team and sets out service standards or 'promises' of the level of service that the team will provide to ensure that the administering authority achieves its statutory responsibilities.

### 1.0 ADMINISTRATION OF THE LGPS

The pension administration team will:

- 1.1 Maintain a member database of all current, deferred and retired members (including their dependants) of the scheme along with historical data relating to former scheme members who have a right to claim a refund of contributions but have not elected to do so (frozen refunds), former members who no longer have a liability within the Fund (benefits transferred out of the scheme) and employees who have opted out of the Scheme for whom an opting out form must be retained.
- 1.2 Provide an efficient, effective and courteous administration service.



- 1.3 Calculate member benefits in accordance with Scheme regulations.
- 1.4 Provide a pension payroll service to all retired Scheme members and their dependants.
- 1.5 Ensure that pension payments are made on the correct date and that all lump sum payments are made as soon as possible following the retirement of the Scheme member.

- 1.6 Provide current and deferred members with an annual benefit statement.
- 1.7 Ensure that all new Scheme members receive an access key to 'my pension ONLINE' with details of how to access a formal notification of membership and other relevant Scheme information.
- 1.8 Notify all retired scheme members of the annual increase to their pension.
- 1.9 Provide a payslip to retired members of the Scheme in April every year and any subsequent month where there is 50 pence variance in net pay.
- 1.10 Provide a P60 to every retired Scheme member within HMRC deadlines.
- 1.11 Perform other administrative tasks in line with the service standards laid down in a service level agreement with Scheme employers.



**2.0 SCHEME COMMUNICATIONS**

The pension administration team will:



- 2.1 Maintain and update a website for all members of the LGPS and provide a dedicated area for Scheme employers to assist them in administering the scheme on behalf of their employees.
- 2.2 Inform all scheme members of significant changes to the LGPS by way of a bi-annual newsletter.
- 2.3 Produce, publish and maintain a suite of scheme guides and fact-sheets to assist scheme members in understanding their pension rights and options.

- 2.4 Offer pension surgeries, presentations and open days to be held across the County of Berkshire.
- 2.5 Respond to letters and emails within 10 working days.

**3.0 COMPLAINTS PROCEDURE**

- 3.1 The pension administration team has a commitment to put things right if they go wrong and will investigate any complaint received within 10 working days.

3.2 If the team are unable to resolve a complaint the member has a right to appeal under the Internal Disputes Resolution Procedure (IDRP) which is a 3-stage appeal process set out in the regulations.

#### 4.0 GENERAL

The pension administration team will:

- 4.1 Deal with member enquiries in a professional, polite and friendly way and offer guidance to scheme members as appropriate without giving financial advice.
- 4.2 Make available confidential interview facilities as required.
- 4.3 Maintain and report on performance statistics.
- 4.4 Provide ~~information for completion of an administration stewardship report to be presented to members of the~~ for the Pension Fund Panel, Pension Fund Advisory Panel and Pension Board. ~~Board and provide information for the annual report and accounts of the Pension Fund.~~
- 4.5 ~~Provide information for the Annual Report and Accounts of the Pension Fund.~~
- 4.6 ~~Maintain the member database in accordance with the General Data Protection Regulations 2018 and issue a Privacy Notice explaining how the Pension Fund collects data, what the data is used you, with whom the data is shared and the rights of individuals with regard to their data.~~

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Approved by the Pension Fund Panel: 17 September 2018

Next review date: September 2019



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Report Title:	<b>Approval of Annual report and Accounts 2017/18</b>
Contains Confidential or Exempt Information?	YES - Part I
Member reporting:	Councillor Lenton, Chairman Berkshire Pension Fund and Pension Fund Advisory Panels
Meeting and Date:	Berkshire Pension Fund and Pension Fund Advisory Panels – 17 September 2018
Responsible Officer(s):	Kevin Taylor, Deputy Pension Fund Manager
Wards affected:	None

## REPORT SUMMARY

1. This report presents the Fund's Annual Report and Accounts for the year to 31 March 2018 for noting and approval by Panel.
2. It also requests authority for the final version to be published by the statutory deadline of 1 December 2018.

## 1 DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Panel notes the report and:

- i) **Authorises Officers to correct any identified typographical and drafting errors and to insert the Auditor's Report on receipt.**
- ii) **Approves publication of the final version of the Fund's Annual report and Accounts by the statutory deadline of 1 December 2018.**

## 2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 Attached at Appendix 1 is a draft copy of the Fund's Annual Report and Accounts for the year to 31 March 2018. The Auditors will not issue their final report until they have reviewed the draft Annual Report (including Financial Statements) approved by Panel. Accordingly Officers request authority to insert this on receipt and prior to publication.
- 2.2 The accounts also include the IAS26 report. This is an accountancy requirement that values the Fund's liabilities using a discount rate derived from Corporate Bond Yields. It has no role in setting contribution rates for Scheme Employers or Scheme Members.
- 2.3 Officers also request authority to correct typographical and drafting errors, ensuring that the meaning of the content is not changed from that approved by Panel, and publish the Annual Report by the statutory deadline of 1 December 2018.

### **3 KEY IMPLICATIONS**

3.1 Not applicable.

### **4 FINANCIAL DETAILS / VALUE FOR MONEY**

4.1 Only a small number of copies of the Annual Report and Accounts are printed so the financial implications of production are de minimis.

### **5 LEGAL IMPLICATIONS**

5.1 Publication is a statutory requirement.

### **6 RISK MANAGEMENT**

6.1 Not applicable as publication is a statutory requirement.

### **7 POTENTIAL IMPACTS**

7.1 Not applicable.

### **8 CONSULTATION**

8.1 The Pension Fund accounts form part of the Borough's accounts which have to be approved by The Royal Borough's Audit and Performance Review Panel.

### **9 TIMETABLE FOR IMPLEMENTATION**

9.1 Publication by 1 December 2018.

### **10 APPENDICES**

10.1 The appendices to the report are as follows:

- Appendix 1 – The Royal County of Berkshire Pension Fund Annual Report and Accounts 2017/18.

### **11 BACKGROUND DOCUMENTS**

11.1 Local Government Pension Scheme Regulations 2013 (as amended)

### **12 CONSULTATION (MANDATORY)**

<b>Name of consultee</b>	<b>Post held</b>	<b>Date issued for comment</b>	<b>Date returned with comments</b>
Cllr John Lenton	Chairman – Berkshire Pension Fund Panel		
Rob Stubbs	Section 151 Officer		



# Royal County of Berkshire Pension Fund

## Annual Report and Accounts



2017/2018



THE ROYAL COUNTY OF  
**BERKSHIRE**  
PENSION FUND

## **PENSION FUND PANEL**

Chairman	Councillor John Lenton
Vice Chairman	Councillor David Hilton
Other members	Councillor Geoff Hill Councillor Jack Rankin (to 15 May 2017) Councillor Richard Kelleway (from 16 May 2017) One vacancy

## **PENSION FUND ADVISORY PANEL**

In addition to the 5 Pension Fund Panel members, the Advisory Panel consisted of:

Councillor David Worrall (Bracknell Forest Borough Council)  
Councillor Glenn Dennis (Reading Borough Council)  
Councillor KKhaula Usmani (Slough Borough Council)  
Councillor Alan Law (West Berkshire Council)  
Councillor Rob Stanton (Wokingham Borough Council)  
Mr Engin Eryilmaz (University of West London)  
Ms Sue Nicholls (UNISON) (to 15 May 2017)  
Asia Allison (GMB)  
Mr Mark Butcher (deferred scheme member)

## **ADVISERS**

Actuary	Barnett Waddingham LLP
Independent Investment Adviser	The Law Debenture Pension Trustee Corporation (Mr Inder Dhringa)
Independent Strategy Advisers (to the Investment Working Group)	Ms Aoifinn Devitt Mr Scott Jamieson (to 31 December 2017)

## **Global Custodian**

JP Morgan Worldwide Securities Services

## **Additional Voluntary Contribution Provider**

Prudential Assurance Company

## **Royal Borough of Windsor & Maidenhead Pension Fund Officers**

Head of Finance	Rob Stubbs
Pension Fund Manager	Nick Greenwood
Deputy Pension Fund Manager	Kevin Taylor
Investment Manager	Pedro Pardo
Pension Administration Manager	Philip Boyton

## **PENSION BOARD**

In accordance with the provisions of the Public Service Pensions Act 2013 a Pension Board was constituted on 22 July 2015.

Chairman Mr Tony Pettitt

Vice-Chairman Mr Alan Cross

### Employer Representatives

Mr Alan Cross (Reading Borough Council)  
Mr Neil Wilcox (Slough Borough Council)  
1 vacancy

### Scheme Member Representatives

Mr Tony Pettitt (Retired Scheme member)  
Mr Jeff Ford (Active Scheme member)  
1 vacancy

## **CHAIRMAN'S INTRODUCTION**

It gives me great pleasure as Chairman of the Pension Fund Panel and the Pension Fund Advisory Panel to present the Annual Report and Accounts for the financial year ended 31 March 2018 for the Royal County of Berkshire Pension Fund.

The Royal Borough of Windsor & Maidenhead administers the Fund on behalf of the 6 Berkshire Unitary Authorities and around 250 other public, and private, sector employers. I am once again most grateful to the administration team for the efficient service they have provided to all of our employers and their continued professionalism in maintaining the highest standards of service to our Scheme members

The Berkshire Pension Fund Panel has powers delegated to it under the Constitution of the Royal Borough of Windsor & Maidenhead's Council Constitution. The Panel comprises of five Councillors from the Royal Borough of Windsor & Maidenhead and receives invaluable support from the Pension Fund Advisory Panel, which consists of representatives from the other 5 Berkshire Unitary Authorities, three other Scheme employer representatives and the trades unions. The Panels are additionally assisted by an independent advisor.

In practice decisions are taken at joint meetings of the two Panels. Investment decisions by the Pension Fund Panel are made after considering recommendations from the Investment Working Group (IWG). The IWG includes members nominated from both Panels together with our external Investment Strategy Advisers.

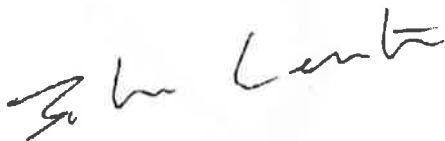
The Fund managed a nominal investment return of 4.3% over the financial year and 6.7% per annum over the last three years. In real terms, the Fund's investment return achieved was 1.8% over one year to March 2018 and 4.8% over the last three years, thus underperforming the 4.5% real return target for the Fund's investments over one year but slightly exceeding it over the three-year period.

All asset classes experienced strong positive returns until January 2018 when various geopolitical concerns, normalising monetary policies and other uncertainties triggered higher volatility and significant market corrections despite robust economic data. Major central banks are now reducing or preparing to reduce the level of monetary stimulus by raising rates and reducing their balance sheet, whose impact on markets and economic fundamentals will become clearer over the next 12 months.

Following successful discussions over the last few months, The Royal County of Berkshire Pension Fund will be partnering with the Local Pensions Partnership (LPP) to manage the fund's assets which will remain the property of the Berkshire Pension Fund.

I also wish to thank the members of the Pension Panel and Advisory Panel for their invaluable contributions to the work of the Fund during the year.

Finally I would like to thank our Pension Fund Manager and the Pension Fund Team for their continuous hard work and invaluable contribution to the efficient running of the service.



**Councillor John Lenton**  
**Chairman**  
**Berkshire Pension Fund Panel**  
**Berkshire Pension Fund Advisory Panel**

## **PENSION BOARD STATEMENT: APRIL 2017 – MARCH 2018**

The Pension Board was set up in 2015 in accordance with the requirements defined in the Public Sector Pensions Act 2013.

The Board has a statutory duty to:

- Ensure the Fund's compliance with legislation, regulation and guidance, along with the Pension Regulator's (TPR) requirements;
- Ensure that the Fund's governance and administration is effective and efficient.

The main focus of the Board has been to embed the governance structure for the Board itself, which was done through the management of a clearly defined work programme of reviews, monitored through an action tracker. In addition, the Board has sought to deliver effective advice and assurance in line with the agreed Terms of Reference and the Administering Authority's Constitution.

The Board has continued the process of developing the knowledge and skills of the Board Members to enable them to undertake their duties with confidence. It has also given attention to the compliance of the Fund's administration, reviewing statutory documentation as it has been published throughout the year and building on the positive outcome of the internal audit of the Administering Authority's compliance with the TPR Code of Practice 14.

Pension Fund investment pooling has dominated the last year and has rightly been the main area of focus for the Pension Fund Panels. Whilst the Board has had no direct influence over the decisions taken by the Administering Authority, it has remained apprised of the situation with Board members receiving copies of all papers taken to meetings of the Pension Fund Panels. The Board has, however, felt it necessary to limit somewhat the number of its own meetings held this year pending the outcome of the pooling decision.

The Board welcomes the decision that has been taken to become a client of the Local Pensions Partnership Investment Limited (LPP I) and will continue to review the actions taken by the Administering Authority in formulating its Investment Strategy and Funding Strategy Statements. The Board will remain apprised of the asset allocation and investment performance reported by LPP I to the Pension Fund Panels on a quarterly basis. In addition the Board will keep under review Pension Panels' work-plan for the forthcoming year offering whatever assistance it can give to the Administering Authority in fulfilling its statutory duties of governance and administration.

Overall it has been a successful year with the work of the Board providing further evidence of the compliant, effective and efficient running of the Fund. There will always be room for improvement but our work helps to establish clear priorities for future activity.

## PENSION BOARD 2017-18

Chairman: Tony Pettitt  
Vice-Chairman: Alan Cross

### Scheme Employer Representatives

Alan Cross (*Reading Borough Council*)  
Neil Wilcox (*Slough Borough Council*)  
1 vacancy

### Scheme Member Representatives

Tony Pettitt (*Retired Scheme Member*)  
Jeff Ford (*Active Scheme Member*)  
1 vacancy

### Dates of meetings:

14 June 2017  
30 November 2017  
20 March 2018 (postponed to 17 April 2018 – 2018/19 year)

### Attendance for 2017/18

Name	Number of meeting eligible to attend	Attended
Tony Pettitt	2	2
Alan Cross	2	2
Neil Wilcox	2	2
Jeff Ford	2	2

## SCHEME ADMINISTRATION REPORT

### INTRODUCTION

The Royal Borough of Windsor and Maidenhead acts as the administering authority for the Royal County of Berkshire Pension Fund – the pension fund for local government employees in the County of Berkshire. Benefits for members of the Fund are set by the Local Government Pension Scheme Regulations 2013 (as amended).

The Royal Borough has delegated its role as administering authority to the Pension Fund Panel. This Panel consists of five Royal Borough councillors and is assisted by the Pension Fund Advisory Panel. This latter panel includes the five Royal Borough councillors plus one councillor drawn from each of the other five unitary authorities in the Fund, one representative from the University of West London on behalf of the other employing bodies in the Fund, two Trade Union representatives (one each from Unison and GMB) acting for the active members of the Fund and one independent adviser.

The Pension Fund and Pension Fund Advisory Panels meet quarterly to receive and consider reports from the Pension Fund Manager and external advisors on the management of the Fund. Attendance to the Panel is noted below:

Name	Authority	Number of Meetings eligible to attend	Attended
Councillor Lenton (Chair)	RB Windsor & Maidenhead	5	5
Councillor Hilton (Vice Chair)	RB Windsor & Maidenhead	5	5
Councillor Hill	RB Windsor & Maidenhead	5	2
Councillor Kellaway	RB Windsor & Maidenhead	4	4
Councillor Rankin	RB Windsor & Maidenhead	1	0
Councillor Usmani	Slough Borough Council	1	0
Councillor Sarfraz	Slough Borough Council	4	0
Councillor Law	West Berkshire Council	5	4
Councillor Stanton	Wokingham Borough Council	5	3
Councillor Dennis	Reading Borough Council	5	4
Councillor Worrall	Bracknell Forest Council	5	2

Royal Borough councillors may delegate designated substitute members to attend a Panel meeting if they are unable to attend.

In addition to the invaluable support and advice offered by the Pension Fund Advisory Panel the Pension Fund Panel is assisted by a variety of advisers including Mr Inder Dhingra as an independent adviser and Mr Graeme Muir of Barnett Waddingham, the Actuary to the Fund. The Investment Working Group, a sub-group of the panels, is independently advised by Mr Scott Jamieson and Ms Aoifinn Devitt. Additional advice from other professional advisers is

sought as necessary. Many of the duties of the Panel are delegated to Officers in accordance with the Royal Borough's constitution.

#### **CUSTOMER SATISFACTION**

The landscape of the Local Government Pension Scheme continues to evolve greatly resulting in the need for our administration team to continue using a variety of methods to understand our members and employers needs. Their needs, experiences of the service we provide and their perception of the Pension Fund help us to continually improve and become more efficient and effective.

The 1 April 2014 saw a significant change to the Local Government Pension Scheme with the introduction of a career average scheme, fundamentally different to the final salary scheme previously in place. This event undoubtedly made the Scheme more complex to administer with increased scrutiny from The Pensions Regulator.

During the last year the team has continued to communicate with members to ensure that they are aware of the impact the changes to the Scheme will make to their pension benefits and to ensure employers are fully educated and understand their responsibilities to provide timely and accurate information together with the consequences of their failure to do so.

There is no doubt our relationship and need to continue working with our scheme employers and their members is ever more important.

#### **Compliance with Communications Policy Statement**

Under Regulation 61 of the Local Government Pension Scheme Regulations 2013 (as amended) The Royal Borough of Windsor & Maidenhead, in its role as administering authority to The Royal County of Berkshire Pension Fund, is required to publish a statement of policy concerning communications.

This policy statement can be found at Appendix 1 and deals with the methods of communication between the administering authority, members and employers of the Pension Fund.

The administering authority keeps the policy statement under review. During the year the Fund undertook:

##### **➤ Communication with Employers**

###### Annual Employers Meeting

All employers were invited to attend a meeting on 15 March 2018. They were provided with details of the data they are required to submit to the administration team so that members' records are correct, an actuarial update of the Pension Fund, and a presentation by Prudential (the Pension Fund's approved AVC provider), regarding the options AVCs provide at retirement.

###### Training for Employers

The Administration Team continues to hold ad-hoc training sessions throughout the year on request. These sessions are designed to educate both new and current employers about the important role they play in helping the team administer the Scheme and the importance of holding clean and accurate data to process benefits quickly and efficiently. These sessions were well received with the team immediately seeing a more proactive approach towards the submission and quality of data by employers.



### Regular Updates on the LGPS

"The Inscribe" bulletin is distributed to employers on a quarterly basis with other global emails distributed to employers when deemed necessary.

### Pension Fund website

The Pension Fund website continues to prove a valuable source of information for our Scheme employers and their members.

The website contains sections dedicated to the following:

- Current members
- Deferred members
- Retired members
- Councillor members
- Employers

The site received over 62,000 visits from members and employers during the year and has been described as easily accessible and having many links making navigation user friendly.

The administration team continue to review and remodel the website to ensure members are aware of the impact any changes to the Scheme will make to their pension benefits but also to ensure a point of reference for employers to help continually educate them and understand their responsibilities.

The website address is [www.berkshirepensions.org.uk](http://www.berkshirepensions.org.uk)

### Employer Self Service (ESS)

The Pension Fund launched ESS on 19 October 2017. ESS is accessible to all registered scheme employers and enables them to view and amend their own scheme members' pension data remotely and securely from the comfort of their workplace.

ESS also enables scheme employers to calculate quickly and efficiently the value of their scheme members benefits any respective strain cost payable thus avoiding the need to contact the administration team.

### i-connect Software

The Pension Fund continues to build on the success it has experienced since February 2016 by seeing a further 34 employers start submitting data to the Fund on a monthly basis using i-connect Software. A total of 57 scheme employers are now on board covering a little over 50% of the total active scheme membership.

This has saved the team a significant administration time by removing the need for manual input, but most importantly helping maintain the accuracy of member data. No doubt employers and the team will continue to benefit from this service throughout the next 12 months.

### General Guidance and Assistance

The pension administration team can be contacted during normal office hours. There is a dedicated help-line 0845 602 7237 and a dedicated email help desk ([info@berkshirepensions.org.uk](mailto:info@berkshirepensions.org.uk)).

### Promotional Services

The Pension Fund continues to produce and publish scheme guides and factsheets relating to specific pension topics all of which are available for download from the Pension Fund website.

### ➤ **Communication with All Members**

#### Member Self Service - 'my pension ONLINE'

The Pension Fund's 'my pension ONLINE' service enables members to securely access and update your own pension details using not just their desktop PC but now using their laptop, tablet or smartphone.

The service continues to prove popular with members of all status who can quickly gain access to their own pension record to check their details are correct and calculate the current and future value of their own benefits and their dependants. This removes the need to contact the administration team and wait for an estimate to be sent to them.

#### Welcome Pack

With the implementation of 'my pension ONLINE' each new member receives a letter containing an activation code and guidance as to how to access their welcome pack online. If a member chooses not to register for 'my pension ONLINE' a paper version of the welcome pack will be sent to the member's home address upon request.

#### Annual Benefit Statements

Each active and deferred member of the pension scheme receives an annual benefit statement. With the availability of 'my pension ONLINE' these statements are available for viewing, downloading or printing on-line and means the Fund only issues a paper statement to approximately 5,000 or 9.6% of the membership by post.

The Annual Benefit Statement provides details of benefits built up to 31<sup>st</sup> March the previous year, death in service benefits and details of the member's nominated beneficiaries.

#### Pension Surgeries

During the year two pension surgeries were held at each of the six Unitary Authorities with additional pension surgeries being held at other employer locations upon request. These pension surgeries provide an opportunity for members to discuss any aspect of their pension benefits. The administration team met with 711 scheme members across the pension surgeries held.

To accompany these pension surgeries the administration team provide pre-retirement courses and presentations aimed at those members considering retirement in the near future.

#### Newsletters

The Pension Fund produces and distributes bi-annual newsletters. '*The Quill*' is issued to active and deferred members and '*The Scribe*' is issued to pensioner and dependant members. Both continue to be very well received by members. Since the implementation of 'my pension ONLINE' newsletters are available for viewing, downloading or printing on-line.

### Annual Meeting

A meeting took place on 9 November 2017 held at the Town Hall in Maidenhead. At the same time, the pension team invited members to attend an open day at the same location. In attendance were members of the administration and payroll teams, representatives from Barnett Waddingham (the Pension Fund Actuary) and Prudential (the Fund's approved AVC provider).

### ➤ **Communication with Pensioner and Dependant Members**

The Pension Fund has a dedicated payroll team dealing with former members now receiving payment of their pension benefits. As well as responding to their enquiries the payroll team are responsible for ensuring we meet our regulatory requirements.

### Pension Payslips

The administration team has issued payslips in accordance with its 50 pence variance rule each month and before payment has been made. The Retired Members area of the Pension Fund website provides a detailed explanation of a payslip. Since the implementation of 'my pension ONLINE' payslips are available for viewing, downloading and printing on-line.

### P60s

The administration team issued P60s to all pensioner and dependant members in April 2017 well in advance of the HMRC deadline. The Retirement Members area of the Pension Fund website provides a detailed explanation of a P60, which was also contained in our Spring edition of *'The Scribe'*. Since the implementation of 'my pension ONLINE' P60s are available for viewing, downloading and printing on-line in a format approved by HM Revenue & Customs.

### Guaranteed Minimum Pension (GMP) Reconciliation

In January 2018 the Pension Fund successfully completed the reconciliation of GMP amounts held against those held by HM Revenue & Customs on 31 January 2018. Working in partnership with ITM Limited this exercise resulted in the correction of over 800 Annual Pension payments.

### Annual Pension Increase Notice

The administration team issued a notification to all pensioner and dependant members in April 2017 providing details of the 1% increase awarded from 10 April 2017 in line with the Consumer Price Index (CPI).

### Tell Us Once (TUO)

A service designed to provide Funds with details of those members having died and their next of kin via the General Registry Office (GRO), the Fund was one of the first Local Government Pension Funds to on board and up load membership data and since going LIVE in March 2016 has received 296 notifications with 155 of these received between 1 April 2017 and 31 March 2018 alone.

This helped the Fund make contact with the next of kin more quickly and avoid any potential overpayment of benefits.

## MANAGEMENT PERFORMANCE

### Key Administration Performance Indicators

The administration team monitor the time it takes to complete procedures. The key foundation to achieving the performance standards we set to complete procedures is by ensuring we maintain quality data.

Our key procedures reported to the Pension Fund Panel on a quarterly basis are:

- Inputting of new members;
- Processing of early leavers;
- Payment of retirement benefits; and
- Payment of transfer values.

