



London Borough of Hammersmith & Fulham Pension Fund Annual Report 2008-2009



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SECTION 1: INTRODUCTION AND OVERVIEW

LEADER'S REPORT



COUNCILLOR STEPHEN GREENHALGH
Leader of the Council, Chairman of the
Pensions Fund Investment Panel

As Chairman of the Pensions Fund Investment Panel (“The Panel”), which is responsible for overseeing the investment management and administration of the Pension Fund, I am pleased to introduce the Annual Report for the financial year 2008/2009. This is the first annual report to be produced in accordance with regulations and will in future be produced on an annual basis.

For my first report I wish I could tell you that the year had been without incident but as you all know global stock markets were badly hit by the credit crunch. Consequently, the Pension Fund lost money during the year, although the performance of the fund compared very favourably with other Local Authority funds. The Director of Finance and

Corporate Services expands on this in the next section.

The year was a busy one for the Panel. We continued to introduce the new investment strategy agreed in 2007 and in June 2008 we appointed two new investment managers, Baring Asset Management and Ruffer to the Dynamic Asset Allocation mandate.

At the September 2008 meeting the final part of the investment strategy, the matching fund, was agreed with the assets split equally between Goldman Sachs and Legal & General. In February 2009 we started to move the assets managed by Goldman Sachs into their Global LIBOR Plus 1 Fund (This was completed by June 2009).

Also in June 2008 we completed the actuarial tender process and appointed Barnett Waddingham as the new actuary to the fund on a six year contract.

At the December 2008 meeting The Funding Strategy Statement and the Statement of Investment Principles were updated to take account of the new investment strategy and the tender process for the appointment of an Investment Consultant was agreed. This was completed in June 2009 with the reappointment of P-Solve for a further four years.

I would like to take this opportunity to thank the members of the Pensions Fund Investment Panel, the officers involved with the Pension Fund, the Investment Consultant and the Investment Managers for their work during the year.

I hope you find this report interesting.

STATEMENT FROM THE DIRECTOR OF FINANCE AND CORPORATE SERVICES



Jane West
Director of Finance and Corporate Services

The year 2008/2009 proved to be one of the most turbulent years that equity investors have witnessed for a long time. Equity markets across the world dropped due to the credit crunch and its effect on global economies.

During the quarter between April and June 2008 the FTSE All-Share index fell just 1.4% which was surprising given the torrent of grim economic news. The quarter started brightly as the FTSE All-Share index rose by over 6% in April as investors hoped that the world's central banks would move quickly to cut interest rates leaving the worst of the news regarding the credit crunch behind them.

This proved to be optimistic as the quarter progressed as concerns grew about the state of the western economies and the escalating worries over the reigniting of inflation.

Stock markets across the globe were rocked in the quarter between July and September 2008 as the effects of the credit crunch began to escalate. Interest rates around the

world fell to levels not seen since the London Blitz, whilst gold had its biggest one day gain in history. The FTSE All-Share Index fell 12.2% in the quarter.

Banks in Europe and the US stopped lending to each other and in one four day period, Lehman Brothers went bankrupt, Merrill Lynch was forced to sell itself overnight to Bank of America and the Federal Reserve in America nationalised AIG, America's largest insurer. Within the UK, the government brokered a deal between Lloyds TSB and HBOS, as fears grew that the latter would not be able to continue funding itself.

The quarter between October and December 2008 opened with real distress. The UK stock market fell by more than 22% in the four week period to 27th October as investors digested the news that much of the world's financial machinery seemed broken.

The problems at Northern Rock the year before paled into insignificance as governments around the world rushed to guarantee peoples bank deposits. The Irish government was the first to announce a blanket assurance for people's deposits, which forced the UK government to do the same as savers flocked across the Irish Sea. The German government condemned the move one day and instituted their own version the next day. The Icelandic government was forced to nationalise their banking sector as the country faced bankruptcy.

The UK government moved quickly to announce far-reaching moves to shore up the UK banks, involving direct capital injections of £37bn and promises to help restart lending between the banks. This rapidly

became the global model, with the European and US governments announcing similar moves. Relief that financial meltdown seemed to have been avoided was tempered by building evidence that world economies were in danger of collapsing.

The quarter between January and March 2009 saw another significant fall for the FTSE All-Share index of 9.1%. Continued concerns over banks and evidence of a sharp deterioration in the global economy prompted further sustained selling of shares.

Official action to stimulate the global economy reached unprecedented levels: in all, 458 different plans were announced by world governments during the six months to 31st March 2009 to stimulate lending and demand.

For the year 2008/2009 the FTSE All Share Index fell by 29.3%. The FTSE World Index (excluding the UK) fell by 19.1%. The difference in the returns reflects the sharp drop in the value of sterling during the year against other major currencies which softened the falls for UK investors who had investments valued in currencies other than sterling.

The Pension Fund was not immune to these troubles losing £39.6 million during the year, ending the year at £420.9 million. The investment return for the fund for the year was -9.0%, which although negative compared favourably with the index returns above and the Local Authority Pension Fund average return of -19.9% (Source: Wm Company).

However, at 30th September 2009, the value of the Pension Fund's assets had increased by £91.8 million to approximately £512.7 million as world economies and stock markets recovered.

INTRODUCTION

The Pension Fund is a funded, defined benefits scheme established in accordance with statute, which provides for the payment of benefits to employees and former employees of Hammersmith and Fulham Council and the admitted bodies in the fund under the provisions of the Local Government Superannuation Acts and Regulations. These benefits include retirement pensions, widows' pensions, and early payment of benefits on medical grounds and payment of death benefits where death occurs either in service or in retirement. The benefits payable are based on an employee's final salary and the number of years of eligible service. Pensions are increased each year in line with the Retail Price Index.

The fund is financed by contributions from employees, the Council, the admitted bodies and from interest and dividends on the fund's investments. The contributions are set by the fund's actuary at the actuarial valuation which is carried out every third year.

The regulations governing the administration of the pension scheme and those regarding scheme benefits, membership and contributions are updated on a regular basis by central government. A revised scheme came in to effect from 1st April 2008.

The London Pension Fund Authority ("LPFA") performs the pension's administration function under a managed contract. The LPFA has set targets to achieve for clearance of work.

The Council has delegated the investment arrangement of the scheme to the Pensions Fund Investment Panel ("The Panel") who decide on the investment policy most suitable to meet the liabilities of the fund and the ultimate responsibility for the investment policy lies with it. The Panel is made up of eight elected representatives of the Council, including two opposition party representatives, all of whom have voting rights. Members of the admitted bodies and representatives of the Trade Unions may attend the Panel meetings but have no voting rights.

The Panel reports to the full Council and has full delegated authority to make investment decisions. The Panel obtains and considers advice from the Director of Finance and Corporate Services, and as necessary from the fund's appointed actuary, investment managers and advisor.

The Panel has delegated the management of the fund's investments to professional investment managers, appointed in accordance with the regulations, and whose activities are specified in detailed investment management agreements and monitored on a quarterly basis.

MANAGEMENT STRUCTURE

Administering Authority
London Borough of Hammersmith and Fulham

Pensions Fund Investment Panel Members



Councillors

*Stephen Greenhalgh (Chairman), Nicholas Botterill (Vice-Chairman),
Robert Iggulden, Mike Adam*



Eugenie White, Donald Johnson, Colin Aherne, Michael Cartwright

Investment Advisor
P-Solve

**Director of Finance and Corporate
Services**
Jane West

Pension Fund Management Team
Pat Gough, Assistant Director
Les Green, Principal Pensions Manager

Actuary
Barnett Waddingham

Auditor
Audit Commission

Global Custodian
Northern Trust

Legal Advisor
Internal -Legal Department

Scheme Administrator
London Pension Fund Authority

AVC Providers
Zurich Assurance and the Equitable Life
Assurance Society

FINANCIAL SUMMARY

	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009
	£000s	£000s	£000s	£000s	£000s
Value of Fund at Start of Year	317,150	347,149	431,250	457,070	460,445
Dealings with members, employers and others directly involved in the scheme					
Contributions from Employers and Members	19,138	23,557	28,002	30,499	31,104
Individual Transfers In	5,838	5,814	3,064	2,916	1,961
Benefits Paid	(16,925)	(18,230)	(22,214)	(23,843)	(24,627)
Payments to and on Account of Leavers	(4,947)	(7,603)	(4,110)	(4,383)	(3,355)
Administration Expenses	(816)	(826)	(824)	(995)	(970)
Other Income	103	29	30	31	35
	2,391	2,741	3,948	4,225	4,148
Returns on Investments					
Investment and other Income	7,248	7,600	9,217	10,064	11,461
Investment Management Expenses	(807)	(880)	(1,478)	(1,773)	(2,355)
Change in Market Value of Investments	21,167	74,640	14,133	(9,141)	(52,828)
	27,608	81,360	21,872	(850)	(43,722)
Net Increase/Decrease in the Fund during the year	29,999	84,101	25,820	3,375	(39,574)
Value of Fund at End of Year	347,149	431,250	457,070	460,445	420,871

SECTION 2: INVESTMENT POLICY AND PERFORMANCE

INVESTMENT OBJECTIVE

Defining an investment objective that is directly related to the Fund's liabilities (the cost of payment of future pensions and lump sums for all members of the scheme) is crucial in recognising the risks inherent in the Fund's liabilities and in monitoring the performance of the investment managers and overall strategy relative to this target.

The Fund's liabilities are sensitive to inflation via pension and pay increases, to interest rates and to mortality rates. The assets that would most closely match the liabilities are a combination of index-linked gilts and fixed interest gilts.

However, the Fund's assets are invested in a broad range of asset classes which are expected to produce returns above the investment objective of the Fund over the long term albeit with greater volatility.

The overall investment objective, the Liability Benchmark Portfolio ("LBP") has been defined as a portfolio of index-linked gilts with an average duration of 18 years in line with the Fund's liabilities. It is calculated based on the movement of a selection of index linked gilts, in the following proportions:

Asset	Allocation	Duration (years)
2½% Index-linked Treasury Stock 2024	27%	13.5
1¼% Index-linked Treasury Gilt 2027	63%	17.2
1¼% Index-linked Treasury Gilt 2055	10%	37.4
Total	100%	18.2

To meet the predicted growth in the liabilities, the fund return needs to meet a return equivalent to the LBP + 1.75% p.a. The current investment strategy for the Fund aims to generate a return of around 2.3% p.a. over the LBP in order to provide a buffer against future adverse experiences.

MANAGEMENT OF INVESTMENTS

During 2007 the Pensions Fund Investment Panel (the Panel), after advice from P-Solve, the Fund's Investment advisor, agreed an investment strategy consisting of having four portfolios, UK Equity, Global (ex UK) Equity, Dynamic Asset Allocation and a Matching Fund (to match some of the Fund's liabilities). Each portfolio represents approximately 25% of the total Fund. The investment strategy is designed to give diversification and specialisation and achieve optimum return against acceptable risk.

The strategy has been implemented during 2007/2008 and 2008/2009 and will be completed in early 2009/2010.

Within the four portfolios the Panel has appointed external investment managers with clear strategic benchmarks which place maximum accountability for performance against that benchmark on the investment manager.

The UK Equity portfolio is managed by Majedie Asset Management, the Global (ex UK) portfolio by MFS International (UK) Ltd, the Dynamic Asset Allocation portfolio is split 75% to Baring Asset Management Ltd and 25% to Ruffer LLP and the Matching Fund is split equally between Goldman Sachs Asset Management and Legal and General Investment Management.

The benchmarks for each manager are:

UK Equities

Majedie Asset Management – FTSE All Share Index + 2% per annum over rolling three year periods

Overseas Equities

MFS International – FTSE World ex UK Index + 2% per annum over rolling three year periods

Dynamic Asset Allocation

Barings Asset Management (UK) Ltd – 3 month Sterling LIBOR +4% per annum

Ruffer LLP - 3 month Sterling LIBOR +4% per annum

Matching Fund - Liability Benchmark Portfolio Plus 1%

Goldman Sachs Asset Management - 3 month Sterling LIBOR +2% per annum

Legal and General Investment Management - 2 x FTSE Over 15 year gilts index minus 3 month LIBOR per annum

Each investment manager is required to produce quarterly reports on their activities and performance. Northern Trust, the fund's custodian, produce performance figures independent of the investment managers and a report is prepared by P-Solve, the fund's investment advisor, each quarter on the performance of the investment managers. This report is presented to the Pensions Fund Investment Panel at their quarterly meetings. The investment managers are required to provide copies of their SAS 70 reports where produced as part of the management of third party risk.

Additionally, the Panel has agreed to invest up to £15 million in four private equity fund of funds. Two managed by Invesco, which has approximately 75% invested in the United States and 25% in Europe, and the other two by Unigestion which is invested almost entirely in Europe.

The Council has appointed Northern Trust as its global custodian. They are responsible for safe custody and settlement of all investment transactions, collection of income and the administration of corporate actions.

The fund is a member of the National Association of Pension Funds (“NAPF”) and the Chartered Institute of Public Finance and Accounting (“CIPFA”) Pensions Network.

