

# OXFORDSHIRE PENSION FUND

## REPORT AND ACCOUNTS

2009–2010

Registered Number: PS049/20



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**Note:**

*All County Council Pension Fund members will be notified that this report is available for inspection, via a leaflet summarising its content.*

## Foreword by the Assistant Chief Executive and Chief Finance Officer

The Oxfordshire Pension Fund is administered by Oxfordshire County Council on behalf of Oxfordshire local authorities, other bodies providing public services and certain admitted bodies, as part of the Local Government Pension Scheme (LGPS) Regulations. There are over 76 employers and nearly 46,000 members reliant upon the scheme. The Fund meets the cost of pension benefits due to current and former employees of these organisations.

This Report provides information about the management, arrangements and performance of the Fund over the last 12 months. The latest version of the Fund's policy statements covering investment principles, funding strategy and communication, as well as details of Fund membership and a brief summary of scheme benefits are also included within the report. The audited accounts for the Fund for the year ended 31 March 2010 are also included.

The last two years have been a roller coaster for financial markets and the Fund's investments. The total value of assets in the Fund moved from £1.0 bn as at 31 March 2008 to £0.8 bn as at 31 March 2009 and has now recovered to £1.1bn as at 31 March 2010. Consistent with this, Fund performance was down 24% during 2008/09, but is up 36% for 2009/10. There is still uncertainty in markets and the Investment Review 2009/10 provides more detail on this.

A review of the Statement of Investment Principles was undertaken for this Report to ensure it complied with revised Government Regulation issues during the year. The revised statement provides better clarity over the investment objectives which are simply: achieving a 100% funding level; ensuring that the Fund has

sufficient liquidity to meet its liabilities and commitments; and to out perform its investment benchmark by 1.3%.

The 31 March 2010 is a key date for the Fund as a triennial valuation will be undertaken at that date by the Fund's newly appointed actuary, Barnett Waddingham. The valuation is extremely important to both the administration authority and the scheme employers as it will determine future contribution levels. Early indications are that the funding level has reduced significantly from the 78% funding at the last valuation. This has been due to a combination of poor investment returns over the past three years and the increasing cost of future liabilities, although the detailed work on future liabilities was still in progress at the time of writing. We should be in a better position on what all this will mean for contribution rates later this year, with the challenge being to keep any increases to a minimum.

Public Sector Pension Schemes have come under attack nationally from both the media and from some politicians. The number of final salary schemes (like the LGPS) is falling rapidly in the private sector in favour of defined contribution schemes. This is because in final salary schemes risk tends to fall on the employer, although there are proposals for cost sharing currently being developed. In defined contribution schemes the risk tends to fall on the employee.

The Coalition Government has agreed an independent review public sector pensions under John Hutton, former Labour Work & Pensions Secretary. This will be much wider than the LGPS, including the civil service, NHS and armed forces as well as teachers, police and firefighters from

Foreword by  
the Assistant  
Chief Executive  
and Chief  
Finance Officer

local government. The LGPS is arguably better placed than the other schemes in that it is a funded scheme rather than being pay as you go. However, it is important that there is an open debate with adequate contributions from experts in the field.

Finally, we have plans to review the format of this Annual Report in time for next year's publication. The Report is for the benefit of both employers and employees who are members of the scheme. If you have any thoughts on its format or what you would like to see included, please contact [pension.investments@oxfordshire.gov.uk](mailto:pension.investments@oxfordshire.gov.uk) by 31 March 2011.

**Sue Scane**  
**Assistant Chief Executive &**  
**Chief Finance Officer**  
**June 2010**

## Statement of Responsibilities for the Pension Fund

### The County Council's Responsibilities

The County Council is required to:

- make arrangements for the proper administration of the financial affairs of the Pension Fund and to secure that one of its officers has the responsibility for the administration of those affairs. For the County Council, that officer is the Assistant Chief Executive & Chief Finance Officer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Pension Fund Committee has examined the Pension Fund accounts and authorised the Chairman to approve on its behalf.

### The Responsibilities of the Assistant Chief Executive & Chief Finance Officer

The Assistant Chief Executive & Chief Finance Officer is responsible for the preparation of the Pension Fund's accounts in accordance with the Financial Reports of Pension Schemes – A Statement of Recommended Practice (2007) and in accordance with proper practices as set out in the 2009 CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code of Practice').

In preparing this Statement of Accounts, the Assistant Chief Executive & Chief Finance 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.

The Assistant Chief Executive & Chief Finance 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.

**Sue Scane**  
**Assistant Chief Executive & Chief Finance Officer**

<b>Administering Authority</b> .....	Oxfordshire County Council PO Box 12 County Hall Oxford OX1 1TH
<b>Administrator</b> .....	Assistant Chief Executive & Chief Finance Officer
<b>Pension Fund Committee</b> .....	David Harvey (Chairman)
<b>County Council Members</b>	Bill Service (Deputy Chairman)
<b>2009/10 Membership</b>	Jean Fooks Stewart Lilly Don Seale John Tanner Alan Thomson (2009/10) Charles Shouler (2010/11)
<b>Representatives of District Councils</b> .....	Richard Langridge (WODC) Barry Wood (Cherwell DC) (2009/10) Jerry Patterson (VOWDC) (2010/11)
<b>Beneficiary Observer</b> .....	Peter Fryer
<b>Investment Adviser</b> .....	Peter Davies
<b>Fund Managers</b> .....	Alliance Bernstein Baillie Gifford Legal & General UBS Global Asset Management UBS Wealth Management
<b>Private Equity Advisers</b> .....	Oriel Securities Cenkos Securities Collins Stewart
<b>Actuary</b> .....	Alison Hamilton FFA Barnett Waddingham LLP
<b>Auditor</b> .....	The Audit Commission
<b>AVC Provider</b> .....	Prudential
<b>Corporate Governance &amp; Socially Responsible Investment Service</b> .....	RiskMetric Group
<b>Custodian</b> .....	BNY Mellon
<b>Performance Management</b> .....	WM Performance Services

## How the Scheme Operates

### Legal Framework

The Local Government Pension Scheme is a statutory, funded final salary pension scheme. It is “contracted-out” of the state scheme and is termed a defined benefit scheme. The operation of the Oxfordshire Local Government Pension scheme is principally governed by the Local Government Pension Scheme Regulations 2007 [as amended] (effective from April 2008). The scheme covers eligible employees and elected members of the County Council, District Councils within the county area and employees of other bodies eligible to be employers in the Scheme. A list of all those bodies with employees currently participating in the Scheme is shown on pages 9 to 10. This defined benefit scheme provides benefits related to salary for its members and is unaffected by the investment return achieved on the Scheme’s assets. Pensions paid to retired employees, their dependents, and deferred benefits are subject to mandatory increases in accordance with annual pension increase legislation. The amount is determined by the Secretary of State and was based on the Retail Price Index (RPI) and has now been changed to the Consumer Price Index (CPI).

Pension Investment and Administration is governed also by Her Majesty’s Customs and Revenue Office (HMRC) setting out maximum values of benefit and reporting structures.

### Contributions

The Scheme is financed by contributions from employees and employers, together with income earned from investments. The surplus of contributions and investment income over benefits being paid is invested.

The contribution from employees is prescribed by statute at the rate of between 5.5% and 7.5% of pensionable pay depending upon their earnings.

Employers’ contribution rates are set following the actuarial valuation, which takes place every three years. The contribution rate reflects the fund deficit or surplus and is the rate at which employers need to contribute to achieve a 100% funding level projected over twenty five years.

Contribution rates for 2009-10 were based on the latest completed valuation of the Scheme’s financial position as at 31st March 2007 and are shown on pages 9 to 10.

The next actuarial valuation took place on 31 March 2010 and any changes to employer contribution rates, as a result of this valuation, will take effect from 1 April 2011.

### Benefits

The benefits payable under the Scheme are laid down by the 2007 Regulations. Pension payments are guaranteed and participating employers make up any shortfall in the Pension Fund.

The Scheme is a ‘final salary’ scheme and provides a pension as a proportion of final salary according to the length of service. For membership before 01 April 2008 a member is entitled to a lump sum retirement grant in addition to their pension. Employees having at least 3 months membership may choose to leave their benefits as deferred benefits in the Fund, or transfer to other arrangements. Pensions paid to retired employees and deferred benefits, are subject to mandatory increases in accordance with annual pension increase legislation. Further details on benefits are summarised on pages 41 to 43.

There is no restriction of 40 years scheme membership at age 60, but there is a lifetime allowance. At retirement a member has to declare any other benefits, not just from the LGPS but all pension provision, to ensure all benefits are within this limit. A tax charge is imposed if this limit is exceeded or if the member fails to make the declaration.

Members can convert a portion of their annual pension to provide a larger tax free lump sum at retirement.

Retirement too can be more flexible with the employers' approval. Regulations enable a person to continue with their employment with reduced pay and also receive their pension. Employers must agree to both releasing the pension and the terms of the reduced pay.

## **Internal Dispute Procedure**

The first stage of a dispute is, generally, looked at by the claimants' employer. The second stage referral is to the County Council and the Nominated Person. For information please contact the Pension Services Manager.



## Membership

Members are made up of three main groups. Firstly, the contributors – those who are still working and paying money into the Fund. Secondly, the pensioners – those who are in receipt of a pension and thirdly by those who have left their employment with an entitlement to a deferred benefit on reaching pensionable age.

The table below provides the composition of the Fund's membership for the five years 2005/06 to 2009/10.

	2005-06	2006-07	2007-08	2008-09	2009-10
<b>Contributory Employees</b>					
Oxfordshire County Council	13,334	13,496	13,897	14,420	14,964
Other Scheduled Bodies	5,363	5,425	5,368	5,563	5,361
Admitted Bodies	1,074	1,086	1,057	987	951
	<b>19,771</b>	<b>20,007</b>	<b>20,322</b>	<b>20,970</b>	<b>21,276</b>
<b>Pensioners and Dependants</b>					
Oxfordshire County Council	4,524	4,813	5,109	5,458	5,877
Other Scheduled Bodies	3,148	3,248	3,403	3,583	3,820
Admitted Bodies	209	260	323	386	435
	<b>7,881</b>	<b>8,321</b>	<b>8,835</b>	<b>9,427</b>	<b>10,132</b>
<b>Deferred Pensioners</b>					
Oxfordshire County Council	4,738	6,284	7,643	8,733	9,450
Other Scheduled Bodies	3,269	3,515	3,837	4,083	4,379
Admitted Bodies	392	443	490	567	659
	<b>8,399</b>	<b>10,242</b>	<b>11,970</b>	<b>13,383</b>	<b>14,488</b>

Employees of the County and District Councils as well as Oxford Brookes University and the further education colleges have the right to join the Scheme. Parish Councils and Town Councils pass resolutions to enable staff to join LGPS, whereas Admitted Bodies must nominate employees.

- The main changes in 2009/10 were as follows: -
- The number of contributory employees increased by 306.
- The number of pensioners & dependants increased by 705.

The number of deferred pensioners increased by 1,105. In addition to these, a further 3,643 former members have left their contributions in the Fund, pending a decision on whether to opt for a refund or a transfer.

The table below provides details of members for the Other Scheduled Bodies.