Performance for these key procedures over the year was 99.29%, which is a decrease of 0.05% on the 2016/17 year. A summary of achievement in each area is shown in the table below:

Administration Team Performance	Target (working days)	2016/17			2017/18		
		Number received	Number within target	% within target	Number received	Number within target	% within target
Inputting of new members	20	5144	5115	99.44	5424	5406	99.67
Processing of early leavers	20	3971	3952	99.52	4670	4644	99.44
Payment of retirement benefits	5	1040	1022	98.27	1115	1080	96.86
Payment of transfer values	15	50	49	98.00	54	53	98.15

A further top five procedures in terms of cases completed are shown in the table below:

Administration Team Performance	Target (working days)	2016/17			2017/18		
		Number received	Number within target	% within target	Number received	Number within target	% within target
Employee estimate requests	7	2650	2238	84.45	1428	1,192	83.47
Employer estimate requests	5	454	398	87.67	391	354	90.54
Changes to personal details	15	6121	5871	95.92	5,977	5,616	93.96
Issue of 'my pension ONLINE' Activation Keys	5	1212	1195	98.60	2247	2217	98.66
APC Quotes	20	235	230	97.87	213	213	100

## Complaints

The administration team monitor the complaints received on a monthly basis and ensure we respond promptly having investigated thoroughly and learn from them to improve the service.

The complaints are monitored in two distinct ways:

- Complaints about our service and the way we apply the regulations; and
- Under the LGPS members can use a three stage Internal Dispute Resolution Procedure (IDRP) to settle any disagreement or complaint that they may have about decisions made under scheme rules.

The table below shows the number of complaints in each category. These represent a minimal percentage when compared to more than 41,000 procedures we carried out in 2017/18.

Administration Team Performance	Case Type	2016/17			2017/18			
		Target (working days)	Number received	Number within target	% within target	Number received	Number within target	% within target
	Service	10	0	n/a	n/a	0	n/a	n/a
	IDRP	n/a	1	1	100%	2	2	100%

## Key Staffing and Membership Numbers

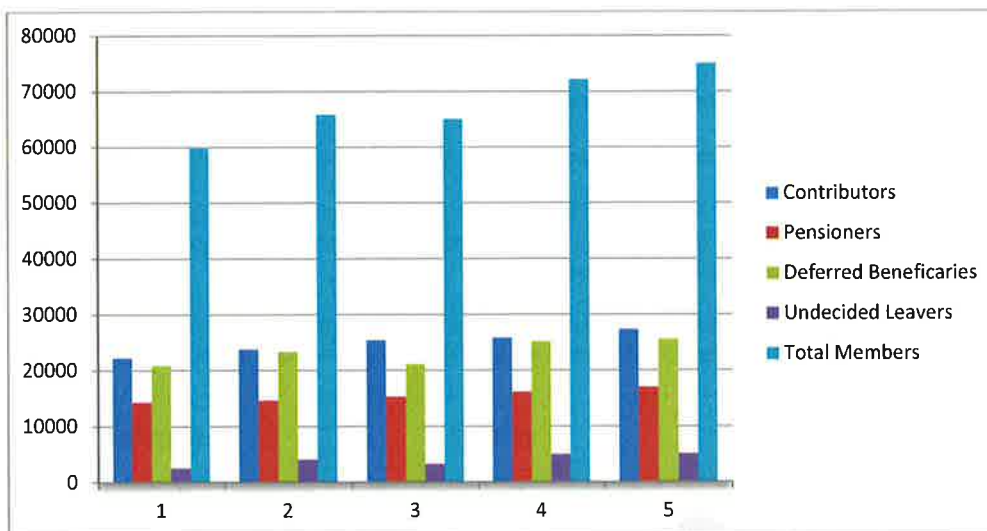
### Staffing

The administration team is made up of the following members:

Year	2016/17	2017/18
Pension Administration Manager	1.0	1.0
Deputy Pension Administration Manager	1.0	1.0
Assistant Pension Manager (Communications)	1.0	1.0
Technical Analyst	1.0	1.0
Senior Pension Administrators	2.0	2.0
Pension Administrators	5.6	4.6
Trainee Pension Administrators	2.0	3.0
Payroll Supervisor	0.7	0.7
(Trainee) Payroll Assistant	1.0	n/a
Pension & Payroll Administrator	n/a	1.0
Clerical Support	0.6	0.6
<b>Total</b>	<b>15.9</b>	<b>15.9</b>

### Membership

Membership of the Pension Fund continues to grow. The chart and table overleaf show the number of contributors, deferred beneficiaries and pensioners (including dependants) and Undecided Leaver member records (individuals may have more than one membership record) over the last five years to 31 March 2018.



	<b>31 March 2014</b>	<b>31 March 2015</b>	<b>31 March 2016</b>	<b>31 March 2017</b>	<b>31 March 2018</b>
<b>Contributors</b>	22,276	23,783	25,434	25,845	27,369
<b>Pensioners</b>	14,254	14,610	15,243	16,126	16,955
<b>Deferred Beneficiaries</b>	20,960	23,415	21,187	25,256	25,624
<b>Undecided Leavers</b>	2,503	4,083	3,271	5,015	5,127
<b>Total Members</b>	<b><u>59,993</u></b>	<b><u>65,891</u></b>	<b><u>65,135</u></b>	<b><u>72,242</u></b>	<b><u>75,075</u></b>

**NOTES:**

- Contributors are employees currently contributing to the Local Government Pension Scheme and include some employees who have more than one contract of employment, each contract being treated separately for administration purposes.
- Pensioner members are in receipt of a pension and include all dependants of former members.
- Deferred beneficiaries are former contributors who have elected to retain their rights in the Scheme until such time as they become payable.
- Undecided Leavers are former contributors who have an entitlement to receive a return of contributions paid less mandatory deductions.

The result is a large Pension Fund being administered by a small team. The administrator to scheme member ratio remains consistent with the previous year at 1:4,721 with the administration team continuing to provide a highly regarded and professional service across the entire membership.

## **Benchmarking**

The Pension Fund has not taken part in any formal benchmarking exercise since 2006 but is always prepared to take the opportunity to compare ourselves against other Pension Funds of a comparable size in terms of membership. The Pension Fund most recently took the opportunity when exploring the option of the administration team working in partnership with the Local Pensions Partnership (LPP).

## **Gathering Assurance**

The Pension Fund recognises the importance of gathering assurance over the effective and efficient operation of the pension and payroll administration software used, *altair*. Provided by *heywood* Limited, both our teams utilise the workflow functionality afforded to us ensuring thorough checks are performed by senior members of the team in all areas of administration.

The Pension Fund is also proactive in responding to enquiries received from both internal (Royal Borough of Windsor & Maidenhead) and external (KPMG) auditors.

## **THE FUTURE**

Whilst there has been much uncertainty following the Government's announcement about pooling of LGPS investments to create "British Wealth Funds" by 1 April 2018 and the possible impact this may have on administration team we will be certain to remain committed and focus our efforts on communicating with both our scheme employers and their members. We will ensure that members understand and appreciate the value of the Scheme, which forms a significant part of the pay and reward package provided by their employer.

Ensuring the timely and accurate submission of data from employers is crucial to the administration team continuing to deliver a quality service to members. We will continue to endeavour to introduce further efficiencies and better ways of working to further improve on the systems that are currently in place.

These improvements will be delivered to not only ensure the quality of our members data is maintained to the standard required by the Pensions Regulator (tPR) but is also protected as required by the introduction of the Government Data Protection Regulation (GDPR) from 25 May 2018.

Customer service will continue to be a priority as the next few years will be challenging for both members and employers. To demonstrate our commitment and ensure this continues we will ask for our members and employers opinion on our services in a variety of ways. We will continue to survey a sample of our active, deferred, pensioner and dependant members by post, at pension surgeries, presentations and on-line via our website.

## Investment Report

The structure of the investments and managers for the Royal County of Berkshire Pension Fund as at 31 March 2018 and previous year end is shown below:

Asset Class	31-Mar-18		31-Mar-17	
	Value £m	% Fund	Value £m	% Fund
Global Equities	944.0	45.3%	961.7	48.4%
Bonds	260.8	12.5%	263.1	13.2%
Absolute Returns	81.3	3.9%	180.3	9.1%
Property	272.0	13.0%	259.8	13.1%
Commodities	70.4	3.4%	55.4	2.8%
Infrastructure	129.0	6.2%	132.4	6.7%
Other Current Assets / Liabilities	327.7	15.7%	133.1	6.7%
	<b>2,085.3</b>	<b>100.0%</b>	<b>1,985.8</b>	<b>100.0%</b>

As at 31 March 2018, the Fund employed the following external managers (excluding General Partners of Limited Partnerships in which the Fund has a partnership interest across various asset classes including private equity, private debt and infrastructure):

Asset Class	Managers
Global Convertible Bonds	Aviva Investors Blue Bay Asset Management
UK & Global Property	Aviva Investors Global Services
Global Equities	Kames Capital RWC Partners
Emerging Markets Equity	Fidelity International First State Investments Morgan Stanley Investment Management William Blair International
Absolute Returns	Grosvenor Capital Management (legacy)

The Fund managed a nominal investment return of 4.3% over the financial year and 6.7% per annum over the last three years. In real terms, the Fund's investment return achieved was 1.8% over one year to March 2018 and 4.8% over the last three years, thus underperforming the 4.5% real return target for the Fund's investments over one year but slightly exceeding it over the three-year period. All asset classes experienced strong positive returns until January 2018 when various geopolitical concerns, normalising monetary policies and other uncertainties triggered higher volatility and significant market corrections despite robust economic data. Major central banks are now reducing or preparing to reduce the level of monetary stimulus by raising rates and reducing their balance sheet, whose impact on markets and economic fundamentals will become clearer over the next 12 months.

There were minimal changes in the Fund investments during the financial year as the primary strategic initiative agreed by the Panel was the pooling of the pension fund assets as requested by Government at the end of 2015. Following successful discussions over the last few months, The Royal County of Berkshire Pension Fund will be partnering with the Local Pensions Partnership (LPP) to manage the fund's assets which will remain the property of the Berkshire



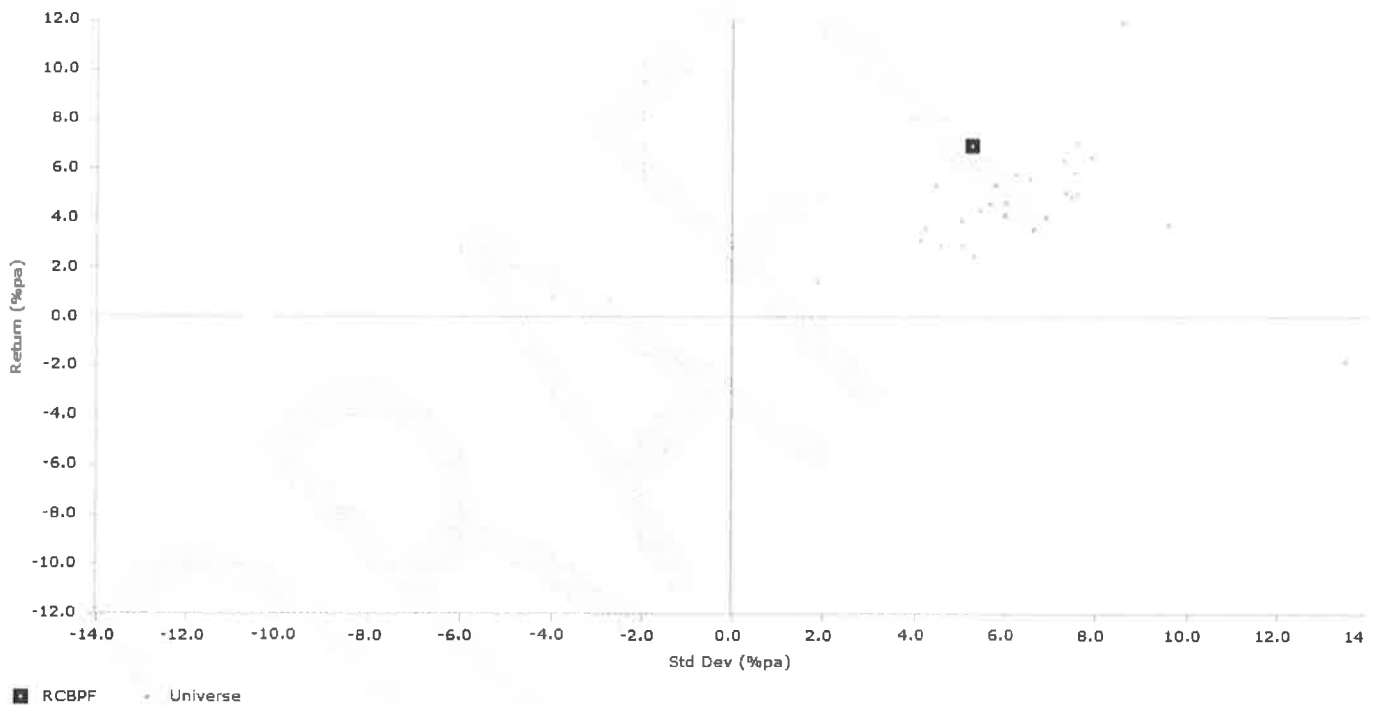
Pension Fund. Other than this, the strategic reduction of the absolute return portfolio formerly advised by Grosvenor was completed at the end of December 2017. The Fund also increased exposure marginally to other private debt and private equity funds both in the UK and Globally. The higher than usual liquidity will soon be redeployed according to the model portfolio recently agreed with LPP.

More detailed information about the performance of the Fund can be found in the Investments section of the Fund's web-site (<http://www.berkshirepensions.org.uk>).

The chart below shows that against funds with a similar investment strategy the Berkshire Pension Fund has, since the inception of our bespoke strategy, continued to outperform against other similar funds with a higher than average return and a lower than average level of risk.

**Berkshire Pension Fund**

Return and Std Deviation in GBP (after fees) over 7 yrs ending March-18  
 Comparison with the International Multi-asset GBP (Net) universe (quarterly calculations)



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## Financial Performance

### Movement in Net assets of the scheme

During the financial year, the value of the net assets of the scheme increased by £88.3 million.

### Timeliness of Receipt of Contributions

	2017/18	2016/17	2015/16
Percentage of contributions received on or before the due date	97.65%	98.43%	98.49%

The option to levy interest on overdue contributions has not been exercised.

### Administrative Costs Actual compared to Budget

	2017/18 Actual £000's	2017/18 Budget £000's
Staff	557	446
Supplies and Services	518	337
Unit Recharges	267	62
<b>TOTAL</b>	<b>1,342</b>	<b>845</b>

### Income and Expenditure

	2017/18 Actual £000's	2017/18 Forecast £'000's
Employee/Employer Contributions	106,341	96,500
Employer additional contributions for early retirements	2,250	1,300
Transfer Values Received	13,403	6,300
Pensions Payable	-80,065	-82,000
Retirement Lump Sums and Death Grants	-20,428	-20,600
Transfer Values Paid and Refund of Contributions	-10,184	-2,700
Management Expenses	-9,204	-6,200
<b>Net additions/(withdrawals) from dealing with members</b>	<b>2,113</b>	<b>-7,400</b>

## RISK MANAGEMENT

The Royal Borough of Windsor and Maidenhead as the administering authority for The Royal County of Berkshire Pension Fund ("the Fund") places great emphasis on risk management. The Fund differentiates between operational and strategic risks in order to secure the effective governance and administration of the Local Government Pension Scheme (LGPS). The main internal controls for the Fund set out the arrangements and procedures to be followed in administration, governance and management of the Scheme and the systems required for ensuring those arrangements are met.

### Operational risk

Operational risk covers such areas as administration of members' records and payment of benefits, receipt of contributions as well as such things as business continuity, disaster recovery and having staff with the appropriate skill sets.

The Fund participates in the National Fraud Initiative where National Insurance numbers of members receiving pensions and other benefits are matched against a national database of reported deaths. Any matches are thoroughly investigated.

A number of key operational risks and the action taken to mitigate them are detailed below:

Risk	Mitigating Action
Failure to comply with Scheme regulations and associated pension law.	Staff training, employer training and external guidance provided. Desk top procedures in place and systems software provider competent.
Payments of incorrect benefits.	<p>Annually each active member's contributions and pay details are confirmed with their employer.</p> <p>On leaving employment an individual's scheme membership history and pay details will be confirmed with their employer.</p> <p>Pension Fund is moving toward an automated and secure method of data transfer between employers and the Fund.</p>
Pension benefits not paid on time.	<p>A schedule of payment dates is maintained and written procedures adopted.</p> <p>Sufficient cover is provided to ensure payments are made at the correct time.</p>

<p>Ongoing pension benefits paid to a deceased member.</p>	<p>The Fund undertakes a monthly mortality screening exercise and takes part in the biennial National Fraud Initiative (NFI)</p>
<p>Failure to maintain a high quality database.</p>	<p>The Fund's preferred method of receiving data from scheme employers is through a secure electronic data transfer system called i-connect thereby maintaining member records in real-time.</p> <p>Pro-active data checks are undertaken before benefits are paid.</p> <p>Both members and employers have access to self-service systems enabling them to check data.</p>
<p>Failure to hold data securely.</p>	<p>Database is hosted off-site and backed-up in 2 separate locations.</p> <p>Access to systems is via dual-password and username.</p> <p>Data transferred between systems is encrypted.</p> <p>Compliant with data protection and IT policies.</p>
<p>Contribution payments received late from scheme employers.</p>	<p>Receipt of contributions is monitored robustly with employers being reminded of their statutory duty if payments are received late.</p> <p>Procedures in place to issue notices of unsatisfactory performance to employers who fail to make payments on time and to report them to the Pensions Regulator where deemed materially significant.</p>
<p>Failure to communicate properly with stakeholders.</p>	<p>The Fund has a Communication Policy and a Communications Manager.</p> <p>The website is maintained to a high standard at all times.</p> <p>Newsletters and factsheets are issued to both scheme members and scheme employers.</p> <p>Training is provided to scheme employers.</p>

Loss of office premises	A comprehensive business continuity plan is in place.  Systems are hosted and so can be accessed remotely from home or from an alternative office space.
Loss of funds through fraud.	The Fund is externally and internally audited annually to test that controls are adequate.  The Fund participates on the biennial National Fraud Initiative (NFI)

### Strategic risks

Strategic risks are those which whilst not affecting day to day operations of the Fund could, nevertheless, in the medium and/or long-term have significant impact. A number of key strategic risks and the action taken to mitigate them are detailed in the table below:

Risk	Mitigating Action
Funding level below 100%.	The Fund has issued a Funding Strategy Statement and Investment Strategy Statement.  Deficit recovery plan is in place.
Unstable employer contributions.	The Fund aims to keep employer contribution rates stable by agreeing with scheme employers and the Actuary an appropriate deficit recovery plan.
Unsatisfactory investment performance.	The Fund has issued an Investment Strategy Statement and monitors closely the performance of its Investment Manager.  An Investment Group meets quarterly with the Investment Manager to discuss investment performance and asset allocation.
Inappropriate funding targets.	The Fund has a broadly diversified portfolio with no one asset class dominating.  Targets are reviewed quarterly with the Investment Manager.
Scheme employer covenants.	The Fund monitors closely the ability of scheme employers to meet their obligations.  A cessation valuation is undertaken by the Actuary when a scheme employer

	<p>exits the Scheme.</p> <p>A funding report and covenant assessment is provided by the Actuary when an employer becomes a new admission body to the Fund.</p>
<p>Governance of the Fund</p>	<p>The Pension Fund is governed by the Pension Fund Panel and Pension Fund Advisory Panel.</p> <p>The Pension Board assist the Panels in fulfilling their statutory duties.</p> <p>Law Debenture have been appointed as an independent Governance Advisor to both Panels.</p> <p>Officers arrange training on specific matters as required during the year.</p>

# Royal County of Berkshire Pension Fund

Actuary's Statement as at 31 March 2018

**Barnett Waddingham LLP**

17 May 2018

## Introduction

The last full triennial valuation of the Royal County of Berkshire Pension Fund was carried out as at 31 March 2016 as required under Regulation 62 of the Local Government Pension Scheme Regulations 2013 (the Regulations) and in accordance with the Funding Strategy Statement of the Fund. The results were published in the triennial valuation report dated March 2017.

## 2016 valuation results

The results for the Fund at 31 March 2016 were as follows:

- The Fund as a whole had a funding level of 73% i.e. the assets were 73% 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 £597m which is higher than the deficit at the previous valuation in 2013.
- To cover the cost of new benefits and to also pay off the deficit over a period of 24 years, an average total employer contribution rate of 22.0% of pensionable salaries would be required.
- However, the contribution rate for each employer was set as the cost of new benefits accruing in future plus an adjustment (expressed either as a percentage of payroll or as a lump sum payment) required to fund their individual deficit over an appropriate period.



## Assumptions

The assumptions used to value the liabilities at 31 March 2016 are summarised below:

Assumption	31 March 2016
Discount rate	Unitary employers - 5.7% p.a. Non unitary employers - 5.5% p.a.
Pension increases (CPI)	2.4% p.a.
Salary increases	In line with CPI until 31 March 2020 and 3.9% p.a. thereafter
Pension increases on GMP	Funds will pay limited increases for members that have reached SPA by 6 April 2016, with the Government providing the remainder of the inflationary increase. For members that reach SPA after this date, we have assumed that Funds will be required to pay the entire inflationary increases.
Mortality	S2PMA tables with a 95% multiplier for male and female members, a 115% multiplier for male dependants and the S2DFA tables for female dependants with an 80% multiplier, with projected improvements in line with the CMI 2015 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

Further details of these assumptions can be found in the relevant actuarial valuation report.

## Assets

At 31 March 2016, the market value of the assets was £1,656m.

The assumptions used to value the liabilities are smoothed based on market conditions around the valuation date and the asset value used at the valuation is adjusted in a consistent manner although the difference between the smoothed and market values was not significant.

## Updated position since the 2016 valuation

Since 31 March 2016, investment returns have been higher than assumed at the 2016 triennial valuation. The value placed on the liabilities will, however, have also increased due to the accrual of new benefits as well as a decrease in the real discount rate underlying the valuation funding model. Overall, we estimate that the funding position as at 31 March 2018 has improved compared with the position as at 31 March 2016 although the primary rate has also increased due to changes in market conditions.

The next formal valuation will be carried out as at 31 March 2019 with new contribution rates set from 1 April 2020.

**Graeme D Muir FFA**  
**Partner, Barnett Waddingham LLP**

# Audit Statement

## TBC

## **Statement of Responsibilities for the Royal County of Berkshire Pension Fund Accounts**

### **The Royal Borough of Windsor and Maidenhead's Responsibilities**

The Royal Borough is required:

- To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. The Pension Fund Manager is the officer fulfilling that responsibility;
- To manage its affairs so as to secure economic, efficient and effective use of resources and safeguard its assets;
- To approve the Fund's statement of accounts;

### **The Head of Finance's Responsibilities**

The Head of Finance is responsible for the preparation of the Fund's statement of accounts in accordance with proper practices set out in the CIPFA Code of Practice on Local Authority Accounting.

In preparing this statement of accounts, the Head of Finance has:

- Selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates that were reasonable and prudent;
- Complied with the Code of Practice on Local Authority Accounting;
- Kept proper accounting records which were up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.



**Rob Stubbs**  
**Deputy Director and Head of Finance**

PENSION FUND ACCOUNTS

The Royal County of Berkshire Pension Fund Account

2016/17 £'000		Notes	2017/18 £'000
	<b>Dealings with members, employers and others directly involved in the Fund</b>		
(98,745)	Contributions	7	(108,591)
(9,826)	Transfers in from other pension funds	8	(13,403)
<b>(108,571)</b>			<b>(121,994)</b>
96,585	Benefits	9	100,493
6,966	Payments to and on account of leavers	10	10,184
<b>103,551</b>			<b>110,677</b>
<b>(5,020)</b>	<b>Net (additions)/withdrawals from dealings with members</b>		<b>(11,317)</b>
<b>8,378</b>	<b>Management expenses</b>	11	<b>9,204</b>
<b>3,358</b>	<b>Net (additions)/withdrawals including fund management expenses</b>		<b>(2,113)</b>
	<b>Returns on investments</b>		
(34,915)	Investment income	12	(40,770)
2,207	Taxes on income	13	3,036
(238,086)	Profits and losses on disposal of investments and changes in the market value of investments	14	(48,421)
<b>(270,794)</b>	<b>Net return on investments</b>		<b>(86,155)</b>
<b>(267,436)</b>	<b>Net (increase)/decrease in the net assets available for benefits during the year</b>		<b>(88,268)</b>
1,656,559	<b>Opening net assets of the scheme</b>		1,923,995
<b>1,923,995</b>	<b>Closing net assets of the scheme</b>		<b>2,012,263</b>

Net Assets Statement for the year ended 31 March 2018

2016/17 £'000		Notes	2017/18 £'000
1,981,322	Investment assets	14	2,082,344
(65,020)	Investment liabilities	14	(63,402)
<b>1,916,302</b>	<b>Total net investments</b>		<b>2,018,942</b>
10,241	Current assets	21	9,048
(2,548)	Current liabilities	22	(15,727)
<b>1,923,995</b>	<b>Net assets of the fund available to fund benefits at the end of the reporting period</b>		<b>2,012,263</b>

The fund's financial statements do not take account of liabilities to pay pensions and others benefits after the period end. The actuarial present value of promised retirement benefits is disclosed at Note 20.

