

Notice of meeting and agenda

Pensions Committee

2pm, Tuesday 24 September 2013

Mandela Room, City Chambers, High Street, Edinburgh

This is a public meeting and members of the public are welcome to attend

Contact

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Committee Manager

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1. Order of business

- 1.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

2. Declaration of interests

- 2.1 Members of the Committee and members of the Consultative Panel should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

3. Deputations

- 3.1 None

4. Minute of Pensions Committee of 24 June 2013

- 4.1 Previous Minute 24 June 2013 – Submitted for approval as a correct record. (circulated)

5. Reports

- 5.1 Lothian Pension Funds Annual Report 2013 Audited – report by the Director of Corporate Governance (circulated)
- 5.2 Annual performance Report 2012/13 - report by the Director of Corporate Governance (circulated)
- 5.3 Service Plan Progress - report by the Director of Corporate Governance (circulated)
- 5.4 Funding and Contribution Stability - report by the Director of Corporate Governance (circulated)
- 5.5 Pensions Administration Strategy Review - report by the Director of Corporate Governance (circulated)
- 5.6 Update on Employers Participating in Lothian Pension Fund - report by the Director of Corporate Governance (circulated)
- 5.7 Reform of the Local Government Pension Scheme in Scotland and Regulatory Update - report by the Director of Corporate Governance (circulated)
- 5.8 Risk Management - report by the Director of Corporate Governance (circulated)

6. Motions

- 6.1 If any

Carol Campbell

Head of Legal, Risk and Compliance

Committee Members

Councillor Rankin (Convener), Councillor Child, Councillor Bill Cook, Councillor Orr, and Councillor Rose, Alison Cosgrove and Darren May.

Information about the Pensions Committee

The Pensions Committee consists of 5 Councillors and 2 external members and is appointed by the City of Edinburgh Council. The Pensions Committee usually meets every eight weeks.

The Pensions Committee usually meets in the Dunedin Room in the City Chambers on the High Street in Edinburgh. The meeting is open to all members of the public.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Gavin King, Committee Services, City of Edinburgh Council, City Chambers, High Street, Edinburgh EH1 1YJ, Tel 0131 529 4239, e-mail gavin.king@edinburgh.gov.uk.

A copy of the agenda and papers for this meeting will be available for inspection prior to the meeting at the main reception office, City Chambers, High Street, Edinburgh.

The agenda, minutes and public reports for this meeting and all the main Council committees can be viewed online by going to www.edinburgh.gov.uk/cpol.

Item 4.1 - Minutes

Pensions Committee

10.00am, Monday 24 June 2013

Present

Councillor Child (Convener), Councillor Bill Cook, Darren May, Councillor Orr, Councillor Rankin and Councillor Rose.

Consultative Panel Members Present:

Charlie Boyd and Eric MacLennan.

1. Minutes

Decision

To approve the minute of the Pensions Committee of 13 March 2013 as a correct record.

2. Lothian Pension Funds Annual Report 2013 Unaudited

Approval was sought for the unaudited Annual Report for the year ended 31 March 2013 for the Lothian Pension Fund, the Lothian Buses Pension Fund and the Scottish Homes Pension Fund.

The Lothian Pension fund valuation was £4,094.6m, the Lothian Buses Pension Fund was £311.9m and the Scottish Homes Pension Fund valuation was £140.1m.

Decision

To approve the unaudited Lothian Pension Funds' Annual Report for the year ended 31 March 2013.

(Reference –report by the Director of Corporate Governance, submitted.)

3. Investment Strategy Panel Terms of Reference

Approval was sought for the Terms of Reference for the Investment Strategy Panel. The Panel oversees investments and the internal team, and advises the Director of Corporate Governance on the investments of the pension funds.

Decision

To approve the Terms of Reference of the Investment Strategy Panel.

(Reference – report by the Director of Corporate Governance, submitted.)

4. Investment and Funding Update – Lothian Buses Pension Fund

An update was provided on the investments and funding position of the Lothian Pension Fund to 31 March 2013.

Decision

To note the performance, funding level and asset allocation of the Lothian Pension Fund at 31 March 2013.

(Reference – report by the Director of Corporate Governance, submitted.)

5. Investment and Funding Update – Lothian Buses Pension Fund

An update was provided on the investments and funding position of the Lothian Buses Pension Fund to 31 March 2013.

Decision

To note the performance, funding level and asset allocation of the Lothian Buses Pension Fund at 31 March 2013.

(Reference – report by the Director of Corporate Governance, submitted.)

6. Annual Investment and Funding Update – Scottish Homes Pension Fund

An update was provided on the investments and funding position of the Scottish Homes Pension Fund to 31 March 2013.

Decision

- 1) To note the performance, funding level and asset allocation of the Scottish Homes Pension Fund at 31 March 2013.

- 2) To note that the Convener of the Pensions Committee and the Director of Corporate Governance would write to the Scottish Government expressing their concerns and the need for further dialogue on funding.

(Reference – report by the Director of Corporate Governance, submitted.)

7. Statement of Investment Principles

The Funds' revised Statement of Investment Principles was outlined. This was a requirement of the Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010.

Decision

To adopt the revised Statement of Investment Principles.

(Reference – report by the Director of Corporate Governance, submitted.)

8. Risk Management

Recent developments in the approach to risk management were outlined. These included refining the risk register to include more operational detail and highlighting significant risks to the Committee and the Pensions Audit Sub-Committee.

Decision

To note that the Investment and Pensions division would continue to refine and implement the Operational Risk Register and provide the Committee and the Pensions Audit Sub-Committee in future with a risk summary.

(Reference – report by the Director of Corporate Governance, submitted.)

9. Collective Procurement and Appointment of Provider

Details were provided on the use of shared procurement frameworks and Lothian Pension Fund's approach to utilising these frameworks. Information was also outlined on the search for a specialist investment software system to allow comprehensive quantitative screening and back-testing of potential investment strategies.

Decision

- 1) To note the efforts to undertake collective procurement.
- 2) To note the appointment of FactSet for the provision of specialised investment software.

(Reference – report by the Director of Corporate Governance, submitted.)

10. Individual Member Transfers

Pensions Funds and the public had been warned by the Pension Regulator, HM Revenue and Customs, the Financial Conduct Authority and the Serious Fraud Office on the dangers of those seeking to encourage members of pension funds to transfer their funds to the detriment of the member. In some cases this involved unlawful 'liberation fraud' which involved the release of sums accrued in breach of the relevant rules.

Decision

- 1) To note the increasing incidences of potential liberation fraud and that the officers were putting in place appropriate procedures to ensure that the Members were aware of this risk and that the exercise of discretion in approving any such transfers was done on as informed a basis as possible..
- 2) To request that the Director of Corporate Governance undertakes analysis on the persons targeted by 'liberation fraud' and that the information was provided to Committee members.

(Reference – report by the Director of Corporate Governance, submitted.)

11. Reform of the Local Government Pension Scheme in Scotland and Regulatory Update

An update was provided on the Public Service Pensions Act 2013, the reform of the Local Government Pension Scheme in England and Wales, progress towards scheme specific regulations for Scotland and the Pension Bill 2013 proposal on flat rate state pensions.

Decision

To note the regulatory update, the significant implications for the Lothian Pension Fund and Lothian Buses Pension Fund of the Public Service Pensions Act 2013 and the tight timescales for the implementation of a new Local Government Pension Scheme in Scotland.

(Reference – report by the Director of Corporate Governance, submitted.)

12. Committee and Consultative Panel Training

Details were provided of the recent training undertaken by the Pensions Committee and the Consultative Panel.

Decision

To note the attendance record in the context of the training policy minimum for Committee members of three days training per year.

(Reference – report by the Director of Corporate Governance, submitted.)

13. Independent Professional Observer Objectives

Approval was sought for the objectives of the Independent Professional Observer following a series of one-to-one meetings with members of the Pensions Committee.

Decision

To approve the objectives for the role of Independent Professional Observer as outlined in the report by the Director of Corporate Governance subject to the following amendments:

- a) To amend the first bullet point in objective 4 to read:- ‘ To inform rather than dominate Committee discussions and highlight areas of particular interest so members have a greater understanding of the implications of Committee decisions.’
- b) To add that the Consultative Panel would also be assisted by the IPO.
- c) That the IPO would encourage plain English in officer reports to Committee and the Consultative Panel.

(Reference – report by the Director of Corporate Governance, submitted.)

Pensions Committee

2 pm, Tuesday, 24 September 2013

Lothian Pension Funds Annual Report 2013 Audited

Item number	5.1
Report number	
Wards	All

Links

Coalition pledges	
Council outcomes	CO26
Single Outcome Agreement	

Alastair Maclean

Director of Corporate Governance

Contact: John Burns, Pensions & Accounting Manager

E-mail: john.burns@edinburgh.gov.uk | Tel: 0131 469 3711

Lothian Pension Funds Annual Report 2013 Audited

Summary

The purposes of this report are to note:

- The External Auditor's report on the audit of the Annual Report for the year ended 31 March 2013 for the Lothian Pension Fund, the Lothian Buses Pension Fund and the Scottish Homes Pension Fund;
- The Lothian Pension Funds Annual Report 2013 Audited.

External Auditor's Report

Under statutory accounting guidance issued by the Scottish Government, Administering Authorities are required to issue a separate Annual Report covering the Local Government Pension Scheme (LGPS) funds that they are responsible for. These Annual Reports are subject to a separate external audit. The external audit is required to comply with the International Auditing Standard (ISA) 260. As part of the standard, the External Auditor is required to communicate to those charged with governance his view of the following:

- Any significant qualitative aspects within the Funds' accounting practice;
- Any significant difficulties encountered during the audit;
- Any material weakness in the design, implementation or operating effectiveness of the system of internal control;
- Any significant matters arising from the audit discussed with management;
- Any representations that have been requested from management; and
- Any other matter that is significant.

The findings of the external audit are contained in the ISA 260 report (attached as Appendix 1). Audit Scotland, will present the report and answer any questions arising.

The Pensions Audit Sub-Committee considered this same ISA 260 report at its meeting on 20 September 2013.

The External Auditor will issue a further annual report in late 2013. That report will summarise all significant matters arising from the audit, together with overall conclusions as to the management of key risks. This will be considered by the Pensions Audit Sub-Committee and Pensions Committee at meetings on 16 and 18 December 2013 respectively.

Lothian Pension Funds Annual Report 2013 Audited

Pensions Committee approved the Lothian Pension Funds Annual Report 2013 Unaudited at its meeting on 24 June 2013, with the Council noting this same report at its meeting on 27 June 2013.

With the completion of the work of the External Auditor, the Lothian Pension Funds Annual Report 2013 Audited has been prepared (Appendix 2 to this report). The Independent Auditor's Report can be found on page 102. There are no qualifications to this report.

There have been no numerical adjustments made to the financial statements as a result of the external audit. Some minor presentational changes from the Annual Report 2013 Unaudited have been incorporated.

Recommendations

Committee is requested to note:

- The External Auditor's report on the audit of the Annual Report for the year ended 31 March 2013 for the Lothian Pension Fund, the Lothian Buses Pension Fund and the Scottish Homes Pension Fund
- The Lothian Pension Funds Annual Report 2013 Audited.

Measures of success

The prime objective of the Council, as administering authority of the Lothian Pension Fund, Lothian Buses Pension Fund and Scottish Homes Pension Fund, is to ensure an unqualified audit opinion of the Lothian Pension Funds Annual Report 2013. This has been achieved.

Financial impact

There are no direct financial implications as a result of this report.

Equalities impact

There are no adverse equalities impacts arising from this report.

Sustainability impact

There are no adverse sustainability impacts arising from this report.

Consultation and engagement

The Consultative Panel for the Lothian Pension Funds, comprising employer and member representatives, is integral to the governance of the Funds.

This report is also being considered by the Pensions Audit Sub-Committee at its meeting on 20 September 2013 and its recommendation(s) will be reported orally.

Background reading / external references

None

Links

Coalition pledges

Council outcomes CO26 – The Council engages with stakeholders and works in partnerships to improve services and deliver agreed objectives.

Single Outcome Agreement

Appendices ISA 260 Report
Lothian Pension Funds Annual Report 2013 Audited

Lothian Pension Funds

**Report to those charged
with governance on the
2012/13 audit**



Prepared for members of the Pensions Audit Sub-Committee
September 2013

Audit Scotland is a statutory body set up in April 2000 under the Public Finance and Accountability (Scotland) Act 2000. It provides services to the Auditor General for Scotland and the Accounts Commission. Together they ensure that the Scottish Government and public sector bodies in Scotland are held to account for the proper, efficient and effective use of public funds.

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Introduction

1. International Standard on Auditing (UK and Ireland) 260 (ISA 260) requires auditors to report specific matters arising from the audit of the financial statements to those charged with governance of a body in sufficient time to enable appropriate action.
2. This report sets out for consideration of the Pension Audit Sub-Committee and Pensions Committee the matters arising from the audit of the financial statements for 2012/13 that require to be reported under ISA 260. We are drawing to your attention those matters we think are worthy of note, so that you can consider them before the financial statements are approved and certified. An audit of the financial statements is not designed to identify all matters that may be relevant to those charged with governance. It is the auditor's responsibility to form and express an opinion on the financial statements prepared by management, however this does not relieve management of their responsibilities in this respect. This report has been prepared for the use of Lothian Pension Funds and no responsibility to any third party is accepted.

Status of the Audit

3. Our work on the financial statements is now substantially complete. The issues arising from the audit were included in a matters arising schedule discussed with Pensions and Accounting Manager and the Financial Controller on 8 August 2013.
4. We received the unaudited financial statements on 7 June 2013, in advance of the agreed timetable. The working papers were of a high standard and the staff provided good support to the audit team and we completed our on-site fieldwork on 22 August 2013.

Matters to be reported to those charged with governance

Conduct and scope of the audit

5. Information on the integrity and objectivity of the appointed auditor and audit staff, and the nature and scope of the audit, were outlined in the Annual Audit Plan presented to the Pensions Committee on 13 March 2013 and follow the requirements of the Code of Audit Practice prepared by Audit Scotland in May 2011.
6. As part of the requirement to provide full and fair disclosure of matters relating to our independence we can confirm that we have not undertaken non-audit related services. The 2012/13 agreed fee for the audit was disclosed in the Annual Audit Plan and as we did not require to carry out any additional work outwith our planned audit activity this fee remains unchanged.

Fraud

7. In our Annual Audit Plan we highlighted the responsibility audited bodies have for establishing arrangements to prevent and detect fraud and other irregularities. In presenting this report to

the Pensions Committee we seek confirmation from those charged with governance of any instances thereof that have arisen that should be brought to our attention. A specific confirmation from management in relation to fraud has been included in the draft letter of representation.

Audit opinion & representations

8. Subject to the satisfactory conclusion of any outstanding matters and receipt of a revised set of financial statements for final review, we anticipate being able to issue an unqualified auditor's report on 5 September (the proposed report is attached at [Appendix A](#)). There are no anticipated modifications to the audit report.
9. We are required to report to those charged with governance all unadjusted misstatements which we have identified during the course of our audit, other than those of a trivial nature which we regard as errors less than £1,000.
10. A number of presentational adjustments were identified within the financial statements during the course of our audit. These were discussed with senior finance officers who agreed to amend the unaudited financial statements. No monetary adjustments were identified
11. We therefore have no unadjusted misstatements to bring to your attention.
12. As part of the completion of our audit we seek written assurances from the Pensions and Accounting Manager, in his role as Section 95 Officer, on aspects of the financial statements and judgements and estimates made. A draft letter of representation under ISA580 is attached at [Appendix B](#). This should be signed and returned by the Pensions and Accounting Manager with the signed financial statements prior to the independent auditor's opinion being certified.

Accounting and internal control systems

13. No material weaknesses in the accounting and internal control systems were identified during the audit which could adversely affect the ability to record, process, summarise and report financial and other relevant data so as to result in a material misstatement in the financial statements.

Matters arising from the audit

14. **Investment Management Expenses:** Investment management expenses disclosed in the Pension Fund Account and supporting notes do not fully reflect the fees charged. Fees relating to private equity funds are accounted for within 'changes in market value of investments' and 'investment income'. However, the calculation of the fees is a complex area, particularly in regard to pooled investment funds, and it is not always possible to separately identify these fees. The CIPFA Code on Local Authority Accounting in the UK 2012/13 recommends that investment management expenses be shown as a separate item in the fund account and further analysed in a note. Consequently the current presentation does not fully

comply with the Code. This matter does not relate solely to Lothian Pension Funds but also applies to other pension funds in Scotland.

Resolution: The Investment and Pensions Service Manager will aim to improve the transparency of management fees in accordance with CIPFA's stated requirements by consulting with CIPFA, other Local Authority Pension Funds, the Fund's investment managers and custodian.

- 15. Employee Contributions-Lothian Pension Fund:** Officers compiled a reconciliation of the employee contributions received from the seven largest employers, comparing the expected amount per the pension administration system to the actual amounts received. The reconciliation indicated that contributions received were £117,993 more than anticipated with the largest overpayment being from Midlothian Council (£39,131). This equates to 0.34% of the contributions receivable by the fund for the seven employers. Officers have confirmed that these should represent valid contributions and the reconciliation differences arose very largely due to delays in the notification of the entry of new members to the scheme.
- 16. Change in Accounting Policy:** The results for the year ended 31 March 2012 have been restated to reflect a change in the accounting policy on income generated by unquoted private equity and infrastructure investments. Previously all distributions arising from these investments were treated as capital and included in the fund accounts as a 'change in market value of investments'. The new policy splits distributions into capital and income elements with the latter being classed as 'investment income' in the fund account. The new policy reflects the Fund's increasing investment in infrastructure which produces a significant part of its distributions as income. The effect of the change was to increase the prior year 'investment income' received by £6,547,000 and to reduce the prior year 'change in market value of investments' by the same amount. This restatement had no impact on the net assets of the fund brought forward from 2011/12.

Outstanding matters

- 17. ISA 580 - Letter of Representation:** The signed letter of representation is required prior to the auditor's certification of the financial statements.

Acknowledgements

- 18.** We would like to express our thanks to the staff of Lothian Pension Funds for their help and assistance during the audit of this year's financial statements which has enabled us to provide an audit report within the agreed timetable.

Appendix A: Proposed Independent Auditor's Report

Independent auditor's report to the members of City of Edinburgh Council as administering body for Lothian Pension Funds and the Accounts Commission for Scotland

I certify that I have audited the financial statements of Lothian Pension Funds for the year ended 31 March 2013 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the fund accounts, the net assets statements and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 (the 2012/13 Code).

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Respective responsibilities of the Pensions and Accounting Manager and auditor

As explained more fully in the Statement of Responsibilities, the Pensions and Accounting Manager is responsible for the preparation of financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the funds' circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Pensions and Accounting Manager; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

- give a true and fair view in accordance with applicable law and the 2012/13 Code of the financial transactions of the funds during the year ended 31 March 2013, and of the amount and disposition at that date of their assets and liabilities;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2012/13 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973 and the Local Government in Scotland Act 2003.

Opinion on other prescribed matters

In my opinion the information given in the sections titled Review of the Year, About the Funds and Investment and Financial Performance for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

I am required to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- the Governance Compliance Statement does not comply with guidance from the Scottish Ministers.

I have nothing to report in respect of these matters.

David McConnell
Assistant Director of Audit
Audit Scotland
4th Floor, South Suite
The Athenaeum Building
8 Nelson Mandela Place
Glasgow, G2 1BT

September 2013

Appendix B: ISA 580 - Letter of Representation

David McConnell
Assistant Director of Audit
Audit Scotland
4th Floor, South Suite
The Athenaeum Building
8 Nelson Mandela Place
Glasgow, G2 1BT

Dear David

Lothian Pension Funds Annual Accounts 2012/13

This representation letter is provided in connection with your audit of the financial statements of the Lothian Pension Funds for the year ended 31 March 2013 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the financial transactions of the funds during the year ended 31 March 2013, and of the amount and disposition at that date of their assets and liabilities.

