

SCOTTISH BORDERS COUNCIL
PENSION FUND COMMITTEE

MINUTE of MEETING of the PENSION FUND COMMITTEE held in the Council Chamber, Council Headquarters, Newtown St. Boswells on 5 March 2013 at 9.45 a.m.

Present:- Councillors B. White (Chairman), J. Campbell, G. Edgar, G. Logan, J. Mitchell, S. Mountford.
Apology:- Councillor M. Cook.
In Attendance:- Chief Financial Officer, Treasury and Capital Manager, Mr Kenneth Ettles – AON Hewitt Consulting, Mr Alexander Barclay (Unite the Union), Mrs Edith Moody (Unison), Mr John Wilkinson (LGT), Messrs Malcolm Gordon, Jonathon Gregory and Antony Sander (UBS), Democratic Services Officer (F. Walling).

MINUTE

1. There had been circulated copies of the Minute of the Meeting of 11 December 2012.

**DECISION
NOTED.**

ADDITIONAL VOLUNTARY CONTRIBUTIONS (AVC) SCHEME

2. There had been circulated copies of a briefing note providing the Committee with background information about the Council's AVC Scheme. The paper explained that AVCs were introduced in the mid 1980s as an additional means for individuals to save for retirement. AVCs offered an attractive, tax advantageous, savings mechanism which was relatively unique at that time. An active member may elect to pay AVCs into a scheme established under an arrangement made between the administering authority and a body approved for the purposes of the Finance Act 2004. An employer may contribute to the AVC scheme and where they do the AVC scheme is known as a shared cost additional voluntary contributions arrangement. As direct costs would be incurred by Scottish Borders Council, the policy of Scottish Borders Council was not to adopt this discretion. Historically (since 1989) the Council had two AVC providers, Halifax PLC and Standard Life, but when Halifax ceased to operate its AVC Deposit Account from 30 June 2002 all members with Halifax accounts were subject to compulsory transfer to Standard Life on 1 July 2002. At 31 March 2012 the fund comprised 140 members (both active and deferred) with a total fund value of £790,900. Standard Life currently applied an "Annual Management" charge of 1% to members' accounts. The Council had in place a discount of 0.375% - resulting in a net charge of 0.625%. With regard to possible alternative provision to Standard Life, the Pensions Administration Team had previously received presentations by Prudential who already provided the AVC facility for several other Scottish Authorities. Members of the Committee received answers to their questions about the scheme and agreed that it may be worthwhile looking at its expansion and to consider appointing a second provider.

**DECISION
NOTED**

ANNUAL RISK UPDATE

3. With reference to paragraph 2 of the Pension Fund Sub Committee Minute of 13 September 2012, there had been circulated copies of the current risk register for the Scottish Borders Council Pension Fund and an update was given by the Treasury and Capital Manager. Also circulated at the meeting were papers illustrating the risk matrix and tables providing interpretation of the scoring system used for the likelihood and impact of risk. It was stressed

that the Council's Pension Fund had a robust risk register and that, as well as being updated on an annual basis, risks could be added at any time. One of the areas that had been identified to be reflected in the risk register related to active member based changes being considered by the other employers, Scottish Borders Housing Association and Borders Sports and Leisure Trust, who were members of the Fund. Members were reminded that there would be a full review of the risk register at the Pension Fund Committee's workshop to be held on Tuesday 26 March 2013. As new guidance had been issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) on the management of risk one of the tasks at the workshop would be to rationalise and re-align the risks on the Council's risk register with those key areas identified by CIPFA.

**DECISION
NOTED**

INVESTMENT STRATEGY REVIEW

4. With reference to paragraph 3 of the Pension Fund Sub Committee Minute of 13 September 2012, there had been circulated copies of a report on the Scottish Borders Council Investment Strategy Review prepared by Mr Ettles of AON Hewitt. Mr Ettles gave Members a summary of the main points. There was an understanding that the Fund continued to have strength of support. The maturity of the Fund had increase marginally with pensioner members representing 42% of the total liabilities at 31 March 2011 compared to 36% at 31 March 2008. The Fund remained cashflow positive (contribution income exceeded benefit outgo) but had become marginally less positive in recent years, whilst the Fund's actuarial deficit was broadly similar. A table within the report showed the asset allocation recommended after the full investment strategy review conducted in 2008/09 and the actual allocation of 31 December 2012. Given the strong rally in equity markets over the past few months which had brought equity markets to a five year high, Mr Ettles recommended that the Committee implemented the previously agreed further 5% reduction in the Fund's benchmark equity allocation now, reducing the equity allocation to 65% and to consider disinvesting a further 5% to reduce the allocation to 60%. It was also recommended that the current 2% underweight allocation to gilts and bonds was also disinvested from equities and reinvested in alternative assets. As the procurement of another manager would increase the total number of managers to five it was felt that as an initial step moving to 65% equities now by investing a further 7% in the multi asset fund managed by LGT partners, and further consideration given to reducing the equity allocation below 65% potentially by adding another manager over the course of 2013 may be the best approach.

**DECISION
AGREED:-**

- (a) **to implement the previously agreed strategy following the review in 2008/09 to reduce the equity allocation to 65% by transferring £28m proportionally from equities held by both fund managers UBS and Baillie Gifford to multi alternative assets managed by LGT.**
- (b) **that the Committee consider, in principle, a further reduction of the equity allocation to 60% during 2013/14.**

ADJOURNEMENT

The meeting was adjourned at 11.20 a.m. for a training session on Alternative Investments delivered by LGT Capital Partners. The meeting was re-convened at 11:40 a.m.

PRIVATE BUSINESS

DECISION

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business contained in the following items on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 8 of part 1 of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

Minute

1. The Committee noted the Private Minute of the meeting of 11 December 2012.

Quarter 4 2012 Investment Monitoring Report

2. The Committee noted a report by AON Hewitt Consulting.

ADJOURNEMENT

The meeting was adjourned for lunch at 12.25 p.m. and was re-convened at 1.10 p.m.

Performance Update and Question Session - LGT

3. The Committee noted a Performance Update from LGT.

Performance Update and Question Session - UBS

4. The Committee noted a Performance Update from UBS.

MEMBER

Councillor Logan left the meeting during the above presentation.

Update on Currency Hedging

5. The Committee noted an update by the Chief Financial Officer on the Currency Hedging Programme and agreed the recommendations.

Proposals for Procurement of Managers

6. The Committee approved a report by the Chief Financial Officer on Proposals for Procurement of Managers.

The meeting concluded at 2.55 p.m.

AMENDMENT TO SCHEME OF ADMINISTRATION

Report by Chief Financial Officer

PENSION FUND COMMITTEE

18 June 2013

1 PURPOSE AND SUMMARY

- 1.1 **This report proposes an amendment to the Council's Scheme of Administration to change the status of the observers to the Committee to non-voting members, and seeks the Committee's support for the amendment.**
- 1.2 In order to address previously highlighted improvements in governance compliance for the Pension Fund it is proposed to change the status of the observers on the Committee.
- 1.3 **Appendix 1** contains the proposed amendment to the Council's Scheme of Administration to enable this.
- 1.4 The impact of this amendment will be to change the observers to non-voting members and enable them to have the same access to the Committee papers and debate in line with recommended best practice.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Committee recommend that the Council agrees the amendment to the Scheme of Administration and replace the current Section XIII with the text contained in Appendix 1.**

3 BACKGROUND

- 3.1 The current Scheme of Administration allows for Trade Unions, Scheduled and Active Admissions Bodies to be invited to send representatives as observers. However this means that there is no mechanism to provide the observers the private committee papers in advance of the meeting, nor are they formal members of the Committee.
- 3.2 The best practice guidance around pension fund governance indicates that all members of the Pension Fund Committee, irrespective of voting rights, should be provided with the same opportunity to access the Committee Papers and participate in the debates at the meetings.
- 3.3 It has been highlighted in previous Governance Compliance Statements, included in the Annual Report and Accounts for the Fund, that this is an area that is required to be addressed.

4 PROPOSAL

- 4.1 In order to create the appropriate environment to support the best practice it has been identified that an amendment to the Scheme of Administration for the Pension Fund Committee is required.
- 4.2 The proposed revision is contained in **Appendix 1**. In principle it is to change the observer members to non-voting members of the Committee. This will then create the appropriate mechanism to enable the nominated representatives to receive papers and agendas in a timely manner ahead of the meeting. In addition moving them to non-voting member status means that they will have the opportunity to input into the debate more effectively.
- 4.3 The impact of this change is that these representatives will have the same status as the non-voting members of the Audit Committee.
- 4.4 The final amendment is to remove the Convenor as a member of the Committee and increase the number of members of the Administration in order to reflect the current composition of the Committee.

5 IMPLICATIONS

- 5.1 **Financial**
There are no financial implications relating to this proposal.
- 5.2 **Risk and Mitigations**
The amendment enables adherence with best practice guidance on pension fund governance.

5.3 Equalities

It is anticipated that there are no adverse impact due to race, disability, gender, age, sexual orientation or religion/belief arising from the proposals in this report as this policy applies to all elected members and observers of the Committee equally.

5.4 Acting Sustainably

There are no direct economic, social or environmental issues with this reports which would affect the Council’s sustainability.

5.5 Carbon Management

There are no direct carbon emissions impacts as a result of this report.

5.6 Rural Proofing

It is anticipated there will be no adverse impact on the rural area from the proposals contained in this report.

5.7 Changes to Scheme of Administration or Scheme of Delegation

The changes to the Scheme of Administration are contained in **Appendix 1** with the amendments highlighted by the underlining of the amended text.

6 CONSULTATION

6.1 The Head of Corporate Governance, the Head of Strategic Policy, the Head of Audit and Risk, HR Manager and the Clerk to the Council have been consulted on the report and their comments have been incorporated into the report.

Approved by

David Robertson
Chief Financial Officer

Signature

Author(s)

Name	Designation and Contact Number
Lynn Mirley	Corporate Finance manager 01835 825016

Background Papers:

Annual Report and Accounts 2011/12

Previous Minute Reference:

Pension Fund Sub-Committee, 13 June 2012, Draft Annual Accounts

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SECTION XIII

PENSION FUND COMMITTEE

Constitution

Twelve members, being seven Members of the Council and five non-voting members constituted as follows.

Seven Elected Members of the Council comprising –

- (a) the Depute Leader (Finance)
- (b) the Executive Member for HR and Corporate Improvement
- (c) three other Members of the Administration
- (d) two Members from the Opposition

Five non-voting members appointed from –

- (a) a Scheduled Body
- (b) an Active Admitted Body
- (c) each of the three recognised Trade Unions

Chairman

The Chairman shall be one of the Scottish Borders Council Members.

Quorum

Four Elected Members of the Council shall constitute a Quorum.

Functions Referred

The following functions of the Council shall stand referred to the Committee –

1. All matters relating to the Management of the Council's Pension Fund.
2. Employer discretions under Local Government Pension Scheme (Scotland) Regulations 1998.

Functions Delegated

All of the functions delegated to the Committee.

NOTE: underscored text represents amendments to current Scheme of Administration.

TRAINING POLICY – ANNUAL UPDATE

Report by Chief Financial Officer

PENSION FUND COMMITTEE

18 June 2013

1 PURPOSE AND SUMMARY

- 1.1 **This report updates the Pension Fund Committee on the progress in implementing the Training Policy and proposes minor amendments to the Policy to reflect recent and proposed changes.**
- 1.2 In September 2013 the Committee agreed a new Training Policy.
- 1.3 In line with this Policy the Pension Fund is required to report on Training activity annually and also performance against targets set out in the Policy.
- 1.4 During 2012/13 there were four training sessions run for members and of the membership 71% attended at least the minimum target of 2 sessions in the year. In addition, 100% of the Committee membership met the target of attending at least 2 meetings in the year.
- 1.5 **Appendix 1** contains an amendment to the Training Policy to reflect agreed and proposed changes to the Committee.

2 RECOMMENDATIONS

2.1 It is recommended that the Committee:

(a) Note the strong performance against the targets set and agree that this performance will be included in the Pension Fund Annual report for 2012/13;

And

(b) Agree to the proposed amendments to the Training Policy, subject to the Council agreement on the 26 June 2013 in relation to the change of observer status to non-voting member status.

3 BACKGROUND

- 3.1 At the September 2012 Pension Fund Committee a Training Policy (the Policy) was agreed for the Pension Fund and this included the proposed Training Plan for 2012/13.
- 3.2 The Policy set out training objectives and the requirement to report on training activity annually through the Pension Fund's Annual Report.
- 3.3 Following the updating of the Scheme of Administration by Council, including proposed updates to be agreed by Council on the 26 June 2013, there is a requirement to reflect these changes in the Training Policy.

4 TRAINING POLICY ANNUAL UPDATE

- 4.1 As a result of the agreement of the Training Policy and the Annual Training Plan the following training opportunities have been provided:

Scottish Local Authority Pensions Seminar	October 2012
Day 1 Induction	November 2012
Day 2 Induction	December 2012
Alternative Assets	March 2013

- 4.2 The topics covered included:

Developing Investment Strategies,
Monitoring and Managing Performance,
Role of Actuary and Investment Consultant,
Governance
and

Fund Managers providing an overview of their investment approaches.

- 4.3 The target is to have members of the Committee attend at least two training sessions each year. There has been good attendance at the sessions especially in light of this being the first year of the new Administration and there being a number of demands on Members for training. Five out of the seven members (71%) met the target attendance. The performance was as follows:

100% Attendance (i.e. 4 events)	3 Members
75% Attendance (i.e. 3 events)	2 Members
25% Attendance (i.e. 2 events)	2 Members

- 4.4 A further target within the Training Policy was that every member attended at least 2 Committees per year. There has been a good result on this measure as well with all seven members (100%) meeting the target attendance levels. The performance was as follows:

100% Attendance (i.e. 4 Committees)	5 Members
75% Attendance (i.e. 3 Committees)	1 Member
50% Attendance (i.e. 2 Committees)	1 member

- 4.5 A Training Needs Assessment following this training activity is about to be undertaken in order to inform the Annual Training Plan for 2013/14 which will be brought to Committee in September.
- 4.6 **Appendix 1** contains an updated Training Policy to reflect the change required as a result of the Committee having changed from a sub-committee of the Executive to a full committee of the Council. In addition it also includes the change proposed in the relation to making observers non-voting members which will be presented to Council for approval on the 26 June 2013.

5 IMPLICATIONS

5.1 Financial

There are no financial implications relating to this proposal.

5.2 Risk and Mitigations

This report is part of the Pension Fund demonstrating that it is in compliance with best practice guidance in relation to skills and knowledge for those making decisions in relation to the Fund.

5.3 Equalities

It is anticipated that there are no adverse impact due to race, disability, gender, age, sexual orientation or religion/belief arising from the proposals in this report as this policy applies to all elected members and observers of the Committee equally.

5.4 Acting Sustainably

There are no direct economic, social or environmental issues with this reports which would affect the Council's sustainability.

5.5 Carbon Management

There are no direct carbon emissions impacts as a result of this report.

5.6 Rural Proofing

It is anticipated there will be no adverse impact on the rural area from the proposals contained in this report.

5.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes to the proposed Scheme of Administration or Scheme of Delegation.

6 CONSULTATION

- 6.1 The Head of Corporate Governance, the Head of Strategic Policy, the Head of Audit and Risk, HR Manager and the Clerk to the Council will be consulted on the report and their comments will be reported to the Committee.

Approved by

David Robertson
Chief Financial Officer

Signature

Author(s)

Name	Designation and Contact Number
Lynn Mirley	Corporate Finance manager 01835 825016

Background Papers:

Previous Minute Reference:

Pension Fund Sub-Committee, 13 September 2012

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DRAFT

**SCOTTISH BORDERS COUNCIL
PENSION FUND
TRAINING POLICY**

1. Introduction

- 1.1 This training policy documents the Scottish Borders Council Pension Fund (the Fund) responsibilities in relation to members and observer members of the Pension Fund ~~Sub-Committee~~.
- 1.2 The policy has been drawn up:
 - i To identify the level of knowledge and skills required by members, and
 - ii To outline the training arrangements for the ~~Sub-Committee~~ and its members
- 1.3 This version of the Training Policy was approved by the Pension Fund ~~Sub-Committee~~ of Scottish Borders Council ~~on 13 September 2012 on 18 June 2013~~ [TBC].
- 1.4 For the avoidance of any doubt, the term members in relation to this Policy will refer to ~~both elected members and observer~~ all members of the Pension Fund ~~Sub-Committee~~ irrespective of voting rights, as set out in the amendment to the Scheme of Administration agreed by Council on 26 June 2013 [TBC].

2. Myners Principles

- 2.1 The desirability of pension fund decision making being overseen by persons with the right skills and expertise was recognised in 2001 in the UK Government's *Institutional Investment in the United Kingdom: A Review*, undertaken by Paul Myners and reaffirmed in the *Updating the Myne's Principles: A Response to Consultation* in October 2008.
- 2.2 The revised Myners principles following the 2008 review are the accepted code of practice applying to local government pension funds throughout the United Kingdom and these principles apply to all pension committee members (elected and other appointments) and officers.
- 2.3 The first Myners principle explicitly states that:
 - i Decisions are taken by persons or organisations with the skills, knowledge, advice and resources necessary to make them effectively and monitor their implementation; and
 - ii Those persons or organisations have sufficient expertise to be able to evaluate and challenge the advice they receive, and manage conflicts of interest.
- 2.4 The best practice guidance from CIPFA in relation to demonstrating this first principle indicates that *"the committee should ensure that it has appropriate skills, and is run in a way designed to facilitate effective decision making. It should conduct skills and knowledge audits of its membership at regular intervals in relation to the scope of its work and the pensions issues that are most relevant.The adoption of a training plan and an annual update of training and development needs (including monitoring progress made) would represent good practice in demonstrating that the committee is actively managing the development of its members. A statement should appear in the annual report describing*

actions taken and progress made.”¹

- 2.5 The Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010 requires administering authorities to report the extent of compliance with this first Myners principle and the Fund does so as part of the Statement of Investment Principles.

