

Agenda

PLEASE NOTE TIME OF MEETING

Meeting: Pension Fund Committee

**Venue: The Brierley Room, County Hall,
Northallerton, DL7 8AD**
(location plan attached)

Date: Thursday 6 July 2017 at 1.30pm

Recording is allowed at County Council, committee and sub-committee meetings which are open to the public. Please give due regard to the Council's protocol on audio/visual recording and photography at public meetings, a copy of which is available to download below. Anyone wishing to record is asked to contact, prior to the start of the meeting, the Officer whose details are at the foot of the first page of the Agenda. We ask that any recording is clearly visible to anyone at the meeting and that it is non-disruptive. <http://democracy.northyorks.gov.uk>

Business

1. **Minutes of the meeting held on 25 May 2017**

(Pages 5 to 11)

2. **Any Declarations of Interest**

3. **Public Questions or Statements**

Members of the public may ask questions or make statements at this meeting if they have given notice (including the text of the question/statement) to Steve Loach of Democratic Services (*contact details at the foot of page 1 of the Agenda sheet*) by midday on Monday 3 July 2017. Each speaker should limit themselves to 3 minutes on any item. Members of the public who have given notice will be invited to speak:-

- at this point in the meeting if their questions/statements relate to matters which are not otherwise on the Agenda (subject to an overall time limit of 30 minutes);
- when the relevant Agenda item is being considered if they wish to speak on a matter which is on the Agenda for this meeting. (Continued over page....)

If you are exercising your right to speak at this meeting, but do not wish to be recorded, please inform the Chairman who will instruct those taking a recording to cease while you speak.

5. **Statement of Final Accounts 2016/17 - Report of the Treasurer** (Pages 12 to 41)
6. **Governance Arrangements – Report of the Treasurer** (Pages 42 to 98)
7. **Other business which the Chairman agrees should be considered as a matter of urgency because of special circumstances**

NOTE:

There will be Member training sessions on 6th and 7th July 2017 from 10am each day in the Brierley Room

Barry Khan

Assistant Chief Executive (Legal and Democratic Services)
County Hall
Northallerton

Notes:

Emergency Procedures for Meetings

Fire

The fire evacuation alarm is a continuous Klaxon. On hearing this you should leave the building by the nearest safe fire exit. Once outside the building please proceed to the fire assembly point outside the main entrance

Persons should not re-enter the building until authorised to do so by the Fire and Rescue Service or the Emergency Co-ordinator.

An intermittent alarm indicates an emergency in nearby building. It is not necessary to evacuate the building but you should be ready for instructions from the Fire Warden.

Accident or Illness

First Aid treatment can be obtained by telephoning Extension 7575.

PENSION FUND COMMITTEE

1. Membership

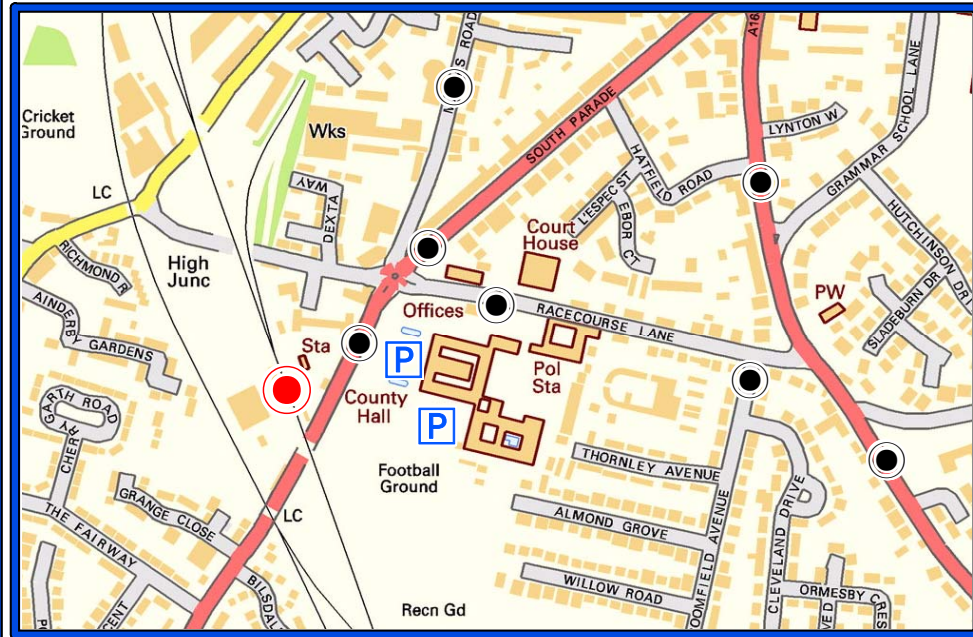
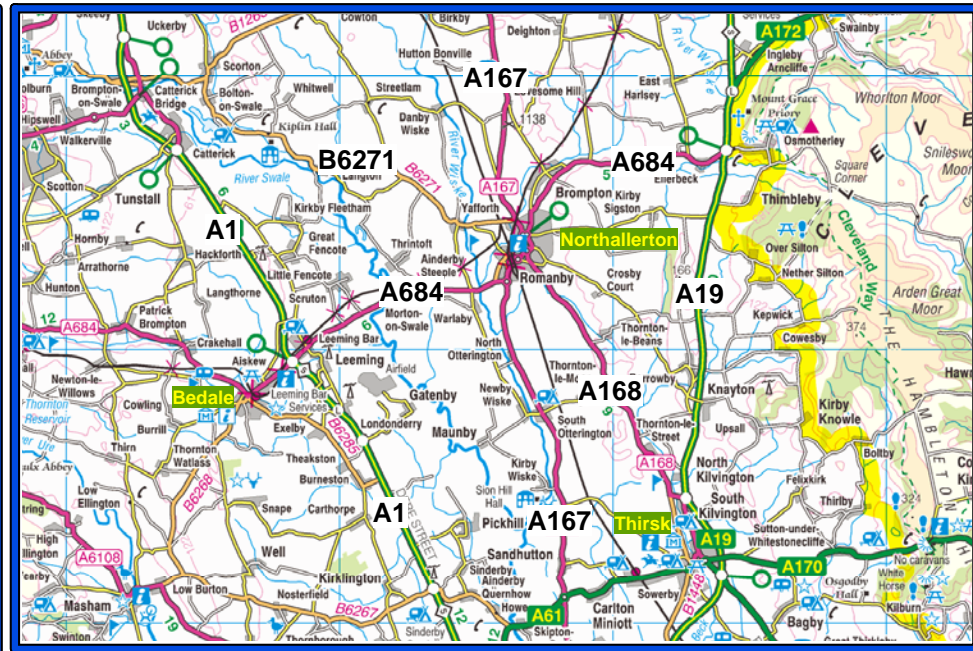
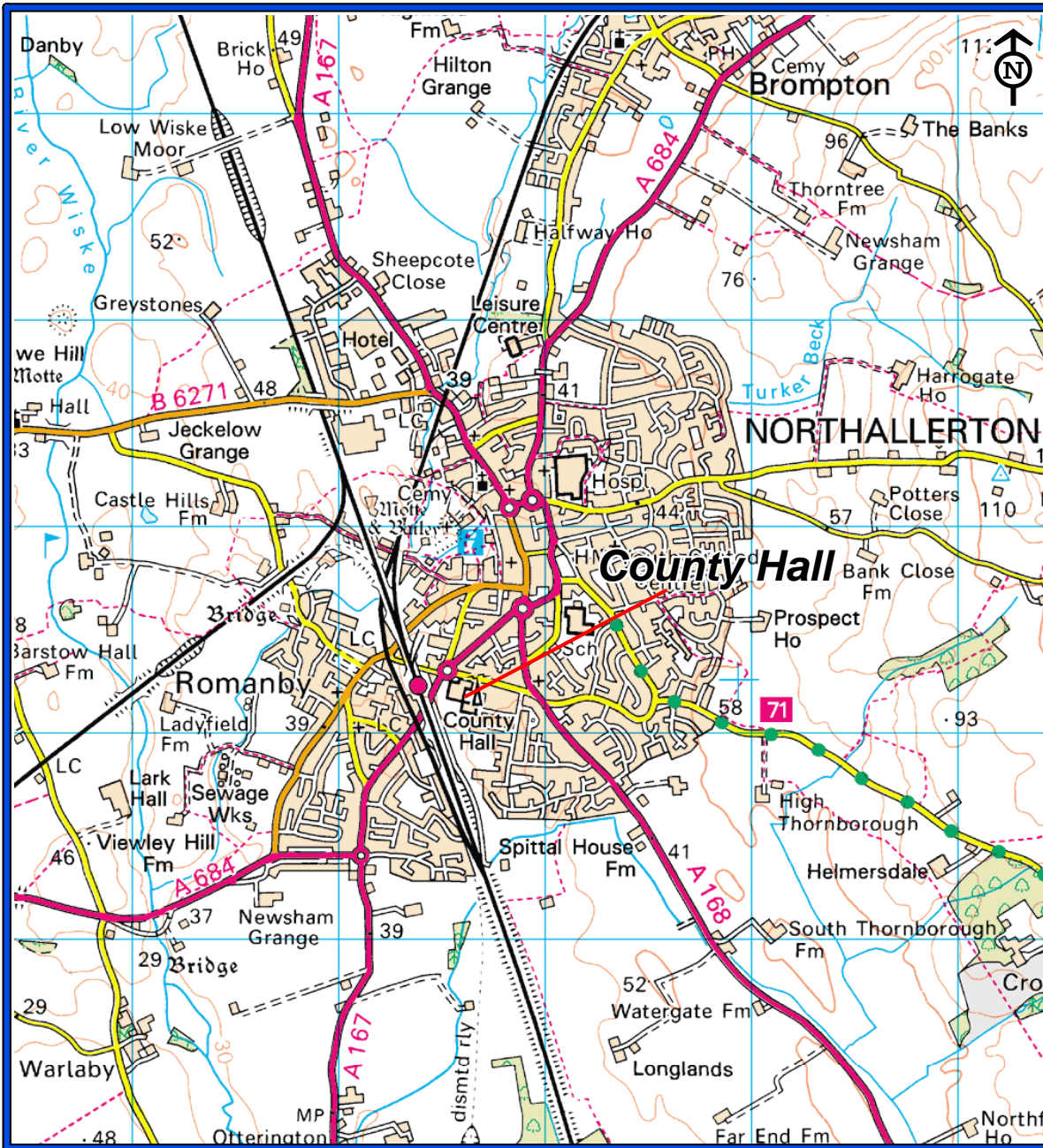
County Councillors (8)						
	<i>Councillors Names</i>				<i>Political Group</i>	
1	BLACKIE, John				NY Independents	
2	CHAMBERS, Michael MBE				Conservative	
3	MULLIGAN, Patrick				Conservative	
4	MUSGRAVE, Richard				Conservative	
5	SOLLOWAY, Andy				Independent	
6	SWIERS, Helen				Conservative	
7	THOMPSON, Angus				Conservative	
8	WEIGHELL, John OBE				Conservative	
Members other than County Councillors (1 and 2) Voting (3) Non-voting						
1	CARR, David				City of York	
2	CLARK, Jim				North Yorkshire District Councils	
3	PORTLOCK, David				Chair of the Pension Board	
Total Membership – (10)				Quorum – (3) County Councillors		
Con	Lib Dem	NY Ind	Labour	Ind	Other Voting Members	
6	0	1	0	1	3	

2. Substitute Members

Conservative						
	<i>Councillors Names</i>				<i>Councillors Names</i>	
1	BLADES, David			1		
2	PEARSON, Chris			2		
3				3		
4				4		
5				5		
NY Independents						
	<i>Councillors Names</i>					
1						
2						
3						
4						
5						

3. Substitute Members

1	MERCER, Suzie	City of York
2	PEACOCK, Yvonne	North Yorkshire District Councils
3	COWLING, Linda	North Yorkshire District Councils



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North
Yorkshire County Council

North Yorkshire County Council

Pension Fund Committee

Minutes of the meeting held on 25 May 2017 at County Hall, Northallerton commencing at 10.00 am.

Present:-

County Councillors John Blackie, Michael Chambers, MBE, Patrick Mulligan, Andy Sollaway, Helen Swiers, Angus Thompson and John Weighell OBE

Councillor Jim Clark – North Yorkshire District Councils.

David Portlock – Chair of the Pension Board.

Apologies - County Councillor Richard Musgrave and Councillor David Carr, from City of York Council.

There were no members of the public present.

Copies of all documents considered are in the Minute Book

1. Appointment of Chairman

In nominating Councillor Weighell as Chairman, Councillor Blackie said that he had also nominated Councillor Weighell four years ago and he was delighted to nominate him once more for a further four year period.

Councillor Blackie stressed the crucial role played by this Committee in helping to protect the interests of some 90,000 members. He paid tribute to the leadership provided by Councillor Weighell.

On then being seconded, it was

Resolved –

That Councillor John Weighell be appointed Chairman of the Committee until the County Council elections in 2021.

Councillor Weighell in the Chair.

2. Chairman's Announcements

The Chairman said that he wished to place on record his thanks to former Members of the Committee - Margaret Ann De Courcey-Bayley, Bernard Bateman, Roger Harrison-Topham and Chris Steward - for the contribution that they had made to its work.

He also welcomed new Members, Councillors Michael Chambers, MBE, Andy Sollaway and Angus Thompson. The work of this Committee was challenging and he hoped they would enjoy being on the Committee. As part of the welcome to new Members, the Treasurer made a presentation. Please see Minute No. 5, below.

The Chairman advised that this would be the last meeting attended by Tom Morrison, Head of Commercial and Investments, who had obtained a role with South Tyneside Council. On behalf of the Committee, he thanked Tom for his excellent work over the last nine years with the County Council.

3. Minutes

Resolved -

That the Minutes of the meeting held on 23 February 2017 and the Special Meeting held on 31 March 2017, having been printed and circulated, be taken as read and be confirmed and signed by the Chairman as a correct record, subject to the Minutes of 23 February being amended to reflect the fact that David Portlock was present.

4. Appointment of Vice-Chairman

On being nominated and seconded, it was

Resolved –

That Councillor Helen Swiers be appointed Vice-Chairman of the Committee until the County Council elections in 2021.

5. Welcome to new Members.

The Chairman and Treasurer delivered a presentation which provided information about the following:-

- Key statistics of the North Yorkshire Pension Fund
- Fund Investments
- The role of the Committee
- Updated Myers Principles and how they apply to Asset Pooling
- Adapting Governance to Investment Pooling arrangements
- Section 151 Officer responsibilities
- Governance overview

The Treasurer advised that a two day Training Seminar for Members had been arranged for 6 and 7 July 2017. This Seminar would include training modules for new Members, provided by Aon Hewitt and also a session to consider the future Investment Strategy.

A Member commented that the Committee would lose the power to appoint Fund Managers when pooling arrangements came into effect. The Treasurer confirmed that this would be the case. However, the Fund would still be responsible for its Investment Strategy and would therefore still be able to determine the asset class in which it wished to invest.

The Chairman commented that the eight week period from the end of the quarter to when information was reported to the Committee seemed quite long. The Treasurer advised that officers were examining whether this could be shortened.

The Chairman also referred to the Schedule of Training available to Members and suggested that new Members discuss the courses available and which ones might be the most beneficial to attend with staff in the Treasurer's Team or other existing Members of the Pension Fund Committee.

A Member requested an update on the transitional arrangements with regard to pooling. When would the transition of funds be and what would happen exactly? The Chairman responded that this was not known as yet, although the timetable for transition had been put back to June 2018.

The Treasurer further advised that the Chairman had previously written to the Minister responsible, Brandon Lewis, to stress that the transition should be managed well and not be governed by an arbitrary date.

He added that there had to be an element of "business as usual" until the transition, to ensure the Fund was doing the right things for the right reasons for its Investment Strategy.

The transfer period could be three to five years, which was too long a period to put things on hold.

In terms of appointments, the Chairman shared with the Committee his understanding that the Chair of the new Company would be in place in June 2017, a Chief Executive by July 2017 and other key officers by September 2017.

A Member referred to the remuneration for the Chief Executive and wondered whether, given the size of the role, this would attract top calibre candidates. The Treasurer advised that this had been based on advice from a recruitment company.

A Member queried whether the Committee would still be able to challenge Fund Managers once the pooled arrangements were in place. The Treasurer advised that the Committee would still see Fund Managers.

Resolved –

That the presentation be noted and that a copy of it be sent to Members of the Committee.

NOTE: At this stage of the meeting (10.53 a.m.) the Chairman adjourned the meeting so that Members and officers could join in the Minute's silence being held at 11.00 a.m. in memory of those who had lost their lives as a result of the bomb attack at the Manchester Arena earlier this week.

6. Declarations of Interest

There were no declarations of interest made.

7. Public Questions or Statements

There were no public questions or statements.

8. Member and Employer Issues

Considered -

The report of the Treasurer providing Members with information relating to membership movements, performance of benefits administration, as well as related events and activity over the year to date as follows:-

- (a) Admission Agreements and new Academies.
- (b) Membership Analysis.
- (c) Administration Performance.

- (d) Member Training.
- (e) Meetings Timetable.
- (f) Pensions Manager Recruitment

For the benefit of new Members, the Treasurer advised that this was a standing Item and took the form of exception reporting, primarily around administration.

A Member asked if the fact that the number of active Fund Members had reduced would impact on the cash available. The Treasurer confirmed that it would and this was monitored.

A Member commended the Pensions Team on their work and their low sickness rate which he felt was particularly noteworthy, given the pressure that they work under. He asked that this be passed on to the Team.

The Treasurer's Representative advised that, in addition to the two days training on 6 and 7 July, two days had been arranged on 11 and 12 September in York. There were 120 places available and 70 rooms, for those requiring an overnight stay. She asked Members to let her know if they were interested in attending, as places would be filled on a first come first served basis.

A Member referred to the separate entries for Yorkshire Housing and Craven Housing in the list of employers in the Fund. The Treasurer confirmed that they had merged but they were tracked separately for the purposes of the Fund.

Members also raised issues about the position if Academies got into financial difficulty. The Committee were advised that the situation was currently under review.

A Member queried whether North Yorkshire had a "one call system" and, if so, whether the Pension Fund was part of this. He was aware of a case where an individual had had to provide the same information several times. The Treasurer confirmed that the County Council was part of the one call system, but he would appreciate receiving the detail of this case and he would look into it.

The Treasurer advised that Anna Binks' replacement as Pensions Team Manager, Phillippa Cockerill, was currently having a handover with Anna.

The Chairman commented that the administration was not changing due to LGPS Pooling.

Resolved -

- a) That the contents of the report be noted.
- b) That the positive comments about the Pensions Team be passed on to them.

9. Budget/Statistics

Considered -

The report of the Treasurer concerning:-

- (a) The expenditure/income position to date for 2016/17.
- (b) The cash deployment of the Fund.

The Treasurer presented the report, highlighting the following:-

- The value of base fees payable to Fund Managers had increased during 2016/17, primarily due to the increase in value of overseas investments following Brexit.
- Performance related fees had reduced, in that Fund Managers had performed slightly less well than anticipated, relative to their benchmark. By the nature of things, this figure always had to be an estimate.
- The surplus for 2017/18 would increase to £31.4 million. Of this, £25.3 million related to deficit payments paid 3 years in advance. For cash flow purposes, pre-payments relating to future years are included when they are received. However, for accounting purposes, they will be included in the year to which they relate.

In response to questions from Members, the Treasurer confirmed that the transfer into Threadneedle had been due to the ability to access the secondary market. There are more investment opportunities with Threadneedle than with the other Property Managers.

A Member pointed out that the formula in the table on page 35 of the papers was incorrect. This would be corrected by the Finance Team.