The market value and proportion of the investments managed by each fund manager at 31st March is as follows:

	31 st March 2008		31 st March 2009	
	MARKET VALUE £000s	TOTAL %	MARKET VALUE £000s	TOTAL %
Legal and General	227,081	49.3	54,778	13.0
Goldman Sachs	57,711	12.6	52,630	12.5
Majedie Asset Management	84,351	18.3	96,107	22.9
MFS International	83,871	18.2	100,740	24.0
Barings Asset Management			79,841	19.0
Ruffer LLP			27,194	6.5
Invesco Private Equity	3,395	0.7	4,682	1.1
Unigestion Private Equity	3,502	0.8	3,812	0.9
Barings English Growth Fund	323	0.1	153	0.1
	460,234	100.0	419,937	100.0

INVESTMENT PERFORMANCE

Northern Trust, the fund's custodian are also employed to monitor the investment performance of the fund. Performance is measured on a financial year basis against a customised benchmark. Until 31st December 2008, the benchmark was calculated based on the split between equities, UK Gilts, UK Index-Linked gilts and UK Corporate Bonds. From 1st January 2009, following the implementation of the new investment strategy, the benchmark was changed to the Liability Benchmark Portfolio.

The investment strategy and performance of the Fund is reported on a quarterly basis to the Pension Fund Investment Panel (PFIP). The performance compared to the benchmark for periods to the 31st March 2009 is as follows:

	2007/2008 %	2008/2009 %	3 Years % pa	5 Years % pa	10 year % pa
Fund	(0.2)	(9.0)	(1.5)	5.3	2.0
Benchmark	(2.4)	(14.0)	(4.1)	3.6	2.0
Difference	2.2	5.0	2.6	1.7	0.0

The table below shows the performance of the main fund managers against their benchmarks for 2008/2009.

	Majedie	MFS	Barings	Ruffer	Legal & General	Goldman Sachs
	%	%	%	%	%	%
Fund	(17.9)	(12.6)	(3.7)	13.6	(2.8)	(8.7)
Benchmark	(28.9)	(18.6)	5.2	5.2	(20.1)	2.4
Difference	11.0	6.0	(8.9)	8.4	17.3	(11.1)

The table below shows the performance per annum of the main fund managers against their benchmarks for the three years to 31st March 2009.

	Majedie	MFS	Barings	Ruffer	Legal & General	Goldman Sachs
	%	%	%	%	%	%
Fund	(3.9)	(2.0)	*	*	0.6	(3.0)
Benchmark	(8.4)	(4.9)	*	*	(5.8)	(0.3)
Difference	4.5	2.9	*	*	6.4	(2.7)

* Barings and Ruffer's figures are from 31st July 2008 following their appointments.

For further information about the investment policy and performance of the Pension Fund contact Pat Gough, Telephone 020 8753 2542, email pat.gough@lbhf.gov.uk.

SECTION 3: SCHEME ADMINISTRATION

INTRODUCTION

The Local Government Pension Scheme (“LGPS”) is a statutory pension scheme whose regulations are made by the government in accordance with the Superannuation Act 1972. It is a final salary pension scheme and the benefits are based on final salary and length of scheme membership.

Although the LGPS is a national scheme it is administered locally. Hammersmith and Fulham Council has a statutory responsibility to administer the pension benefits payable from the Hammersmith and Fulham Council pension fund on behalf of the participating employers and the past and present members and their dependents. The London Pensions Fund Authority (“LPFA”) is contracted to perform the pensions administration service for Hammersmith and Fulham Council and the Council monitors their performance.

SCHEME DETAILS

The Local Government Pension Scheme (“LGPS”) changed from April 2008. The scheme retained its final salary basis and in general increased the benefits available. The increased cost of the scheme was offset by a change in the employee contribution rate based on a sliding scale between 5.5% and 7.5% depending on earnings

The scheme provides an annual pension which increases annually in line with the Retail Price Index. Lump sum benefits are also payable based on membership to 31 March 2008 and by exchanging part of the annual pension for a lump sum.

The scheme also provides for early payment of benefits due to permanent ill health and provides three tiers of benefits depending on the likelihood of the member being able to obtain further gainful employment. There is also provision for early payment of benefits after age 55 (aged 50 until 31 March 2010 for those in the LGPS up to the 31st March 2008) on the grounds of redundancy or business efficiency, subject to employer agreement.

Certain council employees, largely former Inner London Education Authority (“ILEA”) employees, are members of the London Pension Fund Authority Scheme, whilst teachers are members of the Teachers’ Pension Scheme. All new council employees (except teachers) automatically join the fund.

For further information about joining the Pension Fund and administration of scheme benefits contact Les Green, Telephone 020 8753 1870, email les.green@lbhf.gov.uk and for up-to-date information about the Local Government Pension Scheme, its benefits and other general pension issues visit the UK national website at <http://www.lgps.org.uk>

KEY SERVICE STANDARDS FOR SCHEME MEMBERS

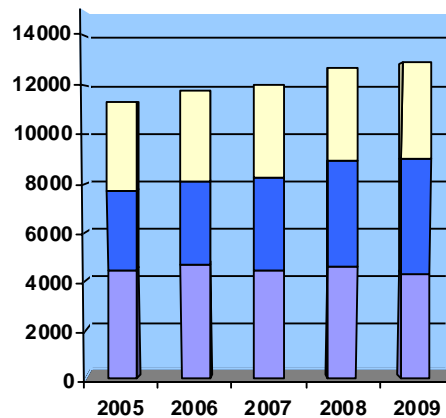
The LPFA works to an agreed set of targets based on the number of working days between the date all of the information is available to them. The following table sets out the performance against target for each of the key tasks.

Work area	Target Days	Total	Within Target	% Within Target	Average Days
Starters	10	579	557	96%	3.89
Transfer Value In (Quote)	10	230	229	100%	9.17
Transfer Value In (Actual)	10	107	78	73%	9.24
Transfer Value Out (Quote)	15	302	294	97%	12.90
Transfer Value Out (Actual)	12	68	64	94%	9.75
Refund	10	50	50	100%	4.67
Preserved Benefit	15	733	716	98%	13.2
Estimate (Benefit)	10	635	582	92%	1.74
Death in Service	5	8	8	100%	2.70
Death on Pension	5	131	126	96%	2.20
Quote AVCs	5	164	162	99%	3.30
Quote ARCs	10	151	148	98%	8.40

MEMBERSHIP SUMMARY

The table and graph below shows the number of members in the Pension Fund over the last five years.

	31 st March 2005	31 st March 2006	31 st March 2007	31 st March 2008	31 st March 2009
Contributors	4,442	4,700	4,423	4,572	4,297
Deferred	3,260	3,410	3,850	4,343	4,714
Pensioners/Dependents	3,590	3,694	3,747	3,812	3,903
Total Membership	11,292	11,804	12,020	12,727	12,914

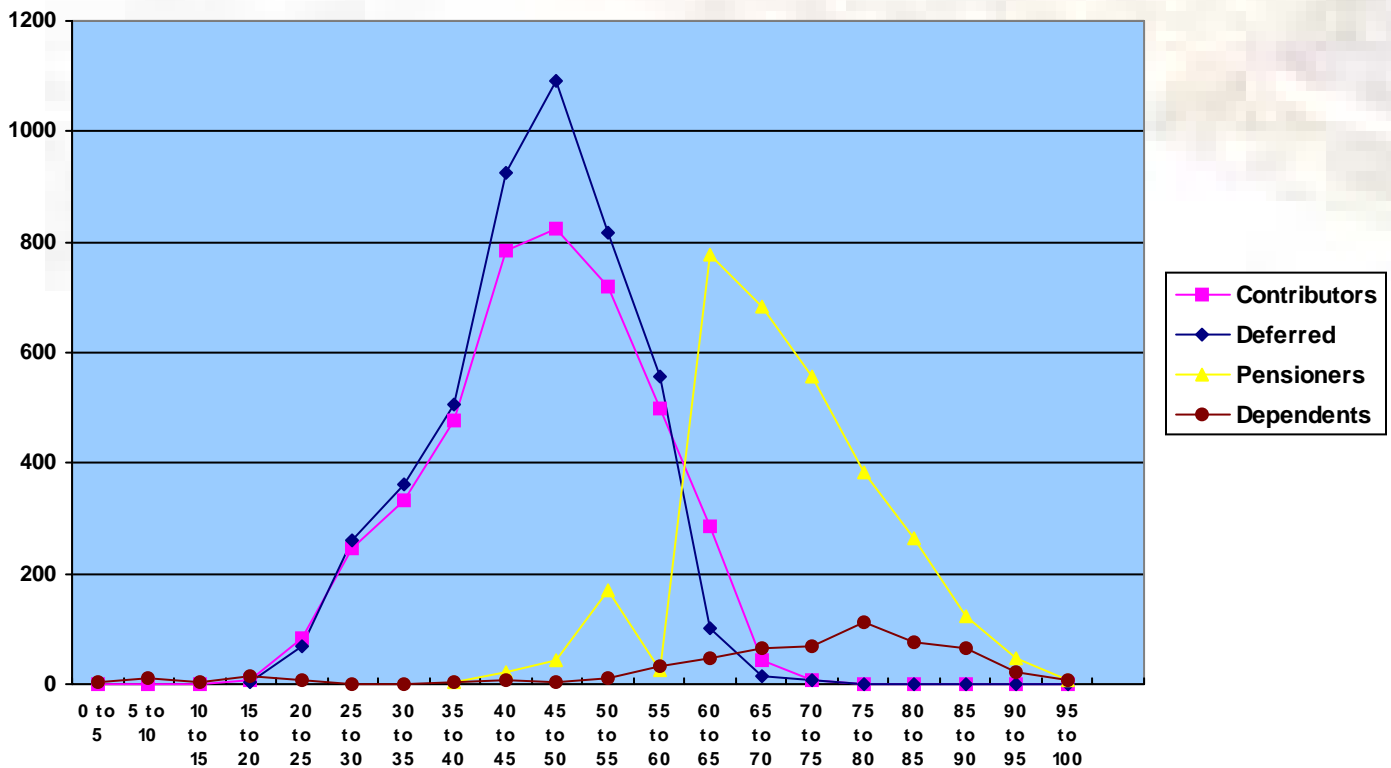


Contributors Deferred Pensioners/Dependents

MEMBERSHIP PROFILE

The table and graph below shows the membership age profile of scheme members at 31st March 2009

Age Range	Contributors	Deferred	Pensioners	Dependents
0 - 5	0	0	0	4
5 - 10	0	0	0	10
10 - 15	0	0	0	2
15 - 20	6	3	0	15
20 - 25	82	70	0	6
25 - 30	244	261	0	1
30 - 35	333	362	0	1
35 - 40	477	506	2	5
40 - 45	785	925	23	7
45 - 50	823	1090	45	4
50 - 55	718	818	171	12
55 - 60	497	556	260	31
60 - 65	284	103	778	47
65 - 70	42	14	682	65
70 - 75	6	6	557	70
75-80	0	0	382	112
80-85	0	0	264	76
85-90	0	0	124	65
90-95	0	0	46	20
95-100	0	0	7	9
Total	4297	4714	3341	562



CONTRIBUTIONS RECEIVABLE

From 1 April 2008 the fixed contribution rate of 6% of pensionable pay and 5% for protected manual workers was replaced with contribution rate bands ranging from 5.50% to 7.50%. The Council and the participating scheme employers and admission bodies are required to make balancing contributions, calculated by the fund actuary, to maintain the solvency of the fund.

The table below shows a breakdown of the total amount of employers' and employees' contributions made during the year.

	Employers' 2007/08 £000s	Employers' 2008/09 £000s	Employees' 2007/08 £000s	Employees' 2008/09 £000s
Scheme Employers				
LB Hammersmith and Fulham	19,546	19,673	5,652	6,049
H & F Homes	2,397	1,508	612	677
Mortlake Crematorium Board	41	57	11	15
London Oratory School	97	75	27	42
ARK Burlington Danes Academy	112	82	35	38
Admission Bodies				
Peter Pan Trust	123		0	
Urban Partnership Group	16	58	4	17
H&F Community Law Centre	28	32	8	12
Family Mosaic	312	218	56	69
Disabilities Trust	5	5	1	1
Greenwich Leisure Ltd	3		2	
Medequip Assistive Technology	8	21	3	7
Blythe Neighbourhood Council	48		13	
Glencross Cleaning Ltd	3	2	2	2
Inspace Partnerships Ltd	129	82	31	21
H & F Bridge Partnership	830	588	233	255
Keir	74	156	19	40
P H Jones Ltd	5	4	2	2
Irish Cultural Centre	9	13	2	3
Quadron		220		56
Serco		725		203
Tendis		17		5
Turners		41		13
GRAND TOTALS	23,786	23,577	6,713	7,527

BENEFITS PAYABLE

The tables below show a breakdown of the total amount of benefits payable for 2008/2009.

	2007/2008 Pensions £000s	2008/2009 Pensions £000s	2007/2008 Pension Increases £000s	2008/2009 Pension Increases £000s
Scheduled Bodies				
LB Hammersmith and Fulham	12,909	13,591	5,333	5,626
H & F Homes	230	336	5	33
Mortlake Crematorium Board	21	23	3	4
Admitted Bodies				
H&F Community Law Centre	10	10	1	2
H&F Police Consultative Group	5	5	1	1
ROOM the National Council	5	5	1	1
Family Mosaic	67	86	6	7
Greenwich Leisure Ltd		2		
Blythe Neighbourhood Council	1	1		
Inspace Partnerships Ltd	8	21		1
H & F Bridge Partnership	41	61		2
Quadron		5		
Serco		5		
GRAND TOTALS	13,297	14,151	5,350	5,677

	2007/2008 Lump Sum Retirement Benefits £000s	2008/2009 Lump Sum Retirement Benefits £000s	2007/2008 Lump Sum Death Benefits £000s	2008/2009 Lump Sum Death Benefits £000s
Scheduled Bodies				
LB Hammersmith and Fulham	4,110	3,607	244	467
H & F Homes	611	276	54	51
Mortlake Crematorium Board	19	7		
Admitted Bodies				
H&F Community Law Centre	3			
Family Mosaic	44	66		
Inspace Partnerships Ltd		78		
H & F Bridge Partnership	111	171		
Quadron		31		
Serco		45		
GRAND TOTALS	4,898	4,281	298	518

ADDITIONAL VOLUNTARY CONTRIBUTIONS (AVCs)

The pension fund's AVC providers are Zurich Assurance and the Equitable Life Assurance Society, although no employees are currently contributing to the Equitable Life scheme except for death-in-service cover.