Oxford City Council	1,180	South Oxon District Council	266
Cherwell District Council	596	Oxford Brookes University	1,707
Vale of White Horse District Council	270	Other	1,067
West Oxon District Council	275		

Participating  
Employers

<b>Scheduled Bodies</b> <i>(Contributions are shown as a percentage of pensionable pay)</i>	<b>Contribution Rate %</b> <b>2009/10</b>	<b>Scheduled Bodies</b> <i>(Contributions are shown as a percentage of pensionable pay)</i>	<b>Contribution Rate %</b> <b>2009/10</b>
Abingdon Town Council	21.5	North Oxfordshire Academy	19.3
Abingdon & Witney College	16.9	Old Marston Parish Council	15.7
Banbury Town Council	16.8	Oxford Brookes University	18.5
Benson Parish Council	15.6	Oxford City Council	20.2
Berinsfield Parish Council	15.5	Oxford & Cherwell College	14.2
Bicester Town Council	19.4	Oxfordshire County Council	19.3
Carterton Town Council	19.9	Risinghurst & Sandhills Parish Council	*
Cherwell District Council	21.7	Rotherfield Greys Parish Council	16.5
Chalgrove Parish Council	16.6	Rotherfield Peppard Parish Council	16.4
Chinnor Parish Council	17.7	South Oxfordshire District Council	16.5
Chipping Norton Town Council	17.9	Sutton Courtenay Parish Council	22.2
Cumnor Parish Council	15.7	Thame Town Council	20.5
Didcot Town Council	21.0	The Oxford Academy	19.1
Eynsham Parish Council	16.3	Vale of White Horse District Council	24.4
Faringdon Town Council	15.4	Wallingford Town Council	22.6
Henley College	17.0	Wantage Town Council	*
Henley-on-Thames Town Council	15.7	West Oxfordshire District Council	21.2
	Plus £13,700	Wheatley Parish Council	15.5
Kidlington Parish Council	19.8	Whitchurch Parish Council	*
Littlemore Parish Council	*	Witney Town Council	15.7
Marcham Parish Council	16.3		Plus £18,400
North Hinksey Parish Council	*	Woodstock Town Council	15.7
			Plus £2,256

\*No active members at the date of the last valuation (31 March 2007). A contribution rate will be advised by the actuary at the date an active member joins the fund.

Participating  
Employers

**Admitted Bodies**  
*(Contributions are shown as a percentage of pensionable pay)*

**Contribution Rate %**  
**2009/10**

**Admitted Bodies**

Abingdon & District Citizens Advice Bureau	20.9
ACE Centre Advisory Trust	21.0
Banbury Citizens Advice Bureau	20.3
Banbury Homes	16.7
	Plus £10,800
Barnardo's	20.0
CAPITA	17.1
CfBT Careers Service Ltd	19.9
	Plus £174,000
Charter Community Housing	18.8
Cherwell Housing Trust	22.1
Connexions	19.3
Cottsway Housing Association Ltd	20.7
Elmore Community Services	18.5
Fusion Lifestyle	20.2
KGB Cleaning & Support Services	18.1
Museums, Libraries & Archives London	23.7
Nexus Community	27.2
NORCAP	17.4
Order of St John's Care Trust	31.4

**Admitted Bodies**  
*(Contributions are shown as a percentage of pensionable pay)*

**Contribution Rate %**  
**2009/10**

Oxford Community Work Agency	19.0
Oxford Inspires	17.0
Oxford Homeless Pathways	16.7
	Plus £1,900
Oxfordshire Archaeological Unit Ltd	16.7
	Plus £69,300
Oxfordshire Community Foundation	20.7
Oxfordshire Council for Voluntary Action	16.7
	Plus £5,100
Oxfordshire Mental Health Matters	19.4
Oxfordshire Youth Arts Partnership	15.9
Reading Quest	16.7
SOLL Leisure	27.2
SOLL Vale	21.4
Swalcliffe Park School Trust	16.7
	Plus £27,000
Thames Valley Partnership	24.7
The Vale Housing Association Ltd	21.1
	Plus £89,700
United Sustainable Energy Authority	20.1
West Oxfordshire Citizen Advice Bureau	16.7
	Plus £860

## Economic Background

The severe recession experienced in the developed economies became milder during the first half of 2009, and quarterly growth resumed in the United States in the third quarter of the year, although the UK only returned to growth in the fourth quarter. By March 2010, the picture was still mixed, with year-on-year growth of 2.5% for the US, while the UK, Europe and Japan were still at or slightly below their March 2009 levels. In the emerging economies, by contrast, growth had already returned to pre-crisis levels, and in China and India the central banks had begun to raise interest rates in order to prevent overheating in their economies.

Governments everywhere had provided fiscal and monetary support of unprecedented magnitude, to prevent an even worse recession, and these had reassured investors that further collapses in the financial sector were no longer likely. This had restored confidence to the equity markets, which recovered strongly, most notably in the third quarter of 2009 when index gains of 20 – 30% were commonplace. Similarly, the spreads on corporate bonds relative to government bonds narrowed considerably from the crisis levels of March 2009, giving sizeable capital gains.

The effects of the recession on government balance sheets, however, became increasingly evident as the year progressed. In the UK, the fiscal deficit for 2009/10 has reached almost 12% of GDP, and is forecast to exceed 11% in 2010/11. The new issuance of gilt-edged stock to fund this deficit was assisted by the Bank of England's £200bn 'quantitative easing' programme, but markets will need to absorb considerable quantities of gilts for several years to come.

A more acute problem of government financing has surfaced in Greece and other members of the Eurozone. With markets increasingly taking the

view that Greece would be unable to service all of its debts, yields on its bonds rose very sharply, and in May 2010 a rescue package for the heavily-indebted Eurozone countries was mounted by the IMF, the ECB and the EU itself. While this aims to deal with their funding needs in the next two years, it is still not clear how they will finance themselves thereafter. It will be a challenge for governments to gain popular acceptance for the austerity measures necessary to rein in the fiscal deficits.

## Market Returns

All equity markets recorded very strong gains during the year, with particular strength in Emerging Markets, as shown in the following Table. UK Government bond yields rose slightly during the year, but the narrowing of corporate bond spreads gave good returns in this sector. Commercial Property prices in the UK began to rise in the third quarter of 2009, after a long slump, and have continued to recover since then.

## Outlook

The widespread optimism seen in the second half of 2009 regarding economic growth has given way to a more realistic appreciation of the residual problems of the credit crisis – massive government fiscal deficits, cuts in government spending and high levels of unemployment. The recent weakness in sterling and the Euro relative to the dollar may be beneficial to terms of trade, but puts more pressure on the inflation targets in UK and Europe. With government finances under pressure in the developed economies, and economic growth sluggish as a consequence, it is hard to be excited by the prospects for gains in equity or bond markets in the coming year.

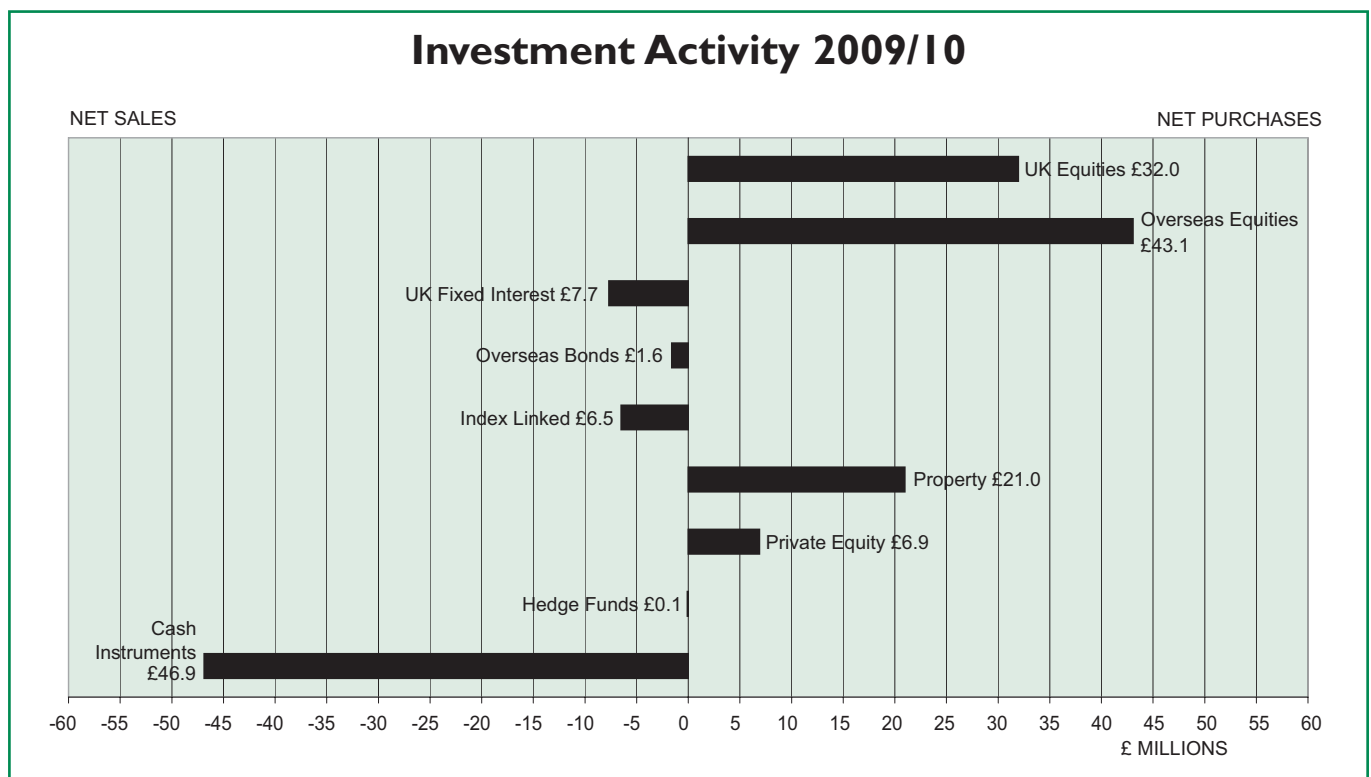
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Table showing the total returns (capital plus income) in sterling terms calculated on major indices for the year to 31 March 2010.

<b>SECTOR</b>		<b>INDEX</b>	<b>% Total Returns Year to 31.3.10</b>
<b>Equities</b>	UK	FTSE Actuaries All Share	52.3
	North America	FTSE North American Developed	43.2
	Japan	FTSE Japan Developed	29.6
	Europe	FTSE Europe (ex UK) Developed	48.2
	Asia Pacific (ex Japan)	FTSE Asia Pacific (ex Japan) Developed	69.7
	Emerging Markets	MSCI Emerging Markets Free	71.6
<b>Bonds</b>	UK Government	FTSE Government UK Gilts All Stocks	0.8
	UK Index-Linked	FTSE Government Index- Linked (over 5 years)	10.4
	UK Corporate Bonds	iBoxx Sterling Non-Gilt All Stocks Index	20.9
	Overseas	JP Morgan Traded WXUK	0.0
<b>Cash</b>	UK	7 DAY £ LIBID INDEX	0.4
<b>Property</b>	UK Commercial	HSBC All Balanced Funds Index	11.6