The representatives of the Fund's Investment Advisors, AON Hewitt, advised that 90% of the Fund was liquid, which was higher than required. There would be no significant risk to reduce the level of liquidity.

Resolved -

That the contents of the report be noted.

10. Performance of the Fund's Portfolio

Considered -

The report of the Treasurer on the investment performance of the overall Fund, and of the individual Fund Managers, for the period to 31 March 2017.

The Fund Analysis and Performance Report had been produced by BNY Mellon Asset Servicing.

The representatives of the Fund's Investment Advisors, AON Hewitt, made the following points:-

- The reference in the report to a rebalancing having been undertaken was incorrect. There had not been any rebalancing, but there was a proposal to do so. The Treasurer advised Members that the proposal to rebalance down was being brought to Committee as it was felt to be significant.
- A milestone had been passed, in that the Fund was now over 100% funded.
- The twelve month performance had increased the value of the Fund by almost two-thirds of a billion pounds. This was exceptionally strong growth. However, in their view, the outlook for markets was uncertain.
- There was a need to think about measures to protect the super-normal gains (which were more than three times that what would normally be expected) by considering the rebalancing of equities to bring them to their target allocation.

- Absolute performance was excellent and was also good in relative terms – performing in advance of the benchmark.
- Some Fund Managers had performed strongly, whereas others had underperformed, relative to their benchmark. The point was that some Fund Managers will do better in certain market conditions than others, which is why it is key to diversify and separate out investment risks.
-
- Members were advised of a merger between Standard Life and Aberdeen Asset Management and the consequential changes of this.

In response to questions from Members, it was confirmed that Fund Managers had added value by outperforming the Strategy - much of this was driven by Baillie Gifford - and that the fall in sterling had had an effect on relative currency movements of between one-fifth and one-third.

A Member commented that the relative under performance of Standard Life Global Absolute Return Strategy, referred to in the covering report, slightly contradicted information in the Fund Analysis and Performance Report. In response, the representative of the Fund's Investment Advisors, AON Hewitt, said he took the Member's point, but the most important assessment of a Fund Manager was the green "buy" ratings. These were short term figures and it was important to maintain focus on the longer term picture. Most Managers were performing well. Therefore, comments were relative.

Resolved -

- a) That the investment performance of the Fund for the period ending 31 March 2017 be noted.
- b) That £100 million (approximately 3.3% of the total of the Fund) be disinvested from Equity Managers and reinvested with the DFG Managers and M & G.

11. Pension Board

The Chair of the Pension Board provided a verbal update in respect of the meeting held on 20 April 2017.

For the particular benefit of new Members, the Chair of the Pension Board advised that he provides an update on the discussions of Pension Board meetings to each meeting of this Committee. This was usually accompanied by the draft Minutes.

He highlighted, in particular, the following aspects from the meeting on 20th April:-

- The Board's Terms of Reference had been reviewed.
- Three internal Audit reports had been reviewed and the assurance levels in respect of each were acceptable. The audits related to Pension Fund Income, Expenditure and Investment.
- The Investment Strategy Statement had been considered and confirmed as being prepared in accordance with the Regulations.
- The Triennial Valuation for 2106 was considered and it was confirmed that it had been carried out in accordance with the Regulations.
- An update on LGPS Pooling had been provided.

- Report on training had been considered. Members are statutorily required to receive training
- The Work Plan had been reviewed.

Resolved -

That the update be noted.

The meeting concluded at 12 noon.

PD

NORTH YORKSHIRE COUNTY COUNCIL

PENSION FUND COMMITTEE

6 JULY 2017

STATEMENT OF FINAL ACCOUNTS 2016/17

Report of the Treasurer

1.0 PURPOSE OF REPORT

- 1.1 To approve the draft Statement of Final Accounts for the financial year 2016/17.

2.0 STATEMENT OF ACCOUNTS

- 2.1 The draft Pension Fund Statement of Final Accounts for 2016/17 is attached as **Appendix A**. This complies fully with the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 governing the preparation of the 2016/17 Financial statements for Local Government Pension Scheme Funds.
- 2.2 This year has seen an earlier production of the Statement of Final Accounts (SOFA) for the County Council which, as administering authority, includes the NYPF accounts. The draft SOFA was presented to the Audit Committee on 22 June 2017 and the final version is set to be considered by the Audit Committee on 7 September 2017 (with a reserve date of 28 September 2017 should that be necessary). Next year (i.e. 2017/18 SOFA) will need to be approved by the Audit Committee by 31 July 2018 further accelerating the timetable. As a result, it is necessary to change the approach for PFC consideration of the NYPF accounts.
- 2.3 Whilst the SOFA and the Pension Fund accounts may well change before 7 September 2017 there is no scheduled PFC meeting before 7 September 2017. It is therefore suggested that the PFC approves the draft NYPF accounts attached as Appendix A and delegates authority to the Chairman of the PFC to make any required changes following consultation with the Treasurer. Should the changes be of significance then information would be shared with all Members of the PFC and an additional meeting of the PFC could be arranged if deemed necessary.
- 2.4 Members are therefore asked to approve the draft Statement of Final Accounts for submission to the Audit Committee on 7 September 2017. The Pension Fund accounts form part of the NYCC Statement of Final Accounts which are subject to review and approval by the Audit Committee. It is therefore not legally necessary for the Pension Fund Committee to approve the Pension Fund Statement of Accounts; however the terms of reference for the PFC in the Constitution state that it shall "approve a Statement of Final Accounts". Given timescales in the future it will be necessary to re-align the committee schedule or to revise the Constitution accordingly.
- 2.5 As the accounts reflect the activities of the Pension Fund it is appropriate that they are brought to the PFC to provide the PFC with the opportunity to feed any comments to the Audit Committee.
- 2.6 Once audited, these Accounts will be incorporated into the Pension Fund Annual Report which will be placed on the NYPF web site www.nypf.org.uk. The Annual Report will be submitted to Members at the PFC meeting on 14 September 2017 at which point it will be

possible to report as to whether the Audit Committee has approved the SOFA at its meeting of 7 September 2017.

3.0 RECOMMENDATIONS

- 3.1 Members are asked to approve the draft Statement of Final Accounts for 2016/17 and delegate authority to the Chairman to make any required changes following consultation with the Treasurer in the period up to Audit Committee consideration of the SOFA.

GARY FIELDING
Treasurer
Corporate Director – Strategic Resources
County Hall
Northallerton
28 June 2017

NORTH YORKSHIRE PENSION FUND
FUND ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017

2015/16		2016/17	
£000	-	£000	£000
	CONTRIBUTIONS AND BENEFITS		
	Contributions		
57,626	Employers - Normal	58,793	
25,765	- Deficit	38,953	
2,572	- Early Retirement Costs Recharged	3,091	
25,492	Employees - Normal	26,226	
233	- Additional Voluntary	187	
111,688	Total Contributions Receivable (Note 7)		127,250
8,680	Transfers In (Note 8)		11,959
	 Less		
	Benefits		
(73,274)	Pensions	(76,846)	
(23,176)	Commutation and Lump Sum Retirement Benefits	(23,693)	
(2,282)	Lump Sums Death Benefits	(3,664)	
(98,732)	Total Benefits Payable (Note 9)		(104,203)
	 Leavers		
(364)	Refunds to Members Leaving Service	(267)	
0	Payments for Members Joining State Scheme	0	
(3,603)	Transfers Out	(9,280)	
(3,967)	Total Payments on Account of Leavers (Note 10)		(9,547)
(1,829)	Management Expenses (Note 11)		(2,168)
15,840	Net Additions From Dealings With Members		23,291
	 RETURNS ON INVESTMENTS		
16,963	Investment Income (Note 12)		19,375
(290)	Taxation (Note 13)		265
(7,968)	Investment Management Cost (Note 11)		(14,853)
(6,581)	Change in market value of investments (Note 14a)		589,445
2,124	Net Returns On Investments		594,232
17,964	Net Increase in the Fund During the Year		617,523
2,399,869	Opening Net Assets of the Fund		2,417,833
2,417,833	Closing Net Assets of the Fund		3,035,356

NORTH YORKSHIRE PENSION FUND - NET ASSETS STATEMENT

31 March 2016		31 March 2017
£000		£000
		-
	INVESTMENT ASSETS (Notes 15 & 16)	
341,598	Fixed Interest Securities	422,864
488,055	Equities	587,799
1,391,947	Pooled Investments	1,742,033
176,463	Pooled Property Investments	252,966
82	Private Equity	55
<u>2,398,145</u>		<u>3,005,717</u>
8,339	Cash Deposits	10,126
13,584	Investment Debtors	6,234
<u>2,420,068</u>	TOTAL INVESTMENT ASSETS	<u>3,022,077</u>
	INVESTMENT LIABILITIES (Notes 14 & 15)	
0	Derivative Contracts - Forward Currency Contracts	(182)
(10,771)	Investment Creditors	(1,670)
<u>(10,771)</u>	TOTAL INVESTMENT LIABILITIES	<u>(1,852)</u>
<u>2,409,297</u>	NET INVESTMENT ASSETS	<u>3,020,225</u>
	CURRENT ASSETS	
7,612	Contributions due from employers	7,878
903	Other Non-Investment Debtors	313
3,780	Cash	8,683
<u>12,295</u>	TOTAL CURRENT ASSETS	<u>16,874</u>
	CURRENT LIABILITIES	
(3,759)	Non-investment creditors	(1,743)
<u>(3,759)</u>	TOTAL CURRENT LIABILITIES	<u>(1,743)</u>
<u>2,417,833</u>	TOTAL NET ASSETS (Note 17)	<u>3,035,356</u>

The accounts summarise the transactions of the Fund and deal with the net assets. They do not take account of the obligations to pay pensions and benefits which fall after the end of the Fund year.

NOTES TO THE NORTH YORKSHIRE PENSION FUND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017

1. Description of the Fund

The North Yorkshire Pension Fund (NYPF) is part of the Local Government Pension Scheme (LGPS) and is administered by North Yorkshire County Council (NYCC). The County Council is the reporting entity for the Fund.

The following description of the Fund is a summary only. For more detail, refer to the NYPF Annual Report 2016/17 and the 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 and is administered in accordance with the following secondary legislation:

- the LGPS Regulations 2013 (as amended)
- the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 (as amended)
- the LGPS (Management and Investment of Funds) Regulations 2016

It is a contributory defined benefit pension scheme administered by NYCC to provide pensions and other benefits for pensionable employees of NYCC, other local authorities in North Yorkshire and a range of other scheduled and admitted bodies within the county area. Teachers, police officers and fire fighters are not included as they come within other national pension schemes.

The Fund is overseen by the Pension Fund Committee, which is a committee of NYCC.

b) Membership

Membership of the LGPS is voluntary and employees are free to choose whether to join the Scheme, remain in the Scheme or make their own personal arrangements outside the Scheme.

Organisations participating in NYPF 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.

At 31 March 2017 there were 140 contributing employer organisations within NYPF including the County Council itself, and over 87,000 individual members, as detailed below

95 Scheduled Bodies incl 52 Academies	
	Academy Trusts
Ainsty 2008 Internal Drainage Board	<u>Bishop Wheeler Academy Trust Bodies</u>
Askham Bryan College	- Mary's RC School
Chief Constable NYP	- St Stephen's RC School
City of York Council	- St. Joseph's School
Craven College	<u>Craven Education Trust</u>
Craven District Council	- The Skipton Academy
Easingwold Town Council	<u>Ebor Academy Trust</u>
Filey Town Council	- Brotherton and Byram School
Foss 2008 Internal Drainage Board	- Haxby Road Academy

Fulford Parish Council	- Staynor Hall
Glusburn Parish Council	- Filey School Academy
Great Ayton Parish Council	- Camblesworth CP School
Hambleton District Council	- Robert Wilkinson Primary Academy
Harrogate Borough Council	<u>Enquire Learning Trust</u>
Haxby Town Council	- Roseberry Academy
Hunmanby Parish Council	- East Whitby C.P.
Knaresborough Town Council	- Stokesley C.P.
Malton Town Council	<u>Hope Learning Trust</u>
North York Moors National Park	- Manor Academy
North Yorkshire County Council	- Poppleton Ousebank School
North Yorkshire Fire and Rescue	- Burton Green Primary
North Yorkshire Police and Crime Comissioner	- Forest of Galtres
Northallerton & Romanby JBB	<u>Northern Star Academy Trust</u>
Northallerton Town Council	- Harrogate High
Norton on Derwent Town Council	- Hookstone Chase Primary School
Pickering Town Council	- New Park Academy
Richmond Town Council	- Skipton Girls High School
Richmondshire District Council	<u>Pathfinder Academy Trust</u>
Ripon City Council	- Archbishop Holgate
Ryedale District Council	- Badger Hill
Scarborough Borough Council	- Hempland Primary
Scarborough Sixth Form College	- Heworth Primary
Selby College	<u>Red Kite Learning Trust</u>
Selby District Council	- Harrogate Grammar
Selby Town Council	- Oatlands Junior School
Skipton Town Council	- Western CP School
Sutton in Craven Parish Council	<u>Rodillian Multi Academy Trust</u>
Tadcaster Town Council	- Brayton High School
Thornton (Vale of Pickering) IDB	<u>Scalby Learning Trust</u>
Whitby Town Council	- Scalby School
York College	<u>South Bank Multi Academy Trust</u>
Yorkshire Dales National Park	- Knavesmire
	- Millthorpe
University Technical College Scarborough	- Scarcroft
Great Smeaton Academy Primary School	<u>South Craven Academy Trust</u>
Huntington Primary Academy	- South Craven School
Norton College	<u>Vale of York Academy Trust</u>
Outwood Academy	- Canon Lee
Rossett School	<u>YA Collaboration Trust</u>
Stokesley School Academy	- Askwith School
The Grove Academy	- Bilton Grange School
The Woodlands Academy	- Lothersdale Schools
Thomas Hinderwell Primary Academy	<u>Yorkshire Causeway Trust</u>
	- Richard Taylor School
	- St Aidans CE School
	- Oatlands Infant School
	- Pannal Primary School
	- St Peter's CE Primary School

45 Admitted Bodies

Be Independent	Mellors
Betterclean Services	Northern Care (Whistledawn)
Bulloughs Cleaning Ltd	North Yorkshire Property Services
Catering Academy Ltd	OCS Group UK Ltd
Caterservice Ltd	Richmondshire Leisure Trust
Chartwells Compass	Ringway Operatives
Churchill	Sanctuary Housing Association
Everyone Active (SLM Scarborough)	Schools Plus
Consultant Services Group	Sewell Facilities Management
Dolce Ltd	Sheffield International Venues
Enterprise	
Explore York Libraries and Archives	Springfield Home Care
Grosvenor Facilities Management	Streamline Taxis
Harrogate International Centre	Superclean Services Group
Housing 21	University of Hull
Human Support Group Ltd	Veritau Ltd
Hutchison Catering	Veritau North Yorks
Independent Cleaning Services	Welcome to Yorkshire
Interserve	Wigan Leisure and Culture Trust
ISS Mediclean Ltd	York Archaeological Trust Ltd
Joseph Rowntree Charitable Trust	York Museums and Galleries Trust
Lifeways Community Care Ltd	York St John University
Make It York	Yorkshire Coast Homes

Active, pensioner and deferred pensioner numbers, split between NYCC as the Administering Authority and all other employers were as follows:

	31 March 2017 No	31 March 2016 No
Number of Employers with Active Members	140	125
Employees in the Fund		
NYCC	19,528	20,497
Other employers	14,031	13,493
Total	<u>33,559</u>	<u>33,990</u>
Pensioners		
NYCC	11,017	10,623
Other employers	9,424	9,087
Total	<u>20,441</u>	<u>19,710</u>
Deferred pensioners		
NYCC	20,318	19,560
Other employers	12,829	12,409
Total	<u>33,147</u>	<u>31,969</u>

c) Funding

Benefits are funded by contributions and investment earnings. Contributions are made by active members of the Fund in accordance with the LGPS Regulations 2013 and range from 5.5% to 12.5% of pensionable pay for the financial year ended 31 March 2017. Employee contributions are matched by employers' contributions which are set based on triennial actuarial funding valuations. The last such valuation was at 31 March 2016 that set the contribution rates for 2017/18, 2018/19, 2019/20; details of the rates for individual employers are available on the Fund's website. The contribution rates in 2016/17 were set at the 2013 Valuation.

d) Benefits

Prior to 1 April 2014 pension benefits under the LGPS up to 31 March 2014 are based on final pensionable pay and length of pensionable service.

For service up to 31 March 2008 each year worked is worth 1/80th of final pensionable salary, an automatic lump sum of three times salary is payable, and part of the annual pension can be exchanged for a one-off tax free cash payment at the rate of £12 lump sum for each £1 pension given up. For service from 1 April 2008 each year worked is worth 1/60th of final pensionable salary, there is no automatic lump sum, and part of the annual pension can be exchanged at the same rate as for service up to 31 March 2008.

From 1 April 2014 the scheme became a career average scheme whereby members accrue benefits based on their pensionable pay in that year at an accrual rate of 1/49th. Accrued pension is updated annually in line with CPI.

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 Publications section on the Fund's website.

2. Basis of Preparation

The Statement of Accounts summarises the Fund's transactions for the 2016/17 financial year and its year end position as at 31 March 2017. The accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 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.

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 rate recommended by the Fund's Actuary in the payroll period to which they relate.

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

Employers' augmentation contributions and pension strain contributions are accounted for in the period in which the liability arises. Any amount due in year but unpaid will be classed as a current asset. Amounts due in future years are classed as long term 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 LGPS Regulations (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 or other defined contribution arrangements 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

Interest income is recognised in the Fund as it accrues, using the effective interest rate of the financial instrument as at the date of acquisition or origination. Income includes the amortisation of any discount or premium, transaction costs or other differences between the initial cost of the instrument and its value at maturity calculated on an effective interest rate basis.

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 asset.

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 Asset Statement as a current asset.

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

Fund Account – Expense Items

d) Benefits Payable

Pensions and lump sum benefits payable include all amounts known to be due as at the financial year end. Any amounts due but unpaid are disclosed in the Net Assets Statement as current liabilities.

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 fund discloses its pension fund management expenses in accordance with CIPFA's Accounting for Local Government Pension Scheme Management Expenses (2016).

Administrative Expenses and Oversight and Governance Costs

All administrative expenses, oversight and governance costs are accounted for on an accruals basis. All associated staff costs are charged to the Fund. Management, accommodation and other overheads borne by NYCC are apportioned to the Fund in accordance with NYCC policy.

Investment Management Expenses

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

Fees of the external investment managers are set out in the respective mandates governing their appointments. Broadly, these are based on the market value of the investments under their management and therefore increase or reduce as the value of these investments change.

In addition the Fund has negotiated with the following managers that an element of their fee will be performance related:

- Baillie Gifford & Co - Global Equities
- FIL Pensions Management (Fidelity) - Global (ex-UK) Equities
- Standard Life Investments – UK Equities
- Hermes Investment Management- UK Property
- Bluebay- Private Debt
- Permira- Private Debt

Where an investment manager's fee note has not been received by the year-end 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 accounts.

Net Assets Statement

g) Assets

Assets are included in the Net Asset Statement on a fair value basis as at the reporting date. An asset is recognised in the Net Asset Statement on the date the Fund becomes party to the contractual acquisition of the asset. From this date any gains or losses arising from the fair value of the asset are recognised by the Fund.

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 investment and purchases and sales outstanding at the end of the reporting period.

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 purpose (see note 15)

j) Cash and Cash Equivalent

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 into known amounts of cash and that are subject to minimal risk of changes in value.

k) Liabilities

The Fund recognises liabilities at fair value as at the reporting date. A liability is recognised in the Net Asset 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 Fund's Actuary in accordance with the requirements of IAS19 and 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 an **Appendix** to these statements.

m) Additional Voluntary Contributions

NYPF provides an Additional voluntary contribution (AVC) scheme for its members, the assets of which are invested separately from those of the Fund. The fund has appointed Prudential as its 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.