The assets of these investments are held separately from the Fund. The AVC providers secure benefits on a money purchase basis for those members electing to pay AVCs. Members of the AVC schemes 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 are accurately reflected in the statements provided by the AVC providers.

SECTION 4 – ACTUARIAL VALUATION

STATEMENT OF THE ACTUARY

The Scheme Regulations require that a full actuarial valuation is carried out every third year. The purpose of this is to establish that the London Borough of Hammersmith & Fulham Pension Fund is able to meet its liabilities to past and present contributors and to review employer contribution rates.

The last full actuarial investigation into the financial position of the Fund was completed as at 31 March 2007, in accordance with Regulation 77(1) of the Local Government Pension Scheme Regulations 1997

Actuarial Position

Rates of contributions paid by the participating Employers during 2008/09 were based on the actuarial valuation carried out as at 31 March 2007.

The valuation as at 31 March 2007 showed that the funding ratio of the Fund had improved since the previous valuation with the market value of the Fund's assets at that date of £457.1m (£317.1m at 31 March 2004) covering 70% (66% at 31 March 2004) of the liabilities allowing, in the case of current contributors to the Fund, for future increases in pensionable pay. The shortfall in assets relative to the value of liabilities was £196.1m (£170.9m at 31 March 2004).

The valuation also showed that the required level of contributions to be paid to the Fund by participating Employers (in aggregate) with effect from 1 April 2008 was as set out below:

- 13.9% (13.1% at 31 March 2004) of pensionable pay to meet the liabilities arising in respect of service after the valuation date.

Plus

- 8.3% (8.2% at 31 March 2004) of pensionable pay to restore the assets to 100% of the liabilities in respect of service prior to the valuation date, over a recovery period of 25 years from 1 April 2008.

These figures are based on the Regulations in force, or enacted by Parliament and due to come into force, at the time of signing the valuation report, and in particular allowed for the following changes to the Fund benefits since the previous valuation:

- The Rule of 85 retirement provisions were reinstated, and subsequently removed again. Transitional protections for some categories of member were extended to widen their coverage.

- Changes were made consistent with the Finance Act 2004.
- A new scheme was put in place which comes into effect as at 1 April 2008. All existing members transferred to the new scheme as at that date.

The majority of Employers participating in the Fund pay different rates of contributions depending on their past experience, their current staff profile, and the recovery period agreed with the Administering Authority.

The rates of contributions payable by each participating Employer over the period 1 April 2008 to 31 March 2011 are set out in a certificate dated 28 March 2008.

If the actuarial assumptions are borne out in practice, the rate of contribution for each Employer would continue at the 2010/11 level for the balance of the recovery period used for that Employer, before reverting to the relevant long term rate. In practice contribution rates will be reviewed at the next actuarial valuation which is due to be carried out as at 31 March 2010.

The contribution rates were calculated using the projected unit actuarial method and taking account of the Fund's funding strategy as described in the Funding Strategy Statement.

The main actuarial assumptions were as follows:

Discount rate for periods		
In service		
	Admitted Bodies	6.20% a year
	Scheduled Bodies	6.45% a year
Left service		
	Admitted Bodies:	5.20% a year
	Scheduled Bodies:	6.45% a year
Rate of general pay increases		4.70% a year
Rate of increases to pensions in payment		3.20% a year
Valuation of assets		market value

This statement has been prepared by the Actuary to the Fund at the 31st March 2007, Hewitt Associates Limited (previously Hewitt Bacon & Woodrow Limited), for inclusion in the accounts of the London Borough of Hammersmith & Fulham. It provides a summary of the results of the actuarial valuation which was carried out as at 31 March 2007. The valuation provides a snapshot of the funding position at the valuation date and is used to assess the future level of contributions required.

Hewitt Associates Limited does not accept any responsibility or liability to any party other than our client, the London Borough of Hammersmith & Fulham, in respect of this statement.

SECTION 5 – ANNUAL STATEMENT OF ACCOUNTS

RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Administering Authority’s Responsibilities

The authority is required:

- To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority that officer is the Director of Finance of Corporate Services.
- To manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- To approve the statement of accounts.

The Director of Finance and Corporate Services Responsibilities

The Director of Finance and Corporate Services is responsible for the preparation of the Fund’s Statement of Accounts in accordance with proper practices set out in the Chartered Institute of Public Finance and Accountancy (“CIPFA”) Code of Practice on Local Authority Accounting in the UK.

In preparing this Statement of accounts, the Director of Finance and Corporate Services has:

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

The Director of Finance and Corporate Services has also:

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

Director of Finance and Corporate Services

I certify that the Statement of Accounts has been prepared in accordance with proper practices and presents fairly the financial transactions of the London Borough of Hammersmith & Fulham Pension Fund during the year ended 31st March 2009 and financial position of the Fund at that date of its assets and liabilities, other than liabilities to pay pensions and benefits after the year end.

Jane West, Director of Finance and Corporate Services

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF LONDON BOROUGH OF HAMMERSMITH & FULHAM

I have audited the pension fund accounts for the year ended 31 March 2009. The pension fund accounts comprise the Fund Account, the Net Assets Statement and the related notes. The pension fund accounts have been prepared under the accounting policies set out in the Statement of Accounting Policies.

This report is made solely to the members of Hammersmith & Fulham Pension Fund 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 prepared by the Audit Commission.

Respective responsibilities of the Director of Finance and Corporate Services and auditor

The Director of Finance and Corporate Services is responsible for preparing the pension fund accounts, in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2008. In preparing this pension fund accounts, the Responsible Financial 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 accounts 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 accounts present fairly, in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2008, 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 accounts. That information comprises the Introduction & Overview, Investment Policy & Performance, Scheme Administration, Actuarial Valuation, and Annual Statement of Accounts.

I review whether the governance compliance statement published in the Pension Fund Annual Report reflects compliance with the requirements of Regulation 34(1)(e) 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 information I am aware of from my audit of the financial 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 accounts and related notes and consider whether it is consistent with the audited pension fund accounts. 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 accounts 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 accounts 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 accounts 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 accounts 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 accounts and related notes.

Opinion

In my opinion:

- the pension fund accounts and related notes present fairly, in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2008, the financial transactions of the Pension Fund during the year ended 31 March 2009, and the amount and disposition of the fund's assets and liabilities as at 31 March 2009, 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 accounts.

Kash Pandya
District Auditor
Audit Commission
1st Floor, Millbank Tower
Millbank, London SW1P 4HQ

FUND ACCOUNT

		2007/2008 £000s		2008/2009 £000s
<u>Dealings with members, employers and others directly involved in the scheme</u>				
Contributions				
From Employers	23,786		23,577	
From Members	6,713	30,499	7,527	31,104
Individual Transfers In		2,916		1,961
Other Income		31		35
Benefits				
Pensions	(13,297)		(14,151)	
Pension Increases	(5,350)		(5,677)	
Lump Sum Retirement Benefits	(4,898)		(4,281)	
Lump Sum Death Benefits	(298)	(23,843)	(518)	(24,627)
Payments to and on account of leavers				
Individual Transfers Out		(4,372)		(3,345)
Refund of Contributions		(7)		(8)
State Scheme Premiums		(4)		(2)
Administration Expenses		(995)		(970)
Net Additions (Withdrawals) from dealings with members		4,225		4,148
<u>Returns on Investments</u>				
Investment Income		10,205		11,586
Taxation (Irrecoverable Withholding Tax)		(141)		(125)
Change in Market Value of Investments				
Realised		11,993		26,134
Unrealised		(21,134)		(78,962)
Investment Management Expenses		(1,773)		(2,355)
Net Returns on Investments		(850)		(43,722)
Net Increase (Decrease) in the Fund during the Year		3,375		(39,574)
Opening Net Assets of the Scheme		457,070		460,445
Closing Net Assets of the Scheme		460,445		420,871

NET ASSETS STATEMENT

	31 st March 2008 £000s	31 st March 2009 £000s
Investment Assets		
Fixed Interest Securities – Public Sector	25,483	3,384
Fixed Interest Securities – Private Sector	29,423	6,884
Index Linked Securities – Public Sector	38,698	8,189
Index Linked Securities – Private Sector	417	116
Equities – UK	74,221	69,599
Equities – Overseas	120,684	108,275
Pooled Investment Vehicles		
Managed Funds – UK Fixed Interest	29,557	54,644
Managed Funds – UK Equities	85,825	28,871
Managed Funds – Overseas Equities	42,417	0
Managed Funds – Libor Plus 1 Fund	0	39,073
Managed Funds – Cash Fund	0	125
Managed Funds – Dynamic Asset Allocation Fund	0	79,841
Managed Funds – Real Return Fund	0	1,409
Managed Funds – Gold Fund	0	1,469
Managed Funds – Private Equity	6,669	7,913
Cash Deposits	5,330	13,054
Other Investment Balances		
Amounts Outstanding on Sale of Investments	502	2,012
Investment Income Due	2,081	1,713
Investment Liabilities		
Amounts Outstanding on Purchase of Investments	(1,073)	(6,634)
Total Investment Assets	460,234	419,937
Current Assets		
Contributions due from Employers	171	273
Combined Benefits	31	34
Cash Balances	661	1,780
Current Liabilities		
Unpaid Benefits	(257)	(768)
Investment Management Expenses	(353)	(375)
Administration Expenses	(42)	(10)
Total Assets	460,445	420,871

The objective of the fund's accounts is to provide information about the financial position of the fund. The accounts summarise the transactions of the fund and show the net assets of the fund at the end of the financial year. They do not take account of liabilities to pay pensions and benefits which fall due after the financial year. The actuarial position of the fund, which does take account of such obligations, is set out in section 4.

NOTES TO THE PENSION FUND ACCOUNTS

1. INTRODUCTION

The Pension Fund is a funded, defined benefits scheme established in accordance with statute, which provides for the payment of benefits to employees and former employees of Hammersmith and Fulham Council and the admitted bodies in the fund. These benefits include retirement pensions, widows' pensions, and early payment of benefits on medical grounds and payment of death benefits where death occurs either in service or in retirement. The fund is financed by contributions from employees, the Council, the admitted bodies and from interest and dividends on the fund's investments. The benefits payable are based on an employee's final salary and the number of years of eligible service. Pensions are increased each year in line with the Retail Price Index.

The regulations governing the administration of the pension scheme and those regarding scheme benefits, membership and contributions are updated on a regular basis by central government. A revised scheme came in to effect from 1st April 2008.

The Council has delegated the investment arrangement of the scheme to the Pensions Fund Investment Panel ("The Panel") who decide on the investment policy most suitable to meet the liabilities of the fund and the ultimate responsibility for the investment policy lies with it. The Panel is made up of eight elected representatives of the Council, including two opposition party representatives, each having voting rights. Members of the admitted bodies and representatives of the Trade Unions may attend the Panel meetings but have no voting rights.

The Panel reports to the full Council and has full delegated authority to make investment decisions. The Panel obtains and considers advice from the Director of Finance and Corporate Services, and as necessary from the fund's appointed actuary, investment managers and advisor.

The Panel has delegated the management of the fund's investments to professional investment managers, appointed in accordance with the regulations, and whose activities are specified in detailed investment management agreements and monitored on a quarterly basis.

At the 31st March 2009 there were 4,297 employees (4,572 at 31st March 2008) who were contributing to the scheme, 3,903 pensioners (3,812 at 31st March 2008) receiving benefits and 4,714 deferred pensioners (4,343 at 31st March 2008). A number of external bodies have been admitted to the Fund by admission agreements. Details of these scheduled and admitted bodies are shown in notes 13 and 14 below.

2. ACCOUNTING POLICIES

(a) General Principles

The accounts have been prepared in accordance with the requirements of Section 2: Recommended Accounting Practice of the Pension SORP 2007 and the Code of Practice

on Local Authority Accounting in the UK issued by the Chartered Institute of Public Finance and Accountancy (“CIPFA”). The accounts have been prepared on an accrual basis in accordance with the Code, apart from transfer values which have been accounted for on a cash basis.

(b) **Valuation of Investment Assets**

The Pension SORP 2007 required that quoted securities and pooled investment vehicles should now be valued at bid price (previously mid price) and where a market value is not available on a fair value basis. For local authorities these requirements have effect from the 2008/2009 accounts. Consequently the quoted securities and pooled investment vehicles have been valued at the bid price at the balance sheet date. Quoted securities are valued by Northern Trust, the fund’s custodian and Pooled Investment Vehicles at the bid prices quoted by their managers.

Where appropriate, market values and cash deposits listed in overseas currencies are converted into sterling at the rates of exchange ruling at the balance sheet date. Unlisted investments are valued at an approximation of their current market value having regard to fair value, latest dealings, professional valuations and other appropriate financial information.