3. Governance Compliance

- 3.1 Guidance on governance matters and training has been issued between 2009 and 2011 by the Pensions Regulator, CIPFA and the Scottish Public Pensions Agency. This training policy has been drafted in line with the collective guidance.
- 3.2 To underline the Fund’s commitment to the CIPFA Code of Practice on Public Sector Pensions Finance Knowledge and Skills, the ~~Sub~~-Committee has adopted the following policy statement:

“The Council recognises the importance of ensuring that all staff and members charged with the financial administration and decision making with regard to the Scottish Borders Council Pension Fund are fully equipped with the knowledge and skills to discharge the duties and responsibilities allocated to them.

It therefore seeks to utilise individuals who are both capable and experienced and it will provide and arrange training for staff and members of the Pension Fund ~~Sub~~-Committee to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills”

- 3.3 In addition, the Scottish Public Pensions Agency (SPPA) issued guidance in relation to the Governance Compliance Statement in April 2011, establishing the best practice standard that administering authorities are required to measure themselves against. The standards established for training are as follows:
- i 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.
 - ii 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.
 - iii That the administering authority considers the adoption of annual training plans for committee members and maintains a log of all such training undertaken.

4. Training

- 4.1 On joining the ~~Sub~~-Committee, members must attend a training session to understand the details of roles and responsibilities to allow them to participate in decision making or scrutiny of complex pension issues.
- 4.2 An Induction File will also be provided to members when they start with the ~~Sub~~-Committee, and it will contain key documents relevant to the Fund and other information that is deemed useful. The members will be expected to use this information and have read the key

¹ CIPFA: Investment decision making and disclosure in the Local Government Pension Scheme. A Guide to the Application of the Myners Principles.

documents.

- 4.3 A training needs analysis will be undertaken for each member of the [Sub-Committee](#) and this will be used to inform annual training plans. This analysis will be repeated annually to monitor progress and inform the updating of the training plans.
- 4.4 Annual training plans will be prepared for the [Sub-Committee](#) and members that will be commensurate with their respective roles and responsibilities and will be aligned to the CIPFA Skills and Knowledge Framework contained in **Appendix A**.
- 4.5 A training log will be retained for each member of the [Sub-Committee](#) in line with the best practice standard.
- 4.6 An informal meeting of the [Sub-Committee](#) with the Fund's external Investment Adviser immediately prior to the formal meeting will be held to enable all members of the [Sub-Committee](#) to be appropriately briefed and better prepared to question the Fund Managers in depth following their presentation.
- 4.7 As part of their commitment to good scheme governance, [Sub-Committee Members](#), [including the observer members both voting and non-voting](#), will be expected to attend at least two Committee meetings each year and two training sessions each year. The two training sessions are over and above any training given at the [Sub-pre-meeting to the Committee](#).
- 4.8 Training Opportunities for the [Sub-Committee](#) members will include the following events:
 - i Internal training events;
 - ii Seminars and conferences offered by industry wide bodies, e.g. the LAPF annual conference;
 - iii Seminars and training events offered by the Fund's investment managers and advisors;
 - iv Online training; and
 - v Professional reading.
- 4.9 A record of attendance at meetings and training events will be maintained and published in the Pension Fund Annual Report and Accounts. Officers will identify appropriate training opportunities and bring these to the attention of the [Sub-Committee](#).
- 4.10 Due to the training requirements placed on the [Sub-Committee](#) members, substitute members are not allowed.

5. Reporting and Review Arrangements

- 5.1 CIPFA has recommended as good practice that the Pension Fund Annual Report includes a disclosure as to how the CIPFA Knowledge and Skills Framework has been applied for the Fund, what assessment of training needs has been undertaken and what training has been delivered against the identified training needs.
- 5.2 The Annual Training Plans will be presented to the [Sub-Committee](#) for review and agreement.

6. Reimbursement of Expenses

- 6.1 Councillors are remunerated for their expenses through the local government members' responsibility allowances scheme. ~~Observer~~ [Other](#) members can apply for reimbursement of reasonable expenses such as travel costs which have been incurred in relation to agreed training.

APPENDIX A

CIPFA Knowledge and Skills Framework

1. The training framework is based on the CIPFA Knowledge and Skills Framework guidance which identifies six areas of knowledge and skills required as core technical requirements of those working in public sector pensions finance.
2. The six areas are:
 - i Pension legislative and governance context
 - ii Pensions accounting and auditing standards
 - iii Financial services procurement and relationship management
 - iv Investment performance and risk management
 - v Financial markets and products knowledge
 - vi Actuarial methods, standards and practices.
3. The framework will be used to assess knowledge and identify future training needs to ensure effective decision-making.
4. The levels of knowledge required is categorised as follows:
 - 1 In Depth
 - 2 Understanding
 - 3 Awareness
5. The Framework and Knowledge requirements are summarised as follows:

Training Framework	Sub-Committee Members Knowledge Requirement
Pension legislative and governance context <ul style="list-style-type: none"> • General and scheme pension legislation • Scheme Governance • Pension regulators and advisors • Legislative framework 	3
Pensions accounting and auditing <ul style="list-style-type: none"> • Audit and accounting regulations and requirement 	3
Financial Services procurement and relationship management <ul style="list-style-type: none"> • Understanding public procurement • Supplier risk management 	2
Investment performance and risk management <ul style="list-style-type: none"> • Fund performance • Performance of Advisers • Performance of Committees • Performance of Support Services 	2
Financial markets and product knowledge <ul style="list-style-type: none"> • Investment strategy • Financial markets 	2
Actuarial methods, standards and practices <ul style="list-style-type: none"> • Valuations • Bulk Transfers 	2

VERSION CONTROL TABLE

Version	Nature of Amendment	Date of Change	Author
2012 1.0	Creation of Training Policy	30 August 2012	Lynn Mirley
2012 2.0	Approved by Pension Fund Committee	13 September 2012	Lynn Mirley
2013 1.0	Updated for changes to Scheme of Administration	11 June 2013	Lynn Mirley

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GOVERNANCE POLICY AND COMPLIANCE STATEMENT UPDATE

Report by Chief Financial Officer

PENSION FUND COMMITTEE

18 June 2013

1 PURPOSE AND SUMMARY

- 1.1 **This report proposes amendments to the Scottish Borders Council Pension Fund's Governance Policy and Compliance Statement.**
- 1.2 **Appendix 1** contains an update to the Governance Policy to reflect recent and proposed changes to the Scheme of Administration.
- 1.3 The Governance Compliance Statement is included as an appendix to the Policy and demonstrates that the Fund is, subject to Council approval of the changes to the Scheme of Administration on the 26 June 2013, in full compliance with the best practice guidance.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Committee approves the revised Governance Policy and Compliance Statement, subject to Council approval of the amendment to the Scheme of Administration on the 26 June 2013, for inclusion in the Pension Fund Annual Report and Accounts 2012/13.**

3 BACKGROUND

- 3.1 It is a requirement of the current LGPS Regulations that the Pension Fund maintains a Governance Policy and Compliance Statement.
- 3.2 In the 2011/12 Annual Report and Accounts for the Pension Fund reported to the Pension Fund Committee in June 2012, the Governance Compliance Statement highlighted two areas where there was only partial or non-compliance in relation to the best practice areas.
- 3.3 Work has progressed during the past 12 months to address these areas and as a result of this, and agreed and proposed changes to the Scheme of Administration, it is necessary to update the Governance Policy and associated Compliance Statement. These changes will be reflected in the Annual Report for 2012/13.

4 GOVERNANCE POLICY STATEMENT AND COMPLIANCE STATEMENT

- 4.1 **Appendix 1** contains a revised Governance Policy to incorporate the changes that have been agreed in relation to the Scheme of Administration in August 2012 and those now proposed for Council agreement on 26 June 2013.
- 4.2 The Governance Policy also contains, at appendix B, a copy of the updated Governance Compliance Statement. The key changes are that the Fund is not in compliance with the best practice in relation to training and the equal treatment of all the members of the Committee. This latter point is subject to Council approval of the proposed amendment of the Scheme of Administration on the 26 June 2013.

5 IMPLICATIONS

- 5.1 **Financial**
There are no financial implications relating to this proposal.
- 5.2 **Risk and Mitigations**
This report is part of the governance framework to manage the operation of the Pension Fund and reflects the compliance with the best practice recommendations.
- 5.3 **Equalities**
It is anticipated that there are no adverse impact due to race, disability, gender, age, sexual orientation or religion/belief arising from the proposals in this report as this policy applies to all elected members and observers of the Committee equally.
- 5.4 **Acting Sustainably**
There are no direct economic, social or environmental issues with this reports which would affect the Council's sustainability.

5.5 Carbon Management

There are no direct carbon emissions impacts as a result of this report.

5.6 Rural Proofing

It is anticipated there will be no adverse impact on the rural area from the proposals contained in this report.

5.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes to the proposed Scheme of Administration or Scheme of Delegation.

6 CONSULTATION

- 6.1 The Head of Corporate Governance, the Head of Strategic Policy, the Head of Audit and Risk, HR Manager and the Clerk to the Council will be consulted on the report and their comments will be reported to the Committee.

Approved by

David Robertson
Chief Financial Officer

Signature

Author(s)

Name	Designation and Contact Number
Lynn Mirley	Corporate Finance manager 01835 825016

Background Papers:

Previous Minute Reference:

Pension Fund Sub-Committee, 13 June 2012

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**SCOTTISH BORDERS COUNCIL
PENSION FUND**

**GOVERNANCE POLICY AND
COMPLIANCE STATEMENT**

2013

Introduction

This Statement documents the governance arrangements for the pension scheme administered by Scottish Borders Council. This version of the Governance Policy and Compliance Statement was approved by the Pension Fund ~~Sub-Committee~~ of Scottish Borders Council on ~~15 September 2011~~ 18 June 2013 and updated ~~under delegated authority in June 2012~~ following changes to the Scheme of Administration approved by Council on the 26 June 2013 **TBC**.

1. Administering Authority

- 1.1 Scottish Borders Council (the Council) is the Administering Authority for the Local Government Pension Scheme (LGPS) set up for the Scottish Borders geographic area.
- 1.2 The Council has delegated its pension's functions to the **Pension Fund ~~Sub-Committee~~**.

2. Regulatory Framework

- 2.1 The Scottish Public Pensions Agency (SPPA) is responsible for regulating the LGPS in Scotland and the Council administers the pension scheme in accordance with these regulations.
- 2.2 The Scottish Borders LGPS scheme is open to all employees of scheduled bodies except for those whose employment entitles them to belong to another statutory pension scheme (e.g. Teachers). Employees of admitted bodies can join the scheme subject to those bodies meeting the statutory requirements and on such terms and conditions as the Council (as Administering Authority) may require. A list of scheduled and admitted bodies is attached in Appendix A.
- 2.3 The Pension Fund ~~Sub-Committee~~ (the ~~Sub-Committee~~) is a formal sub-committee of Scottish Borders Council's ~~Executive~~. The Scheme of Administration for the Council specifies that the following functions shall be referred to the PFSCPFC:
 - i All matters relating to the Management of the Council's Pension Fund
 - ii Employer discretions under Local Government Pension Scheme (Scotland) Regulations 1998⁴.
- 2.4 Financial affairs are conducted in compliance with the Council's Financial Regulations which have been formally adopted by the Pension Fund in 2011.
- 2.5 Funds are invested in compliance with the Council's Statement of Investment Principles.

⁴ ~~These functions are referred to the Sub-Committee for consideration and recommendation only and must receive approval of the Executive~~

3. Pension Fund ~~Sub~~-Committee

- 3.1 The members of the ~~Sub~~-Committee act as quasi-trustees and oversee the management of the Scottish Borders Council Pension Fund (the Fund).
- 3.2 Their overriding duty is to ensure the best possible outcomes for the Fund, its participating employers and scheme members.
- 3.3 The members' knowledge is supplemented by professional advice from Officers of the Council, professional advisers and external experts.

- 3.4 The ~~Sub~~-Committee is comprised of twelve members [TBC at Council Meeting 26 June]. The following seven members of the Council have voting rights:

Depute Leader (Finance)

Executive Member for HR and Corporate Improvement

~~One other Member of Executive~~ Three members of the Administration

~~Two members of the Administration~~

Two members from the Opposition

- 3.5 ~~In addition, Trade Unions, Scheduled and Active Admitted Bodies are invited to send representatives as observers. These observers do not have~~ A further five members with no voting rights are appointed from:

A Scheduled Body

An Active Admitted Body

Each of the three recognised Trade Unions

~~These members do not have any voting rights but are present to observe encouraged to~~ participate in the debate and discussion and ~~to~~ provide input on behalf of the stakeholder groups they represent in order to inform the ~~elected representatives~~ Elected Members in their decision making.

- 3.6 The Chairman of the Committee shall be one of the Scottish Borders Council Members and the presence of four Members of the Council constitutes a quorum.

- 3.7 The Independent Investment Consultant, the ~~Director of Resources~~ Chief Executive, Chief Financial Officer, Corporate Finance Manager and Treasury and Capital Manager also attend the ~~Sub~~-Committee meetings as advisers.

- 3.8 The ~~Sub~~-Committee meets at least quarterly. Additional meetings are called as appropriate.

- 3.9 The ~~Sub~~-Committee papers and minutes are publicly available on the Council's website, unless they have been considered as private business in terms of Schedule 7A to the Local Government (Scotland) Act 1973. Minutes of the ~~Sub~~-Committee are presented to the Executive of the Council.
- 3.10 From time to time, the ~~Sub~~-Committee may establish a Sub-Group to address a specific issue or need. Any such Sub-Group will be chaired by a member of the ~~Sub~~-Committee and the remaining membership of the Sub-Group will be appropriate to the purpose and may therefore include other members of the ~~Sub~~-Committee. The minutes and decisions of these sub-groups will be presented to the ~~Sub~~-Committee for noting and agreement.

4. Administration and Management of the Fund

4.1 Chief Financial Officer

- i The Council's Chief Financial Officer is the Officer with responsibility to ensure proper administration of the Council's financial affairs in terms of Section 95 of the Local Government (Scotland) Act 1973.
- ii He is responsible for:
 - a) the financial accounting of the Fund,
 - b) the preparation of the Pension Fund Annual Report, and
 - c) being the principal advisor on investment management to the Council in its capacity as Trustee to the Fund and as the Fund's Administering Authority.

4.2 The day-to-day management of the investment activities of the Fund is managed by the ~~Treasury and Capital Section within Corporate Finance Team within~~ the Finance Service.

4.3 Head of ~~Customer~~Shared Services

- i The pension benefits policy oversight and day-to-day administration for the Fund is managed by the Human Resources Shared Services Team ~~within Customer Services.~~

5. Professional Advisers and External Service Providers

5.1 Barnett Waddingham has been appointed to act as Actuary to the Fund. The services provided include advice on funding and actuarial valuations.

5.2 AON Hewitt is the Independent Investment Consultant employed by the Council to advise the ~~Sub~~-Committee on investment strategy.

5.3 The Fund has appointed investment managers who have responsibility for the selection, retention and realisation of individual investments. Where appropriate, they also implement the ~~Sub~~-Committee's policy in relation to corporate socially responsible investment and corporate governance.

5.4 J.P. Morgan is the global custodian for the Fund and is responsible for the safekeeping of the assets including transaction processing and making tax claims.

5.5 WM Performance Services has been appointed as the independent performance services company for the Fund. They have responsibility for measuring and reporting on the performance of individual portfolios and the overall Fund.

6. Internal and External Review

- 6.1 The annual financial statement of the Council, including the Fund, is subject to external audit. The auditors are appointed by Audit Scotland, as part of the process to ensure that public funds are properly safeguarded and accounted for.
- 6.2 [The Council's Audit Committee oversees the output of the Annual Audit process in relation to the Pension Fund.](#)
- 6.3 The Council provides internal audit arrangements to the Fund both as a tool of management and with direct reporting to the Council's Audit Committee.

7. Risk Management

- 7.1 The Council has a corporate risk management policy which includes the maintenance and regular review of a risk register.
- 7.2 Risk awareness is embedded into the investment performance management process.

8. Access to Information

- 8.1 Sub-Committee papers and minutes are available via the Council Papers website <http://councilpapers.scotborders.gov.uk/>
- 8.2 The Fund's Annual Report and Accounts is available via the Fund website www.scotborders.gov.uk/pensions. A hard copy of the full version of this report is provided to the scheduled and active admitted bodies of the scheme and a summary of the review is provided to all Fund members.
- 8.3 This Governance Policy and Compliance Statement and all supporting statements and policies are available on the Fund website www.scotborders.gov.uk/pensions.

9. Review and Compliance with Best Practice

- 9.1 This Statement will be kept under review and will be revised and published following any material change in the governance arrangements of the Fund.
- 9.2 The Local Government Pension Scheme (Administration) (Scotland) Regulations 2008 require Administering Authorities to measure their governance arrangements set out against standards set by Scottish Ministers. These standards are established via number of best practice principles. The Governance Compliance Statement that demonstrates the Fund's status against these standards is set out in the Annual Report and Accounts for the Fund.