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**).

4. Critical Judgement in Applying Accounting Policies

Unquoted Private Equity Investments

It is important to recognise the highly subjective nature of determining the fair value of private equity investments. They are inherently based on forward looking estimates and judgements involving many factors. Unquoted private equities are valued by the investment manager using guidelines set out by the British Venture Capital Association. The value of unquoted private equities at 31 March 2017 was £55k (31 March 2016, £82k).

Pension Fund Liability

The Fund's liability is calculated every three years by the Actuary, with annual updates in the intervening years. The methodology used is in line with accepted guidelines and in accordance with IAS19. Assumptions underpinning the valuations are agreed with the Actuary and are summarised in **Note 19**. This estimate is subject to significant variances based on changes to the underlying assumptions.

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

These Accounts require management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities at the balance sheet date and the for revenue and expenses during the year. Estimates 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 those based on these assumptions and estimates.

The item in the Net Assets Statement as at 31 March 2017 for which there is a significant risk of material adjustment being required is the actuarial present value of promised retirement benefits, which is based on assumptions on the discount rate, salary increases, retirement ages, mortality rates and the return on investments.

The effects of changing individual assumptions on the value of pension liabilities can be measured. A 0.1% increase in the discount rate would reduce liabilities by 1.9%, a 0.1% increase in inflation would increase liabilities by 1.9%, and an increase in life expectancy of one year would increase liabilities by 2.9%.

6. Events After the Reporting Date

These are events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the financial statements are approved. They can be either those that provide evidence of conditions that existed at the end of the reporting period or those that are indicative of conditions arising after the end of the reporting period.

7. Contributions Receivable

By category	2016/17 £000	2015/16 £000
Employees' contributions	26,413	25,725
Employers' contributions		
Normal contributions	58,793	57,626
Deficit recovery contributions	38,953	25,765
Early Retirement Recharges	2,602	2,572
Compensatory Added Years Recharges	489	0
Total Employers' contributions	<u>127,250</u>	<u>111,688</u>
By authority	2016/17 £000	2015/16 £000
Contributions Receivable		
North Yorkshire County Council	52,208	49,156
Other Scheduled Bodies	68,944	55,521
Admitted Bodies	6,098	7,011
	<u>127,250</u>	<u>111,688</u>

8. Transfers In from Other Pension Funds

All Transfers In were individual transfers. There were no group transfers during the year.

9. Benefits Payable	2016/17 £000	2015/16 £000
Benefits Payable		
North Yorkshire County Council	44,144	42,069
Other scheduled bodies	53,056	49,115
Admitted bodies	7,003	7,548
	<u>104,203</u>	<u>98,732</u>

10. Payments To and On Account of Leavers

All payments were in relation to individual members. There were no group transfers during the year.

11. Management Expenses

	2016/17	2015/16
	£000	£000
Administrative Costs	1,516	1,412
Investment Management Costs	14,853	7,968
Oversight and Governance Costs	<u>652</u>	<u>417</u>
	<u>17,021</u>	<u>9,797</u>

Investment Management Costs includes £1,990k (2015/16: £3,947K) in respect of performance related fees payable to the Fund's investment managers and £2,638k in respect of transaction costs (2015/16 £644k).

In addition to these costs, indirect costs are incurred through the bid-offer spread on investments sales and purchases. These are reflected in the cost of acquisitions and in the proceeds from the sales of investments (see **Note 14a**).

11A. Investment Management Expenses

	2016/17	2015/16
	£000	£000
Management Fees	9,219	
Performance Related Fees	1,990	
Custody Fees	81	
Transaction Costs	2,638	
Other	<u>925</u>	
	<u>14,853</u>	

12. Investment Income

	2016/17	2015/16
	£000	£000
Income from bonds	2,830	2,301
Income from equities	12,985	12,683
Pooled Property Investments	2,877	1,265
Pooled Investments - Other Managed Funds	0	63
Interest on Cash Deposits	3	81
Other	<u>680</u>	<u>570</u>
	<u>19,375</u>	<u>16,963</u>

13. Taxes on Income

	2016/17	2015/16
	£000	£000
Withholding Tax on Dividends	<u>-265</u>	<u>290</u>

14. Investments

a) Reconciliation of Movements in Investments and Derivatives

	Value at 31 March 2017	Change in market value at 31 March 2017	Sales proceeds and derivative receipts	Purchases at cost and derivative payments	Value at 1 April 2016
	£000	£000	£000	£000	£000
Fixed Interest Securities	422,865	83,870	(1,233,264)	1,230,661	341,598
Equities	587,799	108,496	(284,776)	276,024	488,055
Pooled Investments	1,742,033	383,962	(51,263)	17,387	1,391,947
Pooled Property	252,966	13,299	(146,577)	209,781	176,463
Private Equity	55	0	(27)	0	82
Derivative Contracts	(182)	(182)	0	0	0
Total Invested	3,005,536	589,445	(1,715,907)	1,733,853	2,398,145
Cash Deposits	10,126				8,339
Net Investment Debtors	4,563	1,750			2,813
Net Investment Assets	3,020,225	591,195			2,409,297

	Value at 31 March 2016	Change in market value at 31 March 2016	Sales proceeds and derivative receipts	Purchases at cost and derivative payments	Value at 1 April 2015
	£000	£000	£000	£000	£000
Fixed Interest Securities	341,598	14,473	(660,265)	826,103	161,287
Equities	488,055	(24,619)	(418,664)	229,420	701,918
Pooled Funds	1,391,947	(14,349)	(270,622)	341,332	1,335,586
Pooled Property	176,463	17,914	0	8,538	150,011
Private Equity	82		0	0	82
Derivative Contracts	0				0
Total Invested	2,398,145	(6,581)	(1,349,551)	2,348,884	2,348,884
Cash Deposits	8,339				27,437
Net Investment Debtors	2,813	(1,391)			4,204
Net Investment Assets	2,409,297	(7,972)			2,380,525

b) Analysis of Investments (excluding derivative contracts)

	2016/17	2015/16
	£000	£000
Fixed Interest Securities		
UK Public Sector Quoted	422,682	341,598
Equities		
UK Quoted	308,717	274,721
Overseas Quoted	279,082	213,334
	587,799	488,055
Pooled Investments		
UK Equity	70,283	65,403
UK Property	252,966	176,463
UK Fixed Income	-	-
Overseas Equity	1,328,818	950,427
Overseas Fixed Income	93,095	129,395
	1,745,162	1,321,688
Diversified Growth Funds - UK	249,837	246,722
Private Equity - UK	55	82
Total Investments (excl Derivatives)	3,005,536	2,398,145
Cash Deposits	10,126	8,339
Net Investment Debtors	4,563	2,813
Net Investment Assets	3,020,225	2,409,297

c) Investments analysed by Fund Manager

Investment Manager	31 March 2017		31 March 2016	
	£000	%	£000	%
Baillie Gifford & Co. - Global Alpha	604,424	19.9	445,906	18.4
Baillie Gifford & Co. - LTGG	418,471	13.8	303,055	12.5
Fidelity International	340,419	11.2	259,850	10.7
Standard Life Investments - Equities	312,208	10.3	279,634	11.6
Standard Life Investments - DGF	138,060	4.5	137,312	5.7
ECM Asset Management	93,095	3.1	129,394	5.4
Hermes Property Unit Trust	32,866	1.1	32,113	1.3
Legal & General	62,453	2.1	60,029	2.5
Threadneedle	158,237	5.2	84,911	3.5
M&G Investments	427,134	14.1	342,475	14.2
Newton Investments	111,778	3.7	109,409	4.5
Dodge & Cox	153,007	5.0	104,730	4.3
Veritas	154,599	5.1	120,397	5.0
Bluebay	7,570	0.2	0	0.0
Permira	5,850	0.2	0	0.0
Currency Hedging	0	0.0	(1)	0.0

Yorks & Humber Equity Fund	55	0.0	82	0.0
Internally Managed (cash and net debtors)	15,130	0.5	8,537	0.4
	<u>3,035,356</u>	<u>100.00</u>	<u>2,417,833</u>	<u>100.00</u>

The investments with Baillie Gifford, Threadneedle and Veritas each represent more than 5% of net assets. These investments are in pooled funds. All other investments are either below 5% or constitute a portfolio of segregated assets.

d) Stock Lending

The Fund has not released stock to a third party under a stock lending arrangement within a regulated market at this period end or in any previous years.

15. Analysis of Derivatives

Futures

Type	Expires	Economic Exposure	Market Value 31 March 2016	Economic Exposure	Market Value 31 March 2017
		£000	£000	£000	£000
Liabilities					
UK Fixed Interest	Less than one year	-	-	(182)	(182)

16. Fair Value – Basis of Valuation

The basis of the valuation of each class of investment asset is set out below. There has been no change in the valuation techniques used 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 ³²
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
Futures and options in UK bonds	Level 1	Published exchange prices at the year-end	Not required	Not required
Exchange traded pooled investments	Level 1	Closing bid value on published exchanges	Not required	Not required
Unquoted bonds	Level 2	Average of broker prices	Evaluated price feeds	Not required
Forward foreign exchange derivatives	Level 2	Market forward exchange rates at the year-end	Exchange rate risk	Not required

Overseas bond options	Level 2	Option pricing model	Annualised volatility of counterparty credit 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
Pooled investments – hedge funds	Level 3	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	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 cashflows, and by any differences between audited and unaudited accounts Required by 6.5.5.1 d) and f), 7.4.2.13 of the Code.
Notes to the Ellebeau Pension Fund Account for the year ended 31 March 2017 Page 31 Description of asset	Valuation hierarchy	Basis of valuation	Observable and unobservable inputs	Key sensitivities affecting the valuations provided ³²
Freehold and leasehold properties	Level 3	Valued at fair value at the year-end using the investment method of valuation by John Finley FRICS of independent valuers Carrott-Jones LLP in accordance with the RICS Valuation Standards (9th	Existing lease terms and rentals Independent market research Nature of tenancies Covenant strength for existing tenants Assumed vacancy levels	Significant changes in rental growth, vacancy levels or the discount rate could affect valuations as could more general changes to market prices

		Edition)	Estimated rental growth Discount rate	
Unquoted equity	Level 3	Comparable valuation of similar companies in accordance with International Private Equity and Venture Capital Valuation Guidelines (2012)	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 cashflows, and by any differences between audited and unaudited accounts

Sensitivity of assets valued at level 3

Having analysed historical data and current market trends, and consulted with independent investment advisors, 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 2017.

Assessed valuation range (+/-)	Value at 31 March 2017	Value on increase	Value on decrease
	£000	£000	£000
Pooled investments – hedge funds			
Freehold and leasehold property			
Unquoted overseas equity			
Private equity	55		
Total	55		

16a: 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, quoted index linked securities and unit trusts.

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.

	Quoted market price	Using observable inputs	With significant unobservable inputs	Total
Values at 31 March 2017	Level 1	Level 2	Level 3	
	£000	£000	£000	£000
Financial assets at fair value through profit and loss	3,038,896		55	3,038,951
Non-financial assets at fair value through profit and loss				0
Financial liabilities at fair value through profit and loss	3,595			3,595
Net investment assets	3,035,301	0	55	3,035,356

	Quoted market price	Using observable inputs	With significant unobservable inputs	Total
Values at 31 March 2016	Level 1	Level 2	Level 3	
	£000	£000	£000	£000
Financial assets at fair value through profit and loss	2,432,281		82	2,432,363
Non-financial assets at fair value through profit and loss				0
Financial liabilities at fair value through profit and loss	14,530			14,530
Net investment assets	2,417,751	0	82	2,417,833

The Fund's primary long term risk is that the Fund's assets will fall short of its liabilities (i.e. promised benefits payable to members). Therefore the aim of investment risk management is to minimise the risk of an overall reduction in the value of the Fund and to maximise the opportunity for gains across the whole Fund portfolio. The Fund achieves this through asset diversification to reduce exposure to market risk (price risk, currency risk and interest rate risk) and credit risk to an acceptable level. In addition, the fund manages its liquidity risk to ensure there is sufficient liquidity to meet the Fund's forecast cash flows. NYCC manages these investment risks as part of its overall approach to Pension Fund risk.

Responsibility for the Fund's risk management strategy rests with the Pension Fund Committee. A Risk Register has been established to identify and analyse the risks faced by NYCC's pensions operations. This document is periodically 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 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 Register includes identifying, managing and controlling 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 PFC and its investment advisers 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 advice from the investment advisers to ensure that risk remains within tolerable levels
- specific risk exposure is limited by applying risk weighted maximum exposures to individual investments through Investment Management Agreements

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. The maximum risk resulting from financial instruments is determined by the fair value of the financial instruments.

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

Other price risk – sensitivity analysis

Following analysis of historical data and expected investment return movement during the financial year, in consultation with the fund's investment advisors, 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 (+/-)
	%
Cash and Cash Equivalents	1.0

UK Bonds	9.0
UK Equities	19.0
Overseas Equities	20.5
UK Pooled Equities	19.0
Overseas Pooled Equities	20.5
UK Pooled Bonds	9.0
Overseas Pooled Bonds	11.0
Pooled Property Investments	12.5
Diversified Growth Funds	10.5
Private Equity	27.5
Derivatives	0.0
Non-Investment Debtors/Creditors	0.0

The potential price changes disclosed above are broadly consistent with a one-standard deviation movement in the value of the assets. The sensitivities are consistent with the assumptions contained in the investment advisors' most recent review. 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 (the prior year comparator is shown below).

Asset Type	Value as at 31 March 2017	Potential Market Movement	Value on Increase	Value on Decrease
	£000	£000	£000	£000
Cash and Cash Equivalents	10,126	101	10,227	10,025
UK Bonds	422,864	38,058	460,922	384,806
UK Equities	308,717	58,656	367,373	250,061
Overseas Equities	279,082	57,212	336,294	221,870
UK Pooled Equity	70,283	13,354	83,637	56,929
Overseas Pooled Equity	1,328,818	272,408	1,601,226	1,056,410
UK Pooled Bonds	0	0	0	0
Overseas Pooled Bonds	93,095	10,240	103,335	82,855
Pooled Property Investments	252,966	31,621	284,587	221,345
Diversified Growth Funds	249,837	26,233	276,070	223,604
Private Equity	55	15	70	40
Derivatives	(182)	0	(182)	(182)
Non Investment Debtors/Creditors	6,448	0	6,448	6,448
Total Assets	3,022,109		3,530,007	2,514,211

Asset Type	Value as at 31 March 2016	Potential Market Movement	Value on Increase	Value on Decrease
	£000	£000	£000	£000
Cash and Cash Equivalents	8,339	83	8,422	8,256
UK Bonds	341,598	30,744	372,342	310,854
UK Equities	274,721	52,197	326,918	222,524
Overseas Equities	213,333	42,667	256,000	170,666
UK Pooled Equity	65,403	12,427	77,830	52,976
Overseas Pooled Equity	950,428	190,086	1,140,514	760,342
UK Pooled Bonds	0	0	0	0

Overseas Pooled Bonds	129,395	11,646	141,041	117,749
Pooled Property Investments	176,463	22,058	198,521	154,405
Diversified Growth Funds	246,722	28,373	275,095	218,349
Private Equity	82	23	105	59
Derivatives	0	0	0	0
Non Investment Debtors/Creditors	4,756	0	4,756	4,756
Total Assets	<u>2,411,240</u>		<u>2,801,544</u>	<u>2,020,936</u>

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 monitored by the Fund and its investment advisers through the risk management strategy including monitoring the exposure to interest rates and assessment of actual interest rates against the strategic benchmark.

The Fund's direct exposure to interest rate movements as at 31 March 2017 and 31 March 2016 is set out in the tables below. These disclosures present interest rate risk based on the underlying financial assets at fair value.

	2016/17	2015/16
	£000	£000
Cash and Cash Equivalents	10,126	8,339
Fixed Interest Securities	<u>422,864</u>	<u>341,598</u>
	<u>432,990</u>	<u>349,937</u>

The Fund recognises that interest rates can vary and can affect both income to the Fund and the value of the net assets available to pay benefits. Advice suggests that it is reasonable to expect a change in the long term average rate of approximately 1%. For illustrative purposes if it were to change by +/- 100 bps the values in the table above would change by £4,332k and for 2015/16 asset values, £3,499k.

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 monitored in accordance with the Fund's risk management strategy, including monitoring the range of exposure to currency fluctuations.

After receiving advice it is considered that the likely volatility associated with foreign exchange movements to be +/-9.8%. A fluctuation of this size is considered reasonable based on the analysis of long term historical movements in the month end exchange rates.

Assuming all other variables, in particular, interest rates remain constant, a 9.8% 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:

Asset Type	Value as at 31 March 2017	Value on 9.8% Increase	Value on 9.8% Decrease
	£000	£000	£000
Overseas Equities	1,607,900	1,765,474	1,450,326
Overseas Bonds	93,095	102,218	83,972
Total Assets	1,700,995	1,867,693	1,534,297

Asset Type	Value as at 31 March 2016	Value on 9.1% Increase	Value on 9.1% Decrease
	£000	£000	£000
Overseas Equities	1,163,761	1,269,663	1,057,859
Overseas Bonds	129,395	141,170	117,620
Total Assets	1,293,156	1,410,833	1,175,479

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 assets and liabilities.

In essence the Fund's entire investment portfolio is exposed to some form of credit risk, with the exception of the derivative 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 outstanding, and the cost of replacing the derivative position in the event of 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 recognised rating agencies.

Deposits are not made with banks and financial institutions unless they are rated independently and meet NYCC's credit criteria. NYCC has also set limits as to the maximum amount of deposits placed with any one financial institution. The banks and institutions chosen all have at least the minimum credit rating as described in NYCC's Treasury Management Strategy.

NYCC believes it has managed its exposure to credit risk and has had no experience of default or uncollectible deposits over the past five financial years. The Fund's cash holding under its treasury management arrangements with NYCC at 31 March 2017 was £8.6m (31 March 2016, £3.8m) and was held with the following institutions:

	Credit Rating	31 March 2017 £000	31 March 2016 £000
Call Accounts			
Barclays	A/F1	552	569
Santander UK	A/F1	227	15
Fixed Term Deposit Notice Accounts			
Bank of Scotland	A+/F1	2,396	1,208
Leeds BS	A-/F1	366	71
Nationwide	A/F1	1,127	569
Svenska Handelsbanken	AA/F1+	-	114
Santander UK	A/F1	900	554
Goldman Sachs	A/F1	1,127	426
Lancashire County Council	-	282	142
Leicester FRA	-	-	-
London Borough of Enfield	-	-	71
Salford City Council	-	141	-
Falkirk Council	-	-	71
Fife Council	-	141	-
Hambleton District Council	-	155	-
Isle of Wight Council	-	282	-
West Berkshire District Council	-	113	-
West Dunbartonshire Council	-	310	-
Warrington Borough Council	-	282	-
Woking Borough Council	-	141	-
Northumberland County Council	-	141	-
		<u>8,683</u>	<u>3,810</u>

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 Fund therefore takes steps to ensure that it has adequate cash resources to meet its commitments.

The Fund has immediate access to its cash holdings, subject to the fixed periods determined when deposits are placed. These deposits are scheduled to ensure cash is available when required.

The Fund also has access to an overdraft facility for short term (up to three months) cash needs. This facility is only used to address changes in the strategic benchmark and is met by either surplus cash from contributions received exceeding pensions paid or if necessary, disinvesting.

The fund defines liquid assets as assets that can be converted to cash within three months. Illiquid assets are those assets which will take longer than three months to convert to cash.