The comparative value of the assets of the fund in the 2007/2008 accounts have not been restated using bid prices. Using bid prices would have resulted in the total value of the fund at the 31st March 2008 decreasing from £460.445 million to £459.552 million a decrease of 0.2%. The value of the investment assets of the fund would have decreased from £460.234 million to £459.341 million.

(c) **Investment Management Expenses**

The Council has appointed external investment managers to manage the investments of the Fund. These managers are paid a fee based on the market value of the investments they manage and/or a fee based on performance.

(d) **Administration Expenses**

In accordance with the regulations the Council’s expenses in administering the scheme are charged to the Fund.

3. INVESTMENT ASSETS - MOVEMENTS IN YEAR

The table below shows a reconciliation of the movement in the total investment assets of the fund for 2007/2008 and 2008/2009.

	2007/2008 £000s	2008/2009 £000s
Market Value of Investment Assets at 1st April	457,678	460,234
Movements in Year		
Purchase of Investments	119,985	317,353
Sale of Investments	(107,193)	(308,127)
Realised Profit/(Loss) on Sales	11,993	26,134
Unrealised Profit/(Loss) in Market Value	(21,134)	(78,962)
Change in Cash Deposits	(54)	7,724
Change in Debtors and Creditors	(1,041)	(4,419)
Market Value of Investment Assets At 31st March	<u>460,234</u>	<u>419,937</u>

The table below shows a reconciliation of the movement by major asset class of the fund in 2008/2009. The total amount of direct transaction costs incurred in the purchase and sale of investments in 2008/2009 was £511,736 (£350,780 in 2007/2008).

	Equities £000's	Fixed Income £000's	Pooled Investment Vehicles £000's	Private Equity £000's	Cash £000's	Debtors & Creditors £000's	Total £000's
Value at 1st April 2008	194,905	94,021	157,799	6,669	5,330	1,510	460,234
Movements in Year							
Purchase of Investments	93,192	49,692	172,250	2,219			317,353
Sale of Investments	(72,387)	(80,189)	(154,417)	(1,134)			(308,127)
Realised Profit/(Loss) on Sales	15,367	(4,660)	14,855	572			26,134
Unrealised Profit/(Loss) in Market Value	(53,203)	(40,291)	14,945	(413)			(78,962)
Change in Cash Deposits					7,724		7,724
Change in Debtors and Creditors						(4,419)	(4,419)
Value at 31st March 2009	<u>177,874</u>	<u>18,573</u>	<u>205,432</u>	<u>7,913</u>	<u>13,054</u>	<u>(2,909)</u>	<u>419,937</u>

4. ANALYSIS OF INVESTMENT ASSETS BY MARKET VALUE (All investments are quoted unless stated)

	31st March 2008		31st March 2009	
	£'000	£'000	£'000	£'000
United Kingdom				
Fixed Interest – Public Sector		23,321		0
Fixed Interest – Private Sector		17,479		6,175
Index Linked Securities – Public Sector		38,698		4,243
Index Linked Securities – Private Sector		417		116
Equities		74,221		69,599
Pooled Investment Vehicles				
UK Equity Funds	85,825		28,871	
Corporate Bonds – Over 10 years	11,120		10,436	
Over 15 years Gilt Index	11,069		0	
Over 5 years Index Linked Gilt	7,368		44,208	
Index Linked Real Return Fund	0		1,409	
Libor Plus 1 Fund	0		39,073	
Dynamic Asset Allocation Fund	0		79,841	
Money Market Cash Fund	0		125	
Gold Fund	0	115,382	1,469	205,432
Managed Funds – Private Equity (Unquoted)		323		154
Total United Kingdom		269,841		285,719
Overseas				
Fixed Interest – Public Sector		2,162		3,384
Fixed Interest – Private Sector		11,944		708
Index Linked Securities – Public Sector		0		3,947
Equities				
North America	68,537		47,272	
Japan	9,918		12,279	
Europe (ex UK)	39,025		45,388	
Pacific Basin	2,501		3,034	
Other	703	120,684	302	108,275
Pooled Investment Vehicles				
North America	4,265		0	
Japan	7,519		0	
Europe (ex UK)	19,965		0	
World Advanced Emerging Index	3,241		0	
Asia Pacific ex Japan	7,427	42,417	0	0
Managed Funds – Private Equity (Unquoted)				
North America	3,393		4,371	
Europe	2,953	6,346	3,388	7,759
Total Overseas		183,553		124,073
Cash Deposits		5,330		13,054
Other Investment Balances				
Amounts outstanding on Sale of Investments		502		2,012
Amounts outstanding on Purchase of Investments		(1073)		(6,634)
Investment Income Due		2,081		1,713
Total Value of Investments		460,234		419,937

Minor changes have been made in the table above to the comparative figures for 2007/2008. In 2008/2009 the UK Equity Funds under Pooled Investment Vehicles are now classified together under UK Equities and some of the Managed Funds – Private Equity (Unlisted) have been reclassified as overseas. The changes have no effect on the overall values for 2007/2008.

5. TOP TEN HOLDINGS

The Largest 10 holdings of the Fund as at 31 March 2009 were:

Holding	Country	Market Value	% of Investments
		£'000	
Barings Dynamic Asset Allocation Fund	United Kingdom	79,841	19.01
L&G Over 5 yr Index-Linked Gilts Fund	United Kingdom	44,208	10.53
Goldman Sachs Libor Plus 1 Fund	United Kingdom	39,073	9.30
Majedie UK Focus Fund	United Kingdom	24,856	5.92
L&G Active Corporate Bond over 10 yr Fund	United Kingdom	10,436	2.49
BP	United Kingdom	7,476	1.78
Vodafone Group	United Kingdom	6,031	1.44
Royal Dutch Shell	United Kingdom	5,935	1.41
GlaxoSmithKline	United Kingdom	4,702	1.12
UK Govt 1.25% Index-Linked Stock 22/11/17	United Kingdom	4,261	1.01
Total		226,819	54.01
Total Value of Investments		419,937	

6. TOP TEN EQUITY HOLDINGS

The Largest 10 equity holdings of the Fund as at 31 March 2009 were:

Holding	Country	Market Value	% of Investments
		£'000	
BP	United Kingdom	7,476	1.78
Vodafone Group	United Kingdom	6,031	1.44
Royal Dutch Shell	United Kingdom	5,935	1.41
GlaxoSmithKline	United Kingdom	4,702	1.12
Nestle	Switzerland	4,134	0.98
Roche	Switzerland	3,484	0.83
HSBC	United Kingdom	2,943	0.70
Unilever PLC	United Kingdom	2,709	0.65
Heineken	Netherlands	2,671	0.64
Oracle	United States	2,607	0.62
Total		42,692	10.17
Total Value of Investments		419,937	

7. INVESTMENT INCOME

The table below shows a breakdown of the investment income for the year.

	2007/2008 £000s	2008/2009 £000s
Income from Fixed Interest Securities	3,007	3,022
Dividends from Equities	5,499	6,846
Income from Index-Linked Securities	746	324
Interest on Cash Deposits	518	340
Currency profit/(loss)	(52)	14
Derivatives Income	495	235
Other	(8)	805
Total	<u>10,205</u>	<u>11,586</u>

8. CONTINGENT LIABILITIES AND CONTRACTUAL COMMITMENTS

As at 31st March 2009, the fund had a commitment to invest a further £9.5million in the four private equity fund of funds managed by Invesco and Unigestion. It is anticipated that these commitments will be spread over the next six years.

9. RELATED PARTIES

The Council was a related party to the fund. Details of the relationship are disclosed in Note 1 to the Pension Fund Accounts. During 2008/2009, surplus pension fund monies were invested internally with the Council as a result of the day to day administration of the fund. The pension fund received £21,468 in interest from the Council during 2008/2009 on the internally invested cash. No other material transactions with related parties of the fund during 2008/2009 were identified

10. STOCK LENDING AGREEMENTS

We do not participate in stock lending or underwriting.

11. POST BALANCE SHEET EVENTS

At the 30th September 2009 the market value of the investments of the Fund had risen to approximately £512.7million. This was entirely due to the rise in global stock markets since the date of the balance sheet.

SECTION 6: ADDITIONAL INFORMATION

STATEMENT OF INVESTMENT PRINCIPLES



Regulation 9A of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 1998 requires administering authorities, after consultation with such persons as they consider appropriate, to prepare, maintain and publish a written statement of the principles governing their decisions about investments. This is known as the “Statement of Investment Principles”

The Local Government Pension Scheme (Management and Investment of Funds) (Amendment) Regulations 2002 (*SI 2002 No 1852*) require administering authorities to state in the statement the extent to which they comply with the ten principles of investment practice set out in the publication “CIPFA Pensions Panel Principles for Investment Decision Making in the Local Government Pension Scheme in the UK”.

The regulations require authorities to review and revise the Statement on a regular basis particularly following any material change in the Council’s policy. The Statement was last reviewed in December 2008 to take account of the new investment strategy

STATEMENT OF INVESTMENT PRINCIPLES – DECEMBER 2008

1. BACKGROUND

1.1. Legal

Regulation 9A of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 1998 requires administering authorities, after consultation with such persons as they consider appropriate, to prepare, maintain and publish a written statement of the principles governing their decisions about investments. The purpose of this document is to satisfy the requirements of these regulations.

1.2. Scheme

The Local Government Pension Scheme (“The Scheme”) was established in accordance with statute to provide death and retirement benefits for all eligible employees. The Scheme is a contributory, defined benefit occupational pension scheme. It is funded by employee contributions and by variable employer contributions, which are set every three years, following an actuarial valuation of the assets and liabilities of the scheme.

The benefits of the Scheme are defined by statute and they are inflation proofed in line with annual increases in the Retail Price Index for September. The Scheme is operated by designated administering authorities, of which the London Borough of Hammersmith and Fulham is one such authority. Each administering authority maintains a Pension Fund (“the Fund”) and invests monies not required immediately to meet benefits.

1.3. Pensions Fund Investment Panel

The Council has delegated the investment arrangements of the scheme to the Pensions Fund Investment Panel (“The Panel”) who decide on the investment policy most suitable to meet the liabilities of the Scheme and the ultimate responsibility for the investment policy lies with it.

The Panel is made up of elected members of the Council who each have voting rights and has representatives from the admitted and scheduled bodies within the Fund and from trade unions, as observers. The Panel reports to the full Council.

1.4. Advice

The Panel obtains and considers advice from the Director of Finance and Corporate Services and Corporate Services, and as necessary from the Fund’s appointed actuary, investment managers and advisors.

1.5. Investment Management

The Panel has delegated the management of the Fund's investments to professional investment managers, appointed in accordance with the Scheme's regulations, whose activities are specified in detailed investment management agreements and regularly monitored.

2. INVESTMENT RESPONSIBILITIES

2.1. The Pensions Fund Investment Panel is responsible for:

- Determining overall investment strategy and ensuring that investments are sufficiently diversified, are not over concentrated in any one type of investment, and that the Fund is invested in suitable types of investments, as required by relevant regulations,
- Appointing the investment manager(s), custodian, actuary and any independent external advisors felt to be necessary for the good stewardship of the Fund,
- Monitoring the performance of the investment managers, custodians, actuary and external advisors to ensure that they remain suitable.
- Preparing, publishing and maintaining the Statement of Investment Principles, and reviewing its contents,
- Preparing, publishing and reviewing the Funding Strategy Statement, the Governance Compliance Statement and the Communications Policy and Practice Statement,
- Receiving actuarial valuations of the Pension Fund regarding the level of employers' contributions necessary to balance the Fund.
- Reviewing policy on corporate and social responsibility and on the exercise of rights, including voting rights,
- Approving the final accounts and balance sheet of the Fund.

2.2. The Investment Managers are responsible for:

- The investment of the Pension Fund assets in compliance with prevailing legislation and the detailed Investment Management Agreements,
- Tactical asset allocation and security selection around the strategic benchmark set by the Panel,
- Preparation of quarterly reports including a review of investment performance,

- Attending meetings of the Panel as required,
- Voting shares in accordance with the Council's policy except where the Council has made other arrangements.

2.3. The Custodian (Northern Trust) is responsible for:

- Its own compliance with prevailing legislation,
- Providing accounting data summarizing details of all investment transactions within the fund,
- Safe custody and settlement of all investment transactions, collection of income, tax reclaims, and the administration of corporate actions.
- Voting the Fund's shares in accordance with the investment manager's instructions.

2.4. The External Advisor (P-Solve Asset Solutions) is responsible for:

- Advising and assisting the Director of Finance and Corporate Services and the Panel on the investment strategy of the Fund and its implementation,
- Assisting the Director of Finance and Corporate Services and the Panel in their regular monitoring of the investment managers' performance,
- Assisting the Director of Finance and Corporate Services and the Panel in the selection and appointment of investment managers and custodians,
- Advising and assisting the Director of Finance and Corporate Services and the Panel on other investment related issues, which may arise from time to time,
- Providing continuing education and training to the Panel and Officers.

2.5. The Actuary (Barnett Waddingham) is responsible for:

- Undertaking a triennial valuation of the Fund's assets and liabilities and interim valuations as required,
- Providing advice as to the maturity of the Fund and its funding level in order to aid the Panel in balancing the short term and long term objectives of the Fund,
- Providing advice on the admission of new bodies to the Fund.