I confirm to the best of my knowledge and belief, and having made appropriate enquiries of the relevant officers of the Funds, the following representations given to you in connection with your audit of the Lothian Pension Funds for the year ended 31 March 2013.

General

I acknowledge my responsibility and that of the Lothian Pension Funds for the financial statements. All the accounting records requested have been made available to you for the purposes of your audit. All material agreements and transactions undertaken by the funds have been properly reflected in the financial statements. All other records and information have been made available to you, including minutes of all management and other meetings.

The information given in the Annual Report to the financial statements, including Review of the Year, presents a balanced picture of the funds and is consistent with the financial statements.

I confirm that the effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. I am not aware of any uncorrected misstatements other than those identified in the auditor's report to those charged with governance (ISA260).

Legality of Financial Transactions

The financial transactions of the funds are in accordance with the relevant legislation and regulations governing its activities.

Financial Reporting Framework

The financial statements have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 and in accordance with the requirements of Local Government (Scotland) Act 1973 including all relevant presentation and disclosure requirements.

Disclosure has been made in the financial statements of all matters necessary for them to show a true and fair view of the transactions and state of affairs of the funds for the year ended 31 March 2013.

Accounting Policies & Estimates

All material accounting policies adopted are as shown in the Statement of Accounting Policies included in the financial statements. The continuing appropriateness of these policies has been reviewed since the introduction of IAS 8 and on a regular basis thereafter, and takes account of the requirements set out in the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13.

The significant assumptions used in making accounting estimates are reasonable and properly reflected in the financial statements. There are no changes in estimation techniques which should be disclosed due to their having a material impact on the accounting disclosures.

Actuarial Assumptions

The pension assumptions made by the actuary in the IAS19 report on the funds have been reviewed and I can confirm that they are consistent with management's own view.

Fraud

I have considered the risk that the financial statements may be materially misstated as a result of fraud. I have disclosed to the auditor any allegations of fraud or suspected fraud affecting the financial statements. There have been no irregularities involving management or employees who have a significant role in internal control or that could have a material effect on the financial statements.

Corporate Governance

I acknowledge, as the officer with responsibility for the proper administration of the Fund's financial affairs under section 95 of the Local Government (Scotland) Act 1973, my responsibility for the corporate governance arrangements and internal controls. I have reviewed the governance compliance statement and the disclosures I have made comply with the guidance from the Scottish Ministers. There have been no changes in the corporate governance arrangements or issues identified, since the 31 March 2013 which require disclosure.

Related Party Transactions

All transactions with related parties have been disclosed in the financial statements. I have made available to you all the relevant information concerning such transactions, and I am not aware of any other matters that require disclosure in order to comply with the requirements of IAS24, as interpreted by the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13.

Investment Assets and Current Assets

On realisation in the ordinary course of the fund's business the investment and current assets in the net asset statement are expected, in my opinion, to produce at least the amounts at which they are stated. In particular, adequate provision has, in my opinion, been made against all amounts owing which are known or may be expected to be irrecoverable.

Investment Liabilities and Current Liabilities

All liabilities have been provided for in the books of account as at 31 March 2013.

Contractual commitments

All outstanding call payments due to unquoted limited partnership funds have been fully included in the accounts for the period to 31 March 2013.

Employer / Employee Contributions

A high level analysis is carried out at the year end comparing the total monthly contributions in the pension system with the amounts recorded in the financial ledger. In addition, monthly checks are performed on contributions received from employers during the year with any unexpected differences followed-up and investigated.

Events Subsequent to the Net Asset Statement

There have been no material events since the date of the net asset statement which necessitate revision of the figures in the financial statements or notes thereto including contingent assets and liabilities.

Since the date of the net asset statement no events or transactions have occurred which, though properly excluded from the financial statements, are of such importance that they should be brought to your notice.

Yours sincerely

John Burns
Pensions and Accounting Manager (s.95 officer for pensions)



AUDITED ANNUAL REPORT AND ACCOUNTS 2012/2013



**LOTHIAN PENSION FUND
LOTHIAN BUSES PENSION FUND
SCOTTISH HOMES PENSION FUND**



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FOREWORD



Welcome to the 2012/13 Annual Report and Accounts for Lothian Pension Fund, Lothian Buses Pension Fund and the Scottish Homes Pension Fund.

Following the May 2012 local elections, I was delighted to be appointed as the Convener to the Committee with responsibility for the pension funds.

It has been a busy year and we have made significant changes to the way the Funds are governed. We now have a dedicated Pensions Committee and a Pensions Audit Sub-Committee and, for the first time, other pension fund stakeholders are represented on the Committee.

We welcomed Allison Cosgrove (representing UNISON and members) and Darren May from Scottish Water (representing fund employers) to the Committee in December 2012. Both Allison and Darren have been members of the Fund's Consultative Panel for a number of years and bring a different perspective to the Committee.

We also appointed an independent professional observer, Sarah Smart, who will help the Committee scrutinise advice. We made these changes to further strengthen the decision-making processes for the pension funds.

Change within public sector pensions has been a topic of much discussion lately and the Public Service Pensions Act 2013 has set out a framework for all public service pensions, including the Local Government Pension Scheme.

The Act specifies that changes to the Local Government Pension Scheme in Scotland must be implemented by April 2015.

However, whilst details of the changes to the Scheme in England and Wales have been released, the future for the Scheme in Scotland is still under discussion. I look forward to hearing the views of stakeholders once details are announced.

Budgetary constraints across the public sector continued to impact on the membership of Lothian Pension Fund.

Contribution income for Lothian Pension Fund reduced by 2% over the year as many employers reduce workforce numbers.

Severe funding constraints in the public sector have also highlighted the need to improve efficiency and reduce costs. New ways of working such as joint procurement initiatives with other public sector pension funds are being progressed. I am pleased to see officers of the Lothian Pension Fund working closely with those of Falkirk Pension Fund.

Customer service continues to be a priority and we retained the Customer Service Excellence award following an independent assessment. I was also delighted that Lothian Buses Pension Fund received the Local Government Chronicle Investment award for Fund of the Year in the 'Under £750m' category for the second successive year.

The next few years will be challenging for those involved in the Scheme. We have concerns that the changes to the scheme, coupled with pressure on take-home pay, might mean that more members opt-out of the Fund.

We will focus our efforts on communicating the changes to the Scheme when they become available and ensuring that members understand and appreciate the value of the Scheme, which forms a significant part of their remuneration.

MAUREEN CHILD
Pensions Committee Convener
(Resigned 21 August 2013)
The City of Edinburgh Council
24 September 2013



REVIEW OF THE YEAR

Investment and Funding

We start our review of the year by looking at the investment markets. These have delivered strong returns over the year. Equity and bond markets rallied, particularly in the first quarter of 2013. The three pension funds all delivered strong returns; 13.9%, 16.4% and 13.0% for Lothian Pension Fund, Lothian Buses Pension Fund and Scottish Homes Pension Fund respectively.

However, a meaningful reduction in government bond yields has increased the value of liabilities by more than the increase in the value of assets. The Actuary has estimated that the funding levels of all three pension funds at 31 March 2013 are lower than those at the last actuarial valuation at 31 March 2011.

The investment strategies of the pension funds were reviewed over the year. The reviews concluded that there is scope to reduce their investment risk in the long-term but they should maintain exposure to investments which have an explicit, or implicit, link to inflation. The reviews also highlighted the importance of investment income over the next few years as the cashflow in the Funds is expected to reduce over time. The revised investment strategies are being implemented at a measured pace, as investment opportunities become available and as research on opportunities is undertaken. Some changes have been put in place during the 2012/13 financial year and work is ongoing. The investment and funding outlook for the pension funds remain exceptionally challenging as economies struggle to show meaningful growth and government bond yields remain stubbornly low.

Customer Service

We are committed to continually improving the service to our customers.

We communicated regularly with employers in the Fund via newsletters, events and meetings over the year. Our customers continued to rate our service highly, with 86% of customers surveyed agreeing that our service was excellent.

This year we provided benefit statements for active and deferred members on-line for the first time, whilst offering the option to receive paper copies. We made 97% of annual benefits forecasts available by 30 September 2012 and over 9,000 of our members are using the on-line system.

Ensuring timely and accurate data from employers is crucial for delivering a quality pensions service to members. To help us achieve this we have introduced a specialist on-line system that allows employers to upload data securely to our pension administration system. This advancement should help to ensure membership data is updated more frequently and the service to members is improved. It should also deliver efficiencies for both the Fund and employers.

A number of the employers in the Lothian Pension Fund faced organisational changes during the year. These included the merger of Telford, Stevenson and Jewel and Esk Colleges, the transfer of Oatridge College to the Scottish Agricultural College, plans to dissolve the Forth Estuary Transport Association, as well as a number of admitted bodies investigating options to exit the Fund. We have worked with employers during these changes to ensure commitments to the Fund are honoured.

The Pensions Act 2011 introduced a requirement for employers to automatically enrol employees into a qualifying pension scheme. We have updated our procedures accordingly and have provided support to employers as they made the necessary preparations.



REVIEW OF THE YEAR

The Local Government Pension Scheme regulations in Scotland have been changed as a result and employees with contracts of less than three months were allowed to join.

As a result, the number of members in the Lothian Pension Fund has increased over the year by 441. This is particularly notable given the fall in membership numbers over the previous year.

Risk management

The Fund is committed to a strong control environment to ensure that risks are identified, understood, managed and monitored appropriately. The risks faced by the Fund change over time and the ongoing management of risk is crucial.

In this regard, progress was made towards integrating the pensioner payroll system with the pension administration system. The change will reduce risk, increase efficiency and reduce reliance on manual reconciliations.

We also recruited a specialist investment lawyer to the internal team. As well as providing legal assistance for the pension funds, he will play a key role in enhancing risk management.

Local Government Pension Scheme Reform

The Public Service Pensions Act 2013 will bring significant changes and challenges for the Fund in terms of both scheme benefits and governance. There will be significant communication demands on the Fund and delivery risks in meeting service standard expectations, should a new scheme bring additional administrative complexity. Changes in the governance of public service pension schemes will also lead to greater scrutiny of the Fund's service.

By embedding the Fund's new governance arrangements and striving to continually improve our performance, the Fund will be in a strong position to meet these challenges.

ALASTAIR MACLEAN
Director of Corporate Governance
24 September 2013

CLARE SCOTT
Investment and Pensions Service Manager
24 September 2013



ABOUT THE FUNDS

How the Funds are run

This section describes the way the Funds work and includes the membership of the Pension Committee and their training.

The City of Edinburgh Council acts as administering authority for the Local Government Pension Scheme in the Lothian area.

Pension matters are delegated by the Council to a Committee whose members act as 'quasi trustees'.

Pensions and Trusts Committee/Pensions Committee

The Pensions and Trusts Committee held meetings in June and September 2012 before being replaced by the Pensions Committee. A new Committee was appointed following the Local Government Elections in May 2012.

The new Pensions Committee formed in September 2012 held two meetings in December 2012 and March 2013 and two stakeholder members were appointed from the membership of the Funds' Consultative Panel.

The following tables shows the membership and its changes throughout the period. Pensions Audit Sub-Committee was also formed as part of the governance review. Councillor Cameron Rose is the Convener of the Sub-Committee and the membership is denoted by an asterisk in the Pensions Committee column.

Pensions and Trusts Committee		Pensions Committee
Membership from 1 April to Local Government elections	Membership following Local Government elections to September 2012	Membership from September 2012 to 31 March 2013
Councillor Tim Mackay (Convener)	Councillor Maureen Child (Convener)	Councillor Maureen Child (Convener - resigned 21 August 2013)
Councillor Maureen Child	Councillor Bill Cook	Councillor Bill Cook*
Councillor Nick Elliot-Cannon	Councillor Jim Orr	Councillor Jim Orr*
Councillor Maggie Chapman	Councillor Cameron Rose	Councillor Cameron Rose*
Councillor Cameron Rose	Councillor Alasdair Rankin	Councillor Alasdair Rankin (Convener - appointed 22 August 2013)
		Allison Cosgrove, Unison
		Darren May, Scottish Water

ABOUT THE FUNDS

Consultative Panel

The Funds have a Consultative Panel made up of employer and member representatives to act as a sounding board for the Pensions Committee. The Panel make up and membership was also reviewed over the year. The new Panel is now made up of six employer representatives and six member representatives. The membership is shown below.

Lothian Pension Fund Consultative Panel membership			
	Employer	Representing	
Employer representatives			
Alan Williamson	Edinburgh College	College/university	
Darren May	Scottish Water	Other employers	
Vacancy	Scottish Government	Scottish Homes	
Eric Adair	EDI	Other employers	
Guy Hughes	Lothian Buses	Lothian Buses	Joined 01/11/12
Norman Strachan	Lothian Buses	Lothian Buses	Resigned 31/10/12
Rebecca Wilson	Barony Housing Association	Admitted bodies	Resigned 31/10/12
Member representatives			
Charlie Boyd	The City of Edinburgh Council	Active Member	
Allison Cosgrove	East Lothian Council	Unison	
Eric MacLennan	The City of Edinburgh Council	Unison	
Owen Murdoch	Retired member	Unison	
John Rodgers	Lothian Buses	Unite	Joined 01/11/12
Archie Arnott	Lothian Buses	Unite	Resigned 31/10/12
Andrew Mitchell	Lothian Buses	Unite	Resigned 31/10/12
Colette Cromar	visitScotland	Active Member	Resigned 31/10/12

Pensions Committee and Consultative Panel training

The Committee and Panel members must attend training events as outlined in the Fund's Trustee training policy. The policy includes a framework, based on the CIPFA Knowledge and Skills Framework, to assess knowledge and identify training to ensure effective decision making. The Framework covers key areas including pension legislation, investment, accounting and auditing standards and actuarial practices.

The five Councillor Committee members were appointed in May 2012 following the Local Government election and the members undertook extensive induction and investment training covering key elements of pension legislation and investments. Members of the Committee and Panel have also attended external events including a Scotland-wide seminar held for new elected members on pensions committees.

The Committee members collectively attended 163.5 hours of in-house and external training over the year. Panel members undertook 43 training hours.

ABOUT THE FUNDS

Investment and Pensions Division

The Investment and Pensions Division sits within the City of Edinburgh Council and carries out the day-to-day running of the pension funds. Its functions include investment, pension administration, communications and accounting. The investment responsibilities include monitoring and selecting external investment managers and carrying out in-house investment management.

The senior officers are:

Alastair Maclean, Director of Corporate Governance
Clare Scott, Investment and Pensions Service Manager
Struan Fairbairn, Legal, Risk and Development Manager
John Burns, Pensions and Accounting Manager
Bruce Miller, Investment Manager
Esmond Hamilton, Financial Controller

Investment Strategy Panel

The Pensions Committee sets the overall investment strategy with the implementation of that strategy, including investment monitoring, delegated to the Director of Corporate Governance who takes advice from the Investment Strategy Panel. The Investment Strategy Panel meets quarterly and comprises the Director of Corporate Governance, Investment and Pensions Service Manager, Pensions and Accounting Manager, Investment Manager and three independent advisers. The independent advisers are Gordon Bagot, Scott Jamieson and KPMG, represented by David O'Hara.



Investments

This section shows key statistics of the financial year, considers the investment markets and the review of investment strategies of the three Funds and shareholder activity.

Investment markets

Investment values fluctuated significantly over the year to 31 March 2013. European equities, for example, suffered a loss of more than 15% in the early part of the year before ending up 13% in sterling terms for the year. Global equities rose even more, up 17% in sterling terms. Gilts and bonds also provided attractive low double digit positive returns. In comparison, the return of less than 5% from emerging market equities was a little disappointing while UK property returned a very low 2.5% over the year.

A crucial moment for financial markets, particularly European equities, stressed by the threat of the break-up of the euro, was a speech

In July 2012, Mario Draghi stated *"Within our mandate, the European Central Bank is ready to do whatever it takes to preserve the euro. And believe me, it will be enough"*.

by Mario Draghi, Central Bank (ECB) President. Investors did believe him and financial markets have barely looked back in the expectation that central bank monetary policy would support asset prices. Regulatory developments, which encourage banks to own sovereign debt, have also been supportive of world bond markets.

It would be surprising if investment markets are as buoyant in 2013/14.

In the face of a weakening global economic environment, austerity policies appear to be out of favour, so it is quite possible that more expansionary policies will be introduced over the coming year.

There are pockets of potential strength around the world including Japan fighting deflation by doubling its monetary base and, in US where bank lending is once again growing. However, Europe's banking sector continues to contract. Despite the recent performance of the equity and bond markets, the low real interest rates evident around the world are likely to translate into low real returns over the next few years.

Investment strategies

We reviewed the investment strategies of all three Funds following the 2011 Actuarial Valuation. The reviews concluded there was scope to reduce the investment risk over the next few years and increase the focus on investment income to reduce returns volatility over the coming years.

In the testing environment described above, the following investment themes should help to reduce risk and protect the assets:

- equities are more attractively priced than "safe" government bonds over the long term. High quality, sustainable businesses with strong cash generation should be able to continue to prosper in the challenging environment envisaged.
- financial institutions may be forced to discard sound assets at attractive prices as they rebuild balance sheets in deleveraging economies. Such opportunities could allow the Funds to enhance investment returns.
- the Funds should reduce their reliance on benchmarks based on market capitalisation, which are sub-optimal, and ensure that the objectives and risk tolerances of individual portfolios within the Fund are as closely aligned with the overall objectives of the Fund as possible.
- Capital preservation and growth is more important than following an index.

INVESTMENT AND FINANCIAL PERFORMANCE

The Funds' Statement of Investment Principles describes the decision-making process and types of investment, as well as the balance between risk and expected return.

It also covers the realisation of investments, responsible investment and ownership along with the exercising of voting rights attached to investments. It can be viewed on our website www.lpf.org.uk/publications

Responsible investment

The Funds strive to be active shareholders to enhance the long-term value of our investments, including engagement on environmental, social and governance issues, in a manner which is consistent with fiduciary duties.

Councillor Cameron Rose, a member of the Pensions Committee, is Vice Chair of the Local Authority Pension Fund Forum (LAPFF) which promotes local authority investment pension fund interests and seeks to maximise their influence as shareholders.

We are a signatory to the United Nations Principles for Responsible Investment and publish how we meet the Financial Reporting Council UK Stewardship Code requirements which promotes public disclosure of stewardship activities. We undertake voting and engagement activities through Hermes Equity Ownership Service for the investments of Lothian Pension Fund. Baillie Gifford, UBS and State Street take direct responsibility for stewardship issues in the funds they manage on our behalf.

Over the year, we voted on over 10,700 resolutions at more than 900 company meetings and opposed over 1000 resolutions. We engaged with over 250 companies across the world on topics such as board structure, executive compensation and climate change. We also participate in class action lawsuits and are acting as co-lead plaintiff in a number of court actions.



Investment and financial performance

Financial performance

This section shows the expenditure of the Investment and Pensions Division and its funding strategy.

Funding Strategy Statement

The Funding Strategy Statement sets out how the Fund balances the potentially conflicting aims of affordability and stability of employers' pension contributions whilst taking a prudent long-term view of funding those liabilities. The Funding Strategy Statement was revised at the 2011 Actuarial Valuation and can be viewed on our website www.lpf.org.uk/publications

Administrative Expenses

A summary of the Division's administrative expenditure for 2012/13, against the budget approved by Committee, is shown in the table below.

