

Cambridgeshire Pension Fund Board

Annual Report 2018-19

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Chairman's Foreword

It is my pleasure, as Chairman of the Cambridgeshire Pension Fund Board, to introduce the fourth Cambridgeshire Pension Fund Board Annual Report, for 2018-19. The Board was established in accordance with the Public Service Pensions Act 2013. Our task is to assist Cambridgeshire County Council by making sure it is administering the Local Government Pension Scheme effectively and efficiently, and is compliant with the law.

I was delighted to be appointed Chairman by the Board for a second year. As Chairman, I am keen for the Board to continue to work hard to protect both the interests of the Pension Fund and its members. One example of this is the dementia training undertaken by Pension Fund staff to effectively and appropriately engage with members with this condition. We suggested that the Communications Strategy should include advice to Scheme members to ensure they have appropriate arrangements in place with regards to their pension so that the next of kin or representative can make the necessary arrangements at the appropriate time.

Again in considering the interests of the Pension Fund and especially its members, we were concerned to hear of cold-calls from fraudsters claiming to be from the Pensions Regulator, and as such requested that warning information be made more prominent on the Pension Fund website.

Aon, the Fund's governance consultants undertook a review of whether the Local Pension Board was fulfilling its role to support the Administering Authority in meeting its regulatory requirements. Sixteen key areas were reviewed under the categories of governance structure, knowledge and skills and behaviour. I am pleased to report that there were no negatives arising from this review, with the report concluding that we undertook our roles and responsibilities in an effective manner with all of us engaged and overall showing good participation.

I am confident that the dedication and commitment of the Board members will continue into 2019-20 in order to assist Cambridgeshire County Council in maintaining the high standards of the administration of the Fund. This commitment is demonstrated by the exceptionally high attendance at meetings this last year, and the Board's endorsement of the re-appointment of the three Scheme Member representatives, who with their significant experience will ensure the views of members continue to be well represented.

I welcome comments and feedback on the Local Government Pension Scheme from both employers and members, and encourage them to raise any issues of concern directly with me.

Councillor Simon King
Chairman of Cambridgeshire Local Pension Board

Background

The Public Services Pensions Act 2013 requires all Public Service Pension Schemes to establish a Local Pension Board to assist the Administering Authority (Cambridgeshire County Council) to:

- secure compliance with the Local Government Pension Scheme (LGPS) regulations and other legislation relating to the governance and administration of the LGPS and also the requirements imposed by the Pensions Regulator in relation to the LGPS; and
- ensure the effective and efficient governance and administration of the LGPS.

The Cambridgeshire Local Pension Board is in addition to the existing Cambridgeshire Pension Fund Committee. It is a non-decision making body and is designed to act as a critical friend to the existing Committee and Investment Sub-Committee.

The Local Government Pension Scheme (Amendment) (Governance) Regulations 2015 relating to the creation and ongoing operation of the local pension boards were laid before Parliament on 28th January 2015 and came into force on 20th February 2015.

The Cambridgeshire Local Pension Board was established by Cambridgeshire County Council (the administering authority) at its full Council meeting on 24th March 2015. The first meeting of the Board was held on 16th July 2015.

Role and Remit

The role and remit of the Cambridgeshire Local Pension Board is to assist Cambridgeshire County Council (the administering authority) by making sure it is administering the Local Government Pension Scheme effectively and efficiently and, in doing so, is complying with relevant laws and regulations. The Board does this by reviewing the policies and practices that Cambridgeshire County Council has adopted and checking them against the applicable regulations, as well as comparing them to examples of best practice elsewhere.

Governance Compliance Statement

Each Administering Authority must have in place a Governance Compliance Statement that sets out whether it delegates its functions, or part of its functions, under the Regulations to a committee, a sub-committee or an officer of the authority. Where the Administering Authority does delegate its functions, the statement must include:

- the terms, structure and operational procedures of the delegation;
- the frequency of any committee or sub-committee meetings;
- whether such a committee or sub-committee includes representatives of scheme employers or members, and if so, whether those representatives have voting rights;
- the extent to which a delegation, or the absences of a delegation, complies with guidance given by the Secretary of State and, to the extent that it does not so comply, the reasons for not complying; and
- details of the terms, structure and operational procedures relating to the Local Pension Board.

