

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
<u>Board structure and activities</u>			
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)	
<u>Knowledge and understanding</u>			
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	
<u>Value for scheme members</u>			
TGB009	Value for members – Assessment if DC product represents good value for members	18 requirements	
<u>Advisers and service providers</u>			
TGB010	Managing advisers and service providers – Demonstrate that governing bodies can effectively manage relationships	28 requirements	

The Governing Body, cont...

<u>Risk management</u>			
TGB031	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	
TGB032	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	
TGB033	Assurance of governance and internal controls – Obtain assurance reports internal controls	14 requirements	
TGB022	Continuity planning – develop, implement and maintain continuity plans so operations can be maintained in the event of disruption.	13 requirements (best practice only)	
TGB039	Conflicts of interest – Managing conflicts of interests for public service pensions schemes.	22 requirements	
<u>Scheme governance</u>			
TGB046	Scheme governance - Oversight and assurance of day to day operations of the scheme	46 requirements	

Funding and Investment

Module Number	Module Description	Number of Requirements	Oxfordshire Pension Fund Self-assessed R/A/G Rating
<u>Investment</u>			
FAI001	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)	
FAI005	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
<u>Scheme administration</u>			
ADM001	Administration	15 requirements	
<u>Information handling</u>			
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	
<u>IT</u>			
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	
<u>Contributions</u>			
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
<u>Information to members</u>			
CAD001	General principles for member communications – expectations of how to meet the legal obligations	11 requirements	
CAD012	Statutory financial statements (PSPS) – Providing annual benefit statements to members	8 requirements	
CAD016	Short service refunds/refunds of contributions – Appropriate options to provide to members following leaving the scheme after a short period of service.	7 requirements	
CAD005	Scams – Ensuring appropriate checks are undertaken to mitigate the risk of scams.	5 requirements	
<u>Public information</u>			
CAD010	Publishing information about public service pension schemes – Publishing details of the Pension Board	12 requirements	
CAD014	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	
CAD015	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
<u>Regular reports</u>			
RTT001	Registrable information and scheme returns – Information about the fund to be published to the TPR.	6 requirements	
<u>Whistleblowing - Reporting breaches of the law</u>			
RTT003	Who must report – Who is required to report Breaches of law to the TPR	17 requirements	
RTT044	Decision to report – Making a judgement on the decision to report a breach of law to TPR	9 requirements	
RTT005	How to report – Process for reporting breaches to the TPR	21 requirements	