The budget focuses on controllable expenditures and therefore excludes all benefit payments and transfers of pensions from the Fund. Similarly, income is shown exclusive of contributions receivable and pension transfers to the Fund.

The key variances against budget are:-

- Employees - £ 71k underspend. This is mainly due to unfilled posts across the division partly offset by temporary agency costs and early retirement costs;
- Third Party Payments (£ 100k overspend) and Supplies and Services (£ 132k underspend) – These are due to the take up of the accounting service from the Fund's custodian offset by savings from the termination of associated ICT contracts;
- Investment management fees – £ 1,302k underspend. This is primarily due to changes in the fund management arrangements including the termination of active currency overlay contracts.
- Income - £151k less - this is due to stock lending commission being lower than expected.

Administrative expenses

	Approved budget	Actual outturn	Actual variance
	£000	£000	£000
Employees	1,914	1,843	(71)
Transport	27	22	(5)
Supplies and services	864	732	(132)
Investment Managers fees	10,284	8,982	(1,302)
Other third party payments	349	449	100
Depreciation	44	44	-
Direct expenditure	13,482	12,072	(1,410)
Support costs	702	656	(46)
Income	(884)	(733)	151
Total cost to the Funds	13,300	11,995	(1,305)

PERFORMANCE AND SERVICE PLAN

Our service plan and performance

Our vision and objectives are set out in our service plan. The plan provides details of key actions, key performance indicators and targets and how we aim to meet them.












The Fund has three objectives

- To provide excellent customer care
- To support and develop staff
- To continue to be a top performing fund

This section shows how we meet our key performance indicators to deliver our service plan objectives.

We aim to work together to put the customer first. This means making our services simple, right first time, effective and efficient.

Our key performance indicators are below with more detailed analysis thereafter.

	Target	Actual
To provide excellent customer care		
 Overall satisfaction of employers, active members and pensioners with our overall services as measured by annual surveys.	85%	86%
 Satisfaction of employers, active members and pensioners with our communications as measured by annual surveys.	85%	89%
 Proportion of active members receiving a benefit statement by 30/9/12	95%	97%
 Maintain Customer Service Excellence Standard	Retain	Retained
To support and develop staff		
 Level of sickness absence	4%	3.87%
 Staff satisfaction with present job	60%	53%
 Annual training average per staff member	2 days	3.8 days
To continue to be a top performing fund		
 % of critical pensions administration work completed within standards	90%	94%
 Lothian Pension Fund - Three year annualised investment return compared with benchmark	relative return in range 1.0 to +2.0	0.0%
 Pension admin cost per member	£24.10	£23.86
 Employer contributions paid within 19 days of month end	97%	97.5%

In 2012/13 all key performance indicator targets were met with the exception of staff satisfaction with present job and investment performance.

Further information on investment can be found in the Investment and Financial Performance and Fund sections.

PERFORMANCE AND SERVICE PLAN

To provide excellent customer care

Customer Service Excellence



To ensure we provide excellent customer care, the Funds use the Customer Service Excellence (CSE) framework. This provides clear guidelines on how to ensure continuous improvement in our customer services and an external assessment that requires the Funds to demonstrate on an annual basis how we have improved and developed.

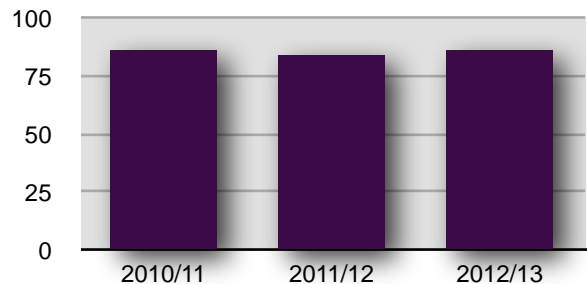
This year the Funds again successfully retained the CSE award. The external assessor endorsed our approach to consulting with all our customers and using feedback to improve. The assessment also recognised that we need to improve our partnership working with our employers to deliver services our members expect.

Surveys

We ask for our customers' views on our services in a variety of ways. We use the feedback to improve our services. We survey a sample of active and new members on an ongoing basis and carry out annual surveys of both retired members and employers.

We include an overall question on satisfaction in all our surveys and over the year, 86% agreed with the statement "overall I feel the service provided by the Funds is excellent".

Overall satisfaction with services



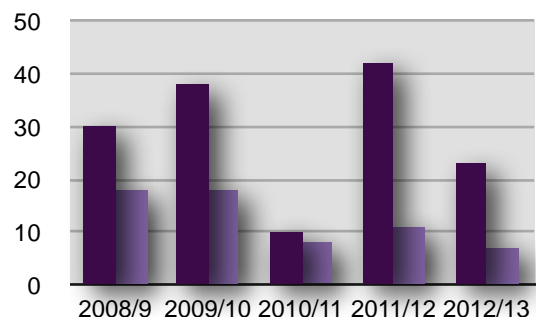
Complaints

We monitor the complaints we receive on a monthly basis. We respond promptly to any complaints, investigate them and learn from them to improve the service.

We categorise our complaints in two ways:

- Complaints about our service
- Complaints about the way we apply the regulations. Under the LGPS members can use a 2 stage dispute process to settle any disagreement or complaint that they may have about decisions made under the scheme rules. We have an independent appointed person to deal with these complaints in an unbiased way. If a member remains unhappy with the appointed person's decision they can ask the Scottish ministers to review the decision.

Complaints



The graph shows the number of complaints in each category these represent a very low percentage of the over 28,000 procedures we carried out in 2012/13.

■ complaints about our service
■ Internal Disputes Resolution Procedure complaints

PERFORMANCE AND SERVICE PLAN

Support and develop staff

Our three key performance indicators for our staff are sickness absence, overall satisfaction with present job and annual training average per staff member. Two out of three of these indicators have been met.

One of the ways we gauge how our staff feel is by surveying them on a regular basis. This is also how we measure staff satisfaction. In 2012 overall satisfaction with present job increased by 8% to 53% but was below the target of 60%. The management team has used the feedback from the survey and focussed improvements in particular on two key issues, communication and staff development.

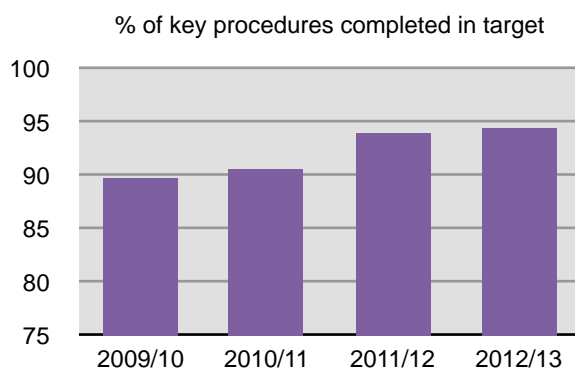
A staff forum gives staff the opportunity to feedback to senior managers, monthly briefings have been introduced via e-mail and face to face to keep staff informed of changes and a review of responsibilities within the division undertaken. Much work is still to be done but it is hoped that this indicator will continue to improve.

To continue to be a top performing Fund

Pensions Administration

Our dedicated in-house team provides pension administration services for the Funds. We monitor the time it takes to complete our procedures. Our key procedures include payment of retirement and dependent benefits, providing information for new members, transfers and retirement quotes.

Performance for these key procedures over the year 2012/13 showed 94.4% of the work completed was within our target, an improvement of 0.5% on the previous year.



Data quality

The administration of pensions relies on good data. Along with the new employer website introduced to assist with the transfer of data, we have adopted other initiatives to improve member information. These include participation in specialist longevity and data analyses through "Club Vita" a service provided by our Funds' Actuary.

Pension record keeping standards are also measured against the Pension Regulator's best practice guidance and appropriate assurance attained.

The Pensions Regulator data standards	Target	Actual
Common data		
New data (post June 2010)	100%	100%
Old data (pre June 2010)	95%	96%
Conditional and Numerical Data		
LPF-scheme specific measurement including date of joining; pensionable remuneration; date of leaving; reasons for leaving etc.	98%	98%

PERFORMANCE AND SERVICE PLAN

The Pensions Administration Strategy

The Fund's Pensions Administration Strategy highlights the duties of, and sets performance standards for, both the Fund and all our participating employers.

It is vital that employers provide prompt information to the Fund so that we can provide timely and accurate services to our Scheme members. We monitor employer performance regularly, and provide updates to the employers each year, both individually and on a Fund-wide basis at employer events. During the 2012/13 year, we also met with our largest employers to discuss performance and worked with them to improve, providing training and holding follow-up meetings to assess improvements where appropriate.

Employer performance for 2012/13 is shown below, with 2011/12 shown for comparison purposes.

Employer performance Case type	Target (working days)	2011/12			2012/13		
		Number received	Number within target	% within target	Number received	Number within target	% within target
New member: paper forms	20	111	71	64	31	23	74
New member electronic	20	1779	1597	90	2693	2386	89
Leaver information	20	1049	724	69	592	380	64
Retirement information	20	917	358	39	803	314	39
Death in service information	10	39	12	30	37	7	19





STATEMENT OF ACCOUNTING POLICIES AND GENERAL NOTES

Statement of accounting policies and general notes

1 Basis of preparation

The Statement of Accounts summarises the transactions of the Funds for the 2012/13 financial year and their position at year-end as at 31 March 2013. The accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 which is based upon International Financial Reporting Standards (IFRS), as amended for the UK public sector.

The accounts summarise the transactions of the Funds and report on the net assets available to pay pension benefits. The accounts do not take account of obligations to pay pensions and benefits which fall due after the end of the financial year. The actuarial present values of promised retirement benefits, valued on an International Accounting Standard (IAS) 19 basis, are disclosed in the Notes to the Accounts.

2 Summary of significant accounting policies

Fund account - revenue recognition

a) Contribution income

Normal contributions, both from the members and from employers, are accounted for on an accruals basis at the rate recommended by the Scheme Actuary in the payroll period to which they relate.

Employers' pensions strain contributions are accounted for in the period in which the liability arises. Any amount due in year but unpaid will be classed as a current financial asset. Amounts not due until future years are classed as long-term financial assets.

b) Transfers to and from other schemes

Transfer values represent the amounts received and paid during the year for members who have either joined or left the fund during the financial year and are calculated in accordance with the Local Government Pension Scheme Regulations.

Individual transfers in/out are accounted for when received/paid, which is normally when the member liability is accepted or discharged.

Transfers in from members wishing to use the proceeds of their additional voluntary contributions to purchase scheme benefits are accounted for on a receipts basis and are included in Transfers In.

Bulk (group) transfers are accounted for on an accruals basis in accordance with the terms of the transfer agreement.

c) Investment income

i) Interest income

Interest income is recognised in the fund account as it accrues, using the effective interest rate of the financial instrument as at the date of acquisition or origination. Income includes the amortisation of any discount or premium, transaction costs or other differences between the initial carrying amount of the instrument and its amount at maturity calculated on an effective interest rate basis.

STATEMENT OF ACCOUNTING POLICIES AND GENERAL NOTES

ii) Dividend income

Dividend income is recognised on the date the shares are quoted ex-dividend. Any amount not received by the end of the reporting period is disclosed in the net assets statement as a current financial asset.

iii) Distributions from pooled funds

Distributions from pooled funds are recognised at the date of issue. Any amount not received by the end of the reporting period is disclosed in the net assets statement as a current financial asset.

iv) Income from unquoted private equity and infrastructure investments

The results for the year ended 31 March 2012 have been restated to reflect a change in the accounting policy on income generated by unquoted private equity and infrastructure investments. The previous policy was to treat all distributions arising from these investments as capital with the results being reported as a change in market value of investments. The new policy splits distributions into capital and income elements with the latter being included under investment income in the Fund Account. The new policy reflects the Fund's increasing investment in infrastructure which produces a significant part of its return as income. See note 24 of the Notes to the Accounts of Lothian Pension Fund.

v) Property related income

Property-related income consists primarily of rental income. Rental income from operating leases on properties owned by the fund is recognised on a straight-line basis over the term of the lease. Any lease incentives granted are recognised as an integral part of the total rental income, over the term of the lease.

Contingent rents based on the future amount of a factor that changes other than with the passage of time, such as turnover rents, are only recognised when contractually due.

vi) Movement in the net market value of investments

Changes in the net market value of investments (including investment properties) are recognised as income and comprise all realised and unrealised profits/losses during the year.

Fund account - expense items

d) Benefits payable

Pensions and lump sum benefits payable include all amounts known to be due as at the end of the financial year. Any amounts due but unpaid are disclosed in the net assets statement as current liabilities.

e) Taxation

The fund is a registered public service scheme under section 1(1) of Schedule 36 of the Finance Act 2004 and as such is exempt from UK income tax on interest received and from capital gains tax on the proceeds of investments sold. Income from overseas investments suffers withholding tax in the country of origin, unless exemption is permitted. Irrecoverable tax is accounted for as a fund expense as it arises.

STATEMENT OF ACCOUNTING POLICIES AND GENERAL NOTES

f) Administrative expenses

All administrative expenses are accounted for on an accruals basis. The Investment and Pensions Division of the Council is responsible for administering the three Pension Funds. The Division receives an allocation of the overheads of the Council, this is based on the amount of central services consumed. In turn, the Division allocates its costs to the three Pension Funds.

Costs directly attributable to a specific Fund are charged to the relevant Fund. Investment management costs that are common to all three Funds are allocated in proportion to the value of the Funds as at the end of the year. Pension payroll costs are allocated in proportion to the number pensioners in each of the Funds at the end of the year. Other administration costs are allocated in proportion to the number of members in each of the Funds at the end of the year.

g) Investment management expenses

All investment management expenses are accounted for on an accruals basis.

Fees of the external investment managers and custodian are agreed in the respective mandates governing their appointments. Broadly, these are based on the market value of the investments under their management and therefore increase or reduce as the value of these investments change. For some investment managers, an element of their fee is performance related.

The cost of obtaining investment advice from external consultants is included in investment management charges.

The costs of the in-house fund management team are charged to the Funds. The basis of allocation is as described above.

For certain investments in accordance with industry practice and investment agreements, some management expenses are netted off investment returns at source by managers and are not separately disclosed.

Net assets statement

h) Financial assets

Financial assets are included in the net assets statement on a fair value basis as at the reporting date. A financial asset is recognised in the net assets statement on the date the fund becomes party to the contractual acquisition of the asset. From this date any gains or losses arising from changes in the fair value of asset are recognised by the fund.

The values of investments as shown in the net assets statement have been determined as follows:

i) Market quoted investments

The value of an investment for which there is a readily available market price is determined by the bid market price ruling on the final day of the accounting period.

ii) Fixed interest securities

Fixed interest securities are recorded at net market value based on their current yields.

STATEMENT OF ACCOUNTING POLICIES AND GENERAL NOTES

iii) Unquoted investments

The fair value of investments for which market quotations are not readily available is determined as follows:

- valuations of delisted securities are based on the last sale price prior to delisting, or where subject to liquidation, the amount the council expects to receive on wind-up, less estimated realisation costs.
- securities subject to takeover offer – the value of the consideration offered under the offer, less estimated realisation costs.
- directly held investments include investments in limited partnerships, shares in unlisted companies, trusts and bonds. Other unquoted securities typically include pooled investments in property, infrastructure, debt securities and private equity. The valuation of these pools or directly held securities is undertaken by the investment manager or responsible entity and advised as a unit or security price. The valuation standards followed in these valuations adhere to industry guidelines or to standards set by the constituent documents of the pool or the management agreement.
- investments in unquoted property and infrastructure pooled funds are valued at the net asset value or a single price advised by the fund manager.
- the values of the direct investments in unquoted private equity, infrastructure, timber and real estate are based on valuations provided by the general partners to the funds in which the Fund has invested. These valuations are prepared in accordance with the International Private Equity and Venture Capital Valuation Guidelines or similar guidelines provided by the British Venture Capital Association, which follow the valuation principles of IFRS. The valuations are usually undertaken annually at the end of December. Cash flow adjustments are used to roll forward the valuations to 31 March as appropriate.

iv) Pooled investment vehicles

Pooled investment vehicles are valued at closing bid price if both bid and offer prices are published; or if single priced, at the closing single price. In the case of pooled investment vehicles that are accumulation funds, change in market value also includes income which is reinvested in the fund, net of applicable withholding tax.

v) Freehold and leasehold properties

The properties were valued at open market value at 31 March 2012 by John Symes-Thompson FRICS and Genine Terry MRICS of independent external valuers CB Richard Ellis Ltd in accordance with the Royal Institute of Chartered Surveyors' - Professional Standards (2012) ("the Red Book"). The valuer's opinion of market value and existing use value was primarily derived using comparable recent market transactions on arm's-length terms.

i) Foreign currency transactions and balances

Dividends, interest and purchases and sales of investments in foreign currencies have been accounted for at the spot market rates at the date of transaction. End-of-year spot market exchange rates are used to value cash balances held in foreign currency bank accounts, market values of overseas investments and purchases and sales outstanding at the end of the reporting period.

STATEMENT OF ACCOUNTING POLICIES AND GENERAL NOTES

j) Derivatives

Derivative contract assets are fair valued at bid prices and liabilities are fair valued at offer prices. Changes in the fair value of derivative contracts are included in change in market value.

The value of futures contracts is determined using exchange prices at the reporting date. Amounts due from or owed to the broker are the amounts outstanding in respect of the initial margin and variation margin.

The future value of forward currency contracts is based on market forward exchange rates at the year-end date and determined as the gain or loss that would arise if the outstanding contract were matched at the year-end with an equal and opposite contract.

k) Cash and cash equivalents

Cash comprises cash in hand and demand deposits.

Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and that are subject to minimal risk of changes in value.

l) Financial liabilities

The Funds recognise financial liabilities at fair value as at the reporting date. A financial liability is recognised in the net assets statement on the date the fund becomes party to the liability. From this date any gains or losses arising from changes in the fair value of the liability are recognised.

m) Actuarial present value of promised retirement benefits

The actuarial present value of promised retirement benefits of each of the Funds is assessed on an annual basis by the Scheme Actuary in accordance with the requirements of IAS 19 and relevant actuarial standards.

As permitted under IAS 26, the Funds have opted to disclose the actuarial present value of promised retirement benefits by way of a note to the net assets statements.

n) Additional voluntary contributions

The Lothian Pension Fund and Lothian Buses Pension Fund provide an additional voluntary contributions (AVC) scheme for their members, the assets of which are invested separately from those of the Funds. The Funds have appointed Standard life and Prudential as their AVC providers. AVCs are paid to the AVC providers by employers and are specifically for providing additional benefits for individual contributors. Each AVC contributor receives an annual statement showing the amount held in their account and the movements in the year.

In accordance with regulation 5(2)(b) of the Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 1998, AVCs are not included in the pension fund financial statements. Details of contributions paid and the total value of funds invested are disclosed by way of note.

3 Critical judgements in applying accounting policies

Unquoted private equity and infrastructure investments

It is important to recognise the highly subjective nature of determining the fair value of private equity and infrastructure investments. They are inherently based on forward-looking estimates and judgements involving many factors. These valuations are prepared in accordance with the International Private Equity and Venture Capital Valuation Guidelines or similar guidelines provided by the British Venture Capital Association, which follow the valuation principles of IFRS.

STATEMENT OF ACCOUNTING POLICIES AND GENERAL NOTES

For the Lothian Pension Fund, the value of unquoted private equity and infrastructure investments at 31 March 2013 was £508.5m (2012 £440.1m).

For the Lothian Buses Pension Fund, the value of unquoted private equity and infrastructure investments at 31 March 2013 was £12.2m (2012 £7.5m).

Actuarial present value of promised retirement benefits

Each Fund is required to disclose the estimated actuarial present value of promised retirement benefits as at the end of the financial year. These estimates are prepared by the Fund's Actuary. These values are calculated in line with International Accounting Standard 19 (IAS19) assumptions and comply with the requirements of IAS26. However, the results are subject to significant variances based on changes to the underlying assumptions.