Constitution and Membership

Cambridgeshire County Council approved the terms of reference for the Cambridgeshire Local Pension Board on the basis that the Board is a stand-alone authority. With the assistance of the Local Pension Board, it has also approved standing orders for the Board. A copy of both documents is available at the following link

<https://cmis.cambridgeshire.gov.uk/ccclive/Documents/PublicDocuments.aspx>
(see Part 3B - Responsibility for Functions, Committees of Council, Pension Fund Committee)

A Local Pension Board must include an equal number of employer and member representatives with a minimum requirement of no fewer than four in total. At its meeting on 24th March 2015, Cambridgeshire County Council agreed to establish a Local Pension Board with three employer representatives and three scheme member representatives. The term of appointment for all members is four years or until qualification for membership ceases.




The method of appointment is two employer representatives to be appointed by Cambridgeshire County Council Full Council and all other members to be appointed via an open and transparent selection process. An application pack containing the terms of reference and an outline of the knowledge and understanding and capacity requirements is available and advertised to employers and members within the Fund in a way that is compliant with the requirements set out in the Local Government Pension Scheme (LGPS) – Guidance on the Creation and Operation of Local Pension Boards in England and Wales whenever a new member is recruited. Following receipt of applications from potential representatives, a short listing and interview process involving the Council's Monitoring Officer or her representative determines that the representative has the required attributes to carry out the role effectively. At the request of the Board, the Monitoring Officer has agreed that the Chairman/woman and Vice-Chairman/woman of the Board can be involved in the interview process.

The membership of the Board is as set out overleaf:

Employer Representatives

| | | |
|--|--|---|
|  |  |  |
| Councillor Simon King Employer Representative | Councillor Elisa Meschini Employer Representative | Councillor Denis Payne Employer Representative |
| Cambridgeshire County Council Conservative Group | Cambridgeshire County Council Labour Group | Histon and Impington Parish Councillor |
| Simon.King@cambridgeshire.gov.uk | elisa.meschini@cambridgeshire.gov.uk | cllr.denis.payne@gmail.com |
| Appointed: 23 May 2017 | Appointed: 15 May 2018 | Appointed: 3 February 2017 |

Scheme Member Representatives

| | | |
|---|--|---|
|  |  |  |
| David Brooks Scheme Member Representative | Barry O'Sullivan Scheme Member Representative | John Stokes Scheme Member Representative |
| Former Vice- Principal – Business of The Thomas Deacon Academy | Cambridgeshire County Council Customer Service Advisor | Former Senior Architectural Technologist |
| David.jf.brooks@talk21.com | Barry.O'Sullivan@cambridgeshire.gov.uk | johnstokes@btinternet.com |
| Appointed: 21 October 2015 | Appointed: 16 July 2015 | Appointed: 16 July 2015 |

The Chairman/woman and Vice-Chairman/woman of the Board are elected by the Board on annual basis.

The current Chairman is Councillor Simon King and the Vice-Chairman is David Brooks.

The Board has met four times during the period of this Annual Report.

The attendance record for members of the Board is detailed below:

| Employer Representatives | | | | Scheme Member Representatives | | |
|---------------------------------|------------------------|----------------------------|-------------------------|--------------------------------------|-------------------------|--------------------|
| Date | Cllr Simon King | Cllr Elisa Meschini | Cllr Denis Payne | David Brooks | Barry O'Sullivan | John Stokes |
| | | | | | | |
| 6 July 2018 | Attended | Attended | Attended | Attended | Attended | Attended |
| | | | | | | |
| 19 October 2018 | Attended | Attended | Attended | Attended | Attended | Attended |
| | | | | | | |
| 15 February 2019 | Attended | Attended | Attended | Attended | Attended | Attended |
| | | | | | | |
| 3 May 2019 | Attended | Attended | Attended | Attended | Apologies | Attended |
| | | | | | | |

Code of Conduct and Conflicts Policy

Cambridgeshire County Council (the Administering Authority) is required to prepare and approve a code of conduct for the Board to adopt. The code of conduct should set out the standards of behaviour expected of members, incorporating the 'Seven Principles of Public Life' (known as the Nolan Principles).