## NOTES TO THE PENSION FUND

Notes to the Royal County of Berkshire Pension Fund Accounts for the year ended 31 March 2018

### 1 Description of Fund

The Royal County of Berkshire Pension Fund (the 'fund') is part of the Local Government Pension Scheme and is administered by the Royal Borough of Windsor and Maidenhead. The Royal Borough of Windsor and Maidenhead is the reporting entity for this pension fund.

The following description of the fund is a summary only. For more detail, reference should be made to the Royal County of Berkshire Pension Fund Annual Report 2017/18 and the underlying statutory powers underpinning the scheme, namely the Public Service Pensions Act 2013 and the Local Government Pension Scheme (LGPS) Regulations.

#### a) General

The scheme is governed by the Public Service Pensions Act 2013. The fund is administered in accordance with the following secondary legislation:

- The Local Government Pension Scheme Regulations 2013 (as amended)
- The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (as amended)
- The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016.

It is a contributory defined benefit pension scheme administered by the Royal Borough of Windsor and Maidenhead to provide pensions and other benefits for pensionable employees of the 6 unitary local authorities in the geographical region of Berkshire, and a range of other scheduled and admitted bodies. Teachers, police officers and firefighters are not included as they come within other national pension schemes.

The fund is overseen by the Pension Fund Panel, which is a committee of the Royal Borough of Windsor and Maidenhead.

#### b) Membership

Membership of the LGPS is voluntary. Employees are automatically enrolled into the scheme and are free to choose whether to remain in the scheme, opt-out of the scheme, or make their own personal arrangements outside the scheme.

Organisations participating in the Royal County of Berkshire Pension Fund include:

- Scheduled bodies, which are local authorities and similar bodies whose staff are automatically entitled to be members of the Fund.
- Admitted bodies, which are other organisations that participate in the fund under an admission agreement between the fund and the relevant organisation. Admitted bodies include voluntary, charitable and similar bodies or private contractors undertaking a local authority function following outsourcing to the private sector.

There are 186 active employer organisations within the Royal County of Berkshire Pension Fund including the administering authority itself, and 70,310 individual members, as detailed below:

The Royal County of Berkshire Pension Fund	31 March 2017	31 March 2018
Number of employers with active members	218	186
<b>Number of employees in scheme</b>		
Administering authority	2,432	1,867
Unitary authorities	15,097	12,741
Other employers	8,541	12,990
<b>Total</b>	<b>26,070</b>	<b>27,598</b>
<b>Number of pensioners</b>		
Administering authority	1,723	1,792
Unitary authorities	8,324	8,822
Other employers	6,070	6,314
<b>Total</b>	<b>16,117</b>	<b>16,928</b>
<b>Deferred pensioners</b>		
Administering authority	3,603	3,635
Unitary authorities	14,941	15,332
Other employers	6,358	6,817
<b>Total</b>	<b>24,902</b>	<b>25,784</b>
<b>Total number of members in pension scheme</b>	<b>67,089</b>	<b>70,310</b>

## NOTES TO THE PENSION FUND

### c) Funding

Benefits are funded by contributions and investment earnings. Contributions are made by active members of the fund in accordance with the LGPS Scheme Regulations 2013 and range from 5.5% to 12.5% of pensionable pay for the financial year ending 31 March 2018. Employers' contributions are set based on triennial actuarial funding valuations. The last such valuation was at 31 March 2016. During 2017/18, employer contribution rates ranged from 9.1% to 31.3% of pensionable pay.

### d) Benefits

Prior to 1 April 2014, pension benefits under the LGPS were based on final pensionable pay and length of pensionable service, summarised below.

	Service pre 1 April 2008	Service post 1 April 2008
<b>Pension</b>	Each year worked is worth 1/80 x final pensionable salary.	Each year worked is worth 1/60 x final pensionable salary.
<b>Lump Sum</b>	Automatic lump sum of 3 x salary. In addition, part of the annual pension can be exchanged for a one-off tax-free cash payment. A lump sum of £12 is paid for each £1 of pension given up.	No automatic lump sum. Part of the annual pension can be exchanged for a one-off tax-free cash payment. A lump sum of £12 is paid for each £1 of pension given up.

From 1 April 2014, the scheme became a career average revalued earnings (CARE) scheme, whereby members accrue benefits based on their pensionable pay in that year at an accrual rate of 1/49th. Accrued pension is updated annually in line with the Consumer Prices Index.

There are a range of other benefits provided under the scheme including early retirement, disability pensions and death benefits. For more details, please refer to the Royal County of Berkshire Pension Fund website.

## 2 Basis of preparation

The Statement of Accounts summarises the fund's transactions for the 2017/18 financial year and its position at year-end as at 31 March 2018. The accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 ('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.

## NOTES TO THE PENSION FUND

### 3 Summary of significant accounting policies

#### Fund account - revenue recognition

##### a) Contribution income

Normal contributions, both from the members and from the employer, are accounted for on an accruals basis at the percentage rate recommended by the fund actuary in the payroll period to which they relate.

Employer deficit funding contributions are accounted for on the due dates on which they are payable under the schedule of contributions set by the scheme actuary or on receipt if earlier than the due date.

Employers' augmentation contributions and pensions strain contributions are accounted for in the period in which they are due. Any amount due in year but unpaid will be classed as a current financial asset. Amounts not due until future years are classed as long-term financial assets.

##### b) Transfers to and from other schemes

Transfer values represent the amounts received and paid during the year for members who have either joined or left the fund during the financial year and are calculated in accordance with the Local Government Pension Scheme Regulations 2013 (see Notes 8 and 10).

Individual transfers in/out are accounted for when received/paid, which is normally when the member liability is accepted or discharged.

Transfers in from members wishing to use the proceeds of their additional voluntary contributions (see note 3m) to purchase scheme benefits are accounted for on a receipts basis and are included in transfers In (see Note 8).

Bulk (group) transfers are accounted for on an accruals basis in accordance with the terms of the transfer agreement.

##### c) Investment income

###### i) Interest income

Interest income is recognised in the fund account as it accrues, using the effective interest rate of the financial instrument as at the date of acquisition.

###### ii) Dividend income

Dividend income is recognised on the date the shares are quoted ex-dividend. Any amount not received by the end of the reporting period is disclosed in the net assets statement as a current financial asset.

###### iii) Distributions from pooled funds

Distributions from pooled funds are recognised at the date of issue. Any amount not received by the end of the reporting period is disclosed in the net assets statement as a current financial asset.

###### iv) Movement in the net market value of investments

Changes in the net market value of investments are recognised as income and comprise all realised and unrealised profits/losses during the year.



## NOTES TO THE PENSION FUND

### Fund Account - expense items

#### d) Benefits payable

Pensions and lump-sum benefits payable include all amounts known to be payable during the financial year. Any amounts due but unpaid are disclosed in the net assets statement as current liabilities (Note 22).

#### e) Taxation

The fund is a registered public service scheme under section 1(1) of Schedule 36 of the Finance Act 2004 and as such is exempt from UK income tax on interest received and from capital gains tax on the proceeds of investments sold. Income from overseas investments suffers withholding tax in the country of origin, unless exemption is permitted. Irrecoverable tax is accounted for as a fund expense as it arises.

#### f) Management expenses

The code does not require any breakdown of pension fund administrative expenses. However, in the interests of greater transparency, the council discloses its pension fund management expenses in accordance with the CIPFA guidance *Accounting for Local Government Pension Scheme Management Costs (2016)*.

##### Administrative expenses

All administration expenses are accounted for on an accruals basis. All staff costs of the pensions administration team are charged direct to the fund. Associated management, accommodation and other overheads are apportioned to this activity and charged as expenses to the fund.

##### Oversight and governance costs

All oversight and governance expenses are accounted for on an accruals basis. All staff costs associated with governance and oversight are charged direct to the fund. Associated management, accommodation and other overheads are apportioned to this activity and charged as expenses to the fund.

##### Investment management expenses

All investment management expenses are accounted for on an accruals basis.

Fees of the external investment managers and custodian are agreed in the respective mandates governing their appointments. Most are based on the market value of the investments under their management and therefore increase or reduce as the value of these investments change, but there are a number of fixed price contracts with annual inflation related increases.

Where an investment manager's fee note has not been received by the balance sheet date, an estimate based upon the market value of their mandate as at the end of the year is used for inclusion in the fund account. In 2017/18, no estimated fees are included in investment management fees (2016/17: zero).

The costs of the council's in-house fund management team are charged direct to the fund and a proportion of the council's costs representing management time spent by officers on investment management is also charged to the fund.

### Net Assets Statement

#### g) Financial assets

Financial assets are included in the net assets statement on a fair value basis as at the reporting date. A financial asset is recognised in the net assets statement on the date the fund becomes party to the contractual acquisition of the asset. From this date, any gains or losses arising from changes in the fair value of the asset are recognised in the fund account.

The values of investments as shown in the net assets statement have been determined at fair value in accordance with the requirements of the Code and IFRS13 (see note 16). For the purposes of disclosing levels of fair value hierarchy, the fund has adopted the classification guidelines recommended in Practical Guidance on Investment Disclosures (PRAG/Investment Association, 2016).

#### h) Foreign currency transactions

Dividends, interest and purchases and sales of investments in foreign currencies have been accounted for at the spot market rates at the date of transaction. End-of-year spot market exchange rates are used to value cash balances held in foreign currency bank accounts, market values of overseas investments and purchases and sales outstanding at the end of the reporting period.

## NOTES TO THE PENSION FUND

### **i) Derivatives**

The fund uses derivative financial instruments to manage its exposure to specific risks arising from its investment activities. The fund does not hold derivatives for speculative purposes (see note 15).

### **j) Cash and cash equivalents**

Cash comprises cash in hand and demand deposits and includes amounts held by the fund's external managers.

Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and that are subject to minimal risk of changes in value.

### **k) Financial liabilities**

The fund recognises financial liabilities at fair value as at the reporting date. A financial liability is recognised in the net assets statement on the date the fund becomes party to the liability. From this date any gains or losses arising from changes in the fair value of the liability are recognised by the fund.

### **l) Actuarial present value of promised retirement benefits**

The actuarial present value of promised retirement benefits is assessed on a triennial basis by the scheme actuary in accordance with the relevant actuarial standards.

As permitted under the code, the fund has opted to disclose the actuarial present value of promised retirement benefits by way of a note to the net assets statement (Note 20).

### **m) Additional voluntary contributions**

The Royal County of Berkshire Pension Fund provides an additional voluntary contributions (AVC) scheme for its members, the assets of which are invested separately from those of the pension fund. The fund has appointed Prudential as its current AVC provider. AVCs are paid to the AVC provider by employers and are specifically for providing additional benefits for individual contributors. Each AVC contributor receives an annual statement showing the amount held in their account and the movements in the year.

The fund has previously used Equitable Life and Clerical Medical as alternative AVC providers to Prudential.

AVCs are not included in the accounts in accordance with section 4(1)(b) of the LGPS (Management and Investment of Funds) Regulations 2016 but are disclosed as a note only (Note 23).

### **n) Contingent assets and contingent liabilities**

A contingent liability arises where an event has taken place prior to the year-end giving rise to a possible financial obligation whose existence will only be confirmed or otherwise by the occurrence of future events. Contingent liabilities can also arise in circumstances where a provision would be made, except that it is not possible at the balance sheet date to measure the value of the financial obligation reliably.

A contingent asset arises where an event has taken place giving rise to a possible asset whose existence will only be confirmed or otherwise by the occurrence of future events.

Contingent assets and liabilities are not recognised in the net assets statement but are disclosed by way of narrative in the notes.

## NOTES TO THE PENSION FUND

### 4 Critical Judgements in applying accounting policies

#### Pension fund liability

The net pension fund liability is recalculated every three years by the appointed actuary, with annual updates in the intervening years. The methodology used is in line with accepted guidelines.

This estimate is subject to significant variances based on changes to the underlying assumptions which are agreed with the actuary and have been summarised in Note 20.

These actuarial revaluations are used to set future contribution rates and underpin the fund's most significant investment management policies, for example in terms of the balance struck between longer term investment growth and short-term yield/return.

### 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.

The items in the financial statements and notes at 31 March 2018 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if actual results differ from assumptions
Actuarial present value of promised retirement benefits	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the fund with expert advice about the assumptions to be applied.	The effects on the net pension liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of approximately £81.3 million. A 0.1% increase in the long term salary increases assumption would increase the value of liabilities by approximately £7.0 million, and a one-year increase in assumed life expectancy would increase the liability by approximately £157.7 million.
Private equity investments	Private equity investments are valued at fair value in accordance with the International Private Equity and Venture Capital Board guidelines. These investments are not publicly listed and as such there is a degree of estimation involved in the valuation.	The total private equity investments in the financial statements are £597 million. There is a risk that this investment may be under- or overstated in the accounts.

### 6 Events after the balance sheet date

There have been no events since 31 March 2018, and up to the date when these accounts were authorised, that require any adjustments to these accounts.

## NOTES TO THE PENSION FUND

### 7 Contributions receivable

#### By category

2016/17		2017/18
£'000		£'000
26,433	Employees' contributions	26,650
	<b>Employers' contributions</b>	
53,021	Normal contributions	61,089
17,291	Deficit recovery contributions	18,602
2,000	Augmentation contributions	2,250
<b>72,312</b>	<b>Total employer's contributions</b>	<b>81,941</b>
<b>98,745</b>		<b>108,591</b>

#### By authority

2016/17		2017/18
£'000		£'000
90,217	Scheduled bodies	98,681
4,759	Admitted bodies	4,657
3,769	Transferee admission body	5,253
<b>98,745</b>		<b>108,591</b>

### 8 Transfers in from other pension funds

2016/17		2017/18
£'000		£'000
9,826	Individual transfers from other pension funds	13,356
-	AVC to purchase scheme benefits	47
<b>9,826</b>		<b>13,403</b>

### 9 Benefits payable

#### By category

2016/17		2017/18
£'000		£'000
75,843	Pensions	80,085
17,733	Commutation and lump sum retirement benefits	17,520
3,009	Lump sum death benefits	2,908
<b>96,585</b>		<b>100,493</b>

#### By authority

2016/17		2017/18
£'000		£'000
87,847	Scheduled bodies	91,265
6,780	Admitted bodies	6,554
1,958	Transferee admission body	2,674
<b>96,585</b>		<b>100,493</b>

### 10 Payments to and on account of leavers

2016/17		2017/18
£'000		£'000
366	Refunds to members leaving service	478
6,600	Individual transfers to other pension funds	9,706
<b>6,966</b>		<b>10,184</b>

### 11 Management expenses

2016/17		2017/18
£'000		£'000
1,316	Administrative costs	1,342
6,940	Investment management expenses	7,816
122	Oversight and governance costs	46
<b>8,378</b>		<b>9,204</b>

#### a) Investment management expenses

2016/17		2017/18
£'000		£'000
6,714	Management Fees	7,583
226	Custody Fees	233
<b>6,940</b>		<b>7,816</b>

## NOTES TO THE PENSION FUND

### 12 Investment income

2016/17 £'000		2017/18 £'000
17,145	Income from equities	16,086
1,123	Income from bonds	2,348
3,221	Private equity income	7,671
9,554	Pooled property investments	9,199
1,313	Pooled investments - unit trusts and other managed funds	1,816
210	Interest on cash deposits	846
<b>34,915</b>	<b>Total before taxes</b>	<b>40,770</b>

### 13 Other fund account disclosures

#### a) Taxes on income

2016/17 £'000		2017/18 £'000
687	Withholding tax - equities	1,064
1,201	Withholding tax - pooled property investments	1,342
319	Withholding tax - pooled investments	630
<b>2,207</b>		<b>3,036</b>

#### b) External audit costs

2016/17 £'000		2017/18 £'000
26	Payable in respect of external audit	30
<b>26</b>		<b>30</b>

### 14 Investments

Market value 31 March 2017 £'000		Market value 31 March 2018 £'000
	<b>Investment assets</b>	
84,320	Bonds	100,456
471,187	Equities	458,806
387,279	Pooled investments	332,724
81,518	Pooled liquidity funds	295,208
259,548	Pooled property investments	271,613
580,664	Private equity	583,269
	Derivative contracts:	
21,426	- Forward currency contracts	3,929
31,119	Cash deposits	32,836
3,120	Investment income due	3,503
61,141	Amounts receivable for sales	-
<b>1,981,322</b>	<b>Total investment assets</b>	<b>2,082,344</b>
	<b>Investment liabilities</b>	
	Derivative contracts:	
(820)	- Forward currency contracts	(289)
(64,200)	- Longevity Insurance Policy	(63,113)
<b>(65,020)</b>	<b>Total investment liabilities</b>	<b>(63,402)</b>
<b>1,916,302</b>	<b>Net investment assets</b>	<b>2,018,942</b>



NOTES TO THE PENSION FUND

a) Reconciliation of movements in investments and derivatives

	Market value 1 April 2017	Purchases during the year and derivative payments	Sales during the year and derivative receipts	Change in market value during the year	Market value 31 March 2018
	£'000	£'000	£'000	£'000	£'000
Bonds	84,320	20,347	-	(4,211)	100,456
Equities	471,187	77,408	(77,447)	(12,342)	458,806
Pooled investments	387,279	763	(44,218)	(11,100)	332,724
Pooled liquidity funds	81,518	320,537	(105,647)	(1,200)	295,208
Pooled property investments	259,548	25,283	(45,730)	32,512	271,613
Private equity	580,664	128,326	(128,686)	2,965	583,269
	<b>1,864,516</b>	<b>572,664</b>	<b>(401,728)</b>	<b>6,624</b>	<b>2,042,076</b>
Derivative contracts:					
- Forward currency contracts	20,606	28,105	(97,689)	52,618	3,640
- Longevity insurance policy	(64,200)	6,894	-	(5,807)	(63,113)
	<b>1,820,922</b>	<b>607,663</b>	<b>(499,417)</b>	<b>53,435</b>	<b>1,982,603</b>
Other investment balances:					
- Cash deposits	31,119			(5,014)	32,836
- Amount receivable for sales of investments	61,141				-
- Investment income due	3,120				3,503
<b>Net investment assets</b>	<b>1,916,302</b>			<b>48,421</b>	<b>2,018,942</b>

	Market value 1 April 2016	Purchases during the year and derivative payments	Sales during the year and derivative receipts	Change in market value during the year	Market value 31 March 2017
	£'000	£'000	£'000	£'000	£'000
Bonds	85,131	19,432	(30,793)	10,550	84,320
Equities	215,784	233,074	(57,107)	79,436	471,187
Pooled investments	707,409	31,779	(447,175)	95,266	387,279
Pooled liquidity funds	72,580	526,639	(517,797)	96	81,518
Pooled property investments	189,902	23,575	-	46,071	259,548
Private equity	415,680	172,954	(92,624)	84,654	580,664
	<b>1,686,486</b>	<b>1,007,453</b>	<b>(1,145,496)</b>	<b>316,073</b>	<b>1,864,516</b>
Derivative contracts:					
- Forward currency contracts	3,498	226,382	(130,506)	(78,768)	20,606
- Longevity insurance policy	(65,071)	6,297	-	(5,426)	(64,200)
	<b>1,624,913</b>	<b>1,240,132</b>	<b>(1,276,002)</b>	<b>231,879</b>	<b>1,820,922</b>
Other investment balances:					
- Cash deposits	15,942			6,207	31,119
- Amount receivable for sales of investments	5,032				61,141
- Investment income due	1,415				3,120
- Payment made in advance	3,050				-
<b>Net investment assets</b>	<b>1,650,352</b>			<b>238,086</b>	<b>1,916,302</b>

Purchases and sales of derivatives are recognised in note 14a above as follows:

Forward currency contracts - forward foreign exchange contracts settled during the period are reported on a gross basis as gross receipts and payments.

Longevity insurance policy - the payments or receipts under the contract are reported in the above reconciliation table.

NOTES TO THE PENSION FUND

b) Analysis of investments

31 March 2017 £'000		31 March 2018 £'000
<b>Investment assets</b>		
<b>Bonds</b>		
<b>Overseas</b>		
84,320	Corporate quoted (Overseas)	100,456
<b>84,320</b>		<b>100,456</b>
<b>Equities</b>		
<b>UK</b>		
96,330	Quoted	95,766
<b>Overseas</b>		
374,857	Quoted	363,040
<b>471,187</b>		<b>458,806</b>
<b>Pooled investments - additional analysis</b>		
<b>UK</b>		
209,456	Unit Trusts	221,673
<b>Overseas</b>		
177,823	Unit Trusts	111,051
<b>387,279</b>		<b>332,724</b>
<b>Other investment assets</b>		
81,518	Pooled liquidity funds	295,208
259,548	Pooled property investments	271,613
580,664	Private Equity	583,269
21,426	Derivative contracts	3,640
31,119	Cash deposits	32,836
3,120	Investment income due	3,503
61,141	Amounts receivable for sales	-
<b>1,038,536</b>		<b>1,190,069</b>
<b>1,981,322</b>	<b>Total investment assets</b>	<b>2,082,055</b>
<b>Investment liabilities</b>		
(65,020)	Derivative contracts	(63,113)
<b>(65,020)</b>	<b>Total investment liabilities</b>	<b>(63,113)</b>
<b>1,916,302</b>	<b>Net investment assets</b>	<b>2,018,942</b>

c) Investments analysed by fund manager

Market value 31 March 2017			Market value 31 March 2018	
£'000	%			%
1,214,524	63.4	Royal County of Berkshire Pension Fund in-house investment team	1,342,739	66.5
213,028	11.1	Aviva Global Investors	221,659	11.0
242,276	12.6	Kames Capital	242,880	12.0
225,868	11.8	RWC Partners	207,192	10.3
20,606	1.1	The Cambridge Strategy	4,472	0.2
<b>1,916,302</b>			<b>2,018,942</b>	

All the above organisations are registered in the United Kingdom.

The following investments represent more than 5% of the net assets of the scheme

Security	Market value 31 March 2017 £'000	% of total fund	Market value 31 March 2018 £'000	% of total fund
Aviva Global Real Estate	148,550	7.8	153,161	7.6
JP Morgan Sterling Liquidity Fund	11,150	0.6	158,931	7.9

## NOTES TO THE PENSION FUND

### 15 Analysis of derivatives

#### Objectives and policies for holding derivatives

Most of the holding in derivatives is to hedge liabilities or hedge exposures to reduce risk in the fund. Derivatives may be used to gain exposure to an asset more efficiently than holding the underlying asset. The use of derivatives is managed in line with the investment management agreement agreed between the fund and the various investment managers.

#### - Forward foreign currency

To maintain appropriate diversification and to take advantage of overseas investment returns, a significant proportion of the fund's portfolio is in overseas assets. To reduce the volatility associated with fluctuating currency rates, the fund has a passive currency programme in place with an external manager.

#### - Longevity Insurance Policy

In December 2009 the fund entered into an insurance contract with ReAssure Ltd to cover a closed group of pensioner members. The fund pays ReAssure a pre-determined fixed annual premium and ReAssure reimburses the fund for pensions paid to the insured members. The contract is valued by an external firm of actuaries by considering what adjustment to the discount rate assumption (based on the Merrill Lynch LIBOR swap curve) would be required if the contract had a zero value at the date of inception. A similar adjustment is then made to the discount rate assumption at the accounting date to calculate the updated value of the contract.

#### Open forward currency contracts

Settlement	Currency bought	Local value 000	Currency sold	Local value 000	Asset value £000	Liability value £000
One to six months	GBP	492,402	USD	(690,363)	1,878	
One to six months	GBP	136,019	EUR	(153,156)	1,407	
One to six months	GBP	10,918	AUD	(19,374)	357	
One to six months	GBP	11,513	NOK	(124,644)	204	
One to six months	USD	22,478	GBP	(15,924)	47	
One to six months	USD	1,176	BRL	(3,859)	16	
One to six months	USD	1,170	TRY	(818)	14	
One to six months	USD	1,262	CLP	(757,586)	4	
One to six months	USD	867	SGD	(1,595)	1	
One to six months	USD	1,179	INR	(77,372)	1	
One to six months	USD	1,228	KRW	(1,303,855)		(1)
One to six months	GBP	605	EUR	(693)		(3)
One to six months	GBP	521	USD	(742)		(7)
One to six months	GBP	10,942	CAD	(19,840)		(8)
One to six months	USD	1,236	MXN	(23,290)		(18)
One to six months	JPY	2,112,904	GBP	(14,229)		(40)
One to six months	CHF	18,111	GBP	(13,740)		(212)
<b>Open forward currency contracts at 31 March 2018</b>					<b>3,929</b>	<b>(289)</b>
<b>Net forward currency contracts at 31 March 2018</b>						<b>3,640</b>
<b>Prior year comparative</b>						
<b>Open forward currency contracts at 31 March 2017</b>					<b>21,426</b>	<b>(820)</b>
<b>Net forward currency contracts at 31 March 2017</b>						<b>20,606</b>



## NOTES TO THE PENSION FUND

### 16 Fair value - Basis of valuation

The basis of the valuation of each class of investment asset is set below. There has been no change in the valuation techniques during the year. All assets have been valued using fair value techniques which represent the highest and best price available at the reporting date.