The figures are only prepared for the purposes of IAS26 and has no validity in other circumstances. In particular, it is not relevant for calculations undertaken for funding purposes and setting contributions payable to the Fund.

4 Assumptions made about the future and other major sources of estimation uncertainty

The Statement of Accounts contain estimated figures that are based on assumptions made by the Council; private equity and infrastructure managers; other providers of valuation information; and the Scheme Actuary about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the net assets statement at 31 March 2013 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

a) Actuarial present value of promised retirement benefits

Uncertainties

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. The Fund Actuary advises on the assumptions to be applied and prepares the estimates.

Effect if actual results differ from assumptions - Lothian Pension Fund

The effects on the net pension liability of changes in individual assumptions can be illustrated as follows:

Change in assumptions - year ended 31 March 2013	Approx % increase in liabilities %	Approx monetary amount £m
0.5% decrease in discount rate	9	442
1 year increase in member life expectancy	3	148
0.5% increase in salary increase rate	4	175
0.5% increase in pensions increase rate	5	265

STATEMENT OF ACCOUNTING POLICIES AND GENERAL NOTES

Effect if actual results differ from assumptions - Lothian Buses Pension Fund

The effects on the net pension liability of changes in individual assumptions can be illustrated as follows:

Change in assumptions - year ended 31 March 2013	Approx % increase in liabilities %	Approx monetary amount £m
0.5% decrease in discount rate	9	30
1 year increase in member life expectancy	3	10
0.5% increase in salary increase rate	3	11
0.5% increase in pensions increase rate	6	19

Effect if actual results differ from assumptions - Scottish Homes Pension Fund

The effects on the net pension liability of changes in individual assumptions can be illustrated as follows:

Change in assumptions - year ended 31 March 2013	Approx % increase in liabilities %	Approx monetary amount £m
0.5% decrease in discount rate	6	9
1 year increase in member life expectancy	3	4
0.5% increase in pensions increase rate	6	9

b) Unquoted private equity and infrastructure investments

Uncertainties

These investments are not publicly listed and as such there is a degree of estimation involved in the valuation.

Effect if actual results differ from assumptions

There is a risk that these investments may be under or overstated in the accounts at any point in time. The actual financial return of this type of investment is only known with certainty when they reach the end of their lifecycles and the final distributions are made to investors.



LOTHIAN PENSION FUND

Membership

Status	Membership at 31/03/2011	Membership at 31/03/2012	Membership at 31/03/2013
Active	28,919	28,337	28,778
Deferred	15,218	15,392	16,577
Pensioners	17,894	18,905	20,469
Dependants	3,682	3,720	4,064
Total	65,713	66,354	69,888

Fund membership



Funding

Benefits are funded by contributions and investment earnings. Contributions are made by active members of the Fund in accordance with the Local Government Pension Scheme (Benefits, Membership and Contributions) (Scotland) Regulations 2008. These contributions depend on pay and for the year ended 31 March 2013 the contribution rates were as follows:

Full time equivalent pensionable pay (2012/13)	Rate
Less than £19,971	5.5%
Between £19,971 and £25,948	Between 5.6% and 6.0%
Between £25,949 and £32,567	Between 6.1% and 6.5%
Between £32,568 and £45,915	Between 6.6% and 7.5%
Between £45,916 and £51,727	Between 7.6% and 8.0%
Between £51,728 and £69,262	Between 8.1% and 9.0%
Between £69,263 and £104,782	Between 9.1% and 10.0%
Between £104,783 and £240,383	Between 10.1% and 11.2%

Employers' contributions are set at the triennial actuarial valuation. The contribution rates for the year ended 31 March 2013 were based on the actuarial valuation as at 31 March 2011. This valuation resulted in a common contribution rate of (i.e. the average of the employers contributions) 18.0% of pensionable earnings, this includes 1.2% in respect of the past service deficit. In practice, each employer pays contributions at a specific rate that relates to its funding experience. For 2012/13, the rates for the major employers ranged from 16.9% to 17.2% for service currently being accrued plus a fixed amount towards the past service deficit.

More information on funding can be found in the Actuarial Statement for 2012/13 at the end of this section.

LOTHIAN PENSION FUND

Investment strategy

Following the completion of the 2011 actuarial valuation, an in-depth review of Lothian Pension Fund's investment strategy has been undertaken.

The review concluded that there is scope to reduce the Fund's investment risk in the long-term. It was recommended that the focus of the investment strategy over the coming years should be on capital preservation, investment income and reducing the absolute volatility of the Fund.

The strategy for 2012-2017 is set out in the table and has private equity reclassified in Equities rather than Alternative investments. Investments in the Alternatives category include property, infrastructure, timber and corporate bonds. Asset allocations limits under normal financial conditions are also shown.

	Interim benchmark at 31 March 2013	Strategy for 2012-2017	Asset allocation limits minimum - maximum
	%	%	%
Equities excluding Private Equity	64		
Equities including Private Equity	-	65	50 - 75
Index-linked gilts	5	7	0 - 20
Alternatives including Private Equity	30	-	-
Alternatives excluding Private Equity	-	28	20 - 35
Cash	1	-	0 - 10
Total	100	100	n/a

The objective of the Fund has been redefined so that the target return over long-term economic cycles (typically 5 years or more) is the achievement of the same return as that generated by the strategic allocation, and over shorter periods, the Fund should perform better than the strategic allocation if markets fall significantly.

The Fund will gradually implement the new strategy over the next few years.

Investment performance

Annualised returns to 31 March 2013 (% per year)

	1 year	3 years	10 years
Lothian Pension Fund	13.9	8.1	10.3
Benchmark	13.9	8.1	9.5
Retail Price Index	3.3	4.1	3.3
National Average Earnings	(0.6)	1.0	2.7

The absolute performance of Lothian Pension Fund over the 12-month period was +13.9% and three-year performance was +8.1% per annum. Over both time periods, the performance was in line with the benchmark returns.

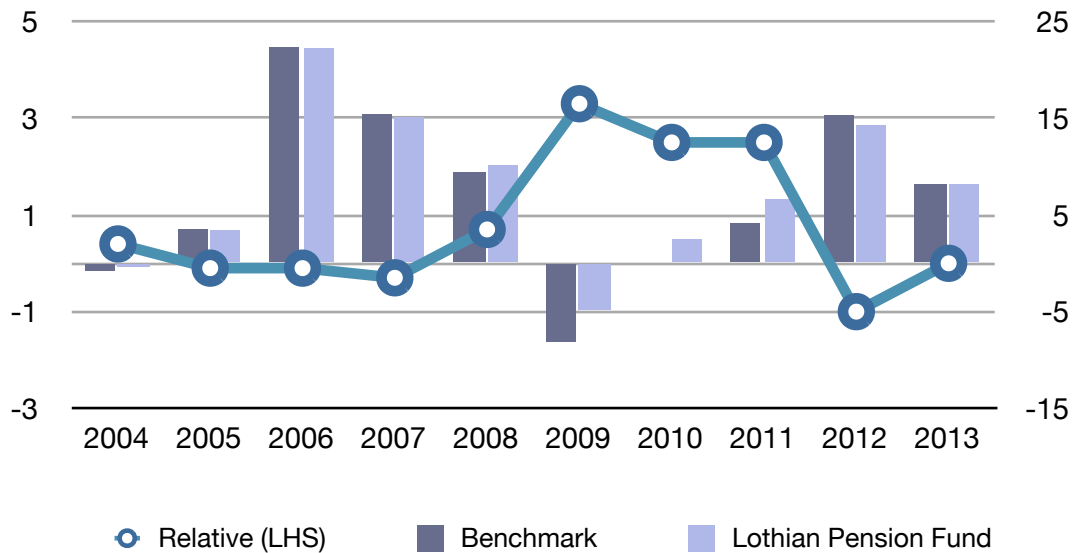
Over 10 years, the Fund returned +10.3% per annum, ahead of its benchmark by 0.8% per year and also well ahead of measures of inflation, including the retail price index and national average earnings.

Despite strong investment returns in excess of expectations, the actual funding level has fallen from 96% at the time of the last actuarial valuation on 31 March 2011 to 87% at 31 March 2013, largely as a result of falling real gilt yields, which caused an increase in the value of liabilities.

LOTHIAN PENSION FUND

Annualised 3 yearly returns ending 31 March (% per year)

Target is for the Fund to outperform the benchmark by 1% per year over 3 years



	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Fund	(0.4)	3.4	22.2	15.1	10.1	(4.8)	2.5	6.6	14.3	8.1
Benchmark	(0.8)	3.5	22.3	15.4	9.4	(8.1)	-	4.1	15.3	8.1
Relative	0.4	(0.1)	(0.1)	(0.3)	0.7	3.3	2.5	2.5	(1)	-

LOTHIAN PENSION FUND

Fund account for the year ended 31 March 2013

2011/12 Restated* £000		Note	2012/13 £000
Income			
144,484	Contributions from employers	2	137,821
40,579	Contributions from members	3	40,194
3,171	Transfers from other schemes	4	4,484
188,234			182,499
Less: expenditure			
104,279	Pension payments including increases	5	113,181
34,523	Lump sum retirement payments	6	33,176
4,306	Lump sum death benefits	7	5,362
342	Refunds to members leaving service		191
384	Premiums to State Scheme		147
5,564	Transfers to other schemes	8	6,152
1,802	Administrative expenses	9	1,925
151,200			160,134
37,034	Net additions from dealing with members		22,365
Returns on investments			
76,435	Investment income	10	84,684
17	Change in market value of investments	12a, 13b	416,559
(8,525)	Investment management expenses	11	(9,572)
67,927	Net returns on investments		491,671
104,961	Net increase in the Fund during the year		514,036
3,475,662	Net assets of the Fund at 1 April 2012		3,580,623
3,580,623	Net assets of the Fund at 31 March 2013	13a	4,094,659

*The results for the year ended 31 March 2012 have been restated to reflect a change in the accounting policy on income generated by unquoted private equity and infrastructure investments. This change has the effect of increasing the reported investment income by £6.5m and reducing the change in market value of investments by the same amount. See note 24 for details.

LOTHIAN PENSION FUND

Net Assets Statement as at 31 March 2013

31 March 2012		Note	31 March 2013
£000			£000
Investments			
3,594,935	Assets		4,086,938
(49,024)	Liabilities		(25,042)
3,545,911		12, 14	4,061,896
Fixed assets			
95	Computer systems		157
95			157
Current assets			
11,192	The City of Edinburgh Council	20	4,355
26,350	Cash balances	14, 20	34,616
10,078	Debtors	17	10,299
47,620			49,270
Current liabilities			
(13,003)	Creditors	18	(16,664)
(13,003)			(16,664)
34,617	Net current assets		32,606
3,580,623	Net assets of the Fund at 31 March 2013	13a	4,094,659

The unaudited accounts were issued on 24 June 2013 and the audited accounts were authorised for issue on 24 September 2013.

JOHN BURNS FCMA CGMA
Pensions and Accounting Manager
24 September 2013

Note to the Net Assets Statement

The financial statements summarise the transactions of the Fund during the year and its net assets at the year end. They do not take account of the obligations to pay pensions and benefits which fall due after the end of the year. The actuarial position of the Fund, which does take account of such obligations, is discussed in the Actuarial Valuation section of this report and these financial statements should be read in conjunction with that information. In addition, as required by IAS26, the Actuarial Present Value of Promised Retirement Benefits is disclosed in the notes to these financial statements.

LOTHIAN PENSION FUND

Notes to the Accounts

1 Events after balance sheet date

There have been no events since 31 March 2013, and up to the date when these accounts were authorised, that require any adjustments to these accounts.

2 Contributions from employers

The total contributions receivable analysed between the administering authority, other scheduled bodies and admitted bodies were as follows:-

	2011/12 £000	2012/13 £000
By category		
Percentage of pay	113,831	103,781
Fixed deficit contribution	17,620	24,711
Strain costs	7,881	8,929
Cessation contribution	5,152	400
	144,484	137,821
By employer type		
Administering Authority	54,549	56,359
Other Scheduled Bodies	67,626	65,143
Community Admission Bodies	22,030	16,090
Transferee Admission Bodies	279	229
	144,484	137,821

From 1 April 2012, following the actuarial valuation of 31 March 2011, all employers are required to make a fixed contribution towards the past service deficit that relates to their employees. In previous years only some of the larger employers were required to make a fixed contribution. The deficit recovery period varies depending on the individual circumstances of each employer ranging up to 20 years.

Where an employer makes certain decisions which result in additional benefits being paid out to a member, or benefits being paid early, this results in a "strain" on the Fund. The resulting pension strain costs are calculated and recharged in full to that employer.

Any employer that ceases to have at least one actively contributing member is required to pay a cessation contribution.

3 Contributions from members

	2011/12 £000	2012/13 £000
By employer type		
Administering Authority	15,682	15,694
Other Scheduled Bodies	19,255	19,047
Community Admission Bodies	5,569	5,394
Transferee Admission Bodies	73	59
	40,579	40,194

LOTHIAN PENSION FUND

4 Transfers in from other pension schemes		
	2011/12	2012/13
	£000	£000
Group transfers	97	-
Individual transfers	3,074	4,484
	3,171	4,484

5 Pensions payable		
	2011/12	2012/13
	£000	£000
By employer type		
Administering Authority	54,793	58,752
Other Scheduled Bodies	41,217	45,050
Community Admission Bodies	8,209	9,288
Transferee Admission Bodies	60	91
	104,279	113,181

6 Lump sum retirement benefits payable		
	2011/12	2012/13
	£000	£000
By employer type		
Administering Authority	14,497	16,740
Other Scheduled Bodies	16,822	12,733
Community Admission Bodies	3,119	3,573
Transferee Admission Bodies	85	130
	34,523	33,176

7 Lump sum death benefits payable		
	2011/12	2012/13
	£000	£000
By employer type		
Administering Authority	1,535	2,836
Other Scheduled Bodies	2,052	2,310
Community Admission Bodies	719	216
Transferee Admission Bodies	-	-
	4,306	5,362

8 Transfers out to other schemes		
	2011/12	2012/13
	£000	£000
Group transfers	-	-
Individual transfers	5,564	6,152
	5,564	6,152

LOTHIAN PENSION FUND

9 Administrative expenses

	2011/12	2012/13
	£000	£000
Employee costs	928	1,020
The City of Edinburgh Council - pension payroll costs	221	222
The City of Edinburgh Council - other support costs	312	276
System costs	105	183
Actuarial fees	84	23
External audit fees	40	41
Legal fees	45	87
Printing and postage	42	32
Depreciation	35	38
Sundry costs less sundry income	(10)	3
	1,802	1,925

The Investments and Pensions Division of the Council is responsible for administering the three pension Funds. The Division receives an allocation of the overheads of the Council. In turn the Division allocates administration and investment costs to the three pension funds. Costs directly attributable to a specific fund are charged to the relevant Fund, costs that are common to all three funds are allocated on a defined basis.

In 2012 the overheads were allocated based on the value of the Funds as at the end of the year. In 2013 the allocation basis were modified to a more stable basis which better reflects the underlying cost drivers. Pension payroll costs were allocated based on the number of pensioners during the year and all other costs were allocated based on the number of members of each fund.

10 Investment income

	2011/12	2012/13
	£000	£000
Income from fixed interest securities	10,925	11,146
Dividends from equities	41,069	49,976
Unquoted private equity and infrastructure	6,547	5,074
Income from pooled investment vehicles	738	579
Net rents from properties	16,583	17,402
Interest on cash deposits	915	1,354
Stock lending and sundries	1,244	1,119
	78,021	86,650
Irrecoverable withholding tax	(1,586)	(1,966)
	76,435	84,684

LOTHIAN PENSION FUND

11 Investment management expenses	2011/12 £000	2012/13 £000
External management fees	7,221	7,878
Employee costs	656	664
Custody fees	64	454
Engagement and voting fees	65	67
Performance measurement fees	54	45
Investment consultancy fees	26	66
System costs	146	132
Legal fees	215	134
The City of Edinburgh Council - other support costs	-	100
Sundry costs	78	32
	8,525	9,572

The Investments and Pensions Division of the Council is responsible for administering the three pension Funds. The Division receives an allocation of the overheads of the Council. In turn the Division allocates administration and investment costs to the three pension funds. Costs directly attributable to a specific fund are charged to the relevant Fund, costs that are common to all three funds are allocated on a defined basis.

12 Net investment assets	31 March 2012 £000	31 March 2013 £000
Investment assets		
Fixed interest securities	300,883	326,829
Equities	1,647,371	2,718,320
Pooled investment vehicles	1,217,874	582,535
Properties	246,915	251,480
Derivatives		
Futures	606	1,067
Forward foreign exchange	64,833	3,262
	65,439	4,329
Cash deposits		
Margin balances	1,687	1,769
Deposits	105,153	187,608
	106,840	189,377
Other investment assets		
Due from broker	412	3,029
Dividends and other income due	9,201	11,039
	9,613	14,068
Total investment assets	3,594,935	4,086,938
Investment liabilities		
Derivatives		
Futures	(88)	(622)
Forward foreign exchange	(45,702)	(20,844)
	(45,790)	(21,466)
Other financial liabilities - due to broker	(3,234)	(3,576)
Total investment liabilities	(49,024)	(25,042)
Net investment assets	3,545,911	4,061,896

LOTHIAN PENSION FUND

12a Reconciliation of movement in investments and derivatives

	Market value at 1 April 2012 £000	Purchases at cost and derivative payments £000	Sale proceeds and derivative receipts £000	Change in market value £000	Market value at 31 March 2013 £000
Fixed interest	300,883	110,307	(110,489)	26,128	326,829
Equities	1,647,371	1,224,225	(445,739)	292,463	2,718,320
Pooled investment vehicles	1,217,874	97,793	(850,443)	117,311	582,535
Property	246,915	27,216	(20,215)	(2,436)	251,480
Derivatives - futures	518	3,484	(1,463)	(2,094)	445
Derivatives - fwd foreign exchange	19,131	88,677	(109,010)	(16,380)	(17,582)
	3,432,692	1,551,702	(1,537,359)	414,992	3,862,027
Other financial assets / liabilities					
Margin balances	1,687			-	1,769
Cash deposits	105,153			1,587	187,608
Broker balances	(2,822)			(20)	(547)
Dividends due etc	9,201			-	11,039
	113,219			1,567	199,869
Net financial assets	3,545,911			416,559	4,061,896

	Market value at 1 April 2011 £000	Purchases at cost and derivative payments £000	Sale proceeds and derivative receipts £000	Change in market value £000	Market value at 31 March 2012 £000
Fixed interest	271,947	92,906	(88,128)	24,158	300,883
Equities	1,504,350	570,819	(383,254)	(44,544)	1,647,371
Pooled investments	1,283,737	102,057	(204,598)	36,678	1,217,874
Property	233,470	11,930	(2,059)	3,574	246,915
Derivatives - futures	164	5,851	(4,451)	(1,046)	518
Derivatives - fwd foreign exchange	(13,244)	277,238	(231,967)	(12,896)	19,131
	3,280,424	1,060,801	(914,457)	5,924	3,432,692
Other financial assets / liabilities					
Margin balances	2,022			(28)	1,687
Cash deposits	163,818			(2,864)	105,153
Broker balances	(4,143)			(2,902)	(2,822)
Dividends due etc	7,939			(113)	9,201
	169,636			(5,907)	113,219
Net financial assets	3,450,060			17	3,545,911

The change in market value of investments during the year comprises all increases and decreases in the market value of investments held at any time during the year, including profits and losses realised on sales of investments during the year.