Appendix A

Scottish Borders Council Pension Fund Scheduled and Admitted Bodies

Scheduled Bodies

- Borders College
- Scottish Borders Council
- Visit Scotland

Admitted Bodies

Active Admitted Bodies

- Amey Community Limited
- BC Consultants
- Borders Sport and Leisure Trust
- Gala Youth Project
- Jedburgh Leisure Facilities Trust
- Lothian and Borders Community Justice Authority
- Scottish Borders Housing Association

Admitted bodies with Deferred or Retired Members only

- Berwickshire Housing Association
- Heriot Watt (former Scottish College of Textiles)
- Project '80 Council Burnfoot
- Red Cross Housing Association
- Scottish Borders Careers

Appendix B

GOVERNANCE COMPLIANCE STATEMENT

The Local Government Pension Scheme (Administration) (Scotland) Regulations 2008 require Administering Authorities to measure their governance arrangements set out against standards set by Scottish Ministers. These standards are established via number of best practice principles. The following table contains an assessment of the Fund’s compliance with these principles.

References to Sections relate to Sections within the main Governance Policy Statement (GPS)

Principle		Full Compliance	Comments
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.	Yes	The Scheme of Administration sets out the remit of the Pension Fund Committee (PFC). (see GPS Section 2.3)
B	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	Yes	ObserversNon-voting appointed members representing scheduled and admitted bodies and trade unions are invited to attendpart of the PFSC as observersPFC . (see GPS Section 3.5)
C	Where a secondary committee or panel has been established, the structure ensures effective communication across both levels	Yes	Minutes of Sub-Groups are submitted to PFC for approval. (see GPS Section 3.10)
D	Where a secondary committee or panel has been established, at least one seat of the main committee is allocated for a member from the secondary committee or panel.	Yes	Any Sub-Group established will have member(s) of the PFC as part of its membership. (see GPS Section 3.10)
Committee Membership and Representation			
A	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, e.g. admitted bodies) (ii) scheme members (including deferred and pensioner scheme members), (iii) where appropriate, independent professional observers, and	Yes	ObserversNon-voting members representing scheduled and admitted bodies and trade unions are part of the PFC. The Independent Investment Consultant and key Finance Officers also attend in an advisory capacity.

Principle		Full Compliance	Comments
	(iv) expert advisors (on an ad-hoc basis)		(see GPS Sections 3.5 & 3.7)
B	Where lay members sit on a main or secondary committee, they are treated equally in terms of access to papers and meetings, training and are given full opportunity to contribute to the decision making process, with or without voting rights.	Yes	<p>All members of the PFC irrespective of voting rights are covered equally by the Training Policy.</p> <p>All members, following the amendment to the Scheme of Administration agreed by Council on 26 June 2013 [TBC], have equal rights to receive papers and access meetings in the same way.</p>
Selective 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.	Yes	Part of Council's Code of Governance along with Member induction programme.
B	At the start of any meeting, committee members are invited to declare any financial or pecuniary interest related to specific matters on the agenda	Yes	Part of Council's Code of Governance requires the declaration of members' interests as a standard agenda item on all committees.
Voting			
A	The policy of individual administrating authorities on voting rights is clear and transparent, including justification for not extending voting rights to each body or group represented on main LGPS committees.	Yes	This explained in GPS Section 3.5.

Principle		Full Compliance	Comments
Training/Facility time/Expenses			
A	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.	Yes	The Members Expenses are managed under the Council's policies. The Training Policy also covers the reimbursement of Training Related Expenses..
B	Where such a policy exists, it applies equally to all members of committees, sub-committees, advisory panels or any other form of secondary forum.	Yes	
C	The Administering Authority considers the adoption of annual training plans for committee members and maintains a log of all such training undertaken.	Yes	The first Annual Training Plan was agreed in September 2012 and logs of training are being maintained.
Meetings (frequency/quorum)			
A	An administering authority's main committee or committees meet at least quarterly	Yes	(See GPS Section 3.8)
B	An administering authority's secondary committee or panel meet at least twice a year and is synchronised with dates when the main committee sits	Not applicable	No formal secondary committee/panel
C	An administering authority who does not include lay members in their formal governance arrangements, must provide a forum outside of those arrangements by which the interests of key stakeholders can be represented.	Not applicable	All members of the PFC are covered by the Scheme of Administration.
Access			
A	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	Yes	Scheme of Administration changed by Council on 26 June 2013 [TBC] to change observers to non-voting members to enable this to happen.

Principle		Full Compliance	Comments
Scope			
A	Administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements	Yes	The Scheme of Administration sets out the remit of the PFC (see GPS Section 2.3)
Publicity			
A	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.	Yes	PFC Minutes and Public papers available via website, as are various governance and schemed policy documents. (See GPS Section 8)

VERSION CONTROL TABLE

Version	Nature of Amendment	Date of Change	Author
2010 1.0	Creation of Governance Statement	24 February 2010	L Mirley
2010 1.1	Final Draft for Pension Fund Sub-Committee	2 March 2010	L Mirley
2010 2.0	Sub-Committee Approved Version	11 March 2010	L Mirley
2011 1.0	Final Draft for Pension Fund Sub-Committee and Annual Report	30 August 2011	L Mirley
2012 1.0	Updated for amendment to Scheme of Administration and update of Pension Fund Annual Report and Accounts 2011/12	12 June 2012	L Mirley
2013 1.0	Final Draft to reflect proposed changes to Scheme of Administration	18 June 2013	L Mirley

You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Treasury Team can also give information on other language translations as well as providing additional copies.

Contact us at Treasury & Capital Team, Council HQ, Newtown St Boswells, TD6 0SA
 01835 825016, treasuryteam@scotborders.gov.uk

PENSIONS ADMINISTRATION PERFORMANCE 2012/13

Report by Head of Shared Services

PENSION FUND COMMITTEE

18 June 2013

1 PURPOSE AND SUMMARY

- 1.1 **This report presents the Pensions Administration Performance for 2012/13 and requests the Committee's approval of its inclusion in the Annual Report for the Fund.**
- 1.2 **Appendix 1** contains the Pensions Administration Performance for 2012/13 as it will be included in the Fund's Annual Report and Accounts.
- 1.3 The work undertaken by the HR Shared Services team with Scheduled and Admitted Bodies has resulted in improved performance in the timing of the remittances of employers contributions.
- 1.4 As a result of reviewing the performance of the first year of the Pension Administration Strategy actions have been identified in relation to improving the query data recording methodology and to develop a schedule of Employer Liaison Meetings.

2 RECOMMENDATIONS

2.1 It is recommended that the Committee:

- (a) **Notes the Pensions Administration Performance for 2012/13 as set out in Appendix 1 and approves its inclusion in the Pension Fund Annual Report and Accounts 2012/13;**
 - (b) **Agrees the action proposed in relation to improving the query data recording methodology;**
- and**
- (c) **Agrees to the development of a schedule of Employer Liaison Meetings.**

3 BACKGROUND

- 3.1 It is a requirement of the current LGPS Regulations and best practice that the Pension Fund maintains a Pensions Administration Strategy. At the Committee on 13 June 2012 the first Pension Administration Strategy for the Fund was approved.
- 3.2 In accordance with the Pension Administration Strategy a number of administration function performance measures were introduced to evaluate the performance of both the Fund and Employers.
- 3.3 A further requirement is that the performance against the Strategy is reported in the Annual Report and Accounts for the Fund.

4 PENSIONS ADMINISTRATION PERFORMANCE 2012/13

- 4.1 **Appendix 1** contains the Pensions Administration Performance Report for 2012/13 as it will be included in the Fund's Annual Report and Accounts.
- 4.2 As the Strategy was approved during the financial year, 2012/13, there are some areas where improvements have to be made to the methodology for collecting and measuring performance.

Employer Performance Measures

- 4.3 Through proactive engagement with Scheduled/Admitted Bodies who were not complying with the remittance schedules there has been an improvement in the number of remittances being received timeously. Robust controls have now been introduced to ensure that receipt of payments are being monitored on a monthly basis. In the event of an employer failing to meet the prescribed dates for remittances, appropriate action will be taken in accordance with section 8 of the Scottish Borders Council Pension Fund – Pension Administration Strategy.

Administering Authority Performance Measures

- 4.4 The key performance targets are set out in the **Appendix 1**, and as a result of the analysis of these areas for improvement have been highlighted and are set out below.
- 4.4 The way in which information has been recorded for query response measurement has not been sufficient to allow for the collection and comparison against targets. Improved recording procedures have been developed to allow for this measure to be completed going forward, however, this will only be for a partial year within the 2013/14 final accounts.
- 4.5 Employer Liaison meetings were not held during 2012/13. A schedule of meetings for the coming years will be developed to cover topics such as Pensions Auto Enrolment and the LGPS (Scotland) legislative changes scheduled for implementation from 1 April 2015.

- 4.6 A significant improvement on the previous year was the delivery of all benefit statements being issued in October/early November 2012. For the previous year's statement the work was not completed until the end of January 2012.
- 4.7 During 2012/13 we processed 32,719 payments to pensioners for a total of £12.85m. In addition to this, we also processed 70 payments to pensioners who now reside overseas for a total of £24,388, these payments are processed via Western Union, providing pensioners with a cost effective means of transferring a sterling pension payment into the appropriate local currency.

5 IMPLICATIONS

5.1 Financial

There are no financial implications relating to this proposal.

5.2 Risk and Mitigations

This report is part of the governance reporting framework to manage the operation of the Pension Fund and reflects the compliance with the best practice recommendations.

5.3 Equalities

It is anticipated that there are no adverse impact due to race, disability, gender, age, sexual orientation or religion/belief arising from the proposals in this report.

5.4 Acting Sustainably

There are no direct economic, social or environmental issues with this reports which would affect the Council's sustainability.

5.5 Carbon Management

There are no direct carbon emissions impacts as a result of this report.

5.6 Rural Proofing

It is anticipated there will be no adverse impact on the rural area from the proposals contained in this report.

5.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes to the proposed Scheme of Administration or Scheme of Delegation.

6 CONSULTATION

- 6.1 The Chief Financial Officer, Head of Corporate Governance, the Head of Strategic Policy, the Head of Audit and Risk, HR Manager and the Clerk to the Council will be consulted on the report and their comments will be reported to the Committee.

Approved by

Jenni Craig
Head of Shared Services

Signature

Author(s)

Name	Designation and Contact Number
Ian Angus	HR Shared Services Manager 01835 826696
Lynn Mirley	Corporate Finance Manager 01835 825016

Background Papers:

Previous Minute Reference:

Pension Fund Sub-Committee, 13 June 2012

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Contact us at: Ian Angus, HRSS Manager , Council Headquarters, Newtown St Boswells, Melrose, TD6 PSA Tel: 01835 826696 email: IAngus@scotborders .gov.uk

PENSION ADMINISTRATION PERFORMANCE 2012/13

In accordance with the Pension Administration Strategy, approved 13 June 2012, the following performance measures have been compared against the targets set within the said strategy document.

Employer Performance Measures

Service Standards

Standard – target completion 90%	Volume	%age Met
New starts notification – within 20 working days	484	100%
Changes notified – within 20 working days	1,610	100%
Retirement info – at least 20 working days before	183	100%
Early leaver notification – within 20 working days	291	100%
Death in service notification – within 10 working days	6	100%
Query responses – within 10 working days	See below	
Year-end queries – within 20 working days	See below	

The way in which information has been recorded for queries has not been sufficient to allow for the collection and comparison against targets. Improved recording procedures have been developed to allow for this measure to be completed going forward, however, this will only be for a partial year within the 2013/14 final accounts.

Contribution Payments

The following tables compare the date contribution payments are received against the target date for each of the Scheduled and Active Admitted Bodies.

Scottish Borders Council

	Target Date	Date received	Target Achieved
April	30/04/2012	30/04/2012	On Time
May	31/05/2012	31/05/2012	On Time
June	29/06/2012	29/06/2012	On Time
July	31/07/2012	31/07/2012	On Time
August	31/08/2012	31/08/2012	On Time
September	28/09/2012	28/09/2012	On Time
October	31/10/2012	31/10/2012	On Time
November	30/11/2012	30/11/2012	On Time
December	21/12/2012	21/12/2012	On Time
January	25/01/2013	25/01/2013	On Time
February	27/02/2013	27/02/2013	On Time
March	28/03/2013	28/03/2013	On Time

Visit Scotland

	Target Date	Date received	Target Achieved
April	19/05/2012	08/05/2012	On Time
May	19/06/2012	31/05/2012	On Time
June	19/07/2012	29/06/2012	On Time
July	19/08/2012	10/08/2012	On Time
August	19/09/2012	30/08/2012	On Time
September	19/10/2012	05/10/2012	On Time
October	19/11/2012	12/11/2012	On Time
November	19/12/2012	03/12/2012	On Time
December	19/01/2013	27/12/2012	On Time
January	19/02/2013	05/02/2013	On Time
February	19/03/2013	05/03/2013	On Time
March	19/04/2013	27/03/2013	On Time

Borders College

	Target Date	Date received	Target Achieved
April	19/05/2012	02/05/2012	On Time
May	19/06/2012	02/06/2012	On Time
June	19/07/2012	02/07/2012	On Time
July	19/08/2012	02/08/2012	On Time
August	19/09/2012	03/09/2012	On Time
September	19/10/2012	03/10/2012	On Time
October	19/11/2012	05/11/2012	On Time
November	19/12/2012	04/12/2012	On Time
December	19/01/2013	04/01/2013	On Time
January	19/02/2013	04/02/2013	On Time
February	19/03/2013	04/03/2013	On Time
March	19/04/2013	03/04/2013	On Time

Scottish Borders Housing Association

	Target Date	Date received	Target Achieved
April	19/05/2012	21/05/2012	Late Payment
May	19/06/2012	18/06/2012	On Time
June	19/07/2012	16/07/2012	On Time
July	19/08/2012	13/08/2012	On Time
August	19/09/2012	24/09/2012	On Time
September	19/10/2012	15/10/2012	Late Payment
October	19/11/2012	13/11/2012	On Time
November	19/12/2012	17/12/2012	On Time
December	19/01/2013	21/01/2013	Late Payment
January	19/02/2013	11/02/2013	On Time
February	19/03/2013	18/03/2013	On Time
March	19/04/2013	19/04/2013	On Time

Jedburgh Leisure Facilities Trust

	Target Date	Date received	Target Achieved
April	19/05/2012	22/05/2012	Late Payment
May	19/06/2012	22/06/2012	Late Payment
June	19/07/2012	19/07/2012	On Time
July	19/08/2012	30/08/2012	Late Payment
August	19/09/2012	17/09/2012	On Time
September	19/10/2012	17/10/2012	On Time
October	19/11/2012	15/11/2012	On Time
November	19/12/2012	17/12/2012	On Time
December	19/01/2013	17/01/2013	On Time
January	19/02/2013	15/02/2013	On Time
February	19/03/2013	15/03/2013	On Time
March	19/04/2013	16/04/2013	On Time

Borders Sport and Leisure Trust

	Target Date	Date received	Target Achieved
April	19/05/2012	22/05/2012	Late Payment
May	19/06/2012	26/06/2012	Late Payment
June	19/07/2012	20/07/2012	Late Payment
July	19/08/2012	21/08/2012	Late Payment
August	19/09/2012	18/09/2012	On Time
September	19/10/2012	18/10/2012	On Time
October	19/11/2012	16/11/2012	On Time
November	19/12/2012	18/12/2012	On Time
December	19/01/2013	18/01/2013	On Time
January	19/02/2013	18/02/2013	On Time
February	19/03/2013	18/03/2013	On Time
March	19/04/2013	18/04/2013	On Time

AMEY Community Limited

	Target Date	Date received	Target Achieved
April	19/05/2012	18/05/2012	On Time
May	19/06/2012	18/06/2012	On Time
June	19/07/2012	18/07/2012	On Time
July	19/08/2012	17/08/2012	On Time
August	19/09/2012	19/09/2012	On Time
September	19/10/2012	18/10/2012	On Time
October	19/11/2012	16/11/2012 26/11/2012	On Time Partial Late
November	19/12/2012	19/12/2012	On Time
December	19/01/2013	18/01/2013	On Time
January	19/02/2013	18/02/2013	On Time
February	19/03/2013	18/03/2013	On Time
March	19/04/2013	18/04/2013	On Time

The Scheduled/Admitted Bodies who were not complying with the remittance schedules were contacted during the year and remind of their requirement to adhere to the payment schedules. This resulted in an increase in the number of remittances being received timeously. This continues to be monitored on a monthly basis.

Administering Authority Performance Measures

Service Standards

Standard	Volume	Target	%age Met
Query responses – within 10 working days		See below	
Estimates – Transfer In	124	10 days	41.13%
Estimates – Transfer Out	73	10 days	12.33%
Estimate – All Other	704	10 days	88.20%

The way in which information has been recorded for queries has not been sufficient to allow for the collection and comparison against targets. Improved recording procedures have been developed to allow for this measure to be completed going forward, however, this will only be for a partial year within the 2013/14 final accounts.

Other Measures

Area	Measure	Completed
Employer Liaison Meetings	2 per annum	None
Benefit Statements	by end of October	1 st week of November

Liaison meetings were not held during 2012/13. A schedule of meetings for the coming years will be developed to cover topics such as Pensions Auto Enrolment and the LGPS (Scotland) legislative changes scheduled for implementation from 1 April 2015.

All Benefit Statements were prepared during October 2012. Statements for all Scheduled and Admitted Bodies, with the exception of active Scottish Borders Council members, were issued during October 2012. The statements for active Scottish Borders Council members were issued during the first week of November 2012.