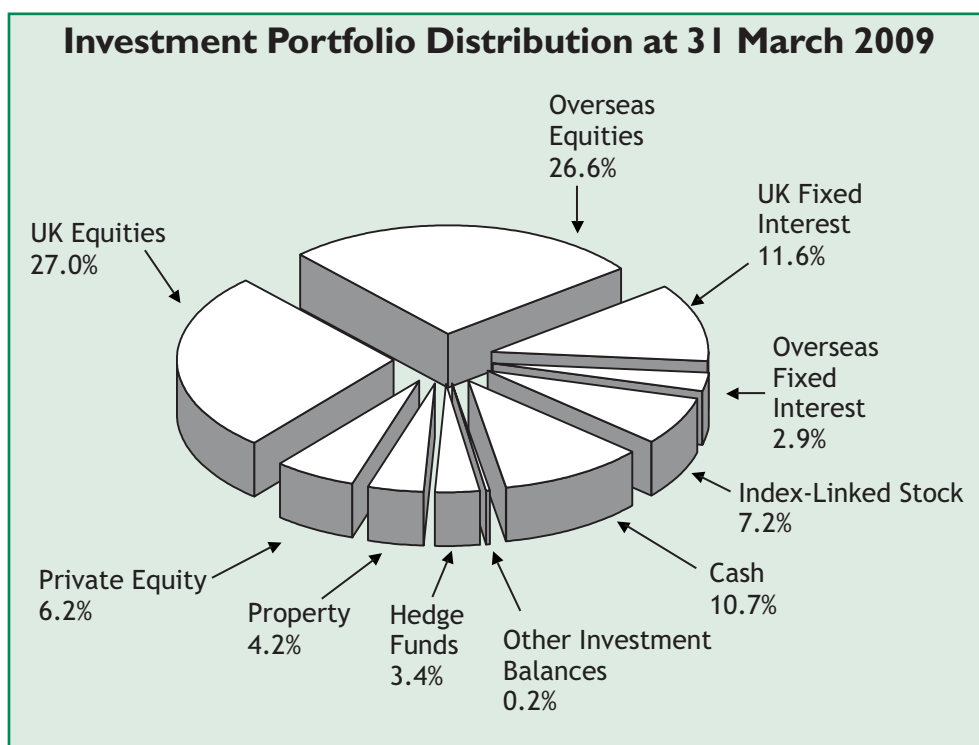
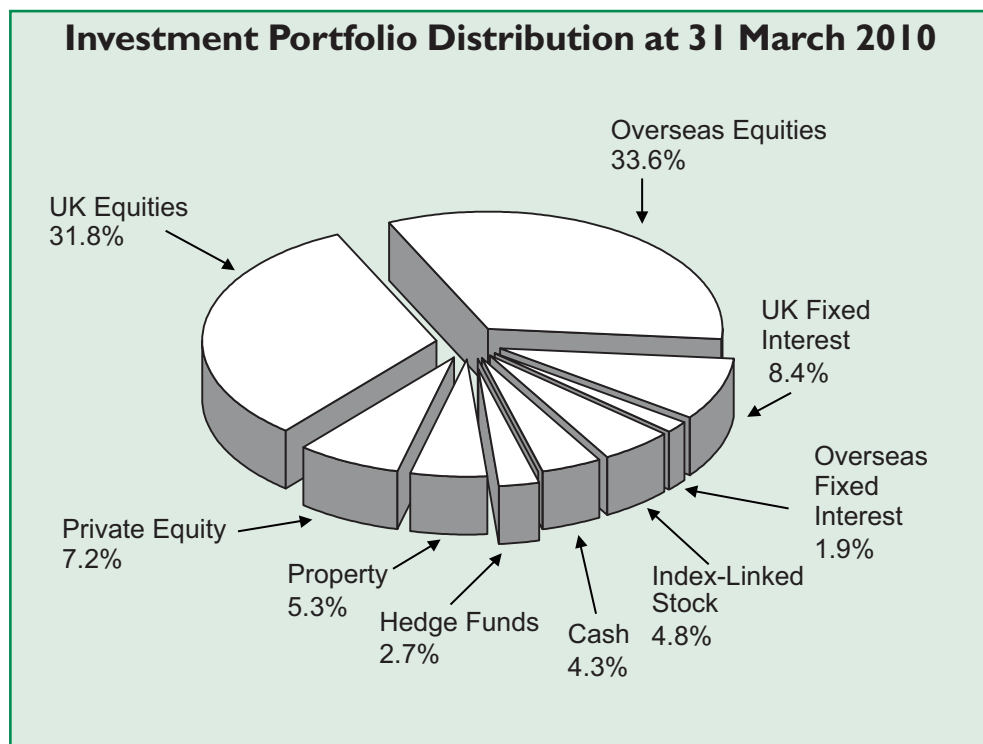
## Investment Activity

The Pension Fund invested a net £40 million during the year ended 31 March 2010. The amounts invested or disinvested in each principal category of asset are shown in the chart below.

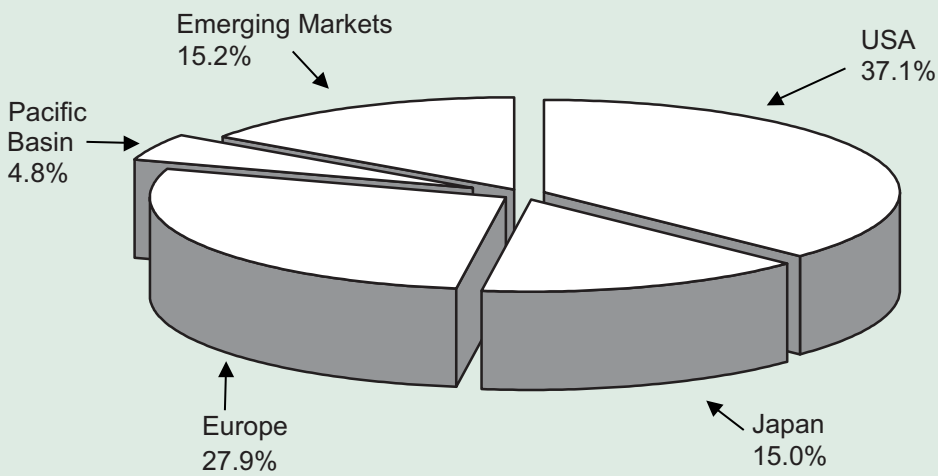


**Portfolio Distribution**

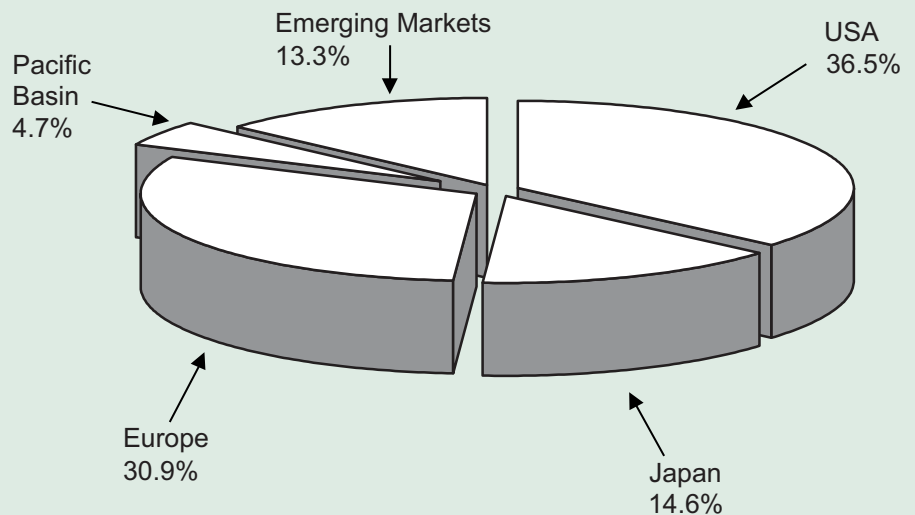
The distribution of the Pension Fund amongst the principal categories of assets as at 31 March 2010 is shown in the chart below. A comparative chart of the position at 31 March 2009 is also shown. The two further charts show the distribution of overseas investments at 31 March 2010 and 31 March 2009. Changes in the asset weightings, from one year to another, are due to investment activity and market movements.



**Overseas Investment Distribution at 31 March 2010**



**Overseas Investment Distribution at 31 March 2009**



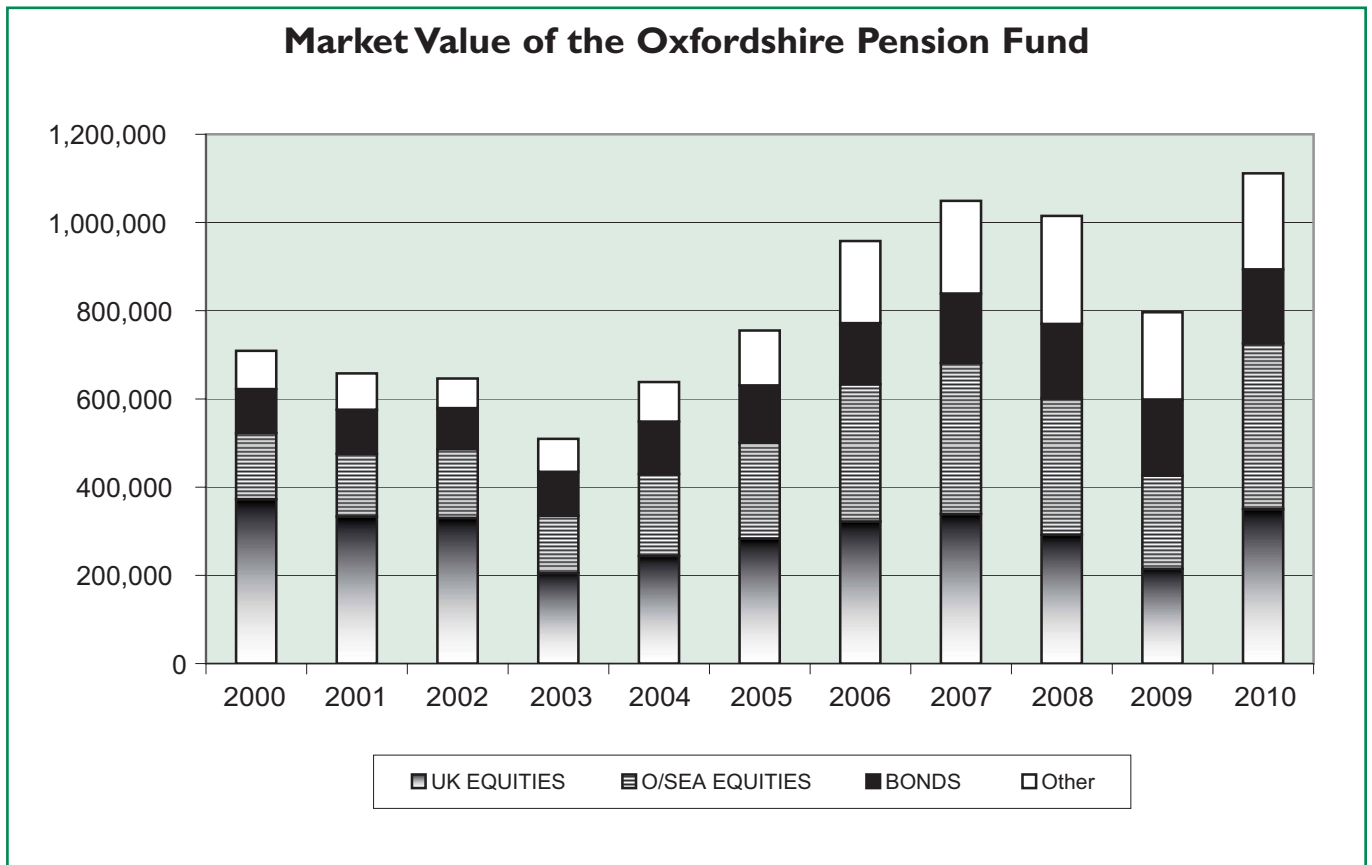


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**Portfolio Asset Allocation over the Ten Years to March 2010**

The total assets of the Pension Fund have grown from £709 million at end of March 2000 to £1,112 million at end of March 2010 (see chart below).