The elected and co-opted members of a local authority are governed by their local authority's code of conduct for councillors. This code is required of every local authority by the Localism Act 2011 and sets out the standards of behaviour expected of individuals in their capacity as councillors. In addition, there is a legal obligation for councillors to disclose, in a register maintained by the authority's monitoring officer, certain pecuniary interests, as defined in regulations made under the 2011 Act. Both of these requirements apply to any members of a Local Pension Board who are also councillors of a local authority. They do not apply to members of a Local Pension Board who are not Councillors unless they are specifically adopted in terms of reference or other policy document to apply to the other members of the Board.

The Cambridgeshire Local Pension Board has agreed formally, at its meeting on 21st October 2015, to adopt the Cambridgeshire County Council Code of Conduct for all members of the Board. A link to the completed code of conduct forms for County Councillor Board members is available below:

<https://cmis.cambridgeshire.gov.uk/ccclive/Councillors.aspx>

The code of conduct forms for non-County Councillor members are retained by the Democratic Services Officer, Rob Sanderson, supporting the Board.

It is not anticipated that significant conflicts of interest will arise in the same way as would be the case if the Board was making decisions on a regular basis (compared, for example, to a Pension Fund Committee). However, officers will take steps to identify, monitor and manage conflicts effectively. At its meeting on 20 April 2018, the Board agreed a formal Pension Fund Conflicts of Interest Policy, under which a register of conflicts of interest will be maintained and published on the administering authority's website.

Knowledge and Understanding

In accordance with Section 248A of the Pensions Act 2004, every individual who is a member of a Local Pension Board must be conversant with:

- the rules of the Local Government Pension Scheme (LGPS)
- any document recording policy about the administration of the Fund which is for the time being adopted in relation to the Fund.

Each individual must have knowledge and understanding of the law relating to pensions and such other matters as may be prescribed.

Cambridgeshire County Council (the Administering Authority) is required to make appropriate training to Local Pension Board members to assist them in undertaking their role and where possible support all members of the Board in undertaking that training. The Board approved a Knowledge and Understanding Policy Framework for Cambridgeshire Pension Fund Board Members at its meeting on 21 October 2015.

The Pensions Regulator has provided an e-learning programme which has been developed to meet the needs of all members of public sector scheme pension boards, whether or not they have access to other learning. The majority of members of the Cambridgeshire Local Pension Board have already completed the Pension Regulator's Toolkit, which is a compulsory requirement under the Knowledge Management Policy. Members who have not completed the Toolkit have been contacted with a reminder and provided with a link as follows:

<http://www.thepensionsregulator.gov.uk/public-service-schemes/learn-about-managing-public-service-schemes.aspx>

The Local Pension Board is required to keep appropriate records of the learning activities of individual members and the Local Pension Board as a whole. This will assist members in demonstrating their compliance, if necessary, with the legal requirement and how they have mitigated risks associated with knowledge gaps. It is a statutory requirement to include details of the training undertaken by members of the Pension Fund Board in the Fund's Annual Report. In addition, this information may be required by other agencies such as the Pensions Regulator from time to time.

A schedule detailing the training undertaken by Cambridgeshire Local Pension Board members is detailed below:

| Member | Event | Date |
|--|--|--|
| Cllr Simon King <i>[Appointed 23 May 2017]</i> | Statutory and non-statutory policies – training item Cross Pool Open Forum CIPFA Training Day Introduction to the LGPS Completion of the Pension Regulator's Toolkit Internal Dispute Resolution Procedure Investment Presentation Cyber Resilience | 23/2/2018 27/3/2018 9/5/2018 26/9/2018 29/9/2018 15/2/2019 15/2/2019 3/5/2019 |
| Cllr Elisa Meschini <i>[Appointed 15 May 2018]</i> | CIPFA Training Day Internal Dispute Resolution Procedure Investment Presentation Cyber Resilience | 4/7/2018 15/2/2019 15/2/2019 3/5/2019 |
| Cllr Denis Payne <i>[Appointed 3 February 2017]</i> | Completion of the Pension Regulator's Toolkit Training Needs Analysis Local Pension Board Two Years on Seminar Pension Information Day LGC Investment Summit Pension Information Day Pension Information Day Employers Forum Pension Information Day Statutory and non-statutory policies – training item Local Pension Board three Years on Seminar CIPFA Training Day LGC Investment Summit Internal Dispute Resolution Procedure Investment Presentation Cyber Resilience PLSA Local Authority Conference | 28/2/2017 7/3/2017 28/6/2017 5/7/2017 7/9/2017 6/10/2017 22/11/2017 29/11/2017 7/2/2018 23/2/2018 27/6/2018 9/5/2018 7/9/2018 15/2/2019 15/2/2019 3/5/2019 13/5/2019 |
| Barry O'Sullivan <i>[Appointed 16 July 2015]</i> | LGA Local Pension Board Training LGSS Joint Local Pension Board Training UBS First Steps UBS Second Steps LGSS Valuation Training Local Pension Board Seminar Pension Ombudsman Case Study - Training item Completion of the Pension Regulator's Toolkit LGC Investment Seminar Local Pension Board Two years on Seminar Pension Information Day | 21/05/2015 1/09/2015 3/11/2015 3/11/2015 3/02/2016 29/6/2016 22/7/2016 2016 3/2/2017 28/6/2017 5/7/2017 |

| | | |
|--|--|--|
| | Unison Eastern Regional pensions forum National LGPS Seminar Pension Information Day Pension Information Day Training Needs Analysis National LGPS Seminar Statutory and non-statutory policies – training item CIPFA Training CIPFA Training LGC Investment Summit UNISON LGPS Seminar Internal Dispute Resolution Procedure Investment Presentation | 22/9/2017 10/1/2018 6/10/2017 22/11/2017 6/12/2017 10/1/2018 23/2/2018 9/5/2018 4/7/2018 6/9/2018 11/12/2018 15/2/2019 15/2/2019 |
| John Stokes <i>[Appointed 16 July 2015]</i> | LGA Local Pension Board Training LGSS Joint Local Pension Board Training LGSS Pensions Liability Driven Investment & Passive Investment Training Day LGSS Valuation Training Completion of the Pension Regulator's Toolkit Schroders Trustee Training Pension Ombudsman Case Study - Training item LGC Investment Seminar Local Pension Board 2 Years on Seminar LGC Investment Summit Pension Information Day Pension Information Day Training Needs Analysis LAPFF Conference CIPFA Training CIPFA Training LAPFF Conference LGPS Governance Conference Internal Dispute Resolution Procedure Investment Presentation Cyber Resilience | 21/05/2015 1/09/2015 27/10/2015 3/2/2016 10/6/2016 22/7/2016 2/3/2017 28/6/2017 7/9/2017 6/10/2017 22/11/2017 6/12/2017 6/12/2017 9/5/2018 12/9/2018 5/12/2018 17/1/2019 15/2/2019 15/2/2019 3/5/2019 |
| David Brooks <i>[Appointed 21 October 2015]</i> | Completion of the Pension Regulator's Toolkit Pension Ombudsman Case Study - Training item 14th Annual Trustee Conference Pension Information Day Training Needs Analysis Statutory and non-statutory policies – training item CIPFA Training CIPFA Training Internal Dispute Resolution Procedure Investment Presentation Cyber Resilience | 17/2/2016 22/6/2016 29/6/2017 6/10/2017 6/12/2017 23/2/2018 9/5/2018 12/9/2018 15/2/2019 15/2/2019 3/5/2019 |

A Local Pension Board is also required to prepare and keep updated a list of the core documents recording policy about the administration of the Fund and make sure that the list and documents (as well as the rules of the LGPS) are accessible to its members. The LGSS Pensions Team has prepared such a list for Cambridgeshire Local Pension Board members, which is available at the following link:

<http://pensions.cambridgeshire.gov.uk/index.php/governance2/key-documents>

In October 2018, the Board had opportunity to feed into the proposed Training Strategy and in December 2018 this was approved by the Pension Fund Committee. The Strategy is based on a training credits concept reflecting a mix of training from e-learning to training days which recognises people's commitments.