Key Administration Tasks

Task	Total received
New entrants	484
Changes	1,610
Early leavers	291
Retirements	183
Deaths in service	6
Deaths in deferment	3
Deaths in retirement	68
New Widows(ers), Child Pensions	40
Estimates	901
Pension credit members	3

DRAFT ANNUAL REPORT AND ACCOUNTS 2012/13

PENSION FUND COMMITTEE

18 June 2013

1 PURPOSE

- 1.1 **The attached Annual Report and Accounts for the Pension Fund for 2012/13 is being presented to the Pension Fund Sub-Committee as part of the consultation process prior to submission of the Report to the Audit Committee and the External Auditors.**

2 STATUS OF REPORT

- 2.1 This report is being presented as a consultation document as part of the preparation of the Annual Report and Accounts (the Annual Report) for External Audit Inspection. The Annual Report must be submitted to the External Auditors by the 30 June 2013, in order that the Audit and Public Inspection process can be carried out to enable External Audit sign off before the end of September 2013.

3 RECOMMENDATIONS

- 3.1 **It is recommended that the Committee note the Pension Fund Annual Report and Accounts contained in Appendix 1 and agree that the Committee will receive a copy of the final audited Annual Report and Accounts at the end of the audit to agree prior to its publication.**

4 BACKGROUND

- 4.1 The Local Government Pension Scheme Amendment (Scotland) Regulations 2010 specifies that the Annual report must contain:
- a) report on the management and financial performance during the year,
 - b) statement on the investment policy for the Fund,
 - c) pensions administration arrangements during the year,
 - d) actuarial valuation statement,
 - e) governance compliance statement,
 - f) fund account and net asset statement,
 - g) annual report on pension administration strategy, and
 - h) details of where to access current Funding Strategy Statement and Statement of Investment Principles.

3 ANNUAL REPORT AND ACCOUNTS 2012/13

- 3.1 The draft Annual Report and Accounts for 2012/13 (the Annual Report) is attached at **Appendix 1**. The Annual Report will be submitted to Audit Committee on the 25 June 2013 for review and then submitted to the external auditors, KPMG, at the end of June 2013.
- 3.2 The Annual Report will also be made available for public inspection.
- 3.3 It should be noted that the Annual Report is in draft and the conclusion of the year end work including the external audit may result in changes to it.
- 3.4 The Committee will receive a copy of the final report at the end of the audit to agree prior to its publication.

Author(s)

Name	Designation and Contact Number
Lynn Mirley	Corporate Finance Manager

Item 10

Appendix 1



ANNUAL REPORT AND ACCOUNTS
SCOTTISH BORDERS COUNCIL PENSION FUND
FOR THE YEAR TO 31 MARCH 2013

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FOREWORD BY CHIEF FINANCIAL OFFICER

Introduction

Welcome to the Annual Report and Accounts for the Scottish Borders Council Pension Fund for the year ended 31 March 2013.

The Local Government Pension Scheme Amendment (Scotland) Regulations 2010 (SSI 210/349) require the Council, as administering authority for the Fund, to produce a separate statement of accounts for the Pension Fund and incorporate it into an Annual Report.

This Annual report has been produced to provide Elected Members, Employers, scheme members and other interested parties with information concerning the administration and performance of the fund in financial year 2012/13 and I hope you find its content useful.

The Statement of Accounts contained in this report present the Fund's financial position for the year ended 31 March 2013. These have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 ("the Code"), supported by International Financial Reporting Standards (IFRS).

The Annual Report also contains a Governance Compliance Statement which demonstrates how well the Fund complies with the best practice principles set out by the Scottish Government.

Key Facts And Figures

Value of the Fund at 31 March 2013 was £446 million (£393m at 31 March 2012).

The Increase in the Value of the Fund has been achieved predominantly through a significant rise in the unrealised value of scheme assets and also through realised gains achieved on the sale of investments.

An Operational and Investment Income Surplus of £5.1 million was generated on the activities of the fund (compared to £8.0m for year ended 31 March 2012).

Performance of the Fund on a three year rolling average basis has been 9.2% p.a., giving a relative return above benchmark of 0.7%.

Fund membership increased by 306 to 9,311.

Employers contributed £13.4 million to the Fund (£14.5m to 31 March 2012).

Employees contributed £4.3 million (£4.6m to 31 March 2012).

Pension and other benefits paid out were £17.1 million (£18.0m to 31 March 2012).

Net Transfer values paid out of the Fund because staff changed employers were £0.1 million (£1.2m net value paid into the fund for the year to 31 March 2012).

Highlights for the Year

Investment Returns

2012/13 saw a continuation of the difficult economic circumstances experienced in recent years with volatility in investment markets during the year. Despite this the value of the Fund grew to £446m at 31 March 2013 largely driven by the growth in the Funds equity investments. The overall performance of the Fund was 9.2% based on a 3 year rolling average basis, outperforming the benchmark by 0.7% and the local authority weighted average return over the same period by 1.1% .

De risking the portfolio

Against a volatile economic backdrop the Fund has continued to deliver sound investment returns while seeking to de-risk its investment portfolio in line with the agreed asset allocation strategy. In furtherance of this objective the Fund introduced two new fund managers Morgan Stanley and LGT Capital Partners to manage an additional Global Equity mandate and a new Alternative Asset mandate respectively to supplement the work of our existing fund managers UBS and Baillie Gifford.

Governance

As a result of work during the year, the Fund is now fully complies with the Governance Compliance Framework required by the Local Government Pension Scheme (Administration) (Scotland) Regulations 2008 including the establishment of a training framework for elected members and officers. The governance compliance framework measures the compliance of the fund against best practice standards set by Scottish Ministers, as set out in the Governance Compliance Statement on page 31.

Actuarial Valuation

The Fund's assets at the last triennial valuation undertaken in March 2011 were estimated to be sufficient to cover 95.7% of its future obligations to pay pension benefits. The long term view is that the Fund remains in a healthy state with the deficit recovery period to return to 100% funding remaining at 12 years. The net result of these changes was that the employers' contribution rate for the period to 31 March 2014 when the next valuation is scheduled was maintained at 18%. Following this last valuation, an Investment Strategy Review has been undertaken by the Investment Advisers, AON Hewitt, and this has resulted in the agreement to slightly amend the Strategic Asset Benchmark for 2013/14.

Pensions Reform

Discussions on the reform of Scottish LGPS Funds have started but no firm proposals have been agreed at this stage and therefore it is likely that this debate will remain the focus of much attention for the Fund over the next few years as these become clearer.

Pensions Administration Strategy

2012/13 saw the implementation of the monitoring and reporting around the new Pensions Administration Strategy and the incorporation of this into the 2012/13 Annual Report. This allows the fund to monitor performance against a range of service standards and key performance measures. Details are included in Annex 2 (page 41) of this report.

Auto Enrolment

At the meeting held on 25 April 2013 it was agreed that Scottish Borders Council would implement the transitional arrangements for pensions automatic enrolment for existing employees of the Scottish Borders Council. Additionally, it was agreed to implement the three month postponement period for new employees where the contract of employment is for a period not exceeding three months. This approach will help to ease the administrative burden on Scottish Borders Council as the employer and the Pension Fund. The other Scheduled and Active Admitted Bodies have staging dates ranging from 1 February 2014 to 1 November 2016. Meetings will be scheduled with each of these other employer bodies to determine the approach that they will be taking with Auto Enrolment and provide any necessary assistance.

Investment Monitoring

Following the appointment of new managers the focus has been to ensure the continued effective monitoring of investment manager performance and this has been achieved by the submission of performance reports by each manager for scrutiny by officer and elected members and the attendance at committee by representatives from the Funds' managers throughout the year. In addition, as part of the induction of the new Pension Fund Committee following the May 2012 Elections, there has been a focus on training these members in the key areas of knowledge required to undertake the role of investment monitoring.

Currency management.

During 2012/13 the Funds' passive currency manager JP Morgan Chase signalled that it was withdrawing this service with effect from March 2013. The fund has appointed State Street to provide this service on a temporary basis while the approach to currency management is reviewed.

Acknowledgement

I would like to thank the Councillors and Lay Members of the Pension Fund Sub-Committee and my colleagues within the Council for their hard work and commitment during the year. In particular my thanks are extended to colleagues in Corporate Finance and HR Shared Services and our investment managers AON Hewitt for their ongoing commitment to ensuring the Funds' continued success.

David Robertson CPFA
Chief Financial Officer
XX June 2013

REVIEW OF THE YEAR

Fund Performance

Despite continuing market uncertainty and negative returns in the first quarter, which saw the value of the fund drop to £381m at the end of June 2012, strong equity returns over the rest of the financial year saw the fund rise to a value of £446m by 31 March 2013 (£393m at 31 March 2012). Performance was especially strong over the last quarter to 31 March 2013, where the fund's investment return, before fees and the impact of the currency overlay, was 10%.

During the year the Fund contracted two new fund managers under an additional global equities mandate (Morgan Stanley) and an alternative assets mandate (LGT Capital Partners). £59m was allocated to Morgan Stanley in June 2012 and £37m was allocated to LGT Capital Partners in August 2012, the amounts being funded predominantly by divestments from the UBS Global Equities and Bond Portfolios, and the Baillie Gifford UK and Global Portfolios.

Of the £52.5m increase in the value of the Fund, £14.1m was realised as a gain through sales of investments, although this was partially offset by a realised net loss of £3.7m on the passive currency hedge. The net addition to the Fund from dealing with members, being largely the surplus of contributions receivable over pensions payable and related administration expenses, was £0.1m (2012: £1.9m surplus). Net investment income (dividends and interest) and, in particular, unrealised movement in the market value (£37m) of the Fund accounted for the remaining change in value of the Fund.

Detail of the performance of the asset classes of the Fund against benchmarks is shown on page 7.

(* m = million)

"Realised and Unrealised" Gains and Losses.

Only when an investment is sold does the Fund actually make a profit or loss.

Realised profits and losses are those that have actually arisen via sales throughout the year.

Our Accounts are however based on the market value of investments at 31 March 2013. This means that we have to show what profit or loss we would have made if we had sold all our investments on that day. The result is a notional "unrealised" profit or loss.

REVIEW OF THE YEAR

Investment Strategy

The following table indicates the 31 March 2013 position in relation to asset allocation versus the revised benchmark which was agreed as part of the Investment Strategy:

Asset Class	Asset Allocation at 31/3/13 %	Revised Benchmark %	Strategic Benchmark %
Equities	74	72	70
Gilts & Bonds	12	13	15
Alternative Assets	9	10	10
Property	4	5	5
Cash	1	0	0
Total	100	100	100

Two new fund managers were appointed during the year. Morgan Stanley was contracted in June 2012 with a global equity mandate and LGT Capital Partners was contracted in August 2012 with an alternative assets mandate. At this time the Fund took the opportunity, as permitted within the tolerances agreed for the Fund, to revise the Asset Allocation Benchmark to realise some of the benefits that had resulted from the Gilts Market.

Morgan Stanley's investment approach is to invest in a portfolio of exceptionally high quality companies whose primary competitive advantage is supported by dominant and durable intangible assets, which hence have the potential to generate stable, consistent returns and capital protection. LGT Capital Partners aim to provide investors with a dedicated portfolio of alternative investments, which has exposure to a broad range of risk/return drivers.

Following an Investment Strategy Review undertaken by the Fund's Investment Adviser, AON Hewitt, there was an agreed amendment to the Strategic Asset Allocation Benchmark for the Fund. This amendment will apply from 1 April 2013 and reduced the benchmark allocation for equities and increased the allocation to alternative assets. The resulting rebalancing of the portfolio was implemented at the end of May 2013. The changes agreed will be incorporated into the revised Statement of Investment Principles (SIP) which is currently being prepared post.

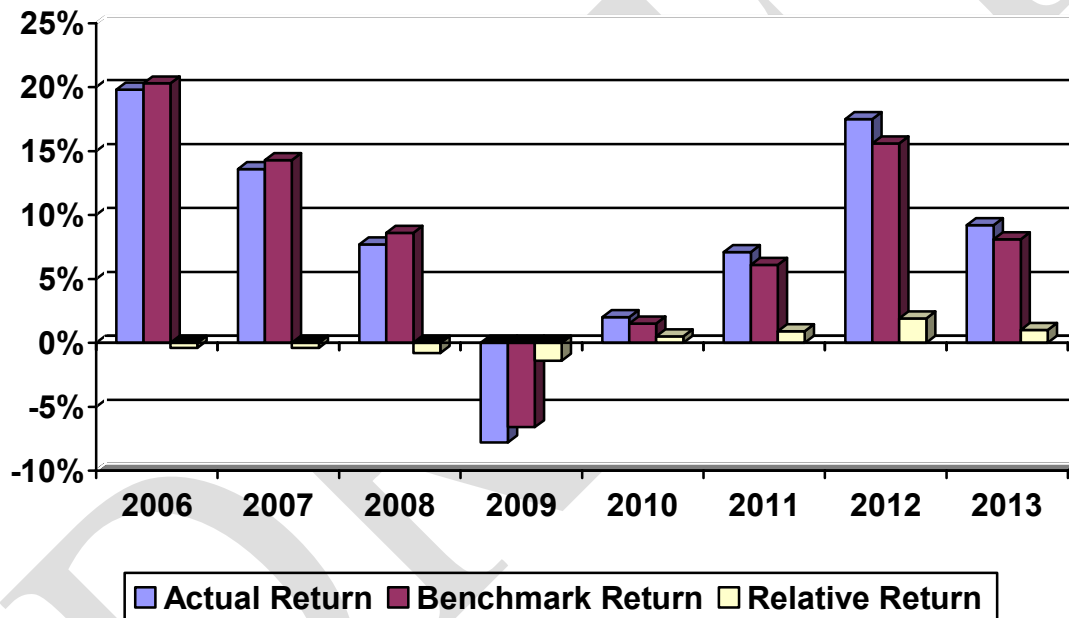
REVIEW OF THE YEAR

Investment Performance

The Fund's performance against benchmark is highlighted in the chart and table below. As disclosed in the Investment Strategy review on page 6, the Fund appointed two new fund managers, Morgan Stanley and LGT Capital Partners, during 2012/13 to undertake two new mandates. The investment in Morgan Stanley returned 17.0% (net of fees) from inception (June 2012) to the end of the financial year, which underperformed the performance target of 18.5% by 1.5%. The investment in LGT has returned 6.1% (net of fees) since inception (August 2012), which has outperformed its performance target by 3.1%.

Normally about 1-2% of the Fund is managed internally at any one time – this is largely cash to cover potential exposures on the passive currency hedge, to meet current operational expenses, or awaiting transfer to external fund managers.

Annualised 3 year returns ending 31 March



The overall fund return over 3 years was 9.2% versus the benchmark of 8.5% including the impact of the passive currency hedge.

The following table provides an analysis of how the Fund's investments performed against the UK Local Authority Weighted Average and the Fund Benchmark.

Return on Investment	1 year rolling Return			3 year rolling return		
	SBC %	Bench¹ %	LA² %	SBC %	Bench¹ %	LA² %
Total Fund inc Hedging³	13.7	13.3	13.8	9.2	8.5	8.1
Total Fund ex Hedging	14.9	14.5	n/a	9.5	8.8	n/a
Global Equities inc UK	16.6	18.3	16.2	7.7	8.9	7.8
UK Equities	18.3	16.8	18.0	11.5	8.8	9.8
Total Bonds	12.6	11.4	10.5	11.3	11.0	9.6
UK Government Bonds	8.4	8.1	6.4	12.7	12.3	9.4
UK Corporate Bonds	13.8	12.0	12.6	9.0	8.7	8.8
Property	1.7	1.0	2.9	4.9	5.2	6.0
Cash	0.1	n/a	1.6	-0.9	n/a	1.5

¹ **Bench:** Benchmark Return which reflects the overall performance of the individual markets available to the manager within the mandate given to them.

² **LA:** Local Authority Weighted Average Return based on WM Company's League Tables for period to 31 March 2013

³ **Alternative Assets** have not been included as a separate categorisation as they only had a part year effect, this information will be included in the 2013/14 Report.

The **Benchmark** return is calculated against the Fund's chosen "benchmarking" group, which comprises a composite of different market indices. The indices in use cover all the markets in which the Fund is invested. The Fund's target was to exceed the sum of these indices by 1% over rolling 3-year periods.

The top 20 direct equity holdings at 31 March 2013 were

Company	Market Value of Holding £ m	Company	Market Value of Holding £ m
Prudential	3.1	Ryanair	1.9
Svenska Handelsbanken	3.0	Coca-Cola	1.8
Amazon	2.5	Google	1.8
Ebay	2.5	Samsung	1.8
Omnicom	2.4	Rolls-Royce	1.8
Roche Holding AG	2.3	British American Tobacco	1.7
Compagnie Financiere Richemont	2.3	Markel Corp	1.7
Nestle	2.3	Mindray Medical Intl	1.6
Naspers	2.1	Pepsico	1.6
Mastercard	2.0	Wolseley	1.6

Fund Update

Fund Governance

In May 2012, following the Council Elections, there was a significant change in the composition of the Pension Fund Committee (the Committee). As a result six of the seven Committee Members changed, including the Chair of the Committee. The new Committee has fully engaged with its agenda and participated in the activities to develop their knowledge and understanding. In addition the engagement from the Trade Union observers has been re-established which means that employees and members have a representation on the Committee.

In August 2012, the new Council amended its Scheme of Administration and the opportunity was taken to change the status of the Pension Fund Committee. The Committee is now a full committee of the Council and not a sub-committee of the Executive. The final element of work to enable all attendees to the Committee equal access to the Committee's activities will have been completed by the end of June 2013 as a result of the approval of an amendment to the Council's Scheme of Administration which will change the observers into non-voting members of the Committee. The Governance Policy has been updated and included to reflect the changes and is included in Annex 1.

As a result of all the work during the year the Fund is able to demonstrate full compliance with the relevant best practice standards and this is set out in the Governance Compliance Statement at page 31.