Over the period the percentage in UK equities decreased from 52.5% to 31.5% whilst bonds increased from 14.0% to 15.1%



Note: In 2008 the basis of valuation changed from mid-price to bid-price

## Investment Benchmark and Performance

An annual review of the Pension Fund's strategic asset allocation was undertaken in September 2009. In reviewing the allocation the previous year, a decision in principle was taken to increase the proportion of the fund invested in private equity from 6% to 10%. The September 2009 review formally increased the private equity allocation to 10%, lowering the target allocation for UK and Overseas Equities by 2% in each case.

The review also introduced allowable ranges into the asset allocation strategy. The Independent Financial Adviser proposed this so that there was some flexibility at the margin in rebalancing the fund. It also avoids mechanically rebalancing the distribution of assets when there is no compelling need, potentially at a cost to the fund. A process was introduced whereby the officers consider the allocation of assets at the end of each quarter, with a view to considering a rebalancing after consultation with the Independent Financial Adviser and the Chairman of the Committee

The Fund uses WIM Performance Services to independently measure investment performance. Investment performance returns for all of the Oxfordshire Pension Fund's managers and at the total fund level are reported quarterly to the Pension Fund Committee. A representative from the WIM Company also gives an annual presentation to the Pension Fund each August. The table below provides details of the Pension Fund's one and three year investment returns, on an annualised basis, for each asset class.

Asset	Strategic Asset Allocation Benchmark %	One Year Ended 31 March 2010		Three Years Ended 31 March 2010	
		Benchmark Return %	Oxfordshire Total Fund %	Benchmark Return %	Oxfordshire Total Fund %
UK Equities	28.8	52.3	47.8	-0.2	-1.2
Overseas Equities	12.2	48.3	58.4	5.0	6.5
* Global Equities	22	48.4	53.8	5.2	-3.7
UK Gilts	3	0.8	1.3	6.1	7.1
Index Linked Gilts	5	10.4	11.2	6.8	7.3
Overseas Bonds	2	2.6	3.7	n/a	11.1
Corporate Bonds	6	20.9	21.9	4.1	4.7
Property	8	11.6	14.4	-10.2	-15.9
Private Equity	10	68.7	42.3	-12.8	-7.0
Hedge Funds	3	3.8	13.2	6.9	-0.7
† Cash	0	n/a	-0.7	n/a	2.2
<b>Total Fund</b>	<b>100</b>	<b>39.7</b>	<b>35.8</b>	<b>1.7</b>	<b>-0.7</b>

\* The Global Equity benchmarks have assumed a 10% allocation to UK Equities. In practice the actual allocation will continuously fluctuate.

† Cash includes cash held by Fund Managers.

**Investment  
Benchmark  
and  
Performance**

The Fund appoints a number of Fund Managers to manage the Fund's assets. The performance of the Fund Managers against their benchmark is shown in the following table. Each Fund Manager is given a different target to outperform their benchmark over a three year rolling period.

Asset	Target %	One Year Ended 31 March 2010		Three Years Ended 31 March 2010	
		Benchmark Return %	Oxfordshire Return %	Benchmark Return %	Oxfordshire Return %
Alliance Bernstein Global Equities	+ 3.0	48.3	53.0	5.2	-3.6
Baillie Gifford UK Equities	+ 1.25	52.3	44.7	-0.2	-0.6
UBS Overseas Equities	+ 1.0	47.5	54.0	4.8	5.5
Legal & General UK Equities	nil	50.4	50.9	-	-
Legal & General Bonds	+ 0.4	11.3	11.8	6.1	6.9
UBS Property	+ 1.0	9.9	14.6	-10.7	-15.9
Private equity	+ 1.0	68.7	42.3	-12.8	-7.0
UBS Hedge Funds	+ 3.0	3.8	13.2	6.9	-0.7
Cash	-	0.4	1.5	3.2	3.8
<b>Total Fund</b>	<b>100</b>	<b>39.7</b>	<b>35.8</b>	<b>1.7</b>	<b>-0.7</b>

Cash held by Fund Managers is included within total Fund Manager performance.

Further investment performance details comparing the Oxfordshire Pension Fund with other local authority funds and indices are shown in the table below:

% Returns per annum for the financial year ended 31 March 2010				
<b>Actual Returns</b>	1 year	3 years	5 years	10 years
Oxfordshire Total Fund Return	35.8	-0.7	5.5	2.5
<b>Average Returns and other Comparators</b>				
WM Local Authority Average Return	35.2	1.7	7.1	3.8
Oxfordshire Benchmark	39.7	1.7	7.0	3.6
Retail Price Index	2.3	2.6	3.0	2.7
Average Earnings	5.5	3.6	3.7	3.8

\*The five and ten year benchmark figures are a composite of the current customised benchmark and the previously used peer group benchmark.

**FUND ACCOUNT FOR THE YEAR ENDED 31 MARCH 2010**

	Notes	2010 £000	2009 £000
<b>CONTRIBUTIONS AND BENEFITS</b>			
Contributions Receivable:	2	(81,443)	(82,061)
Transfers from Other Schemes	3	(10,423)	(7,157)
<b>Income Sub Total</b>		<b>(91,866)</b>	<b>(89,218)</b>
Benefits Payable:	4	54,785	49,143
Payments to and on account of leavers	5	9,284	4,685
Administrative expenses borne by the Scheme	7	1,103	1,003
<b>Expenditure Sub Total</b>		<b>65,172</b>	<b>54,831</b>
<b>Net Additions from dealings with members</b>		<b>(26,694)</b>	<b>(34,387)</b>
<b>RETURNS ON INVESTMENTS</b>			
Investment Income	6	(24,686)	(26,270)
Commission Recapture		(5)	(1)
Change in Market Value of Investments		(266,878)	275,595
Less Investment Management Expenses	7	2,843	2,794
Less Taxation	6	434	502
<b>Net returns on investments</b>		<b>(288,292)</b>	<b>252,620</b>
<b>Net increase in fund during the year</b>		<b>(314,986)</b>	<b>218,233</b>
Opening Net Assets of the Scheme		796,635	1,014,868
<b>Closing Net Assets of the Scheme</b>		<b>1,111,621</b>	<b>796,635</b>

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**NET ASSETS AS AT 31 MARCH 2010**

	Notes	2010 £000	2009 £000
<b>INVESTMENT ASSETS</b>	10		
Fixed Interest Securities		114,276	115,246
Equities		395,823	263,743
Index Linked Securities		53,033	57,021
Pooled Investment Vehicles		435,624	251,612
Private Equity		61,912	36,924
Derivative Assets		192	161
Cash		49,001	67,978
Other Investment Balances		5,812	6,182
<b>INVESTMENT LIABILITIES</b>			
Derivative Liabilities		(750)	(375)
Other Investment Liabilities		(4,847)	(4,594)
<b>Total Investments</b>		<b>1,110,076</b>	<b>793,898</b>
<b>CURRENT ASSETS AND CURRENT LIABILITIES</b>			
Other Debtors	11	3,667	3,634
Other Creditors	12	(2,122)	(897)
<b>Net current assets</b>		<b>1,545</b>	<b>2,737</b>
<b>Net Assets</b>		<b>1,111,621</b>	<b>796,635</b>

The accounts summarise the transactions of the scheme and deal with the net assets at the disposal of the Pension Fund Committee members.

The accounts do not take account of the obligation to pay future benefits which fall due after the year end. The actuarial position of the scheme which takes into account these obligations is dealt with in the Actuarial Statement on page 39.

## STATEMENT OF ACCOUNTS 2009/10

### Note 1 - Accounting Policies

#### Basis of Preparation

The accounts have been prepared in accordance with the requirements of the Local Government Pension Scheme Regulations 2008 (as amended) and with the requirements of the Code of Practice on Local Authority Accounting in the United Kingdom (2009) – A Statement of Recommended Practice. The new Pensions SORP (The Financial Reports of Pension Schemes – A Statement of Recommended Practice (2007)) has been incorporated into the 2009 edition of the Code of Practice on Local Authority Accounting. The Pension Fund financial statements have been prepared in accordance with the provisions of Chapter 2 Recommended Accounting Practice of the Pension SORP 2007.

Regulation 5(2)(c) of the Pension Scheme (Management and Investment of Funds) Regulations 1998 (SI 1998 No 1831) prohibits administering authorities from crediting Additional Voluntary Contributions to the Pension Fund. In consequence Additional Voluntary Contributions are excluded from the Net Assets Statement and are disclosed separately in note 15.

#### Investments

Investments are shown in the accounts at market value, which has been determined as follows:

- (a) The majority of listed investments are stated at the bid price or the last traded price, depending on the convention of the stock exchange on which they are quoted, as at 31 March 2010;
- (b) Unlisted securities are included at fair value, estimated by having regard to the latest dealings, professional valuations, asset values and other appropriate financial information;

- (c) Pooled Investment Vehicles are stated at bid price for funds with bid/offer spreads or single price where there are no bid/offer spreads, as provided by the investment manager.
- (d) Where appropriate, investments held in foreign currencies have been valued on the relevant basis and translated into sterling at the rate ruling on 31 March 2010.
- (e) Fixed interest stocks are valued on a 'clean' basis (ie. the value of interest accruing from the previous interest payment date to the valuation date has been included within the debtor for accrued income).
- (f) Derivatives are stated at market value. Exchange traded derivatives are stated at market values determined using market quoted prices. For exchange traded derivative contracts which are assets, market value is based on quoted bid prices. For exchange traded derivative contracts which are liabilities, market value is based on quoted offer prices.

Forward foreign exchange contracts are valued by determining the gain or loss that would arise from closing out the contract at the reporting date by entering into an equal and opposite contract at that date.

All gains and losses arising on derivative contracts are reported within 'Change in Market Value'.

#### Foreign Currencies

Balances denominated in foreign currencies are translated at the rate ruling at the net assets statement date. Asset and liability balances are translated at the bid and offer rates respectively. Transactions denominated in foreign currencies are translated at the rate ruling at the date of transaction. Differences arising on investment balance translation are accounted for in the change in market value of investments during the year.

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### Contributions

Employee normal contributions are accounted for when deducted from pay. Employer normal contributions that are expressed as a rate of salary are accounted for on the same basis as employees' contributions, otherwise they are accounted for in the period they are due under the Schedule of Contributions. Employer augmentation contributions are accounted for in accordance with the agreement under which they are being paid, or in the absence of an agreement on a cash basis. Employer deficit funding contributions are accounted for on the due dates on which they are payable in accordance with the Schedule of Contributions and recovery plan under which they are being paid. The Actuary at his triennial valuations of the Fund's assets and liabilities determines the employers' rate for contributions. Employees' contributions have been included at rates required by the Local Government Pension Scheme Regulations.

### Benefits, Refunds of Contributions and Transfer Values

Benefits payable and refunds of contributions have been brought into the accounts on the basis of valid claims that were paid during the year. The accounts do not take account of liabilities to pay pensions and other benefits after the scheme year-end. Transfer values are those sums paid to, or received from, other pension schemes and relate to periods of previous pensionable employment. Transfer values have been included in the accounts on the basis of the date when agreements were concluded.

In the case of inter-fund adjustments provision has only been made where the amount payable or receivable was known at the year end.

Group transfers are accounted for in accordance with the terms of the transfer agreement.

### Investment Income

Dividends and interest have been accounted for on the accruals basis. Dividends from quoted securities are accounted for when the security is declared ex-div.

Interest is accrued on a daily basis. Investment income is reported net of attributable tax credits but gross of withholding taxes which are accrued in line with the associated investment income.

Irrecoverable withholding taxes are reported separately as a tax charge.