Description of asset	Valuation hierarchy	Basis of valuation	Observable and unobservable inputs	Key sensitivities affecting the valuations provided
Market quoted investments	Level 1	Published bid market price ruling on the final day of the accounting period	Not required	Not required
Quoted bonds	Level 1	Fixed interest securities are valued at a market value based on current yields	Not required	Not required
Exchange traded pooled investments	Level 1	Closing bid values on published exchanges	Not required	Not required
Forward foreign exchange derivatives	Level 2	Market forward exchange rates at the year-end	Exchange rate risk	Not required
Pooled investments - overseas unit trusts and property funds	Level 2	Closing bid price where bid and offer prices are published Closing single price where single price published	NAV-based pricing set on a forward pricing basis	Not required
Unquoted equity	Level 3	Comparable valuation of similar companies in accordance with <i>International Private Equity and venture Capital Guidelines (2012)</i>	EBITDA multiple Revenue multiple Discount for lack of marketability Control premium	Valuations could be affected by material events occurring between the date of the financial statements provided and the pension fund's own reporting date, by changes to expected cash flows, and by any differences between audited and unaudited accounts

#### Sensitivity of assets valued at level 3

Having analysed historical data and current market trends the fund has determined that the valuation methods described above are likely to be accurate to within the following ranges, and has set out below the consequent potential impact on the closing value of investments held at 31 March 2018.

	Assessed valuation range (+/-)	Value at 31 March 2018 £'000	Value on increase £'000	Value on decrease £'000
Pooled property investments	0%	271,613	271,613	271,613
Private equity	3%	583,269	600,767	565,771
Derivative contracts	0%	(63,113)	(63,113)	(63,113)
<b>Total</b>		<b>791,769</b>	<b>809,267</b>	<b>774,271</b>

## NOTES TO THE PENSION FUND

### a) Fair value hierarchy

Asset and liability valuations have been classified into three levels, according to the quality and reliability of information used to determine fair values. Transfers between levels are recognised in the year in which they occur.

#### Level 1

Assets and liabilities at level 1 are those 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 quoted index linked securities.

#### Level 2

Assets and liabilities at level 2 are those 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

#### Level 3

Assets and liabilities at level 3 are those where at least one input that could have a significant effect on the instrument's valuation is not based on observable market data.

The following table provides an analysis of the financial assets and liabilities of the pension fund grouped into levels 1 to 3, based on the level at which the fair value is observable.

Values at 31 March 2018	Quoted market price Level 1 £'000	Using observable inputs Level 2 £'000	With significant unobservable inputs Level 3 £'000	Total £'000
<b>Financial assets</b>				
Financial assets at fair value through profit and loss	814,713	377,010	854,882	2,046,605
Loans and receivables	44,777			44,777
<b>Total financial assets</b>	<b>859,490</b>	<b>377,010</b>	<b>854,882</b>	<b>2,091,382</b>
<b>Financial liabilities</b>				
Financial liabilities at fair value through profit and loss	(279)		(63,113)	(63,392)
Financial liabilities at amortised cost	(15,727)			(15,727)
<b>Total financial liabilities</b>	<b>(16,006)</b>	<b>-</b>	<b>(63,113)</b>	<b>(79,119)</b>
<b>Net financial assets</b>	<b>843,484</b>	<b>377,010</b>	<b>791,769</b>	<b>2,012,263</b>

Values at 31 March 2017	Quoted market price Level 1 £'000	Using observable inputs Level 2 £'000	With significant unobservable inputs Level 3 £'000	Total £'000
<b>Financial assets</b>				
Financial assets at fair value through profit and loss	596,627	449,102	840,212	1,885,941
Loans and receivables	105,622			105,622
<b>Total financial assets</b>	<b>702,249</b>	<b>449,102</b>	<b>840,212</b>	<b>1,991,563</b>
<b>Financial liabilities</b>				
Financial liabilities at fair value through profit and loss	(820)		(64,200)	(65,020)
Financial liabilities at amortised cost	(2,548)			(2,548)
<b>Total financial liabilities</b>	<b>(3,368)</b>	<b>-</b>	<b>(64,200)</b>	<b>(67,568)</b>
<b>Net financial assets</b>	<b>698,881</b>	<b>449,102</b>	<b>776,012</b>	<b>1,923,995</b>



## NOTES TO THE PENSION FUND

### 18 Nature and extent of risks arising from financial instruments

#### Risk and risk management

The fund's primary long-term risk is that its 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 council manages these investment risks as part of its overall pension fund risk management programme.

Responsibility for the fund's risk management strategy rests with the pension fund panel. Risk management policies are established to identify and analyse the risks faced by the council's pensions operations. Policies are reviewed regularly to reflect changes in activity and in market conditions.

#### a) 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 mix.

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

The fund mitigates this price risk through diversification and the selection of securities and other financial instruments is monitored by the council to ensure it is within limits specified in the fund investment strategy.

## NOTES TO THE PENSION FUND

### Other price risk - sensitivity analysis

Following analysis of historical data and expected investment return movement during the financial year the council has determined that the following movements in market price risk are reasonably possible for the 2017/18 reporting period:

Asset type	Potential market movements (+/-)
Bonds	9.5%
Equities	9.0%
Private Equity	9.2%
Pooled investments	11.5%
Pooled Property Funds	4.2%

The potential price changes disclosed above are broadly consistent with a one-standard deviation movement in the value of the assets. 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 increased/decreased in line with the above, the change in the net assets available to pay benefits in the market price would have been as follows (with prior year comparator):

Asset type	Value as at 31 March 2018	Potential market movement	Value on increase	Value on decrease
	£'000	£'000	£'000	£'000
<b>Investment portfolio assets:</b>				
Bonds	100,456	9,543	109,999	90,913
Equities	458,806	41,293	500,099	417,513
Pooled investments	332,724	38,263	370,987	294,461
Pooled Property Funds	271,613	11,408	283,021	260,205
Private Equity	583,269	53,661	636,930	529,608
Net derivative liabilities	(59,473)	-	(59,473)	(59,473)
Cash and cash equivalents	328,044	-	328,044	328,044
Investment income due	3,503	-	3,503	3,503
Amounts receivable for sales	-	-	-	-
Payment made in advance	-	-	-	-
<b>Current assets:</b>				
Debtors	5,753	-	5,753	5,753
Cash balances	3,295	-	3,295	3,295
<b>Current liabilities</b>	<b>(15,727)</b>	<b>-</b>	<b>(15,727)</b>	<b>(15,727)</b>
<b>Total</b>	<b>2,012,263</b>	<b>-</b>	<b>2,166,431</b>	<b>1,858,095</b>

Asset type	Value as at 31 March 2017	Potential market movement	Value on increase	Value on decrease
	£'000	£'000	£'000	£'000
<b>Investment portfolio assets:</b>				
Bonds	84,320	8,010	92,330	76,310
Equities	471,187	42,407	513,594	428,780
Pooled investments	387,279	44,537	431,816	342,742
Pooled Property Funds	259,548	10,901	270,449	248,647
Private Equity	580,664	53,421	634,085	527,243
Net derivative liabilities	(43,594)	-	(43,594)	(43,594)
Cash and cash equivalents	112,637	-	112,637	112,637
Investment income due	3,120	-	3,120	3,120
Amounts receivable for sales	61,141	-	61,141	61,141
Payment made in advance	-	-	-	-
<b>Current assets:</b>				
Debtors	5,661	-	5,661	5,661
Cash balances	4,580	-	4,580	4,580
<b>Current liabilities</b>	<b>(2,548)</b>	<b>-</b>	<b>(2,548)</b>	<b>(2,548)</b>
<b>Total</b>	<b>1,923,995</b>	<b>-</b>	<b>2,083,271</b>	<b>1,764,719</b>



## NOTES TO THE PENSION FUND

### 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 interest rate risk is routinely monitored by the council and its investment advisors in accordance with the fund's risk management strategy, including monitoring the exposure to interest rates and assessment of actual interest rates against the relevant benchmarks.

The fund's direct exposure to interest rate movements as at 31 March 2018 and 31 March 2017 is set out below. These disclosures present interest rate risk based on the underlying financial assets at fair value.

### Interest rate risk sensitivity analysis

The council 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. A 100 basis point (BPS) movement in interest rates is consistent with the level of sensitivity applied as part of the fund's risk management strategy.

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  $\pm$  100 BPS change in interest rates:

Asset exposed to interest rate risk	Value as at 31 March 2018	Change in year in the net assets available to pay benefits	
		+ 100 BPS	- 100 BPS
		£'000	£'000
Cash and cash equivalents	328,044	-	-
Cash balances	3,295	-	-
Bonds	100,456	(4,379)	4,379
<b>Total change in assets available</b>	<b>431,795</b>	<b>(4,379)</b>	<b>4,379</b>

Asset exposed to interest rate risk	Value as at 31 March 2017	Change in year in the net assets available to pay benefits	
		+ 100 BPS	- 100 BPS
		£'000	£'000
Cash and cash equivalents	112,637	-	-
Cash balances	4,580	-	-
Bonds	84,320	(3,926)	3,926
<b>Total change in assets available</b>	<b>201,537</b>	<b>(3,926)</b>	<b>3,926</b>

Income exposed to interest rate risk	Amount receivable in year ending 31 March 2018	Effect on income values	
		+ 100 BPS	- 100 BPS
		£'000	£'000
Cash balances/cash and cash equivalents	846	3,280	(3,280)
Bonds	2,348	-	-
<b>Total change in income receivable</b>	<b>3,194</b>	<b>3,280</b>	<b>(3,280)</b>

Income exposed to interest rate risk	Amount receivable in year ending 31 March 2017	Effect on income values	
		+ 100 BPS	- 100 BPS
		£'000	£'000
Cash balances/cash and cash equivalents	419	1,203	(1,203)
Bonds	1,125	-	-
<b>Total change in income receivable</b>	<b>1,544</b>	<b>1,203</b>	<b>(1,203)</b>

## NOTES TO THE PENSION FUND

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

### Currency risk

Currency risk represents the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The fund is exposed to currency risk on financial instruments that are denominated in any currency other than the functional currency of the fund (£UK). The fund holds both monetary and non-monetary assets denominated in currencies other than £UK.

The fund's currency rate risk is routinely monitored by the council and its investment advisors in accordance with the fund's risk management strategy, including monitoring the range of exposure to currency fluctuations.

### Currency risk - sensitivity analysis

Following analysis of historical data, the council considers the likely volatility associated with foreign exchange rate movements to be 10.1% (as measured by one standard deviation).

A 10.1% fluctuation in the currency is considered reasonable based on analysis of long-term historical movements in the month-end exchange rates over a rolling 3 year period.

This analysis assumes that all other variables, in particular interest rates, remain constant.

A 10.1% strengthening/weakening of the pound against the various currencies in which the fund holds investments would increase/decrease the net assets available to pay benefits as follows:

Assets exposed to currency risk	Asset value as at 31		Change to net assets available to pay benefits	
	March 2018		+10.1%	-10.1%
	£'000	£'000	£'000	£'000
Overseas equities	363,040	36,667	(36,667)	
Overseas unit trusts	111,051	11,216	(11,216)	
<b>Total change in assets available</b>	<b>474,091</b>	<b>47,883</b>	<b>(47,883)</b>	

Assets exposed to currency risk	Asset value as at 31		Change to net assets available to pay benefits	
	March 2017		+10.1%	-10.1%
	£'000	£'000	£'000	£'000
Overseas equities	374,857	37,861	(37,861)	
Overseas unit trusts	177,823	17,960	(17,960)	
<b>Total change in assets available</b>	<b>552,680</b>	<b>55,821</b>	<b>(55,821)</b>	

## NOTES TO THE PENSION FUND

### b) 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, 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.

Deposits are not made with banks and financial institutions unless they are rated independently and meet the council's credit criteria. The council has also set limits as to the maximum deposit placed with any one class of financial institution. In addition, the council invests an agreed amount of its funds in the money markets to provide diversification.

The council believes it has managed its exposure to credit risk, and has had no experience of default or uncollectable deposits over the past five financial years. The fund's cash holding under its treasury management arrangements at 31 March 2018 was £331.3m (31 March 2017: £117.2m). This was held with the following institutions:

	Rating	Balances as at 31 March 2017	Balances as at 31 March 2018
		£'000	£'000
<b>Money Market funds</b>			
Aviva	A+	25,003	41,090
JP Morgan	A+	11,629	177,106
Legal & General	A+	24,925	36,009
Northern Trust	AA-	19,960	41,002
<b>Bank deposit accounts</b>			
JP Morgan	A+	31,119	32,836
<b>Bank current accounts</b>			
Lloyds	A+	4,580	3,295
<b>Total</b>		<b>117,216</b>	<b>331,339</b>

### c) Liquidity risk

Liquidity risk represents the risk that the fund will not be able to meet its financial obligations as they fall due. The council therefore takes steps to ensure that it has adequate cash resources to meet its commitments.

The council has immediate access to its pension fund cash holdings.

The fund defines liquid assets as assets that can be converted to cash within three months. Illiquid assets are those which will take longer than three months to convert to cash. As at 31 March 2018 the value of illiquid assets was £854.9m, which represented 42.5% of the total fund assets (31 March 2017: £840.2m, which represented 43.7% of the total fund assets).

Management prepares periodic cash flow forecasts to understand and manage the timing of the fund's cash flows. The appropriate strategic level of cash balances to be held forms part of the fund investment strategy.

### Refinancing risk

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



## NOTES TO THE PENSION FUND

### 19 Funding arrangements

In line with the Local Government Pension Scheme Regulations 2013, the fund's actuary undertakes a funding valuation every three years for the purpose of setting employer contribution rates for the forthcoming triennial period. The last such valuation took place as at 31 March 2016. The next valuation will take place as at 31 March 2019.

The key elements of the funding policy are:

- to ensure the long-term solvency of the fund, i.e. that sufficient funds are available to meet all pension liabilities as they fall due for payment
- to ensure that employer contribution rates are as stable as possible
- to minimise the long-term cost of the scheme by recognising the link between assets and liabilities and adopting an investment strategy that balances risk and return
- to reflect the different characteristics of employing bodies in determining contribution rates where the administering authority considers it reasonable to do so
- 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.

The aim is to achieve 100% solvency over a period of 24 years from the valuation date and to provide stability in employer contribution rates by spreading any increases in rates over a period of time. Solvency is achieved when the funds held, plus future expected investment returns and future contributions, are sufficient to meet expected future pension benefits payable.

At the 2016 actuarial valuation, the Fund was assessed as 73% funded (75% at the March 2013 valuation). This corresponded to a deficit of 597 million (2013 valuation: 527 million) at that time.

At the 2016 actuarial valuation the average required employer contribution to restore the funding position to 100% over the next 24 years was 22.0% of pensionable pay.

The valuation of the fund has been undertaken using the projected unit method under which the salary increase for each member is assumed to increase until they leave active service by death, retirement or withdrawal from service. The principal assumptions were:

#### Financial assumptions

Discount Rate	5.9% per annum
Pension and Deferred Pension Increases	2.4% per annum
Short term pay increases	CPI for period from 31 March 2016 to 31 March 2020
Long term pay increases	3.9% per annum

#### Mortality assumptions

Current mortality	95% of the S2PA tables
Mortality Projection	2015 CMI Model with a long-term rate of improvement of 1.5% p.a.

#### Commutation assumption

It is assumed that members at retirement will commute pension to provide a lump sum of 50% of the maximum allowed under HMRC rules and this will be at a rate of £12 lump sum of £1 of pension.

## NOTES TO THE PENSION FUND

### 20 Actuarial present value of promised retirement benefits

In addition to the triennial funding valuation, the fund's actuary also undertakes a valuation of the pension fund liabilities, on an IAS 19 basis, using the same base data as the funding valuation rolled forward to the current financial year, taking account of changes in membership numbers and updating assumptions to the current year. This valuation is not carried out on the same basis as that used for setting fund contribution rates and the fund accounts do not take account of liabilities to pay pensions and other benefits in the future.

In order to assess the value of the benefits on this basis, the actuary has updated the actuarial assumptions (set out below) from those used for funding purposes (see Note 19). The actuary has also used valued ill health and death benefits in line with IAS 19.

Calculated on an IAS19 basis, the actuarial present value of promised retirement benefits at 31 March 2018 was £4,264 million (31 March 2017: £4,185 million). The net assets available to pay benefits as at 31 March 2018 was £2,010 million (31 March 2017: £1,924 million). The implied fund deficit as at March 2018 was therefore £2,254 million (31 March 2017: £2,261 million).

As noted above, the liabilities above are calculated on an IAS 19 basis and therefore differ from the results of the 2016 triennial funding valuation (see Note 19) because IAS 19 stipulates a discount rate rather than a rate which reflects market rates.

#### IAS19 assumptions used

Inflation/pension increase rate assumption	2.30%
Salary increase rate	3.80%
Discount rate	2.55%

### 21 Current assets

31 March 2017	31 March 2018
£'000	£'000
4,905 Contributions due	5,157
756 Sundry debtors	596
5,661 Debtors	5,753
4,580 Cash balances	3,295
10,241	9,048

#### Analysis of debtors

31 March 2017	31 March 2018
£'000	£'000
2,363 Other local authorities	1,549
3,298 Other entities and individuals	4,204
5,661	5,753

### 22 Current liabilities

31 March 2017	31 March 2018
£'000	£'000
(2,452) Sundry creditors	(15,727)
(96) Benefits payable	
(2,548)	(15,727)

#### Analysis of creditors

31 March 2017	31 March 2018
£'000	£'000
(886) Central government bodies	(902)
(253) Other local authorities	(11,940)
(1,409) Other entities and individuals	(2,885)
(2,548)	(15,727)

## NOTES TO THE PENSION FUND

### 23 Additional voluntary contributions

Market value 31 March 2017		Market value 31 March 2018	
£'000		£'000	
14,068	Prudential	13,874	
4	Equitable Life	4	
18	Clerical Medical	18	
<b>14,090</b>	<b>Total</b>	<b>13,896</b>	

AVC Contributions of £2.051 million were paid directly to Prudential during the year (2016/17: £2.029 million).

### 24 Related party transactions

#### The Royal Borough of Windsor and Maidenhead

The Royal County of Berkshire Pension Fund is administered by The Royal Borough of Windsor and Maidenhead. Consequently there is a strong relationship between the council and the pension fund.

During the reporting period, the council incurred costs of £1.342m (2016/17 £1.316m) in relation to the administration of the fund and was subsequently reimbursed by the fund for these expenses. The council is also the 5th largest employer of members of the pension fund and contributed £9.7m (2016/17 £11.0m).

#### Governance

No members of the pension fund panel are in receipt of pension benefits from The Royal County of Berkshire Pension Fund.

Each member of the pension fund panel is required to declare their interests at each meeting.

#### Key management personnel

The disclosures required by Regulation 7(2)-(4) of the Accounts and Audit (England) Regulations can be found in the main accounts of The Royal Borough of Windsor and Maidenhead.

### 25 Contingent liabilities and contractual commitments

Outstanding capital commitments (investments) at 31 March 2018 totalled £321.046m (31 March 2017: £397.835m).

These commitments relate to outstanding call payments due on unquoted limited partnership funds held in the private equity and infrastructure parts of the portfolio. The amounts "called" by these funds are irregular in both size and timing.

### 26 Contingent assets

Several admitted body employers in the Royal County of Berkshire Pension Fund hold insurance bonds to guard against the possibility of being unable to meet their pension obligations. These funds are drawn in favour of the pension fund and payment will only be triggered in the event of employer default.

# Royal County of Berkshire Pension Fund

Pension accounting disclosure as at 31 March 2018  
Prepared in accordance with IAS26

**Barnett Waddingham LLP**

9 May 2018

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## Introduction

We have been instructed by the Royal Borough of Windsor and Maidenhead, the administering authority to the Royal County of Berkshire Pension Fund (the Fund), to undertake pension expense calculations in respect of pension benefits provided by the Local Government Pension Scheme (the LGPS) to members of the Fund as at 31 March 2018.

This report is addressed to the administering authority and its advisers; in particular, this report is likely to be of relevance to the Fund's auditor.

These figures are prepared in accordance with our understanding of IAS26. In calculating the disclosed numbers we have adopted methods and assumptions that are consistent with IAS19.

This advice complies with Technical Actuarial Standard 100: Principles for Technical Actuarial Work (TAS 100).

The LGPS is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme Regulations 2013 and currently provides benefits based on career average revalued earnings.

## Valuation data

### Data sources

In completing our calculations for pension accounting purposes we have used the following items of data, which we received from the Royal Borough of Windsor and Maidenhead:

- The results of the valuation as at 31 March 2016 which was carried out for funding purposes and the results of the 31 March 2017 IAS26 report which was carried out for accounting purposes;
- Estimated whole Fund income and expenditure items for the period to 31 March 2018;
- Estimated Fund returns based on Fund asset statements provided (or estimated where necessary) as at 31 March 2016, 31 March 2017 and 31 March 2018; and
- Details of any new early retirements for the period to 31 March 2018 that have been paid out on an unreduced basis, which are not anticipated in the normal employer service cost.

Although some of these data items have been estimated, we do not believe that they are likely to have a material effect on the results of this report. Further, we are not aware of any material changes or events since we received the data. The data has been checked for reasonableness and we are happy that the data is sufficient for the purposes of this advice.

### Fund membership statistics

The table below summarises the membership data, as at 31 March 2016.

Member data summary	Number	Salaries/Pensions	Average age
		£000s	
Actives	25,050	390,997	45
Deferred pensioners	29,817	36,630	46
Pensioners	15,269	71,952	71

### Early retirements

We requested data on any early retirements in respect of the Fund from the administering authority for the year ending 31 March 2018.

We have been notified of 95 new early retirements during the year which were not allowed for at the previous accounting date. The total annual pension that came into payment was £791,600.

The capitalised cost of the additional benefits on IAS19 compliant assumptions is calculated at £4,467,000. This figure has been included within the service cost in the statement of profit or loss.

### Assets

The return on the Fund (on a bid value to bid value basis) for the year to 31 March 2018 is estimated to be 5%. The actual return on Fund assets over the year may be different.

The estimated asset allocation for Royal County of Berkshire Pension Fund as at 31 March 2018 is as follows:

Asset breakdown	31 Mar 2018		31 Mar 2017	
	£000s	%	£000s	%
Equities	934,720	46%	953,343	50%
Other Bonds	295,759	15%	283,103	15%
Property	271,613	14%	259,548	13%
Cash	326,541	16%	205,196	11%
Target Return Portfolio	80,293	4%	119,171	6%
Commodities	35,507	2%	35,415	2%
Infrastructure	128,977	6%	132,417	7%
Longevity Insurance	-63,113	-3%	-64,176	-3%
<b>Total</b>	<b>2,010,297</b>	<b>100%</b>	<b>1,924,017</b>	<b>100%</b>

We have estimated the bid values where necessary. The final asset allocation of the Fund assets as at 31 March 2018 is likely to be different from that shown due to estimation techniques.

## Unfunded benefits

We have excluded any unfunded benefits as these are liabilities of employers rather than the Fund.



## Actuarial methods and assumptions

### Valuation approach

To assess the value of the Fund's liabilities at 31 March 2018, we have rolled forward the value of Fund's liabilities calculated for the funding valuation as at 31 March 2016, using financial assumptions that comply with IAS19.

The full actuarial valuation involved projecting future cashflows to be paid from the Fund and placing a value on them. These cashflows include pensions currently being paid to members of the Fund as well as pensions (and lump sums) that may be payable in future to members of the Fund or their dependants. These pensions are linked to inflation and will normally be payable on retirement for the life of the member or a dependant following a member's death.

It is not possible to assess the accuracy of the estimated liability as at 31 March 2018 without completing a full valuation. However, we are satisfied that the approach of rolling forward the previous valuation data to 31 March 2018 should not introduce any material distortions in the results provided that the actual experience of the Fund has been broadly in line with the underlying assumptions, and that the structure of the liabilities is substantially the same as at the latest formal valuation. From the information we have received there appears to be no evidence that this approach is inappropriate.

The Fund entered into a longevity insurance contract in 2009 and this has been included in the assets. To value the longevity insurance contract we have considered what adjustment to the discount rate assumption (based on the Merrill Lynch LIBOR swap curve) would be required if the contract had a zero value at the date of inception. This is consistent with the approach taken last year, with the exception that this year we have only considered the cashflows over the remaining term of the contract (rather than including any cashflows in historic years). This has been updated following discussions with KPMG. A similar adjustment is then made to the discount rate assumption at the accounting date to calculate the updated value of the contract. Further details on this, or the approach adopted last year, can be provided on request.

