

Oxfordshire Pension Fund: Business Plan 2014/15

Service Manager - Pensions & Treasury Management: Sean Collins

Service Definition:

- To administer the Local Government Pension Scheme on behalf of Oxfordshire County Council

Our Customers:

- Scheduled scheme employers e.g. County Council, District Councils, Oxford Brookes University, other Colleges and Academies
- Designating scheme employers e.g. Town & Parish Councils
- Community Admission Bodies e.g. charitable organisations with a community of interest
- Transferee Admission Bodies i.e. bodies where services have been transferred on contract from County or Districts
- Contributory Employees
- Pensioners and their Dependants
- Council Tax payers

Key Objectives:

- Administer pension benefits in accordance with the LGPS regulations
- Achieve a 100% funding level;
- Ensure there are sufficient liquid resources available to meet the Fund's liabilities and commitments; and
- Maintain as nearly a constant employer contribution rate as is possible.

Part A: Service Activities

Service Activity	Outputs	Outcomes
Investment Management		
Management of the Pension Fund Investments	<p>The Fund is invested in assets in accordance with the Committee's wishes.</p> <p>The Fund's assets are kept securely.</p> <p>Quarterly reports to the Pension Fund Committee.</p>	Pension Fund deficit is minimised by securing favourable returns on investments (compared to benchmarks).
Management of the Pension Fund Accounts	Completion of the Annual Report and Accounts.	No adverse comments from the Fund's auditors.
Management of the Pension Fund Cash	<p>Cash management strategy and outturn reports.</p> <p>Cash Managed in accordance with the strategy.</p>	The Pension Fund cash is managed securely and effectively.
Scheme Administration		
Management of the Pension Fund Administration	<p>The administration procedures are robust and in accordance with regulations and service standards</p> <p>Changes to regulatory framework of the scheme</p>	<p>The workload is completed & checked in accordance with regulations and procedures. Work is completed within specified time scales</p> <p>No adverse comments from the Fund's auditors</p> <p>Implementation of actions arising from regulation changes / New Look LGPS 2014</p>

Part B – Service Priorities

Task	Actions	Measures of Success
Investment Management		
Implement any investment strategy changes agreed by the Committee following the fundamental review	<p>Ensure that regulations and the Council’s procurement policies are followed for any new fund management arrangements.</p> <p>Agree contractual arrangements and legal documentation.</p> <p>Set up custody, performance monitoring and accounting arrangements.</p> <p>Manage transition of assets.</p>	<p>No procedure breaches</p> <p>Contracts agreed and signed.</p> <p>Custody, performance monitoring and accounting processes operating effectively.</p> <p>All assets transferred or liquidated as appropriate to minimise costs.</p>
Develop performance and accounting, custody system reports	Work with the fund custodian to develop accounting and performance monitoring reports.	Reports available for efficient performance monitoring, accounting and completion of regular returns.
Produce Pension Fund Final Accounts in accordance with CIPFA guidance, using data from old and new custody systems.	<p>Assess CIPFA guidance.</p> <p>Identify changes, obtain required data and amend procedures to comply with recommendations.</p> <p>Reconcile and consolidate data and ensure transparent audit trail.</p>	<p>Final accounts produced on time and in compliance with CIPFA recommendations.</p> <p>No adverse comments from auditors</p>
Explore efficiencies through partnership working/scheme merger	Provide support for project investigating potential benefits of fund merger and joint working	

Task	Actions	Measures of Success
Scheme Administration		
Implementation of new regulations	<p>Implement LGPS regulatory changes, whilst maintaining service standards</p> <p>Communicate changes to customers and actions for participating employers</p>	<p>New regulation implemented by the relevant due date.</p> <p>Stakeholders kept up to date with the proposed changes and what action they need to take</p>
Develop administration system	Implement new Altair system modules and develop member self-service option	<p>New system modules successfully implemented.</p> <p>Improved customer satisfaction</p>
Explore efficiencies through partnership working/scheme merger	Provide support for project investigating potential benefits of fund merger and joint working.	

Part C. Budget:

	2014/15 Budget	2013/14 Budget
	£'000	£'000
Administrative Expenses		
Employee Costs		
- Administrative	876	844
- Investment	223	198
Support Services including ICT	313	263
Actuarial Fees	50	90
External Audit Fees	57	57
Internal Audit Fees	14	14
Printing and Stationery	40	40
Advisory and Consultancy Fees	275	133
Other	112	98
	1,960	1,737
Investment Management Expenses		
Management Fees	3,800	2,900
Custody Fees	100	100
Performance Monitoring Service	14	13
Other	42	42
	3,956	3,055
Total Pension Fund Budget	5,916	4,792