Investment income arising from the underlying investments of the Pooled Investment Vehicles is reinvested within the Pooled Investment Vehicles and reflected in the unit price. It is reported within 'Change in Market Value'.

Foreign income has been translated into sterling at the date of the transaction. Income due at the year-end was translated into sterling at the rate ruling at 31 March 2010.

### Investment Management and Scheme Administration

A proportion of relevant County Council officers' salaries, including salary oncosts, have been charged to the Fund on the basis of actual time spent on scheme administration and investment related business. The fees of the Fund's investment managers have been accounted for on the basis contained within their respective management agreements.

### Expenses

Expenses are accounted for on an accruals basis.

## Note 2 – Contributions

	2009/10 £000	2008/09 £000
<b>Employers</b>		
Normal	(43,549)	(41,904)
Augmentation	(74)	(49)
Deficit Funding	(15,803)	(19,485)
Costs of Early Retirement	(1,929)	(1,469)
	<b>(61,355)</b>	<b>(62,907)</b>
<b>Members</b>		
Normal	(19,470)	(18,625)
Additional*	(618)	(529)
	<b>(20,088)</b>	<b>(19,154)</b>
<b>Total</b>	<b>(81,443)</b>	<b>(82,061)</b>

Deficit funding contributions are being paid by the employers into the scheme in accordance with a 25 year recovery plan, with the exception of one employer who has a 12 year recovery plan.

\*Local Government Scheme Additional Employees contributions are invested within the Fund, unlike AVCs which are held separately, as disclosed in Note 15.

	Employer Contributions		Members Contributions	
	2009/10 £000	2008/09 £000	2009/10 £000	2008/09 £000
Oxfordshire County Council	(34,583)	(31,841)	(11,592)	(10,650)
Scheduled Bodies	(21,859)	(26,623)	(7,202)	(7,217)
Admitted Bodies	(4,913)	(4,443)	(1,294)	(1,287)
<b>Total</b>	<b>(61,355)</b>	<b>(62,907)</b>	<b>(20,088)</b>	<b>(19,154)</b>



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**Note 3 – Transfers in**

	<b>2009/10 £000</b>	2008/09 £000
Group Transfers In from other schemes	0	0
Individual Transfers In from other schemes	(10,423)	(7,157)
<b>Total</b>	<b>(10,423)</b>	<b>(7,157)</b>

**Note 4 – Benefits**

	<b>2009/10 £000</b>	2008/09 £000
Pensions Payable	41,218	37,502
Lump Sums - Retirement Grants	12,306	10,535
Lump Sums - Death Grants	1,261	1,106
<b>Total</b>	<b>54,785</b>	<b>49,143</b>

	<b>Pensions Payable</b>		<b>Lump Sums</b>	
	<b>2009/10 £000</b>	2008/09 £000	<b>2009/10 £000</b>	2008/09 £000
Oxfordshire County Council	20,185	18,527	6,137	5,593
Scheduled Bodies	19,436	17,630	6,116	5,001
Admitted Bodies	1,597	1,345	1,314	1,047
<b>Total</b>	<b>41,218</b>	<b>37,502</b>	<b>13,567</b>	<b>11,641</b>

## Note 5 – Payments to and on account of leavers

	2009/10 £000	2008/09 £000
Refunds of Contributions	42	59
Group Transfers Out to other schemes	0	0
Individual Transfers Out to other schemes	9,242	4,626
<b>Total</b>	<b>9,284</b>	<b>4,685</b>

## Note 6 – Investment Income

	2009/10 £000	2008/09 £000
UK Government Stock and Other Fixed Interest	(5,116)	(5,088)
UK Index Linked Bonds	(3,306)	(1,618)
UK Equities and Convertibles	(7,043)	(6,145)
Overseas Equities	(4,413)	(6,606)
Overseas Bonds	(656)	(890)
Overseas Index Linked Bonds	(25)	(179)
Pooled Investment Vehicles	(2,423)	(2,420)
Cash	(591)	(2,823)
Private Equity	(908)	(356)
Securities Lending	(205)	(145)
	(24,686)	(26,270)
Irrecoverable withholding tax	434	502
<b>Total</b>	<b>(24,252)</b>	<b>(25,768)</b>

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**Note 7 – Administration & Investment Management Expenses**

	<b>2009/10 £000</b>	2008/09 £000
<u>Administrative Expenses</u>		
Administration Costs recharged by OCC	815	687
Actuarial Fees	69	66
Audit Fees	37	50
Other	182	200
	1,103	1,003
<u>Investment Management Expenses</u>		
Administration Costs recharged by OCC	208	190
Investment Management & Custody Fees	2,529	2,427
Other	106	177
	2,843	2,794

Investment Manager & Custody Fees are mostly calculated on a fixed sliding scale basis and are applied to the market value of the assets managed.

**Note 8 – Securities Lending**

In April 2004 the Fund introduced an arrangement with its custodian BNY Mellon to lend eligible securities from within its portfolio of stocks to third parties in return for collateral. Lending is limited to a maximum of 25% of the aggregate market value of the fund.

Collateralised lending generated income of £205,241 in 2009/10 (2008/09 £145,436). This is included within investment income in the Pension Fund Accounts. At 31 March 2010 £18,389,751 worth of stock (2% of the Fund) was on loan, for which the Fund was in receipt of £20,202,450 worth of collateral.

## **Note 9 – Related Party Transactions**

The Pension Fund is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Pension Fund or to be controlled or influenced by the Pension Fund. Disclosure of these transactions allows readers to assess the extent to which the Pension Fund might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Pension Fund.

As the County Council is the designated statutory body responsible for administering the Oxfordshire Pension Fund, it is a related party.

For the 12 months ended 31 March 2010, the County Council made employer contribution payments to the Pension Fund of £34,583,051 (2008/09 £31,840,844).

For the 12 months ended 31 March 2010, the Pension Fund had an average cash balance on deposit with the County Council of £30.3 million (2008/09 - £23.3m). The interest paid on this cash balance by the County Council – on the basis of the average rate achieved on the County Council's own lending- totalled £312,733 (2008/09 £1,134,051), net of management fees.

The County Council was reimbursed £1,023,452 (2008/09 £876,489) by the Pension Fund for administration costs incurred by the County Council on behalf of the Pension Fund.

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Included within the purchases and sales figures below are transaction costs of £454,444. Costs are also borne by the scheme in relation to transactions in pooled investment vehicles. However, such costs are taken into account in calculating the bid/offer spread of these investments and are not therefore separately identifiable.

There have been no employer-related investments at any time during the year.

**Note 10 – Investments**

	Value at 1.4.2009	Purchases at Cost & Derivative Payments £'000	Sales Proceeds & Derivative Receipts £'000	Change in Market Value £'000	Cash Movement £'000	Increase in Debtors / (Creditors) £'000	Value at 31.3.2010 £'000
<b>Fixed Interest Securities</b>	115,246	249,005	(258,288)	8,313			114,276
<b>Equities</b>	263,743	164,170	(150,681)	118,591			395,823
<b>Index Linked Securities</b>	57,021	69,970	(76,470)	2,512			53,033
<b>Pooled Investment Vehicles</b>	251,612	98,598	(28,522)	113,936			435,624
<b>Private Equity</b>	36,924	1,527	(351)	23,812			61,912
<b><u>Derivative Assets</u></b>							
<b>Futures</b>	81	0	(415)	348			14
<b>FX</b>	(295)	4,046	(4,011)	(312)			(572)
<b>Other Investment Balances</b>	1,588					(623)	965
<b>Cash Deposits</b>	67,978	221,221	(250,032)	(322)	10,156		49,001
	<b>793,898</b>	<b>808,537</b>	<b>(768,770)</b>	<b>266,878</b>	<b>10,156</b>	<b>(623)</b>	<b>1,110,076</b>

## Fixed Interest Securities

	2009/10 £000	2008/09 £000
UK Public Sector	27,847	32,639
UK Other	65,532	59,510
Overseas Public Sector	20,897	23,097
	<b>114,276</b>	<b>115,246</b>

## Equity Investments

	2009/10 £000	2008/09 £000
UK Listed Equities	219,691	142,466
Overseas Listed Equities		
USA	82,788	57,643
Japan	20,657	10,005
Europe	57,607	41,296
Pacific Basin	4,313	3,570
Emerging Markets	10,767	8,763
	<b>395,823</b>	<b>263,743</b>

## Index linked Securities

	2009/10 £000	2008/09 £000
UK Public Sector	53,033	54,398
UK Other	0	0
Overseas Public Sector	0	255
Overseas Other	0	2,368
	<b>53,033</b>	<b>57,021</b>

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## Pooled Investment Vehicles

	<b>2009/10 £000</b>	2008/09 £000
UK Registered Managed Funds – Property	16,141	4,946
Non UK Registered Managed Funds - Property	1,779	0
UK Registered Managed Funds - Other	130,215	72,144
Non UK Registered Managed Funds – Other	96,792	62,049
UK Registered Property Unit Trusts	41,081	27,981
Non UK Registered Unit Linked Insurance Fund	149,616	84,492
	<b>435,624</b>	251,612

## Private Equity

	<b>2009/10 £000</b>	2008/09 £000
Listed Investments	61,893	36,905
Unlisted Investments	19	19
	<b>61,912</b>	36,924

## Derivative Contracts

### Objectives and policies

The Pension Fund Committee have authorised the use of derivatives by their investment managers as part of their investment strategy for the pension scheme.

The main objectives and policies followed during the year are summarised as follows:

Futures-index based futures contracts, with an underlying economic value broadly equivalent to cash held, were bought to avoid cash held being 'out of the market'.

Forward Foreign Exchange – in order to maintain appropriate diversification of investments within the portfolio and take advantage of overseas investment returns a proportion of the underlying investment portfolio is invested overseas. To balance the risk of investing in foreign currencies whilst having an obligation to settle benefits in Sterling, a currency hedging programme, using forward foreign exchange contracts, has been put in place to reduce the currency exposure of these overseas investments to the targeted level.

## Futures

The scheme had exchange traded overseas stock index futures outstanding at the year end relating to its overseas equity portfolio as follows:

Nature	Notional Amount £000	Duration	Asset Value at year end £000	Liability Value at year end £000
S&P stock future bought	1,152	3 months	14	0

Included within cash balances are £582,366 in respect of initial and variation margins arising on opening contracts at the year end.

## Forward Foreign Exchange (FX)

The scheme had open FX contracts at the year end as follows:

Contract	Settlement Date	Currency Bought '000	Currency Sold '000	Asset value At year end £000	Liability value At year end £000
Forward OTC	1 month	391 GBP	660 CAD		(38)
Forward OTC	1 month	5,304 GBP	8,440 USD		(261)
Forward OTC	1 month	9,905 GBP	11,250 EUR	37	(169)
Forward OTC	1 month	7,620 GBP	1,104,476 JPY		(175)
Forward OTC	1 month	3,210 EUR	2,889 GBP	16	(41)
Forward OTC	1 month	790 EUR	1,065 USD	3	(1)
Forward OTC	1 month	762 USD	560 EUR	3	
Forward OTC	3 months	10,687 GBP	11,914 EUR	119	(65)
				<b>178</b>	<b>(750)</b>



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**Other Investment Balances**

	<b>2009/10 £000</b>	2008/09 £000
<u>Debtors</u>		
Sale of Investments	1,992	2,067
Dividend & Interest Accrued	3,735	4,028
Inland Revenue	76	66
Other	9	21
	<b>5,812</b>	6,182
<u>Creditors</u>		
Purchase of Investments	(4,232)	(4,137)
Management Fees	(605)	(448)
Custodian Fees	(10)	(9)
	<b>(4,847)</b>	(4,594)
<b>Total</b>	<b>965</b>	1,588

**Cash**

	<b>2009/10 £000</b>	2008/09 £000
Sterling Interest Earning Deposits	49,001	67,978
	<b>49,001</b>	67,978

## Note 11 – Other Debtors

	<b>2009/10</b> <b>£000</b>	2008/09 £000
Employer Contributions	1,964	2,075
Employee Contributions	668	715
Transferred Benefits	700	536
Costs of Early Retirement	99	35
Other	236	273
	<b>3,667</b>	3,634

Contributions owed by Employers relating to both employee and employer contributions at 31 March 2010 have subsequently been received.