Reporting Breaches of the Law to the Pensions Regulator Policy

In accordance with section 70 of the Pensions Act 2004, certain individuals must report to the Pensions Regulator as soon as reasonably practicable where that individual has reasonable cause to believe that:

- a duty which is relevant to the administration of the LGPS, and is imposed by or by virtue of an enactment or rule of law, has not been or is not being complied with; and
- the failure to comply is likely to be of material significance to the Regulator in the exercise of any its functions.

This obligation directly applies to each individual who is a member of the Local Pension Board. The Local Pension Board must therefore have effective arrangements in place to meet its duty to report breaches of law.

At its meeting on 21st October 2015, the Cambridgeshire Local Pension Board was informed that, in line with the Pensions Regulator's Code of Practice number 14 (Governance and administration of public service pension schemes), the Fund has developed a policy that sets out the mechanism for reporting breaches of the law.

The policy ensures that those with a responsibility to report breaches of the law are able to meet their legal obligations, by analysing situations effectively in order to make an informed decision on whether a breach has been made.

As the Cambridgeshire Pension Fund Board does not have decision making powers, the Board is not able to approve this policy. Instead it reviewed the Policy on 21st October 2015 before it was approved by the Pension Fund Committee at its meeting on 22nd October 2015. It also reviewed the policy on 6th July 2018 recommending changes to the Pension Fund Committee.

A copy of the "Reporting Breaches of the Law to the Pensions Regulator Policy" is available at the following link:

<https://pensions.northamptonshire.gov.uk/app/uploads/2018/12/Reporting-Breaches-of-the-Law-to-the-Pensions-Regulator-Policy-2018-Cambridgeshire.pdf>

Work Programme 2018-19

The Cambridgeshire Local Pension Fund Board has met four times in 2018-19, on 6th July 2018, 19th October 2018, 15th February 2019 and 3rd May 2019.

Board Meeting – 6th July 2018

This was the first meeting of the Board in the municipal year. At the meeting, the Board considered a report on the administration performance of the LGSS Pensions Service, and took a particular interest in any late payments to the Cambridgeshire Pension Fund.

The Board reviewed progress made on the key Fund activities during the first quarter of the 2018-19 Business Plan, as approved by the Pension Fund Committee. Members noted that dementia training and advice would be given to Pension Fund staff, as with most people living longer there was a greater likelihood of developing dementia. The Board suggested that the Communications Strategy should include advice to Scheme members to ensure they have appropriate arrangements in place with regards to their pension so that the next of kin or representative can make the necessary arrangements at the appropriate time.

Recommendations were made to the Pension Fund Committee as part of the Review of the Reporting Breaches of the Law to the Pension Regulator Policy.

The Board also considered reports on Governance and Compliance, Cambridgeshire Pension Fund 2018-19 Communication Plan, revised Overpayment of Pension Policy, the Investment Strategy Statement, the Overseas Pension Proof of Existence Exercise and an update on ACCESS Asset pooling.

Board Meeting – 19th October 2018

The Board discussed the Pension Fund Annual Business Plan Update Report 2018-19. Members were particularly keen to understand the Scheme Member experience, and were pressing for the self-service system to be available. There was concern expressed when considering the Governance and Compliance report regarding cold-calls from fraudsters claiming to be from the Pensions Regulator, the Board requested that warning information should be made more prominent on the Pension Fund website.

Members reviewed the Cambridgeshire Pension Fund Training Strategy 2018. A significant change to the Strategy was the removal of the Knowledge Assessments test. The Board also considered the Draft Annual Report and Statement of Accounts of the Pension Fund Committee for 2017-18, and was keen to consider measures being taken to improve performance. As such, the Board agreed to invite the Chairman of the Investment Sub-Committee to its next meeting to report on performance.

Members also received reports on Administration Performance, the Cambridgeshire Pension Fund Data Improvement Policy and Plan, Risk Monitoring, the appointment of an Independent Investment Manager and an update on Asset Pooling.