Training Policy

The new Training Policy for the Fund was agreed in September 2012 along with an Annual Training Plan. In addition, a baseline assessment of the member and observers skills and knowledge was undertaken to inform the training plan. The Policy set out two targets for Training and that was to attend at least 2 training sessions and 2 Committee meetings per year. The following table sets out the elected members' attendance performance since the Policy was agreed:

No. of Members	Committee	Training
% Attendance		
100% (4 sessions)	5	3
75% (3 sessions)	1	2
50% (2 sessions)	1	-
25% (1 session)	-	2
0% (0 sessions)	-	-

Note: the membership changed mid-term and those members attendance has been pro-rated for reporting purposes

This demonstrates a high level of engagement in light of this Policy being in its first year with the Committee attendance target being fully met and the training attendance target being met by 71% of the membership.

The training activities have covered developing investment strategies, monitoring and managing performance, the roles of the actuary and the investment consultant, fund governance and fund managers providing an overview of their investment approaches. In addition to formal training sessions an Induction File has been provided to all members and observer members containing all of the key documents pertaining to the management and governance of the Fund.

Membership Details

Member Status	As at 31/3/2011	As at 31/3/2012	As at 31/3/2013
Contributing	4,415	4,230	4,298
Deferred	2,061	2,164	2,242
Pensioners/Dependants	2,376	2,611	2,771
Total	8,852	9,005	9,311

Contributing Member	<i>Someone who is currently employed by a scheduled or admitted body and is making contributions from pay to the Pension Scheme. Such a person is sometimes referred to as an "active" member.</i>
Deferred Member	<i>Someone who was once a contributing member and who has chosen to leave his or her accumulated contributions in the Fund to benefit from a pension in due course.</i>
Pensioner/Dependant Member	<i>Someone who is receiving benefits from the Fund either as a former contributor or as a dependent of a former contributor who has deceased.</i>

Employer Bodies

The Fund invests and administers pensions on behalf of 14 employers in the Scottish Borders. These include Scheduled Bodies, brought into the Fund by legislation, and Admitted Bodies, which choose to join the Fund. The detailed listing of employers, their membership numbers and contribution rate is contained in Note 20 of the Statement of Annual Accounts for the Fund (page 22). During 2012/13 some of the admitted bodies have entered into discussions with the Fund about their LGPS arrangements. As a result there has been an agreement to de-pool Borders Sport and Leisure Trust from the pooled employer contribution arrangements and this will facilitate the opening up of the Scheme to additional new members.

Pensions Administration Strategy

The Pension Fund Sub-Committee (PFSC) approved a Pensions Administration Strategy for the Fund for 2012/13 at the meeting in June 2012. This Strategy sets out employer and Fund roles and responsibilities, and defines the service performance standards. The performance against these standards will be monitored through the Pension Fund Sub-Committee and reported in the Annual Report. The first report highlighting performance against the standards detailed in the strategy is set out in Annex 2 on page 41.

The key service standards that have been set out in the new strategy include:

Pension Estimate Turnaround Time	Performance Standard Within 10 working days
Query Response Time	Within 10 working days
Annual Benefit Statements	All issued by 30 October 2012

As this has been the first year of the Strategy areas for improvement have been identified and it is proposed to develop and implement query data recording methodologies during 2013/14 and to develop a schedule of Employer Liaison Meetings.

Actuarial Valuation

Annex 3 contains the formal Actuarial Statement for 2012/13 which is prepared in line with the International Accounting Standard (IAS) 26 and supports the preparation of the Financial Statements for the Pension Fund.

In addition, under LGPS requirements the Fund undertook its triennial valuation as at the 31 March 2011 which identifies the long term funding position for the Fund and the appropriate employer contribution rates.

The valuation shows that the **funding level of the Fund as at 31 March 2011 was 95.7%** which compares with 96.5% at the previous March 2008 valuation and 93% at the March 2005 valuation.

The slight decline in the funding level between 2008 and 2011 was due to a number of factors but primarily due to a lower than assumed level of investment returns. However this position is improved by a combination of other factors including:

- The move from RPI to CPI as the basis for pension increases
- The increasing of State Pension Age by 1 year
- Short term Pay Increase Adjustment linked to the Public Sector pay freezes

As a result of the valuation process, the Fund's actuary (Barnett Waddingham) recommended the continuation of a common contribution rate of 18% of payroll for the main Funding Pool of employers, of which 2.1% is for the past service rate deficit recovery and the balance for the future service rate. The deficit recovery period is intended to restore the funding position to 100% over the next 12 years. The contribution rate of 18.5% for the Leisure Trust Funding Pool was also recommended to be continued.

The request from Borders Sport and Leisure to be de-pooled from the Leisure Trust Funding Pool from 2013/14 has been agreed by the Committee and this will create an employer specific contribution rate for this employer going forward.

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Council's responsibilities

The Council is required to:

- Make arrangements for the proper administration of the financial affairs of the Scottish Borders Council Pension Fund (the Fund) and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council, that officer is the Chief Financial Officer.
- Manage the affairs of the Fund to secure economic, efficient and effective use of resources and safeguard its assets
- Approve the Statement of Accounts of the Fund (in Scotland, the audited accounts must be laid before a meeting of the Authority within two months of receipt of the audit certificate)

The Chief Financial Officer's responsibilities

The Chief Financial Officer is responsible for the preparation of the Statement of Accounts in accordance with the Local Government Pension Scheme (Administration) (Scotland) Regulations 2008, as updated by the Local Government Pension Scheme Amendment (Scotland) Regulations 2010 (SSI 2010/234) and supporting guidance issued by the Scottish Government.

In preparing this Statement of Accounts, the Chief Financial Officer has:

- Selected suitable accounting policies and then applied them consistently
- Made judgements and estimates that were reasonable and prudent
- Complied with the Code of Practice on Local Authority Accounting

The Chief Financial Officer has also:

- Kept proper accounting records which were up to date
- Taken reasonable steps for the prevention and detection of fraud and other irregularities

Statement of Accounts

The Statement of Accounts presents a true and fair view of the financial position of the Scottish Borders Council Pension Fund as at 31 March 2013, and of its income and expenditure for the year ended 31 March 2013.

David Robertson CPFA
Chief Financial Officer
Xx June 2013

STATEMENT ON THE SYSTEM OF INTERNAL FINANCIAL CONTROL

1. This statement is given in respect of the Accounts for Scottish Borders Council Pension Fund. As Statutory Officer for Finance (Section 95 officer) for the Council, I acknowledge my responsibility for ensuring the proper administration of the financial affairs of the Pension Fund. This includes ensuring appropriate advice is given to the Pension Fund on all financial matters, keeping proper financial records and accounts, and maintaining an effective system of internal financial control.
2. The system of internal financial control operates within a financial strategy and is based on a framework of delegation and accountability for officers and elected members embodied in procedural standing orders, financial regulations, scheme of delegation, scheme of administration, committees and sub-committees, supported by a framework of administrative procedures including the segregation of duties, and regular financial management information. In particular, this includes:
 - (a) Comprehensive accounting systems that record income and expenditure for both member and investment activities,
 - (b) Regular reviews of investment reports that measure investment returns against agreed benchmarks,
 - (c) Regular reviews of investment manager reports that measure performance against agreed targets, and
 - (d) Independent performance reviews of the Fund by the Fund's investment consultant and performance monitoring services provider.
3. The system can provide only reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.
4. The Pension Fund responds to findings and recommendations of external audit, scrutiny and inspection bodies and its own independent internal audit section. The Audit Committee is integral to overseeing independent and objective assurance and monitoring improvements in internal control and governance.
5. The Head of Audit & Risk (HIA) reports to the Chief Executive and the Audit Committee and meets regularly with the Chief Financial Officer and Monitoring Officer. The HIA reports in her own name and retains final edit rights over all internal audit reports and provides an independent and objective annual assurance statement on the effectiveness of internal control, risk management and governance based on the delivery of an approved plan of systematic and continuous internal audit review of the Council's arrangements.
6. My review of the effectiveness of the system of internal financial control is informed by:
 - (a) The work of the Internal Auditors as described above;
 - (b) The work of professional accountancy staff within the Council;
 - (c) The External Auditors' reports; and
 - (d) The annual review of the effectiveness of its overall governance framework is presented to the Audit Committee whose role includes high level oversight of the Council's governance, risk management, and internal control arrangements. The review is informed by the work of an officer self-evaluation working group on corporate governance, by assurances from directors who have responsibility for the development and maintenance of the governance

environment within their department and who in turn identify actions to improve governance at a departmental level, The Head of Audit & Risk's annual report on the work of internal audit and independent opinion on the adequacy and effectiveness of the systems of internal control and governance, and by comments made by external auditors and other external scrutiny bodies and inspection agencies.

7. I have undertaken the role of the Statutory Officer for Finance (Section 95 Officer), whose duties include putting in place the arrangements for the proper administration of financial affairs of the Pension Fund, for the 2012/13 financial year. Having reviewed the above, it is my opinion that reasonable assurance can be placed upon the adequacy and effectiveness of the Council's internal financial control systems during the year ended 31 March 2013.
8. However, I have noted that work in the following areas would further enhance the internal financial control environment to manage financial risks:
 - (a) The ongoing implementation of:
 - Recommendations made by Internal Audit and External Audit, with particular emphasis on prompt implementation of high priority recommendations.
 - The regular review and compliance testing of Procedural Standing Orders, Financial Regulations and the Scheme of Delegation and the formal adoption of these by the Pension Fund.
 - (b) Update the Funding Strategy Statement (FSS) and Statement of Investment Principles (SIP) to reflect the most recent triennial valuation information and outcome of the Investment Strategy Review completed in March 2013.

Signed

David Robertson CPFA
Chief Financial Officer
xx June 2013

STATEMENT OF ACCOUNTS 2012/13 FUND ACCOUNT

2011/12 £'000		2012/13 £'000	Notes
	Dealings with members, employers and others directly involved in the scheme		
19,056	Contributions Receivable	17,673	6,14
1,639	Transfers In	918	7
20,695		18,591	
(18,014)	Benefits Payable	(17,078)	8,14
(533)	Payments to and on account of leavers	(1,087)	9
(287)	Administration expenses	(278)	
(18,834)		(18,443)	
1,861	Net Additions/(Withdrawals) from dealings with members	148	
	Return on Investments		
7,650	Investment Income	6,108	10
6,062	Profits and losses on disposal of investments and changes in the market value of investments	47,420	11
(281)	Taxes on Income	(199)	
(1,227)	Investment Management Expenses	(951)	
12,204	Net Return on Investments	52,378	
14,065	Net increase/(decrease) in the Fund during the year	52,526	
379,339	Opening Net Assets of the Scheme	393,404	
393,404	Closing Net Assets of the Scheme	445,930	

NET ASSETS STATEMENT as at 31 March 2013

2012 £'000		2013 £'000	Notes
	Investment Assets		
26,724	Fixed Interest - Public Sector	15,789	} 12,13
1,920	Fixed Interest – Other	634	
248,108	Equities	191,556	
316	Index Linked – Public Sector	-	
	Managed Funds		
18,684	Property	18,251	
50,336	UK Equities- Passive	63,094	
32,046	Bonds	36,239	
-	Global Equities	70,297	
-	Alternatives	39,376	
2,522	Open Ended Investment Contracts	2,254	
1,002	Derivatives – Forward Foreign Exchange	1,010	
9,943	Cash Deposits	5,903	
391,601		444,403	
1,387	Other Investment Balances	899	
	Current Assets & Liabilities		
896	Cash Balances	698	
203	Contributions due from Employers	134	
221	Other Current Assets	1,098	
(904)	Other Current Liabilities	(1,302)	
416		628	
393,404	Net Assets	445,930	

The Fund Account and Net Assets Statement do not show any liability to pay pensions or other benefits in the future. The liability to pay pensions is detailed in the Actuarial Statement in Annex 3.

The unaudited accounts were issued on xx June 2013.

David Robertson CPFA
Chief Financial Officer
xx June 2013

NOTES TO THE ANNUAL ACCOUNTS

1 THE LOCAL GOVERNMENT PENSION SCHEME

The Local Government Pension Scheme is a funded defined benefit, final salary scheme, established under the Superannuation Act 1972, with pensioners receiving index-linked pensions. It is administered by Scottish Borders Council in accordance with The Local Government Pension Scheme (Scotland) Regulations 2008 (as amended) and is contracted out of the State Second Pension. The Pension Fund is subject to a triennial valuation by an independent, qualified Actuary, whose report indicates the required future employer's contributions.

2 BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS

Local authorities responsible for administering a pension fund that forms part of the local government pension scheme (LGPS) are required by an amendment to The Local Government Pension Scheme (Administration) (Scotland) Regulations 2008 to publish a pension fund annual report, which is required to include financial statements. Local authorities have a duty under section 12 of the Local Government in Scotland Act 2003 to observe proper accounting practices.

The Scottish Government issued accounting guidance for the Local Government Pension Scheme (LGPS) financial statements in Finance Circular 1/2011, which clarified that pension fund financial statements within the annual report should be prepared in accordance with proper accounting practices set out in the Code of Practice on Local Authority Accounting in the United Kingdom 2011-12 ('the Code'). LGPS financial statements are also required to receive a separate audit report.

3 STATEMENT OF ACCOUNTING POLICIES

A summary of the more important accounting policies has been set out below:

Actuarial Liabilities

The financial statements summarise the transactions of the Fund during the year and its net assets at the year end. They do not take account of the obligations to pay pensions and benefits which fall due after the end of the year. The actuarial position of the Fund, which does take account of such obligations, is disclosed in the actuarial statement in Annex 3.

Accruals Basis

In accordance with the Code, the Fund's financial statements are generally prepared on an accruals basis. The net assets statement does not include liabilities to pay pensions and benefits after the end of the Fund year and the accruals concept is applied accordingly. Receipts and payments in respect of the transfer of benefits from and to other schemes are treated on a cash basis.

Valuation of Investments

Investments listed on recognised Stock Exchanges are valued at the bid price on the closing business day. Other securities are valued at a price which is considered the most appropriate in the opinion of the investment managers. The processes of the fund managers, who are listed in Note 17, are subject to external audit and verification and this is reported in their respective assurance reports on internal controls (in accordance with Technical Release AAF 01/06).

Currency Translation

Overseas investments and cash are stated in sterling using spot market exchange rates ruling at the financial year end.

Investment Income

Interest is included in the accounts on an accrual basis. Dividends are accounted for when the price of the stock is quoted on an ex-dividend basis.

Cash and Cash Equivalents

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

Administration Expenses

All administration expenses are accounted for on an accruals basis. Central Support Costs from Scottish Borders Council have been recharged to the Fund on the basis of time spent by staff on the service.

Additional Voluntary Contributions (AVCs)

Additional Voluntary Contributions are invested separately from the main Fund, securing additional benefits on a money purchase basis for those members that have elected to contribute. All AVCs are managed by Standard Life and the value at 31 March 2013 was £0.846m (2011/12 £0.791m). During the year contributions of £0.063m were made. In accordance with regulation 5(2)(c) of the Pension Scheme (Management and Investment of Funds) Regulations 1998, AVCs are not included in the Pension Fund accounts.

4 ACTUARIAL VALUATION

The actuarial valuation assesses the health of the fund and provides a check that the funding strategy and assumptions used are appropriate. It also sets the future rates of contributions payable by employers.

The most recent full actuarial valuation based on the projected unit methodology was undertaken for the Fund as at 31 March 2011 and was completed during the financial year 2011/12 by the Fund's actuaries Barnett Waddingham. The funding level of the Fund as at the 31 March 2011 was 95.7%, slightly below the valuation as at 31 March 2008. The following table summarises the funding position.

Past Service Funding Position – Scottish Borders Council Pension Fund

Valuation Date	2008 £m	2011 £m
Value of the Scheme Liabilities	310.1	402.2
Smoothed Asset Value	299.2	384.8
Surplus/ (Deficit)	(10.9)	(17.4)
Funding Level	96.5%	95.7%

The value of the scheme liabilities is an estimate of the assets required to pay pensions over the coming years. The smoothed asset value is the contributions received from employers and members as well as investment returns. The surplus or deficit on the Fund is the difference between the two. The actuary certified a common rate of contribution of 18% of payroll which represented a small increase compared to the position as at the valuation date.

The next detailed actuarial valuation will be carried out for the Fund as at 31st March 2014.

5 ACTUARIAL PRESENT VALUE OF PROMISED RETIREMENT BENEFITS

The actuarial value of promised retirement benefits at the accounting date, calculated in line with International Accounting Standard 19 (IAS 19) assumptions, is estimated to be £616.26m (2011: £565.55m). This figure is used for statutory accounting purposes by Scottish Borders Council Pension Fund and complies with the requirements of IAS 26. The assumptions underlying the figure are detailed in the Actuarial Statement - see Annex 3. The figure is only prepared for the purposes of IAS 26 and has no validity in other circumstances. In particular, it is not relevant for calculations undertaken for funding purposes and setting contributions payable to the Fund.

6 CONTRIBUTIONS RECEIVABLE

2011/12				2012/13		
Employers £'000	Members £'000	Total £'000		Employers £'000	Members £'000	Total £'000
13,133	4,506	17,639	Normal	12,543	4,234	16,777
1,364	-	1,364	Special/Pension Fund Strain	855	-	855
-	53	53	Additional Voluntary	-	41	41
14,497	4,559	19,056	Total	13,398	4,275	17,673

7 TRANSFERS IN

There were no group transfers in to the scheme during 2012/13 or 2011/12 and the total of £0.918m (2011/12: £1.639m) represents the total of transfer values in respect of individual members joining the scheme.