### Demographic/Statistical assumptions

We have adopted a set of demographic assumptions that are consistent with those used for the most recent Fund valuation, which was carried out as at 31 March 2016. The post retirement mortality tables adopted are the S2PA tables with a multiplier of 95%. These base tables are then projected using the CMI 2015 Model, allowing for a long-term rate of improvement of 1.5% p.a.

The assumed life expectations from age 65 are:

Life expectancy from age 65 (years)		31 Mar 2018	31 Mar 2017
Retiring today			
Males		23.1	23.0
Females		25.2	25.0
Retiring in 20 years			
Males		25.3	25.1
Females		27.5	27.4

We have also assumed that:

- Members will exchange half of their commutable pension for cash at retirement;
- Members will retire at one retirement age for all tranches of benefit, which will be the pension weighted average tranche retirement age; and
- The proportion of the membership that had taken up the 50:50 option at the previous valuation date will remain the same.

## Financial assumptions

The financial assumptions used to calculate the results in the Appendices are as follows:

Assumptions as at	31 Mar 2018	31 Mar 2017	31 Mar 2016
	% p.a.	% p.a.	% p.a.
Discount rate	2.55%	2.80%	3.70%
Pension increases	2.30%	2.70%	2.40%
Salary increases	3.80%	4.20%	4.20%

These assumptions are set with reference to market conditions at 31 March 2018.

Our estimate of the Fund's past service liability duration is 20 years.

An estimate of the Fund's future cashflows is made using notional cashflows based on the estimated duration above. These estimated cashflows are then used to derive a Single Equivalent Discount Rate (SEDR). The discount rate derived is such that the net present value of the notional cashflows, discounted at this single rate, equates to the net present value of the cashflows, discounted using the annualised Merrill Lynch AA rated corporate bond

yield curve (where the spot curve is assumed to be flat beyond the 30 year point). The approach has changed from the "spot rate" approach adopted at the previous accounting date to reflect national auditor preferences.

Similarly to the approach used to derive the discount rate, the Retail Prices Index (RPI) increase assumption is set using a Single Equivalent Inflation Rate (SEIR) approach, using the notional cashflows described above. The single inflation rate derived is that which gives the same net present value of the cashflows, discounted using the annualised Merrill Lynch AA rated corporate bond yield curve, as applying the BoE implied inflation curve. As above, the Merrill Lynch AA rated corporate bond yield spot curve is assumed to be flat beyond the 30 year point and the BoE implied inflation spot curve is assumed to be flat beyond the 40 year point. The approach has changed from the "spot rate" approach adopted at the previous accounting date to reflect national auditor preferences.

As future pension increases are expected to be based on the Consumer Prices Index (CPI) rather than RPI, we have made a further assumption about CPI which is that it will be 1.0% p.a. below RPI i.e. 2.3% p.a. We believe that this is a reasonable estimate for the future differences in the indices, based on the different calculation methods and recent independent forecasts. This is a slightly higher deduction than at the last accounting date where we assumed that CPI was 0.9% lower than RPI.

Salaries are assumed to increase at 1.5% p.a. above CPI in addition to a promotional scale. However, we have allowed for a short-term overlay from 31 March 2016 to 31 March 2020 for salaries to rise in line with CPI.

## Results and disclosures

We estimate that the net liability as at 31 March 2018 is a liability of £2,253,325,000.

The results of our calculations for the year ended 31 March 2018 are set out in the appendices below:

- Appendix 1 sets out the Statement of financial position as at 31 March 2018;
- Appendix 2 details a reconciliation of assets and liabilities during the year; and
- Appendix 3 shows a sensitivity analysis on the major assumptions.

The figures presented in this report are prepared only for the purposes of IAS19. In particular, they are not relevant for calculations undertaken for funding purposes or for other statutory purposes under UK pensions legislation.

We would be pleased to answer any questions arising from this report.



**Graeme Muir FFA**  
**Partner**

## Appendix 1 **Statement of financial position as at 31 March 2018**

Net pension asset as at	31 Mar 2018	31 Mar 2017	31 Mar 2016
	£000s	£000s	£000s
Present value of the defined benefit obligation	4,263,622	4,185,496	3,343,040
Fair value of Fund assets (bid value)	2,010,297	1,924,017	1,656,533
<b>Net liability in balance sheet</b>	<b>2,253,325</b>	<b>2,261,479</b>	<b>1,686,507</b>

\*Present value of funded obligation consists of £4,138,597,000 in respect of vested obligation and £125,025,000 in respect of non-vested obligation.

## Appendix 2 **Asset and benefit obligation reconciliation for the year to 31 March 2018**

Reconciliation of opening & closing balances of the present value of the defined benefit obligation	Year to	Year to
	31 Mar 2018	31 Mar 2017
	£000s	£000s
<b>Opening defined benefit obligation</b>	<b>4,185,496</b>	<b>3,343,040</b>
Current service cost	156,636	104,992
Interest cost	116,277	122,454
Change in financial assumptions	(127,915)	805,393
Change in demographic assumptions	-	(41,075)
Experience loss/(gain) on defined benefit obligation	-	(81,380)
Liabilities assumed / (extinguished) on settlements	-	-
Estimated benefits paid net of transfers in	(97,795)	(96,477)
Past service costs, including curtailments	4,467	2,565
Contributions by Scheme participants and other employers	26,456	25,984
Unfunded pension payments	-	-
<b>Closing defined benefit obligation</b>	<b>4,263,622</b>	<b>4,185,496</b>

Reconciliation of opening & closing balances of the fair value of Fund assets	Year to	Year to
	31 Mar 2018	31 Mar 2017
	£000s	£000s
<b>Opening fair value of Fund assets</b>	<b>1,924,017</b>	<b>1,656,533</b>
Interest on assets	53,936	61,243
Return on assets less interest	29,630	237,477
Other actuarial gains/(losses)	-	(27,389)
Administration expenses	(1,862)	(1,211)
Contributions by employer including unfunded	75,915	67,893
Contributions by Scheme participants and other employers	26,456	25,984
Estimated benefits paid plus unfunded net of transfers in	(97,795)	(96,477)
Settlement prices received / (paid)	-	(36)
<b>Closing Fair value of Fund assets</b>	<b>2,010,297</b>	<b>1,924,017</b>

The total return on the Fund's assets for the year to 31 March 2018 is £83,566,000.

## Appendix 3 Sensitivity analysis

### Sensitivity analysis (£000s)

Present value of total obligation	4,263,622			
<b>Sensitivity to</b>	<b>+0.5%</b>	<b>+0.1%</b>	<b>-0.1%</b>	<b>-0.5%</b>
Discount rate	3,799,031	4,182,308	4,346,599	4,606,185
Long term salary increase	4,219,355	4,270,579	4,256,707	4,146,157
Pension increases and deferred revaluation	4,567,949	4,339,764	4,188,947	3,832,395
<b>Sensitivity to</b>		<b>+1 Year</b>	<b>- 1 Year</b>	
Life expectancy assumptions		4,421,357	4,111,689	





THE ROYAL COUNTY OF  
**BERKSHIRE**  
PENSION FUND

## COMMUNICATIONS STRATEGY



## 1.0 INTRODUCTION

This Communications Strategy ('the Strategy') is formulated by the Royal Borough of Windsor and Maidenhead in its role as the Administering Authority for the Royal County of Berkshire Pension Fund in accordance with Regulation 61 of the Local Government Pension Scheme Regulations 2013.



This Strategy deals with the communication of all aspects of the scheme to both Scheme employers and the individual LGPS members (or their representatives).

It should be noted for the purposes of clarification that the reference to 'member' in this statement means an individual who by virtue of his/her employment is an active contributor, deferred beneficiary or retired member of the Royal County of Berkshire Pension Fund.

The aim of the Strategy is to provide clear and consistent information to all Scheme members and employers and to communicate this information effectively and accurately.

This Strategy will be kept under review and amended following any material change as regards:

- i) The provision of information and publicity about the Scheme to members, representatives of members and Scheme employers;
- ii) The format, frequency and method of distributing such information or publicity; and
- iii) The promotion of the Scheme to prospective members.

Following any revision to the policy statement, the Administering Authority will publish the statement as revised.

The communication policy is sub-divided into four main areas:

- 1 - Communication with Scheme employers;
- 2 - Communication with individual Scheme members (or their representatives);
- 3 - Communication with prospective Scheme members; and
- 4 - Communication with prospective Scheme employers.



## 2.0 COMMUNICATION WITH SCHEME EMPLOYERS

The Royal County of Berkshire Pension Fund has many Scheme employers that satisfy the relevant membership conditions set out within the LGPS Regulations. These employers can be broadly split into 2 groups:

- Group 1: Scheduled Bodies (including Borough, District, Town and Parish Councils, Academies, Berkshire Fire & Rescue Service, Colleges and Housing Associations)
- Group 2 Admission Bodies (including employers previously defined as Community Admission Bodies and Transferee Admission Bodies).

### 2.1 Decision Making Process

The Policy Statement on Governance covers the involvement of Scheme employers within the decision making process but should also be seen as an element in the communication process with regard to Scheme employers other than the Royal Borough of Windsor & Maidenhead in its role as the Administering Authority for the Fund.

### 2.2 Scheme Employers Meeting

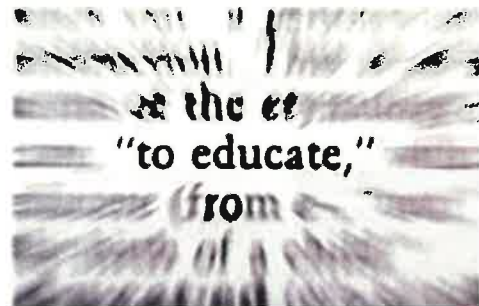
Meetings will be held between representatives of the 6 Berkshire Unitary Authorities and the Fund on a quarterly basis to discuss all current pension-related matters. An open invitation is also provided to other Scheme employers to meet with the Fund and discuss any element of pension procedures they wish.



An annual meeting is held with at least one representative of each Scheme employer being invited to attend. Representatives of various professional bodies employed by the Fund such as the Actuary will be present at the meeting to explain the details of any relevant topic and receive questions. If possible both the Chairman of the Berkshire Pension Fund Panel and of the Pension Board will also attend the meeting. The date for this meeting may vary so as to take into account the timing of any specific issues that may arise such as the actuarial valuation results.

### 2.3 Training for Scheme Employers

Scheme administration guidance is available to all the Scheme employers within the Fund via the Pension Fund website. In addition training meetings may be arranged on an ad hoc basis with the relevant officers within the pension administration team and individual Scheme employers by way of supplementing the guidance provided via the website. These meetings most applicable for HR and payroll staff of the Scheme employer.



are

## 2.4 Regular LGPS updates

Regular updates are sent to each Scheme employer from the pension administration team regarding any changes to the Local Government Pension Scheme. These are mainly in the form of Employer newsletters (*'Inscribe'*) posted to the Employer section of the Royal County of Berkshire Pension Fund website but updates may also be provided in the form of letters or e-mails. Bulletins will be issued three or four times a year and will include details of any legislation changes and how the changes impact on Scheme employers.

The Royal County of Berkshire Fund operates a Pension Fund website with sections specifically dedicated to active Scheme members, deferred beneficiaries, retired members, and Scheme employers.

Other details that can be found include:



- **Standard Fund documentation (guides, leaflets and forms)**
- **Statement of Accounts for the Pension Fund**
- **Statement of Investment Principles**
- **Funding Strategy Statement**
- **Governance Statement**
- **Copies of Scheme Member newsletters**
- **Links to other web sites**

The Berkshire Pension Fund website address is [www.berkshirerpensions.org.uk](http://www.berkshirerpensions.org.uk)

## 2.5 General Guidance and Assistance

The pension administration team can be contacted during normal office hours and is always available to answer any questions raised by Scheme employers and can arrange for ad hoc meetings to be held for pension input into any specific tasks Scheme employers may have e.g. outsourcing of services. The pension administration team can be contacted by telephone on 0845 602 7237 or by email at [info@berkshirerpensions.org.uk](mailto:info@berkshirerpensions.org.uk)

## 2.6 Promotional Services

Promotional guides, factsheets and leaflets are produced by the pension administration team and are available from the Pension Fund website. The pension administration team will also commit to attending any events held by the Scheme employer where their input would be seen to be of value.



## 2.7 Scheme Member Data

The Administering Authority's 'Pension Administration Strategy' is to accept data from Scheme employers via i-Connect, a secure electronic data transfer interface between the Scheme employer's payroll system and the Scheme Administrator's pension administration system. The reasons for this are many but in particular because the data transfer is encrypted providing greater data security, pension information is uploaded in real time meaning that Scheme members have access to the most up to date membership information via 'my pension ONLINE', keying and data errors are eliminated and scheme administration is maintained to the highest standards possible.



The Administering Authority will continue to work with Scheme employers in implementing i-Connect but until such time as a Scheme Employer contracts into using i-Connect the Scheme Administrator will continue to receive pension data from a Scheme employer via either a pre-formatted excel spreadsheet or by the completion of standard forms as made available from the Scheme employers' section of the Pension Fund website in both pdf and Word formats.

With the exception of Scheme employers who use i-Connect, all other Scheme employers are required to supply a 'year-end' return (31 March) to the Administering Authority by 30 April in a specified format to enable annual benefits statements to be

produced and supplied to active and deferred members within the statutory deadlines set out in Scheme regulations.

## 2.8 Employer Factsheets

A suite of topical factsheets (known as '**Pension Pointers**') is available to assist employers with the administration of the LGPS.

## 2.9 Employer Self-Service (ESS)

Each Scheme employer can access our secure online facility – '**Employer Self Service**' (ESS) to access member data in respect of their own Scheme members through a secure link to the pension administration software.

## 3.0 COMMUNICATION WITH INDIVIDUAL SCHEME MEMBERS

Membership of the Royal County of Berkshire Pension Fund covers the active contributors, those members who have left the Fund but still have a deferred pension awaiting payment from normal retirement age and retired members and their dependants.

The preferred method of communication with Scheme members is via 'my pension ONLINE' a secure member self-service facility provided as part of the pension administration software. 'my pension ONLINE' is available to all member types and enables the member to update certain personal details online and provides each member type with access to their annual benefit statements, membership certificates and guides/leaflets relevant to their membership type. Where a member requests that information should be supplied in a paper format the Scheme Administrator will make arrangements for this information to be sent to the member's home address.

### 3.1 Welcome Pack

Upon receipt of a new starter notification from a Scheme employer, a 'my pension ONLINE' activation key is sent, by the Scheme Administrator, to the home address of the new active member. Access to the pension system provides a new Scheme member with:

- A membership certificate of entry into the scheme
- An employee guide to the scheme
- A guide to increasing pension benefits
- A guide to making a transfer of pension rights
- A guide to protections for the family
- An expression of wish form for payment of a death grant
- A guide to civil partnerships pensions
- A guide to working part-time
- A copy of the Pension Fund's Service Standards



If a Scheme member prefers not to use 'my pension ONLINE', they can request a full welcome pack to be sent to their home address.

### 3.2 Annual Benefit Statements

Each active contributor and deferred beneficiary has an Annual Benefit Statement made available via 'my pension ONLINE' which includes details of:

- Accrued benefits within the scheme as at the 31 March last and Normal Pension Age (NPA)
- The value of the death grant payable from the Scheme
- The member's nominated beneficiaries for receipt of any death grant

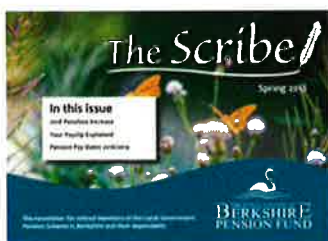
If a Scheme member prefers, a paper copy of their annual benefit statement will be sent to their home address upon request.

### 3.3 Pension Surgeries

One to one meetings are available at the Pension Fund offices for any member of the Fund and formal Pension Surgeries are held twice yearly at the offices of the six Unitary Authorities and on an ad hoc basis at the offices of other Scheme employers as arranged by the Scheme employer.

### 3.4 Newsletters

Newsletters are produced bi-annually for active and retired members and annually for deferred members. These newsletters are available via 'my pension ONLINE' or the Pension Fund website although they can be sent out to individual addresses if requested.



The newsletters are tailored to the recipient according to their membership status and contain an update of all matters relating to the LGPS and the Berkshire Pension Fund. Retired members receive 'The Scribe'.

Active members receive 'The Quill' as do deferred members although two different versions of the Autumn edition are provided to cater for the differences in the specific member types.



### 3.5 Pre-Retirement Courses

Where pre-retirement courses are run by Scheme employers, a member of the pension administration team will be available to attend to explain the details of Scheme benefits and how and when pension payments will be made.

### 3.6 Pension Fund Website

Individual members of the Fund have access to the Pension Fund website which is continually reviewed and updated. Specific sections of the website have been designed for each membership type with downloadable forms, guides, online flipbooks and modellers made available. Access to 'my pension ONLINE' is gained via the Pension Fund website [www.berkshirerpensions.org.uk](http://www.berkshirerpensions.org.uk)



### 3.7 Pension Payslips

Pension payslips are available via 'my pension ONLINE'. If a member requires a pay advice slip to be sent to their home address it is the practice of the administering authority to only send out pay advice slips when there is a variation of 50 pence or more in net pay between consecutive months. A detailed description of a payslip is available on the retired members section of the Pension Fund website.

### 3.8 P60s

P60s are available via 'my pension ONLINE' but will be sent out to members' home addresses as a matter of course. Every retired member and/or their dependants will receive a P60 each year before the HMRC deadline of 31 May. A detailed description of a P60 is available on the retired members section of the Pension Fund website.

### 3.9 Annual Pension Increase Letter

Annual Pension Increase letters are available via 'my pension ONLINE' but will also be sent out to members' home addresses. Retired members will receive a pension increase booklet every April containing their individual increase on their pension (where an increase is to be applied).

### 3.10 Annual Meeting

An Annual Meeting of the Royal County of Berkshire Pension Fund is held with all Scheme members receiving an invite. A restricted number of members will be able to attend on a first come first served basis. The main purpose of the meeting is to communicate details of the Fund's Annual Report & Accounts, Investment Strategy and any other specific matters relating to the LGPS Regulations. The date for this meeting may vary so as to take into account certain regulatory matters that may arise.



### 3.11 Ad Hoc Meetings

Ad hoc meetings will be held from time to time for various groups of members. These may be defined by type of member (active or retired) or location (for a specific

employer or group of employers). The timing of these meetings will be dictated by either requests from employers or the need to consult and notify members of any changes that occur.

#### **4.0 COMMUNICATION WITH PROSPECTIVE SCHEME MEMBERS**

A brief guide to the Scheme is available to all prospective Scheme members and should be provided to all new employees by their Scheme employer as part of their contract of employment details. The brief guide is available from the Pension Fund website in both pdf and Word formats and is kept up to date with current regulations at all times.

The Berkshire Pension Fund website has a dedicated area for employees considering opting into the LGPS.

#### **5.0 COMMUNICATION WITH PROSPECTIVE SCHEME EMPLOYERS**

A guide for admission bodies is available on the Pension Fund website for all prospective employers considering admission to the Berkshire Pension Fund and is available as a hard copy upon request.

A template admission agreement has been produced and is available either via the Pension Fund website or as a hard copy upon request.

The administering authority has the power to accept various types of Scheme employer into the Pension Fund but will only do so subject to a full and open discussion taking place between the parties to any admission agreement and that the final admission agreement has been completed in advance of the agreed admission date.





**GOVERNANCE**

**COMPLIANCE**

**STATEMENT**

## INTRODUCTION

This document details the compliance of the Royal Borough of Windsor and Maidenhead, as the administering authority of the Royal County of Berkshire Pension Fund, with the guidance issued for governance of the Local Government Pension Scheme by the Secretary of State for Communities and Local Government. It has been prepared as required by Regulation 55 of the Local Government Pension Scheme Regulations 2013.

The Regulations require the administering authority to prepare this written statement setting out whether or not it delegates its functions or part of its functions to a committee, a sub-committee or an officer of the authority.

Where the administering authority does delegate all or part of its functions the statement must include the terms, structure and operational procedures of the delegation, the frequency of any committee or sub-committee meetings and whether such a committee or sub-committee includes representatives of Scheme employers and members, and if so, whether those representatives have voting rights.

In addition, the administering authority must state the extent to which a delegation, or the absence of a delegation, complies with guidance given by the Secretary of State and, to the extent that it does not comply, the reasons for not complying.

The administering authority must also set out details of the terms, structure and operational procedures relating to the local pension board established under regulation 106 of the Local Government Pension Scheme Regulations 2013 as inserted by the Local Government Pension Scheme (Amendment) (Governance) Regulations 2015.

This governance compliance statement must be published by the administering authority, kept under review and amended following any material change to any matters included within, once any consultation has been concluded.

## STRUCTURE

The Royal Borough of Windsor & Maidenhead (RBWM) has been designated as the administering authority to the Royal County of Berkshire Pension Fund in accordance with Part 1 of Schedule 3 of the Local Government Pension Scheme Regulations 2013.

For the purposes of managing the Pension Fund, RBWM delegates its powers under the Constitution of the Council where it sets out the functions of the Royal County of Berkshire Pension Fund Panel (hereinafter referred to as 'the Main Panel'), the Royal County of Berkshire Pension Fund Advisory Panel (hereinafter referred to as 'the Advisory Panel') and the Berkshire Pension Board (hereinafter referred to as 'the Pension Board'). As such several principles have been set out to ensure compliance with the scheme regulations.

i) The management of the administration of benefits and strategic management of fund assets.

**Compliant** – The Constitution of the Council defines the responsibilities of 'the Main Panel' to manage the Pension Fund.

ii) Representatives of Scheme employers and Scheme members should sit on 'the Advisory Panel' to underpin the work of 'the Main Panel'.

**Compliant** – Membership of ‘the Advisory Panel’ includes five Elected Members from RBWM, one Elected Member from each of the other five Berkshire Unitary Authorities, three other Scheme employer representatives, two union representatives, and two members to represent the active, deferred and retired Scheme members.

iii) The structure of ‘the Main Panel’ and ‘the Advisory Panel’ should ensure effective communication across both levels.

**Compliant** – ‘The Advisory Panel’ meets concurrently with ‘the Main Panel’ with both Panels receiving the same information.

iv) At least one seat on ‘the Main panel’ should be allocated for a member of ‘the Advisory Panel’.

**Compliant** – All five seats on ‘the Main Panel’ are allocated to the five RBWM members of ‘the Advisory Panel’.

v) The structure of ‘the Pension Board’ must consist of an equal number of Scheme member and Scheme employer representatives all of whom have voting rights.

**Compliant** – Membership of ‘the Pension Board’ consists of three Scheme member representatives and three Scheme employer representatives.

## REPRESENTATION

All key stakeholders should be afforded the opportunity to be represented with ‘the Main Panel’, ‘the Advisory Panel’ and ‘the Pension Board’. To ensure compliance a number of principles have been identified.

The key stakeholders are:

i) Scheme employers.

**Compliant** – The six Berkshire Unitary Authorities and up to three of the other Scheme employers are represented on ‘the Advisory Panel’. In addition three Scheme employer representatives make up membership of ‘the Pension Board’

ii) Scheme members (including deferred and retired members).

**Compliant** – ‘The Advisory Panel’ has two representatives from the major trades unions and makes provision to have two representatives from the active, deferred or retired Scheme membership. In addition 3 Scheme member representatives sit on ‘the Pension Board’

iii) Independent Professional Observers.

**Compliant** – An Independent Adviser attends each meeting of ‘the Main Panel’ and ‘the Advisory Panel’. Independent Advisers are also required to attend meetings of ‘the Pension Board’ as may be requested.

iv) Expert advisers (on an ad-hoc basis)

**Compliant** – Expert advisers are invited to meetings of ‘the Main Panel’ and ‘the Advisory Panel’ as required. Independent Strategy Advisers attend meetings of the Investment Working Group. In addition expert advisers are required to attend meetings of ‘the Pension Board’ as may be requested.

v) Where lay members sit on either ‘the Main Panel’ or ‘the Advisory Panel’ they are treated equally in terms of access to papers, meetings and training and are given full opportunity to contribute to the decision making process with or without voting rights. No lay members sit on ‘the Pension Board’.

**Compliant** – Members of both ‘the Main Panel’, ‘the Advisory Panel’ and ‘the Pension Board’ are treated equally in respect of access to papers, meetings and training. All members are given full opportunity to contribute to the decision making process although only members of ‘the Main Panel’ have voting rights.

## **SELECTION AND ROLE OF LAY MEMBERS**

Members of ‘the Main Panel’, ‘the Advisory Panel’ and ‘the Pension Board’ need to be fully aware of the status, role and function that they are required to perform.