LOTHIAN PENSION FUND

12a Reconciliation of movement in investments and derivatives (cont'd)

Transaction costs are included in the cost of purchases and sale proceeds. Transaction costs include costs charged directly to the Fund such as fees, commissions, stamp duty and other fees. Transaction costs incurred during the year amounted to £1,939k (2012 £1,034k). In addition to the transaction costs disclosed above, indirect costs may be incurred through the bid-offer spread on some pooled investment vehicles, the amount of any such costs is not separately provided to the Fund.

12b Analysis of investments (at market value)

	Area	31 March 2012 £000	31 March 2013 £000
Fixed interest securities			
Public sector fixed interest quoted	UK	2,441	2,758
Public sector index linked gilts quoted	UK	134,331	148,478
Corporate quoted	UK	63,232	62,942
Public sector quoted	Overseas	6,308	7,076
Commercial quoted	Overseas	94,571	105,575
		300,883	326,829
Equities			
Quoted	UK	137,513	783,615
Quoted	Overseas	1,509,858	1,934,705
		1,647,371	2,718,320
Pooled investment vehicles			
In-house equities	UK	527,807	-
Managed funds - other	UK	190,220	17,977
Managed funds - property	UK	59,728	56,053
Private equity and infrastructure funds	UK	63,790	85,688
Private equity and infrastructure funds	Overseas	376,329	422,817
		1,217,874	582,535
Properties			
Direct property	UK	246,915	251,480

Derivatives - futures

Contract type	Contract expires	Economic exposure £000	Market value at 31 March 2012 £000	Economic exposure £000	Market value at 31 March 2013 £000
Assets					
UK Fixed Income	< 1 year	-	-	31,120	911
Overseas Fixed Income	< 1 year	(75,349)	606	26,232	156
			606		1,067
Liabilities					
UK fixed income	< 1 year	28,169	(57)	-	-
Overseas fixed income	< 1 year	6,199	(31)	(99,274)	(622)
			(88)		(622)
Net asset			518		445

LOTHIAN PENSION FUND

12b Analysis of investments (at market value) (cont'd)

Derivatives - futures (cont'd)

The economic exposure represents the notional value of securities purchased under the futures contract and therefore the value subject to market movements. All futures contracts are exchange traded. The Fund uses futures for the purposes of efficient portfolio management and/or risk reduction. During the year, the Fund's bond manager transacted futures to manage interest rate exposure.

Derivatives - forward foreign exchange

Summary of contracts held at 31 March 2013

Contract settlement within	Currency bought	Currency sold	Local currency bought	Local currency sold	Asset value	Liability value
			£000	£000	£000	£000
Up to one month	AUD	JPY	44	(4,192)	1	-
Up to one month	EUR	CAD	68	(92)	-	(2)
Up to one month	EUR	GBP	293	(256)	-	(8)
Up to one month	GBP	AUD	90,222	(142,400)	-	(7,481)
Up to one month	GBP	EUR	226,525	(281,138)	363	(11,618)
Up to one month	GBP	JPY	669	(97,068)	2	(14)
Up to one month	GBP	USD	50,605	(79,089)	14	(1,498)
Up to one month	MXN	USD	5,240	(418)	4	-
Up to one month	USD	DKK	25	(138)	1	-
Up to one month	USD	GBP	1,195	(771)	15	-
Up to one month	USD	JPY	233	(22,017)	-	(1)
Up to one month	USD	MXN	6,191	(78,889)	-	(127)
Up to one month	USD	SEK	180	(1,147)	3	-
One to six months	JPY	USD	1,065,000	(11,412)	29	(81)
One to six months	USD	AUD	3,834	(3,770)	-	(14)
One to six months	USD	CHF	8,467	(7,800)	138	-
One to six months	USD	JPY	24,838	(1,950,000)	2,692	-
					3,262	(20,844)
Net forward currency contracts at 31 March 2013						(17,582)

Prior year comparative

Open forward currency contracts at 31 March 2012	64,833	(45,702)
Net forward currency contracts at 31 March 2012		19,131

The above table summarises the contracts held by maturity date, all contracts are traded on an over the counter basis.

In order to maintain appropriate diversification of investments in the portfolio and take advantage of wider opportunities, the Lothian Pension Fund invests around half of the fund in overseas markets. A currency hedging programme, using forward foreign exchange contracts, has been put in place to reduce the extent to which the Fund is exposed to currency movements. In addition, the Fund's bond manager use forward foreign exchange contracts to add value to the Fund.

LOTHIAN PENSION FUND

12c Investment managers and mandates

Manager	Mandate	Market value at 31 March 2012 £000	Percent of total 31 March 2012 %	Market value at 31 March 2013 £000	Percent of total 31 March 2013 %
In-house	UK large cap equities	527,807	14.9	525,587	13.0
In-house	UK mid cap equities	-	-	80,201	2.0
Total UK equities		527,807	14.9	605,788	15.0
In-house	European equities	222,936	6.3	256,315	6.4
In-house	US equities	247,927	7.0	296,993	7.3
Baillie Gifford	Pacific equities	285,089	8.0	318,547	7.8
Invesco	Pacific equities	118,279	3.3	137,155	3.4
Mondrian	Emerging markets	-	-	111,524	2.7
UBS	Emerging markets	-	-	107,612	2.6
Aberdeen	Emerging markets	195,088	5.5	-	-
Total regional overseas equities		1,069,319	30.1	1,228,146	30.2
In-house	Global equities	-	-	202,357	5.0
Cantillon	Global equities	177,076	5.0	220,072	5.4
Lazard	Global equities	223,242	6.3	261,099	6.4
Harris	Global equities	128,274	3.6	153,319	3.8
Legal and General	Global equities	173,556	4.9	-	-
Total global equities		702,148	19.8	836,847	20.6
AG Bisset	Active / passive	18,599	0.5	(19,098)	(0.5)
JP Morgan	Active	276	-	-	-
Total currency overlay		18,875	0.5	(19,098)	(0.5)
Total listed equities		2,318,149	65.3	2,651,683	65.3
In-house	Private equity unq'ted	193,982	5.4	200,947	4.9
In-house	Private equity quoted	34,365	1.0	47,327	1.2
Total private equity		228,347	6.4	248,274	6.1
Total equities		2,546,496	71.7	2,899,957	71.4
In-house	Index linked gilts	134,863	3.8	145,181	3.6
In-house	Gold	20,928	0.6	21,039	0.5
Total inflation linked bonds and gold		155,791	4.4	166,220	4.1
In-house	Property	56,264	1.6	72,418	1.8
Standard Life	Property	324,575	9.2	289,511	7.1
Total property		380,839	10.8	361,929	8.9

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12c Investment managers and mandates (cont'd)

Manager	Mandate	Market value at 31 March 2012 £000	Percent of total 31 March 2012 %	Market value at 31 March 2013 £000	Percent of total 31 March 2013 %
In-house	Infrastructure unq'ted	143,666	4.1	200,486	4.9
In-house	Infrastructure quoted	30,354	0.9	27,219	0.7
In-house	Timber	46,207	1.3	50,621	1.2
Total other real assets		220,227	6.3	278,326	6.8
In-house	Secured loans	22,905	0.6	21,825	0.5
Rogge	Corporate bonds	171,079	4.8	189,578	4.7
Total other bonds		193,984	5.4	211,403	5.2
In-house	Cash	48,574	1.4	143,935	3.6
In-house	Transition	-	-	126	-
Total cash and sundries		48,574	1.4	144,061	3.6
Net financial assets		3,545,911	100.0	4,061,896	100.0

12d Investments representing more than 5% of the net assets of the Fund or 5% of any investment class

	Market value at 31 March 2012 £000	Percent of class 31 March 2012 %	Market value at 31 March 2013 £000	Percent of class 31 March 2013 %
Equities				
MFC Vanguard S&P 500 ETF	92,692	5.6	112,527	4.1
Pooled funds				
Carlyle Europe Real Estate III LP	27,740	2.3	30,437	5.2
L&G N America equity index	84,940	7.0	-	-
L&G UK equity index	13,972	1.1	-	-
In-House UK equities	527,807	43.2	-	-
Property				
Martlesham Heath, Retail Park	-	-	19,050	7.6
London, 119-125 Wardour St	16,325	6.6	16,500	6.6
Sheffield, Bochum Parkway	14,750	6.0	15,175	6.0
Exeter, Bishops Court	15,000	6.1	14,250	5.7
Exeter, David Lloyd Leisure	13,625	5.5	14,150	5.6
London, 100 St John Street	13,725	5.6	14,000	5.6
Portsmouth, Broad Oak Works	12,456	5.0	11,544	4.6
Folkestone, Shearway Business Pk	12,450	5.0	-	-

Over the last two years no single investment represented more than 5% of the net assets of the Fund.

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12e Securities lending

During the year Lothian Pension Fund participated in two securities lending arrangements. The arrangement with the Northern Trust Company covers the main investments of the Fund. As at 31 March 2013, £112.3m (2012 £112.1m) of securities were released to third parties. Collateral valued at 107.2% (2012 107.1%) of the market value of the securities on loan was held at that date. The arrangement with Blackrock related to the Fund's holding of FTSE 250 iShares ceased during the year.

12f Property holdings

	2011/12	2012/13
	£000	£000
Opening balance	233,470	246,915
Additions	11,930	27,216
Disposals	(2,059)	(20,215)
Net change in market value	3,574	(2,436)
Closing balance	246,915	251,480

As at 31 March 2013, there were no restrictions on the realisability of the property or the remittance of income or sale proceeds. The Fund is not under any contractual obligations to purchase, construct or develop any of these properties. Nor does it have any responsibility for any repairs, maintenance or enhancements.

13 Financial Instruments

13a Classification of financial instruments

Accounting policies describe how different asset classes of financial instruments are measured, and how income and expenses, including fair value gains and losses, are recognised. The following table analyses the fair value amounts of financial assets and liabilities by category and net assets statement heading. No financial assets were reclassified during the accounting period.

All financial instruments are marked to market (at fair value) in the Fund's accounting records hence there is no difference between the carrying value and fair value.

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13a Classification of financial instruments (cont'd)

	31 March 2012			31 March 2013		
	Designated as fair value through fund account £000	Loans and receivables £000	Financial liabilities at amortised cost £000	Designated as fair value through fund account £000	Loans and receivables £000	Financial liabilities at amortised cost £000
Financial assets						
Investment assets						
Fixed interest	300,883			326,829		
Equities	1,647,371			2,718,320		
Pooled investments	1,217,874			582,535		
Property leases	12,456			11,544		
Derivative contracts	65,439			4,329		
Margin balances		1,687			1,769	
Cash		105,153			187,608	
Other balances		9,613			14,068	
	3,244,023	116,453	-	3,643,557	203,445	-
Other assets						
City of Edinburgh Council		11,192			4,355	
Cash		26,350			34,616	
Debtors		10,078			10,299	
	-	47,620	-	-	49,270	-
Assets total	3,244,023	164,073	-	3,643,557	252,715	-
Financial liabilities						
Investment liabilities						
Derivative contracts	(45,790)			(21,466)		
Other investment balances	(3,234)			(3,576)		
	(49,024)	-	-	(25,042)	-	-
Other liabilities						
Creditors			(13,003)			(16,664)
Liabilities total	(49,024)	-	(13,003)	(25,042)	-	(16,664)
Net assets total	3,194,999	164,073	(13,003)	3,618,515	252,715	(16,664)
Total net financial instruments			3,346,069			3,854,566
Amounts not classified as financial instruments			234,554			240,093
Total net assets			3,580,623			4,094,659

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13b Net gains and losses on financial instruments

	2011/12 £000	2012/13 £000
Designated as fair value through fund account	2,272	417,332
Loans and receivables	(5,907)	1,567
Financial liabilities at amortised cost	-	-
Total	(3,635)	418,899
Gains and losses on directly held freehold property	3,652	(2,340)
Change in market value of investments per fund account	17	416,559

13c Valuation of financial instruments carried at fair value

The valuation of financial instruments has been classified into three levels, according to the quality and reliability of information used to determine fair values.

Level 1

Financial instruments at Level 1 are those where the fair values are derived from unadjusted quoted prices in active markets for identical assets or liabilities. Products classified as level 1 comprise quoted equities and unit trusts.

Quoted investments are shown at bid prices. The bid value of the investment is based on the bid market quotation of the relevant stock exchange.

Level 2

Financial instruments at Level 2 are those where quoted market prices are not available; for example, where an instrument is traded in a market that is not considered to be active, or where valuation techniques are used to determine fair value and where these techniques use inputs that are based significantly on observable market data.

Level 3

Financial instruments at Level 3 are those where at least one input that could have a significant effect on the instrument's valuation is not based on observable market data. Such instruments would include unquoted equity investments, which are valued using various valuation techniques that require significant judgement in determining appropriate assumptions.

The values of the investments in unquoted private equity, infrastructure, timber and European real estate are based on valuations provided by the general partners to the funds in which the Fund has invested. These valuations are prepared in accordance with the International Private Equity and Venture Capital Valuation Guidelines or similar guidelines provided by the British Venture Capital Association, which follow the valuation principles of International Financial Reporting Standards (IFRS). The valuations are usually undertaken annually at the end of December. Cash flow adjustments are used to roll forward the valuations to 31 March as appropriate.

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13c Valuation of financial instruments carried at fair value (cont'd)

The following table provides an analysis of the financial assets and liabilities of the Fund grouped into Levels 1 to 3, based on the level at which the fair value is observable.

	31 March 2013			
	Level 1 £000	Level 2 £000	Level 3 £000	Total £000
Financial assets				
Designated as fair value through fund account	2,768,341	327,913	547,303	3,643,557
Loans and receivables	252,715			252,715
Total financial assets	3,021,056	327,913	547,303	3,896,272
Financial liabilities				
Designated as fair value through fund account	(25,042)			(25,042)
Financial liabilities at amortised cost	(16,664)			(16,664)
Total financial liabilities	(41,706)	-	-	(41,706)
Net financial assets	2,979,350	327,913	547,303	3,854,566

	31 March 2012			
	Level 1 £000	Level 2 £000	Level 3 £000	Total £000
Financial assets				
Designated as fair value through fund account	2,490,565	300,883	452,575	3,244,023
Loans and Receivables	164,073			164,073
Total financial assets	2,654,638	300,883	452,575	3,408,096
Financial liabilities				
Designated as fair value through fund account	(49,024)			(49,024)
Financial Liabilities at amortised cost	(13,003)			(13,003)
Total financial liabilities	(62,027)	-	-	(62,027)
Net financial assets	2,592,611	300,883	452,575	3,346,069

14 Nature and extent of risk arising from financial instruments

Risk and risk management

The Fund's primary aim is to ensure that all members and their dependants receive their benefits when they become payable. The investment strategy aims to maximise the returns from investments within reasonable risk parameters and hence minimise the long-term cost to employers. The Fund achieves this by investing in a diverse range of assets to reduce risk to an acceptable level. In addition, the Fund ensures that sufficient cash is available to meet all liabilities when they are due to be paid.

Responsibility for the Fund's overall investment strategy rests with the Pensions Committee. The Investment Strategy Panel and the internal investment team monitor investment risks on a regular basis. Investment risk management tools are used to identify and analyse risks faced by the Fund's investments.

Consideration of the Fund's investment risk is part of the overall risk management of the pensions operations. Risks are reviewed regularly to reflect changes in activity and market conditions.

LOTHIAN PENSION FUND

14 Nature and extent of risk arising from financial instruments (cont'd)

Types of investment risk

There are various ways of considering investment risks for pension funds. For the purposes of this note, market risk is the potential for an investor to experience losses from falls in the prices of investments. All financial instruments, including cash deposits, present a risk of loss of capital and risks vary depending on different asset classes.

Market risk also changes over time as economic conditions and investor sentiment change. The Fund considers overall fluctuations in prices arising from a variety of sources: market risk, foreign exchange risk, interest rate risk, credit risk, etc. The different risks may, to some extent, offset each other.

The overall market risk of the Fund depends on the actual mix of assets and encompasses all the different elements of risk.

The Fund manages these risks in a number of ways:

- assessing and establishing acceptable levels of market risk when setting overall investment strategy. Importantly, risk is considered relative to the liabilities of the Fund
- diversification of investments in terms of type of asset, investment managers, geographical and industry sectors as well as individual securities
- taking stewardship responsibilities serious and pursuing constructive engagement with the companies in which we invest
- monitoring market risk and market conditions to ensure risk remains within tolerable levels
- using equity futures contracts from time to time to manage market risk. Exchange traded options are not used by the Fund.

Sensitivity analysis

Asset prices have a tendency to fluctuate. The degree of such fluctuation is known as “volatility” and it differs by asset class. The table below sets out the long-term volatility assumptions used in the Fund’s asset-liability modelling undertaken by the Fund’s investment adviser KPMG:

Asset type	Potential price movement (+ or -)
Equities - Developed Markets	20.0%
Equities - Emerging Markets	30.0%
Private Equity	30.0%
Timber and Gold	30.0%
Secured Loans	10.0%
Corporate Bonds	10.5%
Fixed Interest Gilts	9.0%
Index-Linked Gilts	7.0%
Infrastructure	8.0%
Property	13.0%
Cash and forward foreign exchange	1.6%

Volatility is the standard deviation of annual returns. In two years out of three, the asset's change in value (which could be a gain or a loss) is expected to be lower than the volatility figure, but in one year out of three, the change in value is expected to be higher than the volatility figure.

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14 Nature and extent of risk arising from financial instruments (cont'd)

Asset classes do not always move in line with each other. The extent to which assets move together is known as their "correlation". A lower correlation means that there is less risk of assets losing value at the same time. The overall Fund benefits from "diversification" because it invests in different asset classes, which don't all move in line with each other. The following table shows the risks at the asset class level and the overall Fund level, with and without allowance for correlation.

The following tables shows how the prices of the Fund's investments would increase and decrease in line with the assumptions above.

Asset type	Value at 31 March 2013	% of fund	Change + / -	Value on increase	Value on decrease
	£m	%	%	£m	£m
Equities - Developed Markets	2,451	60.4	20.0	2,941	1,961
Equities - Emerging Markets	219	5.4	30.0	285	153
Private Equity	248	6.1	30.0	322	174
Timber and Gold	72	1.8	30.0	94	50
Secured Loans	22	0.5	10.0	24	20
Corporate Bonds	176	4.3	10.5	194	158
Fixed Interest Gilts	10	0.2	9.0	11	9
Index-Linked Gilts	149	3.7	7.0	159	139
Infrastructure	228	5.6	8.0	246	210
Property	362	8.9	13.0	409	315
Cash and forward foreign exchange	125	3.1	1.6	127	123
Total [1]	4,062	100.0	18.5	4,812	3,312
Total [2]	4,062		15.6	4,696	3,428
Total [3]	4,062		14.7	4,659	3,465

[1] No allowance for correlations between assets

[2] Including allowance for correlations between assets

[3] Including allowance for correlation between assets and liabilities.

The value on increase/decrease columns illustrates the monetary effect of the percentage change in the volatility column. The actual annual change in value is expected to be lower than this in two years out of three, but higher in one year out of three.

It can be seen that the risk to the overall Fund assets [2] is lower than the total of the risks to the individual assets.

However, because the purpose of a pension scheme is to make payments to scheme beneficiaries, the true risk of a pension scheme is not measured in absolute terms, but relative to its liabilities [3]. The risk is lower than the absolute asset risk, due to the impact of correlation with the discount rate used to value the liabilities.

This risk analysis incorporates volatility from market, interest rate, foreign exchange, credit, and all other sources of risk, and, importantly, makes allowance for how these risks may offset each other.

