

Committee: Pension Fund Advisory Committee

Date: 8 March 2016

Agenda item: 5

Wards: All

Subject: DRAFT PENSION FUND BUSINESS PLAN 2016/17

Lead officer: Caroline Holland, Director of Corporate Services

Lead member: Councillor Imran Uddin

Forward Plan reference number: N/A

Contact officer: Paul Dale

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Recommendations:

- a) To consider and approve the draft Pension Fund Business Plan 2016/17 set out at Appendix 1 of this report; and
 - b) To read this report in conjunction with the draft PFAC Work Programme 2016/17, which is the subject of a separate report to this meeting
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1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 London Borough of Merton as Administering Authority of Merton Pension Fund is responsible for the administration and investment arrangements for the Pension Fund. The draft Pension Fund Business Plan 2016/17 will provide the Authority with a clear framework and mechanism to carry out its responsibilities and monitor agreed actions.
- 1.2 This report should be read in conjunction with a separate report to this meeting titled "draft Pension Fund Advisory Committee Work Programme 2016/17" as the Pension Fund Business Plan underpins the Committee's responsibilities detailed in draft PFAC Work Programme for the coming year.
- 1.3 The draft Business Plan will ensure that all key matters are covered and the required actions are carried out and monitored effectively during the year.

2. DRAFT PENSION FUND BUSINESS PLAN 2016/17

- 2.1 The draft Business Plan is attached to this report at Appendix 1. It will provide the Authority the framework to carry out the required actions to comply with the LGPS regulations and best practice.

2.2 The draft Business Plan and actions will be monitored quarterly by officers and a review carried out by PFAC at the end of the year to show the extent to which the Authority and PFAC met the key priorities for the year.

2.3 Key actions in the draft Business Plan for 2016/17 include:

- To carry out statutory triennial actuarial valuation of the Pension Fund as at 31 March 2016 with a Rates and Adjustment Certificate effective from 1 April 2017.
- To review the investment strategy of the Pension Fund and investment management arrangement.
- To make a final submission to DCLG Consultation by no later than 15 July 2016.
- To work collaboratively on pooling with other London boroughs via the London CIV.
- To work collaboratively with other London boroughs on the Pension Shared Service arrangement for pension administration.
- To review and update key documents of the Pension Fund.
- To publish audited Pension Fund Annual Report and Accounts 2015/16 before the 1 December 2016 statutory deadline.
- To communicate effectively with scheme members and employers.
- To monitor the performance of the Pension Fund assets.
- To monitor the Pension Fund finances; and
- To review and maintain a Risk Register.

3. CONSULTATION UNDERTAKEN OR PROPOSED

3.1 N/A

4. FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

4.1 The investment strategy chosen will affect the return on the fund, its actuarial valuation and the cost to the Council.

4.2

5. LEGAL AND STATUTORY IMPLICATIONS

5.1

6. HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

6.1 N/A

7. CRIME AND DISORDER IMPLICATIONS

7.1 N/A

8. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

8.1 N/A

9. APPENDICES

Draft Pension Fund Business Plan 2016/17.

