

**Oxfordshire Pension Fund**  
**Initial Compliance Assessment for TPR's General Code of Practice**

	Less than 75% compliant with requirements
	More than 75% compliant with requirements
	100% compliant

### **The Governing Body**

Module Number	Module Description	Number of Requirements	Oxfordshire Pension Fund Self-assessed R/A/G Rating
<b><u>Board structure and activities</u></b>			
TGB001	Role of the governing body – How the Fund is managed and the structure	8 requirements	
TGB014	Recruiting to the governing body – Appointing members to a governing body	13 requirements	
TGB015	Role of the chair – Defined responsibilities of the chair	11 requirements	
TGB006	Meetings and decision-making – recording details of all meetings and decisions made	21 requirements	
TGB016	Remuneration policy – Remuneration for those undertaking fund related activities	9 requirements (best practice only)	
<b><u>Knowledge and understanding</u></b>			
TGB017	Working knowledge of pensions – Governing bodies ability to demonstrate a level of understanding to fulfil their duties	62 requirements	
TGB003	Building and maintaining knowledge – Governing body to be able to demonstrate a level of knowledge and experience to run the scheme effectively	7 requirements	
<b><u>Value for scheme members</u></b>			
TGB009	Value for members – Assessment if DC product represents good value for members	18 requirements	
<b><u>Advisers and service providers</u></b>			
TGB010	Managing advisers and service providers – Demonstrate that governing bodies can effectively manage relationships	28 requirements	

## The Governing Body, cont...

<b><u>Risk management</u></b>			
<b>TGB031</b>	Identifying and assessing risks – Establish and operate internal controls which are adequate for the purpose of securing that the scheme is managed in accordance to scheme rules	34 requirements	
<b>TGB032</b>	Managing risk using internal controls - Establish and operate internal controls which are adequate for the purpose of securing that the scheme is managed in accordance to scheme rules	19 requirements	
<b>TGB033</b>	Assurance of governance and internal controls – Obtain assurance reports internal controls	14 requirements	
<b>TGB022</b>	Continuity planning – develop, implement and maintain continuity plans so operations can be maintained in the event of disruption.	13 requirements (best practice only)	
<b>TGB039</b>	Conflicts of interest – Managing conflicts of interests for public service pensions schemes.	22 requirements	
<b><u>Scheme governance</u></b>			
<b>TGB046</b>	Scheme governance - Oversight and assurance of day to day operations of the scheme	46 requirements	

## Funding and Investment

<b>Module Number</b>	<b>Module Description</b>	<b>Number of Requirements</b>	<b>Oxfordshire Pension Fund Self-assessed R/A/G Rating</b>
<b><u>Investment</u></b>			
<b>FAI001</b>	Investment governance – Policies and procedures that ensure the governing body complies with any obligations it has in relation to investment	29 requirements (best practice only)	
<b>FAI005</b>	Investment monitoring – Managing investments with due skill, care and diligence.	16 requirements (best practice only)	

## Administration

Module Number	Module Description	Number of Requirements	Oxfordshire Pension Fund Self-assessed R/A/G Rating
<b><u>Scheme administration</u></b>			
ADM001	Administration	15 requirements	
<b><u>Information handling</u></b>			
ADM002	Financial transactions – Core financial transactions as defined in legislation are processed promptly and accurately	12 requirements	
ADM014	Transfers – Ensuring appropriate checks are in place for transferring benefits to another pension scheme	23 requirements	
ADM003	Scheme records – Maintain complete and accurate records	26 requirements	
ADM006	Data monitoring – maintaining complete and accurate records	16 requirements	
<b><u>IT</u></b>			
ADM015	Maintenance of IT systems – IT systems to be reviewed and maintained regularly	7 requirements	
ADM016	Cyber controls – controls for the loss, disruption or data to a scheme or its members as a result failure in its IT systems and processes.	15 requirements	
<b><u>Contributions</u></b>			
ADM007	Receiving contributions	20 requirements	
ADM008	Monitoring contributions – reconciliation of pension contributions	14 requirements	
ADM011	Resolving overdue contributions – process for chasing payments once they become overdue	13 requirements	

## Communications and Disclosure

Module Number	Module Description	Number of Requirements	Oxfordshire Pension Fund Self-assessed R/A/G Rating
<b><u>Information to members</u></b>			
<b>CAD001</b>	General principles for member communications – expectations of how to meet the legal obligations	11 requirements	
<b>CAD012</b>	Statutory financial statements (PSPS) – Providing annual benefit statements to members	8 requirements	
<b>CAD016</b>	Short service refunds/refunds of contributions – Appropriate options to provide to members following leaving the scheme after a short period of service.	7 requirements	
<b>CAD005</b>	Scams – Ensuring appropriate checks are undertaken to mitigate the risk of scams.	5 requirements	
<b><u>Public information</u></b>			
<b>CAD010</b>	Publishing information about public service pension schemes – Publishing details of the Pension Board	12 requirements	
<b>CAD014</b>	Audit requirements – an opinion from an independent Auditor of the Scheme on the audited accounts and statement on payment of contributions to the scheme	9 requirements	
<b>CAD015</b>	Dispute resolution procedures – Formal procedure and processes to investigate and decide upon pension scheme disputes.	26 requirements	

## Reporting to TPR

Module Number	Module Description	Number of Requirements	Oxfordshire Pension Fund Self-assessed R/A/G Rating
<b><u>Regular reports</u></b>			
<b>RTT001</b>	Registrable information and scheme returns – Information about the fund to be published to the TPR.	6 requirements	
<b><u>Whistleblowing - Reporting breaches of the law</u></b>			
<b>RTT003</b>	Who must report – Who is required to report Breaches of law to the TPR	17 requirements	
<b>RTT044</b>	Decision to report – Making a judgement on the decision to report a breach of law to TPR	9 requirements	
<b>RTT005</b>	How to report – Process for reporting breaches to the TPR	21 requirements	