## Note 12 – Other Creditors

	<b>2009/10</b> <b>£000</b>	2008/09 £000
Transferred Benefits	(1,513)	(295)
Inland Revenue	(593)	(545)
Other	(16)	(57)
	<b>(2,122)</b>	(897)

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### Note 13 – Assets under External Management

The market value of assets under external fund management amounted to £995 million as at 31 March 2010. The table below gives a breakdown of this sum:

	2009/10		2008/09	
	Market Value £000	%	Market Value £000	%
Schroders	2	0.00%	2	0.00%
Alliance Bernstein	244,010	24.51%	159,185	23.03%
Baillie Gifford	203,855	20.48%	141,194	20.42%
Legal & General	292,969	29.43%	240,468	34.79%
UBS	253,871	25.51%	150,386	21.75%
Private Equity Cash Float	725	0.07%	69	0.01%
	<b>995,432</b>	<b>100.00%</b>	<b>691,304</b>	<b>100.00%</b>

### Note 14 – Taxation

The scheme is a 'registered pension scheme' for tax purposes under the Finance Act 2004. As such most of its income and investment gains are free of taxation.

However, the Scheme cannot reclaim certain amounts of withholding taxes relating to overseas investment income.

### Note 15 – Additional Voluntary Contributions

	2009/10 £000	2008/09 £000
<u>Value of AVC Fund at beginning of year</u>	14,590	14,299
Employee contributions	1,304	1,459
Investment income and change in market value	806	498
Benefits paid and transfers out	(1,539)	(1,661)
Management Fees	(7)	(5)
<b>Value of AVC Fund at end of year</b>	<b>15,154</b>	<b>14,590</b>

The funds are invested as follows:

	<b>2009/10 £000</b>	2008/09 £000
BGI Aquila UK Equity Index Fund	6	3
Deposit Fund	404	405
Prudential Cash Fund	105	72
Prudential Corporate Bond Fund	5	1
Prudential Discretionary Fund	256	149
Prudential Fixed Interest Fund	47	44
Prudential Global Equity Fund	51	31
Prudential Index Linked Fund	54	38
Prudential International Equity Fund	130	85
Prudential Pre-Retirement Fund	3	0
Prudential Property Fund	65	47
Prudential Retirement Protection Fund	140	42
Prudential Socially Responsible Fund	66	38
Prudential UK Equity (Active) Fund	83	51
Prudential UK Equity (Passive) Fund	254	150
With Profits Cash Accumulation Fund	13,485	13,434
<b>Total</b>	<b>15,154</b>	<b>14,590</b>

The AVC provider to the Fund is the Prudential. The assets of these investments are held separately from the Fund. The AVC provider secure additional benefits on a money purchase basis for those members electing to pay additional voluntary contributions. Members participating in this arrangement each receive an annual statement confirming the amounts held in their account and the movements in the year.

The Fund relies on individual contributors to check that deductions made on their behalf are accurately reflected in the statements provided by the Prudential. A summary of the information provided by the Prudential is shown in the tables above.

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## Note 16 – Contingent Liabilities and Assets

There are two contingencies to note:

1. Westminster College. An estimated bulk transfer payment of £0.6m is due to Oxfordshire County Council Pension Fund. The date for settling this balance has yet to be agreed.
2. Magistrates Court Staff transferred to Department of Constitutional Affairs (DCA) on 01 April 2005. Actuaries are currently working on the calculations of the payment to be made.

## Top Ten Holdings as at 31 March 2010

Value of the Fund's Top Ten Holdings	£000	% of Fund
HG Capital Trust	15,142	1.36
Electra Investment Trust	13,698	1.23
BHP Billiton	11,048	0.99
BG Group	10,787	0.97
HSBC	9,047	0.81
British American Tobacco	8,698	0.78
Royal Dutch Shell	7,753	0.70
Vodafone Group	7,616	0.69
Tesco	7,300	0.66
2.5% Treasury Index-Linked Gilt 2020	7,127	0.64

## Independent Auditor's Report to the Members of Oxfordshire County Council

I have audited the pension fund accounting statements for the year ended 31 March 2010.

The pension fund accounting statements comprise the Fund Account, the Net Assets Statement and the related notes. The pension fund accounting statements have been prepared under the accounting policies set out in the Statement of Accounting Policies.

This report is made solely to the members of Oxfordshire County Council in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 49 of the Statement of Responsibilities of Auditors and of Audited Bodies published by the Audit Commission in April 2008.

### Respective responsibilities of the Assistant Chief Executive & Chief Finance Officer and auditor

The Assistant Chief Executive & Chief Finance Officer is responsible for preparing the pension fund accounting statements, in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2009: A Statement of Recommended Practice. In preparing these pension fund accounting statements, the Assistant Chief Executive & Chief Finance Officer is responsible for:

- selecting suitable accounting policies and then applying them consistently;
- making judgments and estimates that were reasonable and prudent;
- keeping proper accounting records which were up to date;

- taking reasonable steps for the prevention and detection of fraud and other irregularities.

My responsibility is to audit the pension fund accounting statements and related notes in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the pension fund accounting statements give a true and fair view, in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2009: A Statement of Recommended Practice, the financial transactions of the pension fund during the year and the amount and disposition of the fund's assets and liabilities, other than liabilities to pay pensions and other benefits after the end of the scheme year. I also report to you whether, in my opinion, the information which comprises the commentary on the financial performance included within the Pension Fund Annual Report, is consistent with the pension fund accounting statements. That information comprises the sections on Investment Review and Investment Benchmark and Performance.

I review whether the governance compliance statement published in the Pension Fund Annual Report reflects compliance with the requirements of the Local Government Pension Scheme (Administration) Regulations 2008 and related guidance. I report if it does not meet the requirements specified by the Department of Communities and Local Government or if the statement is misleading or inconsistent with other

## Audit Report

information I am aware of from my audit of the accounting statements. I am not required to consider, nor have I considered, whether the governance statement covers all risks and controls. Neither am I required to form an opinion on the effectiveness of the Authority's corporate governance procedures or its risk and control procedures.

I read other information published with the pension fund accounting statements and related notes and consider whether it is consistent with the audited pension fund accounting statements. This other information comprises the remaining elements of the Pension Fund Annual Report. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the pension fund accounting statements and related notes. My responsibilities do not extend to any other information.

### **Basis of audit opinion**

I conducted my audit in accordance with the Audit Commission Act 1998, the Code of Audit Practice issued by the Audit Commission and International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the pension fund accounting statements and related notes. It also includes an assessment of the significant estimates and judgments made by the Authority in the preparation of the pension fund accounting statements and related notes, and of whether the accounting policies are appropriate to the Authority's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the pension fund accounting statements and related notes are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the pension fund accounting statements and related notes.

### **Opinion**

In my opinion:

- the pension fund accounting statements and related notes give a true and fair view, in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2009: A Statement of Recommended Practice, of the financial transactions of the Pension Fund during the year ended 31 March 2010, and the amount and disposition of the fund's assets and liabilities as at 31 March 2010, other than liabilities to pay pensions and other benefits after the end of the scheme year; and
- the information given in the commentary on financial performance included within the Pension Fund Annual Report is consistent with the pension fund accounting statements.

**Maria Grindley**  
**District Auditor**  
**Audit Commission**

## Statement of the Actuary for the year ended 31 March 2010

### Introduction

The last full triennial valuation of the Oxfordshire County Council Pension fund was carried as at 31 March 2007 in accordance with the Funding Strategy Statement of the fund. The results were published in the triennial valuation report dated March 2008.

### 2007 Valuation Results

The results of the fund were as follows:

- The Oxfordshire County Council Pension fund had a funding level of 78%, i.e. the assets amounted to 78% of the liability promises made as at that valuation date. This corresponded to a deficit of £299.4m at that time.
- The overall contribution rate was set at 19.9% of payroll assuming the funding level was to be restored over a 25 year period.
- The common contribution rate was set at 14.6% of payroll and individual employers paid additional contributions reflecting their own experience in the fund.
- The funding level of the fund had increased since the 2004 triennial valuation level of 65%.

### Valuation method

The contribution rates were calculated using the Projected Unit Method or the Attained Age Method. Employers remaining open to new entrants being valued on the Projected Unit Method, whereas the employers who did not allow new entrants to join were valued using the Attained Age method.

### Contribution Rates

The contributions rates, in addition to those paid by the members of the Fund, are set to be sufficient to meet

- The additional annual accrual of benefits allowing for future pay increases and increases to pension in payment when these fall due
- plus an amount to reflect each participating employer's notional share of value of the Fund's assets compared with 100% of their liabilities in the Fund in respect of service to the valuation date.

### Key Financial Assumptions

The liabilities were valued allowing for expected future investment returns and increases to benefits as determined by market levels at the valuation date as follows:

Rate of return on investments (Scheduled Bodies)	
Pre retirement	6.7% per annum
Post retirement	5.7% per annum
Rate of return on investments (Admitted Bodies)	
In Service	6.2% per annum
Left Service	5.2% per annum
Rate of increases in pay	4.7% per annum
Rate of Increases to pensions in payment	3.2% per annum



Actuarial  
Statement

**Asset valuation**

Assets were valued at their market values at the date of valuation.

**Post Valuation Events – Changes in market conditions**

Since March 2007 investment returns have been less than assumed at the 2007 valuation although liabilities will have also reduced due to an increase in the real discount rate underlying the valuation funding model. There has been an improvement in investment returns since 31 March 2009 which will be factored into the next valuation result.

The next actuarial valuation is due as at 31 March 2010 and the resulting contribution rates required by the employers will take effect from 1 April 2011. We will continue to monitor the financial position of the Fund.

**Alison Hamilton FFA  
Partner**

**15 September 2010**

**Barnett Waddingham**  
Public Sector Consulting

## Introduction

Membership of the Local Government Pension Scheme (LGPS) secures entitlement to benefits that are determined by statute, contained within the LGPS Regulations. The regulations current for this year's report were effective from April 2008. A summary of the main benefit structure follows. For further or specific information please refer to the Scheme Guide.

## Employers' Discretion

The regulations require each employer within the Oxfordshire Fund to determine their own local policy in specific areas. These policy statements have to be published and kept under review.

The specific areas include how employers will exercise discretionary powers to award additional membership to an active member, award additional pension for a member, agreement to early or flexible retirement on request of the member and setting up a shared cost AVC scheme.

## Retirement

Although the scheme retirement age is 65 for men and women, membership of the scheme can now continue if employment is offered after age 65. All pensions must be paid before the 75th birthday.

Scheme benefits can be taken after leaving employment from age 60, but the benefit payable may be reduced. Alternatively when retirement is deferred until after age 65, the benefit will be increased.

The regulations confirm 'normal retirement age' to be 65, but protection is offered to those members who previously had the entitlement for earlier retirement with an unreduced benefit. The

protections offered are limited according to the age of the member and may not apply on the whole of their membership.

The earliest age for payment of pensions increased to 55 from April 2008 but is only permitted with the employer's approval.