2.6. The Director of Finance and Corporate Services is responsible for:

- Day to day management of the Fund
- Monitoring compliance with statutory requirements and the investment principles set out in this document.
- Ensuring that this document is regularly reviewed and updated in accordance with the Regulations.
- Ensuring proper resources are available to meet The Council’s responsibilities.

3. PENSION FUND LIABILITIES

3.1 Overview

The Hammersmith and Fulham Pension Fund is broadly similar to other funds of comparable size in terms of its maturity. The actuary determined that the funding level was 70% at the 31st March 2007 valuation. The Panel has agreed with the actuary for the Council to make additional employer contributions over a period of 25 years to bring the funding level back to 100%.

The Fund’s liabilities are sensitive to inflation via pension and pay increases, to interest rates and to mortality rates. The assets that would most closely match the liabilities are a combination of index-linked gilts and fixed interest gilts.

However, the Fund’s assets are invested in a broad range of asset classes which are expected to produce returns above the investment objective of the Fund over the long term albeit with greater volatility.

Following the revised liability information from the 31st March 2007 actuarial valuation, the overall investment objective of the Fund was reviewed. Defining an investment objective that is directly related to the Fund’s liabilities is crucial in allowing the Panel to recognise the risks inherent in the Fund’s liabilities and in monitoring the performance of the investment managers and overall strategy relative to this target.

The overall investment objective, the Liability Benchmark Portfolio (“LBP”) was defined as a portfolio of index-linked gilts with an average duration of 18 years in line with the Fund’s liabilities and was updated as follows:

Asset	Allocation	Duration (years)
2½% Index-linked Treasury Stock 2024	27%	13.5
1¼% Index-linked Treasury Gilt 2027	63%	17.2
1¼% Index-linked Treasury Gilt 2055	10%	37.4
Total	100%	18.2

To meet the funding plan for the Fund and to bring the funding level back to 100%, an investment return of at least LBP + 1.75% p.a. is required over the next 25 years, the recovery period. It is expected that the current overall investment strategy (see paragraph 4.2) for the Fund will generate a return of around 2.3% p.a. over the LBP in order to provide a buffer against future adverse experience.

3.2 Scheme Benefits.

The Scheme is a defined benefit scheme, which provides benefits related to final salary for members. Each member's pension is specified in terms of a formula based on salary and service and is unaffected by the investment return achieved on the Fund's assets.

Full details of Scheme benefits are set out in the regulations. The Council has also published a guide for members of staff who are eligible to join the Scheme.

3.3 Funding the Benefits

As defined in the Scheme regulations, all active members of the Scheme are required to contribute a percentage of their pensionable pay to the Fund on a sliding scale based upon their level of earnings.

The Council and other employers in the Fund are responsible for meeting the balance of costs necessary to finance the benefits payable from the Fund. Employer's contribution rates are determined triennially based on the advice of the Fund's actuary and are subject to inter-valuation monitoring.

3.4 Actuarial Valuation

The Fund is valued by the actuary every three years in accordance with the Local Government Pension Scheme Regulations and monitored each year by the Director of Finance and Corporate Services.

The next valuation will be based on the value and position of the Fund as at 31st March 2010 and any changes in the contribution rate payable by the Council due to that valuation will take place from 1st April 2011.

4. INVESTMENT POLICY

4.1 Aims and Purpose of the Fund

The aims of the Fund are to:

- Enable employer contribution rates to be kept as nearly constant as possible and at reasonable cost to the taxpayers and admitted bodies,
- Manage employers' liabilities effectively,

- Ensure that sufficient resources are available to meet all liabilities as they fall due,
- Maximise the returns from investments within reasonable risk parameters.

The purpose of the Fund is to:

- Receive monies in respect of contributions, transfer values and investment income, and
- Pay out monies in respect of scheme benefits, transfer values, costs, charges and expenses, as defined in the Local Government Pension Scheme Regulations

4.2 Investment Management Strategy

During 2007 the Panel, after advice from P-Solve, the Fund's advisor, agreed a new investment strategy consisting of having four portfolios, UK Equity, Global (ex UK) Equity, Dynamic Asset Allocation and a Matching Fund (to match some of the Fund's liabilities). Each portfolio represents 25% of the total Fund. The investment strategy is designed to give diversification and specialisation and achieve optimum return against acceptable risk.

Within the four portfolios the Panel has appointed external investment managers with clear strategic benchmarks which place maximum accountability for performance against that benchmark on the investment manager.

The UK Equity portfolio is managed by Majedie Asset Management, the Global (ex UK) portfolio by MFS International (UK) Ltd, the Dynamic Asset Allocation portfolio is split 75% to Baring Asset Management Ltd and 25% to Ruffer LLP and the Matching Fund is split equally between Goldman Sachs Asset Management and Legal and General Investment Management.

In addition, £15 million is committed to private equity, through an investment of £7.5million with each of two fund of funds managers, Unigestion and Invesco.

4.3 Strategic Benchmarks and Performance Targets

Each investment manager has been set a strategic benchmark in order to achieve the overall investment objective for the Fund. The current benchmarks and performance targets for each investment manager are set out below:

- UK Equity - Majedie Asset Management to produce a return of 2% after fees above the FTSE All Share index returns over rolling three-year periods.
- Global (ex UK) Equity - MFS International (UK) Ltd to produce a return of 2% after fees above the FTSE World (ex UK) index returns over rolling three-year periods.

- Dynamic Asset Allocation – Baring Asset Management Ltd and Ruffer LLP to produce an absolute return of 4% in excess of cash based on the 3 month sterling LIBOR
- Matching Fund - Goldman Sachs Asset Management to produce an absolute return of 2% in excess of cash based on the 3 month sterling LIBOR and Legal and General Investment Management to produce a return of two times the FTSE over 15 years Gilts index minus 3 month sterling LIBOR

Investment management performance is reviewed quarterly and annually upon receipt of independent data from Northern Trust, the Fund's custodian.

4.4 Reporting

The investment managers' performance is reported quarterly to the Panel. The Panel publishes this Statement of Investment Principles, a Funding Strategy Statement, a Governance Compliance Statement, a Communications Policy and Practice Statement and minutes of their meetings.

4.5 Review

Investment strategy and performance is reviewed regularly.

5. INVESTMENTS

The powers and duties of the Authority to invest monies are set out in the Local Government Pension Scheme (Management and Investment of Funds) Regulations 1998. The council is required to invest any monies which are not required immediately to pay pensions and any other benefits and, in so doing, take account of the need for a suitable diversified portfolio of investments and the advice of persons properly qualified on investment matters.

5.1 Types of Investment

Investment can be made in accordance with the regulations in a broad spectrum of investments such as equities, fixed interest and other bonds, private equity fund of funds and property, both in the UK and overseas.

The regulations also specify other investment instruments that may be used such as bank deposits, stock lending, financial futures, hedge funds, traded options, insurance contracts, sub underwriting contracts and a contribution to a limited partnership in an unquoted securities investment partnership. The limits on the amount of monies that can be invested in each individual type of investment are specified in schedule 1 of the Regulations.

5.2 Investment Management

The Panel has appointed external investment managers under the terms of the Regulations whose roles are described in the Investment Policy above. The managers are paid fees (some with a performance related element) based on percentage rates applied to the market value of the assets under management.

The Panel has appointed P-Solve Asset Solutions as the Fund's advisor. They are paid fees based on an agreed schedule of work. A fee is agreed with the advisor in advance for any additional work over and above the agreed schedule.

The Panel has appointed Northern Trust as global custodian. They are paid fees based on the market value of the funds under management and the number of transactions made by the investment managers.

5.3 Investment Risk

The investment strategy policy has been set with the objective of controlling the risk that the assets will not be sufficient to meet the liabilities of the Fund while achieving a good return on investment.

Risk is further controlled by having a diversified investment strategy involving a number of investment managers. Strategic benchmarks have been set for each manager and performance is monitored relative to the benchmarks. This is to ensure the investment manager does not deviate from the Panel's investment strategy.

The setting of specific control ranges and other investment guidelines within which the investment managers must operate also control risk.

5.4 Realisation of Investments

Investments will be realised at the discretion of the investment managers. The Fund has a positive cash flow and there is no current requirement to realise investments to meet pensions and other benefits.

The vast majority of the Fund's investments are readily marketable and may be easily realised if required. Some investments, such as private equity and limited partnership schemes are less easy to realise in a timely manner but the total value of these types of investments is not considered to have any adverse consequences for the Fund.

6. CORPORATE SOCIAL RESPONSIBILITY

This statement is an outline of the Fund's approach to shareholder engagement. It provides the basis for the broad policies which the Fund believes constitute best practice

and provides the framework within which it will enter into engagement with companies in which it invests.

The Fund recognises that the neglect of corporate governance and corporate social responsibility (CSR) may lead to poor or reduced shareholder returns. Accordingly, the Fund supports the Combined Code on Corporate Governance.

The Panel has considered how the Fund may best implement a corporate social responsibility policy, given the current resources available to the Fund. Accordingly, the Panel believes that delegating CSR policy to the appointed investment managers is the most efficient approach for the Authority whilst ensuring the implementation of policy by each manager is consistent with the Combined Code and current best practice and there is appropriate disclosure and reporting of actions taken. Authority has been delegated to the investment managers to exercise voting rights on behalf of the Fund.

7. COMPLIANCE WITH THIS STATEMENT

The Panel will review the Fund's compliance with this Statement of Investment Principles and issue a revised version following any material change in the Council's policy.

8. COMPLIANCE WITH THE TEN CIPFA/MYNERS PRINCIPLES OF INVESTMENT PRACTICE

The Local Government Pension Scheme (Management and Investment of Funds) (Amendment) Regulations 2002 require administering authorities to state the extent to which they comply with the ten principles of investment practice set out in the publication "CIPFA Pensions Panel - Principles for Investment Decision Making in the Local Government Pension Scheme in the UK"

The principles, together with the Council's position on compliance are set out below:

Principle 1 - Effective decision-making,

Decisions should be taken only by persons or organisations with the skills, information and resources necessary to take them effectively. Where trustees elect to take investment decisions, they must have sufficient expertise and appropriate training to be able to evaluate critically any advice they take.

Fully Compliant - Investment decisions are not taken by the Panel members, but delegated to external investment managers. Specialist consultancy advice is obtained where other decisions are taken on matters such as Fund Manager selection.

Trustees should ensure that they have sufficient in-house staff to support them in their investment responsibilities. Trustees should also be paid, unless there are specific reasons to the contrary.

Fully Compliant - The Panel is supported by the Director of Finance and Corporate Services and the Business Support and Pension sections of the Finance and Corporate Services Department. The provision of pensions administration has been out-sourced to the LPFA.

Members are not paid specifically for these duties but receive allowances in accordance with the Council's member's allowances scheme. This is common practice for local government investment committees.

It is good practice for trustee boards to have an investment subcommittee to provide the appropriate focus.

Fully Compliant - The Council entrusts responsibility to the Pensions Fund Investment Panel, which meets every quarter and whose whole focus is the Pension Fund.

Trustees should assess whether they have the right set of skills, both individually and collectively, and the right structures and processes to carry out their role effectively. They should draw up a forward- looking business plan.

Fully Compliant – Training is provided to members as required. The Panel takes advice from officers, investment managers, external advisors and the actuary. A forward looking business plan is produced each year.

Principle 2 - Clear objectives

Trustees should set out an overall investment objective for the Fund that:

- Represents their best judgement of what is necessary to meet the Fund's liabilities, given their understanding of the contributions likely to be received from employer(s) and employees; and
- Takes account of their attitude to risk, specifically their willingness to accept underperformance due to market conditions.

Objectives for the overall fund should not be expressed in terms that have no relationship to the fund's liabilities, such as performance relative to other pension funds, or to a market index.

Fully Compliant - The Panel has agreed in conjunction with its advisor an investment objective and investment Strategy that is directly related to the Fund's liabilities. The investment strategy is designed to give diversification and specialisation and achieve optimum return against acceptable risk.

Principle 3 - Focus on asset allocation

Strategic asset allocation decisions should receive a level of attention (and, where relevant, advisory or management fees) that fully reflect the contribution they can make towards achieving the fund's investment objective.

Decision-makers should consider a full range of investment opportunities, not excluding from consideration any major asset class, including private equity.

Asset allocation should reflect the fund's own characteristics, not the average allocation of other funds.

Fully compliant - The Panel and its advisors have spent considerable time on this prior to deciding the investment strategy and the mandates of the current investment managers.

The Panel has adopted in its investment strategy an approach to investment that involves the full range of permitted asset classes.

The approach taken reflects the Fund's characteristics and was decided upon without reference to any other funds.

Principle 4 - Expert advice

Contracts for actuarial services and investment advice should be opened to separate competition. The fund should be prepared to pay sufficient fees for each service to attract a broad range of kinds of potential providers.

Fully Compliant – The Fund has appointed a separate investment advisor and actuary.

Principle 5 - Explicit mandates

Trustees should agree with both internal and external investment managers an explicit written mandate covering agreement between trustees and managers on:

- An objective, benchmark(s) and risk parameters that together with all the other mandates are coherent with the fund's aggregate objective and risk tolerances;
- The manager's approach in attempting to achieve the objective; and
- Clear timescale(s) of measurement and evaluation, such that the mandate will not be terminated before the expiry of the evaluation timescale, other than for clear breach of the conditions of the mandate or because of significant change in the ownership or personnel of the investment manager.

The mandate should not exclude the use of any set of financial instruments, without clear justification in the light of the specific circumstances of the fund.