**Compliant** – Bodies nominating individuals for membership of ‘the Main Panel’, ‘the Advisory Panel’ or ‘the Pension Board’ are periodically reminded that it is their responsibility to ensure that all members are aware of their responsibilities. The Chair of ‘the Main Panel’ will remind members of both ‘the Main Panel’ and ‘the Advisory Panel’ of their responsibilities as required. The Chair of ‘the Pension Board’ will remind members of ‘the Pension Board’ of their responsibilities as required. Each set of papers for every Panel/Board meeting contains a reminder to members of their duty in respect to potential conflicts of interest. Members are expected to declare conflicts of interest and abide by RBWM’s rules on conflicts of interest.

## **VOTING**

The policy of the administering authority on voting rights must be clear and transparent and include justification for not extending voting rights to each body or group represented on ‘the Main Panel’, ‘the Advisory Panel’ or ‘the Pension Board’.

**Compliant** – The Constitution of RBWM sets out the terms of reference and voting rights of ‘the Main Panel’, ‘the Advisory Panel’ and ‘the Pension Board’.

## **TRAINING / FACILITY TIME / EXPENSES**

i) In relation to the way in which statutory and related decisions are taken by RBWM, a clear policy on training, facility time and reimbursement of expenses in respect of members involved in that decision making process must be made.

**Compliant** – All members of ‘the Main Panel’ and ‘the Advisory Panel’ are entitled to attend or request training. Members of ‘the Pension Board’ are required to have a working knowledge of the LGPS regulations and other associated legislation as it relates to the governance and administration of the Scheme and so must commit to undertaking the relevant training in order to achieve this requirement. All members of ‘the Main Panel’, ‘the Advisory Panel’ and ‘the Board’ are entitled to request the use of facilities belonging to RBWM in respect of their respective duties and reasonable expenses incurred will be reimbursed upon request.

ii) Any policy must apply equally to all members of the Panels/Board.

**Compliant** – No distinction is made between members of 'the Main Panel', 'the Advisory Panel' or 'the Board'.

## **MEETINGS (frequency/Quorum)**

i) RBWM will hold meetings of 'the Main Panel' at least quarterly.

**Compliant** – Meetings are held quarterly. To be quorate two members are required to attend.

ii) RBWM will hold meetings with 'the Advisory Panel' at least twice a year synchronised with the dates for meetings of 'the Main Panel'.

**Compliant** – Both Panels meet concurrently

iii) RBWM will hold meetings of 'the Pension Board' ahead of each meeting of 'the Main Panel' and 'the Advisory Panel'.

**Compliant** – 'The Pension Board' meets quarterly at a satisfactorily and mutually agreed date ahead of each meeting of 'the Main Panel' and 'the Advisory Panel'. To be quorate at least 50% of the Scheme Member representatives and Scheme Employer Representatives must attend with at least one member being present from each group.

iv) Where lay members are included in the formal governance arrangements RBWM will provide a forum outside of those arrangements by which the interests of key stakeholders can be represented.

**Compliant** – 'The Advisory Panel' has four lay members. An annual Scheme employer meeting is held in March/April with an annual Scheme member meeting being held in November. In addition pension surgeries and employer training events are held throughout the year.

## **ACCESS**

Subject to any rules in RBWM's Constitution, all members of 'the Main Panel', 'the Advisory Panel' and 'the Pension Board' will have equal access to committee papers, documents and advice that falls to be considered at meetings of the Panels/Board.

**Compliant** – All members of 'the Main Panel', 'the Advisory Panel' and 'the Pension Board' have equal access to Panel/Board papers, documents and advice that falls to be considered at Panel/Board meetings.

## **SCOPE**

RBWM will take steps to bring wider Scheme issues within the scope of their governance arrangements.

**Compliant** – Wider Scheme issues are considered by 'the Main Panel', 'the Advisory Panel' and 'the Pension Board' on a regular basis.

## **PUBLICITY**

RBWM will publish details of their governance arrangements in such a way that interested stakeholders can express their interest in wanting to be part of those arrangements.

**Compliant** – The Governance Policy Statement is published on the Royal County of Berkshire Pension Fund website ([www.berkshirepensions.org.uk](http://www.berkshirepensions.org.uk)) and is available on request from the Pension Manager.

Approved by The Berkshire Pension Fund Panel on 22 January 2018





## FUNDING STRATEGY STATEMENT

# 1 INTRODUCTION

1.1 This is the Funding Strategy Statement (“FSS”) for the Royal County of Berkshire Pension Fund (“the Fund”) which is administered by The Royal Borough of Windsor and Maidenhead (“the Administering Authority”). It has been prepared in accordance with Regulation 58 of the Local Government Pension Scheme Regulations 2013.

1.2 This statement should be read in conjunction with the Fund’s Investment Strategy Statement (“ISS”)

## *Purpose of the Funding Strategy Statement*

1.3 The purpose of the FSS is to explain the Fund’s approach to meeting the employer’s pension liabilities and in particular:

- To establish a clear and transparent Fund-specific strategy which will identify how employers’ pension liabilities are best met going forward;
- To take a prudent longer-term view of funding those liabilities; and
- To support the regulatory framework to ensure the solvency of the Fund and the long-term cost efficiency of the Scheme, and where possible to maintain as nearly constant Scheme employer contribution rates as possible.

1.4 The purpose of the Fund is to:

- Collect monies in respect of employee and employer contributions, transfer values and investment income;
- Facilitate payment of Local Government Pension Scheme (LGPS) benefits, transfer values, costs, charges and expenses; and
- Accumulate and invest money received and facilitate the management of this.

## *Funding Objectives*

1.5 Contributions are paid to the Fund by Scheme members and Scheme employers to provide for the benefits which will become payable to Scheme members when they fall due.

1.6 The funding objectives are to

- Set levels of employer contributions that will build up a fund of assets that will be sufficient to meet all future benefit payments from the Fund and ensure the solvency of the Fund;
- Set contributions which maximise the long-term cost efficiency. Broadly, this means that paying contributions as soon as possible so that any deficit is addressed quickly is preferable;





- Build up the required assets in such a way that produces levels of employer contributions that are as stable as possible;
- Minimise the risk of employers leaving with unpaid deficits, which then fall to the other employers;
- Ensure effective and efficient management of employer liabilities; and
- Allow the return from investments to be maximised within reasonable risk parameters.

## 2 KEY PARTIES

- 2.1 The parties directly concerned with the funding aspect of the Pension Fund are contained in this section of the FSS. A number of other key parties, including investment managers and external auditors also have responsibilities to the Fund but are not key parties in determining funding strategy.

### *The Administering Authority*



The Administering Authority for the Royal County Berkshire Pension Fund is the Royal Borough of Windsor & Maidenhead. The main responsibilities of the Administering Authority are as follows:

- Collect and account for employee and employer contributions;
- Pay the benefits to Scheme members and their dependants as they fall due;
- Invest the Fund's assets ensuring sufficient cash is available to meet the liabilities as and when they become due;
- Take measures as set out in the regulations to safeguard the Fund against the consequences of employer default;
- Manage the Actuarial valuation process in conjunction with the Fund Actuary;
- Prepare and maintain the FSS and also the ISS (Investment Strategy Statement) and after consultation with other interested parties;
- Monitor all aspects of the Fund's performance and funding to ensure that the FSS and the ISS are updated as necessary; and
- Effectively manage any potential conflicts of interest arising from its dual role as both Fund administrator and Scheme employer.

### *Scheme employers*

- 2.3 The responsibilities of each individual Scheme employer which participates in the Fund, including the Administering Authority in its capacity as a Scheme employer, are as follows:

- Collect employee contributions and pay these together with their own employer contributions as certified by the Fund Actuary within the statutory timescales;
- Promptly notify the Administering Authority of any new Scheme members and any other membership changes in accordance with the pension administration service level agreement;
- Promptly notify the Administering Authority of any Scheme member who leaves or retires from their employment in accordance with the pension administration service level agreement;
- Promptly notify the Administering Authority of all Scheme member data and information required by the Administering Authority in accordance with the pension administration service level agreement so that the Administering Authority is able to accurately calculate the value of benefits payable to each Scheme member;
- Exercise any discretions permitted under the Scheme Regulations and to produce, maintain and publish a policy statement with regard to the exercise of those discretions;
- Meet the costs of any augmentations or other additional costs such as Pension Fund strain costs resulting from decisions to release early Scheme members' retirement benefits in accordance with Scheme regulations and agreed policies and procedures;
- Provide any information as requested to facilitate the Actuarial valuation process.



### *Fund Actuary*

2.4 The Fund Actuary for the Royal County of Berkshire Pension Fund is Barnett Waddingham LLP. The main responsibilities of the Fund Actuary are to:

- Prepare the Actuarial Valuation having regard to the FSS and the Scheme Regulations;
- Prepare annual FRS102/IAS19 (accounting standards) reports for all Scheme employers requiring such a report for their annual report and accounts;
- Advise interested parties on funding strategy and completion of Actuarial valuations in accordance with the FSS and the Scheme Regulations;
- Advise on other actuarial matters affecting the financial position of the Fund.



### 3 FUNDING STRATEGY

- 3.1 The funding strategy seeks to achieve (via employee and employer contributions and investment returns) two key objectives:
- A funding level of 100% as assessed by the Fund's appointed actuary, triennially, in accordance with the Scheme Regulations;
  - As stable an employer contribution rate as is practical.
- 3.2 The funding strategy recognises that the funding level will fluctuate with changing levels of employment, retirements, actuarial assumptions and investment returns and that the employer contribution has to be adjusted to a level sufficient to maintain the pension Fund's solvency and to achieve a funding level of 100% over the longer term.
- 3.3 The Actuarial valuation process is essentially a projection of future cash-flows to and from the Fund. The main purpose of the triennial valuation is to determine the level of employers' contributions that should be paid over an agreed period to ensure that the existing assets and future contributions will be sufficient to meet all future benefit payments from the Fund.
- 3.4 The last Actuarial valuation was carried out as at 31<sup>st</sup> March 2016 with the assets of the Fund found to be 73% of the accrued liabilities for the Fund.

#### *Funding Method*

- 3.5 The funding target is to have sufficient assets to meet the accrued liabilities for each Scheme employer in the Fund. The funding target may, however, also depend on certain Scheme employer circumstances and will, in particular, have regard to whether a Scheme employer is an "open" employer (which allows new recruits access to the Fund) or a "closed" employer (which no longer permits new employees access to the Fund). The expected period of participation by a Scheme employer in the Fund may also affect the chosen funding target.
- 3.6 For all Scheme employers the Actuarial funding method adopted considers separately the benefits in respect of service completed before the Valuation date ("past service") and benefits in respect of service expected to be completed after the Valuation date ("future service"). This approach focuses on:
- The past service funding level of the Fund. This is the ratio of accumulated assets to liabilities in respect of past service after making allowance for future increases to members' pay and pensions in payment. A funding level in excess of 100% indicates a surplus of assets over liabilities whereas a funding level of less than 100% indicates a deficit.
  - The future funding rate i.e. the level of contributions required from the individual Scheme employers which together with employee contributions are expected to support the cost of benefits accruing in the future.
- 3.7 For "open" Scheme employers, the Projected Unit method is used which, for the future service rate, assesses the cost of one year's benefit accrual.
- 3.8 For "closed" Scheme employers the funding method adopted is known as the Attained Age Method. This gives the same results for the past service funding level as the Projected Unit Method but for the future cost it assesses the average cost of the

benefits that will accrue over the remaining working lifetime of the active Scheme members.

### *Valuation Assumptions and Funding Model*

- 3.9 In completing the Actuarial valuation it is necessary to formulate assumptions about the factors affecting the Fund's future finances such as inflation, pay increases, investment returns, rates of mortality, early retirement and staff turnover etc.
- 3.10 The assumptions adopted at the valuation can therefore be considered as:
- The statistical assumptions which generally speaking are estimates of the likelihood of benefits and contributions being paid; and
  - The financial assumptions which generally speaking will determine the estimates of the amount of benefits and contributions payable and their current or present value.

### *Future Price Inflation*

- 3.11 The base assumption in any triennial valuation is the future level of price inflation. This is derived by considering the average difference in yields from conventional and index linked gilts during the 6 months straddling the valuation date using a point from the Bank of England RPI Inflation Curve. This gives an assumption for Retail Prices Index (RPI) inflation, which is then adjusted to get an assumption for Consumer Prices Index (CPI) inflation. At the 2016 valuation, CPI was assumed to be 0.9% per annum lower than RPI, giving a CPI inflation assumption of 2.4% per annum.



### *Future Pay Inflation*

- 3.12 As benefits accrued before 1<sup>st</sup> April 2014 (and in the case of some protected members after 31<sup>st</sup> March 2014) are linked to pay levels at retirement it is necessary to make an assumption as to future levels of pay inflation. The assumption adopted in the 2016 valuation is that pay increases will, on average over the longer term, exceed CPI by 1.5% per annum. In the short term in anticipation of Government policy, it has been assumed that pay increases for the 4 year period to 31 March 2020 would be limited to CPI.

### *Future Pension Increases*

- 3.13 Pension increases are assumed to be linked to CPI.

### *Future Investment Returns/Discount Rate*

- 3.14 To determine the value of accrued liabilities and derive future contribution requirements it is necessary to discount future payments to and from the Fund to present day values.
- 3.15 The discount rate adopted depends on the funding level target adopted for each Scheme employer.



- 3.16 For “open” Scheme employers the discount rate applied to all projected liabilities reflects a prudent estimate of the rate of investment return that is expected to be earned from the underlying investment strategy by considering average market yields and indicators in the 6 months straddling the valuation date. This discount rate so determined may be referred to as the “ongoing” discount rate.

The level of prudence at the 2016 valuation differed between the major councils and the remaining employers, to reflect the difference in covenant strength. This gave a discount rate of 5.7% per annum for the unitary authorities (and the employers pooled with them) and of 5.5% per annum for the other employers.

- 3.17 For “closed” employers an adjustment may be made to the discount rate in relation to the remaining liabilities once all active members are assumed to have retired if at that time (the projected “termination date”) the Scheme employer either wishes to leave the Fund or the terms of their admission requires it.
- 3.18 The Fund Actuary will incorporate such an adjustment after consultation with the Administering Authority.
- 3.19 The adjustment to the discount rate is essentially to set a higher funding target at the projected termination date so that there are sufficient assets to fund the remaining liabilities on a “minimum risk” rather than on an ongoing basis to minimise the risk of deficits arising after the termination.

#### *Asset Valuation*

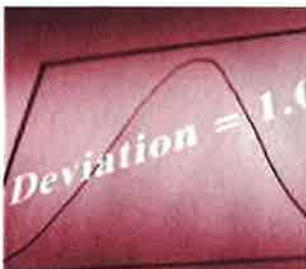
- 3.20 The asset valuation is a market value of the accumulated Fund at the triennial valuation date adjusted to reflect average market conditions during the 6 months straddling the triennial valuation date.

#### *Statistical Assumptions*

- 3.21 The statistical assumptions incorporated into the triennial valuation such as future rates of mortality etc are based on national statistics but then adjusted where deemed appropriate to reflect the individual circumstances of the Fund and/or individual Scheme employers. For the 2016 valuation, the Fund received a bespoke analysis of the pensioner mortality and the results of this analysis were used to aid in setting a suitable assumption for the Fund.

#### *Deficit Recovery/Surplus Amortisation Periods*

- 3.22 Whilst one of the funding objectives is to build up sufficient assets to meet the cost of benefits as they accrue it is recognised that at any particular point in time, the value of the accumulated assets will be different to the value of accrued liabilities depending on how the actual experience of the Fund differs to the actuarial assumptions. Accordingly the Fund will normally either be in surplus or in deficit.



- 3.23 Where the Actuarial valuation discloses a significant surplus or deficit then the levels of required Scheme employers' contributions will include an adjustment to either amortise the surplus or fund the deficit over a period of years. At the 2016 valuation, a deficit was revealed and contributions were set to recover this deficit over a period no longer than 24 years.



3.24 The period that is adopted for any particular Scheme employer will depend upon:

- The significance of the surplus or deficit relative to that Scheme employer's liabilities;
- The covenant of the individual Scheme employer and any limited period of participation in the Fund; and
- The implications in terms of stability of future levels of Scheme employers' contributions.

3.25 At the 2016 triennial valuation the period adopted to recover the deficit was:

Type of Scheme Employer	Maximum Length of Recovery Period
Unitary Authorities and Associated Employers	24 years
Housing Associations	14 years
Colleges	14 years
Academies	17 years
Community Admission Bodies	14 years
Transferee Admission Bodies	Future working life of current employees or contract period whichever is the shorter period

3.26 Where a Scheme employer's contribution has to increase significantly then the increase may be phased in over a period not exceeding 6 years although this may only be allowed for some Scheme employer types or if the increase in contributions would increase the risk of an employer insolvency, leaving an unpaid deficit and adversely affecting other employers' contributions and the solvency of the Fund as a whole.

*Pooling of Individual Scheme employers*

3.27 The policy of the Fund is that each individual Scheme employer should be responsible for the costs of providing pensions for its own employees who participate in the Fund. Accordingly contribution rates are generally set for individual employers to reflect their own particular circumstances.

3.28 However, certain groups of individual Scheme employers may be pooled for the purposes of determining contribution rates to recognise common characteristics or where the number of Scheme members is small.

3.29 Currently, other than Scheme employers that are already legally connected, there are the following pools:

- Colleges
- Academies
- Community Admission Bodies
- Housing Associations



- 3.30 The main purpose of pooling is to produce more stable Scheme employer contribution levels in the longer term whilst recognising that ultimately there will be some level of cross subsidy of pension cost amongst pooled Scheme employers.

#### *Cessation Valuations*

- 3.31 On the cessation of a Scheme employer's participation in the Fund, the Actuary will be asked to make a termination assessment. Any deficit in the Fund in respect of the Scheme employer will be due to the Fund as a termination contribution, unless it is agreed by the Administering Authority and the other parties involved that the assets and liabilities relating to the Scheme employer will transfer within the Fund to another participating Scheme employer.
- 3.32 In assessing the deficit on termination, the Actuary may adopt a discount rate based on gilt yields or other lower risk assets and adopt different assumptions to those used at the previous triennial valuation to protect the other Scheme employers in the Fund from having to fund any future deficits from the liabilities that will remain in the Fund.

#### *Early Retirement Costs*

- 3.33 The Actuary's funding basis makes no allowance for premature retirement except on grounds of permanent ill health. Scheme employers are required to pay additional contributions whenever an employee retires before attaining the age at which the triennial valuation assumes that benefits are payable. The calculation of these costs is carried out with reference to a calculation approved by the Actuary to the Fund.



- 3.34 The Fund monitors each Scheme employer's ill health experience on an ongoing basis. If the cumulative number of ill health retirements in any financial year exceeds the allowance at the previous triennial valuation by a statistically significant amount, the Scheme employer may be charged additional contributions on the same basis as apply for non-ill health cases.

#### *Triennial Valuation*

- 3.35 The next triennial valuation is due as at 31<sup>st</sup> March 2019.

## **4 LINKS WITH THE INVESTMENT STRATEGY STATEMENT (ISS)**

- 4.1 The main link between the FSS and the ISS relates to the discount rate that underlies the funding strategy as set out in the FSS and the expected rate of investment return which is expected to be achieved by the underlying investment strategy as set out in the ISS.
- 4.2 As explained above the ongoing discount rate adopted in the Actuarial valuation is derived by considering the expected return from the underlying investment strategy and so there is consistency between the funding strategy and the investment strategy.

## 5 RISKS AND COUNTER MEASURES

- 5.1 Whilst the funding strategy attempts to satisfy the funding objectives of ensuring sufficient assets to meet pension liabilities and stable levels of Scheme employer contributions, it is recognised that there are a number of risks that may impact on the funding strategy and hence the ability of the strategy to meet the funding objectives.
- 5.2 The major risks for the funding strategy are financial risks although there are external factors including demographic risks, regulatory risks and governance risks.

### *Financial Risks*

- 5.3 The main financial risk is that the actual investment strategy fails to produce the expected rate of investment return (in real terms) that underlies the funding strategy. This could be due to a number of factors including market returns being less than expected and/or chosen fund managers who are employed to implement the chosen investment strategy failing to achieve their performance targets. The triennial valuation results are most sensitive to the real discount rate. Broadly speaking an increase/decrease of 0.1% per annum in the real discount rate will decrease/increase the liabilities by 2% and decrease/increase the required Scheme employer contribution by around 1.0% of payroll.
- 5.4 The Pension Fund Panel regularly monitor the investment returns achieved by the fund managers and seek advice from Officers and independent advisors on investment strategy. In the inter-valuation period 2013 to 2016 such monitoring activity saw investment returns slightly lower than assumed in the 2013 valuation.
- 5.5 In addition the Fund Actuary provides monthly funding updates between triennial valuations to check whether the funding strategy continues to meet the funding objectives.



- ### *Demographic Risks*
- 5.6 Allowance is made in the funding strategy via the actuarial assumptions of continuing improvement in life expectancy. However, the main risk to the funding strategy is that it might underestimate the continuing improvement in mortality. For example an increase in 1 year to life expectancy of all members in the Fund will reduce the funding level by around 2%
- 5.7 The actual mortality of retired members in the Fund is, however, monitored by the Fund Actuary at each Actuarial valuation and assumptions kept under review.
- 5.8 The liabilities of the Fund can also increase by more than has been planned as a result of early retirements (including redundancies).
- 5.9 However, the Administering Authority monitors the incidence of early retirements and procedures are in place that require individual Scheme employers to pay additional



amounts to the Fund to meet any additional costs arising from early retirements thereby avoiding unnecessary strain on the Fund.

### *Regulatory Risks*

- 5.10 The benefits provided by the Scheme and employee contribution levels are set out in Statutory Regulations as determined by central Government. The tax status of the invested assets is also determined by central Government.
- 5.11 The funding strategy is therefore exposed to the risks of changes in the Statutory Regulations governing the Scheme and changes to the tax regime which increase the cost to individual Scheme employers of participating in the Scheme.
- 5.12 The Administering Authority actively participates in any consultation process of any change in Regulations and seeks advice from the Fund Actuary on the financial implications of any proposed changes.

### *Governance*

- 5.13 Several different Scheme employers participate in the Fund. Accordingly it is recognised that a number of Scheme employer specific events could impact on the funding strategy including:
- Structural changes in an individual Scheme employer's membership;
  - An individual Scheme employer deciding to close the Scheme to new employees;
  - A Scheme employer ceasing to exist without having fully funded their pension liabilities; and
  - New Scheme employers being created out of existing Scheme employers.
- 5.14 The Administering Authority monitors the position of Scheme employers participating in the Fund particularly those that may be susceptible to the aforementioned events and takes advice from the Fund Actuary when required.
- 5.15 In addition the Administering Authority keeps in close touch with all individual Scheme employers participating in the Fund and regularly holds meetings with Scheme employers to ensure that, as Administering Authority, it has the most up to date information available on individual Scheme employer situations and also to keep individual Scheme employers fully briefed on funding and related issues.

## **6 MONITORING AND REVIEW**

- 6.1 This FSS is reviewed formally, in consultation with the key parties, at least every three years to tie in with the triennial valuation process.
- 6.2 The Administering Authority also monitors the financial position of the Fund between triennial valuations and may review this FSS more frequently if deemed necessary.

Approved by the Berkshire Pension Fund Panel

15 May 2017

Next Review date: March 2020

## Appendix 3 Rates and Adjustment Certificate

### Regulatory background

In accordance with Regulation 62 of the Local Government Pension Scheme Regulations we have made an assessment of the contributions that should be paid into the Fund by participating employers for the period 1 April 2017 to 31 March 2020.

The method and assumptions used to calculate the contributions set out in the Rates and Adjustments certificate are detailed in the Funding Strategy Statement and this report.

The primary rate of contribution as defined by Regulation 62(5) for each employer for the period 1 April 2017 to 31 March 2020 is set out in the table overleaf. The primary rate is the employer's share of the cost of benefits accruing in each of the three years beginning 1 April 2017. In addition each employer pays a secondary contribution as required under Regulation 62(7) that when combined with the primary rate results in the minimum total contributions as set out below. This secondary rate is based on their particular circumstances and so individual adjustments are made for each employer.

### Primary and secondary rate summary

The primary rate for the whole Fund is the weighted average (by payroll) of the individual employers' primary rates, and is 14.3% of payroll.

The secondary rates across the entire Fund (as a percentage of projected payroll and as an equivalent monetary amount) in each of the three years in the period 1 April 2017 to 31 March 2020 is set out in the table below.

Secondary contributions	2017/18	2018/19	2019/20
Average as a % of payroll	5.3%	6.7%	8.2%
Total monetary amounts	£21,017,000	£27,468,000	£34,075,000

The above table assumes that the small number of employers that have not had their contributions finalised for the entire valuation period will continue to pay consistent levels of deficit contributions.