As at 31 March 2017 the value of illiquid assets was £55k, which represented less than 0.1% of total Fund assets (31 March 2016, £82k, which represented less than 0.1% of total Fund assets).

All liabilities at 31 March 2017 are due within one year. The Fund does not have any financial instruments that have a refinancing risk as part of its treasury management and investment strategies.

19. Funding Arrangements

In line with the Local Government Pension Scheme (Administration) Regulations 2008 the Fund's Actuary, Aon Hewitt, 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 key elements of NYPF's 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

At the 2016 Valuation the aim was to achieve 100% solvency over a period of 24 years from April 2017 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 Triennial Valuation the Fund was assessed as 90% funded (73% at the 2013 Valuation). This reflected a deficit of £283m (£668m at the 2013 Valuation).

The common rate of employers' contributions is the average rate required from all employers calculated as being sufficient, together with contributions paid by employees, to meet all liabilities arising in respect of service after the Valuation date. For 2016/17 the common rate (determined at the 2013 Valuation) is 13.8% of pensionable pay.

Individual employers' rates will vary from the common contribution rate depending on the demographic and actuarial factors particular to each employer. Full details of the contribution rates payable can be found in the 2016 Triennial Valuation Report and the Funding Strategy Statement on the Fund's website.

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:

	liabilities	
Investment Return	4.40%	per annum
Inflation	2.00%	per annum
Salary Increases	3.25%	per annum
Pension Increases	2.00%	per annum

Future life expectancy based on the Actuary's Fund specific mortality review was:

	Male	Female
Current pensioners	22.7	26.2
Future pensioners (assumed current age 45)	24.9 years	28.5 years

Commutation Assumption

It is assumed that future retirees will take 50% of the maximum additional tax-free lump sum up to HMRC limits for pre-April 2008 service and for post-April 2008 service.

50:50 Option

It is assumed that no active members (evenly distributed across the age, service and salary range) will take up the 50:50 option in the LGPS 2014 scheme.

20. Actuarial Present Value of Promised Retirement Benefits

In addition to the Triennial Funding Valuation, the Actuary also undertakes a valuation of pension fund liabilities on an IAS19 basis every year using the same base data as the Valuation, rolled forward to the current financial year, taking account of changes in membership numbers and using updated assumptions. A statement prepared by the Actuary is attached as an **Appendix**.

21. Current Assets

	2016/17 £000	2015/16 £000
Debtors		
Investment Debtors		
Investment Transactions	2,490	9,676
Accrued Dividends	2,058	2,122
Withholding Taxes Recoverable	1,686	1,786
	<u>6,234</u>	<u>13,584</u>
Other Debtors		
Contributions due from Scheduled (Government) Bodies	7,449	7,137
Contributions due from Admitted Bodies	429	475
Pensions Rechargeable	301	253
Interest on Deposits		107
Other	12	543
	<u>8,191</u>	<u>8,515</u>
Total Debtors	<u>14,425</u>	<u>22,099</u>

22. Current Liabilities

	2016/17 £000	2015/16 £000
Creditors		
Investment Creditors	1,670	10,771
Sundry Other Creditors	1,743	3,759
	<u>3,413</u>	<u>14,530</u>

23. Additional Voluntary Contributions

	Market Value 31 March 2017 £000	Market Value 31 March 2016 £000
Prudential	<u>19,958</u>	<u>19,644</u>

AVC contributions of £1,846k were paid directly to Prudential during the year (£2,036k in 2015/16).

24. Agency Services

The North Yorkshire Pension Fund does not operate Agency Service contracts.

25. Related Party Transactions

North Yorkshire County Council

The North Yorkshire Pension Fund is administered by North Yorkshire County Council. Consequently there is a strong relationship between the Council and the Fund.

The Council incurred costs of £1,231K (£1,136k in 2015/16) in relation to the administration of the Fund and was subsequently reimbursed by the Fund for these expenses. The Council is also the single largest employer of members of the Fund and contributed £52.2m to the Fund in 2016/17 (£49.2m in 2015/16).

Part of the Fund's cash holdings are invested with banks and other institutions by the treasury management operations of NYCC, through a service level agreement. During the year to 31 March 2017 the Fund had an average investment balance of -£2.4m (£16.8m during 2015/16) paid interest of £15.1k (£107.5k received in 2015/16) on these funds.

Governance

As at 31 March 2017 there were five Pension Fund Committee Members who were also active members of the Fund, each of whom was required to declare their interests at each meeting. The Corporate Director – Strategic Resources, who was also the Treasurer of the Fund was also an active member. Benefits for PFC Members and the Treasurer were accrued on exactly the same basis as for all other members of the Fund.

Key Management Personnel

The Code exempts local authorities from the key management personnel disclosure requirements of IAS 24. This exemption applies in equal measure to the accounts of the Fund. The disclosures required by The Accounts and Audit (England) Regulations can be found in the main accounts of NYCC.

26. Contingent Liabilities and Contractual Commitments

The Fund had no material contingent liabilities or contractual commitments at the year end (£nil in 2015/16).

27. Contingent Assets

Two admitted body employers hold insurance bonds to guard against the possibility of being unable to meet their pension obligations. These bonds are drawn in favour of the pension fund and payment will only be triggered in the event of an employer default.

28. Impairment Losses

The Fund had no material impairment losses at the year-end (£nil in 2015/16).

North Yorkshire Pension Fund

Statement of the Actuary for the year ended 31 March 2017

Introduction

The Scheme Regulations require that a full actuarial valuation is carried out every third year. The purpose of this is to establish that the North Yorkshire Pension Fund (the Fund) is able to meet its liabilities to past and present contributors and to review employer contribution rates. The latest full actuarial investigation into the financial position of the Fund was completed as at 31 March 2016 by Aon Hewitt Limited, in accordance with Regulation 62 of the Local Government Pension Scheme Regulations 2013.

Actuarial Position

1. The valuation as at 31 March 2016 showed that the funding ratio of the Fund had increased since the previous valuation with the market value of the Fund's assets at that date (of £2,417.8M) covering 90% of the liabilities in respect of service prior to the valuation date allowing, in the case of pre-1 April 2014 membership for current contributors to the Fund, for future increases in pensionable pay.
2. The valuation also showed that the aggregate level of contributions required to be paid by participating employers with effect from 1 April 2017 was:
 - 17.8% of pensionable pay. This was the rate calculated as being sufficient, together with contributions paid by members, to meet the liabilities arising in respect of service after the valuation date (the primary rate).

Plus

- Monetary amounts to restore the assets to 100% of the liabilities in respect of service prior to the valuation date over a recovery period of 24 years, amounting to £13.6M in 2017/18, and increasing by 3.25% p.a. thereafter.
3. In practice, each individual employer's position is assessed separately and contributions are set out in Aon Hewitt Limited's report dated 31 March 2017 (the "actuarial valuation report"). In addition to the contributions certified, payments to cover additional liabilities arising from early retirements (other than ill-health retirements) will be made to the Fund by the employers.
 4. The funding plan adopted in assessing the contributions for each individual employer was in accordance with the Funding Strategy Statement. The approach, and the recovery period used for each employer, were agreed with the Administering Authority reflecting the Employers' circumstances.
 5. The valuation was carried out using the projected unit actuarial method for most employers and the main actuarial assumptions used for assessing the funding target and the contribution rates were as follows.

Discount rate for periods in service	
Scheduled body / subsumption funding target	4.4% p.a.
Orphan body funding target	4.1% p.a.
Discount rate for periods after leaving service	
Scheduled body / subsumption funding target	4.4% p.a.
Orphan body funding target	2.5% p.a.
Rate of pay increases (service up to 31 March 2014 only) (in addition to promotional increases)	3.25% p.a.
Rate of increase to pension accounts	2.0% p.a.
Rate of increases in pensions in payment (in excess of Guaranteed Minimum Pension)	2.0% p.a.

In addition, the discount rate for orphaned employers (i.e. employers with no active members and where there is no scheme employer responsible for funding the non-active liabilities) was 2.1% in-service and left-service.

The assets were valued at market value.

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

6. The valuation results summarised above are based on the financial position and market levels at the valuation date, 31 March 2016. As such the results do not make allowance for changes which have occurred subsequent to the valuation date.
7. The formal actuarial valuation report and the Rates and Adjustments Certificate setting out the employer contribution rates for the period from 1 April 2017 to 31 March 2020 were signed on 31 March 2017. Contribution rates will be reviewed at the next actuarial valuation of the Fund due as at 31 March 2019 in accordance with Regulation 62 of the Local Government Pension Scheme Regulations 2013.
8. This Statement has been prepared by the Actuary to the Fund, Aon Hewitt Limited, for inclusion in the accounts of the Fund. It provides a summary of the results of the actuarial valuation which was carried out by Aon Hewitt Limited as at 31 March 2016. The valuation provides a snapshot of the funding position at the valuation date and is used to assess the future level of contributions required.

This Statement must not be considered without reference to the formal actuarial valuation report which details fully the context and limitations of the actuarial valuation.

Aon Hewitt Limited does not accept any responsibility or liability to any party other than our client, North Yorkshire County Council, the Administering Authority of the Fund, in respect of this Statement.

9. The actuarial valuation report is available on the Fund's website at the following address:
<https://www.nypf.org.uk/nypf/valuationreports.shtml>

Aon Hewitt Limited

24 May 2017

NORTH YORKSHIRE COUNTY COUNCIL

PENSION FUND COMMITTEE

6 JULY 2017

GOVERNANCE ARRANGEMENTS

Report of the Treasurer

1.0 PURPOSE OF REPORT

1.1 To seek Committee approval of the following governance documents:

- Investment Strategy Statement
- Governance Compliance Statement
- Risk Register
- Communication Strategy 2017/18
- Communication Policy Statement
- Pensions Administration Strategy

2.0 BACKGROUND

2.1 As Members will be aware the governance documents for the North Yorkshire Pension Fund are reviewed and approved annually by the Pension Fund Committee. This approval process is carried out prior to the Audit of the Annual Report as regulations require that certain governance documents and the Pension Fund Final Accounts form a part of the Annual Report of the Fund. In addition to those documents that form part of the Annual Report, all other governance documents are also approved annually for reasons of good practice.

2.3 The completed Annual Report will be presented to the PFC on 14 September 2017 for recommendation for approval by the Audit Committee.

2.4 The following governance documents form part of the Annual Report:

- Investment Strategy Statement
- Governance Compliance Statement
- Funding Strategy Statement
- Communication Strategy Statement

2.5 At its meeting on 15 September 2016 the PFC approved a full set of NYPF governance documents for the purposes of submission to the Audit Committee in relation to the 2015/16 Final Accounts.

3.0 GOVERNANCE ARRANGEMENTS FOR NYPF

3.1 A description of each of the governance documents is included in the following paragraphs, together with comments on the changes that have been made since they were last approved. The latest approved version of these governance documents can be found on the NYPF website:

<https://www.nypf.org.uk/nypf/policiesandstrategies.shtml>

- 3.2 The **Investment Strategy Statement (ISS)** sets out the Fund's approach to investing. To remind Members, the ISS replaced the Statement of Investment Principles (SIP) on 1 April 2017. This document was approved by Members at the 23 February 2017 PFC Meeting and was published on the NYPF website prior to the 1 April 2017 deadline. It was agreed in the meeting that given the fluidity of this document that an updated version be brought to the July PFC meeting. This version, attached as **Appendix 1**, has been circulated around the Pension Board for review and also reflects the feedback from the Independent Professional Observer.
- 3.3 The **Governance Compliance Statement** describes the governance arrangements of the Fund. The latest version of this document has been attached as **Appendix 2** for Members to approve.
- 3.4 The **Risk Register (Appendix 3 & 4)** has recently been updated and is attached for approval. The register describes the key risks faced by the Fund. There are two risks ranked as red, five as amber and three as green. The assessment of the highest ranked risks is primarily driven by the financial impact each could have, if each risk actually occurred.
- 3.5 One of the red risks is on the LGPS Pooling Arrangements; this is currently considered the key risk of the Pension Fund. It is a major change to the way in which the Pension Fund is managed with a potential risk that the Fund is no longer able to effectively implement its investment strategy. Members are invited to comment on this risk.
- 3.6 Pension Fund solvency also remains a red risk, despite the funding level of 104%, due to the unpredictable and volatile nature of global financial markets on which both investment returns and certain market based actuarial assumptions used to value liabilities are based. The potential consequence of the risk occurring is a significant increase in contribution rates for the Fund's employers and/or an extension to the deficit recovery period.
- 3.7 The **Communication Strategy 2017/18** describes the annual strategy for communicating with members and employers for the year. The Strategy has been updated to reflect the latest communication initiatives. Each of the Local Government Pension Scheme (LGPS) Funds in England and Wales is required to publish a Statement under the LGPS (Amendment) (No 2) Regulations 2005 relating to the Communications Strategy for the Fund. The NYPF strategy for 2017/18 is attached at **Appendix 5**.
- 3.8 The strategy is designed to assist both the Fund and its employers in offering simplified, timely and targeted communications relating to the LGPS which include the Pensions Regulator's requirements to offer communications which are accurate, clear and accessible. Some of the key strategies are shown below:
- Develop a simplified Annual Benefit Statement with links to online examples and clear explanations. The focus will be on easy to understand pension values to help with retirement planning.
 - Review and amend, where appropriate, all employer administration forms to make them more user-friendly where possible.
 - Develop a guide to explain the impact of reducing contractual hours.
 - Develop a guide to explain the impact of reducing pensionable pay.
 - Develop a guide to explain the ill health retirement process and assist employers in updating their ill health process to include information from the Pensions Ombudsman.
 - Collaborate with NYCC Employment Support Service and HR to develop retirement flowcharts for the NYCC intranet.
 - Update the existing 'Academy Factsheet' to give clearer guidance.
 - Develop an Admission Agreement guide for employers and contractors.

3.9 The **Funding Strategy Statement** describes how employers' pension liabilities are to be met going forward, how employer contributions will be kept as stable as possible, and a prudent long-term view of those liabilities. This document was reviewed as part of the 2016 Triennial Valuation and an updated version was noted by Members at the 23 February 2017 PFC Meeting. There have been no subsequent changes made since this meeting. Members are therefore not required to approve this document. The latest version of this document can be found by following the link below:

<https://www.nypf.org.uk/Documents/Funding%20Strategy%20Statement%20-%20May%202016.pdf>

3.10 The **Communications Policy Statement**, attached as **Appendix 6**, details the policy for communicating with members and employers. There have been some minor changes made to this document.

3.11 The **Pensions Administration Strategy**, attached as **Appendix 7** sets out the administration protocols that have been agreed between the Fund and its employers. There have been some minor changes made to this document.

3.12 The **Treasury Management SLA** describes the treasury management services provided by the Council to NYPF. There have been no material changes made to this document, therefore approval is not required.

4.0 **RECOMMENDATIONS**

4.1 Members to approve the following governance documents.

- Investment Strategy Statement
- Governance Compliance Statement
- Risk Register
- Communication Strategy 2017/18
- Communication Policy Statement
- Pensions Administration Strategy

GARY FIELDING
Treasurer
Corporate Director – Strategic Resources
County Hall
Northallerton

23 June 2017

NORTH YORKSHIRE PENSION FUND

INVESTMENT STRATEGY STATEMENT

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1.0 INTRODUCTION

- 1.1 Regulation 7 of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 (the Regulations) requires administering authorities to formulate, publish and maintain an Investment Strategy Statement (ISS). This document is the ISS of the North Yorkshire Pension Fund (NYPF, or the Fund) for which North Yorkshire County Council (the Council) is the administering authority.
- 1.2 The Council has delegated all its functions as the administering authority of NYPF to the Pension Fund Committee (PFC, or the Committee). The Corporate Director - Strategic Resources, who reports to the Chief Executive, has day to day control of the management of all aspects of the Fund's activities.
- 1.3 The Committee determines the investment policy of the Fund and has ultimate responsibility for the investment strategy. The Committee undertakes its responsibilities after taking appropriate advice from external advisers.
- 1.4 The Committee seeks to invest in accordance with the ISS, any Fund money that is not needed immediately to make payments from the Fund. The ISS should be read in conjunction with the Fund's Funding Strategy Statement.

[1.5 The Pension Board and the Fund's employers have been consulted on the drafting of this document.](#)

2.0 OBJECTIVES OF THE FUND

- 2.1 The primary objective of the Fund is to provide pension benefits for members upon retirement and/or benefits on death for their dependents, on a defined benefits basis. Investments will therefore be selected with the aim of fully funding these benefit requirements over an extended number of years. The funding position will be reviewed at each Triennial Valuation with adjustments to the investment strategy, asset allocation and to investments with investment managers as required.
- 2.2 The investment objective of the Fund is to provide for sufficient capital growth of the Fund's assets in a range of market conditions, supplemented by employee and employer contribution income, to meet the cost of benefits as they fall due. It is translated into a suitable strategic asset allocation benchmark designed to address the nature of the Fund's liabilities, and deliver returns over the long term including through periods of volatility in financial markets.

3.0 INVESTMENT OF MONEY IN A WIDE VARIETY OF INVESTMENTS

- 3.1 The Committee reviews the investments of the Fund on a regular basis. The last review of the investment strategy took place in 2013 and there is an ongoing review of the strategy, alongside the 2016 Triennial Valuation, due to be completed in 2017. Additional reviews of individual asset classes have also taken place, with particular regard to diversification and suitability. The Committee receives advice from its Investment Consultant when undertaking such reviews.
- 3.2 These reviews provide a framework designed to produce the returns the Fund requires over the long term to meet its future liabilities. Each asset class invested in is allocated a range, and rebalancing takes place when values stray beyond them due to market conditions. Further rebalancing may take place based on tactical views of the Fund's advisers.
- 3.3 The Fund's current strategic asset allocation is set out below. The table also includes the ranges within which the asset allocation may vary without specific reference to the Committee, however in practice the allocation is considered by the Committee each quarter and adjustments made as necessary.

	Minimum %	Benchmark %	Maximum %
Equities	50	62	75
Alternatives	10	20	20
Fixed Income	15	18	30

- 3.4 The largest proportion of the Fund's investments are in equities which is aimed at growing the value of assets over the long term. Other return seeking asset classes complement this goal, with the allocation to liability matching assets providing a measure of protection against rising liability valuations.
- 3.5 Each asset class is sub-divided into two or more mandates with different investment managers and operating to different benchmarks, further increasing the diversification of the Fund's investments.
- 3.6 The most recent changes to the strategy have been the addition of Alternatives, being Property (2012), Diversified Growth Funds (2013) and Private Debt (2016). These asset classes have served to further diversify the Fund's investments, spreading risk and reducing short term volatility.
- 3.7 Each investment manager operates to a specific benchmark and to specific mandate restrictions appropriate to their process and style, so that in aggregate, their activities are aligned to the overall performance requirements and risk appetite of the Fund. Each manager holds a range of underlying investments which reflects their views relative to their respective benchmarks, as permitted by their mandates.
- 3.8 The investment management arrangements of the Fund are as follows.

Manager	Mandate	Objective
Standard Life	UK Equities	To outperform the FTSE 350 (excluding Investment Trusts) Equally Weighted Index by 3% pa over the long term
Baillie Gifford	Global Equities (Global Alpha)	To outperform the FTSE All World Index by 2% over the long term
Baillie Gifford	Global Equities (Long Term Global Growth)	To outperform the FTSE All World Index by 3% over the long term
Dodge & Cox	Global Equities	To outperform the MSCI All Country World Index over a market cycle
Veritas	Global Equities	To outperform CPI + 6% to 10% over the medium term
Fidelity	Overseas Equities	To outperform an MSCI geographically weighted index by 2% pa over the medium term
Newton	Diversified Growth Fund	To outperform LIBOR by 4% over the medium term
Standard Life	Diversified Growth Fund	To outperform LIBOR by 5% over the medium term
Hermes	UK Property	To outperform the IPD Other Balanced Property Funds Index by 0.5% over the medium term

Legal & General	UK Property	To outperform the IPD All Balanced Property Funds Index over the medium term
Threadneedle	UK Property	To outperform the IPD All Balanced Property Funds Index by 1% to 1.5% over the medium term
M&G	UK Government Bonds	To outperform liabilities by 0.5%
ECM	European Corporate Bonds	To outperform LIBOR by 3%
BlueBay	Private Debt	IRR of 9% gross (7% net) including 4.5% cash yield
Permira	Private Debt	IRR of 9% gross (8% net) including 5% cash yield

3.9 The Fund is permitted to invest up to 5% in entities connected to the administering authority. There are currently no such investments.