The mandate should incorporate a management fee inclusive of any external research, information or transaction services acquired or used by the fund manager, rather than these being charged to clients.

Fully compliant – Investment Management Agreements exist with each of the Fund’s investment managers which clearly set out the investment manager’s objectives, benchmark, performance measurement period, and limits on investment classes. The agreements all have an inclusive management fees.

Trustees, or those, to whom they have delegated the task, should have a full understanding of the transaction-related costs they incur, including commissions. They should understand all the options open to them in respect of these costs, and should have an active strategy - whether through direct financial incentives or otherwise - for ensuring that these costs are properly controlled without jeopardising the fund's other objectives. Trustees should not without good reason permit soft commissions to be paid in respect of their fund’s transactions.

Fully compliant – The Fund subscribes to the Northern Trust Trade Execution Analysis service. Northern Trust, the Fund’s global custodian, is independent of the investment managers and the service is designed to identify the drivers behind the Fund’s trading costs, including commissions, trade execution and local fees and compare these costs against industry standards. Soft commissions are not paid.

Principle 6 – Activism

The mandate should incorporate the principle of the US Department of Labour Interpretative Bulletin on activism. Trustees should also ensure that managers have an explicit strategy, elucidating the circumstances in which they will intervene in a company; the approach they will use in doing so; and how they measure the effectiveness of this strategy.

Fully compliant – The Fund feels it is fully compliant. However, mandates do not incorporate the principle of the US Department of Labour Interpretative Bulletin on activism because it is now out of date.

The Fund believes in using its influence as a shareholder to promote corporate social responsibility and high standards of corporate governance in the companies in which it invests. Authority has been delegated to the investment managers to exercise voting rights on behalf of the Fund. The managers are required to report how they have voted in their quarterly reports.

Principle 7 - Appropriate benchmarks

Trustees should:

- explicitly consider, in consultation with their investment manager(s), whether the index benchmarks they have selected are appropriate; in particular, whether the construction of the index creates incentives to follow sub-optimal investment strategies;
- if setting limits on divergence from an index, ensure that they reflect the approximations involved in index construction and selection;
- consider explicitly for each asset class invested, whether active or passive management would be more appropriate given the efficiency, liquidity and level of transaction costs in the market concerned; and
- where they believe active management has the potential to achieve higher returns, set both targets and risk controls that reflect this, giving the managers the freedom to pursue genuinely active strategies.

Fully compliant - The Panel has appointed investment managers with clear index strategic benchmarks within an overall Investment objective which place maximum accountability for performance against that benchmark on the manager.

Principle 8 - Performance measurement

Trustees should arrange for measurement of the performance of the fund and make formal assessment of their own procedures and decisions as trustees.

They should also arrange for a formal assessment of performance and decision-making delegated to advisers and managers.

Fully compliant - Fund managers are monitored at quarterly intervals against their agreed benchmarks, and independent detailed monitoring of the Fund's performance is carried out by P-Solve Asset Solutions, the Fund's advisor and by Northern Trust, the Fund's custodian. The contract for the Fund's advisor is tendered periodically.

The Council at its annual meeting agrees the establishment of the Pensions Fund Investment Panel, its Constitution and Terms of Reference and the decision making powers delegated to it.

Principle 9 – Transparency

A Statement of Investment Principles should set out:

- who is taking which decisions and why this structure has been selected;

- the fund's investment objective;
- the fund's planned asset allocation strategy, including projected investment returns on each asset class, and how the strategy has been arrived at;
- the mandates given to all advisers and managers; and
- the nature of the fee structures in place for all advisers and managers, and why this set of structures has been selected.

Fully compliant – The Statement of Investment Principles has been agreed by the Panel and is reviewed following any major changes.

Principle 10 - Regular reporting

Trustees should publish their Statement of Investment Principles and the results of their monitoring of advisers and managers. They should send key information from these annually to members of these funds, including an explanation of why the fund has chosen to depart from any of these principles.

Fully compliant - The Statement of Investment Principles is published and is accessible to members of the Fund on the Council's web site and intranet. Monitoring results are included in the published Annual Report and Accounts. An extract from the accounts is sent to members annually.

FUNDING STRATEGY STATEMENT



Regulation 76A of the Local Government Pension Scheme Regulations 1997 (the LGPS Regulations) requires administering authorities to prepare, maintain and publish a Funding Strategy Statement. The Statement describes the London Borough of Hammersmith & Fulham's strategy, in its capacity as Administering Authority, for the funding of the London Borough of Hammersmith & Fulham Pension Fund (The Fund).

FUNDING STRATEGY STATEMENT

Overview

This Statement has been prepared in accordance with Regulation 76A of the Local Government Pension Scheme Regulations 1997 (the LGPS Regulations). The Statement describes the London Borough of Hammersmith & Fulham's strategy, in its capacity as Administering Authority, for the funding of the London Borough of Hammersmith & Fulham Pension Fund (the Fund).

As required by Regulation 76A (2) (a) the Statement has been prepared having regard to guidance published by CIPFA in March 2004.

Consultation

In accordance with Regulation 76A(1), all employers participating within the London Borough of Hammersmith & Fulham Pension Fund will be consulted on the contents of this Statement and their views will be taken into account in finalising the Statement. However, the Statement describes a single strategy for the Fund as a whole.

In addition, as required by Regulation 76A(2)(b), the Administering Authority has had regard to the Fund's Statement of Investment Principles published under Regulation 9A of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 1998 (the Investment Regulations).

The Fund Actuary, Barnett Waddingham has been consulted on the contents of this Statement.

Policy Purpose

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 Aims of the Fund

The aims of the Fund are:

1. To enable employer contribution rates to be kept as nearly constant as possible and at reasonable cost to the scheduled bodies, admission bodies and to the taxpayers.

The Administering Authority recognises that the requirement to keep employer contribution rates as nearly constant as possible can run counter to the following requirements:

- the regulatory requirement to secure solvency,
- the requirement that the costs should be reasonable, and

- maximising income from investments within reasonable cost parameters (see 4 below)

Producing low volatility in employer contribution rates requires material investment in assets which ‘match’ the employer’s liabilities. In this context, ‘match’ means assets that behave in a similar manner to the liabilities as economic conditions alter. For the liabilities represented by benefits payable by the Local Government Pension Scheme, such assets would tend to comprise gilt-edged investments.

Other classes of assets, such as equities, are perceived to offer higher long term rates of return, on average, and consistent with the requirement to maximise the returns from investments the Administering Authority invests a substantial proportion of the Fund in such assets. However, these assets are more risky in nature, and that risk can manifest itself in volatile returns over short-term periods.

This short-term volatility in investment returns can produce a consequent volatility in the measured funding position of the Fund at successive valuations, with knock on effects on employer contribution rates. The impact on employer rates can be mitigated by use of smoothing adjustments at each valuation.

The Administering Authority recognises that there is a balance to be struck between the investment objectives adopted, the smoothing mechanisms used at valuations, and the resultant smoothness of employer contribution rates from one valuation period to the next.

The Administering Authority also recognises that the position is potentially more volatile for Admission Bodies with short term contracts where utilisation of smoothing mechanisms is less appropriate.

2. To ensure that sufficient resources are available to meet all liabilities as they fall due.

The Administering Authority recognises the need to ensure that the Fund has, at all times, sufficient liquid assets to be able to pay pensions, transfer values, costs, charges and other expenses. It is the Administering Authority’s policy that such expenditure is met, in the first instance, from incoming employer and employee contributions to avoid the expense of selling assets. The Administering Authority monitors the position on a monthly basis to ensure that all cash requirements can be met.

3. To manage employers’ liabilities effectively.

The Administering Authority seeks to ensure that all employers’ liabilities are managed effectively. In a funding context, this is achieved by seeking regular actuarial advice, ensuring that employers and Pension Fund Investment Panel members are properly informed, and through regular monitoring of the funding position.

4. To maximise the income from investments within reasonable risk parameters.

The Administering Authority recognises the desirability of maximising investment income within reasonable risk parameters. Investment returns higher

than those available on government stocks are sought through investing a substantial proportion of the Fund's investments in other asset classes such as equities. The Administering Authority ensures that risk parameters are reasonable by:

- restricting investment to the levels permitted by the Investment Regulations.
 - Restricting investment to asset classes generally recognised as appropriate for UK pension funds.
 - Analysing the potential risk represented by those asset classes in collaboration with the Fund Actuary, Investment Advisor and Fund Managers.
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Purpose of the Fund

The purpose of the Fund is:

1. To pay out monies in respect of scheme benefits, transfer values, costs, charges and expenses.
 2. To receive monies in respect of contributions, transfer values and investment income.
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Responsibilities of the key parties

The three parties whose responsibilities to the Fund are of particular relevance are the Administering Authority, the Individual Employers and the Fund Actuary.

Their key responsibilities are as follows:

Administering Authority

The Administering Authority's key responsibilities are:

1. Collecting employer and employee contributions and, as far as the Administering Authority is able to, ensure these contributions are paid by the due date.

Individual employers must pay contributions in accordance with Regulations 79, 80 and 81 of the LGPS Regulations. The Administering Authority will ensure that all employers are aware of these requirements especially the requirement of the Pensions Act 1995 that members' contributions are paid by the 19th of the month following the month that it is paid by the member. If contributions are not paid on time the Administering Authority will notify the employer that the requirements of the Pensions Act 1995 have been breached and that unless the employer pays all of the overdue contributions without any further delay, they may be reported to the Pensions Regulator.

The Administering Authority will ensure that action is taken to recover assets from Admission Bodies whose Admission Agreement has ceased by

- Requesting that the Fund Actuary calculates the deficit at the date of the closure of the Admission Agreement
 - notifying the Admission Body that it must meet any deficit at the cessation
-

of the Agreement.

2. Invest surplus monies in accordance with the regulations.

The Administering Authority will comply with Regulation 9 of the Investment Regulations.

3. Ensure that cash is available to meet liabilities as and when they fall due.

The Administering Authority recognises this duty and discharges it in the manner set out in the Aims of the Fund above.

4. Manage the valuation process in consultation with the Fund Actuary.

The Administering Authority ensures it communicates effectively with the Fund Actuary to:

- agree timescales for the provision of information and provision of valuation results
- ensure provision of data of suitable accuracy
- ensure that the Fund Actuary is clear about the Funding Strategy
- ensure that participating employers receive appropriate communication throughout the process
- ensure that reports are made available as required by Guidance and Regulation

5. Prepare and maintain a Statement of Investment Principles and a Funding Strategy Statement after due consultation with interested parties.

The Administering Authority will ensure that both documents are prepared and maintained in the required manner.

6. Monitoring all aspects of the Fund's performance and funding.

The Administering Authority monitors the funding position of the Fund on a quarterly basis, and the investment performance of the Fund on a monthly basis.

Individual Employers will:

1. Deduct contributions from employees' pay.
2. Pay all contributions, including their employer contribution as determined by the Fund Actuary, promptly by the due date.
3. Exercise discretions within the regulatory framework.
4. Pay for added years in accordance with agreed arrangements.
5. Notify the Administering Authority promptly of all changes to membership, or other changes, which affect future funding.

The Fund Actuary will:

1. Prepare valuations including the setting of employers' contribution rates after agreeing assumptions with the Administering Authority and having regard to the Funding Strategy Statement.

Valuations will also be prepared in accordance with generally accepted actuarial methods and reported on in accordance with Guidance Note 9 issued by the Board for Actuarial Standards, to the extent that the Guidance Note is relevant to the LGPS.

2. Prepare advice and calculations in connection with bulk transfers and individual benefit-related matters.

Such advice will take account of the funding position and Strategy of the Fund, along with other relevant matters.

Solvency

The Administering Authority will prudentially seek to secure the solvency of the Fund. For this purpose the Administering Authority defines solvency as being achieved when the value of the Fund's assets is greater than or equal to the value of the Fund's liabilities when measured using 'ongoing' actuarial methods and assumptions.

'Ongoing' actuarial methods and assumptions are taken to be measurement by use of the projected unit method of valuation, using assumptions generally recognised as suitable for an open, ongoing UK pension fund with a sponsoring employer of sound covenant.

The financial assumptions used to assess the funding level will have regard to the yields available on long term fixed interest and index linked gilt-edged investments. The Administering Authority has also agreed with the Fund Actuary that the assumptions may make partial allowance for the higher long term returns that are expected on the assets actually held by the Fund, and understands the risks of such an approach if those additional returns fail to materialise.

Consistent with the aim of enabling employer contribution rates to be kept as nearly constant as possible, and having regard to the risks inherent in such an approach, the Administering Authority has also agreed with the Fund Actuary the use of explicit smoothing adjustments in making the solvency measurement, if appropriate. It is unlikely that use of these smoothing adjustments will be extended to employers whose participation in the Fund is for a fixed period (for example, an employer admitted by virtue of having been awarded a best value outsourcing contract).

Funding Strategy

Where a valuation reveals that the Fund is in surplus or deficiency against this solvency measure, employer contribution rates will be adjusted to target restoration of the solvent position over a period of years (the recovery period). The recovery period applicable for each participating employer is set by the Administering Authority in consultation with the Fund Actuary and the employer, with a view to balancing the various funding requirements against the risks involved, due to such issues as the financial strength of the employer and the nature of its participation in the Fund.