Flexible retirement options, now from 55 were introduced from April 2006. A person could reduce their hours or grade and request a payment of pension while continuing in employment. Employers have to agree to the whole arrangement.

Ill health retirement – the Regulations now provide 3 tiers of benefit depending upon the likelihood of the member being able to obtain gainful employment in the future. Assessment is based upon capability to carry out duties of the member's current job and must be supported by appropriate independent medical certification.

From age 55, unreduced benefits are payable immediately when an employer terminates employment due to redundancy or efficiency.

## Benefits

A retirement benefit, whether payable immediately or deferred, consists of an annual retirement pension and lump sum retirement grant for membership to 31 March 2008 and an annual retirement pension on membership from April 2008 (see below). However there is an option for members to convert pension to lump sum retirement grant. The minimum period of membership to qualify for retirement benefits is 3 months. The standard pension calculation, for membership to 31 March 2008, is 1/80 of final years' pensionable pay for each year of

## Summary of Benefits

membership and the retirement grant is 3/80 of final year's pensionable pay for each year of membership. From 1 April 2008 the standard calculation is 1/60 of final years' pensionable pay for each year of membership.

### Example – retirement in 2013

25 years membership, final pay £15,000

#### Annual Pension

20 years  $\times$  1/80  $\times$  £15,000 = £3,750

5 years  $\times$  1/60  $\times$  £15,000 = £1,250

#### Retirement Grant

20 years  $\times$  3/80  $\times$  £15,000 = £11,250

Members can choose at retirement to exchange pension for a larger retirement grant lump sum. AVC funds can also be used to provide a larger tax free lump sum. This combined lump sum can be up to 25 percent of the member's individual total pension fund value.

There are differences for elected members: Final pay is derived from career average pay and the benefit calculation remains for the time being as 1/80 for annual pension and 3/80 retirement grant.

## Liability to pay future benefits

The Pension Fund financial statements provide information about the financial position, performance and financial arrangements of the Fund. They are intended to show the results of the stewardship and management, that is the accountability of management for the resources entrusted to it, and of the disposition of its assets at the period end. The only items that are required to be excluded by regulations are liabilities to pay pensions and other benefits in the future, which are reported upon in the actuary's statement.

## Increasing Benefits

Scheme members have several options as to how they increase their benefits, either via additional contributions to the LGPS or by contributing to the group AVC scheme arranged with the Prudential. Additional Regular contributions (ARC's) to the LGPS can buy units of additional pension for the member or the member and the dependants. Each unit buys £250 of annual pension (to a maximum of £5000). Costs on application to Pension Services.

Additional contributions are invested by the Prudential to enable an annuity to be bought at retirement either from the Prudential, on the open market or as a top up pension with the LGPS. In certain protected circumstances the AVC value may also be used to buy additional LGPS membership.

Members may also make their own arrangements using a stakeholder pension or an FSAVC.

## Death

Following a death in service a death grant of up to three times pensionable pay is payable. Scheme members are recommended to keep 'expression of wish' nominations current.

## Widows' and Widowers' Pension; Civil Partners' Pension; Nominated co-habiting partners' Pension

The formula for pensions for surviving partners is 1/160 of the members' final year's pensionable pay for the whole of the allowable membership.

For a widow or widower married before the member left employment all of membership can be used.

For civil partners and nominated cohabiting partners only membership from 6 April 1988 is pensionable.

A co-habiting partner must be nominated and couple's declaration must be held on the pension record to show that they qualify under the LGPS rules.

Pensions for surviving partners remain in payment for life.

## **Early leavers**

With less than 3 months membership early leavers have the choice of a refund of their contributions, or a transfer to an approved scheme. Taking a refund could affect any other benefits held in the LGPS.

Entitlement to a deferred benefit exists when membership is of at least 3 months duration. The deferred benefit remains within the fund until retirement or an earlier transfer to an approved scheme.

## **Early Retirement**

Most early retirements, where an unreduced benefit is paid, incur a cost to the pension fund. This cost represents lost contributions and an increase to the total pension payments. Employers are advised of these costs to enable them to make informed decisions about the early release of benefit.

## Statement of Investment Principles

### Introduction

Oxfordshire County Council has drawn up this Statement of Investment Principles to comply with the requirements of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009. The Authority has consulted its actuary and independent financial adviser in preparing this statement.

Investment policy falls into two parts: strategic management and day-to-day management. The strategic management of the assets is the responsibility of the Authority and is driven by its investment objectives set out below. Day-to-day management of the assets is delegated to investment managers as described in the management of the assets section below.

### Overall Responsibility

The County Council is the designated statutory body responsible for administering the Oxfordshire Pension Fund on behalf of the constituent Scheduled and Admitted Bodies. The Council is responsible for setting investment policy, appointing suitable persons to implement that policy and carrying out regular reviews and monitoring of investments.

The review and monitoring of investment performance and fund administration is delegated to the County Council's Pension Fund Committee. The Assistant Chief Executive & Chief Finance Officer has delegated powers for investing the Oxfordshire Pension Fund in accordance with the policies determined by the Pension Fund

Committee. The Committee is comprised of seven County Councillors plus two District Council representatives. A beneficiaries' representative attends Committee meetings as a non-voting member.

The Committee meets quarterly and is advised by the Assistant Chief Executive & Chief Finance Officer and the Fund's Independent Financial Adviser. The Committee members are not trustees, although they have similar responsibilities.

### Investment Objectives and Strategy

#### Investment Objectives

The investment objectives are:

1. to achieve a 100% funding level;
2. to ensure there are sufficient liquid resources available to meet the Fund's current liabilities and investment commitments;
3. for the overall Fund to outperform the benchmark, set out in the next section, by 1.3% per annum over a rolling three-year period.

In looking to deliver these objectives the Committee will take into account the fact that the Fund is immature with the cash received from employer and employee contributions exceeding the cash required to pay benefits and the costs of administering the Fund. This enables the Committee to take a long term view.

Statement of  
Investment  
Principles

**Risk**

There are several risks to which any pension fund is exposed. The overriding risk is a deterioration of the funding level of the Fund. This could be caused by the differential movement of markets within the global economy or investment managers performing poorly and not achieving their target rate of return, or even their benchmark return.

To mitigate such risks, the following strategy has been adopted:

- retaining a proportion of investments in bonds to reflect potential changes in liabilities;
- investing a proportion of the fund passively to limit the impact of poor performance by investment managers;
- diversification of investments, including investing in alternative assets with a low degree of correlation;
- use of a number of different investment managers to spread the risk of poor performance.
- diversification of investment styles, e.g. growth and value

Investment managers are required to implement appropriate risk management measures and to operate in such a way that the possibility of undershooting the performance target is kept within acceptable limits. The managers report on portfolio risk each quarter.

**Strategic asset allocation**

In September 2009 the Pension Fund Committee agreed a customised benchmark for the strategic allocation of assets. This is set out in the table below:

Asset Class	Target Asset Allocation %	Range %
UK Equities		
– passively managed	10	
– actively managed	21	
Total UK Equities	31	29-33
Overseas Equities	32	30-34
<b>TOTAL EQUITIES</b>	<b>63</b>	
UK Gilts	3	
Index Linked Gilts	5	
Overseas Bonds	2	
Corporate Bonds	6	
<b>TOTAL BONDS &amp; INDEX LINKED</b>	<b>16</b>	<b>14-18</b>
Property	8	5-9
Private Equity	10	6-11
Hedge Funds	3	2-4
Cash	0	0-5
<b>TOTAL OTHER ASSETS</b>	<b>21</b>	
<b>TOTAL ALL ASSETS</b>	<b>100</b>	

**Management of the Assets**

Following a fundamental review of the management of the Funds assets in 2003, the Committee decided to switch from investment managers with a balanced mandate to a specialist management structure. As part of this review the Committee, advised by the Independent Financial Adviser, took over responsibility for strategic asset allocation. Once every three years, following the actuarial valuation, there is a fundamental review of how the assets are managed. The last such review was undertaken in November 2007.

Statement of  
Investment  
Principles

The assets are currently managed as set out in the following table.

Asset Class	Investment Manager	Benchmark	Annual Target #
UK Equities	Baillie Gifford	FTSE Actuaries All-Share	+1.25%
	Legal & General	FTSE 100	Passive
Overseas Equities	UBS Global Asset Management	Various FTSE geographical indices	+1.0%
Global Equities	Alliance Bernstein	FTSE All World	+ 3.0%
Bonds & Index Linked - UK Gilts - Index Linked - Corporate bonds - Overseas bonds	Legal & General	FTSE A All Gilts Stocks FTSE A Over 5 year IBoxx Sterling Non-Gilts JPMorgan Global Govt (ex UK) traded bond	+ 0.4%
Property	UBS Global Asset Management	IPD UK All Balanced Funds Index weighted average	+1.0%
Private Equity - Quoted Inv.Trusts - Limited Partnerships	Peter Davies Adams Street Partners Group	FTSE smaller companies (including investment trusts)	+ 1.0%
Hedge Funds	UBS Wealth Management	3 month Libor	+ 3.0%
Cash	Internal	3 month Libor	-

# Target performance is based on rolling 3-year periods

Legal & General have been given control ranges for each of the four sub categories of bonds & index linked. UBS Global Asset Management have been given control ranges for overseas equities relating to investment in their Global Pooled Fund and emerging markets. These ranges have been drawn up to ensure the Fund's investments remain well diversified.

### Restrictions on Investment

The investment managers are prohibited from holding investments not defined as 'investments' in the LGPS (Management and Investment of Funds) Regulations 2009. Use of derivatives and currency hedging is permitted within pre-agreed limits. Underwriting is permitted, provided that the underlying stock is suitable on investment grounds and complies with existing investment criteria.

The regulations limit the powers of the Council to invest. The key restrictions are:

- not more than 10% (15%) of the Fund may be invested in unlisted securities of companies;
- not more than 10% of the Fund may be held in any single holding;
- not more than 10% of the Fund may be held as a deposit in any single bank, institution or person;
- not more than 2% (5%) of the Fund may be contributed to a single partnership
- not more than 5% (15%) of the Fund may be contributed to partnerships in total.
- not more than 10% of the Fund may be deposited or loaned to local authorities

Where figures are quoted in brackets, the Council could increase its limit as long as certain conditions are met. The Council has not decided to exercise this power at this time.

### Realisation of Investments

Investment managers are required to maintain portfolios which consist of assets that are readily realisable. Any investment within an in-house or pooled fund which is not readily tradable requires specific approval. It is recognised that investment in Limited Partnership private equity funds are

long term investments and as such are not readily realisable.

### Monitoring and review

The individual manager's performance, current activity and transactions are monitored quarterly by the Pension Fund Committee. Investment management performance of the Fund is reviewed annually upon receipt of the annual report prepared by WM Performance Services.

### Social, Environmental & Ethically Responsible Investment

The Council's principal concern is to invest in the **best financial interests** of the Fund's employing bodies and beneficiaries. Its Investment Managers are given performance objectives accordingly. However, the Council requires its Investment Managers to monitor and assess the social, environmental and ethical considerations, which may impact on the reputation of a particular company when selecting and retaining investments, and to engage with companies on these issues where appropriate. The Council believes that the operation of such a policy will ensure the sustainability of a company's earnings and hence its merits as an investment; it will also assess the company's sensitivity to its various stakeholders.

The Investment Managers report at quarterly intervals on the selection, retention and realisation of investments on the Council's behalf. These Report/Review Meetings provide an opportunity for the Council to influence the Investment Manager's choice of investments but the Council is careful to preserve the Investment Manager's autonomy in pursuit of their given performance. The Council will use meetings to identify



## Statement of Investment Principles

Investment Managers' adherence to the policy and to ask Investment Managers to report regularly on any engagement undertaken.