10. BACKGROUND PAPERS

None

APPENDIX 1: DRAFT PENSION FUND BUSINESS PLAN 2016/17

AREA OF ACTIVITY	REQUIRED ACTION	START DATE	COMPLETION DATE
Investment Strategy			
	Review Investment Strategy with input from the Investment Adviser.	Quarter 1 (April – June 2016)	Quarter 3 (Sept – Dec 2016)
	<ul style="list-style-type: none"> Agree asset allocation 	Quarter 3 (Sept – Dec 2016)	Quarter 3 (Sept – Dec 2016)
	<ul style="list-style-type: none"> Agree and adopt new benchmarks 	Quarter 3 (Sept – Dec 2016)	Quarter 3 (Sept – Dec 2016)
	<ul style="list-style-type: none"> Determine new investment management arrangement 	Quarter 3 (Sept – Dec 2016)	Quarter 3 (Sept – Dec 2016)
	<ul style="list-style-type: none"> Work with the London CIV to meet Government pooling criteria. 	On-going/Quarterly	On-going/Quarterly
Performance Monitoring			
	Monitor Pension Fund performance	On-going/Quarterly	On-going/Quarterly
	<ul style="list-style-type: none"> Assess individual fund manager’s performance 	Quarterly	Quarterly
	<ul style="list-style-type: none"> Fund manager presentation to PFAC 	Quarterly	Quarterly
	<ul style="list-style-type: none"> Annual Performance Review 		
Actuarial Valuation			
	Triennial Actuarial Valuation	Quarter 1 (April – June 2016)	Quarter 3 (Sept – Dec 2016)
	<ul style="list-style-type: none"> New rates and adjustment certificate effective 1 April 2017 	Quarter 3 (Sept – Dec 2016)	Quarter 3 (Sept – Dec 2016)
	<ul style="list-style-type: none"> Pension Fund actuarial position. 	Quarterly	Quarterly

Funding Strategy Statement			
	Review and update the Funding Strategy Statement and set contribution rates for employers	Quarter 3 (Sept – Dec 2016)	Quarter 3 (Sept – Dec 2016)
Statement of Investment Principles			
	Review and update the Statement of Investment Principles.	Quarter 3 (Sept – Dec 2016)	Quarter 3 (Sept – Dec 2016)
Governance			
	Review overall governance arrangement in line with Government reforms.	Quarter 3 (Sept – Dec 2016)	Quarter 3 (Sept – Dec 2016)
	<ul style="list-style-type: none"> Review PFAC Annual Training programme 	Quarter 4 (Jan – March 2017)	Quarter 4 (Jan – March 2017)
	<ul style="list-style-type: none"> Review PFAC Annual Work Programme 	Quarter 4 (Jan – March 2017)	Quarter 4 (Jan – March 2017)
	<ul style="list-style-type: none"> Review the Pension Fund Risk Register 	On-going/Quarterly	On-going/Quarterly
Merton Pension Board			
	Review meeting arrangement for the Local Pension Board for the year.	Quarter 4 (Jan – March 2017)	Quarter 4 (Jan – March 2017)
	<ul style="list-style-type: none"> Review Board Training Programme 	Quarter 4 (Jan – March 2017)	Quarter 4 (Jan – March 2017)
	<ul style="list-style-type: none"> Review Board Annual Work Programme 	Quarter 4 (Jan – March 2017)	Quarter 4 (Jan – March 2017)
Pension Administration			
	Monitor Pension Shared Service	On-going	On-going
	<ul style="list-style-type: none"> Activity and performance against agreed performance targets 	On-going	On-going
	<ul style="list-style-type: none"> Cost (Value for money) 	On-going	On-going

Communication			
	Review communication strategy for scheme members and employers.	Quarter 3 (Sept – Dec 2016)	Quarter 3 (Sept – Dec 2016)
	<ul style="list-style-type: none"> • Online 		
	<ul style="list-style-type: none"> • Newsletter 		
	<ul style="list-style-type: none"> • AGM/Seminar 		
Reporting			
	Report on the Pension Fund performance.	Quarter 3 (Sept – Dec 2016)	Quarter 3 (Sept – Dec 2016)
	<ul style="list-style-type: none"> • Publish audited Annual Report and Accounts 2015/16 	Quarter 3 (Sept – Dec 2016)	Quarter 3 (Sept – Dec 2016) (Statutory deadline: 1 December 2016)
	<ul style="list-style-type: none"> • Cashflow statement 	Quarterly	Quarterly
Annual Review			
	Review Pension Fund Business Plan together with:	Quarter 4 (Jan – March 2017)	Quarter 4 (Jan – March 2017)
	<ul style="list-style-type: none"> • PFAC Work Programme 	Quarter 4 (Jan – March 2017)	Quarter 4 (Jan – March 2017)
	<ul style="list-style-type: none"> • Merton Board Work Programme 	Quarter 4 (Jan – March 2017)	Quarter 4 (Jan – March 2017)