The Administering Authority recognises that a large proportion of the Fund's liabilities are expected to arise as benefit payments over long periods of time. For

employers of sound covenant, the Administering Authority is prepared to agree to recovery periods which are longer than the average future working lifetime of the membership of that employer. The Administering Authority recognises that such an approach is consistent with the aim of keeping employer contribution rates as nearly constant as possible. However, the Administering Authority also recognises the risk in relying on long recovery periods and has agreed with the Fund Actuary a period of no longer than 25 years. The Administering Authority's policy is to agree recovery periods with each employer, which are as short as possible within this framework.

For employers whose participation in the fund is for a fixed period it is unlikely that the Administering Authority and Fund Actuary would agree to a recovery period longer than the remaining term of participation other than in exceptional circumstances when it may permit recovery over a period not exceeding 10 years, subject to security, e.g. an indemnity or bond or other contingent asset, of amount and form acceptable to the Administering Authority, being maintained.

Consistent with the requirement to keep employer contribution rates as nearly constant as possible, the Administering Authority permits some employers to be treated as a group for the purposes of setting contribution rates. In particular, contribution rates could be very volatile for smaller employers due to the increased likelihood that demographic movements would have a material effect. The Administering Authority recognises that grouping can give rise to cross subsidies from one employer to another over time. The Administering Authority's policy is to consider the position carefully at each valuation and to notify each employer that is grouped that this is the case, and which other employers it is grouped with. If the employer objects to this grouping, it will be offered its own contribution rate. For employers with more than 50 contributing members, the Administering Authority would look for evidence of homogeneity between employers before considering grouping. For employers whose participation is for a fixed period grouping is unlikely to be permitted.

Again, consistent with the requirement to keep employer contribution rates as nearly constant as possible, the Administering Authority will consider, at each valuation, whether new contribution rates should be payable immediately, or should be reached by a series of steps over future years. The Administering Authority will discuss with the Fund Actuary the risks inherent in such an approach, and will examine the financial impact and risks associated with each employer. The Administering Authority's policy is that in the normal course of events no more than three equal annual steps will be permitted. Further steps may be permitted in extreme cases, but the total is very unlikely to exceed six steps.

Identification of risks and counter measures

The Administering Authority's overall policy on risk is to identify all risks to the Fund and to consider the position both in aggregate and at an individual risk level. The Administering Authority will monitor the risks to the Fund, and will take appropriate action to limit the impact of these both before, and after, they emerge wherever possible. The main risks to the Fund are:

Demographic

The main risks include changing retirement patterns (such as early retirements), take up of the commutation option and longevity. The Administering Authority will ensure that the Fund Actuary investigates these matters at each valuation or, if appropriate, more frequently, and reports on developments. The Administering Authority will agree with the Fund Actuary any changes that are necessary to the assumptions underlying the measure of solvency to allow for observed or anticipated changes.

If significant demographic changes become apparent between valuations, the Administering Authority will notify all participating employers of the anticipated impact on costs that will emerge at the next valuation and will review the bonds that are in place for Transferee Admission Bodies.

Regulatory

The risks relate to changes to regulations, National pension requirements or Inland Revenue rules. The Administering Authority will keep abreast of all proposed changes and, where possible, express their opinion during consultation periods after careful consideration. The Administering Authority's policy will be to ask the Fund Actuary to assess the impact on costs of any changes and, where these are likely to be significant, the Administering Authority will notify Employers of this likely impact and the timing of any change.

Governance

This covers the risk of unexpected structural changes in the Fund membership (for example the closure of an employer to new entrants or the large scale withdrawal or retirement of groups of staff), and the related risk of the Administering Authority not being made aware of such changes in a timely manner.

The Administering Authority's policy is to require regular communication between itself and employers, and to ensure regular reviews of such items as bond arrangements, financial standing of non-tax raising employers and funding levels.

Statistical/Financial

This covers such items as the performances of markets, movement in market yields, fund investment managers, asset reallocation in volatile markets, pay and/or price inflation varying from anticipated levels or the effect of possible increases in employer contribution rate on service delivery and on Fund employers. The Administering Authority's policy will be to regularly assess such aspects to ensure that all assumptions used are still justified.

Solvency measure

The Administering Authority recognises that allowing for future investment returns in excess of those available on government bonds introduces an element of risk, in that those additional returns may not materialise. The Administering Authority's policy will be to monitor the underlying position assuming no such excess returns are achieved to ensure that the funding target remains realistic relative to the low risk position.

Recovery period

The Administering Authority recognises that permitting surpluses or deficiencies

to be eliminated over a recovery period rather than immediately introduces a risk that action to restore solvency is insufficient between successive measurements. The Administering Authority’s policy is to discuss the risks inherent in each situation with the Fund Actuary and to limit the permitted length of recovery period to no longer than 25 years.

Stepping

The Administering Authority recognises that permitting contribution rate changes to be introduced by annual steps rather than immediately introduces a risk that action to restore solvency is insufficient in the early years of the process. The Administering Authority’s policy is to discuss the risks inherent in each situation with the Fund Actuary and to limit the number of permitted steps to three annual steps or, in exceptional circumstances, up to six annual steps.

[Links to investment policy set out in the Statement of Investment Principles](#)

The Administering Authority has produced this Funding Strategy Statement having taken an overall view of the level of risk inherent in the investment objective set out in the Statement of Investment Principles and the funding policy set out in this Statement.

The Fund’s liabilities are sensitive to inflation via pension and pay increases, to interest rates and to mortality rates. The assets that would most closely match the liabilities are a combination of index-linked gilts and fixed interest gilts.

However, the Fund’s asset allocation as set out in the Statement of Investment Principles invests in a broad range of asset classes which are expected but not guaranteed to produce higher returns than index-linked and fixed interest gilts and above the investment objective of the Fund over the long term albeit with greater volatility.

The Administering Authority has agreed with the Fund Actuary that the funding target on the ongoing basis will be set after making some allowance for this higher expected return. However the Administering Authority recognises that outperformance is not guaranteed and that, in the absence of any other effects, if the higher expected returns are not achieved the solvency position of the Fund will deteriorate.

The overall investment objective, the Liability Benchmark Portfolio (“LBP”) is defined as a portfolio of index-linked gilts with an average duration of 18 years in line with the Fund’s liabilities as follows:

Asset	Allocation	Duration (years)
2½% Index-linked Treasury Stock 2024	27%	13.5
1¼% Index-linked Treasury Gilt 2027	63%	17.2
1¼% Index-linked Treasury Gilt 2055	10%	37.4
Total	100%	18.2

To meet the funding plan for the Fund and to bring the funding level back to 100%, an investment return of at least LBP + 1.75% p.a. is required over the next 25 years, the recovery period, in addition to the employers and employees contributions. It is expected that the current overall investment strategy for the Fund will generate a return of around 2.3% p.a. over the LBP in order to provide a buffer against future adverse experience.

The asset allocation of the Fund consists of having four portfolios, UK Equity, Global (ex UK) Equity, Dynamic Asset Allocation and a Matching Fund (to match some of the Fund's liabilities). Each portfolio represents 25% of the total Fund. The investment strategy is designed to give diversification and specialisation and achieve optimum return against acceptable risk.

Within the four portfolios the Panel has appointed external investment managers with clear strategic benchmarks which place maximum accountability for performance against that benchmark on the investment manager.

In addition, £15 million is committed to private equity, through an investment of £7.5million with each of two fund of funds managers.

Future monitoring

The Administering Authority plans to review this Statement as part of each triennial valuation process unless circumstances arise which require earlier action.

The Administering Authority will monitor the funding position of the Fund on an approximate basis at regular intervals between valuations, and will discuss with the Fund Actuary whether any significant changes have arisen that requires action.

GOVERNANCE COMPLIANCE STATEMENT



Regulation 73A of the Local Government Pension Scheme Regulations 1997 states that an administering authority must prepare a Governance Compliance Statement setting out—

- (a) whether they delegate their function, or part of their function, in relation to maintaining a pension fund to a committee, a sub-committee or an officer of the authority;
- (b) if they do so—
 - (i) the terms, structure and operational procedures of the delegation;
 - (ii) the frequency of any committee or sub-committee meetings;
 - (iii) whether such a committee or sub-committee includes representatives of employing authorities (including authorities which are not Scheme employers) or members, and, if so, whether those representatives have voting rights;
- (c) the extent to which a delegation, or the absence of a delegation, complies with guidance given by the Secretary of State and, to the extent that it does not so comply, the reasons for not complying.

GOVERNANCE COMPLIANCE STATEMENT

1. OVERVIEW

1.1 This Statement has been prepared in accordance with Regulation 73A of the Local Government Pension Scheme Regulations 1997 (the LGPS Regulations). The Statement describes the London Borough of Hammersmith & Fulham's ("the Council") governance structures and arrangements in its capacity as Administering Authority of the London Borough of Hammersmith & Fulham Pension Fund (the Fund).

2. PURPOSE OF STATEMENT

2.1 The main purpose of this Governance Compliance Statement is to establish whether the administering authority delegate their function, or part of their function, in relation to maintaining the Fund to a committee, a sub-committee or an officer of the administering authority; and if they do delegate that function or part of that function:

- to state the terms, structure and operational procedures of the delegation; and
- to state the frequency of any committee or sub-committee meetings; and
- to state whether the committee or sub-committee includes representatives of employing authorities (including non-Scheme employers) or members, and if so, whether those representatives have voting rights.

2.2 The statement shows how any delegation, or the absence of a delegation, currently complies with each of the best practice principles in the guidelines published by Communities and Local Government ("CLG") and, to the extent that it does not so comply, the reasons for not complying.

2.3 The guidelines cover nine principles:

- Structure
- Representation
- Selection and role of lay members
- Voting
- Training/Facility Time/Expenses
- Meetings (Frequency/Quorum)
- Access
- Scope
- Publicity

3. TERMS OF REFERENCE, STRUCTURE AND OPERATIONAL PROCEDURES

3.1 The Terms of Reference of the Panel are reproduced below:

PENSIONS FUND INVESTMENT PANEL TERMS OF REFERENCE

1. CONSTITUTION

1.1 The Panel will have the following membership:

Leader (Chairman)

Deputy Leader

Four other Administration Councillors

Two Opposition Councillors

1.2 The Panel shall meet at least two times a year, but may meet more regularly if required.

1.3 The quorum of the Panel shall be 3 Members.

1.4 The Pension Fund's external investment managers will be required to attend meetings of the Panel and to submit reports, make presentations, as required.

1.5 The trade unions and representatives from the admitted and scheduled bodies in the Pension Fund shall be invited to attend and participate in meetings of the Panel, but shall not have a formal vote.

1.6 Except as provided, Council Procedure Rules shall apply in all other respects to the conduct of the Panel.

2.

DECISION-MAKING POWERS

(The following powers are hereby delegated on behalf of the Council.)

2.1 To determine overall investment strategy and strategic asset allocation of the Pension Fund.

2.2 To appoint the investment manager(s), custodian, actuary and any independent external advisors felt to be necessary for the good stewardship of the Pension Fund.

2.3 To monitor the qualitative performance of the investment managers, custodians, actuary and external advisors to ensure that they remain suitable.

2.4 To review on a regular basis the investment managers' performance against established benchmarks, and satisfy themselves as to the managers' expertise and the

quality of their internal systems and controls,

2.5 To prepare, publish and maintain the Statement of Investment Principles, and monitor compliance with the statement and review its contents,

2.6 To prepare, publish and maintain The Funding Strategy Statement and revise the statement to reflect any material changes in policy,

2.7 To approve the final accounts and balance sheet of the Pension Fund.

2.8 To receive actuarial valuations of the Pension Fund regarding the level of employers' contributions necessary to balance the Pension Fund.

2.9 To oversee and approve any changes to the administrative arrangements and policies and procedures of the Council for the payment of pensions, compensation payments and allowances to beneficiaries.

2.10 To consider any proposed legislative changes in respect of the Compensation and Pension Regulations and to respond appropriately.

2.11 To approve the arrangements for the provision of AVCs for fund members.

4. COMPLIANCE WITH THE DRAFT GUIDELINES ISSUED BY COMMUNITIES AND LOCAL GOVERNMENT (CLG)

4.1 Structure

a) The management of the administration of benefits and strategic management of fund assets clearly rests with the main committee established by the appointing council.

Compliant - The Council, as Administering Authority, delegates its function in maintaining the Fund to a committee, the Pensions Fund Investment Panel (the Panel). The Council agrees the appointments to the Panel and the discharge of its functions under its constitution.

The day to day administration of the Fund, including the investment of pension fund monies, the monitoring of fund performance and the entering into of pension fund admission agreements with external providers subject to appropriate actuarial advice is delegated by the Council to the Director of Finance.

b) That representatives of participating LGPS employers, admitted bodies and scheme members (including pensioner and deferred members) are members of either the main or secondary committee established to underpin the work of the main committee.

Partially Compliant - representatives of participating LGPS employers, admitted bodies and scheme members are invited to attend the Panel. Pensioner and deferred members have not been invited at present. Had a request for representation been made, the Panel would have duly considered it.

c) That where a secondary committee or panel has been established, the structure ensures effective communication across both levels.

The Council does not have a secondary committee or panel.

d) That where a secondary committee or panel has been established, at least one seat on the main committee is allocated for a member from the secondary committee or panel.

The Council does not have a secondary committee or panel.