4.0 THE SUITABILITY OF PARTICULAR INVESTMENTS AND TYPES OF INVESTMENTS

4.1 The following categories of investment have been approved as suitable for the NYPF.

- UK Equities** provide a share in the assets and profitability of public companies floated on UK stock exchanges. Capital gains and losses arise as share prices change to reflect investor expectations at the market, sector and stock levels. Income is derived from dividends.
- Overseas Equities** are similar to UK Equities but allow greater diversification amongst markets, sectors and stocks. Valuations are affected by exposure to movements in the relative value of the foreign currencies in which investments are made against sterling. Exchange rates are likely to reflect differentials in inflation so should not affect returns materially over the long term, but over the short term currency movements may significantly add to or subtract from returns. Equities are expected to provide high returns compared to other asset classes (the "equity-risk premium") ~~to address the NYPF deficit position a high proportion of assets will be held in equities.~~
- UK Bonds** are debt instruments issued by the UK Government and other borrowers. Bonds provide a fixed rate of interest and are usually redeemed at a fixed price on a known future date. Valuations primarily reflect the fixed level of interest, the period to redemption and the overall return demanded by investors. They are vulnerable to rising inflation and correspondingly benefit from falling inflation.
- Overseas Bonds** are similar to UK Bonds but have exposure to currency exchange rate fluctuations. As with UK bonds they are influenced by local inflation rates.

Index Linked Bonds	are bonds that provide interest and a redemption value directly linked to a measure of inflation, usually the Retail Price Index or a similar index. The returns from this asset class act as a useful proxy for movements in liability values.
Diversified Growth Funds	are an alternative way of investing in shares, bonds, property and other asset classes. These funds are managed by specialist multi-asset managers and target returns slightly below that of equities but with significantly reduced volatility due to the diversification of their constituent parts.
UK Property	is an investment in buildings, indirectly through pooled vehicles. Capital gains and losses occur as prices fluctuate in line with rental levels and investor demand. Income is generated from rents collected from tenants. The nature of rental agreements gives property some of the characteristics of bonds, whilst growth and inflation provide some of the characteristics of equities. It is, therefore, a useful diversifying asset class.
Private Debt	is loan arrangements provided directly to companies over the medium term for an index linked return, significantly above rates charged by commercial banks. Typically they are provided through pooled fund arrangements and require that investors commit funds for a period of 5 to 7 years, with income and capital being returned throughout that time.
Derivative Instruments	such as options and futures are mechanisms through which the Fund can be protected from sudden changes in share prices or exchange rates. Although not income producing they can result in capital gains and losses. They may be used to hedge the Fund's exposure to particular markets.
Cash	is invested in authorised institutions in accordance with the treasury management policy of the Council under the terms of a Service Level Agreement and attracts interest at market rates.

4.2 Each asset class has different return expectations and volatility characteristics. They are blended to produce the optimal investment return while taking an appropriate level of risk. Periodic investment reviews assess whether this blend requires adjustment, including through the addition of new asset classes, to take account of changing market conditions and the evolving asset and liability profile of the Fund. Tactical rebalancing also takes place, as required. All monitoring, reviews and rebalancing is undertaken after taking advice from the Fund's Investment Consultant.

4.3 The 2016 Triennial Valuation was prepared on the basis of an expected return on assets of 5.9% over the long term. This return is 1.5% above the discount rate used to calculate the Fund's liabilities and reflects a "probability of funding success" as described in the Funding Strategy Statement of 75%. This is based on the Fund's current asset mix and assumes no outperformance from active management.

5.0 THE APPROACH TO RISK, INCLUDING THE WAYS IN WHICH RISKS ARE TO BE MEASURED AND MANAGED

5.1 The Fund aims to achieve its funding objective by taking an appropriate level of risk, through investing a proportion of funds in growth assets. Ongoing monitoring of the risk profile takes place including reassessing its appropriateness through investment strategy reviews and at the quarterly meetings of the PFC when appropriate. Close regard is paid to the ongoing risks

which may arise through a developing mismatch, over time, between the assets of the Fund and its liabilities, together with the risks which may arise from any lack of balance/diversification of the investment of those assets.

- 5.2 The risk of financial mismatch is that the Fund's assets fail to grow in line with the liabilities. It is managed by the Committee through a review of the assumptions used to calculate the Fund's liabilities at each Triennial Valuation, and an assessment by the Actuary of the Fund's asset allocation strategy of the probability of achieving funding success. This assessment forms the basis for subsequent asset allocation reviews aimed at controlling risk and further improving the funding position.
- 5.3 Longevity risk and other demographic factors are assessed at each Triennial Valuation. The Committee reviews national and Fund specific trends as part of this process.
- 5.4 Systemic risk, being the possibility that an event akin to the financial crisis occurs, is mitigated through the diversified nature of the Fund's asset allocation strategy. The Committee has taken steps since 2008 to spread investments across a larger number of asset classes which behave differently in different market conditions. The risks associated with individual asset classes, the combined nature of risks at Fund level are reassessed at each strategy review and changes made as appropriate.
- 5.5 This diversification across asset classes and across investment managers within each asset class significantly mitigates concentration risk, so that the effect of underperformance of any one asset class or investment manager is minimised. Rebalancing activity prevents departure from the strategic asset allocation benchmark.
- 5.6 The significant majority of the Fund's assets are invested in liquid investments, so that the risk of illiquidity, being an inability to meet liabilities as a result of a lack of liquid assets, is minimal. The risk is further managed by cashflow forecasting.
- 5.7 Currency risk is that the Fund's assets, the majority of which are overseas, underperform relative to Sterling. This risk is managed through a periodic assessment of currency exchange rates including receiving advice on the suitability of hedging the major currencies the Fund's assets are denominated in.
- 5.8 Agreements with the Fund's custodian and investment managers provide protection against fraudulent losses. In addition regular checks are undertaken by independent auditors of the custodian's and investment managers' systems. These organisations have internal compliance teams which also monitor and report on risk.
- 5.9 The Fund maintains a Risk Register which identifies the key risks, an assessment of the potential impact of each risk should it occur, and the controls and contingency plans in place to mitigate the likelihood and severity of each risk. The Risk Register is reviewed by the PFC annually and by the Pension Board semi-annually.

6.0 THE APPROACH TO POOLING INVESTMENTS, INCLUDING THE USE OF COLLECTIVE INVESTMENT VEHICLES AND SHARED SERVICES

- 6.1 The Fund is a ~~provisional~~-member of the Border to Coast Pensions Partnership ("BCPP", or "the Pool"). The proposed structure and basis on which the BCPP will operate was initially set out in the July 2016 submission to Government and is currently under review as part of the plans for formal creation of the Pool vehicle.
- 6.2 The key criteria for the assessment of the Pool are that it provides a suitable solution that meets the investment objectives and asset allocation strategy of the Fund and that there is significant financial benefit to joining the arrangements.
- 6.3 The change in arrangements is that the Pool will be responsible for manager selection and monitoring, which is currently a responsibility of the Committee. The responsibilities for

determining the investment strategy and asset allocation strategy will remain with the Committee.

- 6.4 At the time of preparing this statement the details of the pooling arrangements are being finalised. However it is expected that approximately 96% of NYPF's liquid assets will be transitioned into the Pool once suitable sub-funds are in place, and that certain illiquid investments, comprising approximately 4% will be retained by NYPF. The legal structures of these illiquid assets are such that it is not practical to transfer ownership without a substantial loss in value. New investments will be made through the Pool wherever possible.
- 6.5 The July 2016 submission to Government of BCPP, available on the Fund's website www.nypf.org.uk, provided a statement addressing an outline structure and governance of the Pool, the mechanisms by which the Fund can hold the Pool to account and the services that will be shared or jointly procured. Government approved this approach on 12 December 2016. The Fund has subsequently been working with the BCPP to progress final arrangements.
- 6.6 Arrangements include establishing a Financial Conduct Authority regulated company to manage the assets of BCPP partner funds. Based on legal advice describing the options on holding shares in this company (BCPP Limited), the Fund will hold all voting and non-voting shares rather than the Council. This is because the purpose of the company is to meet the needs of the constituent Funds in complying with the regulations on pooling, rather than for a Council specific purpose.
- 6.7 The Fund will hold the Pool to account through having a representative on the Joint Committee, which as an investor will monitor and oversee the investment operations of BCPP Limited. It will also have a representative on the Shareholder Board, which will as an owner provide oversight and control of the corporate operations of BCPP Limited.
- 6.8 An annual report will be submitted to the Scheme Advisory Board providing details of assets transferred into the pooling arrangement.
- 6.9~~8~~ As the Pool develops and the structure and governance of the Pool are established, the Fund will include this information in future iterations of the ISS.

7.0 HOW SOCIAL, ENVIRONMENTAL OR CORPORATE GOVERNANCE CONSIDERATIONS ARE TAKEN INTO ACCOUNT IN THE SELECTION, NON-SELECTION, RETENTION AND REALISATION OF INVESTMENTS

- 7.1 The PFC takes the view that its overriding obligation is to act in the best financial interests of the Scheme and its beneficiaries. It is recognised that environmental, social and governance ("ESG") factors can influence long term investment performance and the ability to achieve long term sustainable returns. Investment advice received by the Fund implicitly includes these factors. Therefore, as a responsible investor, the Committee wishes to promote corporate social responsibility, good practice and improved performance amongst all companies in which it invests.
- 7.2 The Committee considers the financial impact of ESG factors on its investments through regular reporting by the Fund's investment managers. Engagement with company management and voting behaviour are integral to investment processes aimed at improving performance in companies in which they invest.
- 7.3 As well as delegating the Fund's approach to ESG issues to its investment managers, NYPF is also a member of the Local Authority Pension Fund Forum (LAPFF) which is the UK's leading collaborative shareholder engagement group. This organisation promotes ESG good practice on behalf of over 70 LGPS funds. Its activity acts as a complement to that undertaken by the Fund's investment managers. Any differences in approach are discussed with the Fund's investment managers so that the reasons are fully understood.

7.4 The Fund is compliant with the six principles on investment decision making for occupational pension schemes, as set out in the guidance published by the Chartered Institute of Public Finance and Accountancy in December 2009 called "Investment Decision Making and Disclosure in the Local Government Pension Scheme: A Guide to the Application of the Myners Principles".

7.5 Any evaluation of social investments is made on the same basis as other investment opportunities, in taking into account financial and non-financial factors.

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8.0 THE EXERCISE OF RIGHTS (INCLUDING VOTING RIGHTS) ATTACHING TO INVESTMENTS

8.1 The Committee has delegated the exercise of voting rights to Pension Investment Research Consultants Limited (PIRC). Votes are executed by PIRC according to predetermined Shareholder Voting Guidelines agreed by the PFC, available on the Fund's website. These guidelines are aligned to the UK Stewardship Code and to best practice in other jurisdictions. Votes are cast for all UK equities held by the Fund, and for non-UK holdings where practicable. The Fund monitors voting decisions on a regular basis and a summary is included in the Fund's Annual Report.

8.2 The Fund adheres to the Stewardship Code as published by the Financial Reporting Council. The Committee will expect both BCPP Ltd and any investment managers appointed by it to also comply with the Stewardship Code.

8.3 The Fund's collective engagement activity through the LAPFF supports the voting activity undertaken by PIRC.

8.4 The Fund aims to adopt the Principles of the Financial Reporting Council's UK Stewardship Code. A Statement of Compliance will be published on the Fund's website in 2017.

12 June23-February 2017

NORTH YORKSHIRE PENSION FUND**GOVERNANCE COMPLIANCE STATEMENT****TABLE OF CONTENTS**

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1.0 INTRODUCTION

- 1.1 This Statement has been prepared by North Yorkshire County Council (NYCC, or “the Council”) as administering authority of the North Yorkshire Pension Fund (NYPF, or “the Fund”) in accordance with the requirements of the provisions of the Local Government Pension Scheme Regulations 2013.
- 1.2 These Regulations describe the governance arrangements of the Fund and assess them against a set of best practice principles, either confirming compliance or providing an explanation of the reasons for non-compliance as appropriate.

2.0 GOVERNANCE ARRANGEMENTS

Pension Fund Committee

- 2.1 Overall responsibility for the governance of the LGPS, as it is organised and operated in North Yorkshire resides with the Pension Fund Committee (PFC), a committee of the Council, which has been delegated the following powers:
 - 2.1.1 To exercise the powers of the Council to invest monies forming part of the Pension Fund, including:
 - to determine and periodically review the Investment Strategy of the Fund
 - to appoint managers to manage and invest Fund monies on the Council’s behalf
 - to receive reports from the appointed managers, at least once every three months, setting out the action they have taken under their appointment
 - to receive reports, at least once every three months from the Investment Adviser, Investment Consultant and the Performance Measurer, regarding the investment performance of the appointed investment managers and the Fund overall
 - from time to time to consider the desirability of continuing or terminating the appointments of any organisations involved in the investment of the monies of the Fund and / or advising / reporting thereon
 - to approve a Statement of Final Accounts and associated governance statements for submission to the Audit Committee
 - from time to time reporting to the Executive
 - 2.1.2 To exercise all the Council’s powers as administering authority for the North Yorkshire Pension Fund, subject to any specific instructions that might be given from time to time by the Council.
 - 2.1.3 To carry out the Council’s functions relating to local government pension scheme (LGPS) under the regulations.

Local Pension Board

2.2 The Local Pension Board is responsible for assisting the Council as Administering Authority in securing compliance with the regulations, and to ensure the efficient and effective governance and administration of the LGPS for the North Yorkshire Pension Fund. The Local Pension Board has an oversight role in the governance of the Fund.

2.3 The key points from the terms of reference are:

- there are 9 members of the Local Pension Board, being 4 scheme member representatives (voting), 4 employer representatives (voting) and 1 independent chair (non-voting)
- there are 4 meetings each year
- Local Pension Board members are required to maintain the highest standards of conduct and therefore the "seven principles of public life" are applied to members and embodied in their code of conduct
- the Local Pension Board has its own policies on conflicts of interest and training
- costs of the Local Pension Board are met by the Pension Fund

Independent Professional Observer

2.4 In order to provide an independent assessment of the Fund's governance arrangements the PFC has appointed an Independent Professional Observer (IPO). The IPO reports annually to the PFC on the level of compliance of the Fund against the CLG's best practice principles, and also offer advice on governance related matters.

Functions Delegated to Officers

2.5 The Council's constitution sets out the duties of the Corporate Director – Strategic Resources in relation to the Fund. Essentially, the Corporate Director acts as the Treasurer of the Fund (and is referred to as such in the remainder of this Statement) providing information and advice to the Committee whilst also managing the day to day affairs of the Fund.

2.6 In particular the Treasurer is required to manage from day to day the Fund, including:

- the exercise of the Council's function as administering authority, subject to any specific instructions that might be given from time to time by the PFC
- the power to seek professional advice and to devolve day to day handling of the Fund to professional advisers within the scope of LGPS regulations
- to change the mandate of a fund manager, in consultation with the Chairman and at least one other Member of the PFC, in circumstances when not to do so would lead to a real or potential loss in value of the Fund's investments. Any such action to be reported to the PFC as soon as practicable

NYPFOG

- 2.7 The North Yorkshire Pension Fund Officer Group (NYPFOG) meets periodically to provide an opportunity for officer representatives of all employers to meet NYPF officers and address any issues related to the administrative arrangements of the Fund.

LGPS Pooling Arrangements

- 2.8 LGPS pooling arrangements, which are due to be implemented from April 2018 will require changes to the governance arrangements of the Fund. NYPF has [formally](#) joined the Border to Coast Pensions Partnership (BCPP) which has sent a proposal to DCLG on how pooling arrangements could work, including describing the changes to governance thought necessary. ~~No specific changes have been agreed to date, but to facilitate the further development of arrangements two informal bodies have been created. The Member Steering Group comprises the Chairs of 12 of the 13 administering authorities in BCPP. This Group oversees the work of officers of the administering authorities who make up the~~ [An Officer Operations Group has been set up to work with advisors to implement the pooling requirements. This group is overseen by the Joint Committee which comprises the Chairs of the 12 administering authorities in BCPP.](#)
- 2.9 The [full proposal](#) is available on NYPF's website, which includes the terms of reference of these two bodies and how the BCPP members intend to work together.

3.0 REPRESENTATION AND MEETINGS

Representation

- 3.1 The current membership of the PFC is as follows (as at ~~July June 2016~~[2017](#))
- (a) ~~seven~~[eight](#) elected Members representing the administering authority who each hold one vote on the Committee
 - (b) two further elected Members representing the Fund's other largest employing bodies each holding one vote. One Member represents the City of York Council, the other is the District Councils' representative of Local Government North Yorkshire and York
 - (c) in addition, a number of substitute Members have been nominated to attend in the absence of each of the main Committee Members
 - (d) an invitation is also extended to allow three union representatives to attend every Committee Meeting. No voting rights are allocated to these positions
 - (e) the Chairman of the Pension Board is invited to attend all PFC meetings, in a non-voting capacity
 - (f) the quorum required for Committee Meetings is three

Meetings

- 3.2 The PFC is governed by the decision making procedures defined in the Constitution of the Council, being a full Committee of the Council. These are fully compliant with

the terms of the Local Government Act 2000. In addition, the PFC complies with the procedural requirements defined in LGPS regulations.

- 3.3 Papers for all meetings of the PFC are provided to all the Members identified in **paragraph 3.1** above, including substitute members and union representatives. In addition, the ~~Investment Adviser and~~ Investment Consultant (who also attends every meeting), Fund Managers and the Fund Actuary are given the opportunity to view all items on the public agenda of each meeting.
- 3.4 PFC papers are also publicly available on the Council's website. The Communication Policy Statement explains in more detail the arrangements for engagement with all stakeholders.
- 3.5 The PFC convenes once each quarter, at County Hall in Northallerton. The Fund's investment managers are scheduled to attend additional meetings where the PFC specifically considers fund manager performance and related matters. At least four supplementary meetings a year are normally held for this purpose. In attendance at each meeting are ~~the Investment Adviser,~~ the Investment Consultant, the Treasurer and representative members of his staff involved with the NYPF and a Committee Clerk (NYCC).
- 3.6 The PFC has also included a specific meeting in July in its programme. This is in order to consider the draft Statement of Final Accounts and the set of updated governance documents, in addition to any other business requiring attention at that time.

4.0 OPERATIONAL PROCEDURES

Training

- 4.1 Myners first principle recommends that "decisions should be taken only by persons or organisations with the skills, information and resources necessary to take them effectively". There are also legal requirements set out in the LGPS regulations and other relevant legislation, as well as best practice guidance published by CIPFA and other professional and regulatory bodies.
- 4.2 The Fund arranges a programme of internal and external training events and access to other resources designed to meet these requirements, recommendations and best practice guidance principles for Members of the PFC. A register of all training events is maintained and reported at each PFC meeting.
- 4.3 The costs incurred by Members of the PFC in attending training sessions are met by the Fund in accordance with the policies of the administering authority.

Reporting and Monitoring

- 4.5 The PFC has a clearly defined Work Plan that is agreed at the start of each financial year which is reviewed regularly and is included in the Agenda papers for each meeting.