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14 Nature and extent of risk arising from financial instruments (cont'd)

Credit risk

Credit risk represents the risk that the counterparty to a transaction or a financial instrument will fail to discharge an obligation and cause the Fund to incur a financial loss. The market values of investments generally reflect an assessment of credit risk in their pricing and consequently the risk of loss is implicitly provided for in the value of the fund's assets and liabilities (as outlined in Market Risk above).

In essence, the Fund's entire investment portfolio is exposed to some sort of credit risk. However, through the selection of counterparties, brokers and financial institutions the Fund reduces the credit risk that may occur through the failure to settle a transaction in a timely manner.

Cash deposits, derivatives and securities lending are the major areas of credit exposure where credit risk is not reflected in market prices.

Cash deposits

At 31 March 2013, cash deposits represented £222.2m, 5.4% of total net assets. This was held with the following institutions:

	Moody's Credit Rating 31 March 2013	Balances at 31 March 2012 £000	Balances at 31 March 2013 £000
Held for investment purposes			
Northern Trust Global Investment Limited - liquidity funds	Aaa	36,153	75,949
Northern Trust Company - cash deposits	Aa3	1,858	17,758
Royal Bank of Scotland - various accounts	A2	4,318	-
The City of Edinburgh Council - treasury management	See below	62,824	93,901
Total investment cash		105,153	187,608
Held for other purposes			
The City of Edinburgh Council - treasury management	See below	26,350	34,616
Total cash		131,503	222,224

The majority of Sterling cash deposits of the Fund are managed along with those of the administering authority (the City of Edinburgh Council) and other related organisations which are pooled for investment purposes as a treasury cash fund. Management of the cash fund is on a low risk basis, with security of the investments the key consideration. The Council has in place counterparty criteria.

The Fund's cash holding at the year end under its treasury management arrangements was held with the following institutions:

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14 Nature and extent of risk arising from financial instruments (cont'd)

Credit risk (cont'd)	Moody's Credit Rating 31 March 2013	Balances at 31 March 2012 £000	Balances at 31 March 2013 £000
Money market funds			
Deutsche Bank AG, London	Aaa	11,792	13,961
Goldman Sachs	Aaa	-	13,290
Bank call accounts			
Bank of Scotland	A2	7,571	12,714
Royal Bank of Scotland	A3	8,212	7,088
Santander UK	A2	7,020	21
Barclays Bank	A2	6,956	12,531
Svenska Handelsbanken	Aa3	11,188	18,117
Clydesdale Bank	A2	-	12,502
Bank near-call accounts			
Clydesdale Bank (15 Day Notice)	A2	1	-
Bank certificates of deposit			
Standard Chartered	A1	-	4,900
Floating rate note			
Rabobank	Aa2	-	4,910
Building society fixed term deposits			
Nationwide Building Society	A2	2,599	4,893
UK Pseudo-Sovereign risk instruments			
Other Local Authorities [1]	n/a	23,817	23,590
UK Government guaranteed FRNs	n/a	10,018	-
		89,174	128,517

[1] Very few Local Authorities have their own credit rating but they are generally assumed to have a pseudo-sovereign credit rating (which in the UK at 31 March 2013 would have been 'Aa1'). Of the £23.6m on deposit with local authorities, £12.8m is with a local authority which has a 'Aa2' credit rating from Moody's.

No breaches of the Council's counterparty criteria occurred during the reporting period and the Fund does not expect any losses from non-performance by any of its counterparties in relation to deposits.

Securities lending

The Fund participates in a securities lending programme as described above. The Fund is potentially exposed to credit risk in the event of the borrower of securities defaults. This risk is mitigated by the contractual commitment that borrowers provide collateral in excess of 100% of the value of the securities borrowed. In addition, Northern Trust has signed an agreement requiring it to make good any losses arising from the lending programme.

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14 Nature and extent of risk arising from financial instruments (cont'd)

Derivatives

The Fund transacts foreign currency derivatives over-the-counter and hence is exposed to credit risk in the event of a counterparty defaulting on the net payment or receipt that remains outstanding. This risk is minimised by the use of counterparties that are recognised financial intermediaries with acceptable credit ratings and by netting agreements. At 31 March 2013, the Fund was due £3.3m from over-the-counter foreign currency derivatives. However, net of liabilities, the Fund owed counterparties £17.6m.

The Fund also transacts in futures which are traded on exchanges. The risk of default is minimal due the collateralisation of the contracts and the exchange having in place controls to cover defaulting counterparties. At 31 March 2013, the Fund was due £1,067k (£445k net of liabilities) from futures.

Liquidity risk

Liquidity risk reflects the risk that the Fund will not be able to meet its financial obligations as they fall due. The Fund therefore ensures that there is adequate cash and liquid resources to meet its commitments. Cash flow projections are prepared on a regular basis to understand and manage the timing of the Fund's cash flows.

The majority (estimated to be over 75%) of the Fund's investments could be converted to cash within three months in a normal trading environment.

Refinancing risk

Refinancing risk is the risk that the Fund will be bound to replenish a significant proportion of its pension fund financial instruments at a time of unfavourable interest rates. The Fund is not bound by any obligation to replenish its investments and hence is not exposed to refinancing risk.

15 Actuarial statement

The Scheme Actuary has provide a statement describing the funding arrangements of the Fund, this can be found in at the end of this section.

16 Actuarial present value of promised retirement benefits

The actuarial value of promised retirement benefits at the accounting date, calculated in line with International Accounting Standard 19 (IAS19) assumptions, is estimated to be £4,946m (2012 £4,185m). This figure is used for statutory accounting purposes by Lothian Pension Fund and complies with the requirements of IAS26. The assumptions underlying the figure match those adopted for the Administering Authority's FRS17/IAS19 reports at each year end.

The figure is only prepared for the purposes of IAS26 and has no validity in other circumstances. In particular, it is not relevant for calculations undertaken for funding purposes and setting contributions payable to the Fund.

Financial assumptions

	31 March 2012	31 March 2013
	% p.a.	% p.a.
Inflation / pensions increase rate	2.5	2.8
Salary increase rate	4.8	5.1
Discount rate	4.8	4.5

For the year ended 31 March 2013 and 31 March 2012, salary increases were estimated at 1% p.a. nominal for the three years to 31 March 2015 reverting to the long term rate thereafter.

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16 Actuarial present value of promised retirement benefits (cont'd)

Longevity assumptions

The life expectancy assumption is based on Fund specific statistical analysis with improvements from 2008 in line with Medium Cohort and a 1% p.a. underpin. Based on these assumptions, the average future life expectancies, in years, at age 65 are summarised below:

	Males	Females
Current pensioners	20.4	22.8
Future pensioners (assumed to be currently 45)	22.6	25.4

This assumption is the same that adopted as at 31 March 2012.

Commutation assumption

An allowance is included for future retirements to elect to take 50% of the maximum additional tax-free cash up to HMRC limits for pre-April 2009 service and 75% of the maximum tax-free cash for post-April 2009 service.

17 Debtors

	31 March 2012	31 March 2013
	£000	£000
Contributions due - employers	7,252	7,676
Contributions due - members	1,922	1,976
Benefits paid in advance or recoverable	138	155
Pensions paid on behalf of employers	320	16
Sundry debtors	321	361
VAT	-	13
Prepayments	125	102
	10,078	10,299

Analysis of debtors

Administering Authority	270	277
Other Scheduled Bodies	7,650	7,512
Community Admission Bodies	1,831	2,131
Transferee Admission Bodies	24	24
Other Local Authorities	-	7
Central Government Bodies	-	13
Other entities and individuals	303	335
	10,078	10,299

18 Creditors

	31 March 2012	31 March 2013
	£000	£000
Benefits payable	1,882	3,919
VAT and State Scheme premiums	500	52
Contributions in advance	6,591	10,027
Miscellaneous creditors and accrued expenses	4,030	2,666
	13,003	16,664

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18 Creditors (cont'd)	31 March 2012 £000	31 March 2013 £000
Analysis of creditors		
Other Scheduled Bodies	6,478	9,952
Community Admission Bodies	113	75
Central Government Bodies	500	52
Other entities and individuals	5,912	6,585
	13,003	16,664

19 Additional Voluntary Contributions

Active members of the Lothian Pension Fund and the Lothian Buses Pension Fund have the option to pay additional voluntary contributions (AVCs). These AVCs are invested separately from the main funds, securing additional benefits on a money purchase basis for those members that have elected to contribute. The investment of the AVCs is managed by Standard Life and Prudential.

In accordance with regulation 4 (2) (b) of the Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010, AVCs are not included in the pension fund financial statements.

Contributions during year	2011/12 £000	2012/13 £000
Standard Life	506	395
Prudential	705	1,120
	1,211	1,515

Value at year end	31 March 2012 £000	31 March 2013 £000
Standard Life	5,491	5,968
Prudential	745	1,572
	6,236	7,540

20 Related party transactions

The City of Edinburgh Council

The Lothian Pension Fund, the Lothian Buses Pension Fund and the Scottish Homes Pension Fund are administered by the City of Edinburgh Council. Consequently there is a strong relationship between the Council and the Pension Funds.

The Investment and Pensions Division of the Council is responsible for administering the three Pension Funds. The Division receives an allocation of the overheads of the Council, this is based on the amount of central services consumed. This includes the pension payroll service provided by the Council. In turn, the Division allocates its costs to the three Pension Funds. Costs directly attributable to a specific Fund are charged to the relevant Fund, costs that are common to all three Funds are allocated on a defined basis.

The Council is also the single largest employer of members of the Fund and contributed £56.4m to the Fund during the year (2012 £54.5m).

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20 Related party transactions (cont'd)

Transactions between the Council and the Fund are managed via a holding account, each month the Fund is paid a cash sum leaving a working balance in the account to cover the month's pension payroll costs and other expected costs.

Year end balance on holding account

31 March 2012	31 March 2013
£000	£000
11,192	4,355

Part of the Fund's cash holdings are invested on the money markets by the treasury management operations of the Council, through a service level agreement. During the year to 31 March 2013, the fund had an average investment balance of £93.5m (2012 £95.3m), interest earned was £621.9k (2012 £737.8k).

Year end balance on treasury management account

	31 March 2012	31 March 2013
	£000	£000
Held for investment purposes	62,824	93,901
Held for other purposes	26,350	34,616
	89,174	128,517

Governance

As at 31 March 2013, all members of the Pensions Committee, with the exception of Councillor Bill Cook, were active members of the Lothian Pension Fund.

Each member of the Pensions Committee is required to declare any financial and non-financial interests they have in the items of business for consideration at each meeting, identifying the relevant agenda item and the nature of their interest.

Key management personnel

During the period from 1 April 2012 to the date of issuing of these accounts, several employees of the City of Edinburgh Council held key positions in the financial management of the Lothian Pension Fund. These employees and their financial relationship with the Fund (expressed as cash-equivalent transfer values or CETV) are set out below:

Name	Position held	Accrued CETV as at 31 March 2012 £000	Accrued CETV as at 31 March 2013 £000
Alastair Maclean	Director of Corporate Governance	44	67
Clare Scott	Investment and Pensions Service Manager	67	89
Struan Fairbairn	Legal, Risk and Development Manager (Appointed March 2013)	-	1
John Burns	Pensions and Accounting Manager	318	349
Esmond Hamilton	Financial Controller	86	101
Bruce Miller	Investment Manager	65	90

LOTHIAN PENSION FUND

21 Contingent liabilities and contractual commitments

The Fund has commitments relating to outstanding call payments due on unquoted limited partnership funds held in the private equity and infrastructure parts of the portfolio. The amounts 'called' by these funds are irregular in both size and timing, taking place over a period of years from the date of each original commitment. The outstanding commitments at the year end are as follows:

	31 March 2012	31 March 2013
	£000	£000
Outstanding investment commitments	175,058	164,316

The Fund has entered into an agreement with Heywood for the provision of an pension payroll system that is integrated with the existing pension administration system (Altair). Implementation of the system will be completed during 2013/14. At 31 March 2013 there was an outstanding contractual commitment of £162k.

As at 31 March 2013, the Fund had a contingent liability in respect of fees resulting from legal action against a former employer, the Scottish Council for Research in Education and the University Court of the University of Glasgow to obtain payment of a cessation valuation. The legal action was not successful and an accrual has been made in the accounts for the Fund's legal costs and those of the defendants that will need to be reimbursed by the Fund. As of the date of the approval of these accounts, the Fund may be liable to pay an uplift on the costs of the defendants. The amount of the liability is contingent on a decision of the Court but could be up to £45k.

22 Contingent assets

There were no contingent assets at the year end.

23 Impairment losses

During the year the Fund recognised a reduction in impairment losses in respect of specific benefit over payments for which reimbursement has been requested of £25.5k. This leaves an impairment of £17.5k at the year end.

24 Prior year adjustment

The results for the year ended 31 March 2012 have been restated to reflect a change in the accounting policy on income generated by unquoted private equity and infrastructure investments. The previous policy was to treat all distributions arising from these investments as capital with the results being reported as a change in market value of investments. The new policy splits distributions into capital and income elements with the latter being included under investment income in the Fund Account. The new policy reflects the Fund's increasing investment in infrastructure which produces a significant part of its return as income.

LOTHIAN PENSION FUND

24 Prior year adjustment (cont'd)

The change has the effect of increasing the reported investment income by £6.5m and reducing the change in market value of investments by the same amount. The changes are reported in the Fund Account but there is no change to the net increase in the Fund for the year ended 31 March 2012 of £104,961k. The adjustments can be summarised as follows:

	2011/12 Statements as restated	Adjustments made
	£000	£000
Fund Account 2011/12		
Investment income	76,435	6,547
Change in market value of investments	17	(6,547)

LOTHIAN PENSION FUND

List of active employers at 31 March 2013

Community Admitted Bodies CAB		Scheduled Bodies SB	
Transferee Admitted Bodies TAB			
Almond Housing Association Ltd	CAB	Link In	CAB
Audit Scotland	CAB	Lothian and Borders Fire and Rescue Service	SB
BAM Construction Ltd	TAB	Lothian and Borders Police Force	SB
Barony Housing Association Ltd	CAB	Lothian Valuation Joint Board	SB
Broomhouse Centre Representative Council	CAB	Melville Housing Association	CAB
Broxburn Family Centre	CAB	Mental Welfare Commission for Scotland	CAB
Canongate Youth Project	CAB	Midlothian Council	SB
Canongate Youth Project YTS Ltd	CAB	Mitie PFI (CEC)	TAB
Capital City Partnership	CAB	Mitie PFI (WLC) Ltd	TAB
Centre for Moving Image (The)	CAB	Morrison Facilities Services Ltd	TAB
Children First	CAB	Museums Galleries Scotland	CAB
Children's Hearing Scotland	CAB	Newbattle Abbey College	CAB
Children's Hospice Association Scotland	CAB	North Edinburgh Dementia Care	CAB
Citadel Youth Centre	CAB	NSL Ltd	TAB
City of Edinburgh Council (The)	SB	Open Door Accommodation Project	CAB
Compass Chartwell	TAB	Penumbra	CAB
Convention of Scottish Local Authorities	CAB	Pilton Community Health Project	CAB
Dawn Group Ltd	TAB	Pilton Equalities Project	CAB
Dean Orphanage and Cauvin's Trust	CAB	Pilton Youth and Children's Project	CAB
Donaldson's Trust	CAB	Queen Margaret University	CAB
East Lothian Council	SB	Queensferry Churches Care in the Com Project	CAB
EDI Group Ltd	CAB	Royal Edinburgh Military Tattoo	CAB
Edinburgh Business School	CAB	Royal Society of Edinburgh	CAB
Edinburgh Cyrenians Trust	CAB	Scotland's Learning Partnership	CAB
Edinburgh Development Group	CAB	Scottish Adoption Agency	CAB
Edinburgh International Festival Society	CAB	Scottish Council for Single Homeless	CAB
Edinburgh Leisure	CAB	Scottish Futures Trust	CAB
Edinburgh Napier University	CAB	Scottish Legal Complaints Commission	CAB
Edinburgh Woman's Rape and Sexual Abuse Centre	CAB	Scottish Mining Museums	CAB
Edinburgh World Heritage Trust	CAB	Scottish Police Services Authority	SB
Edinburgh Colleges	SB	Scottish Water	SB
ELCAP	CAB	SESTRAN	SB
Enjoy East Lothian	CAB	Skanska UK	TAB
Family Advice and Information Resource	CAB	SSERC	CAB
Festival City Theatres Trust	CAB	St Andrew's Children's Society Limited	CAB
First Step	CAB	St Columba's Hospice	CAB
Forth and Oban Ltd	TAB	Stepping Out Project	CAB
Forth Estuary Transport Authority	SB	Streetwork UK Ltd	CAB
Four Square (Scotland)	CAB	Univ of Edinburgh (Edin College of Art)	CAB
Freespace Housing Association	CAB	Victim Support Scotland	CAB
Granton Information Centre	CAB	Visit Scotland	SB
Handicabs (Lothian) Ltd	CAB	Waverley Care	CAB
Hanover (Scotland) Housing Association	CAB	Weslo Housing Management	CAB
Health in Mind	CAB	West Granton Community Trust	CAB
Heriot-Watt University	SB	West Lothian College	SB
Homes for Life Housing Partnership	CAB	West Lothian Council	SB
HWU Students Association	CAB	West Lothian Leisure	CAB
Improvement Service	CAB	Wester Hailes Land and Property	CAB
Into Work	CAB	Young Scot Enterprise	CAB
ISS UK Ltd	TAB	Youthlink Scotland	CAB
Keymoves	CAB		

LOTHIAN PENSION FUND

Actuarial Statement for 2012/13

This statement has been prepared in accordance with Regulation 31A(1)(d) of the Local Government Pension Scheme (Scotland) (Administration) Regulations 2008, and Chapter 6 of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the UK 2012/13.

Description of Funding Policy

The funding policy is set out in the administering authority's Funding Strategy Statement (FSS), dated March 2012. In summary, the key funding principles are as follows:

- to ensure the long-term solvency of the overall Fund
- to minimise the degree of short-term change in employer contribution rates
- maximise the returns from investments within reasonable and considered risk parameters, and hence minimise the cost to the employer
- to ensure that sufficient cash is available to meet all liabilities as they fall due for payment
- to help employers manage their pension liabilities
- where practical and cost effective, to make allowance for the different characteristics of different employers and groups of employers.

The FSS sets out how the administering authority seeks to balance the conflicting aims of securing the solvency of the Fund and keeping employer contributions stable.

Funding position as at the last formal funding valuation

The most recent actuarial valuation carried out under Regulation 32 of the Local Government Pension Scheme (Scotland) (Administration) Regulations 2008 was as at 31 March 2011. This valuation revealed that the Fund's assets, which at 31 March 2011 were valued at £3,477 million, were sufficient to meet 96% of the liabilities (i.e. the present value of promised retirement benefits) accrued up to that date. The resulting deficit at the 2011 valuation was £142 million.

Individual employers' contributions for the period 1 April 2012 to 31 March 2015 were set in accordance with the Fund's funding policy as set out in its FSS.

Principal actuarial assumptions and method used to value the liabilities

Full details of the methods and assumptions used are described in my valuation report dated 15 February 2012.

Method

The liabilities were assessed using an accrued benefits method which takes into account pensionable membership up to the valuation date, and makes an allowance for expected future salary growth to retirement or expected earlier date of leaving pensionable membership.

LOTHIAN PENSION FUND

Assumptions

A market-related approach was taken to valuing the liabilities, for consistency with the valuation of the Fund assets at their market value.

The key financial assumptions adopted for the 2011 valuation were as follows:

Financial assumptions	31 March 2011	
	% p.a. Nominal	% p.a. Real
Discount rate	5.8%	2.9%
Pay increases *	5.1%	2.2%
Price inflation/Pension increases	2.8%	-

* plus an allowance for promotional pay increases. Short term pay growth was assumed to be 1% p.a. for 2011/12 and 2012/13, reverting to 5.1% p.a. thereafter.