### General notes

Employers may pay further amounts at any time and future periodic contributions, or the timing of contributions, may be adjusted on a basis approved by us as the Fund Actuary. The Administering Authority, with the advice from us as the Fund Actuary may allow some or all of these contributions to be treated as a prepayment and offset against future certified contributions.

The certified contributions include an allowance for expenses and the expected cost of lump sum death benefits but exclude early retirement strain and augmentation costs which are payable by participating employers in addition.

The monetary amounts are payable in 12 monthly instalments throughout the relevant year unless agreed by the Administering Authority and an individual employer.

If contributions set out in the certificate are adjusted for any such agreements in place relating to the timing of contribution payments these are noted in the end column and detailed in specific notes at the end of the certificate.

Code	Employer name	Primary rate (%) pay)	Secondary rate (% pay plus monetary adjustment)	2017/18	2018/19	2019/20	Total contributions (% pay plus monetary adjustment)	2017/18	2018/19	2019/20	Specific notes
2	<b>Bracknell Forest Council</b>	<b>14.3%</b>	<b>£2,083,000</b>	<b>£2,489,000</b>	<b>£2,914,000</b>		<b>14.3% plus</b>	<b>£2,083,000</b>	<b>£2,489,000</b>	<b>£2,914,000</b>	<b>B</b>
49	Binfield Parish Council	14.3%	4.1%	4.7%	5.4%		18.4%	19.1%	19.1%	19.8%	
9	Bracknell Town Council	14.3%	4.1%	4.7%	5.4%		18.4%	19.1%	19.1%	19.8%	
125	Crowthorne Parish Council	14.3%	4.1%	4.7%	5.4%		18.4%	19.1%	19.1%	19.8%	
137	Sandhurst Town Council	14.3%	4.1%	4.7%	5.4%		18.4%	19.1%	19.1%	19.8%	
39	South Hill Park Trust	14.3%	4.1%	4.7%	5.4%		18.4%	19.1%	19.1%	19.8%	
190	Warfield Parish Council	14.3%	4.1%	4.7%	5.4%		18.4%	19.1%	19.1%	19.8%	
42	Winkfield Parish Council	14.3%	4.1%	4.7%	5.4%		18.4%	19.1%	19.1%	19.8%	
3	<b>RBWM (non-schools)</b>	<b>14.3%</b>	<b>£2,371,000</b>	<b>£3,176,000</b>	<b>£4,017,000</b>		<b>14.3% plus</b>	<b>£2,371,000</b>	<b>£3,176,000</b>	<b>£4,017,000</b>	<b>B</b>
	<b>RBWM (schools)</b>	<b>14.3%</b>	<b>8.0%</b>	<b>10.5%</b>	<b>12.9%</b>		<b>22.3%</b>	<b>24.8%</b>	<b>27.2%</b>	<b>27.2%</b>	
118	Bray Parish Council	14.3%	8.0%	10.5%	12.9%		22.3%	24.8%	27.2%	27.2%	
51	Cox Green Parish Council	14.3%	8.0%	10.5%	12.9%		22.3%	24.8%	27.2%	27.2%	
45	Eton Town Council	14.3%	8.0%	10.5%	12.9%		22.3%	24.8%	27.2%	27.2%	
143	Hurley Parish Council	14.3%	8.0%	10.5%	12.9%		22.3%	24.8%	27.2%	27.2%	
18	Sunningdale Parish Council	14.3%	8.0%	10.5%	12.9%		22.3%	24.8%	27.2%	27.2%	
19	Sunninghill & Ascot Parish Council	14.3%	8.0%	10.5%	12.9%		22.3%	24.8%	27.2%	27.2%	
127	White Waltham Parish Council	14.3%	8.0%	10.5%	12.9%		22.3%	24.8%	27.2%	27.2%	
4	<b>West Berkshire Council</b>	<b>14.3%</b>	<b>£2,631,000</b>	<b>£3,693,000</b>	<b>£4,774,000</b>		<b>14.3% plus</b>	<b>£2,631,000</b>	<b>£3,693,000</b>	<b>£4,774,000</b>	<b>B</b>
147	Burghfield Parish Council	14.3%	4.8%	6.5%	8.2%		19.1%	20.8%	22.5%	22.5%	
216	Chieveley Parish Council	14.3%	4.8%	6.5%	8.2%		19.1%	20.8%	22.5%	22.5%	
249	Holybrook Parish Council	14.3%	4.8%	6.5%	8.2%		19.1%	20.8%	22.5%	22.5%	
136	Hungerford Town Council	14.3%	4.8%	6.5%	8.2%		19.1%	20.8%	22.5%	22.5%	
88	Newbury Town Council	14.3%	4.8%	6.5%	8.2%		19.1%	20.8%	22.5%	22.5%	
250	Purley on Thames Parish Council	14.3%	4.8%	6.5%	8.2%		19.1%	20.8%	22.5%	22.5%	
11	Thatcham Town Council	14.3%	4.8%	6.5%	8.2%		19.1%	20.8%	22.5%	22.5%	
75	The Downs School	14.3%	4.8%	6.5%	8.2%		19.1%	20.8%	22.5%	22.5%	
47	Theale Parish Council	14.3%	4.8%	6.5%	8.2%		19.1%	20.8%	22.5%	22.5%	
20	Tilehurst Parish Council	14.3%	4.8%	6.5%	8.2%		19.1%	20.8%	22.5%	22.5%	
5	<b>Reading Borough Council</b>	<b>13.4%</b>	<b>£5,829,000</b>	<b>£5,969,000</b>	<b>£6,112,000</b>		<b>13.4% plus</b>	<b>£5,829,000</b>	<b>£5,969,000</b>	<b>£6,112,000</b>	<b>A</b>
68	Reading Girls School	13.4%	8.5%	8.5%	8.5%		21.9%	21.9%	21.9%	21.9%	

Code	Employer name	Primary rate (% pay)	Secondary rate (% pay plus monetary adjustment)				Total contributions (% pay plus monetary adjustment)				Specific notes
			2017/18	2018/19	2019/20	2017/18	2018/19	2019/20			
66	The Blessed Hugh Faringdon School	13.4%	8.5%	8.5%	8.5%	21.9%	21.9%	21.9%			
<b>6</b>	<b>Slough Borough Council</b>	<b>13.6%</b>	<b>£2,719,000</b>	<b>£3,012,000</b>	<b>£3,318,000</b>	<b>13.6% plus £2,719,000</b>	<b>13.6% plus £3,012,000</b>	<b>13.6% plus £3,318,000</b>			<b>B</b>
61	Holy Family School	13.6%	8.5%	9.2%	9.9%	22.1%	22.8%	23.5%			
119	Pippins School - Slough	13.6%	8.5%	9.2%	9.9%	22.1%	22.8%	23.5%			
62	Priory School	13.6%	8.5%	9.2%	9.9%	22.1%	22.8%	23.5%			
122	Wexham Court Parish Council	13.6%	8.5%	9.2%	9.9%	22.1%	22.8%	23.5%			
<b>7</b>	<b>Wokingham Borough Council</b>	<b>14.2%</b>	<b>£1,443,000</b>	<b>£2,061,000</b>	<b>£2,692,000</b>	<b>14.2% plus £1,443,000</b>	<b>14.2% plus £2,061,000</b>	<b>14.2% plus £2,692,000</b>			<b>B</b>
73	All Saints CE (Aided) Primary School	14.2%	6.2%	7.9%	9.6%	20.4%	22.1%	23.8%			
97	Barkham Parish Council	14.2%	6.2%	7.9%	9.6%	20.4%	22.1%	23.8%			
251	Charvil Parish Council	14.2%	6.2%	7.9%	9.6%	20.4%	22.1%	23.8%			
10	Earley Town Council	14.2%	6.2%	7.9%	9.6%	20.4%	22.1%	23.8%			
117	Finchampstead Parish Council	14.2%	6.2%	7.9%	9.6%	20.4%	22.1%	23.8%			
258	Ruscombe Parish Council	14.2%	6.2%	7.9%	9.6%	20.4%	22.1%	23.8%			
96	Shinfield Parish Council	14.2%	6.2%	7.9%	9.6%	20.4%	22.1%	23.8%			
52	Swallowfield Parish Council	14.2%	6.2%	7.9%	9.6%	20.4%	22.1%	23.8%			
159	Twyford Parish Council	14.2%	6.2%	7.9%	9.6%	20.4%	22.1%	23.8%			
129	Winnersh Parish Council	14.2%	6.2%	7.9%	9.6%	20.4%	22.1%	23.8%			
70000	Wokingham Borough Council (Schools)	14.2%	6.2%	7.9%	9.6%	20.4%	22.1%	23.8%			
12	Wokingham Town Council	14.2%	6.2%	7.9%	9.6%	20.4%	22.1%	23.8%			
227	Wokingham Without Parish Council	14.2%	6.2%	7.9%	9.6%	20.4%	22.1%	23.8%			
<b>21</b>	<b>Woodley Town Council</b>	<b>14.2%</b>	<b>6.2%</b>	<b>7.9%</b>	<b>9.6%</b>	<b>20.4%</b>	<b>22.1%</b>	<b>23.8%</b>			
<b>Colleges</b>											
58	Berkshire College Of Agriculture	13.9%	8.4%	Tbc	Tbc	22.3%	Tbc	Tbc			
55	Bracknell & Wokingham College	17.3%	6.9%	Tbc	Tbc	24.2%	Tbc	Tbc			
57	East Berkshire College	15.0%	7.3%	Tbc	Tbc	22.3%	Tbc	Tbc			
53	Newbury College	15.8%	6.8%	Tbc	Tbc	22.6%	Tbc	Tbc			
156	University of West London	15.8%	7.7%	Tbc	Tbc	23.5%	Tbc	Tbc			
<b>Housing Associations</b>											
132	Bracknell Forest Homes	19.6%	2.4%	2.4% plus £264,000	2.4% plus £541,000	22.0%	22.0% plus £264,000	22.0% plus £541,000			

Code	Employer name	Secondary rate (% pay plus monetary adjustment)			Total contributions (% pay plus monetary adjustment)			Specific notes
		Primary rate (%)	2017/18	2018/19	2019/20	2017/18	2018/19	
83	Dimensions UK Ltd	17.9%	4.8%	4.8% plus £5,000	4.8% plus £10,000	22.7%	22.7% plus £5,000	22.7% plus £10,000
104/79	Housing Solutions Ltd	15.6%	2.6%	2.6% plus £213,000	2.6% plus £438,000	18.2%	18.2% plus £213,000	18.2% plus £438,000
80	Windsor Housing	23.1%	2.6%	2.6% plus £6,000	2.6% plus £13,000	25.7%	25.7% plus £6,000	25.7% plus £13,000
<b>Admission Bodies - Pooled</b>								
26	Age UK Berkshire	24.1%	-1.9%	-1.9% plus £5,000	-1.9% plus £10,000	22.2%	22.2% plus £5,000	22.2% plus £10,000
38	AOSEC	24.9%	-5.4%	-5.4% plus £3,000	-5.4% plus £5,000	19.5%	19.5% plus £3,000	19.5% plus £5,000
95	Berkshire Maestros	17.3%	0.8%	0.8% plus £15,000	0.8% plus £31,000	18.1%	18.1% plus £15,000	18.1% plus £31,000
30	Mary Hare Grammar School	16.4%	1.9%	1.9% plus £86,000	1.9% plus £177,000	18.3%	18.3% plus £86,000	18.3% plus £177,000
105	PACT	22.1%	-3.8%	-3.8% plus £14,000	-3.8% plus £29,000	18.3%	18.3% plus £14,000	18.3% plus £29,000
40	Reading Voluntary Action	22.1%	-0.3%	-0.3% plus £3,000	-0.3% plus £6,000	21.8%	21.8% plus £3,000	21.8% plus £6,000
35	School of St Helen & St Katharine	20.0%	0.9%	0.9% plus £11,000	0.9% plus £23,000	20.9%	20.9% plus £11,000	20.9% plus £23,000
121	SECBE	17.5%	-1.2%	-1.2% plus £5,000	-1.2% plus £10,000	16.3%	16.3% plus £5,000	16.3% plus £10,000
37	Slough Council For Voluntary Service	18.7%	1.6%	1.6% plus £3,000	1.6% plus £5,000	20.3%	20.3% plus £3,000	20.3% plus £5,000
<b>Admission Bodies - Individual</b>								
193	Adviza	15.5%	-0.3%	4.0%	8.2%	15.2%	19.5%	23.7%
184	Arvato	16.1%	-3.2%	-1.6%	-	12.9%	14.5%	16.1%
226	Berks Bucks & Oxon Wildlife Trust	18.6%	0.8%	0.8%	0.8%	19.4%	19.4%	19.4%
90	Berkshire Fire & Rescue Service	15.2%	-1.5% plus £158,000	£198,000	£239,000	13.7% plus £158,000	15.2% plus £198,000	15.2% plus £239,000
150	Busy Bee Cleaning Services Ltd	27.6%	-7.9%	-3.9%	-	19.7%	23.7%	27.6%
247	Busy Bee Cleaning Services Ltd (Wexham School)	24.9%	-8.5%	-4.3%	-	16.4%	20.6%	24.9%
140	Care UK	20.8%	-0.4%	-0.1%	0.1%	20.4%	20.7%	20.9%
59	CfBT Berks Careers Guidance	19.8%	£160,000	£216,000	£275,000	19.8% plus £160,000	19.8% plus £216,000	19.8% plus £275,000
242	Continental Landscapes Ltd	17.4%	-1.8%	1.2%	4.3%	15.6%	18.6%	21.7%
100	Corn Exchange Trust	25.8%	-6.4% plus £300	£2,000	£5,000	19.4% plus £300	25.8% plus £2,000	25.8% plus £5,000
241	Cranstoun	19.2%	-3.0%	-0.2%	2.5%	16.2%	19.0%	21.7%
261	Creative Support (Slough Extra Care)	21.0%	-7.1%	-7.1%	-7.1%	13.9%	13.9%	13.9%
211	Creative Support Limited	18.9%	-2.7%	2.1%	6.9%	16.2%	21.0%	25.8%
255	C-Salt (1Life Management Solutions)	17.4%	-6.1%	-2.7%	0.7%	11.3%	14.7%	18.1%
204	Elior UK plc	23.4%	-9.7%	-4.9%	-	13.7%	18.5%	23.4%
28	Elizabeth Fry Charity	10.1%	22,000	23,000	24,000	10.1% plus £22,000	10.1% plus £23,000	10.1% plus £24,000
282	Energy Kidz	10.9%	-	-	-	10.9%	10.9%	10.9%



Code	Employer name	Primary rate (%) pay)	Secondary rate (% pay plus monetary adjustment)		Total contributions (% pay plus monetary adjustment)		Specific notes	
			2017/18	2018/19	2019/20	2017/18	2018/19	2019/20
281	Get Active Sports	17.5%	-3.4%	-1.7%	-	14.1%	15.8%	17.5%
128	Greenwich Leisure Ltd	17.2%	-5.2% plus £8,000	£10,000	£23,000	12.0% plus £8,000	17.2% plus £10,000	17.2% plus £23,000
114	Holroyd Howe Ltd	29.0%	-4.2% plus £4,000	£7,000	£10,000	24.8% plus £4,000	29.0% plus £7,000	29.0% plus £10,000
237	Innovate Services Ltd (Bayliss Court)	20.7%	-2.9%	-1.4%	-	17.8%	19.3%	20.7%
107	Interserve (Facilities Services Slough) Ltd	19.3%	-4.3% plus £64,000	£84,000	£150,000	15.0% plus £64,000	19.3% plus £84,000	19.3% plus £150,000
188	KGB Cleaning Ltd	25.5%	-4.0%	-2.0%	-	21.5%	23.5%	25.5%
248	Legacy Leisure Limited	18.7%	-6.6%	-3.3%	-	12.1%	15.4%	18.7%
115	MITIE	18.2%	-5.2% plus £10,000	£12,000	£13,000	13.0% plus £10,000	18.2% plus £12,000	18.2% plus £13,000
178	Northgate Information Solutions	20.1%	4.6%	-0.2%	4.2%	15.5%	19.9%	24.3%
113	Northgate Ltd	18.5%	-5.4% plus £7,000	£9,000	£13,000	13.1% plus £7,000	18.5% plus £9,000	18.5% plus £13,000
267	Olive Dining Ltd	18.7%	-1.8%	-0.9%	-	16.9%	17.8%	18.7%
160	Optalis Limited	21.2%	-7.2%	-3.6%	-	14.0%	17.6%	21.2%
44	Reading Transport Ltd	21.5%	-1.3% plus £374,000	£487,000	£604,000	20.2% plus £374,000	21.5% plus £487,000	21.5% plus £604,000
260	Slough Children's Services Trust	14.2%	-2.2%	-0.5%	1.3%	12.0%	13.7%	15.5%
103	Slough Community Leisure	12.2%	3.4%	6.8%	10.1%	15.6%	19.0%	22.3%
110	Slough Enterprise Ltd	18.1%	-0.1%	2.3%	4.7%	18.0%	20.4%	22.8%
48	Sovereign Housing Association	24.7%	-2.8% plus £412,000	£438,000	£465,000	21.9% plus £412,000	24.7% plus £438,000	24.7% plus £465,000
252	The Windsor Club Day Nursery Ltd	19.5%	-5.2%	-1.8%	1.5%	14.3%	17.7%	21.0%
155	Vinci Park Services Ltd (Bracknell)	17.8%	-8.7%	-4.3%	-	9.1%	13.5%	17.8%
139	VolkerWessels Ltd	27.1%	-2.7%	-2.7%	-2.7%	24.4%	24.4%	24.4%
256	Ways Into Work	15.2%	-1.0%	0.7%	2.4%	14.2%	15.9%	17.6%
<b>Academies - Individual</b>								
126	John Madejski Academy	14.5%	-2.0%	-0.3%	1.4%	12.5%	14.2%	15.9%
135	Langley Academy	14.3%	-2.2%	-0.6%	0.9%	12.1%	13.7%	15.2%
<b>Academies - Pooled</b>								
	Academies Pooled	15.3%	2.3%	3.3%	4.3%	17.6%	18.6%	19.6%
171	Prospect School Reading	15.3%	2.3% plus £1,280	3.3% plus £1,330	4.3% plus £570	17.6% plus £1,280	18.6% plus £1,330	19.6% plus £570

Below is a table outlining all of the academies paying the pooled rate included in the table above.

Code	Employer name	Code	Employer name	Code	Employer name	Code	Employer name
181	All Saints Junior School Reading	191	Altwood School	206	Battle Primary Academy	163	Baylis Court School
246	Braywick Court School	245	Burchetts Green Infants School	199	Castleview School	200	Charters School
186	Cippenham Infants School	185	Cippenham Primary School	262	Civitas Academy (Free School)	210	Colnbrook School
179	Datchet St Mary's C of E Primary School	180	Denefield School	201	Desborough School	230	Ditton Park Academy
233	Evendons Primary School	208	Fir Tree Academy Trust	264	Forest Bridge School (Free School)	225	Foxborough School
198	Godolphin Infant School	197	Godolphin Junior School	275	Halley House School	182	Herschel Grammar School
229	Holyport College	215	James Elliman School	168	Kendrick School	148	Kennet Academy
236	Knowl Hill CE Academy	169	Langley Grammar School	167	Langley Hall Primary Academy	152	Lowbrook Academy Trust
170	Lynch Hill School Primary Academy	153	Maiden Erleigh School	280	Maiden Erleigh School Reading	187	Marish Primary School
224	Montem School	221	National Autistic Society (NAS) Academy Trust	269	Newlands Girls' School	189	Oakbank Free School
235	Parlaunt Park Academy	166	Ranelagh School	266	Ranikhet Primary School	173	Reading School
266	Ranikhet Primary School	164	Slough & Eton C of E School	174	St Bartholomew's School	263	St Francis School
270	St Margaret Clitherow School	213	St Mary's Catholic Primary School	243	St Peters Church of England Middle Primary	165	The Avenue Academy
232	The Heights Primary School	161	The Holt School	268	The Langley Academy Primary	217	The Palmer Academy
218	The Specialist Education Trust (Haybrook College)	240	The Specialist Education Trust (Littledown Primary School)	265	UTC Reading	219	Theale Green School
234	Upton Court Grammar School	231	Westgate School	239	Wheatfield School	276	Watling Park School
183	Willow Primary School	228	Windmill School	253	Windsor Boys School Academy	254	Windsor Girls School Academy
				196	White Waltham School	273	Whitehall Park Primary School
				259	Waingels Academy	238	Western House Academy
				196	Wheatfield School	223	Whitelands Park School
				253	Windsor Boys School Academy	254	Windsor Girls School Academy
				243	St Mary's Catholic Primary School	214	The Forest School
				268	The Holt School	158	The Piggott C of E Academy
				265	The Specialist Education Trust (Littledown Primary School)	194	Trinity School
				259	UTC Reading	238	Western House Academy
				239	Westgate School	223	Whitelands Park School
				253	Windmill School	254	Windsor Girls School Academy
				243	St Mary's Catholic Primary School	214	The Forest School
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				259	UTC Reading	238	Western House Academy
				239	Westgate School	223	Whitelands Park School
				253	Windmill School	254	Windsor Girls School Academy
				243	St Mary's Catholic Primary School	214	The Forest School
				268	The Holt School	158	The Piggott C of E Academy
				265	The Specialist Education Trust (Littledown Primary School)	194	Trinity School
				259	UTC Reading	238	Western House Academy
				239	Westgate School	223	Whitelands Park School
				253	Windmill School	254	Windsor Girls School Academy
				243	St Mary's Catholic Primary School	214	The Forest School
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				239	Westgate School	223	Whitelands Park School
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				268	The Holt School	158	The Piggott C of E Academy
				265	The Specialist Education Trust (Littledown Primary School)	194	Trinity School



## Notes

The notes below detail what the specific notes refer to in the table above:

- A We understand that employers with this note have agreed with the administering authority that they will prepay an element of their certified contributions by making a single lump payment in April 2017. This lump sum payment will receive an actuarially equivalent discount and the employer has been notified of the required amount separately. If they do not make the lump sum payment by 30 April 2017, the above contributions in the table will apply as normal.
- B We understand that employers with this note have agreed with the administering authority that they will prepay an element of their certified contributions by making lump sum payments at the start of each year (i.e. in April 2017, April 2018 and April 2019). This lump sum payment will receive an actuarially equivalent discount and the employer has been notified of the required amount separately. If they do not make the lump sum payments by 30 April in the period they are due, the above contributions in the table will apply as normal.

## Post valuation employers

A number of employers joined the Fund on or after 1 April 2016 and their rates were certified at their date of joining and have been reviewed as part of the 2016 valuation process. The table summarises the start dates and contributions required from these employers where known.

Employer Code	Employer name	Transfer date	2017/18	2018/19	2019/20
279	Wraybury Parish Council	01/09/2016	22.1%	22.8%	23.5%
283	Rapid Clean	01/04/2016	24.3%	24.3%	24.3%
284	Brakenhale School	01/04/2016	17.6%	18.6%	19.6%
285	Dedworth Middle School	01/05/2016	17.6%	18.6%	19.6%
286	Dedworth Green First School	01/05/2016	17.6%	18.6%	19.6%
287	St John's CE Primary School	01/06/2016	17.6%	18.6%	19.6%
288	Compton Parish Council	01/05/2016	19.1%	20.8%	22.5%
289	Holyport CE Primary	01/06/2016	17.6%	18.6%	19.6%
290	Rapid Clean	25/04/2016	24.0%	24.0%	24.0%
291	New Town School	01/06/2016	17.6%	18.6%	19.6%
292	Get Active	01/09/2016	12.0%	12.0%	12.0%
293	Innovate Cleaning Services Ltd	01/09/2016	18.7%	18.7%	18.7%
294	Floreat Montague Park Primary School	01/09/2016	17.6%	18.6%	19.6%
296	Bohunt School	01/06/2016	17.6%	18.6%	19.6%
297	John O'Gaunt School	01/10/2016	17.6%	18.6%	19.6%
298	Beechwood School	01/09/2016	17.6%	18.6%	19.6%
299	Trevelyan Middle School	01/11/2016	17.6%	18.6%	19.6%
300	Lambourn Parish Council	01/01/2017	19.1%	20.8%	22.5%
308	St Anthony's Primary School and Nursery	01/12/2016	17.6%	18.6%	19.6%
309	St Ethelbert's Catholic High School	01/12/2016	17.6%	18.6%	19.6%
310	St Joseph's High School	01/12/2016	17.6%	18.6%	19.6%
311	Northern House Academy Wokingham	01/01/2017	17.6%	18.6%	19.6%
312	Speenhamland Primary School	01/02/2017	17.6%	18.6%	19.6%

## Investment Strategy Statement

The Royal Borough of Windsor & Maidenhead ("RBWM") acting as the administering authority for The Royal County of Berkshire Pension Fund, a constituent member of The Local Government Pension Scheme in England & Wales, is required by Section 7 of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 to publish an Investment Strategy Statement.