- 4.6 In relation to investment matters, the ~~Investment Adviser~~, Investment Consultant and each Investment Manager for the Fund is required to submit a quarterly report to the PFC summarising the investment activities within the Fund's portfolios during the preceding quarter and reporting the value and performance of the investments at the end of each such quarter. In addition, the Fund Custodian presents an independent report on the overall investment performance of the Fund, together with details relating to individual managers and different classes of asset.
- 4.7 In addition, the Treasurer will present reports to every PFC meeting detailing performance in relation to the administration activities of the Fund and other significant matters for Members' attention as determined by the Work Plan; topics will include reports on the budget position, updates on the Regulations, communication with stakeholders, training events and Admission Agreements, etc.
- 4.8 Outside of this periodic reporting to the PFC
- (a) the activities of the Benefits Administration Team are regularly monitored by the Treasurer as part of the ongoing performance monitoring arrangements operated with the Central Services directorate of the Council. In addition, the Fund participates in benchmarking and related value for money exercises with other Funds
 - (b) the performance of the investment managers is monitored on an ongoing basis by the Investment Consultant, ~~Investment Adviser~~ and the Treasurer. Meetings are held with the investment managers on a routine basis and/or when particular issues arise (e.g. staff changes) that may affect the performance of that manager on behalf of the Fund.

5.0 KEY POLICY / STRATEGY DOCUMENTS

- 5.1 In addition to the range of documents produced by the Fund explaining the benefits of the LGPS for scheme members and employers, the Fund publishes on www.nypf.org.uk a number of other key documents relating to the administration and governance of the Fund. In addition to this Governance Compliance Statement, these additional documents are as follows:
- Funding Strategy Statement (FSS)
 - ~~Statement of Investment Principles (SIP)~~ [Investment Strategy Statement \(ISS\)](#)
 - Communications Policy Statement
 - Annual Communication Strategy + related Action Plan
 - Pensions Administration Strategy
 - Risk Register
 - Treasury Management SLA
 - Annual Report

6.0 COMPLIANCE WITH BEST PRACTICE PINCIPLES

6.1 Structure

a	The Management of the administration of benefits and strategic management of fund assets clearly rests with the main committee established by the appointing Council	Fully compliant
b	That representatives of participating LGPS employers, admitted bodies and scheme members (including pensioner and deferred members) are members of either the main or secondary committee established to underpin the work of the main committee	Fully compliant. It is assumed that the Pension Board fulfils the role of a secondary panel and these stakeholder groups are all eligible to be represented
c	That where a secondary committee or panel has been established, the structure ensures effective communication across both levels	Fully compliant. It is assumed that the Pension Board fulfils the role of a secondary panel
d	That where a secondary committee or panel has been established, at least one seat on the main committee is allocated for a member from the secondary committee or panel	Fully compliant

6.2 Representation

a	That all key stakeholders are afforded the opportunity to be represented within the main or secondary committee structure. These include: i) employing authorities (including non-scheme employers, eg admitted bodies) ii) scheme members (including deferred and pensioner scheme members) iii) where appropriate, independent professional observers iv) expert advisers	Fully compliant
b	That where lay members sit on a main or secondary committee, 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	Fully compliant

6.3 Selection and Role of Lay Members

a	That committee or panel members are made fully aware of the status, role and function they are required to perform on either a main or secondary committee	Fully compliant
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6.4 Voting

a	The policy of individual administering authorities on voting rights is clear and transparent, including the justification for not extending voting rights to each body or group represented on main LGPS committees	Fully compliant
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Voting rights on the PFC are limited to representatives of the administering authority which is answerable for the effective and prudent management of the Scheme, and to representatives of the Fund's major employers. This arrangement provides an optimal number in terms of decision making effectiveness, therefore voting rights have not been extended to other stakeholders.

6.5 Training / Facility Time / Expenses

a	That in relation to the way in which statutory and related decisions are taken by the administering authority, there is a clear policy on training, facility time and reimbursement of expenses in respect of members involved in the decision-making process	Fully compliant
b	That where such a policy exists, it applies equally to all members of committees, sub-committees, advisory panels or any other form of secondary forum	Fully compliant

6.6 Meetings (Frequency/Quorum)

a	That an administering authority's main committee or committees meet at least quarterly	Fully compliant
b	That an administering authority's secondary committee or panel meet at least twice a year and is synchronised with the dates when the main committee sits	Fully compliant
c	That administering authorities who do not include lay members in their formal governance arrangements, provide a forum outside of those arrangements by which the interests of key stakeholders can be represented	Fully compliant

6.7 Access

a	That subject to any rules in the Council's constitution, all members of main and secondary committees or panels have equal access to committee papers, documents and advice that falls to be considered at meetings of the main committee	Fully compliant
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6.8 **Scope**

a	That administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements	Fully compliant
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6.9 **Publicity**

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

Risk Register: **June 2017 Review – summary**
 Next Review Due: **December 2017**
 Report Date: **22nd June 2017 (cpc)**

Identity			Person		Classification												Fallback Plan			
Change	Risk Title	Risk Description	Risk Owner	Risk Manager	Pre						RR		Post						FBPlan	Action Manager
					Prob	Obj	Fin	Serv	Rep	Cat	RRs	Next Action	Prob	Obj	Fin	Serv	Rep	Cat		
◀▶	44/4 - Pension Fund Solvency	Solvency deteriorates due to liability growth exceeding expectations and / or underperforming investment returns, inappropriate actuarial assumptions, or adverse market conditions requiring a review of employer contributions, additional payments or extended recovery period	CD SR	CSD SR Senior Accountant Pensions	M	M	H	L	M	2	3	31/12/2017	M	M	H	L	M	2	Y	CSD SR Senior Accountant Pensions CSD SR Pensions Manager
◀▶	44/201 - LGPS Pooling Transition	Failure to transition effectively to new pooling arrangements resulting in poorer value for money; lower investment returns; and inability to effectively execute investment strategy.	CD SR	CSD SR Senior Accountant Pensions	M	M	H	L	H	2	8	31/12/2017	M	M	H	L	M	2	N	
◀▶	44/8 - Investment Strategy	Failure of the investment strategy to achieve sufficient returns from investments	CD SR	CSD SR Senior Accountant Pensions	L	M	H	L	M	3	4	31/07/2017	L	M	H	L	M	3	Y	CSD SR Senior Accountant Pensions
◀▶	44/20 - Fraud	Internal and/or external fraud as a result of inappropriate pension administration, investment activity and cash reconciliation results in financial loss, loss of reputation	CD SR	CSD SR Senior Accountant Pensions	L	L	H	L	M	3	4	31/12/2017	L	L	H	L	M	3	Y	CSD SR Pensions Manager CSD SR Senior Accountant Pensions
▲	44/16 - Key Personnel	Loss and unavailability of key personnel, leading to potential knowledge gaps and delays to provision of advice as new personnel take on key roles resulting in reduced performance and complaints.	CD SR	CSD SR Pensions Manager	M	M	L	M	L	4	4	31/12/2017	M	M	L	M	L	4	Y	CSD SR Senior Accountant Pensions CSD SR Pensions Manager
◀▶	44/10 - LGPS Regulations and Employer Related Legislation	LGPS Regulations and Employer Related Legislation not interpreted and implemented correctly resulting in legal challenge	CD SR	CSD SR Pensions Manager	M	L	L	L	M	4	2	31/12/2017	M	L	L	L	L	5	Y	CSD SR Senior Accountant Pensions CSD SR Pensions Manager
◀▶	44/11 - Benefit Payments	Incorrect/late benefits and payments to members resulting in criticism, customer dissatisfaction, under/over payments	CD SR	CSD SR Pensions Manager	M	L	L	L	M	4	2	31/12/2017	L	L	L	L	M	5	Y	CSD SR Pensions Manager

Pension Fund

Risk Register: **June 2017 Review – summary**
 Next Review Due: **December 2017**
 Report Date: **22nd June 2017 (cpc)**

Identity			Person		Classification												Fallback Plan			
Change	Risk Title	Risk Description	Risk Owner	Risk Manager	Pre						RR		Post						FBPlan	Action Manager
					Prob	Obj	Fin	Serv	Rep	Cat	RRs	Next Action	Prob	Obj	Fin	Serv	Rep	Cat		
◀▶	44/7 - Investment Manager	Failure of a pension fund investment manager to meet adequate performance levels resulting in reduced financial returns, re-tendering exercise	CD SR	CSD SR Senior Accountant Pensions	L	M	M	L	L	5	3	31/12/2017	L	M	M	L	L	5	Y	CSD SR Senior Accountant Pensions
◀▶	44/14 - IT Systems	Failure of IT Pension system or other IT systems for more than 2 days (or a critical time) resulting in backlog, incorrect payments, increased overtime, criticism	CD SR	CSD SR Pensions Manager	L	M	L	M	M	5	2	31/12/2017	L	M	L	M	M	5	Y	CSD SR Pensions Manager

Key	
▲	Risk Ranking has worsened since last review.
▼	Risk Ranking has improved since last review
◀▶	Risk Ranking is same as last review
- new -	New or significantly altered risk

Abbreviations		Classifications	
CD SR	Corporate Director Strategic Resources	Prob	Probability
CSD SR	Central Services Directorate Strategic Resources	Obj	Impact on Objectives
FB Plan	Fallback Plan	Fin	Financial Impact
LGPS	Local Government Pension Scheme	Serv	Impact on Services
IT	Information Technology	Rep	Reputational Impact
		RRs	Number of risk reduction actions to be carried out

Pension Fund

Risk Register: **June 2017 Review – summary**
 Next Review Due: **December 2017**
 Report Date: **22nd June 2017 (cpc)**

Likelihood	
Probability	H = > 60% or Probable M = 30% to 60% or Possible L = < 30% or Unlikely
Impact	
Objectives	H = Over 6 priorities adversely impacted M = 3-6 priorities adversely impacted L = Below 3 priorities adversely impacted
Financial	H = Substantial/Over 2% increase in contribution rate or loss of major opportunity M = Notable/0.5%-2% increase in contribution rate or loss of notable opportunity L = Minor/Up to 0.5% increase in contribution rate or loss of some opportunity
Services	H = Widespread impact, 2/3 services affected, significant project slippage M = Declining Performance, notable inconvenience L = Minor service impact, resolved locally, minor inconvenience
Reputation	H = Significant Member/Employer complaints, national media M = Notable Member/Employer complaints, regional media, L = Some Member/Employer complaints, local adverse media coverage

Pension Fund

Risk Register: **June 2017 Review – detailed**
 Next Review Due: **December 2017**
 Report Date: **22nd June 2017 (cpc)**

Phase 1 - Identification											
Risk Number	44/4	Risk Title	44/4 - Pension Fund Solvency				Risk Owner	CD SR		Manager	CSD SR Senior Accountant Pensions
Description	Solvency deteriorates due to liability growth exceeding expectations and / or underperforming investment returns, inappropriate actuarial assumptions, or adverse market conditions requiring a review of employer contributions, additional payments or extended recovery period					Risk Group	Financial		Risk Type		
Phase 2 - Current Assessment											
Current Control Measures			Deficit recovery period; adopt prudent actuarial assumptions; all assumptions reviewed every 3 years; measure liabilities against investment returns on a quarterly basis; regular reports to PFC; fixed income review;								
Probability	M	Objectives	M	Financial	H	Services	L	Reputation	M	Category	2
Phase 3 - Risk Reduction Actions											
							Action Manager	Action by	Completed	%	
Reduction	44/6 - Consultation with Actuary re assumptions used and discuss and carry out action plan (ongoing)						CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%	
Reduction	44/7 - Regular review of investment strategy to maximise investments; ongoing action linked to triennial valuations, strategy session to be held in July						CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%	
Reduction	44/8 - Discussion with employers re cost of the scheme and potential 'one off' contributions; employers have been provided with their new rates for the following three financial years and any queries resolved						CSD SR Pensions Manager CSD SR Senior Accountant Pensions	Fri-31-Mar-17	Fri-31-Mar-17	100%	
Phase 4 - Post Risk Reduction Assessment											
Probability	M	Objectives	M	Financial	H	Services	L	Reputation	M	Category	2
Phase 5 - Fallback Plan											
Fallback Plan	44/428 - Increased contribution rate from employers and/or extend recovery period								Action Manager		
									CSD SR Senior Accountant Pensions CSD SR Pensions Manager		

Pension Fund

Risk Register: **June 2017 Review – detailed**
 Next Review Due: **December 2017**
 Report Date: **22nd June 2017 (cpc)**

Phase 1 - Identification											
Risk Number	44/201	Risk Title	44/201 - LGPS Pooling Transition				Risk Owner	CD SR		Manager	CSD SR Senior Accountant Pensions
Description	Failure to transition effectively to new pooling arrangements resulting in poorer value for money; lower investment returns; and inability to effectively execute investment strategy.					Risk Group		Risk Type	CSD SR 32/24		
Phase 2 - Current Assessment											
Current Control Measures		Pension Fund Committee involvement in key pooling decisions; NYPF officer involvement in pooling working groups; Periodic reporting of updates to the Pension Fund Committee; further detail behind the plans received; providing updates to the pension board on a quarterly basis around governance; pool legal advice; key decision agreed by full council; pooling briefing provided to members;									
Probability	M	Objectives	M	Financial	H	Services	L	Reputation	H	Category	2
Phase 3 - Risk Reduction Actions											
						Action Manager	Action by	Completed	%		
Reduction	44/161 - Consultation with advisors on the implication of pooling; legal advice coming through at fund and pool levels;					CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%		
Reduction	44/162 - Gain advice from advisors and other consultants on responding to the Government consultation; response provided now moved into advice on setting up the pooling					CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%		
Reduction	44/163 - Keeping Members up to date, particularly new members following May 17 elections; on PFC agenda every quarter with update					CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%		
Reduction	44/164 - Take key decisions for action to next Full Council					CSD SR Senior Accountant Pensions	Wed-15-Feb-17	Wed-15-Feb-17	100%		
Reduction	44/165 - Provide Pooling briefing at January Members seminar					CSD SR Senior Accountant Pensions	Tue-31-Jan-17	Tue-31-Jan-17	100%		
Reduction	44/166 - Ensure Pension Board and employers are kept up to date on progress					CSD SR Senior Accountant Pensions	Sat-30-Jun-18		0%		
Reduction	44/167 - Ensure that PFC continue to be involved in key pooling decisions and informed of transition progress as we move towards June 2018					CSD SR Senior Accountant Pensions	Sat-30-Jun-18		0%		
Reduction	44/447 - Ensure that as the sub-funds are set up that we can invest into and the process of transition is developed, NYPF have as much involvement as possible to shape this and ensure that it is suitable for our needs					CSD SR Senior Accountant Pensions	Sat-30-Jun-18		0%		
Phase 4 - Post Risk Reduction Assessment											
Probability	M	Objectives	M	Financial	H	Services	L	Reputation	M	Category	2
Phase 5 - Fallback Plan											
Fallback Plan									Action Manager		

Pension Fund

Risk Register: **June 2017 Review – detailed**
 Next Review Due: **December 2017**
 Report Date: **22nd June 2017 (cpc)**

Phase 1 - Identification												
Risk Number	44/8	Risk Title	44/8 - Investment Strategy				Risk Owner	CD SR		Manager	CSD SR Senior Accountant Pensions	
Description	Failure of the investment strategy to achieve sufficient returns from investments					Risk Group	Strategic		Risk Type			
Phase 2 - Current Assessment												
Current Control Measures			Strategy reviewed through asset/liability modelling; risk budgeting; experience and knowledge of the market and suitable forms of investment; Member training; Independent Investment Adviser and Consultant reports; PFC workshops and sign off of strategy; regular monitoring of investment performance; fixed income review;									
Probability	L	Objectives	M	Financial	H	Services	L	Reputation	M	Category	3	
Phase 3 - Risk Reduction Actions												
							Action Manager	Action by	Completed	%		
Reduction	44/1876 - Continual review of the investment strategy and implement the recommendations, including consideration of pooling arrangements						CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%		
Reduction	44/1878 - Monitor appropriateness of strategy against prevailing market conditions (including Brexit); Strategy session to be held in July 2017 with PFC members and our consultants to consider future options and potential changes to the strategy						CSD SR Senior Accountant Pensions	Mon-31-Jul-17		0%		
Reduction	44/1879 - Monitor the Advisor and Consultants reports and act on professional advice						CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%		
Reduction	44/1895 - Continue to monitor the impact of MiFID II and ensure we are ready for January 2018 implementation, likely to involve discussions with fund managers and an "opt up", more will be known following release of paper in June 2018						CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%		
Phase 4 - Post Risk Reduction Assessment												
Probability	L	Objectives	M	Financial	H	Services	L	Reputation	M	Category	3	
Phase 5 - Fallback Plan												
										Action Manager		
Fallback Plan	44/430 - Review the strategy and implement changes as necessary based on the forward assessment of financial markets								CSD SR Senior Accountant Pensions			

Pension Fund

Risk Register: **June 2017 Review – detailed**
 Next Review Due: **December 2017**
 Report Date: **22nd June 2017 (cpc)**

Phase 1 - Identification											
Risk Number	44/20	Risk Title	44/20 - Fraud				Risk Owner	CD SR	Manager	CSD SR Senior Accountant Pensions	
Description	Internal and/or external fraud as a result of inappropriate pension administration, investment activity and cash reconciliation results in financial loss, loss of reputation					Risk Group	Pers/Capacity	Risk Type			
Phase 2 - Current Assessment											
Current Control Measures			Internal Audit; internal checking and authorisation procedures and levels in both pension section and finance; split between administration and finance; all third parties have regular audits and regulated by FCA; legally binding contracts in place; governance arrangements for the delegation of duties; use of BACS payments; monthly mortality monitoring; participate in National Fraud Initiative								
Probability	L	Objectives	L	Financial	H	Services	L	Reputation	M	Category	3
Phase 3 - Risk Reduction Actions											
							Action Manager	Action by	Completed	%	
Reduction	44/1887 - Continually review processes and procedures including authorisation levels						CSD SR Pensions Manager CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%	
Reduction	44/1888 - Ongoing internal audit assessment and annual review by external auditors						CSD SR Pensions Manager CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%	
Reduction	44/1890 - Annual independent external audit of pension fund (separate from County Council) and carry out appropriate recommendations						CSD SR Pensions Manager CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%	
Reduction	44/1894 - Review of external manager audit and risk reports; reports are also viewed by internal audit						CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%	
Phase 4 - Post Risk Reduction Assessment											
Probability	L	Objectives	L	Financial	H	Services	L	Reputation	M	Category	3
Phase 5 - Fallback Plan											
Fallback Plan	44/434 - Review incident and update procedures/processes accordingly							Action Manager CSD SR Pensions Manager CSD SR Senior Accountant Pensions			

Pension Fund

Risk Register: **June 2017 Review – detailed**
 Next Review Due: **December 2017**
 Report Date: **22nd June 2017 (cpc)**