8 BENEFITS PAYABLE

2011/12 £'000		2012/13 £'000
12,026	Pension Payments	13,186
5,988	Lump Sums/Death Benefits	3,892
18,014		17,078

9 PAYMENTS TO AND ON ACCOUNT OF LEAVERS

2011/12 £'000		2012/13 £'000
72	Contributions Returned	39
461	Individual Transfers to other Schemes	1,048
533		1,087

10 INVESTMENT INCOME

2011/12 £'000		2012/13 £'000
(1,118)	Income from Fixed Interest Securities	(601)
(6,068)	Dividends from Equities	(5,015)
(410)	Income from Pooled Investment Vehicles	(460)
(54)	Interest on Cash Deposits	(32)
(7,650)		(6,108)

11 CHANGE IN THE MARKET VALUE OF INVESTMENTS

2011/12 £'000		2012/13 £'000
(7,930)	Realised	(10,416)
1,868	Unrealised	(37,004)
(6,062)	Total	(47,420)

12 MARKET VALUE OF THE SCHEME'S INVESTMENT ASSETS

As at 31 March 2013 the market value of the assets under management, broken down by manager and mandate was

31 March 2012		Manager	Portfolio/Mandate	31 March 2013	
£'000	%			£'000	%
61,332	15.66	UBS	Bonds	53,255	11.98
50,336	12.85	UBS	UK Equities - Passive	63,094	14.20
40,486	10.34	Baillie Gifford	UK Equities	35,363	7.96
117,658	30.05	Baillie Gifford	Global Equities	109,851	24.72
95,819	24.47	UBS	Global Equities	50,967	11.47
18,698	4.77	UBS	Property	19,025	4.28
-	-	Morgan Stanley	Managed Fund – Global Equities	70,297	15.82
-	-	LGT	Managed Fund - Alternatives	39,376	8.86
1,002	0.26	JP Morgan	Derivative – Passive Currency Hedge	-	-
-	-	State Street	Derivative – Passive Currency Hedge	1,010	0.23
6,270	1.60	Internal	Internal	2,165	0.48
391,601	100			444,403	100.0

13 ANALYSIS OF INVESTMENT ASSETS

2011/12				2012/13		
UK £'000	Overseas £'000	Total £'000		UK £'000	Overseas £'000	Total £'000
			Investment Assets			
26,724	-	26,724	Fixed Interest – Public Sector	15,789	-	15,789
1,631	289	1,920	Fixed Interest – Other	634	-	634
58,358	189,750	248,108	Equities	48,809	142,747	191,556
316	-	316	Index Linked – UK	-	-	-
			Managed Funds			
18,684	-	18,684	Property	18,251	-	18,251
50,336	-	50,336	Life – Equity	63,094	-	63,094
32,046	-	32,046	Bonds	36,239	-	36,239
-	-	-	Global Equities	-	70,297	70,297
-	-	-	Alternatives	-	39,376	39,376
2,522	-	2,522	Open Ended Investment Contracts	2,254	-	2,254
1,002	-	1,002	Derivative – Passive Currency Hedge	1,010	-	1,010
9,943	-	9,943	Cash Deposits	5,903	-	5,903
201,562	190,039	391,601		191,983	252,420	444,403

As at 31 March 2013 assets valued at £400.3m were quoted on the Stock Exchange (31 March 2012: £380.6m). The investments in the alternatives portfolio, managed by LGT Capital Partners (£39.4m at 31 March 2013), are not quoted on a stock exchange. During 2012/13, sales of investments totalled £136.98m and purchases totalled £146.12m. Transaction costs are included in the cost of purchases and sales proceeds.

The Fund has in place a passive currency hedging programme, using forward foreign exchange contracts, which hedges 50% of the currency exposure on the it's overseas equity investments. All contracts are traded on an over the counter basis. The forward currency contracts outstanding at 31 March 2013 were hedging a foreign currency exposure value of £96.034m and had a market value of a gain of £1.01m. These contracts had a maturity date of 13 June 2013.

The value of the following investments exceeds 5% of the total value of the net assets of the Pension Fund at 31 March 2013. Each of the investments comprises units in a managed fund.

	Total £'000
UBS Life UK Equity Tracker Fund 'A' Units	63,094
UBS Corporate Bond UK Plus Fund	36,239
Morgan Stanley Global Brands Fund	70,297
LGT Crown SBC Segregated Portfolio	39,376

Alternative asset portfolio at 31 March 2013

The investment in the alternative asset portfolio, managed by LGT and valued at £39.4m at 31 March 2013, is allocated to the following asset classes at 31 March 2013.

Asset Class	% of Net asset value
Convertible Bonds	5.5
Emerging Markets Debt	9.7
High Yield (Bonds)	3.4
Commodities	1.5
Insurance-Linked Securities	8.1
Property	5.4
GTAA ¹ /Global Macro	17.6
Event Oriented	10.2
Market Neutral	8.4
Thematic Opportunities	7.0
Private Equity	23.2
	100.0

¹ **GTAA** – Global Tactical Asset Allocation

Investment Transactions

	Opening Market Value	Purchases & Derivative Payments	Sales & Derivative Receipts	Other Movements	Closing Market Value
	£'000	£'000	£'000	£'000	£'000
Investment Assets					
Fixed Interest – Public Sector	26,724	4,652	(14,134)	(1,453)	15,789
Fixed Interest – Other	1,920	1,195	(2,588)	107	634
Equities	248,108	38,913	(116,132)	20,667	191,556
Index Linked - UK	316	-	(314)	(2)	-
Managed Funds					
Property	18,684	1,317	(1,594)	(156)	18,251
Life – Equity	50,336	4,000	-	8,758	63,094
Bonds	32,046	-	-	4,193	36,239
Open Ended Investment Contracts	2,522	44	(717)	405	2,254
Global Equities	-	59,000	(1,500)	12,797	70,297
Alternatives	-	37,000	-	2,376	39,376
Derivative – Passive Currency Hedge	1,002	6,315	(2,630)	(3,677)	1,010
	381,658	152,436	(139,609)	44,015	438,500

14 ANALYSIS OF CONTRIBUTIONS AND BENEFITS

	2012/13	
	Benefits Payable	Contributions Receivable
	£'000	£'000
Scottish Borders Council	15,867	16,111
Scheduled Bodies	249	517
Admitted Bodies	962	1,045
Total	17,078	17,673

15 AUDIT REMUNERATION

In 2012/13 the agreed audit fee for the year was £23,000.

16 STATEMENT OF INVESTMENT PRINCIPLES AND FUNDING STRATEGY STATEMENT

The Pension Fund Committee (“the Committee”) approved its current Statement of Investment Principles on 23 June 2010. The Statement defines the Fund’s operational framework insofar as investments are concerned. It is reviewed periodically to ensure that it continues to reflect the needs of the Fund and the views of its stakeholders. On that same date the Committee approved its Funding Strategy Statement after consultation with all employers with an interest in the Fund. The Statement defines how the Fund intends to meet its financial obligations. Both these documents are published on Scottish Borders Council’s web site and are available on request from the Council’s Chief Financial Officer.

17 INVESTMENT MANAGEMENT ARRANGEMENTS

Investment Management was undertaken on behalf of the Fund during the financial year by four firms of investment managers: UBS Global Asset Management, Baillie Gifford & Co, Morgan Stanley and LGT Capital Partners. The Fund’s passive currency hedging programme was transferred from JP Morgan to State Street Global Advisors in March 2013.

At 31 March 2013 UBS Global Asset Management managed 41.93% of the Fund, including property, bonds, UK equities and a Global Equity Fund. The UK equity portfolio is managed entirely on a passive basis. The Global Equity, Property and Bond Funds are all actively managed. A performance target of 2% p.a. above benchmark has been set for active equities, 1.3% p.a. for Bonds and 0.75% p.a. for Property. All UBS targets are assessed over rolling three year periods and are net of fees.

Baillie Gifford & Co. managed 32.68% of the Fund’s investments at 31 March 2013. They manage UK and overseas equities on a wholly active basis. A performance target of 1% p.a. above benchmark has been set for UK equities and 2-3% above benchmark over rolling five-year periods for overseas equities. All Baillie Gifford targets are net of fees.

Morgan Stanley managed 15.82% of the Fund at 31 March 2013. The Fund has invested in shares in the Morgan Stanley Global Brands Fund, which consists of a portfolio of high quality global equities. This portfolio is actively managed and the performance target for Morgan Stanley is to outperform the MSCI World Net Index. This target is net of fees.

LGT Capital Partners managed 8.86% of the Fund at 31 March 2013. The fund has invested in shares in the LGT Crown SBC Segregated Portfolio. The performance target for LGT is to outperform LIBOR by 4% per annum net of fees.

0.48% of the Pension Fund was managed by Council staff at 31 March 2013. This is largely cash held to cover potential exposures on the passive currency hedge, to meet current operational expenses, or cash awaiting transfer to external fund managers.

The total Fund return for the year was 13.7% including the currency hedging. The hedging arrangements had a negative impact, reducing the return by 1.2%. Excluding the currency hedging, the return on the Fund was 14.9% which was slightly above the benchmark return.

Over three years the Fund has generated an annualised return of 9.2% per annum, including the currency hedging, which outperformed the benchmark by 0.7% per annum.

18 STOCK LENDING

As at 31 March 2013 no stock had been released to a third party under a stock lending arrangement.

19 RELATED PARTY TRANSACTIONS

During the year, the Pension Fund had an average balance of £4.178m (2012: £5.530m) of cash administered by Scottish Borders Council within separate external banking arrangements, which earned interest of £0.019m (2012: £0.018m). In respect of debtor/creditor balances between the Fund and Scottish Borders Council, interest of £0.002m was payable by the Fund to Scottish Borders Council during the financial year (2012: £0.01m payable by Scottish Borders Council to the Fund). In addition the Council charged the Pension Fund £0.236m in respect of expenses incurred in administering the Fund. There are no additional related party transactions that require to be disclosed. The Pension Fund balance due from Scottish Borders Council to the Pension Fund at the balance sheet date and disclosed in the net assets statement was as follows:

	2012 £'000	2013 £'000
Due from Scottish Borders Council	134	483

20 MEMBERSHIP DETAILS

Under the Local Government Pension Scheme (LGPS), member contributions are paid on a tiered basis, the contribution rate being determined by the amount of salary falling into each earnings tier.

Eligibility to join the scheme

Employees must have a contract of at least 3 months duration to become a member. The majority of casual employees are therefore now excluded from joining the scheme.

The following table give details of the various bodies' membership and their contribution rates.

Membership Details as at 31 March 2013	Contributors	Pensioners	Deferred Pensioners	Employer's Contribution Rate (% of Pay)
Scottish Borders Council	3,970	2,620	2,072	18.0%
Borders College	122	49	72	18.0%
Visit Scotland (Scottish Borders)	1	6	10	18.0%
Scottish Borders Housing Association	147	58	54	18.0%
Borders Sport and Leisure Trust	44	6	18	18.5%
Jedburgh Leisure Facilities Trust	2	-	2	18.5%
Gala Youth Project	-	1	1	18.0%
Lothian and Borders Community Justice Authority	2	1	2	18.0%
Amey Community Limited	10	2	2	17.5%
Scottish Borders Careers	-	1	3	-
Heriot Watt University (formerly S.C.O.T.)	-	21	2	-
Others	-	6	4	-
Total	4,298	2,771	2,242	

21 MEMBERSHIP RECONCILIATION 2012/13

Membership Reconciliation as at 31 March 2013

	Contributors	Pensioners	Deferred Pensioners	Total
Number at 1 April 2012 (inc Councillors)	4,230	2,611	2,164	9,005
Adjustments (late notifications etc)	(10)	-	5	(5)
New Members	480	-	3	483
Transfers to Other Schemes	(34)	-	(26)	(60)
Refunds of Contributions	(72)	-	-	(72)
Retirement of Contributing Members	(127)	127	-	-
Transfer to Deferred Pensioners	(166)	-	166	-
Re-employed Deferred Pensioners	3	-	(3)	-
Retirement of Deferred Pensioners	-	64	(64)	-
Dependants' Pensions	-	40	-	40
Deaths	(6)	(68)	(3)	(77)
Commutation (trivial pensions)	-	-	-	-
Ill Health Grant	-	-	-	-
End of Entitlement	-	(3)	-	(3)
Number at 31 March 2012	4,298	2,771	2,242	9,311

22 SCHEME ARRANGEMENTS

The new look LGPS came into force from 1 April 2009. The benefits package includes:

- An accrual rate of 1/60th for membership from 1 April 2009
- Choice of improved lump sum at retirement
- Introduction of dependent partner's pension
- Increased death in service cover
- Increased flexible retirement options
- Tiered contributions

23 NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

RISK AND RISK MANAGEMENT

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

Responsibility for managing the Fund's risk rests with the Pension Fund Committee. A risk register for the Fund has been established to identify and analyse the risks that the fund faces.

A) Market risk

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

In general, excessive volatility in market risk is managed through the diversification of the portfolio in terms of geographical and industry sectors and individual securities. To mitigate market risk, the Council and its Investment Consultants undertake appropriate monitoring of market conditions and benchmark analysis.

(i) Other Price Risk

Other price risk represents the risk that the value of a financial instrument will fluctuate as a result of changes in market prices (other than those arising from interest rate risk or foreign exchange risk), whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting all such instruments in the market.

The Fund is exposed to share price risk, arising 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 by the Council to ensure it is within limits specified in the Fund investment strategy.

Other price risk – sensitivity analysis

In consultation with the Fund's independent provider of performance and analytical data (WM), it has been determined that the following movements in market price risk are reasonably possible for this reporting period.

Asset Type	Potential Market Movement +/- (%p.a.)
UK Equities	12.9
Global Pooled inc UK	15.2
Total Bonds	6.2
Cash	0.0
Property	1.3
Alternatives	7.3

Potential price changes are determined based on the observed historical volatility of asset class returns. The potential volatilities are consistent with a one standard deviation movement in the change in value of the assets over the latest three years. 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 could have been as follows:

Asset Type	Value £'000	% Change	Potential change in year in the net assets available to pay benefits	
			Favourable Market Movement £'000	Unfavourable Market Movement £'000
UK Equities	114,158	12.9	128,850	99,466
Global Pooled Equities	213,044	15.2	245,427	180,661
Total Bonds	52,662	6.2	55,917	49,408
Cash	5,903	0.0	5,903	5,903
Property	18,250	1.3	18,491	18,010
Alternatives	39,376	7.3	42,246	36,505
Total Assets*	443,393	10.5	490,127	396,660

*The percentage change for total assets includes the impact of correlation across asset classes.

(ii) Interest rate risk

The Fund invests in financial assets for the primary purpose of obtaining a return on investments. These investments are subject to interest rate risks, which represent the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The Fund's interest rate risk is routinely monitored by the Council and its Investment Consultants, including monitoring the exposure to interest rates and assessment of actual interest rates against the relevant benchmarks.

The Fund's direct exposure to interest rate movements as at 31 March 2012 and 31 March 2013 is set out below. These disclosures present interest rate risk based on the underlying financial assets at fair value:

Asset Type	At 31 March 2012 £'000	At 31 March 2013 £'000
Cash and cash equivalents	9,943	5,903
Fixed Interest securities	61,006	52,662
Total	70,949	58,565

Interest rate risk sensitivity analysis

The Council recognises that interest rates can vary and can affect both income to the Fund and the value of the net assets available to pay benefits.

The analysis that follows assumes that all other variables, in particular exchange rates, remain constant, and shows the effect in the year on the net assets available to pay benefits of a +/- 100 Basis Points (BPS) change in interest rates:

Asset Type	Carrying amount as at 31 March 2013	Potential change in year in the net assets available to pay benefits	
		+100 BPS	-100 BPS
	£'000	£'000	£'000
Cash and cash equivalents	5,903	59	(59)
Fixed Interest securities	52,662	526	(526)
Total change in assets available	58,565	585	(585)

(iii) 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 is invested in equities overseas that are denominated in currencies other than £UK. The Fund also holds a low level of bonds denominated in overseas currencies. To help manage this risk, the Fund hedges 50% of its exposure to equities denominated in certain major foreign currencies through the operation of a passive currency overlay programme, operated by JP Morgan.

The following table summarises the Fund's currency exposure at 31 March 2013:

Currency exposure - asset type	Asset Value at 31 March 2012	Asset value at 31 March 2013
	£'000	£'000
Overseas equities	189,750	213,044
Overseas bonds	289	-

Currency risk – sensitivity analysis

Following analysis of historical data in consultation with WM, the likely volatility associated with foreign exchange movements on an individual currency basis is shown on the table on the following page. The weight of each currency in relation to the total currency basket is multiplied by the change in its exchange rate (relative to GBP) to create the aggregate potential currency change of the 'basket'.

Currency risk – sensitivity analysis (contd.)

Currency	Value (£'000)	% Change	Value on Increase (£'000)	Value on Decrease (£'000)
Australian Dollar	2,840	10.0	3,122	2,557
Brazilian Real	2,434	11.6	2,717	2,151
Canadian Dollar	1,646	5.6	1,738	1,553
Danish Krone	2,085	7.7	2,246	1,924
EURO*	11,758	3.9	12,217	11,300
Hong Kong Dollar	4,260	8.5	4,624	3,896
Indonesian Rupiah	470	7.1	503	437
Japanese Yen*	9,527	5.9	10,089	8,966
Norwegian Krone	2,398	9.0	2,615	2,181
South African Rand	3,135	12.0	3,510	2,761
South Korean Won	1,770	7.6	1,904	1,637
Swedish Krona	7,016	8.1	7,586	6,445
Swiss Franc	10,793	9.4	11,803	9,783
US Dollar*	192,287	4.4	200,652	183,923
Total Currency **	252,419	3.6	261,539	243,300

* denotes 50% GBP hedge

** The % change for Total Currency includes the impact of correlation across the underlying currencies

B) Credit risk

Credit risk represents the risk that the counterparty to a transaction or a financial instrument will fail to discharge an obligation and cause the Fund to incur a financial loss. The market values of investments generally reflect an assessment of credit in their pricing and consequently the risk of loss is implicitly provided for in the carrying value of the Fund's financial assets and liabilities. 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.