This is the first such statement published by the Royal Borough and in accordance with the Regulations it will be reviewed regularly and at no more than 3 year intervals.

The Regulations require the administering authority to outline how it meets each of 6 objectives:

### **1. A requirement to invest fund money in a wide range of instruments.**

RBWM's policy is that the pension fund should have a highly diversified investment portfolio spread across different asset classes and different asset managers using differing approaches as appropriate. This ensures that the fund money is invested in a wide range of instruments.

RBWM's Pension Fund Panel has established an Investment Working Group which meets at least quarterly to review the pension fund's performance, asset allocation and ability to meet its target return. In addition the Investment Working Group reviews potential new investment ideas and products and opines whether such ideas are consistent with the investment strategy of the fund and a suitable investment.

The Investment Working Group receives advice from suitably qualified Officers and Independent Strategy Advisers. It also makes use of information derived from investment managers. It will commission specialist work from an external adviser when it believes that neither Officers nor the Independent Strategy Advisers have sufficient experience or expertise in a particular field.

To achieve sufficient diversification the fund divides assets across 4 broad categories: equities, bonds, real assets and absolute return strategies. The size of each bucket will vary depending on investment conditions but each bucket will itself be diversified.

Any investment strategy will have associated risks, including primarily that of not meeting the returns required to ensure the long-term ability of the fund to pay benefits as they fall due. To mitigate these risks the Investment Working Group regularly reviews both the performance and the expected returns from the portfolio to measure whether it has met and is likely to continue to meet its return objective.

In addition the Investment Working Group notes that there will be an increasing gap between contributions received and benefits – i.e. that the fund is cash-flow negative. The Pension Fund Panel does not wish the fund to sell assets to pay benefits. Consequently, it has resolved that a secondary objective of the investment strategy of the fund should be to ensure that there is sufficient investment income generated from the fund's investments to meet any cash-flow shortfall. This has been formalised as a medium term objective to generate a 2% income return across the investment portfolio (i.e. investment income should be at least equivalent to 2% of the fund's assets).

## **2. The authority's assessment of the suitability of particular investments and types of investments.**

In assessing the suitability of investments RBWM takes into account a number of factors including prospective return, risks, concentration or diversification of risk as well as geographic and currency exposures.

Performance benchmarks are set for the fund as a whole (target return UK CPI+4.5%) as well as for individual allocations. The fund's target return is greater than the actuarial discount rate used to value liabilities and has been set at a level sufficient to assist in meeting the funding gap whilst not taking excessive investment risk. Furthermore the Pension Fund Panel has agreed that the fund should aim to achieve its target return with a low level of volatility in those returns. Whilst the fund as a whole has an absolute return target, RBWM recognises that for measuring the performance of individual asset classes and managers performance relative benchmarks may be more appropriate.

In ensuring the suitability of investments RBWM pays regard to both the potential returns and risk (including possible interactions with other investments in the portfolio). RBWM will also consider the reputational risk of being connected with or investing in any investment proposal. RBWM expects its managers where possible to take into account Environmental, Social and Governance issues when making an investment. When making a direct investment the Investment Working Group will pay attention to these issues prior to authorising or recommending an investment.

RBWM measures the returns and the volatility of those returns on a quarterly basis and publishes the results relative to a global group of investment funds with a similar diversified approach to investment on the pension fund web-site.

### **3. The authority's approach to risk, including the ways in which risks are to be measured and managed**

There are a variety of risks to be addressed when managing a pension fund with investment risk being just one of them. In accordance with the principles of Pensions Regulator guidance, in 2016 RBWM commissioned Lincoln Pensions to undertake an Integrated Risk Management ("IRM") study of the Fund. This study looked at the interaction of employer covenant risk – the ability of the employers to meet future contributions, support the investment risk (volatility of returns) and underwrite funding risk (volatility of actuarial deficit). The study concluded that:

- The future contributions estimated by the Fund's Actuary (on the GAD's funding test, i.e. aimed at removing an actuarial deficit over 20 years) are likely to be affordable across the Fund's employers over the next 10 years.
- Some of the Fund's larger employers, notably unitary authorities, do face a number of challenges in the near term which could constrain affordability of future contributions, particularly given their statutory duties to provide adequate services.

In reaching these conclusions, the Fund's assets, liabilities, and its participating employers have been subjected to a number of adverse stress scenarios to assess resilience, which serve to test and constrain affordability. Where employers find themselves under stress, they would be required to identify and utilise financial levers in order to maintain contributions at the level required. Such levers could include support from central Government or other employers, increases in council tax rates, increasing borrowings (subject to restrictions) and pledging assets to the Fund.

As part of the IRM study, Lincoln will now recommend a number of key performance indicators which can be included as part of the normal monitoring framework which will help the RBWM to identify on a timely basis any material risks which may be crystallising. In addition, the RBWM may wish to develop more detailed risk responses and contingency plans as part of their ongoing IRM framework. RBWM will also be seeking to work alongside council representatives as they continue to explore the possibility of formalising the reliance that can be placed on central Government support.

Looking specifically at investment risk RBWM is of the view that the diversification of the pension fund investment portfolio is so broad that investment risk (volatility of returns) is low and will continue to be low. Ex ante volatility

estimates require forecasts by asset class of volatility and correlation and whilst historic data can be used to estimate volatility for listed assets, it is much more difficult for unlisted (e.g. private equity, infrastructure, real estate) assets. Furthermore RBWM note that correlations continually change and in times of financial stress all risk assets trend to a correlation with each other of 1. This “tail risk” means that most risk models either understate risk in times of stress or conservatively over-estimate volatility in normal markets.

The fund targets a long-term return of UK CPI+4.5%; this is sufficient for it to meet its long-term liabilities. In setting the investment strategy, the Pension Fund Panel decided that this return should be achieved with a low degree of volatility – currently the fund targets volatility below 10% per annum over the medium term.

As a patient long-term investor the fund is prepared to ride-out short term volatility in investment markets and may, if suitable opportunities arise, adapt its investment strategy accordingly. At each review of the Investment Strategy Statement the assumptions on risk and return and their impact on asset allocation will be reviewed.

#### **4. The authority’s approach to pooling investments, including the use of collective investment vehicles.**

RBWM has broad experience of investing in pooled vehicles be they collective investment vehicles or other “collectives” such as multi-partner Limited Partnerships.

When deciding whether to invest in a collective scheme or to seek a segregated account RBWM, will pay close attention to:

- The relative costs between a collective investment scheme and a segregated account with a focus on the Total Cost of Ownership
- The suitability and ability of a collective investment scheme to meet the mandate requirements of RBWM.

RBWM recognises the government’s requirement for LGPS funds to pool their investments and is committed to pursuing a pooling solution that ensures that maximum cost effectiveness for the pension fund. In this respect RBWM exchanged a Letter of Intent with the Local Pensions Partnership (“LPP”). RBWM is reviewing the quantum of assets to be pooled with LPP. It has judged that initially liquid assets will achieve the most instant benefits from pooling. The only liquid assets that Berkshire holds are listed equities in Developed, Emerging and Frontier markets currently (September 2016) these represent 34% of the fund’s assets. RBWM believes that it would be uneconomic to pool existing investments in private funds (private debt, private equity and Infrastructure) or real estate funds largely due to the costs of transfer and the inequality created by sharing future returns. When future investments in these types of funds are considered

RBWM will take into account suitable investment opportunities made available by its pooling partners.

When it has become clear that the RBWM has become an investment client of LPP or a shareholder in LPP this document will be updated to provide detail on the structure and governance arrangements of LPP. At that time the RBWM will be able to provide clarity what (if any) services that it will share or jointly procure.

The table below sets out (as at September 2016) the assets that will not initially be invested through a pool:

<b>Asset Class</b>	<b>% of Fund</b>
Private Debt	9.3%
Private Equity	10.1%
Absolute Return Funds	14.7%*
Infrastructure	4.8%
Pooled Real Estate Funds	11.6%
Local Assets**	0.3%

\* In November 2016 RBWM resolved to reduce this allocation to less than 5% of the fund by 31 December 2017

\*\* Investment in Glassford LLP a private rented accommodation unit in Wokingham

**5. The authority’s policy on how social, environmental or corporate governance considerations are taken into account in the selection, non-selection, retention and realisation of investments.**

RBWM accepts that stakeholders will have differing views on how social, environmental and corporate governance considerations should be taken into account and believes that no “onesize fits all” policy can possibly be implemented across such a diverse portfolio such as that of the pension fund. Nevertheless RBWM seeks to protect its reputation as an institutional investor and ensures that its investment managers take into account these issues when selecting investments for purchase, retention or sale. RBWM will not place social, environmental or corporate governance restrictions on its managers but relies on them to adhere to best practices in the jurisdictions in which they are based, operate and invest.

**6. The authority’s policy on the exercising of the rights (including voting rights) attaching to investments.**

RBWM expects its managers to exercise all rights attaching to investments including voting in accordance with recognised responsible investment guidelines. Where an asset is owned directly by RBWM on behalf of the pension fund it will exercise all rights and vote shares in a responsible manner. Managers’ approaches to incorporating these factors into their investment philosophy and

process are but one of the many factors RBWM takes into account when selecting managers.

RBWM expects its managers to comply with the principles of the UK Stewardship Code and does so itself where holdings are owned directly by the Fund.

**RBWM confirms that the Berkshire Pension Fund has no investments in entities that are connected with the authority but if in future it does these will be limited to no more than 5% of the Fund's assets.**

The table overleaf sets out the asset class limits as agreed by the Berkshire Pension Fund Panel on 11 April 2016 and amended on 7 November 2016.

Approved by the Berkshire Pension Fund Panel

15 May 2017

Next review date:

April 2018



### Annex 1 – Agreed Asset Class Limits

<b>Asset Class</b>	<b>Proposed Max % (11 April 2016)</b>	<b>Amended limit (7 November 2016)</b>	<b>Single Investment Limit % (of fund)</b>
<b>Bonds</b>	<b>35</b>		<b>n/a</b>
“Conventional” Gilts	25		25% in any single issue
“Index-Linked” Gilts	25		25% in any single issue
Investment Grade Bonds	25		2% in any single issue
Non-investment grade bonds (“High Yield”)	10		0.5% in any single issue or 5% in any single fund
Private Fixed Interest	20		5% in any single fund
Convertible Bonds	10		5% in any single fund
<b>Equities</b>	<b>60</b>		<b>n/a</b>
Developed World Listed Equities	40		5% in any single company
Emerging & Frontier Market Equities	25		5% in any single fund
Private Equity	15		5% in any single fund 0.5% in any single co-investment
<b>Absolute Return (“Hedge Funds”)</b>	<b>20</b>	<b>5*</b>	<b>2.5% in any single fund</b>
<b>Infrastructure</b>	<b>15</b>		<b>n/a</b>
Global Infrastructure Funds	10		2.5% in any single fund
UK Infrastructure	5		5% in any single fund
<b>Commodities</b>	<b>5</b>		<b>n/a</b>
Commodity funds	3		3% in any single fund
Single Commodity Exchange Traded Funds	2		2% in any single commodity
<b>Property</b>	<b>20</b>		<b>n/a</b>
UK Funds	5		5% in any single fund of funds
Global Funds	10		10% in any single fund of funds
Private Rented Residential	5		3% in any single development
<b>Cash</b>	<b>15</b>		<b>2% in any single “money fund”</b>

\* Redemptions are currently underway to bring the current investments to within this limit. This is expected to be achieved by 31 December 2017.



**SERVICE LEVEL AGREEMENT BETWEEN THE  
ROYAL BOROUGH OF WINDSOR & MAIDENHEAD  
AS ADMINISTERING AUTHORITY AND THE  
THE PENSION ADMINISTRATION TEAM**



## INTRODUCTION

The Royal Borough of Windsor & Maidenhead (RBWM) is the administering authority for the Royal County of Berkshire Pension Fund. As such, RBWM has certain statutory responsibilities for the administration of the Local Government Pension Scheme (LGPS) in Berkshire. This includes the six Unitary Authorities (of which RBWM is one) and around 200 other associated employers who make up the membership of the Pension Fund.

The administering authority has ultimate responsibility for interpreting and implementing statutory LGPS regulations, which includes taking decisions about fund investments, for receiving monies due to and paying monies owing from the Fund and for making sure that it has robust systems and processes in place to ensure that the scheme is administered in line with scheme regulations and within prescribed levels of performance.



This document has been prepared as a service level agreement between the administering authority and the pension administration team and sets out service standards or 'promises' of the level of service that the team will provide to ensure that the administering authority achieves its statutory responsibilities.

### 1.0 ADMINISTRATION OF THE LGPS

The pension administration team will:

1.1 Maintain a member database of all current, deferred and retired members (including their dependants) of the scheme along with historical data relating to former scheme members who have a right to claim a refund of contributions but have not elected to do so (frozen refunds), former members who no longer have a liability within the Fund (benefits transferred out of the scheme) and employees who have opted out of the Scheme for whom an opting out form must be retained.

1.2 Provide an efficient, effective and courteous administration service.



1.3 Calculate member benefits in accordance with Scheme regulations.

1.4 Provide a pension payroll service to all retired Scheme members and their dependants.

1.5 Ensure that pension payments are made on the correct date and that all lump sum payments are made as soon as possible following the retirement of the Scheme member.

- 1.6 Provide current and deferred members with an annual benefit statement.
- 1.7 Ensure that all new Scheme members receive an access key to 'my pension ONLINE' with details of how to access a formal notification of membership and other relevant Scheme information.
- 1.8 Notify all retired scheme members of the annual increase to their pension.
- 1.9 Provide a payslip to retired members of the Scheme in April every year and any subsequent month where there is 50 pence variance in net pay.
- 1.10 Provide a P60 to every retired Scheme member within HMRC deadlines.
- 1.11 Perform other administrative tasks in line with the service standards laid down in a service level agreement with Scheme employers.



## 2.0 SCHEME COMMUNICATIONS

The pension administration team will:

### The Royal County of Berkshire Pension Fund

The pages of this website contain information about the Local Government Pension Scheme and how it is administered in Berkshire. It sets out details about your membership of the scheme and the benefits of contributing to a highly regarded, final salary occupational pension scheme.



- 2.1 Maintain and update a website for all members of the LGPS and provide a dedicated area for Scheme employers to assist them in administering the scheme on behalf of their employees.
- 2.2 Inform all scheme members of significant changes to the LGPS by way of a bi-annual newsletter.
- 2.3 Produce, publish and maintain a suite of scheme guides and fact-sheets to assist scheme members in understanding their pension rights and options.

- 2.4 Offer pension surgeries, presentations and open days to be held across the County of Berkshire.
- 2.5 Respond to letters and emails within 10 working days.

## 3.0 COMPLAINTS PROCEDURE

- 3.1 The pension administration team has a commitment to put things right if they go wrong and will investigate any complaint received within 10 working days.

3.2 If the team are unable to resolve a complaint the member has a right to appeal under the Internal Disputes Resolution Procedure (IDRP) which is a 3-stage appeal process set out in the regulations.

#### **4.0 GENERAL**

The pension administration team will:

- 4.1 Deal with member enquiries in a professional, polite and friendly way and offer guidance to scheme members as appropriate without giving financial advice.
- 4.2 Make available confidential interview facilities as required.
- 4.3 Maintain and report on performance statistics.
- 4.4 Provide information for completion of a stewardship report to be presented to members of the Pension Fund Panel, Pension Fund Advisory Panel and Pension Board each time they meet.
- 4.5 Provide information for the annual report and accounts of the Pension Fund.

## Appendix 6 - Contributions Received 2017/18

<b>Employer</b>	<b>Employee £'000</b>	<b>Employer £'000</b>
Activate Learning Education Trust	14	38
Age Concern Berkshire	2	5
Altwood School (Academy Status)	32	94
Arvato	214	408
Ashley Hill Schools Trust	21	66
Association of SE Colleges	3	9
Barkham Parish Council	0	2
Baylis Court Trust	76	243
Bellevue Place Education Trust	90	214
Berks, Bucks & Oxfordshire Wildlife Trust	8	25
Berkshire College Of Agriculture	185	646
Berkshire County Blind Society	0	13
Berkshire Fire & Rescue Service	329	889
Berkshire Maestros	30	88
Binfield Parish Council	4	12
Bohunt Education Trust	13	37
Bohunt Wokingham	1	3
Bonitas Multi Academy Trust Limited	58	139
Bouygues E&S UK Ltd	1	6
Bracknell & Wokingham College	145	616
Bracknell Forest BC	3,273	9,228
Bracknell Forest Homes	146	547
Bracknell Town Council	37	107
Bray Parish Council	3	9
Burchetts Green Infant School	-0	-1
Burghfield Parish Council	4	10
Busy Bee Cleaning Services 2	1	2
Busy Bee Cleaning Services Ltd	1	2
Care UK	6	21
Castleview School (Academy Status)	49	149
Cfbt Berks Careers Guidance	0	28
CfBT Schools Trust	89	184
Charters School (Academy Status)	75	211
Charvil Parish Council	1	5
Chieveley Parish Council	0	2
Churchend Academy	35	101
Compton Parish Council	0	1
Connexions Thames Valley	123	303
Continental Landscapes Ltd	16	40
Cookham Parish Council	2	7
Corn Exchange Trust	2	7
Cox Green Parish Council	4	13
Cox Green School (Academy Status)	51	140
Cranstoun	4	10
Creative Support Extra Care	25	53
Creative Support Ltd (Altair 00211)	11	27

Crowthorne Parish Council	4	13
Denefield School (Academy Status)	52	146
Dimensions UK Ltd	3	12
Earley Town Council	25	88
East Berkshire College Ext 3302	256	799
Elior UK plc	2	4
Elizabeth Fry Hostel	11	36
Enterprise plc	20	54
Eton Town Council	1	4
Evendons Primary School	12	39
Excalibur Academies Trust	17	52
Finchampstead Parish Council	2	8
Floreat Education Academies Trust	8	22
Forest Bridge School	35	104
Frassati Catholic Academy Trust	71	217
Furze Platt Senior School (Academy Status)	72	212
Glyn Learning Foundation	14	46
Greenham Parish Council	7	3
Greenshaw Learning Trust	71	241
Greenwich Leisure Ltd ext 4076	9	27
Haybrook College Trust	73	208
Hayward Services Ltd (Cox G)	1	4
Hayward Services Ltd (Wex)	1	4
Highdown School	56	158
Holroyd Howe Ltd	1	8
Holt School (Academy Status)	45	135
Holy Family School	30	116
Holybrook Parish Council	2	7
Holyport CE Primary School	-1	-4
Holyport College	36	101
Housing Solutions Ltd	174	428
Hungerford Town Council	3	11
Hurley Parish Council	1	2
Innovate Services (Emmbrook)	1	2
Innovate Services (Prospect)	6	19
Innovate Services Ltd	2	6
Interserve (Facilities Services Slough) Ltd	38	155
John Madejski Academy	52	115
Kendrick School (Academy Status)	30	86
Kennet School Academies Trust	94	268
Keys Multi-Academy Trust	34	101
KGB Cleaning Ltd	0	2
Lambourn Parish Council	2	6
Langley Academy	78	155
Langley Academy Trust	57	175
Langley Grammar School (Academy Status)	57	130
Langley Hall Primary Academy	40	101
Learning Alliance Trust	58	178
Legacy Leisure Limited	25	51
Library Services (Slough) Ltd	0	32

Lowbrook Academy Trust	13	39
Maiden Erlegh Schools Trust	95	476
Marish Academy Trust	99	292
Mary Hare Grammar School	244	945
MITIE	1	13
Mott MacDonald	0	163
NET Academies Trust	35	83
Newbury Academy Trust	79	240
Newbury College	108	398
Newbury Town Council	21	59
Newlands Girls School	46	134
Northern House School Wokingham	28	80
Northgate UK Ltd (Altair Code 00113)	3	7
Northgate UK Ltd (Altair Code 00178)	13	30
NSL Ltd	10	35
Olive Dining Ltd	5	8
Optalis Limited	72	156
Optalis Limited (RBWM)	349	1,142
Osborne Property Services Limited	19	65
Oxford Diocesan Schools Trust	69	203
Pact	17	41
Park Federation Academy Trust	232	503
Park House School Newbury	36	105
Priory School	80	295
Project Centre Ltd	13	34
Project Centre Ltd 2	10	22
Prospect School Reading (Academy Status)	72	200
Purley on Thames Parish Council	2	8
Ranelagh School	9	18
Rapid Commercial Cleaning Services Ltd	1	3
Rapid Commercial Cleaning Services Ltd 2	1	3
RBWM	1,970	7,551
RBWM Property Company Ltd	8	9
Reach2 Thames Valley Academy Trust	44	151
Reading Borough Council	4,517	15,274
Reading Girls School	11	40
Reading School (Academy Status)	43	119
Reading Transport Ltd	48	508
Reading Voluntary Action	3	8
Royal County of Berkshire Schools Trust	44	134
Ryvers School (Academy Status)	31	100
S.E.Centre for the Built Environment Ltd	11	19
Sandhurst Parish Council	3	8
SASH Education Trust	46	129
Schelwood Academy Trust	73	208
School of St Helen & St Katharine	21	65
Shinfield Parish Council	6	16
Slough Borough Council	2,397	7,829
Slough Children's Services Trust	590	1,004
Slough Community & Leisure Ltd	38	73



Slough Council For Voluntary Service	7	17
South Hill Park Trust	12	32
Sovereign Housing Association	18	462
Specialist Education Trust	33	94
St Anthony's School	0	3
St Bartholomew's School (Academy Status)	60	175
St Ethelbert's School	0	2
St Joseph's School	0	2
St Luke's School	-1	-4
St Peter Catholic Academies Trust	99	294
St Peters CE School	-1	13
Sunningdale Parish Council	4	13
Sunninghill & Ascot Parish Council	2	7
Swallowfield Parish Council	3	10
Thatcham Town Council	12	37
The Avenue Academy	101	306
The Beehive (Wokingham) Limited	0	1
The Blessed Hugh Farringdon School	36	129
The Cippenham Schools' Trust	69	203
The Circle Trust	13	34
The Corvus Learning Trust	15	45
The Downs School	79	228
The Education Fellowship	32	95
The Forest School Academy Trust	37	110
The Heights Free School	10	31
The National Autistic Society Academy Trust	48	147
The Piggott C of E Academy	49	173
The Slough and East Berkshire MAT	83	242
The Windsor Day Club Nursery	1	3
The Wren Free School	14	40
Theale Green School (Academy Status)	54	146
Theale Parish Council	2	6
Tilehurst Parish Council	7	20
Twyford Parish Council	1	4
University of West London	54	177
Upton Court Education Trust	109	325
Volkerhighways Ltd	24	87
Waingels College	55	150
Warfield Parish Council	2	8
Ways Into Work CIC	10	23
West Berkshire DC	3,575	10,285
Westgate School (Academy Status)	65	188
Wexham Court Parish Council	1	3
White Waltham Parish Council	4	15
Whitelocke Infant	23	75
Windsor Housing	2	9
Windsor Learning Partnership	114	329
Winkfield Parish Council	14	37
Winnersh Parish Council	3	11
Wokingham Borough Council	3,046	8,204

Wokingham Town Council	50	61
Wokingham Without Parish Council	6	19
Woodley Town Council	34	118
Wraysbury Parish Council	1	2

## Appendix 7 - AVC Arrangements

There are a number of investment choices available to members of the Royal County of Berkshire Pension Fund who elect to pay Additional Voluntary Contributions (AVCs). Members can choose to switch AVC Funds at any time subject to the terms and conditions of each vehicle. At retirement, the accumulated value of a member's AVC Fund can be used to provide a tax-free lump sum payment (subject to HMRC limits), to purchase an annuity on the open market or, in certain circumstances, buy additional membership of the Local Government Pension Scheme. The following table sets out the available Funds and the level of investment risk attached to each of those Funds:

<b>Provider</b>	<b>Fund Type</b>	<b>Level of Risk</b>
Prudential Assurance Company	Deposit	Minimal
	Cash	Minimal
	Fixed Interest	Lower
	Index Linked Gilts	Lower
	Retirement Protection	Lower
	With Profits	Lower to Medium
	Discretionary	Medium
	Property	Medium
	International Equity	Medium to Higher
	Global Equity	Medium to Higher
	Equity	Higher
	UK Equity Passive	Higher
Socially Responsible	Higher	

Many members choose to invest in the With Profits Fund that is designed to provide smoothed medium to long-term growth by investing in a range of assets including equities and property. The investment returns are distributed by way of reversionary and terminal bonuses.

### **Lifestyling**

Lifestyling is a convenient way for members of AVC schemes to stay invested in assets with the potential for long-term growth throughout their working lives whilst gaining an element of protection through automatic switching into funds with lower risk as retirement approaches.



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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