Board Meeting – 15th February 2019

The Board welcomed Councillor Terry Rogers, the Chairman of both the Pension Fund Committee and the Pension Fund Investment Sub-Committee, to its meeting. Members asked him a number of questions on the Investment Strategy and ACCESS Pooling. The Board was also updated on the Pension Fund Business Plan, and expressed the hope that the appointment of a Communications Manager would make a difference to the number of active and deferred membership taking up self-service.

The Board received a report on a review of its effectiveness. The purpose of the review had been to establish whether, based on Aon's observations, the Local Pension Board was fulfilling its role to support the Administering Authority in meeting its regulatory requirements. Sixteen key areas were reviewed under the categories of governance structure, knowledge and skills and behaviour. There were no negatives arising from the review, with the report concluding that the Board undertook its roles and responsibilities in an effective manner with its Members engaged and overall showing good participation. A number of areas were recommended by Aon as suggestions to improve the effectiveness of the Board.

Members also received reports on Administration Performance, Governance and Compliance, Data Improvement, Risk Strategy and Risk Register, Internal Dispute Resolution Procedure, Valuation of Pension Fund, and Asset Pooling.

Board Meeting – 3rd May 2019

The Board considered the feedback on the results of its effectiveness review survey. In January 2019, the Board members were invited to complete a new survey on the adequacy of the current arrangements and how efficiently the Board was operating. Conclusions drawn from the Survey were that the effectiveness of the Pension Board was positive as a whole with the majority of members agreeing with the statements provided and with the Board having no areas of particular concern.

When considering the Cambridgeshire Pension Fund Internal Audit Report and External Audit Plan Ended 31 March 2019, Members were pleased to note that the Service had received the highest level of assurance in most areas (substantial for both the Control Environment and Compliance). The Board considered the re-appointment of the Scheme Members and agreed to recommend their re-appointment to the County Council's Monitoring Officer.

Members also received reports on Governance and Compliance, Risk Monitoring, Investment and Fund Accounting Reports presented to the Pension Fund Committee, Administration Performance, Data Improvement Plan Progress Report, Pension Fund Annual Business Plan Update report 2018-19, Annual Business Plan and Medium Term Strategy 2019-20 to 2021-22, Cambridgeshire Pension Fund Effectiveness Review Actions, Valuation of the Pension Fund and Asset Pooling.

Work Programme 2019-20

The Cambridgeshire Local Pension Board maintains a work programme (agenda plan) which is considered at every meeting. The Work Programme for 2019-20 is as set out below:

5 July 2019

- Annual Report of the Board
- Administration Report (every meeting)
- Data Improvement Plan Update (every meeting)
- Business Plan Update (every meeting)
- Governance and Compliance Report (every meeting)
- Risk Monitoring (every meeting)
- Valuation Update (every meeting)
- Asset Pooling (every meeting)
- Dormancy Policy
- Communication Plan

4 October 2019

- Administration Report (every meeting)
- Data Improvement Plan Update (every meeting)
- Business Plan Update (every meeting)
- Governance and Compliance Report (every meeting)
- Risk Monitoring (every meeting)
- Valuation Update (every meeting)
- Asset Pooling (every meeting)
- Funding Strategy Statement
- Admitted Bodies, Scheme Employers and Bulk Transfer Policy
- Actuarial Valuation Report
- Annual Report and Statement of Accounts
- Anti-Fraud and Corruption Policy (subject to material change)

24 January 2020

- Administration Report (every meeting)
- Data Improvement Plan Update (every meeting)
- Business Plan Update (every meeting)
- Governance and Compliance Report (every meeting)
- Risk Monitoring (every meeting)
- Valuation Update (every meeting)
- Asset Pooling (every meeting)
- Administration Strategy
- Communication Strategy

24 April 2020

- Administration Report (every meeting)
- Data Improvement Plan Update (every meeting)
- Business Plan Update (every meeting)
- Governance and Compliance Report (every meeting)
- Risk Monitoring (every meeting)
- Valuation Update (every meeting)
- Asset Pooling (every meeting)
- Governance Policy and Compliance Statement (subject to material change)
- Payment of Employee and Employer Contributions Policy (subject to material change)
- Business Plan and Medium Term Strategy

Key Officers supporting the Local Pension Board

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