The Fund is separately mentioned within the Council's Annual Treasury Strategy and this document sets out the Fund's approach to credit risk for internally managed funds. Deposits are not made with banks and financial institutions unless they are rated independently and meet the Council's credit criteria. The Fund has also set limits as to the maximum percentage of the deposits placed with any one class of financial institution.

The Fund believes it has managed its exposure to credit risk, and the Fund has had no experience of default or uncollectable deposits over the past five financial years. The Fund's cash holding under its treasury management arrangements at 31 March 2013, including current account cash, was £2.8m (31 March 2012: £7.1m). This was held with the following institutions:

	Rating	Balance at 31 March 2013 (£'000)
Money Market accounts		
Ignis	AAA	700
Scottish Widows	AAA	700
Blackrock	AAA	700
Bank deposit accounts		
Royal Bank of Scotland	A	5
Bank current accounts		
Bank of Scotland	A	698

C) Liquidity Risk

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

The Council has immediate access to its Pension Fund cash holdings, with the exception of holdings with the Royal Bank of Scotland, where money is deposited in a short term notice account.

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 in to cash. As at 31 March 2013, the Fund had no illiquid assets.

24 FUNDING AND VALUATION NOTE

In line with the Local Government Pension Scheme (Administration) (Scotland) Regulations 2008, the Fund's actuary undertakes a funding valuation every three years for the purpose of setting employer contribution rates for the forthcoming triennial period. The last such valuation took place as at 31 March 2011. The next valuation will take place as at 31 March 2014.

The key elements of the funding policy are:

- To ensure the long-term solvency of the Fund, ie that sufficient funds are available to meet all pension liabilities as they fall due for payment
- To ensure that employer contribution rates are as stable as possible
- To minimise the long-term cost of the scheme by recognising the link between assets and liabilities and adopting an investment strategy that balances risk and return
- To reflect the different characteristics of employing bodies in determining contribution rates where the administering authority considers it reasonable to do so
- To use reasonable measures to reduce the risk to other employers and ultimately to the council tax payer from an employer defaulting on its pension obligations

The aim is to achieve 100% solvency over a period of 12 years 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 contributions are sufficient to meet expected future pension benefits payable.

At the 2011 actuarial valuation, the Fund was assessed as 95.7% funded (96.5% at the March 2008 valuation). This corresponded to a deficit of £17.4m (2008 valuation: £10.8m) at that time.

The common contribution rate (i.e. the rate which employers in the fund pay) is:

Period	SBC Common Pool Employers Contribution Rate	Leisure Facilities Common Pool Employers Contribution Rate
2011/12	18.0%	18.5%
2012/13 to 2014/15	18.0%	18.5%

Some Individual employers' rates will vary from the common contribution rate depending on the demographic and actuarial factors particular to each employer.

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 used in the last triennial valuation (to March 2011) were:

Financial Assumptions

	March 2008		March 2011	
	% p.a.	Real % p.a.	% p.a.	Real % p.a.
Investment Return				
Equities/absolute return funds	7.9	4.2	6.9	3.4
Gilts	4.6	0.9	4.3	0.8
Bonds & Property	6.0	2.2	5.5	2.0
Discount Rate	7.1	3.4	6.4	2.9
Pay Increases	5.2	1.5	5.0	1.5
Price Inflation	3.7	-	3.5	-
Pension Increases	3.7	-	3.0	(0.5)

Mortality assumptions

The mortality assumptions used and applied to all members are those underlying the S1PA mortality tables allowing for Continuous Mortality Investigation (CMI) 2011 projections, with a long term rate of 1%.

25 POST BALANCE SHEET EVENTS

There were no adjusting post balance sheet events.

GOVERNANCE COMPLIANCE STATEMENT

The Local Government Pension Scheme (Administration) (Scotland) Regulations 2008 require Administering Authorities to measure their governance arrangements set out against standards set by Scottish Ministers. These standards are established via number of best practice principles. The following table contains an assessment of the Fund's compliance with these principles.

The key document summarising the governance arrangements for the Fund is the Governance Policy which is contained in Annex 1, and also available on the website www.scotborders.gov.uk/pensions

Principle		Full Compliance	Comments
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.	Yes	The Scheme of Administration sets out the remit of the Pension Fund Committee (PFC). (see Annex 1 Section 2.3)
B	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	Yes	Non-voting appointed members representing scheduled and admitted bodies and trade unions are part of the PFC. (see Annex 1 Section 3.5)
C	Where a secondary committee or panel has been established, the structure ensures effective communication across both levels	Yes	Minutes of Sub-Groups are submitted to PFC for approval. (see Annex 1 Section 3.10)
D	Where a secondary committee or panel has been established, at least one seat of the main committee is allocated for a member from the secondary committee or panel.	Yes	Any Sub-Group established will have member(s) of the PFC as part of its membership. (see Annex 1 Section 3.10)
Committee Membership and Representation			
A	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, e.g. admitted bodies) (ii) scheme members (including deferred and pensioner scheme members), (iii) where appropriate, independent professional observers, and (iv) expert advisors (on an ad-hoc basis)	Yes	Non-voting members representing scheduled and admitted bodies and trade unions are part of the PFC. The Independent Investment Consultant and key Finance Officers also attend in an advisory capacity. (see Annex 1 Sections 3.5 & 3.7)

Principle		Full Compliance	Comments
B	Where lay members sit on a main or secondary committee, they are treated equally in terms of access to papers and meetings, training and are given full opportunity to contribute to the decision making process, with or without voting rights.	Yes	All members of the PFC irrespective of voting rights are covered equally by the Training Policy. All members, following the amendment to the Scheme of Administration agreed by Council on 26 June 2013 [TBC], have equal rights to receive papers and access meetings in the same way.
Selective 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.	Yes	Part of Council's Code of Governance along with Member induction programme.
B	At the start of any meeting, committee members are invited to declare any financial or pecuniary interest related to specific matters on the agenda	Yes	Part of Council's Code of Governance requires the declaration of members' interests as a standard agenda item on all committees.
Voting			
A	The policy of individual administrating authorities on voting rights is clear and transparent, including justification for not extending voting rights to each body or group represented on main LGPS committees.	Yes	This explained in Annex 1 Section 3.5.

Principle		Full Compliance	Comments
Training/Facility time/Expenses			
A	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.	Yes	The Members Expenses are managed under the Council's policies. The Training Policy also covers the reimbursement of Training Related Expenses..
B	Where such a policy exists, it applies equally to all members of committees, sub-committees, advisory panels or any other form of secondary forum.	Yes	
C	The Administering Authority considers the adoption of annual training plans for committee members and maintains a log of all such training undertaken.	Yes	The first Annual Training Plan was agreed in September 2012 and logs of training are being maintained.
Meetings (frequency/quorum)			
A	An administering authority's main committee or committees meet at least quarterly	Yes	(See Annex 1 Section 3.8)
B	An administering authority's secondary committee or panel meet at least twice a year and is synchronised with dates when the main committee sits	Not applicable	No formal secondary committee/panel
C	An administering authority who does not include lay members in their formal governance arrangements, must provide a forum outside of those arrangements by which the interests of key stakeholders can be represented.	Not applicable	All members of the PFC are covered by the Scheme of Administration.
Access			
A	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	Yes	Scheme of Administration changed by Council on 26 June 2013 [TBC] to change observers to non-voting members to enable this to happen.

Principle		Full Compliance	Comments
Scope			
A	Administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements	Yes	The Scheme of Administration sets out the remit of the PFC (see Annex 1 Section 2.3)
Publicity			
A	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.	Yes	PFC Minutes and Public papers available via website, as are various governance and schemed policy doc Annex 1 Section 8)

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ANNEX 1

GOVERNANCE POLICY

Scottish Borders Council Pension Fund

Introduction

This Statement documents the governance arrangements for the pension scheme administered by Scottish Borders Council. This version of the Governance Policy and Compliance Statement was approved by the Pension Fund Committee of Scottish Borders Council on 18 June 2013 and updated following changes to the Scheme of Administration approved by Council on the 26 June 2013 [TBC].

1. Administering Authority

- 1.1 Scottish Borders Council (the Council) is the Administering Authority for the Local Government Pension Scheme (LGPS) set up for the Scottish Borders geographic area.
- 1.2 The Council has delegated its pension's functions to the **Pension Fund Committee**.

2. Regulatory Framework

- 2.1 The Scottish Public Pensions Agency (SPPA) is responsible for regulating the LGPS in Scotland and the Council administers the pension scheme in accordance with these regulations.
- 2.2 The Scottish Borders LGPS scheme is open to all employees of scheduled bodies except for those whose employment entitles them to belong to another statutory pension scheme (e.g. Teachers). Employees of admitted bodies can join the scheme subject to those bodies meeting the statutory requirements and on such terms and conditions as the Council (as Administering Authority) may require. A list of scheduled and admitted bodies is attached in Appendix A.
- 2.3 The Pension Fund Committee (the Committee) is a formal sub-committee of Scottish Borders Council. The Scheme of Administration for the Council specifies that the following functions shall be referred to the PFC:
 - i All matters relating to the Management of the Council's Pension Fund
 - ii Employer discretions under Local Government Pension Scheme (Scotland) Regulations 1998.
- 2.4 Financial affairs are conducted in compliance with the Council's Financial Regulations which have been formally adopted by the Pension Fund in 2011.
- 2.5 Funds are invested in compliance with the Council's Statement of Investment Principles.

3. Pension Fund Committee

- 3.1 The members of the Committee act as quasi-trustees and oversee the management of the Scottish Borders Council Pension Fund (the Fund).
- 3.2 Their overriding duty is to ensure the best possible outcomes for the Fund, its participating employers and scheme members.
- 3.3 The members' knowledge is supplemented by professional advice from Officers of the Council, professional advisers and external experts.
- 3.4 The Committee is comprised of twelve members [TBC at Council Meeting 26 June]. The following seven members of the Council have voting rights:

Depute Leader (Finance)

Executive Member for HR and Corporate Improvement

Three members of the Administration

Two members from the Opposition

- 3.5 A further five members with no voting rights are appointed from:

A Scheduled Body

An Active Admitted Body

Each of the three recognised Trade Unions

These members do not have any voting rights but are encouraged to participate in the debate and discussion and provide input on behalf of the stakeholder groups they represent in order to inform the Elected Members in their decision making.

- 3.6 The Chairman of the Committee shall be one of the Scottish Borders Council Members and the presence of four Members of the Council constitutes a quorum.
- 3.7 The Independent Investment Consultant, the Chief Executive, Chief Financial Officer, Corporate Finance Manager and Treasury and Capital Manager also attend the Committee meetings as advisers.
- 3.8 The Committee meets at least quarterly. Additional meetings are called as appropriate.
- 3.9 The Committee papers and minutes are publicly available on the Council's website, unless they have been considered as private business in terms of Schedule 7A to the Local Government (Scotland) Act 1973. Minutes of the Committee are presented to the Executive of the Council.
- 3.10 From time to time, the Committee may establish a Sub-Group to address a specific issue or need. Any such Sub-Group will be chaired by a member of the Committee and the

remaining membership of the Sub-Group will be appropriate to the purpose and may therefore include other members of the Committee. The minutes and decisions of these sub-groups will be presented to the Committee for noting and agreement.

4. Administration and Management of the Fund

4.1 Chief Financial Officer

- i The Council's Chief Financial Officer is the Officer with responsibility to ensure proper administration of the Council's financial affairs in terms of Section 95 of the Local Government (Scotland) Act 1973.
 - ii He is responsible for:
 - a) the financial accounting of the Fund,
 - b) the preparation of the Pension Fund Annual Report, and
 - c) being the principal advisor on investment management to the Council in its capacity as Trustee to the Fund and as the Fund's Administering Authority.
- 4.2 The day-to-day management of the investment activities of the Fund is managed by the Corporate Finance Team within the Finance Service.

4.3 Head of Shared Services

- i The pension benefits policy oversight and day-to-day administration for the Fund is managed by the Human Resources Shared Services Team.

5. Professional Advisers and External Service Providers

- 5.1 Barnett Waddingham has been appointed to act as Actuary to the Fund. The services provided include advice on funding and actuarial valuations.
- 5.2 AON Hewitt is the Independent Investment Consultant employed by the Council to advise the Committee on investment strategy.
- 5.3 The Fund has appointed investment managers who have responsibility for the selection, retention and realisation of individual investments. Where appropriate, they also implement the Committee's policy in relation to corporate socially responsible investment and corporate governance.
- 5.4 J.P. Morgan is the global custodian for the Fund and is responsible for the safekeeping of the assets including transaction processing and making tax claims.

- 5.5 WM Performance Services has been appointed as the independent performance services company for the Fund. They have responsibility for measuring and reporting on the performance of individual portfolios and the overall Fund.

6. Internal and External Review

- 6.1 The annual financial statement of the Council, including the Fund, is subject to external audit. The auditors are appointed by Audit Scotland, as part of the process to ensure that public funds are properly safeguarded and accounted for.
- 6.2 The Council's Audit Committee oversees the output of the Annual Audit process in relation to the Pension Fund.
- 6.3 The Council provides internal audit arrangements to the Fund both as a tool of management and with direct reporting to the Council's Audit Committee.

7. Risk Management

- 7.1 The Council has a corporate risk management policy which includes the maintenance and regular review of a risk register.
- 7.2 Risk awareness is embedded into the investment performance management process.

8. Access to Information

- 8.1 Sub-Committee papers and minutes are available via the Council Papers website <http://councilpapers.scotborders.gov.uk/>
- 8.2 The Fund's Annual Report and Accounts is available via the Fund website www.scotborders.gov.uk/pensions. A hard copy of the full version of this report is provided to the scheduled and active admitted bodies of the scheme and a summary of the review is provided to all Fund members.
- 8.3 This Governance Policy and Compliance Statement and all supporting statements and policies are available on the Fund website www.scotborders.gov.uk/pensions.

9. Review and Compliance with Best Practice

- 9.1 This Statement will be kept under review and will be revised and published following any material change in the governance arrangements of the Fund.
- 9.2 The Local Government Pension Scheme (Administration) (Scotland) Regulations 2008 require Administering Authorities to measure their governance arrangements set out against standards set by Scottish Ministers. These standards are established via number of best practice principles. The Governance Compliance Statement that demonstrates the Fund's status against these standards is set out in the Annual Report and Accounts for the Fund.

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Appendix A

Scottish Borders Council Pension Fund

Scheduled and Admitted Bodies

Scheduled Bodies

- Borders College
- Scottish Borders Council
- Visit Scotland

Admitted Bodies

Active Admitted Bodies

- Amey Community Limited
- BC Consultants
- Borders Sport and Leisure Trust
- Gala Youth Project
- Jedburgh Leisure Facilities Trust
- Lothian and Borders Community Justice Authority
- Scottish Borders Housing Association

Admitted bodies with Deferred or Retired Members only

- Berwickshire Housing Association
- Heriot Watt (former Scottish College of Textiles)
- Project '80 Council Burnfoot
- Red Cross Housing Association
- Scottish Borders Careers

ANNEX 2

PENSION ADMINISTRATION PERFORMANCE 2012/13

In accordance with the Pension Administration Strategy, approved 13 June 2012, the following performance measures have been compared against the targets set within the said strategy document.

Employer Performance Measures

Service Standards

Standard – target completion 90%	Volume	%age Met
New starts notification – within 20 working days	484	100%
Changes notified – within 20 working days	1,610	100%
Retirement info – at least 20 working days before	183	100%
Early leaver notification – within 20 working days	291	100%
Death in service notification – within 10 working days	6	100%
Query responses – within 10 working days	See below	
Year-end queries – within 20 working days	See below	

The way in which information has been recorded for queries has not been sufficient to allow for the collection and comparison against targets. Improved recording procedures have been developed to allow for this measure to be completed going forward, however, this will only be for a partial year within the 2013/14 final accounts.

Contribution Payments

The following tables compare the date contribution payments are received against the target date for each of the Scheduled and Active Admitted Bodies.