4.2 Representation

a) That all key stakeholders are afforded the opportunity to be represented within the main or secondary committee structure. These include:-

- i) employing authorities (including non-scheme employers, e.g., admitted bodies);**
- ii) scheme members (including deferred and pensioner scheme members),**
- iii) independent professional observers, and**
- iv) expert advisors (on an ad-hoc basis).**

Partially Compliant - representatives of participating LGPS employers, admitted bodies and scheme members are invited to attend the Panel. Pensioner and deferred members have not been invited at present. The Panel has not appointed an independent professional observer but has appointed expert advisors who attend each Panel meeting.

b) That where lay members sit on a main or secondary committee, they are treated equally in terms of access to papers and meetings, training and are given full opportunity to contribute to the decision making process, with or without voting rights.

Partially Compliant – all lay members on the Panel are sent committee papers with dates of meetings. All who attend meetings may contribute to the decision making process. Training normally takes place during actual panel meetings. Training outside these meetings has been offered to elected councillors and trade union representatives only.

4.3 Selection and role of lay members

a) That committee or panel members are made fully aware of the status, role and function they are required to perform on either a main or secondary committee.

Compliant – all panel members are fully aware of their status, role and function.

4.4 Voting

a) The policy of individual administering authorities on voting rights is clear and transparent, including the justification for not extending voting rights to each body or group represented on main LGPS committees.

Compliant - There are eight councillors who sit on the Panel, six from the majority party and two from the opposition party, all of whom have voting rights. In addition three trade union members representing Unison, UCATT and the GMB, and representatives from the admitted and scheduled bodies in the fund are invited to attend the Panel meetings. Union members and representatives from the admitted and scheduled bodies are allowed to voice opinions but have no voting rights as advice to date has been that only elected councillors are entitled to vote at the Panel.

4.5 Training/Facility Time/Expenses

a) That in relation to the way in which statutory and related decisions are taken by the administering authority, there is a clear policy on training, facility time and reimbursement of expenses in respect of members involved in the decision-making process.

Compliant – training for councillors is organised as and when required, meetings take place in the evenings and councillors receive allowances in accordance with the Council's allowances policy.

b) That where such a policy exists, it applies equally to all members of committees, sub-committees, advisory panels or any other form of secondary forum.

Compliant – the policy applies to all members of the Panel.

4.6 Meetings (frequency/quorum)

a) That an administering authority's main committee or committees meet at least quarterly.

Compliant – Although the terms of reference of the Panel state that the Panel shall meet at least two times a year, in practice the Panel meets every quarter.

b) That an administering authority's secondary committee or panel meet at least twice a year and is synchronised with the dates when the main committee sits.

The Council does not have a secondary committee or panel.

c) That administering authorities who do not include lay members in their formal governance arrangements, provide a forum outside of those arrangements by which the interests of key stakeholders can be represented.

Compliant – Lay members are invited to every Panel meeting and included in the formal governance arrangements.

4.7 Access

a) That subject to any rules in the council's constitution, all members of main and secondary committees or panels have equal access to committee papers, documents and advice that falls to be considered at meetings of the main committee.

Compliant – All members invited to the Panel have equal access to committee papers, documents and advice.

4.8 Scope

a) That administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements

Compliant – The Panel considers and makes decisions on general scheme and other administrative issues as well as the management and investment of the funds under its supervision.

4.9 Publicity

a) That administering authorities have published details of their governance arrangements in such a way that stakeholders with an interest in the way in which the scheme is governed, can express an interest in wanting to be part of those arrangements.

Compliant – This statement will be published on the Council's Intranet site and will be included in the Pension Fund Annual Report prepared under Regulation 76B (1) (e) from the financial year 2007/2008. Any member can also request a copy of this statement. All representatives of trade union members, admitted and scheduled bodies in the fund receive committee papers and are invited to the Panel.

5.0 REVIEW OF THIS STATEMENT

This Statement will be revised and a new version published by the Panel following any material change in the Council's policy on any of the matters included in the Statement.

COMMUNICATIONS POLICY & PRACTICE STATEMENT



Regulation 106B of the 1997 Regulations, introduced in December 2005, required administering authorities to prepare, maintain and publish a written statement of their policy concerning communication with members, representatives of members and employing authorities. The first statement had to be published by 1 April 2006.

On 1st April 2008, regulation 67 of the administration regulations carried forward this requirement into the 2008 scheme.

COMMUNICATIONS POLICY & PRACTICE STATEMENT

The council's Local Government Pension Scheme (LGPS) which includes a number of admitted and scheduled bodies is administered on the council's behalf by the London Pensions Fund Authority (LPFA). The Council's communications policy and practice therefore operates in liaison and cooperation through the contract with that authority

POLICY

The London Borough of Hammersmith & Fulham pension's communication policy aims to achieve:

Clarity of message - To eliminate any potential confusion and to ensure a clear and consistent message is obvious to all customers.

Accuracy and timeliness of information - To ensure all communications are made in good time and contain accurate information. To provide customers with a proactive information service that is factual and precise.

Provision of an effective channel for feedback and comment – To ensure that all scheme employers, members and other interested parties have access to an effective channel for feedback and comment about the Council, the LPFA and the Local Government Pension Scheme.

Effective customer targeting - To ensure that all communications are appropriate to their target customers in terms of style, content, medium and delivery. To ensure the customer has ready access to information which is relevant and material to their situation.

Equality of access to information - To address, where possible, the requirements of a diverse customer base with regard to information access. To ensure all communications reach as many customers as is possible, regardless of situation.

AUDIENCE

The audience for London Borough of Hammersmith & Fulham pension's communications fall into the following broad headings each with their own appropriate 'message and media'.

Scheme members (current, prospective and pensioners)

Current and prospective scheme members need a clear and easily understandable message, timing is usually more important than complexity. Mass market media (e.g. internet, newsletters) tend to be more appropriate for regular communication but a 'personal touch' is needed for direct contact (e.g. letters, telephone calls). Accuracy of information is vital to the member when deciding on their financial future.

Scheme employers

Employers require a proactive and accurate flow of information. Personal contact should be used often to develop familiarity and trust. As with scheme members, employers will be making important and sometimes difficult decisions based on the information provided therefore it needs to be clear and unambiguous.

Pensions Fund Investment Panel

Members of the Pensions Fund Investment Panel (The Panel) require accurate data and clear messages from officers in order to form appropriate opinions and take informed decisions. The format and content of officer reporting should be consistent and unambiguous. The constitution, structure and operation of the PFIP, reporting lines and responsibilities in place should be designed to ensure an effective flow of information to panel members at all times.

PRACTICE

Scheme members

Scheme Literature – a comprehensive range of guides to the scheme are available to members either from their employer, direct from the council’s pensions team or may be downloaded from the website.

Annual accounts – all members receive a copy of the Pensions Fund accounts on a yearly basis.

Newsletters – scheme members, pensioner members and deferred benefit members will receive a targeted newsletter to their home address at least once a year which will include details of any changes to the scheme.

Annual Benefit Statements – current and deferred scheme members receive a Benefit Statement to their home address on an annual basis showing the current and prospective value of their benefits in the scheme.

Email, telephone and correspondence – scheme members may telephone, write to or email the council’s pension team or LPFA using the contact details at the end of this document.

Pay advice – pensioner members receive a pay advice every month. P60s are sent to pensioners’ home addresses annually.

Prospective members

A short guide to the scheme is available from employers and is included in information packs for all new employees.

Equality of access

Special Requirements – we will provide communications in large print, Braille and in audio format where possible.

The council and the LPFA commits to work alongside employers, trade unions, and other organisations to ensure that access to scheme information is made available to scheme members and pensioners where English is not the first language.

Scheme employers

Employer's Guide – this comprehensive guide is available to all scheme employers either in hard copy or via the council's website. Further on line information regarding the scheme is also available.

Employer Newsletter – an annual e-newsletter to employers is planned for introduction during 2006-7. The newsletter would contain current news, changes to the scheme and other items of interest to employers.

Email, telephone and correspondence – scheme employers may telephone, write to or email the council's pension team or LPFA using the contact details at the end of this document.

Pensions Fund Investment Panel

Reporting – regular performance (investment, financial and administrative) reports are provided.

Briefings – the Leader and Deputy Leader of the council meet regularly with the Director of Finance and Corporate Services in order to be kept up to date with current issues related to the authority and the LGPS.

Staff

Training – all pensions administration staff are encouraged to participate in training. The LPFA staff in particular are encouraged to take the LPFA in-house Certificate and Diploma in Pensions Administration qualification.

Appraisal and Assessment – all council and LPFA staff undergo twice yearly appraisals which provide for open discussion of work issues and development items.

The Wider Audience

As stated earlier the members of this audience are many and varied and will be communicated with either directly (via phone, letter or email) or using:

Internet – LPFA hosts a number of websites including a corporate site, a scheme member site, a scheme employer site and a training site.

Membership of local and national bodies – from the local London Pensions Officers Group to the NAPF the council and the LPFA are members of many local and national bodies.

RIGHTS TO INFORMATION AND DATA PROTECTION

Rights to Information

Nothing within this policy statement affects rights to access or receive information under the Freedom of Information Act or the Disclosure Requirements of the Local Government Pension Scheme.

The council and LPFA's corporate websites contain Freedom of Information Statements and links to information available

Data Protection

The council and LPFA are registered under the Data Protection Act 1998 and are therefore required to protect all personal information held on paper or computer. Scheme members have the right to check that the details held are accurate. The council and the LPFA may only pass your details to named third parties under strictly controlled conditions and for very specific purposes. Members who wish to apply to access their data under the Data Protection Act should make contact as specified in the contacts list.

Review

We will monitor the effective application of this policy. The policy will be subject to revision in the light of significant changes to the LGPS or the Authority's structures or procedures.

Glossary

Actuary – An independent consultant who advises the Council on the financial position of the fund. Every three years the actuary reviews the assets and liabilities of the fund and produces the actuarial valuation which recommends the employers contribution rates.

Additional Voluntary Contributions (AVC) – An option available to individuals to secure additional pension benefits by making regular payments to the Pension Fund's AVC provider in addition to their contribution to the Pension Fund.

Admitted Body – Body whose staff can become members of the Pension Fund by virtue of an admission agreement made between the Authority and relevant body.

Asset Allocation – The apportionment of a fund's asset between asset classes and/or world markets. The long-term strategic asset allocation of a fund will reflect the fund's investment objectives. In the short term, the fund manager can aim to add value through tactical asset allocation decisions.

Benchmark – A yardstick against which the investment policy or performance of a fund manager can be compared.

Cash Transfer Values In/Out - The capital value of a benefit entitlement paid into or withdrawn from the Fund when an employee joins or leaves the scheme with a pension transfer.

Corporate Bonds - Fixed interest securities and index-linked securities issued by companies registered either in the U.K. or overseas. They represent 'loans' to the companies which are

repayable on a stated future date. The term is used to cover all bonds other than those issued by governments in their own currencies.

Custody - The administering of securities by a financial institution. The custodian keeps a record of a client's investments and may also collect income; process tax reclaims and provides other services, such as performance measurement according to client instructions. The custodian physically holds the securities for safe-keeping

Deferred Pension – The pension benefit payable from normal retirement age to a member of the Fund who has ceased to contribute as a result of leaving employment or opting out of the pension scheme before the state retirement age.

Defined Benefit Scheme - A type of pension scheme where the pension that will ultimately be paid to the employee is fixed, usually as a percentage of final salary. It is the responsibility of the sponsoring organisation to ensure that sufficient assets are set aside to meet the pension promised.

Dividend – The part of a company's after tax earning which is distributed to the shareholders in the form of cash or shares. The directors of the company decide how much dividend is to be paid and when. The dividend is neither automatic nor guaranteed for ordinary shareholders.

Dynamic Asset Allocation Portfolio – A portfolio that involves the movement of assets through different investment markets as markets conditions change.

Equities – Ordinary shares in UK and Overseas companies traded on a stock exchange. Shareholders have an interest in the profits of the company and are entitled to vote at shareholders' meetings.

Fixed Interest Securities – Investments in mainly government stocks, which guarantee a fixed rate of interest. The securities represent loans which are repayable at a future date but which can be traded on a recognised stock exchange in the meantime.

Index - A calculation of the average price of shares, bonds, or other assets in a specified market to provide an indication of the average performance and general trends in the market.

Indexed Linked Securities – Bonds on which the interest and ultimate capital repayment are recalculated on the basis of changes in the Retail Price Index.

LIBOR – London Inter-Bank Offer Rate. Interest rate at which prime banks will offer to lend money in the London Inter-Bank market.

Market Value – The price at which an investment can be bought or sold at a given date.

Myners Principles - A set of recommendations relating to the investment of pension funds which were prepared by Paul Myners in 2001 at the request of the Chancellor of the Exchequer and which were subsequently endorsed by Government. Their significance is that pension funds are expected to follow these principles or, if they do not, provide an explanation as to why they have decided not to do so (see the “Statement of Investment Principles”).

Pooled Investment Vehicles - Pooled Investment Vehicles are funds which manage the investments of more than one investor on a collective basis. Each investor is allocated units which are revalued at regular intervals. Income from these investments is normally returned to the pooled fund and increases the value of the units.

Private Equity – Funds put up by companies to finance new and growing businesses. Also known as venture capital.

Return – The total gain from holding an investment over a given period, including income and increase (decrease) in market value.

Transaction Costs – Those costs associated with managing a portfolio, notably brokerage costs and taxes.

Unrealised Gains/Losses – The increase (decrease) at year end in the market values of investments held by the fund since the date of their purchase.

Valuation - A summary of an investment portfolio showing the holdings and their value as at a certain date.