The key demographic assumption was the allowance made for longevity. As a member of Club Vita, the baseline longevity assumptions adopted at this valuation were a bespoke set of VitaCurves that were specifically tailored to fit the membership profile of the Fund. Longevity improvements were in line with standard year of birth mortality tables; with medium cohort projections and a 1% p.a. underpin effective from 2008. Based on these assumptions, the average future life expectancies at age 65 are as follows:

	Males	Females
Current pensioners	20.4 years	22.8 years
Future pensioners	22.6 years	25.4 years

Copies of the 2011 valuation report and Funding Strategy Statement are available on our website at www.lpf.org.uk/publications or on request from the Fund.

Experience over the period since April 2011

The administering authority monitors the funding position on a regular basis as part of its risk management programme with the next funding update to be produced at 31 March 2013. It showed that the funding level (excluding the effect of any membership movements) had fallen from 96% to 87% due, primarily, to falling bond yields. This has been partially offset by strong returns over 2012/13.

The next actuarial valuation will be carried out as at 31 March 2014. The Funding Strategy Statement will also be reviewed at that time.

Richard Warden
Fellow of the Institute and Faculty of Actuaries

For and on behalf of
Hymans Robertson LLP
20 Waterloo Street
Glasgow
G2 6DB
30 May 2013

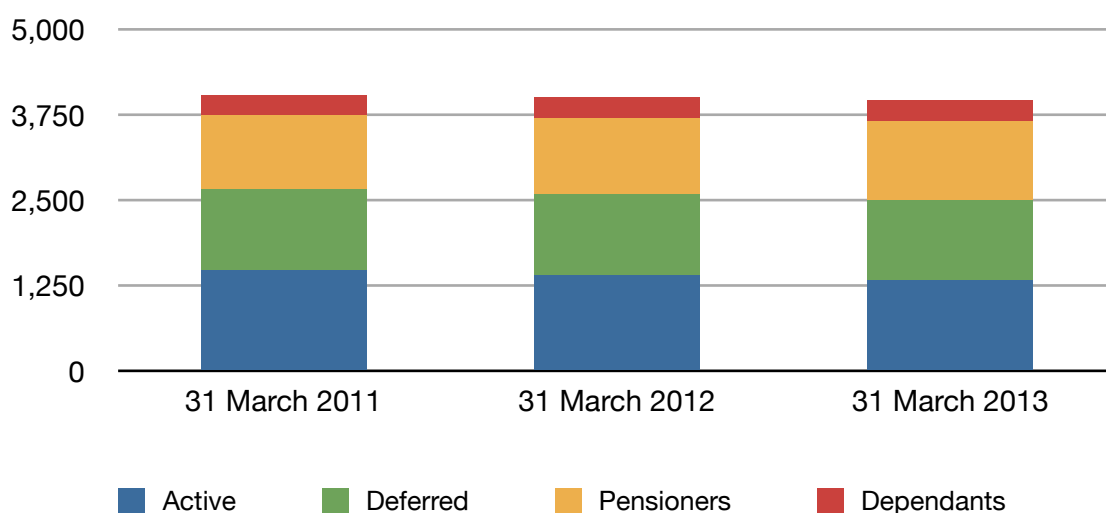


LOTHIAN BUSES PENSION FUND

Membership

Status	Membership at 31/03/2011	Membership at 31/03/2012	Membership at 31/03/2013
Active	1,479	1,407	1,335
Deferred	1,182	1,179	1,163
Pensioners	1,092	1,122	1,163
Dependants	292	303	310
Total	4,045	4,011	3,971

Fund membership



Funding

Benefits are funded by contributions and investment earnings. Contributions are made by active members of the Fund in accordance with the Local Government Pension Scheme (Benefits, Membership and Contributions) (Scotland) Regulations 2008. These contributions are payable at a certain rate for a band of earnings, for the year ended 31 March 2013 the contribution rates were as follows:

Full time equivalent pensionable pay (2012/13)	Rate
Less than £19,971	5.5%
Between £19,971 and £25,948	Between 5.6% and 6.0%
Between £25,949 and £32,567	Between 6.1% and 6.5%
Between £32,568 and £45,915	Between 6.6% and 7.5%
Between £45,916 and £51,727	Between 7.6% and 8.0%
Between £51,728 and £69,262	Between 8.1% and 9.0%
Between £69,263 and £104,782	Between 9.1% and 10.0%
Between £104,783 and £240,383	Between 10.1% and 11.2%

Employers' contributions are set at the triennial actuarial valuation. The contribution rates for the year ended 31 March 2013 were based on the actuarial valuation at 31 March 2011. For the nine months to 31 December 2012 the rate was 19.6% of pensionable pay and 19.9% for the three months to 31 March 2013 for service currently being accrued.

More information on funding can be found in the Actuarial Statement for 2012/13 at the end of this section.

LOTHIAN BUSES PENSION FUND

Investment strategy

Following the completion of the 2011 actuarial valuation, an in-depth review of Lothian Buses Pension Fund's investment strategy has been undertaken.

The review concluded that there is scope to reduce the Fund's investment risk in the long-term with a focus over the coming years on capital preservation, investment income and reducing the absolute volatility of the Fund.

The strategy for 2012-2017 is set out in the table shown and has private equity reclassified in Equities rather than Alternative investments. Investments in the Alternatives category include property, infrastructure, timber and corporate bonds. Asset allocations limits under normal financial conditions are also shown.

Investment strategy	Interim benchmark at 31 March 2013 %	Strategy for 2012 - 2017 %	Asset allocation limits minimum – maximum %
Equities	62.5	55.0	45 – 65
Index linked gilts	10.0	15.0	10 - 30
Corporate bonds	10.0	-	
Alternatives	17.5	30.0	10 – 35
Cash	-	-	0 - 10
TOTAL	100.0	100.0	

The objective of the Fund has been redefined so that the target return over long-term economic cycles (typically 5 years or more) is the achievement of the same return as that generated by the strategic allocation, and over shorter periods, the Fund should perform better than the strategic allocation if markets fall significantly.

The Fund will gradually implement the new strategy over the next few years.

Investment performance

Annualised returns to 31 March 2013 (% per year)

	1 Year	3 Years	10 Years
Lothian Buses Pension Fund	16.4	10.4	11.3
Benchmark	13.8	8.7	10.1
Retail Price Index	3.3	4.1	3.3
National Average Earnings	(0.6)	1.0	2.7

The absolute performance of Lothian Buses Pension Fund was over the 12 month period was +16.4% and three-year performance was +10.4% per annum. Over both time periods the performance was above the benchmark return.

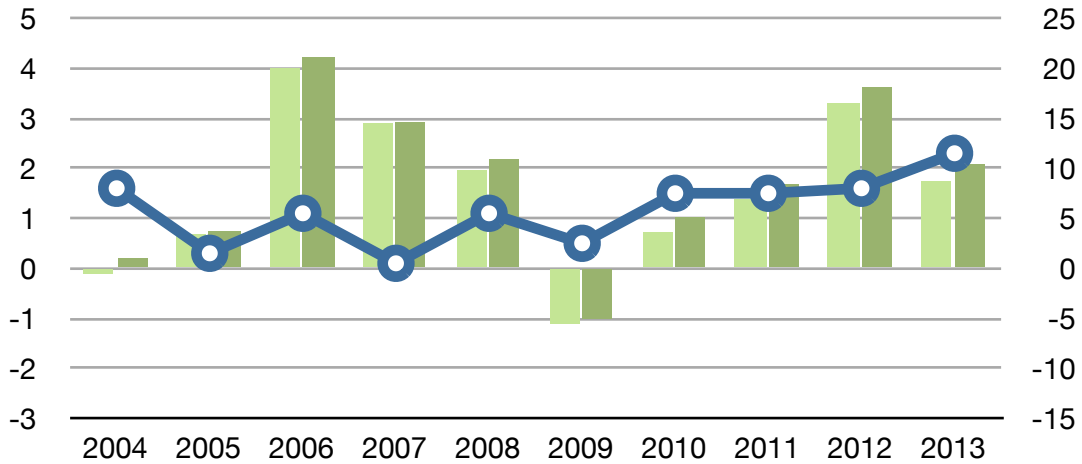
Over 10 years, the Fund returned +11.3% per annum, ahead of its benchmark by 1.0% per year and also well ahead of measures of inflation, including the retail price index and national average earnings.

Despite strong investment returns, the actual funding level has fallen from 112.4% at the time of the last actuarial valuation on 31 March 2011 to 102.5% at 31 March 2013, largely as a result of falling real gilt yields, which caused an increase in the value of liabilities.

LOTHIAN BUSES PENSION FUND

Annualised 3 yearly returns ending 31 March (% per year)

Target is for the Fund to outperform the benchmark by 1.5% per year over 3 years (target prior to October 2009 target was 1%)



○ Relative (LHS)
 ■ Benchmark
 ■ Lothian Buses Pension Fund

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Fund	1	3.7	21.1	14.6	10.9	(5.1)	5.1	8.4	18.1	10.4
Benchmark	(0.6)	3.4	20	14.5	9.8	(5.6)	3.6	6.9	16.5	8.7
Relative	1.6	0.3	1.1	0.1	1.1	0.5	1.5	1.5	1.6	2.3

LOTHIAN BUSES PENSION FUND

Fund Account for the year ended 31 March 2013

2011/12 £000		Note	2012/13 £000
	Income		
8,128	Contributions from employer	2	7,147
2,358	Contributions from members		2,261
-	- Transfers from other schemes		-
10,486			9,408
	Less: expenditure		
6,580	Pension payments including increases		7,015
1,712	Lump sum retirement payments		2,136
144	Lump sum death benefits		237
67	Transfers to other schemes	3	114
145	Administrative expenses	4	110
8,648			9,612
1,838	Net (withdrawals) / additions from dealing with members		(204)
	Returns on investments		
5,455	Investment income	5	5,913
7,784	Change in market value of investments	7a, 8b	35,800
(641)	Investment management expenses	6	(1,047)
12,598	Net returns on investments		40,666
14,436	Net increase in the Fund during the year		40,462
257,012	Net assets of the Fund at 1 April 2012		271,448
271,448	Net assets of the Fund at 31 March 2013	8a, 8c	311,910

LOTHIAN BUSES PENSION FUND

Net Assets Statement as at 31 March 2013

31 March 2012 £000		Note	31 March 2013 £000
Investments			
267,415	Assets		309,255
(245)	Liabilities		(490)
267,170		7, 9	308,765
Current assets			
629	The City of Edinburgh Council	15	459
2,759	Cash balances	9, 15	1,913
951	Debtors	12	894
4,339			3,266
Current liabilities			
(61)	Creditors	13	(121)
4,278	Net current assets		3,145
271,448	Net assets of the Fund at 31 March 2013	8a, 8c	311,910

The unaudited accounts were issued on 24 June 2013 and the audited accounts were authorised for issue on 24 September 2013.

JOHN BURNS FCMA CGMA
Pensions and Accounting Manager
24 September 2013

Notes to the net asset statement

The financial statements summarise the transactions of the Fund during the year and its net assets at the year end. They do not take account of the obligations to pay pensions and benefits which fall due after the end of the year. The actuarial position of the Fund, which does take account of such obligations, is discussed in the Actuarial Valuation section of this report and these financial statements should be read in conjunction with that information. In addition, as required by IAS26, the Actuarial Present Value of Promised Retirement Benefits is disclosed in the notes to these financial statements.

LOTHIAN BUSES PENSION FUND

Notes to the Accounts

1 Events after the balance sheet date

There have been no events since 31 March 2013, and up to the date when these accounts were authorised, that require any adjustments to these accounts.

2 Contributions from employer

	2011/12	2012/13
	£000	£000
Lothian Buses Plc		
Normal (ongoing contributions)	7,300	7,147
Deficit funding	556	-
	7,856	7,147
Pension strain	272	-
Total	8,128	7,147

The Lothian Buses Pension Fund is a single employer pension fund for employees of Lothian Buses Plc. The Lothian Buses Fund was set up in 1986 under the Local Government Superannuation (Funds) (Scotland) regulations 1986 (SSI 115/1986).

In 2011/12 the employer contributions included an element in respect of deficit funding. The part of the contribution attributable to deficit funding as shown above, was calculated based on a future service contribution rate of 21.1% (as stated in the actuarial valuation of 31 March 2008). The deficit recovery period was the estimated future working lifetime of current active members.

In 2012/13, no deficit funding was required (as stated in the actuarial valuation of 31 March 2011). The employer paid an agreed contribution rate of 19.9% on pensionable salaries, this rate is defined in actuarial valuation.

Where the employer makes certain decisions which result in additional benefits being paid out to a member, or benefits being paid early, this results in a "strain" on the Fund. The resulting pension strain costs are calculated and recharged in full to the employer.

3 Transfers out to other pension schemes

	2011/12	2012/13
	£000	£000
Group transfers	-	-
Individual transfers	67	114
	67	114

4 Administrative expenses

	2011/12	2012/13
	£000	£000
Employee costs	65	58
The City of Edinburgh Council - pension payroll costs	15	13
The City of Edinburgh Council - other support costs	22	16
System costs	7	10
Actuarial fees	24	7
External Audit fees	2	2

LOTHIAN BUSES PENSION FUND

4	Administrative expenses (cont'd)		
	Legal fees	3	-
	Printing and postage	3	2
	Depreciation	2	2
	Sundry costs less sundry income	2	-
		145	110

The Investments and Pensions Division of the Council is responsible for administering the three pension Funds. The Division receives an allocation of the overheads of the Council. In turn the Division allocates administration and investment costs to the three pension funds. Costs directly attributable to a specific fund are charged to the relevant Fund, costs that are common to all three funds are allocated on a defined basis.

In 2012 the administration costs were allocated based on the value of the funds as at the end of the year. In 2013 the administration costs allocation basis were modified to a more stable basis which better reflects the underlying cost drivers. Pension payroll costs were allocated based on the number of pensioners during the year and all other costs were allocated based on the number of members of each Fund.

5	Investment income	2011/12	2012/13
		£000	£000
	Dividends from equities	3,573	4,054
	Income from pooled investment vehicles	1,789	1,802
	Interest on cash deposits	45	31
	Securities lending and sundries	131	96
		5,538	5,983
	Irrecoverable withholding tax	(83)	(70)
		5,455	5,913

6	Investment management expenses	2011/12	2012/13
		£000	£000
	External management fees	545	892
	Employee costs	43	51
	Custody fees	3	51
	Engagement and voting fees	5	5
	Performance measurement fees	4	3
	Investment consultancy fees	2	15
	System costs	11	10
	Legal fees	1	4
	The City of Edinburgh Council - other support costs	-	8
	Sundry costs	27	8
		641	1,047

The Investments and Pensions Division of the Council is responsible for administering the three pension Funds. The Division receives an allocation of the overheads of the Council. In turn the Division allocates administration and investment costs to the three pension funds. Costs directly attributable to a specific fund are charged to the relevant Fund, costs that are common to all three funds are allocated on a defined basis.

In 2012/13 and 2011/12 the shared investment management expenses were allocated based on the value of the Funds as at the end of the year.

LOTHIAN BUSES PENSION FUND

7	Net investment assets	31 March 2012 £000	31 March 2013 £000
	Investment assets		
	Equities	169,629	214,633
	Pooled investment vehicles	93,708	80,844
	Deposits	3,388	11,850
	Other investment assets		
	Due from broker	-	1,104
	Dividends and other income due	690	824
		690	1,928
	Total investment assets	267,415	309,255
	Investment liabilities		
	Other financial liabilities - due to broker	(245)	(490)
	Total investment liabilities	(245)	(490)
	Net investment assets	267,170	308,765

At 31st March 2013, Lothian Buses Pension Fund was transitioning from UK equities to global equities. As a result, there were balances due to and from brokers in respect of this transition.

7a Reconciliation of movement in investments					
	Market value at 1 April 2012 £000	Purchases at cost £000	Sales proceeds £000	Change in market value £000	Market value at 31 March 2013 £000
Equities	169,629	43,698	(27,377)	28,683	214,633
Pooled investment vehicles	93,708	5,889	(25,617)	6,864	80,844
	263,337	49,587	(52,994)	35,547	295,477
Other financial assets / (liabilities)					
Cash deposits	3,388			252	11,850
Broker balances	(245)			1	614
Dividends due	690				824
	3,833			253	13,288
Net financial assets	267,170			35,800	308,765
	Market value at 1 April 2011 £000	Purchases at cost £000	Sales proceeds £000	Change in market value £000	Market value at 31 March 2012 £000
Equities	159,766	31,632	(22,181)	412	169,629
Pooled investment vehicles	91,446	8,293	(13,388)	7,357	93,708
	251,212	39,925	(35,569)	7,769	263,337
Other financial assets / (liabilities)					
Cash deposits	2,387			(17)	3,388
Broker balances	27			-	(245)
Dividends due	485			32	690
	2,899			15	3,833
Net financial assets	254,111			7,784	267,170

LOTHIAN BUSES PENSION FUND

7a Reconciliation of movement in investments (cont'd)

The change in market value of investments during the year comprises all increases and decreases in the market value of investments held at any time during the year, including profits and losses realised on sales of investments during the year.

Transaction costs are included in the cost of purchases and sale proceeds. Transaction costs include costs charged directly to the Fund such as fees, commissions, stamp duty and other fees. Transaction costs incurred during the year amounted to £82k (2012 £81k). In addition to the transaction costs disclosed above, indirect costs may be incurred through the bid-offer spread on some pooled investment vehicles, the amount of any such costs is not separately provided to the Fund.

7b Analysis of investments (at market value)

	Market value at 31 March 2012 £000	Market value at 31 March 2013 £000
Equities		
UK quoted	29,229	32,742
Overseas quoted	140,400	181,891
	169,629	214,633
Pooled investment vehicles		
UK		
Managed funds - property	24,381	22,931
In-house equities	21,604	-
Managed funds - other bonds	40,164	45,683
Overseas		
Infrastructure and timber	7,559	12,230
	93,708	80,844

7c Investment managers and mandates

Manager	Mandate	Market value at 31 March 2012		Market value at 31 March 2013	
		£000	% of total funds	£000	% of total funds
Baillie Gifford	Multi asset	201,125	75.3	237,568	77.0
In-house	UK equities	21,603	8.1	-	-
In-house	Global equities	-	-	15,516	5.0
Standard Life	Property managed fund	24,381	9.1	22,931	7.4
In-house	Private equity quoted	4,956	1.9	6,370	2.1
In-house	Infrastructure unquoted	4,810	1.8	8,484	2.7
In-house	Infrastructure quoted	4,893	1.8	5,427	1.8
In-house	Timber	2,749	1.0	2,897	0.9
In-house	Secured loans	1,780	0.7	1,552	0.5
In-house	Alternatives cash	115	-	859	0.3
	Total alternative investment	19,303	7.2	25,589	8.3
In-house	Cash	758	0.3	7,161	2.3
	Net financial assets	267,170	100.0	308,765	100.0

LOTHIAN BUSES PENSION FUND

7d Investments representing more than 5% of the net assets of the Fund

	Market value at 31 March 2012 £000	% of net assets of the Fund %	Market value at 31 March 2013 £000	% of net assets of the Fund %
In-house UK equities pooled fund	21,603	8.0	-	-
Standard Life property fund	24,381	9.0	22,931	7.4
Baillie Gifford inv grade bond fund	19,684	7.3	22,551	7.2
Baillie Gifford index linked gilt fund	20,480	7.5	23,132	7.4

7e Investments representing more than 5% of any investment class

	Class	Market value at 31 March 2012 £000	Percent of class 31 March 2012 %	Market value at 31 March 2013 £000	Percent of class 31 March 2013 %
In-house UK equities pooled fund	Pooled funds	21,603	23.1	-	-
Standard Life property fund	Pooled funds	24,381	26.0	22,931	28.4
Baillie Gifford inv grade bond fund	Pooled funds	19,684	21.0	22,551	27.9
Baillie Gifford index linked gilt fund	Pooled funds	20,480	21.9	23,132	28.6

7f Securities lending

During the year Lothian Pension Fund participated in two securities lending arrangements. The arrangement with the Northern Trust Company covers the main investments of the Fund. As at 31 March 2013, £9.2m (2012 £12.5m) of securities were released to third parties. Collateral valued at 106.8% (2012 107.1%) of the market value of the securities on loan was held at that date. The arrangement with Blackrock related to the Fund's holding of FTSE 250 iShares ceased during the year.