Scottish Borders Council

	Target Date	Date received	Target Achieved
April	30/04/2012	30/04/2012	On Time
May	31/05/2012	31/05/2012	On Time
June	29/06/2012	29/06/2012	On Time
July	31/07/2012	31/07/2012	On Time
August	31/08/2012	31/08/2012	On Time
September	28/09/2012	28/09/2012	On Time
October	31/10/2012	31/10/2012	On Time
November	30/11/2012	30/11/2012	On Time
December	21/12/2012	21/12/2012	On Time
January	25/01/2013	25/01/2013	On Time
February	27/02/2013	27/02/2013	On Time
March	28/03/2013	28/03/2013	On Time

Visit Scotland

	Target Date	Date received	Target Achieved
April	19/05/2012	08/05/2012	On Time
May	19/06/2012	31/05/2012	On Time
June	19/07/2012	29/06/2012	On Time
July	19/08/2012	10/08/2012	On Time
August	19/09/2012	30/08/2012	On Time
September	19/10/2012	05/10/2012	On Time
October	19/11/2012	12/11/2012	On Time
November	19/12/2012	03/12/2012	On Time
December	19/01/2013	27/12/2012	On Time
January	19/02/2013	05/02/2013	On Time
February	19/03/2013	05/03/2013	On Time
March	19/04/2013	27/03/2013	On Time

Borders College

	Target Date	Date received	Target Achieved
April	19/05/2012	02/05/2012	On Time
May	19/06/2012	02/06/2012	On Time
June	19/07/2012	02/07/2012	On Time
July	19/08/2012	02/08/2012	On Time
August	19/09/2012	03/09/2012	On Time
September	19/10/2012	03/10/2012	On Time
October	19/11/2012	05/11/2012	On Time
November	19/12/2012	04/12/2012	On Time
December	19/01/2013	04/01/2013	On Time
January	19/02/2013	04/02/2013	On Time
February	19/03/2013	04/03/2013	On Time
March	19/04/2013	03/04/2013	On Time

Scottish Borders Housing Association

	Target Date	Date received	Target Achieved
April	19/05/2012	21/05/2012	Late Payment
May	19/06/2012	18/06/2012	On Time
June	19/07/2012	16/07/2012	On Time
July	19/08/2012	13/08/2012	On Time
August	19/09/2012	24/09/2012	On Time
September	19/10/2012	15/10/2012	Late Payment
October	19/11/2012	13/11/2012	On Time
November	19/12/2012	17/12/2012	On Time
December	19/01/2013	21/01/2013	Late Payment
January	19/02/2013	11/02/2013	On Time
February	19/03/2013	18/03/2013	On Time
March	19/04/2013	19/04/2013	On Time

Jedburgh Leisure Facilities Trust

	Target Date	Date received	Target Achieved
April	19/05/2012	22/05/2012	Late Payment
May	19/06/2012	22/06/2012	Late Payment
June	19/07/2012	19/07/2012	On Time
July	19/08/2012	30/08/2012	Late Payment
August	19/09/2012	17/09/2012	On Time
September	19/10/2012	17/10/2012	On Time
October	19/11/2012	15/11/2012	On Time
November	19/12/2012	17/12/2012	On Time
December	19/01/2013	17/01/2013	On Time
January	19/02/2013	15/02/2013	On Time
February	19/03/2013	15/03/2013	On Time
March	19/04/2013	16/04/2013	On Time

Borders Sport and Leisure Trust

	Target Date	Date received	Target Achieved
April	19/05/2012	22/05/2012	Late Payment
May	19/06/2012	26/06/2012	Late Payment
June	19/07/2012	20/07/2012	Late Payment
July	19/08/2012	21/08/2012	Late Payment
August	19/09/2012	18/09/2012	On Time
September	19/10/2012	18/10/2012	On Time
October	19/11/2012	16/11/2012	On Time
November	19/12/2012	18/12/2012	On Time
December	19/01/2013	18/01/2013	On Time
January	19/02/2013	18/02/2013	On Time
February	19/03/2013	18/03/2013	On Time
March	19/04/2013	18/04/2013	On Time

AMEY Community Limited

	Target Date	Date received	Target Achieved
April	19/05/2012	18/05/2012	On Time
May	19/06/2012	18/06/2012	On Time
June	19/07/2012	18/07/2012	On Time
July	19/08/2012	17/08/2012	On Time
August	19/09/2012	19/09/2012	On Time
September	19/10/2012	18/10/2012	On Time
October	19/11/2012	16/11/2012 26/11/2012	On Time Partial Late
November	19/12/2012	19/12/2012	On Time
December	19/01/2013	18/01/2013	On Time
January	19/02/2013	18/02/2013	On Time
February	19/03/2013	18/03/2013	On Time
March	19/04/2013	18/04/2013	On Time

The Scheduled/Admitted Bodies who were not complying with the remittance schedules were contacted during the year and remind of their requirement to adhere to the payment schedules. This resulted in an increase in the number of remittances being received timeously. This continues to be monitored on a monthly basis.

Administering Authority Performance Measures

Service Standards

Standard	Volume	Target	%age Met
Query responses – within 10 working days		See below	
Estimates – Transfer In	124	10 days	41.13%
Estimates – Transfer Out	73	10 days	12.33%
Estimate – All Other	704	10 days	88.20%

The way in which information has been recorded for queries has not been sufficient to allow for the collection and comparison against targets. Improved recording procedures have been developed to allow for this measure to be completed going forward, however, this will only be for a partial year within the 2013/14 final accounts.

Other Measures

Area	Measure	Completed
Employer Liaison Meetings	2 per annum	None
Benefit Statements	by end of October	1 st week of November

Liaison meetings were not held during 2012/13. A schedule of meetings for the coming years will be developed to cover topics such as Pensions Auto Enrolment and the LGPS (Scotland) legislative changes scheduled for implementation from 1 April 2015.

All Benefit Statements were prepared during October 2012. Statements for all Scheduled and Admitted Bodies, with the exception of active Scottish Borders Council members, were issued during October 2012. The statements for active Scottish Borders Council members were issued during the first week of November 2012.

Key Administration Tasks

Task	Total received
New entrants	484
Changes	1,610
Early leavers	291
Retirements	183
Deaths in service	6
Deaths in deferment	3
Deaths in retirement	68
New Widows(ers), Child Pensions	40
Estimates	901
Pension credit members	3

SCOTTISH BORDERS COUNCIL PENSION FUND

ACTUARIAL STATEMENT FOR 2012/13

1. Introduction

We have been instructed by Scottish Borders Council, the Administering Authority to the Scottish Borders Council Pension Fund (“the Fund”), to provide pension disclosures in respect of pension benefits provided by the Local Government Pension Scheme (“the LGPS”) to members of Scottish Borders Council Pension Fund (“the Fund”) as at 31 March 2013.

This report is addressed to the Administering Authority and its advisers; in particular, this report is likely to be of relevance to the Fund’s auditor.

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

This advice complies with all Generic Technical Actuarial Standards (TASs) and the Pensions TAS.

The LGPS is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme (Scotland) Regulations 2008, as amended. It is contracted out of the State Second Pension.

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2. Valuation Data

Data Sources

In completing our calculations for IAS26 purposes we have used the following items of data, which we received from Scottish Borders Council:

- The results of the funding valuation as at 31 March 2011 which was carried out for funding purposes;
- Estimated whole fund income and expenditure items for the period to 31 March 2013;
- Estimated whole fund returns for the period to 31 March 2013 based on assets used for the purpose of the IAS26 valuation as at 31 March 2012, actual fund returns for the period to 28 February 2013 and then market returns (estimated where necessary) for the balance of the period to 31 March 2013;
- Details of any new early retirements for the period to 31 March 2013 that have been paid out on an unreduced basis, which are not anticipated in the normal service cost.

Although some of these data items have been estimated, we do not believe that they are likely to have a material effect on the results of this report, especially in the context of the roll-forward approach we have taken (as described in the next section). Further, we are not aware of any material changes or events since we received the data.

Fund Membership Statistics

The table below summarises the membership data as at 31 March 2011.

Member Data Summary	Number	Salaries/Pensions £000's	Average Age
Actives	4,371	72,855	47
Deferred Pensioners	2,108	2,923	47
Pensioners	2,430	11,480	69

Assets

The return on the Fund (on a bid value to bid value basis) for the year to 31 March 2013 is estimated to be 14%. This is based on the estimated Fund value used at the previous accounting date and the estimated Fund value used at this accounting date. The actual return on Fund assets over the year may be different.

The estimated asset allocation for Scottish Borders Council Pension Fund as at 31 March 2013 is as follows:

Employer Asset Share - Bid Value	31 March 2013		31 March 2012	
	£000's	%	£000's	%
Equities	327,540	73%	298,390	76%
Gilts	17,947	4%	27,483	7%
Other Bonds	35,895	8%	35,336	9%
Property	17,947	4%	19,631	5%
Cash	8,974	2%	11,779	3%
Multi-asset fund	40,382	9%	-	-
Total	448,685	100%	392,619	100%

The final asset allocation of the Fund assets as at 31 March 2013 is likely to be different from that shown due to estimation techniques.

Unfunded Benefits

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

3. Actuarial Methods and Assumptions

Roll-Forward Approach

To assess the value of the Fund's liabilities as at 31 March 2013, we have rolled forward the value of the Fund's liabilities calculated for the funding valuation as 31 March 2011 allowing for the different financial assumptions required under IAS19.

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

It is not possible to assess the accuracy of the estimated liability as at 31 March 2013 without completing a full valuation. However we are satisfied that the approach of rolling forward the previous valuation results to 31 March 2013 should not introduce any material distortions in the results provided that the actual experience of the Fund has been broadly in line with the underlying assumptions, and that the structure of the liabilities is substantially the same as at the latest formal valuation. From the information we have received there appears no evidence that this approach is inappropriate.

Demographic/Statistical Assumptions

We have adopted a set of demographic assumptions that are consistent with those used for the formal funding valuation as at 31 March 2011. The post retirement mortality tables adopted were the S1PA tables, making allowance for future improvement factors in line with the CMI 2011 projections, with a long term rate of 1%.

The assumed life expectations from age 65 are:

Life Expectancy from age 65 (years)	31 March 2013	31 March 2012
Retiring today		
Males	22.1	22.0
Females	24.4	24.3
Retiring in 20 years		
Males	23.4	23.4
Females	25.9	25.8

We have also made the following assumptions:

- Members will exchange half of their commutable pension for cash at retirement
- Active members will retire one year later than they are first able to do so without reduction

Financial Assumptions

The financial assumptions used for the purposes of the calculations are as follows.

Assumptions as at	31 March 2013		31 March 2012		31 March 2011	
	% p.a.	Real	% p.a.	Real	% p.a.	Real
RPI Increases	3.4%	-	3.3%	-	3.5%	0.0%
CPI increases	2.6%	-0.8%	2.5%	-0.8%	2.7%	-0.8%
Salary Increases	4.8%	1.4%	4.8%	1.5%	5.0%	1.5%
Pension Increases	2.6%	-0.8%	2.5%	-0.8%	2.7%	-0.8%
Discount Rate	4.5%	1.1%	4.6%	1.3%	5.5%	1.9%

These assumptions are set with reference to market conditions at 31 March 2013.

Our estimate of the duration of the Fund's liabilities is 21 years.

The discount rate is the annualised yield at the 21 year point on the Merrill Lynch AA rated corporate bond curve which has been chosen to meet the requirements of IAS19 and with consideration of the duration of the Fund's liabilities. This approach has been updated from previous disclosures when the yield on the iBoxx AA rated over 15 year corporate bond index was used as a standard assumption for the Fund.

The RPI increase assumption is set based on the difference between conventional gilt yields and index-linked gilt yields at the accounting date using data published by the Bank of England, specifically the 21 year point on the BoE spot inflation curve. Previously, the 20 year point was used and so this has been updated to reflect the duration of the Fund's liabilities.

This measure has historically overestimated future increases in the RPI and so we have made a deduction of 0.25% to get the RPI assumption of 3.4%. As future pension increases are expected to be based on CPI rather than RPI, we have made a further assumption about CPI which is that it will be 0.8% below RPI i.e. 2.6%. We believe that this is a reasonable estimate for the future differences in the indices, based on the different calculation methods.

Salary increases are then assumed to be 1.4% above RPI in addition to a promotional scale. This is a slightly lower long-term assumption than last year to reflect the continuing climate of low salary increases.

Expected Return on Assets

For accounting years beginning on or after 1 January 2013, the expected return and the interest cost will be replaced with a single net interest cost, which will effectively set the expected return equal to the IAS19 discount rate.

Therefore we are not required to disclose an expected return assumption for the year to 31 March 2014.

For the year to 31 March 2013, the expected return was 6% per annum, which has been used to determine the profit and loss charge for the year ended 31 March 2013.

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4. Results and Disclosures

The results of our calculations for the year ended 31 March 2013 are set out in Appendix 1. We estimate that the net liability as at 31 March 2013 is a liability of £167,574,000.

In addition, Appendix 2 details a reconciliation of assets and liabilities during the year.

The figures in this report are presented only for the purposes of IAS 26. In particular, they are not relevant for calculations undertaken for funding purposes or for other statutory purposes under UK pensions legislation.

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



Roisin McGee FFA
Actuary

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Appendix 1. Balance Sheet Disclosure as at 31 March 2013

Present Value of Funded Obligation	616,259	565,552	464,621
Fair Value of Scheme Assets (bid value)	448,685	392,619	372,138
Net Liability	167,574	172,933	92,483

*Present Value of Funded Obligation consists of £496,925,000 in respect of Vested Obligation and £119,334,000 in respect of Non-Vested Obligation.

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Appendix 2. Asset and Benefit Obligation Reconciliation for the Year to 31 March 2013

Reconciliation of opening & closing balances of the present value of the defined benefit obligation	Year to 31 March 2013 £000's	Year to 31 March 2012 £000's
Opening Defined Benefit Obligation	565,552	464,621
Service cost	16,704	14,696
Interest cost	25,723	25,835
Actuarial losses (gains)	19,966	71,117
Losses (gains) on curtailments	1,142	1,883
Liabilities extinguished on settlements	-	-
Liabilities assumed in a business combination	-	-
Estimated benefits paid net of transfers in	(16,979)	(17,423)
Past service cost	10	265
Contributions by Scheme participants	4,141	4,558
Unfunded pension payments	-	-
Closing Defined Benefit Obligation	616,259	565,552

Reconciliation of opening & closing balances of the fair value of Scheme assets	Year to	Year to
	31 March 2013	31 March 2012
	£000's	£000's
Opening fair value of Scheme assets	392,619	372,138
Expected return on Scheme assets	23,424	26,751
Actuarial gains (losses)	32,640	(7,913)
Contributions by employer including unfunded	12,840	14,508
Contributions by Scheme participants	4,141	4,558
Assets acquired in a business combination	-	-
Estimated benefits paid net of transfers in and including unfunded	(16,979)	(17,423)
Receipt / (Payment) of bulk transfer value	-	-
Fair value of Scheme assets at end of period	448,685	392,619

Reconciliation of opening & closing surplus	Year to	Year to
	31 March 2013	31 March 2012
	£000's	£000's
Surplus (Deficit) at beginning of the year	(172,933)	(92,483)
Current Service Cost	(16,704)	(14,696)
Employer Contributions	12,840	14,508
Unfunded pension payments	-	-
Past Service Costs	(10)	(265)
Other Finance Income	(2,299)	916
Settlements and Curtailments	(1,142)	(1,883)
Actuarial gains (losses)	12,674	(79,030)
Surplus (Deficit) at end of the year	(167,574)	(172,933)

ANNEX 4

GLOSSARY OF TERMS

ACTIVE MANAGEMENT

An investment management style that seeks to outperform by way of self-selected decisions on stock choice, timing of market incursions, or asset allocation. Compare this with Passive Management.

ASSET ALLOCATION

The division of the Fund's assets between different classes of assets, for example, UK Equities, Japanese Equities, UK Bonds. In the long run the asset allocation choices should support the Fund's strategic financial objectives. In the short term tactical changes might be made to achieve short-term advantage.

BALANCED MANAGEMENT

An arrangement under which investments are spread over a range of asset classes at the manager's discretion. The manager controls investments over as many classes as are available under the Fund's overall strategy. Compare this with specialist management.

GROWTH MANAGER

An investment manager who fundamentally believes in picking stocks that he believes will achieve an above-average growth in profits. This is sometimes caricatured as buying stock irrespective of price because the price will rise. Compare this with value manager.

MANDATE

An agreement between an investment manager and his client as to how investments are to be managed, specifying whatever targets and investment limitations are to apply.

PASSIVE MANAGEMENT

A style of investment management that seeks performance equal to market returns or to some appropriate index. Such investment entails a more mechanical approach to asset allocation and stock selection because such decisions are largely dictated by general market shifts rather than individual manager discretion. Compare this with active management.

POOLED FUND

A fund in which a number of investors hold units rather than owning the underlying assets. This is a useful way for smaller funds to diversify investments without exposing them to undue risks. Unit Trusts are pooled funds as are Open-ended Investment Companies. Compare this with segregated fund.

RETURN

The value of capital enhancement and income received by a fund in a year, expressed as a percentage of the opening value of the fund. If values fall "Return" would be negative.

RISK

The danger or chance that returns will vary against benchmarks or targets. If risks are high the expected return should be higher still (the risk premium).

SEGREGATED FUND

The management of a particular fund's assets independently of those of other funds managed by the same investment house. Compare this with a pooled fund.

SPECIALIST MANAGEMENT

The use of a number of managers, each specialising in a particular asset class. Such managers have no say in asset allocation, being only concerned with stock selection.

VALUE MANAGER

A manager who selects stocks that he believes to have potential that is not reflected in the price. This is sometimes caricatured as buying stock because it is cheap. Compare this with growth manager.

VESTED/NON VESTED OBLIGATIONS

Vested obligations refer to employee benefits that are not conditional on future employment. Non vested obligations refer to employee benefits that are conditional on future employment.

PENSION FUND STRAIN

The cost to employers of the early release of pension benefits.

OPERATING SURPLUS/DEFICIT

The surplus/deficit arising from dealing with members, employers and others directly involved in the scheme.

DRAFT

ADDITIONAL INFORMATION

Key Documents Online

You can find further information on our website, www.scotborders.gov.uk/pensions, including the following documents:

- Funding Strategy Statement
- Annual Report and Accounts
- Governance Policy Statement
- Statement of Investment Principles
- Actuarial Valuation Statement 2011

Fund Advisers

Actuaries:	Barnett Waddingham
Auditors:	KPMG
Bankers:	Bank of Scotland
Investment Consultancy:	Aon Hewitt
Investment Custodians:	JP Morgan
Investment Managers:	Baillie Gifford, UBS, Morgan Stanley, LGT
Additional Voluntary Contributions (AVC) Managers:	Standard Life

Contact Details

For further information and advice on administration, benefits and scheme membership please contact

Graeme Wilson	Telephone 01835 – 824000	Ext 5341
	E-mail gwilson@scotborders.gov.uk	

Scheme members should have a copy of the “Employees’ Guide to the Local Government Pension Scheme Administered by the Scottish Borders Council”, and can obtain their own copy of an Annual Report on request.

or visit Scottish Borders Council pension Fund website at: www.scotborders.gov.uk/pensions

For further information on the Fund’s investments, please contact

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