Phase 1 - Identification											
Risk Number	44/16	Risk Title	44/16 - Key Personnel				Risk Owner	CD SR	Manager	CSD SR Pensions Manager	
Description	Loss and unavailability of key personnel, leading to potential knowledge gaps and delays to provision of advice as new personnel take on key roles resulting in reduced performance and complaints.					Risk Group	Capacity/performance	Risk Type			
Phase 2 - Current Assessment											
Current Control Measures			Procedure notes; knowledge sharing; file management; deputies; co-operation between departments; pensions management meetings; comprehensive training matrix; PFC action notes; professional advisors; increase resources agreed in finance team;								
Probability	M	Objectives	M	Financial	L	Services	M	Reputation	L	Category	4
Phase 3 - Risk Reduction Actions											
							Action Manager	Action by	Completed	%	
Reduction	44/1901 - Ensure effective management and transition arrangements are in place pending any review of management structure						CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%	
Reduction	44/1905 - Continue to build resilience to meet current and anticipated future, demands and complexity						CSD SR Pensions Manager CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%	
Reduction	44/1907 - Carry out appropriate induction and ongoing training for new PFC members						CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%	
Reduction	44/1908 - Ensure inclusion of key personnel with relevant external advisers or feedback from such meetings/telephone calls (on going)						CSD SR Pensions Manager CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%	
Phase 4 - Post Risk Reduction Assessment											
Probability	M	Objectives	M	Financial	L	Services	M	Reputation	L	Category	4
Phase 5 - Fallback Plan											
										Action Manager	
Fallback Plan	44/441 - Identify temporary cover arrangements plus additional resources where required										CSD SR Senior Accountant Pensions CSD SR Pensions Manager

Pension Fund

Risk Register: **June 2017 Review – detailed**
 Next Review Due: **December 2017**
 Report Date: **22nd June 2017 (cpc)**

Phase 1 - Identification											
Risk Number	44/10	Risk Title	44/10 - LGPS Regulations and Employer Related Legislation				Risk Owner	CD SR		Manager	CSD SR Pensions Manager
Description	LGPS Regulations and Employer Related Legislation not interpreted and implemented correctly resulting in legal challenge					Risk Group	Performance		Risk Type	Int Fin 30/189	
Phase 2 - Current Assessment											
Current Control Measures		Specialist knowledge; designated members of staff; regular updates & comms with CLG; LGPC; Actuarial advice; Employers Forums; NEPOF; section training by specialist staff; specialist software; advice on calculations interpretations; investment mgt. agreement; awareness of overriding legislation; broadening of knowledge across MT; LGE advice; nat. technical pension group provide advice; Trustees knowledge and understanding toolkit; Pensions Administration team structure reviewed; training feedback received in order to continually strengthen understanding									
Probability	M	Objectives	L	Financial	L	Services	L	Reputation	M	Category	4
Phase 3 - Risk Reduction Actions											
						Action Manager	Action by	Completed	%		
Reduction	44/157 - Ongoing staff training programme					CSD SR Pensions Manager	Sun-31-Dec-17		0%		
Reduction	44/1895 - Continue to monitor the impact of MiFID II and ensure we are ready for January 2018 implementation, likely to involve discussions with fund managers and an "opt up", more will be known following release of paper in June 2018					CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%		
Phase 4 - Post Risk Reduction Assessment											
Probability	M	Objectives	L	Financial	L	Services	L	Reputation	L	Category	5
Phase 5 - Fallback Plan											
Fallback Plan	44/437 - Review existing interpretations, take legal advice and amend procedures as required							Action Manager			
								CSD SR Senior Accountant Pensions CSD SR Pensions Manager			



Pension Fund

Risk Register: **June 2017 Review – detailed**
 Next Review Due: **December 2017**
 Report Date: **22nd June 2017 (cpc)**

Phase 1 - Identification											
Risk Number	44/11	Risk Title	44/11 - Benefit Payments				Risk Owner	CD SR		Manager	CSD SR Pensions Manager
Description	Incorrect/late benefits and payments to members resulting in criticism, customer dissatisfaction, under/over payments					Risk Group	Performance		Risk Type		
Phase 2 - Current Assessment											
Current Control Measures			Up to date procedures and procedural checking; pension software up to date; workflow system; authorisation procedures; pro formas; staff training; audit trail; internal and external audits; Pensions Administration Strategy; Manuals available for calculation procedure; action plan for clean data requirements; use of task checklists; ESS; payment timetable flowchart								
Probability	M	Objectives	L	Financial	L	Services	L	Reputation	M	Category	4
Phase 3 - Risk Reduction Actions											
							Action Manager	Action by	Completed	%	
Reduction	44/1893 - Effective communication with employers, with particular regard to customer expectations						CSD SR Pensions Manager	Sun-31-Dec-17		0%	
Reduction	44/1896 - Regular liaison with ESS regarding operational arrangements; will be holding monthly meetings to ensure understanding of the issues on both sides leading to continued improvement						CSD SR Pensions Manager	Sun-31-Dec-17		0%	
Phase 4 - Post Risk Reduction Assessment											
Probability	L	Objectives	L	Financial	L	Services	L	Reputation	M	Category	5
Phase 5 - Fallback Plan											
										Action Manager	
Fallback Plan	44/435 - Correct errors and review and amend existing procedures									CSD SR Pensions Manager	



Pension Fund

Risk Register: **June 2017 Review – detailed**
 Next Review Due: **December 2017**
 Report Date: **22nd June 2017 (cpc)**

Phase 1 - Identification											
Risk Number	44/7	Risk Title	44/7 - Investment Manager				Risk Owner	CD SR		Manager	CSD SR Senior Accountant Pensions
Description	Failure of a pension fund investment manager to meet adequate performance levels resulting in reduced financial returns, re-tendering exercise					Risk Group	Performance		Risk Type		
Phase 2 - Current Assessment											
Current Control Measures			Qrtly review of investment mgr targets; std terms and conds re termination of contract; ext advisers monitor mgrs perf; qrtly repts to Pension Fund Comm; benchmarking against other approp comparators; investment strategy review; risk budgeting exercise via Aon; reporting by Custodian; fund mgr attend at PFC; Member training; best practice procurement process; diversified portfolio of investments;								
Probability	L	Objectives	M	Financial	M	Services	L	Reputation	L	Category	5
Phase 3 - Risk Reduction Actions											
							Action Manager	Action by	Completed	%	
Reduction	44/1873 - Continue to monitor and report on investment returns on a regular basis						CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%	
Reduction	44/1874 - Continue to meet/report to PFC by Fund Managers and assess critical analysis by advisers						CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%	
Reduction	44/1875 - Carry out when appropriate, a tender exercise and use best practice procurement process to ensure positive outcome re new investment manager(s)						CSD SR Senior Accountant Pensions	Sun-31-Dec-17		0%	
Phase 4 - Post Risk Reduction Assessment											
Probability	L	Objectives	M	Financial	M	Services	L	Reputation	L	Category	5
Phase 5 - Fallback Plan											
										Action Manager	
Fallback Plan	44/429 - Change Fund Manager and redistribute funds, potentially transfer to temporary passive Fund Manager									CSD SR Senior Accountant Pensions	



Pension Fund

Risk Register: **June 2017 Review – detailed**
 Next Review Due: **December 2017**
 Report Date: **22nd June 2017 (cpc)**

Phase 1 - Identification											
Risk Number	44/14	Risk Title	44/14 - IT Systems				Risk Owner	CD SR		Manager	CSD SR Pensions Manager
Description	Failure of IT Pension system or other IT systems for more than 2 days (or a critical time) resulting in backlog, incorrect payments, increased overtime, criticism					Risk Group	Technological		Risk Type		
Phase 2 - Current Assessment											
Current Control Measures			Manual payments, DR plan and tested, contracts for server maintenance, backups off site, major external providers have DR plans, manual calculation procedures, administration manuals, annual financial check, contingency plan in place, modern council; modern council working to aid resilience,								
Probability	L	Objectives	M	Financial	L	Services	M	Reputation	M	Category	5
Phase 3 - Risk Reduction Actions											
							Action Manager	Action by	Completed	%	
Reduction	44/1884 - Regular review of contingency planning arrangements						CSD SR Pensions Manager	Sun-31-Dec-17		0%	
Reduction	44/1898 - Sense check any IT recovery assumptions with Tech & Change run systems						CSD SR Pensions Manager	Sun-31-Dec-17		0%	
Phase 4 - Post Risk Reduction Assessment											
Probability	L	Objectives	M	Financial	L	Services	M	Reputation	M	Category	5
Phase 5 - Fallback Plan											
									Action Manager		
Fallback Plan	44/433 - Recourse to manual calculations and payments, Liaise with software provider to restore system, find alternative supplier								CSD SR Pensions Manager		



North Yorkshire Pension Fund

Communications Strategy

2017/2018



If you require this information in an alternative language or another format such as large type, audio cassette or Braille, please contact the Pensions Help & Information Line on 01609 536335

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Introduction

The North Yorkshire Pension Fund is committed to providing excellent customer care. The Communications Strategy is a key part of our customer service plans. The Pensions Regulator expects that our communications are accurate, clear and accessible and readily available at all times. With this in mind, this year's Communications Strategy is focussing on simplified, targeted and timely communications.

Goals 2017/18

Goals have been set in relation to the categories of LGPS stakeholders.

Theme A – 'Simplified, targeted and timely communications for active members'

Develop a simplified Annual Benefit Statement with links to online examples and clear explanations. The focus will be on easy to understand pension values to help with retirement planning.

Target date for completion: 31 July 2017

Continue to promote online member self-service and e-communications. However, unless the member specifically requests this, the default will continue to be paper communications to their home address.

Target date for completion: Ongoing

Develop a guide to explain the impact of reducing contractual hours. This will be useful for restructures and members who want to reduce hours as part of their retirement plan.

Target date for completion: 30 June 2017

Develop a guide to explain the impact of reducing pensionable pay. This will be useful for restructures and members who want to change roles as part of their retirement plan.

Target date for completion: 30 June 2017

Develop a guide to explain the ill health retirement process. This may help with the number of appeals when a member's application is refused.

Target date for completion: 31 October 2017

Revisit the pensions telephone helpline options to assist callers in getting to the right team at the first point of contact.

Target date for completion: 31 May 2017

Collaborate with NYCC Employment Support Service and HR to develop retirement flowcharts for the intranet. These will be a useful tool to help members understand the processes when retiring.

Target date for completion: 31 March 2018

Theme B – 'Simplified, targeted and timely communications for employers'

Review and amend, where appropriate, all employer administration forms.

Target date for completion: 31 March 2018

Update the existing 'Academy Factsheet' to give clearer guidance on the process, the employer's responsibilities and the full data requirements including developing a template spreadsheet.

Target date for completion: 31 December 2017

Develop an Admissions Agreement guide for employers and contractors.

Target date for completion: 31 December 2017

Collaborate with NYCC Employment Support Service and HR to develop retirement flowcharts for the intranet. These will be a useful tool to help line managers and HR understand the processes when a member is retiring.

Target date for completion: 31 March 2018

Assist employers in updating their ill health process to include information from the Pensions Ombudsman. This may help reduce the number of appeals or assist employers when dealing with appeals

Target date for completion: 30 June 2017

Continue to offer face to face training and support for new employers or new staff within existing employers

Target date for completion: Ongoing

Theme C – ‘Simplified, targeted and timely communications for retired members’

A dedicated newsletter to include:

- Information on the National Fraud Initiative
- How your family can avoid pension overpayments when you die
- A reminder about the Pensioners’ Representative
- The Pensions Increase Review at April 2017
- Access to MyView for retired members
- Scheme funding snapshot
- How to get an electronic version of the newsletter

The newsletter is sent to pensioners’ home addresses unless an e-version has been specifically requested.

Target date for completion: 1 April 2017

Revisit the pensions telephone helpline options to assist callers in getting to the right team at the first point of contact.

Target date for completion: 31 May 2017

Theme D – ‘Simplified, targeted and timely communications for deferred members’

Develop a guide to explain the ill health retirement process from deferred status.

Target date for completion: 31 October 2017

Review and amend, where appropriate, the Annual Benefit Statement.

Target date for completion: 31 July 2017

Revisit the pensions telephone helpline options to assist callers in getting to the right team at the first point of contact.

Target date for completion: 31 May 2017

Monitor the need for a newsletter in 2017/18; this is dependent on whether the amendment regulations are received. The newsletter would be sent to home addresses unless an email address is held on the deferred member’s pension record.

Target date for completion: Ongoing

Review of this Strategy

This Strategy is prepared and considered by the Pension Fund Committee on an annual basis. However, employers can, at any time, suggest improvements to the Communications Strategy of the Fund.

Stakeholders

This Communications Strategy applies to all the NYPF stakeholders who are defined as follows:

- Employers
 - Scheduled Bodies
 - Admitted Bodies
- Scheme Members (including councillor scheme members)
 - Active members (contributors)
 - Retired members and Dependents
 - Deferred members
- Eligible employees working for Fund employers but not currently contributing
- AVC provider (Prudential)
- Actuary
- Legal Adviser
- Pensions Administration Software Provider
- Members of the Pension Fund Committee
- Members of the Pension Board
- Officers in the Pension Section
- Other NYCC officers undertaking work on behalf of the Fund

Items in 2016/17 Strategy	Summary of 2016/17 Progress	Year End Status
Theme A: Managing expectations and keeping active members up to date	Continue to promote online member self-service and encourage members to check their online Annual Benefit Statement, paying particular attention to their Career Average Benefits	Achieved
	Explain the potential impact of 'contracting-out' and signpost members to information about the New State Pension through a dedicated newsletter	Achieved
	Encourage members to plan for their retirement by providing pre-retirement presentations in conjunction with Affinity Connect. Information regarding financial planning and lifestyle adjustments will be provided	Achieved
	Manage the member's expectations by developing a simple flowchart explaining the timeline of the retirement process. This will show the flow of data between the employer and the pension fund from the time the member notifies their employer of their intention to retire to the payment of their pension benefits	Achieved
	Provide a dedicated page on the NYPF website to keep active members up to date on issues regarding investment reform (pooling)	Achieved
Theme B: Managing expectations and keeping employers up to date	Offer face to face training and support for new employers or new staff within existing employers	Achieved
	Develop a simple flowchart template explaining the timeline of the retirement process. The employer will be able to edit the flowchart to show their own timescales and internal contacts. This links in with managing the member's expectations at retirement	Achieved
	Continue NYPF OG meetings with the focus on practical sessions and current issues. Positive feedback has been received from previous sessions with employers enjoying the 'hands-on' approach in an informal group setting	Achieved
	Develop relationships with new employers to support them with the requirements of the LGPS. Following the Education Act 2011 there has been a significant growth in scheme employers largely in respect of Secondary schools converting to Academies and the trend is still continuing with Primary school Academies	Achieved
	Issue regular updates to all employers electronically including consultations, regulation changes (that impact the employer), best practice and promotion of pre-retirement courses	Achieved
	Assist employers with the delivery of up to date and accurate information by presenting at-retirement courses	Achieved
	Provide a dedicated page on the NYPF website to keep employers up to date on issues regarding investment reform (pooling)	Achieved



North Yorkshire Pension Fund

Communications Policy Statement

June 2017



If you require this information in an alternative language or another format such as large type, audio cassette or Braille, please contact the Pensions Help & Information Line on 01609 536335

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Communications Policy Statement

1.0 Background

1.1 Each of the Local Government Pension Scheme (LGPS) Funds in England and Wales is required to publish a Statement of policy under Regulation 61 of the Local Government Pension Scheme Regulations 2013 relating to the Communications Strategy for the Fund.

1.2 The key requirements for preparing the Statement are summarised as follows:

- (a) An Administering Authority must prepare, maintain and publish a written statement setting out its policy concerning communications with members, representatives of members, prospective members and Scheme employers*
- (b) In particular the statement must set out its policy on the provision of information and publicity about the Scheme to members, representatives of members and Scheme employers, the format, frequency and method of distributing such information or publicity, and the promotion of the scheme to prospective members and their employers*
- (c) the statement must be revised and published following a material change in the policy.*

1.3 North Yorkshire County Council (NYCC) as the administering authority for the North Yorkshire Pension Fund (NYPF) has published this Statement in accordance with these Regulations. This Statement has been prepared in consultation with appropriate interested parties.

2.0 Objectives

2.1 The Fund's objectives in communicating with stakeholders (as defined in **Section 3** below) are:

- to keep all stakeholders informed about the management and administration of the NYPF
- to inform stakeholders to enable them to make the decisions they need to make regarding pensions and the NYPF
- to consult major stakeholders on changes to regulations, policies and procedures that affect the NYPF
- to promote the Local Government Pension Scheme as an important tool in recruitment and as a benefit to scheme members
- to use the most effective ways of communicating with stakeholders
- to seek continuous improvement in the way we communicate

2.2 The Fund also needs to ensure that Stakeholders find it easy and convenient to communicate with the Fund.

3.0 Stakeholders

3.1 The key stakeholders for the NYPF are:

- **the County Council's Pension Fund Committee** who make decisions about the way the Pension Fund and pension benefits are managed and administered
- **the Pension Board** who assist the Administering Authority (North Yorkshire County Council) in ensuring that the NYPF is managed and administered effectively and efficiently and complies with pensions' legislation and requirements imposed by the Pensions Regulator
- **scheme employers** who use the scheme to help recruit, retain and support employees and who themselves contribute to the Fund
- **scheme members** (current contributors, deferred and retired members) and their representatives who are ultimately the recipients of the benefits of the pension scheme
- **prospective scheme members** who are eligible to benefit from the scheme but have not yet joined
- **staff employed by the County Council and other employers who are responsible for the management and operation** of the Pension Fund and pension benefits

3.2 Other stakeholders who contribute to the NYPF include:

- the Fund Actuary
- the Investment Adviser
- the Investment Consultant
- the Independent Professional Observer
- investment managers
- the asset custodian
- the AVC provider
- the Fund Solicitor

3.3 Because the stakeholders referred to in **paragraph 3.2** above are the providers of services to the Fund, it is important that communication with them exists both to and from the Fund. Thus they must be made aware of changes affecting the Fund as well as have the ability and the means to provide advice / feedback, etc., to the Fund.

4.0 Methods of Communication

4.1 There are a variety of methods of communication adopted by the Fund. These are identified below with reference to each of the key stakeholders listed in **Section 3** above.

4.2 The items marked with an * are available on the NYPF website.

Pension Fund Committee

4.3 The following are used to provide information to Committee Members:

- agenda papers – these are prepared for each Committee meeting and cover all matters (i.e. benefit administration and investment of the Fund's assets) relating to policy and performance of the Fund
- newsletters* - Committee Members receive copies of all newsletters issued by NYPF
- workshops – organised for specific purposes usually linked to the review of a major piece of NYPF policy (e.g. Investment Strategy)
- third party training sessions – details are circulated to all Members on a regular basis

The Pension Board

4.4 The following are used to provide information to Pension Board Members

- agenda papers – these are prepared for each meeting and cover all matters (i.e. benefit administration and investment of the Fund's assets) relating to policy and performance of the Fund
- newsletters* - Members receive copies of all newsletters issued by NYPF
- third party training sessions – details are circulated to all Members on a regular basis

Scheme Employers

4.5 The following will be provided to all Scheme employers:

- newsletter* – updates delivered electronically
- technical material – any information connected with the Scheme and its administration is issued to employer nominated liaison officer(s)
- consultation – opportunities for NYPF/employer consultation wherever a collaborative approach is appropriate or policy changes are proposed or required
- website – including discrete area for 'employer only' information
- Pension Fund Officer Group (NYPFOG) – regular meetings held between NYPF and employer representatives
- one to one employer meetings – dealing with any matters arising between NYPFOG meetings including training employers' staff engaged in pension administration activities
- Employers Guide* – detailing pension administration processes
- Pensions Administration Strategy* – agreed protocol setting out the respective responsibilities of NYCC (as the administering authority of the Fund) and the Fund's Employing Authorities
- Communications Strategy setting out the current communication arrangements and future developments
- Employer access to employee data – a means of providing data on line including starters, leavers, amendments and contributions
- Admission Agreements – provide advice, process management and data analysis for any prospective employer pursuing admitted body status

Scheme Members

4.6 The following will be provided to active, deferred and retired members –

- Scheme Guide (short guide)* – downloaded by new members of the Scheme or provided in hard copy on request by employers
- Scheme Guide (full)* - available on the Fund website or provided on request
- Membership Certificate (Statutory Notice) – confirmation of participation in the LGPS following the commencement of employment
- estimate of benefits* – calculated by members online or provided on request in appropriate cases
- annual benefit statement* – provided on-line for active and deferred members or can be provided in hard copy on request
- newsletter* – as appropriate for active and deferred members and once per year for retired members
- pre-retirement courses – support for employer led courses as required up to 6 times per year
- membership data on-line* – personal data securely available to active and deferred members
- electronic satisfaction surveys – conduct surveys for qualitative assessments on such matters as payment of retirement benefits, satisfaction with call-handling etc. A hard copy is available on request.
- pay advice (sent to pensioners when they first retire and thereafter when gross pension changes by £1 or more per month)
- replies to any correspondence by letter or e-mail
- helpline – contact available via telephone during office hours or voicemail out of office hours
- website – including online benefits calculator and other self-service facilities. A generic email address is available with resulting queries being delivered to an Inbox which is dealt with on a daily basis during office hours by assigned staff members

Prospective Scheme Members

4.7 The following will be available to prospective members:

- Scheme Guide (short guide)* - distributed via the employers to all new employees or downloaded from the website
- direct promotion – will assist the employer in promoting the Scheme via employer communication systems e.g. pay advice, newsletters, induction seminars, etc.
- helpline – contact available via telephone during office hours or voicemail out of office hours
- website – including Scheme guides to the LGPS.