### Exercise of Rights attached to Investments

The Council takes an interest in the way the companies in which it has made investments manage their affairs. It will always exercise its voting rights to promote and support good corporate governance and socially responsible corporate behaviour.

In practice its Investment Managers are delegated authority to exercise voting rights in respect of the Council's holdings. They have been instructed to vote in accordance with the guidance set by RiskMetric Group. However, in exceptional circumstances managers may vote differently from the RiskMetric Group guidance, if in their judgement this would be in the best interests of the fund. Where managers take a contrary view to the RiskMetric Group they must obtain permission from officers to vote differently and officers must report this to the Pension Fund Committee.

Investment Managers are required to report quarterly on action taken. The Council, through its Investment Managers, may act with other pension funds to influence corporate behaviour and, apart from the exercise of voting rights in concert with others, may make direct representation to the boards of companies through its Investment Managers in concert with others, on issues of social responsibility.

### Custody & Stock Lending

Custodian services are provided by BNY Mellon. In accordance with normal practice, the Scheme's share certificates are registered in the name of the custodian's own nominee company with designation for the Scheme. Officers receive and review internal control reports produced by the custodian. The custodian regularly reconciles their records with the investment manager records, providing a regular report to officers which they in turn review.

The custodian holds the majority of the Fund's assets. Exceptions include some pooled funds, held by the relevant Investment Manager's custodian, hedge fund assets and a working cash balance, which is held by the County Council and invested in the wholesale money market.

The Council allows the custodian to lend stock and share the proceeds with the Council. This is done to generate income for the Fund and to minimise the cost of custody. To minimise risk of loss the counterparty is required to provide suitable collateral to the custodian.

### Compliance

The Council will monitor compliance with this statement annually. In particular it will obtain written confirmation from the Investment Managers that they exercised their powers of investment with a view to giving effect to the principles contained in the Statement so far as is reasonably practicable. The Council undertakes to advise the Investment Managers promptly and in writing of any material change to the Statement.

Statement of  
Investment  
Principles

The Pension Fund Committee has assessed itself against the updated Principles of Pension Fund Investment in June 2010 and is broadly compliant. This statement also complies with the guidance given by the Secretary of State.

### **Review of this Statement**

The Council will review this Statement in response to any material changes to any aspect of the Fund, its liabilities, finances and its attitude to risk, which has a bearing on its stated investment objectives. A formal review of the strategic asset allocation will be undertaken annually. In addition the Council will undertake a strategic review of this Statement every three years to coincide with the actuarial valuation.

## Other Governance and Financial Statements

In addition to the statement of Investment Principles, the regulations now require the Pension Fund Report to include a reference to the Funding Strategy Statement, the Governance Compliance Statement and the Communications Policy. These documents are available in full on the OCC website at <http://www.oxfordshire.gov.uk/howthepensionfundismanaged>. Detailed below is a summary.

### Funding Strategy Statement

This is a key document in driving the tri-annual Valuation process, and sets out the Pension Fund's approach to ensuring the long term financial position of the Fund. The three main purposes of this Funding Strategy Statement are:

- To establish a clear and transparent strategy, specific to the Fund, which will identify how employers' pension liabilities are best met going forward.
- To support the regulatory requirement in relation to the desirability of maintaining as nearly constant employer contribution rates as possible.
- To take a prudent longer-term view of funding the Fund's liabilities.

The document sets out the aims and purposes of the Fund, the key responsibilities of stakeholders of the Fund, definitions of solvency, and the approach to allowing deficits to be recovered over periods of time, the approach to grouping employers for Valuation purposes, the approach to risks and the links to the investment principles.

### The Governance Compliance Statement

The Governance Compliance Statement - All Pension funds must publish a Governance Policy and a Governance Compliance Statement which sets out the extent to which this Governance Policy matches best practice guidance. The Governance Policy covers how the Administering Authority delegated its powers, the frequency of meetings, the terms of reference, structure and operating procedures in relation to the use of delegated powers, and the representation of scheme employers, and members within the arrangements. The first Governance Compliance Statement indicates that the Oxfordshire Fund is fully compliant in respect of most of the best practice statements, and partial compliant in just two. These two relate to the fact that not all key scheme employers have representation on the Pension Fund Committee, and the fact that there is no restriction on who can substitute for a Committee Member in terms of a minimum level of training on Pension fund matters.

### The Communications Policy

The Communications Policy sets out the approach of the Pension Fund to ensuring all key stakeholders and scheme members are briefed on Pension Fund issues. The Policy sets out that the Administering Authority seeks to fully brief all Scheme employers, such that they in turn can brief individual scheme members. The Administering Authority does not regard itself as solely responsible for communicating directly with all scheme members. Key elements of the Communication Policy include the development of the Website, the production of regular newsletters, and the holding of regular Pension User Group Meetings, and the annual Pension Forum.

The Pension Fund Committee approved a Communication Strategy, which sets out the fund's communication policy with all employing bodies, contributors and pensioners. The following initiatives are currently in place:

- **Annual Report and Accounts** – This is circulated to all Oxfordshire County Council Directors, all employing bodies and copies are available for public inspection in the main Oxfordshire public libraries.
- **Summary of Report and Accounts Leaflet** – This is circulated to all contributors and pensioners in the Oxfordshire Fund.
- **Annual Pension Fund Forum** – This is held each autumn and all employing bodies are invited to submit topics for discussion and to send representatives. The purpose of the forum is to keep employing bodies informed of topical issues and events that have occurred in the last year and also to give them the opportunity to raise any questions in relation to the Pension Fund.
- **Annual Small Employer Forum** – This has been introduced to meet the needs of smaller scheme employers who are unable to attend either the forum or user group. This meeting will cover both topical issues and operational issues.
- **Pensions User Group** – This is a quarterly held meeting for all employing bodies within the Oxfordshire Fund. The purpose of the group is to inform, consult and discuss pension matters such as changes in legislation, the results of the actuarial valuation and other policy changes.
- **Employee Guide to LGPS** – This booklet, summarising the benefits of the Scheme, is currently under a full review. When next available for all employees it will reflect the New Look LGPS.
- **Short Guide to the LGPS** – A reduced version of the scheme guide, with main points, given to all employees on starting employment.
- **Reports by Beneficiaries Observer** – The beneficiaries' observer attends all Pension Fund Committee meetings as an observer. He has no voting rights but is allowed to speak with the permission of the Chairman. A written report of each meeting is circulated to all employing bodies for their staff, and posted to the county website pages.
- **Reporting Pensions** – A quarterly newsletter distributed to scheme members and those eligible to join the fund. These pick up major changes to the LGPS and ensure that Oxfordshire County Council complies with the Disclosure of Information Regulations.
- **Website** – Pensions administration and investment information, including Pension Fund Committee reports and minutes are available on the pension pages of the County Council public web site. Here employers can find administration information summarised as the 'toolkit' and members locate outline benefit information and latest newsletters.
- **Intranet** – For County Council employees provides access to the pensions newsletters and reports in alternative media. Other fund employers also provide information on their intra-net sites for employees.
- **Talking Pensions** – This is an informal monthly newsheet for all employers in the Oxfordshire Fund distributed to all Human Resources and Payroll contacts.
- **Annual Benefit Statements** – These are issued to all current and deferred beneficiaries of the scheme, with supporting details and information on the website.
- – We encourage all new employers to attend a meeting to help acquaint them to our requirements and their responsibilities within the scheme.



# USEFUL CONTACTS AND ADDRESSES

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## BENEFIT ADMINISTRATION

Pension Services  
Shared Services  
Oxfordshire County Council  
Unipart House  
Garsington Road  
Oxford, OX4 2GQ  
Telephone:  
01865 797133 or 01865 797125  
email: [pension.services@oxfordshire.gov.uk](mailto:pension.services@oxfordshire.gov.uk)

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## ACCOUNTS AND INVESTMENTS

Principal Financial Manager  
(Treasury Management & Pensions Investment)  
Financial Services  
Oxfordshire County Council  
County Hall  
Oxford OX1 1TH  
Telephone: 01865 323976  
email: [pension.investments@oxfordshire.gov.uk](mailto:pension.investments@oxfordshire.gov.uk)

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## BENEFICIARIES OBSERVER

Peter Fryer  
c/o Pension Services  
Shared Services Centre  
Oxfordshire County Council  
Unipart House  
Garsington Road  
Oxford  
OX4 2GQ

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## SPECIFIED PERSON FOR INTERNAL DISPUTE RESOLUTION PROCEDURE Second stage disputes to be sent to:

Pensions Services Manager  
Shared Services  
Oxfordshire County Council  
Unipart House  
Garsington Road  
Oxford, OX4 2GQ  
Telephone: 01865 797111  
email: [sally.fox@oxfordshire.gov.uk](mailto:sally.fox@oxfordshire.gov.uk)

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## The Pensions Regulator

Napier House  
Trafalgar Place  
Brighton  
East Sussex  
BN1 4DW                      0870 606 3636

## The Registrar of Occupational and Personal Pension Schemes

PO Box 1NN  
Newcastle upon Tyne  
NE99 1NN

## The Pensions Advisory Service (TPAS)

11 Belgrave Road  
London  
SW1V 1RB                      0845 601 2923

## Pensions Ombudsman

11 Belgrave Road  
London  
SW1V 1RB                      0207 834 9144

আপনি যদি অনুরোধ করেন তাহলে এই পুস্তিকাটি বিকল্প ছাঁদে, যেমন, অন্য কোনও ভাষায়, বড় হরফে, ব্রেইলে, অডিও-ক্যাসেটে, কমপিউটারের ডিস্কে বা ইমেলের মাধ্যমে পেতে পারেন।

Bengali

“本刊物備有其他的格式可供索取。這些包括有其他語言版，大字版，盲人用版，錄音帶版，電腦磁碟版或電子郵件版。”

Chinese

प्रार्थना करने पर यह प्रकाशन दूसरे रूपों में प्राप्त किया जा सकता है। जिस में सम्मिलित है, दूसरी भाषाओं में, बड़े छापे में, ब्रेअल, सुनने की टेप पर, कम्प्यूटर की डिस्क पर या ई-मेल द्वारा।

Hindi

“ਇਹ ਪੁਸਤਕ ਬੇਨਤੀ ਕਰਨ ਤੇ ਹੋਰ ਰੂਪਾਂ ਵਿਚ ਵੀ ਉਪਲਬਧ ਹੈ। ਜਿਵੇਂ ਕਿ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਛਾਪੇ ਤੇ, ਬ੍ਰੇਲ ਵਿਚ, ਸੁਣਨ ਵਾਲੀ ਟੇਪ ਤੇ, ਕੰਪਿਊਟਰ ਡਿਸਕ ਜਾਂ ਈ ਮੇਲ ਤੇ।”

Punjabi

“اس اشاعت کو متبادل اشکال میں درخواست کرنے پر حاصل کیا جاسکتا ہے۔ اس میں دوسری زبانیں، بڑا پرنٹ، بریل (جسے اندھے چھو کر پڑھ سکیں)، آڈیو کیسٹ، کمپیوٹر ڈسک یا ای میل شامل ہیں۔”

Urdu

يمكن توفير نماذج بديلة من هذا المنشور عند الطلب. هذه تشمل اللغات الاخرى ، الطباعة الكبيرة ، وطريقة بريل ، الكاسيتات ، قرص الحاسوب او البريد الالكتروني.

Arabic

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Polish

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Portuguese

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