5.0 Annual Communications Strategy (incorporating Action Plan)

5.1 In consultation with Scheme employers and other stakeholders, the County Council prepares an **Annual Communications Strategy** for the NYPF detailing the current arrangements for communication with its stakeholders together with future communication developments. The Communications Strategy is subject to annual review and is presented to the Pension Fund Committee for approval at the start of each financial year.

5.2 The Strategy includes the following -

- commentary on current operating context for the Fund
- progress on actions included in previous Annual Strategy
- details of proposed actions for next year

6.0 Key Policy / Strategy Documents

6.1 In addition to the range of documents produced by the Fund explaining the benefits of the LGPS, for Scheme members and employers (see **paragraphs 4.5 to 4.7 above**), the Fund publishes a number of other key documents relating to the administration and governance of the Fund. These are as follows:

- Funding Strategy Statement (FSS)
- Investment Strategy Statement
- Annual Report
- Annual Communications Strategy
- Pensions Administration Strategy
- Governance Compliance Statement

6.2 All of these documents are available on the NYPF website.

7.0 Review of this Policy Statement

7.1 The Policy Statement will be reviewed annually to coincide with the approval of the **Annual Communications Strategy** as referred to in **Section 5**.

8.0 Further Information

8.1 If you would like to know more about our communications, or have a query about any aspect of the North Yorkshire Pension Fund, you can contact us in the following ways:

By email

pensions@northyorks.gov.uk

By telephone

Pensions Help and Information Line: 01609 536335

In writing

North Yorkshire Pension Fund
County Hall
Northallerton
DL7 8AL

8.2 Further information can also be found on the NYPF website at
www.nypf.org.uk



North Yorkshire Pension Fund

Pensions Administration Strategy

June 2017

If you require this information in an alternative language or another format such as large type, audio cassette or Braille, please contact the Pensions Help & Information Line on 01609 536335



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Pensions Administration Strategy

1.0 Purpose of Strategy

- 1.1 This Strategy sets out the administration protocols between employers and the North Yorkshire Pension Fund (NYPF). The protocols aim to ensure the cost effective running of the Local Government Pension Scheme (LGPS) and the best service possible for LGPS members. The protocols ensure that the statutory requirements and timescales can be met and therefore must be followed at all times.
- 1.2 For the purpose of this Strategy no practical distinction is drawn between the statutory role of North Yorkshire County Council as the Administering Authority for the NYPF, its Pension Fund Committee, the Pension Administration Section or other sections of the Central Services Directorate all of whom play a role in the administration of NYPF – the term NYPF is used collectively to reflect all of the above roles within NYCC. The Pension Board also exists to assist the Administering Authority in ensuring that the NYPF is managed and administered effectively and efficiently and complies with pensions' legislation and requirements imposed by the Pensions Regulator.

2.0 Regulatory Background

- 2.1 The protocols cannot override any provision or requirement in the Regulations outlined below or in any other relevant legislation.
- 2.2 This Strategy is made under regulation 59 of the Local Government Pension Scheme (LGPS) Regulations 2013. The principal Regulations underpinning this document are:
- The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014
 - The Local Government Pension Scheme Regulations 2013
 - The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (and any amendments thereto)
 - The Local Government Pension Scheme (Administration) Regulations 2007
 - The Local Government Pension Scheme (Transitional Provisions) Regulations 2007
 - The Local Government Pension Scheme (Transitional Provisions) Regulations 1997 (and any amendments thereto)
 - The Local Government Pension Scheme Regulations 1997 (and any amendments thereto)
 - The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 (and any amendments thereto)
 - The Occupational Pension Schemes (Disclosure of Information) Regulations 1996 (and any amendments thereto)
 - the Occupational Pension Schemes (Preservation of Benefit) Regulations 1991
 - the Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2013 (“the Disclosure Regulations”)
 - the Pensions Act 1995
 - the Pensions Act 2004
 - the Pensions Act 2008
 - the Data Protection Act 1998
 - the Finance Act 2004
 - the Automatic Enrolment (Miscellaneous Amendment) Regulations 2013
 - the Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014 including amendments to any of these Regulations

3.0 Review of the Strategy

- 3.1 This Strategy will be kept under review by NYPF.
- 3.2 Employers may submit suggestions to improve any aspect of this Strategy at any time.
- 3.3 The Pension Fund Committee and the Pension Board will be asked by NYPF to formally review the Strategy on an annual basis.

4.0 Performance Levels

- 4.1 Performance level agreements are set out in this document for both employers and NYPF. These will be reviewed annually, any changes will be communicated to employers and can be discussed at NYPF meetings.
- 4.2 This Strategy is the agreement between NYPF and employers about the levels of performance and associated matters to ensure that the statutory requirements and timescales can be met at all times.

5.0 Responsibilities and Duties of the Employer

Contact Person

- 5.1 The employer will nominate a person to act as the primary contact with NYPF. The employer will notify the NYPF Management team who that person is and ensure that changes of the nominated person are notified to NYPF immediately.

Authorised Signatories

- 5.2 Each employer is required to provide a list of nominated individuals to act as authorised signatories whose names and specimen signatures are held by the NYPF. In signing a document an authorised officer is certifying that the form comes from the employer stated and also that the information being provided has been validated and is correct. Consequently if an authorised signatory is certifying information that someone else has completed, for example, leaving information including a final salary pay, career average pay, assumed pay, they should be satisfied that the correct validation process has been completed and the information is correct.
- 5.3 It is the employer's responsibility to ensure that details of the nominated contact and authorised signatures are correct and to notify the NYPF of any changes immediately. Failure to update authorised signatories will result in delays in carrying out pensions administration processes affecting individual scheme members, including payment of pension benefits.

Disclosure and Pensions Regulator Requirements

- 5.4 The Pensions Regulator sets out specific requirements for public sector pension schemes set out in the '[Code of Practice No.14](#)'. Paragraphs 128 – 130 refer to the need for employers to understand and comply with the scheme manager's processes to ensure that the statutory requirements and timescales can be met at all times.
- 5.5 From time to time NYPF's auditors may request member data. They may also request an employer site visit to carry out audits such as ensuring that correct and accurate pay calculations have been carried out. Employers are asked to co-operate with these requests.
- 5.6 In the event of NYPF being fined by the Pensions Regulator, this fine will be passed on to the employer where that employer's actions caused the fine. Examples of this would be, failure to provide leaver details on time or failure to provide sufficient and accurate year end

information leading to delays in issuing Annual Benefit Statements and Pensions Saving Statements.

Employee's Guide

- 5.7 Under the Occupational Pension Schemes (Disclosure of Information) Regulations 2013 the employer must ensure that all new employees eligible to join the LGPS receive a copy of the Employees' Guide to the Scheme as follows:
- Where you have received jobholder information, the Guide must be given within one month of the date that information was received.
 - Where you have not received jobholder information, the Guide must be given within two months of the date the person became an active member of the scheme.
- 5.8 The guide is available on the NYPF website at <https://www.nypf.org.uk/newStarter/default.shtml> where you can signpost new members to view and/or download it. Email and paper communications are also acceptable.

Member details – Employer performance levels

- 5.9 The employer must forward notifications to NYPF using the forms on the employer pages of the NYPF [website](#) as follows:

Event	Timescale for employer notifying the NYPF
New starters (Employer Pen11 form)	Within one month of the employee joining Where an electronic Employer Pen11 has been submitted, the Employee Pen11 should be sent as soon as possible.
Change in member's details (Change of Members Personal Details form)	Within 6 weeks of the event
Leavers (SU5 form) There are two SU5s, one for members who have had an absence in their final year and one for members without absences	Within 6 weeks of the employee leaving
Advanced Notification of Retirement (ADNOT form)	At least 30 days before the last day of employment
Retirements (SU5 form) There are two SU5s, one for members who have had an absence in their final year and one for members without absences	No later than 2 weeks following retirement Disclosure Regulations require that when a retirement takes place before Normal Pension Age (NPA) NYPF receives the SU5 no later than one month after the date of retirement. Where a retirement takes place on or after NPA, NYPF receives the SU5 no more than 20 days after the date of retirement.
Death in Service	Within 3 working days of the employer being notified of the death of the member

Year-end information

- 5.10 The employer (or their payroll contractor/agency for which the employer is responsible) shall provide NYPF with final salary (where applicable) and Career Average Revalued Earnings (CARE) year-end information as at 31 March each year in a notified format (provided by NYPF) no later than 30 April or the next working day. The employer will check the data for accuracy and completeness before submitting to NYPF.
- 5.111 The Council's Corporate Accountancy Team also requires separate information. After completion of the March contribution sheets, employers are required to review their full year contribution summary (contained within the same Excel document). All contributions for the year should be reconciled back to the organisational payroll and the relevant declaration is to be signed and dated before being returned to pension.contributions@northyorks.gov.uk.
- 5.12 The employer is strongly advised to attend NYPFOG meetings (twice each year), particularly the meeting dedicated to year end processes.

Contribution deductions

- 5.13 The employer will ensure that member and employer contributions are deducted at the correct rate, including contributions due on leave of absence with reduced or no pay, maternity, paternity and adoption leave and any additional contributions NYPF request the employer to collect.

Payment of contributions to NYPF

- 5.14 Contributions (but not Prudential Additional Voluntary Contributions) should be paid by BACS each month to NYPF.
- 5.15 All funds due to the NYPF in respect of employees and employers contributions must be cleared in the NYPF bank account by 19th of the month (or the last working day before where the 19th is not a working day) following the month the contributions relate to. Any employer wishing to pay by cheque must therefore ensure the cheque is received by NYPF by the 14th of the month (or the last working day before where the 14th is not a working day).
- 5.16 A penalty system will apply for employers failing to meet the deadlines, as stated in **paragraph 5.7** with a one month grace period for a 'first offence'. The penalty will be based on the number of days after the 19th of the month that the payment due is received in the NYPF bank account. This will take the form of a fixed penalty (£50) plus a daily interest surcharge for the period the amount is outstanding. The interest rate to be used will be 1% above the bank base rate as prescribed in the Regulations. For persistent breaches of this protocol, the employer would be reported to the Pensions Regulator.
- 5.17 The employer can choose to pay either by cheque, payable to "North Yorkshire Pension Fund" or preferably by BACS direct to NYPF's bank account subject to the payment date guidance outlined above.
- 5.18 The employer must email a monthly return to pension.contributions@northyorks.gov.uk, in advance of their payment. The monthly return is in a prescribed format and is provided by the Integrated Finance team. The form must state the employers name and reference number, the period and the amount of the payment split between employees and employers contributions. In addition, it should include the total pensionable pay, details of added-years contributions, Additional Regular contributions, Additional Pension Contributions and any other payroll related adjustments.
- 5.19 In the event of NYPF being fined by the Pensions Regulator, this fine will be passed on to the employer where that employer's actions caused the fine.

Additional Voluntary Contributions (AVCs)

- 5.20 The employer will pay additional voluntary contributions to the AVC Provider, Prudential, within one week of them being deducted. Under the Pensions Act 2004 the Pensions Regulator may be notified if contributions are not received before the 19th of the month following that in which they were deducted. The employer will submit the schedule of AVCs in an agreed format directly to Prudential ahead of the actual remittance.
- 5.21 In the event of NYPF being fined by the Pensions Regulator, this fine will be passed on to the employer where that employer's actions caused the fine.

Discretionary Powers

- 5.22 It is a mandatory requirement that each employer is responsible for exercising the discretionary powers given to them by the Regulations. These Regulations extend to requiring the employer to publish its policy in respect of the key discretions as described by the Regulations to its employees. The Regulations also require that a copy of the relevant employer policies should also be lodged with the NYPF. Any subsequent changes to the policies must be published and copied to NYPF within one month of the change.
- 5.23 Employers will be responsible for responding to member complaints where a failure to maintain relevant employer policies results in a dispute case. This will include complying with the Internal Dispute Resolution procedure, where appropriate, and paying the associated fees for appointing a specified person.

Employer Decisions

- 5.24 Certain aspects of the Regulations require an employer decision. The employer is responsible for implementing such areas correctly, (e.g. deduction of contributions at the correct rate, notifying the employee when the rate changes and their right to appeal).

Independent Registered Medical Practitioner

- 5.25 The employer is responsible for determining and employing their own appropriately qualified independent registered medical practitioner (IRMP) and providing details of those practitioners to the NYPF (see also **paragraph 6.8**). See the Pensions Ombudsman Service [newsletter](#) for useful information on the role of the IRMP.

Employer responsibility for information provided to NYPF

- 5.26 NYPF is not responsible for verifying the accuracy of any information provided by the employer (including year end data) for the purpose of calculating benefits under the provisions of the Local Government Pension Scheme and the Discretionary Payments Regulations. The employer is solely responsible for ensuring that information has been validated and is correct. Failure to provide accurate and up to date information will result in delays in carrying out pensions administration processes affecting individual scheme members, including payment of pension benefits.
- 5.27 Any over payment made by NYPF resulting from inaccurate information supplied by the employer shall be recovered by NYPF from the employer.
- 5.28 The employer is responsible for any work carried out on its behalf by another section of their organisation or by a contractor appointed by that organisation (e.g. Pay or Human Resource sections).

Data Protection

- 5.29 Under the Data Protection Act 2003, the employer will protect from improper disclosure any information about a member contained (where applicable) on any item sent from NYPF. It will also only use information supplied or made available by NYPF for the operation of the Local Government Pension Scheme.

Internal Dispute Resolution Procedure

- 5.30 The employer must identify a 'specified person' for any instances where an Internal Dispute Resolution Procedure (IDRP) application is submitted against the employer and meet the associated costs. The NYPF has an independent specified person who is available for employers to refer cases to.

Fines imposed on NYPF

- 5.31 In the event of NYPF being fined by the Pensions Regulator, the Pensions Ombudsman, HMRC or other organisation, this fine will be passed on to the relevant employer where that employer's action or inaction (e.g. the failure to notify a retirement within the time limits described above), caused the fine.

Charges to the employer

- 5.32 NYPF will under certain circumstances consider giving written notice to employing authorities under regulation 70 on account of the authority's unsatisfactory performance in carrying out its Scheme functions when measured against levels of performance established under **paragraph 5.9** above. The written notice may include charges imposed by NYPF for chasing employing authorities for outstanding information as detailed in **paragraph 7.5**.

6.0 Responsibilities and Duties of NYPF

Regulatory Issues

- 6.1 NYPF will administer the Pension Fund in accordance with the LGPS Regulations and any overriding legislation including employer discretions.
- 6.2 NYPF will issue a membership certificate to new members; this provides notification to members that they have joined NYPF.
- 6.3 NYPF is responsible for exercising the discretionary powers given to it by the regulations. NYPF is also responsible for publishing its [policy](#) in respect of the key discretions as required by the regulations.

NYPF Performance Levels

- 6.4 NYPF agrees to meet the following performance targets in relation to the day to day administration of the fund:

Letter detailing transfer in	10 days
Letter detailing quote of transfer out value	10 days
Letter notifying estimated retirement benefit amount	10 days
Letter notifying actual retirement benefit amount	10 days

Support to Employers

- 6.5 NYPF will support employers in running the Local Government Pension Scheme by:
- providing information, advice and assistance on the scheme and its administration
 - distributing regular technical information
 - arranging North Yorkshire Pension Fund Officers Group (NYPFOG) meetings/training sessions at least annually
 - delivering adhoc training sessions
 - attending pre-retirement seminars
 - maintaining an up to date and comprehensive website

See the **Communications Policy Statement** and **Annual Communications Strategy** for full details.

Independent Registered Medical Practitioner

- 6.8 NYPF will verify that the individuals nominated by the employer (in accordance with **paragraph 5.17**) as independent registered medical practitioners are appropriately qualified to deal with ill health retirement cases. NYPF will seek confirmation at the point of **an employer being admitted** to the Scheme and confirm the information **at the time** of an ill health retirement.

Services to Members

- 6.9 NYPF will produce benefit statements for members each year where the employer has submitted useable and accurate year-end financial data.
- 6.10 NYPF will provide a service to members that meets the requirements of the Occupational Pension Schemes (Disclosure of Information) Regulations 2013.
- 6.11 In addition, NYPF will communicate with members through appropriate media and encourage at all times the use of member self-service facilities. Full details are provided in the **Communications Policy Statement** and **Annual Communications Strategy**.

Multiple Language Literature

- 6.12 The process for providing multiple language literature has been established and certain NYPF documents have been amended to include reference to how to obtain an alternative version. In response to the need to work towards achievement of the Local Government Equalities Standard additional documents used by the NYPF will be amended to refer to the availability of alternative versions.

Data Protection

- 6.13 Under the Data Protection Act 2003, NYPF will protect from improper disclosure any information held about a member. Information held will only be used by NYPF for the operation of the Local Government Pension Scheme.

Internal Dispute Resolution

- 6.14 NYPF must identify a 'specified person' for any instances where an Internal Dispute Resolution Application (IDRP) application is submitted against the Administering Authority and meeting the associated costs.

7.0 Contribution Rates and Administration Costs

- 7.1 The Members' contribution rates are fixed within bands by the Regulations.
- 7.2 Employers contribution rates are determined by a triennial valuation process. Employers are required to pay contributions to secure the Fund's solvency in relation to their portion of the Fund and meet their liabilities over an agreed term.
- 7.3 NYPF is valued every 3 years by the Fund Actuary. The Actuary balances the assets and liabilities in respect of each employer and assesses the necessary contribution rate (and where applicable) the deficit amount for each employer. Employer contribution rates (and where applicable) the deficit amounts apply for 3 years except that an Admission Agreement may determine that reassessment should take place on a more frequent basis.
- 7.4 The administrative costs of running NYPF are charged by NYCC directly to the Fund and the Actuary takes these costs into account in assessing the employer contribution rate.
- 7.5 If NYPF undertakes work specifically on behalf of the employer, the employer will be charged directly for the cost of that work e.g.
- Non receipt of new entrant documentation requiring NYPF to set up temporary data and/or complete documentation on behalf of the employer
 - Chasing outstanding information following one reminder
 - IAS19/FRS102 valuations
 - ad hoc actuarial & legal advice (e.g. TUPE transfers and Academy conversions)
 - ad hoc technical advice, (where re-charging is deemed appropriate because the advice is not of general benefit to the Fund overall)

8.0 Communications

- 8.1 In accordance with the Fund's Communications Policy Statement and its Annual Communications Strategy, NYPF will work with employers to communicate relevant information to members.

9.0 Notifying Employers of a Change in Policy

NYPF maintains a list of key contacts at each employer, the policy will be shared with the key contacts each time it is updated.