8 Financial instruments

8a Classification of financial instruments

Accounting policies describe how different asset classes of financial instruments are measured, and how income and expenses, including fair value gains and losses, are recognised. The following table analyses the fair value amounts of financial assets and liabilities by category and net assets statement heading. No financial assets were reclassified during the accounting period.

All financial instruments are marked to market (at fair value) in the Fund's accounting records hence there is no difference between the carrying value and fair value.

LOTHIAN BUSES PENSION FUND

8a Classification of financial instruments (cont'd)

	31 March 2012			31 March 2013		
	Designated as fair value through fund account £000	Loans and receivables £000	Financial liabilities at amortised cost £000	Designated as fair value through fund account £000	Loans and receivables £000	Financial liabilities at amortised cost £000
Financial assets						
Investment assets						
Equities	169,629			214,633		
Pooled investments	93,708			80,844		
Cash		3,388			11,850	
Debtors		-			1,103	
Other investment balances		690			825	
	263,337	4,078	-	295,477	13,778	-
Other assets						
The City of Edinburgh Council		629			459	
Cash		2,759			1,913	
Debtors		951			894	
	-	4,339	-	-	3,266	-
Assets total	263,337	8,417	-	295,477	17,044	-
Financial liabilities						
Investment liabilities						
Other investment balance	(245)			(490)		
	(245)	-	-	(490)	-	-
Other liabilities						
Creditors			(61)			(121)
	-	-	(61)	-	-	(121)
Liabilities total	(245)	-	(61)	(490)	-	(121)
Net asset total	263,092	8,417	(61)	294,987	17,044	(121)
Total net financial instruments			271,448			311,910

8b Net gains and losses on financial instruments

	2011/12 £000	2012/13 £000
Designated as fair value through fund account	7,769	35,547
Loans and receivables	15	253
Financial liabilities at amortised cost	-	-
Total	7,784	35,800

8c Valuation of financial instruments carried at fair value

The valuation of financial instruments has been classified into three levels, according to the quality and reliability of information used to determine fair values.

LOTHIAN BUSES PENSION FUND

8c Valuation of financial instruments carried at fair value (cont'd)

Level 1

Financial instruments at Level 1 are those where the fair values are derived from unadjusted quoted prices in active markets for identical assets or liabilities. Products classified as level 1 comprise quoted equities and unit trusts. Listed investments are shown at bid prices. The bid value of the investment is based on the bid market quotation of the relevant stock exchange.

Level 2

Financial instruments at Level 2 are those where quoted market prices are not available; for example, where an instrument is traded in a market that is not considered to be active, or where valuation techniques are used to determine fair value and where these techniques use inputs that are based significantly on observable market data.

Level 3

Financial instruments at Level 3 are those where at least one input that could have a significant effect on the instrument's valuation is not based on observable market data. Such instruments would include unquoted equity investments, which are valued using various valuation techniques that require significant judgement in determining appropriate assumptions.

The values of the investments in unlisted private equity, infrastructure and timber are based on valuations provided by the general partners to the funds in which the Fund has invested. These valuations are prepared in accordance with the International Private Equity and Venture Capital Valuation Guidelines or similar guidelines provided by the British Venture Capital Association, which follow the valuation principles of International Financial Reporting Standards (IFRS). The valuations are usually undertaken annually at the end of December. Cash flow adjustments are used to roll forward the valuations to 31 March as appropriate.

The following table provides an analysis of the financial assets and liabilities of the Fund grouped into Levels 1 to 3, based on the level at which the fair value is observable.

	31 March 2013			
	Level 1 £000	Level 2 £000	Level 3 £000	Total £000
Financial assets				
Designated as fair value through fund account	283,247		12,230	295,477
Loans and receivables	17,044			17,044
Total financial assets	300,291	-	12,230	312,521
Financial liabilities				
Designated as fair value through fund account	(490)			(490)
Financial liabilities at amortised cost	(121)			(121)
Total financial liabilities	(611)	-	-	(611)
Net financial assets	299,680	-	12,230	311,910

	31 March 2012			
	Level 1 £000	Level 2 £000	Level 3 £000	Total £000
Financial assets				
Designated as fair value through fund account	255,778		7,559	263,337
Loans and receivables	8,417			8,417
Total financial assets	264,195	-	7,559	271,754
Financial liabilities				
Designated as fair value through fund account	(245)			(245)
Financial liabilities at amortised cost	(61)			(61)
Total financial liabilities	(306)	-	-	(306)
Net financial assets	263,889	-	7,559	271,448

9 Nature and extent of risk arising from financial instruments

Risk and risk management

The Fund's primary aim is to ensure that all members and their dependants receive their benefits when they become payable. The investment strategy aims to maximise the returns from investments within reasonable risk parameters and hence minimise the long-term cost to the employer. The Fund achieves this by investing in a diverse range of assets to reduce risk to an acceptable level. In addition, the fund ensures that sufficient cash is available to meet all liabilities when they are due to be paid.

Responsibility for the Fund's overall investment strategy rests with the Pensions Committee. The Investment Strategy Panel and the internal investment team monitor investment risks on a regular basis. Investment risk management tools are used to identify and analyse risks faced by the Fund's investments.

Consideration of the Fund's investment risk is part of the overall risk management of the pensions operations. Risks are reviewed regularly to reflect changes in activity and market conditions.

Types of investment risks

There are various ways of considering investment risks for pension funds. For the purposes of this note, market risk is the potential for an investor to experience losses from falls in the prices of investments. All financial instruments, including cash deposits, present a risk of loss of capital and risks vary depending on different asset classes.

Investment risk also changes over time as economic conditions and investor sentiment change. The Fund considers overall fluctuations in prices arising from a variety of sources: market risk, foreign exchange risk, interest rate risk, credit risk, etc. The different risks may, to some extent, offset each other.

The overall investment risk of the Fund depends on the actual mix of assets and encompasses all the different elements of risk.

The Fund manages these risks in a number of ways:

- assessing and establishing acceptable levels of market risk when setting overall investment strategy. Importantly, risk is considered relative to the liabilities of the Fund
- diversification of investments in terms of type of asset, geographical and industry sectors as well as individual securities
- taking stewardship responsibilities seriously and pursuing constructive engagement with the companies in which we invest
- monitoring market risk and market conditions to ensure risk remains within tolerable levels.

The Fund may use equity futures contracts from time to time to manage market risk. Exchange traded options are not used by the Fund.

Sensitivity analysis

Asset prices have a tendency to fluctuate. The degree of such fluctuation is known as "volatility" and it differs by asset class. The table below sets out the long-term volatility assumptions used in the Fund's asset-liability modelling undertaken by the Fund's investment adviser KPMG:

LOTHIAN BUSES PENSION FUND

9 Nature and extent of risk arising from financial instruments (cont'd)

Asset type	Potential price movement (+ or -)
Equities - developed markets	20.0%
Private equity	30.0%
Timber	30.0%
Secured loans	10.0%
Corporate bonds	10.5%
Index-linked gilts	7.0%
Infrastructure	8.0%
Property	13.0%
Cash	1.6%

Sensitivity analysis

Volatility is the standard deviation of annual returns. In two years out of three, the asset's change in value (which could be a gain or a loss) is expected to be lower than the volatility figure, but in one year out of three, the change in value is expected to be higher than the volatility figure.

Asset classes do not always move in line with each other. The extent to which assets move together is known as their "correlation". A lower correlation means that there is less risk of assets losing value at the same time. The overall Fund benefits from "diversification" because it invests in different asset classes, which don't all move in line with each other. The following table shows the risks at the asset class level and the overall Fund level, with and without allowance for correlation.

Asset type	Value at 31 March 2013 £000	% of fund	Potential Change + / - %	Value on increase £000	Value on decrease £000
Equities - developed markets	207,400	67.2	20.0	248,880	165,920
Private equity	6,370	2.1	30.0	8,281	4,459
Timber	2,897	0.9	30.0	3,766	2,028
Secured loans	1,552	0.5	10.0	1,707	1,397
Corporate bonds	22,551	7.3	10.5	24,919	20,183
Index-linked gilts	23,133	7.5	7.0	24,752	21,514
Infrastructure	13,911	4.5	8.0	15,024	12,798
Property	22,931	7.4	13.0	25,912	19,950
Cash	8,020	2.6	1.6	8,148	7,892
Total [1]	308,765	100.0	17.0	361,389	256,141
Total [2]	308,765		14.8	354,462	263,068
Total [3]	308,765		13.6	350,757	266,773

[1] No allowance for correlations between assets

[2] Including allowance correlations for between assets

[3] Including allowance for correlation between assets and liabilities.

The value on increase/decrease columns illustrates the £m effect of the percentage change in the volatility column. The actual annual change in value is expected to be lower than this in two years out of three, but higher in one year out of three.

It can be seen that the risk to the overall Fund assets is lower than the total of the risks to the individual assets[2].

LOTHIAN BUSES PENSION FUND

9 Nature and extent of risk arising from financial instruments (cont'd)

However, because the purpose of a pension scheme is to make payments to scheme beneficiaries, the true risk of a pension scheme is not measured in absolute terms, but relative to its liabilities[3]. The risk is lower than the absolute asset risk, due to the impact of correlation with the discount rate used to value the liabilities.

This risk analysis incorporates volatility from market, interest rate, foreign exchange, credit, and all other sources of risk, and, importantly, makes allowance for how these risks may offset each other.

Credit risk

Credit risk represents the risk that the counterparty to a transaction or a financial instrument will fail to discharge an obligation and cause the Fund to incur a financial loss. The market values of investments generally reflect an assessment of credit risk in their pricing and consequently the risk of loss is implicitly provided for in the value of the Fund's assets and liabilities (as outlined in Market Risk above).

In essence, the Fund's entire investment portfolio is exposed to some sort of credit risk. However through the selection of counterparties, brokers and financial institutions the Fund reduces the credit risk that may occur through the failure to settle a transaction in a timely manner.

Cash deposits, derivatives and stock lending are the major areas of credit exposure where credit risk is not reflected in market prices.

Cash deposits

At 31 March 2013, cash deposits represented £13.7m, 4.4% of total net assets. This was held with the following institutions:

	Moody's Credit Rating at 31 March 2013	Balances at 31 March 2012 £000	Balances at 31 March 2013 £000
Held for investment purposes			
Northern Trust Global Investment Limited - liquidity funds	<i>Aaa</i>	2,144	10,207
Northern Trust Company - cash deposits	<i>Aa3</i>	487	947
The City of Edinburgh Council - treasury management	<i>See below</i>	757	696
Total investment cash		3,388	11,850
Held for other purposes			
The City of Edinburgh Council - treasury management	<i>See below</i>	2,759	1,913
Total cash		6,147	13,763

The majority of Sterling cash deposits of the Fund are managed along with those of the administering authority (the City of Edinburgh Council) and other related organisations which are pooled for investment purposes as a treasury cash fund. Management of the cash fund is on a low risk basis, with security of the investments the key consideration while at the same time seeking innovative and secure cash management opportunities.

As at 31 March 2013 £6.5m of cash was held by Northern Trust in respect of transition activity. Post year end £6.3m of this was transferred to City of Edinburgh Council treasury management.

LOTHIAN BUSES PENSION FUND

9 Nature and extent of risk arising from financial instruments (cont'd)

Cash deposits (cont'd)

As well as lending monies to other local authorities, the Council has purchased UK Government Treasury Bills as well as Bonds and Floating Rate Notes with an explicit UK Government Guarantee.

The Fund's cash holding at the year end under its treasury management arrangements was held with the following institutions:

	Moody's Credit Rating at 31 March 2013	Balances at 31 March 2012 £000	Balances at 31 March 2013 £000
Money market funds			
Deutsche Bank AG, London	Aaa	465	284
Goldman Sachs	Aaa	-	270
Bank call accounts			
Bank of Scotland	A2	299	258
Royal Bank of Scotland	A3	324	144
Santander UK	A2	277	-
Barclays Bank	A2	274	255
Svenska Handelsbanken	Aa3	442	368
Clydesdale Bank	A2	-	254
Bank certificates of deposit			
Standard Chartered	A1	-	100
Floating Rate Note			
Rabobank	Aa2	-	100
Building Society fixed term deposits			
Nationwide Building Society	A2	103	99
UK pseudo-sovereign risk instruments			
Other Local Authorities [1]	n/a	938	477
UK Government guaranteed FRNs	n/a	394	-
		3,516	2,609

[1] Very few Local Authorities have their own credit rating but they are generally assumed to have a pseudo-sovereign credit rating (which in the UK at 31 March 2013 would have been 'Aa1'). Of the £477k on deposit with local authorities at 31 March 2013, £249k is with a local authority which has a 'Aa2' credit rating from Moody's.

No breaches of the Council's counterparty criteria occurred during the reporting period and the Fund does not expect any losses from non-performance by any of its counterparties in relation to deposits.

Securities lending

The Fund participates in a security lending programme as described above. The Fund is potentially exposed to credit risk in the event of the borrower of stock defaults. This risk is mitigated by the contractual commitment that borrowers provide collateral in excess of 100% of the value of the securities borrowed. In addition, Northern Trust has signed an agreement requiring it to make good any losses arising from the lending programme.

LOTHIAN BUSES PENSION FUND

9 Nature and extent of risk arising from financial instruments (cont'd)

Liquidity risk

Liquidity risk reflects the risk that the Fund will not be able to meet its financial obligations as they fall due. The Fund therefore ensures that there is adequate cash and liquid resources to meet its commitments. Cashflow projections are prepared on a regular basis to understand and manage the timing of the Fund's cashflow. The majority (estimated to be over 80%) of the Fund's investments could be converted to cash within three months in a normal trading environment.

Refinancing risk

Refinancing risk is the risk that the Fund will be bound to replenish a significant proportion of its pension fund financial instruments at a time of unfavourable interest rates. The Fund is not bound by any obligation to replenish its investments and hence is not exposed to refinancing risk.

10 Actuarial statement

The Fund Actuary has provide a statement describing the funding arrangements of the Fund, this can be found in a separate section at the end of this section..

11 Actuarial present value of promised retirement benefits

The actuarial value of promised retirement benefits at the accounting date, calculated in line with International Accounting Standard 19 (IAS19) assumptions, is estimated to be £321m (2012 £269m). This figure is used for statutory accounting purposes by Lothian Buses Pension Fund and complies with the requirements of IAS26. The assumptions underlying the figure match those adopted for the Administering Authority's FRS17/IAS19 reports at each year end.

The figure is only prepared for the purposes of IAS26 and has no validity in other circumstances. In particular, it is not relevant for calculations undertaken for funding purposes and setting contributions payable to the Fund.

Financial assumptions

	31 March 2012	31 March 2013
	% p.a.	% p.a.
Inflation / pensions increase rate	2.5	2.8
Salary increase rate	4.8	5.1
Discount rate	4.8	4.5

For the year ended 31 March 2013, salary increases were estimated at 1% p.a. nominal for the three years to 31 March 2015 reverting to the long term rate thereafter.

Longevity assumptions

The life expectancy assumption is based on the Fund's specific statistical analysis with improvements from 2008 in line with the Medium Cohort and a 1% p.a. underpin. Based on these assumptions, the average future life expectancies, in years, at age 65 are summarised below:

	Males	Females
Current pensioners	18.4	21.6
Future pensioners (assumed to be currently 45)	21.7	24.8

This assumption is the same as at 31 March 2012.

LOTHIAN BUSES PENSION FUND

11 Actuarial present value of promised retirement benefits (cont'd)

Commutation assumption

An allowance is included for future retirements to elect to take 50% of the maximum additional tax-free cash up to HMRC limits for pre-April 2009 service and 75% of the maximum tax-free cash for post-April 2009 service.

12 Debtors

	31 March 2012 £000	31 March 2013 £000
Contributions due - employers	700	650
Contributions due - employees	209	202
Pensions paid on behalf of employers	27	28
Sundry debtors	15	14
	951	894
Analysis of debtors		
Administering Authority	3	1
Lothian Buses plc	936	880
Other entities and individuals	12	13
	951	894

13 Creditors

	31 March 2012 £000	31 March 2013 £000
Benefits payable	61	121
	61	121
Analysis of creditors		
Other entities and Individuals	61	121
	61	121

14 Additional Voluntary Contributions

Active members of the Lothian Pension Fund and the Lothian Buses Pension Fund have the option to pay additional voluntary contributions (AVCs). These AVCs are invested separately from the main funds, securing additional benefits on a money purchase basis for those members that have elected to contribute. The investment of the AVCs is managed by Standard Life and Prudential.

In accordance with regulation 4 (2) (b) of the Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010, AVCs are not included in the pension fund financial statements.

	2011/12 £000	2012/13 £000
Contributions during year		
Standard Life	506	395
Prudential	705	1,120
	1,211	1,515
Value at year end at 31 March		
Standard Life	5,491	5,968
Prudential	745	1,572
	6,236	7,540

LOTHIAN BUSES PENSION FUND

15 Related party transactions

The City of Edinburgh Council

Lothian Pension Fund, the Lothian Buses Pension Fund and the Scottish Homes Pension Fund are administered by the City of Edinburgh Council. Consequently there is a strong relationship between the Council and the pension funds.

The Investment and Pensions Division of the Council is responsible for administering the three pension funds. The Division receives an allocation of the overheads of the Council, this is based on the amount of central services consumed. This includes the pension payroll service provided by the Council. In turn, the Division allocates its costs to the three funds. Costs directly attributable to a specific fund are charged to the relevant fund, costs that are common to all three funds are allocated on a defined basis.

Transactions between the Council and the Funds are managed via a holding account, each month the Funds are paid a cash sum leaving a working balance in the account to cover the month's pension payroll costs and other expected costs.

Year end balance on holding account

31 March 2012 £000	31 March 2013 £000
629	459

Part of the Fund's cash holdings are invested on the money markets by the treasury management operations of the Council, through a service level agreement. During the year to 31 March 2013, the Fund had an average investment balance of £3.3m (2012 £4.6m), interest earned was £22.0k (2012 £35.6k).

Year end balance on treasury management account

	31 March 2012 £000	31 March 2013 £000
Held for investment purposes	757	696
Held for other purposes	2,759	1,913
	3,516	2,609

The Council owns 91.01% of the shares of Lothian Buses plc, the Fund being operated solely for the employees of Lothian Buses Plc.

Key management personnel

During the period from 1 April 2012 to the date of issuing of these accounts, several employees of the City of Edinburgh Council held key positions in the financial management of the Lothian Buses Pension Fund. These employees and their financial relationship with the Fund (expressed as cash-equivalent transfer values or CETV) are:

LOTHIAN BUSES PENSION FUND

15 Related party transactions (cont'd)

Key management personnel (cont'd)

Name	Position held	Accrued CETV as at 31 March 2012	Accrued CETV as at 31 March 2013
		£000	£000
Alastair Maclean	Director of Corporate Governance	44	67
Clare Scott	Investment and Pensions Service Manager	67	89
Struan Fairbairn	Legal, Risk and Development Manager (appoint	-	1
John Burns	Pensions and Accounting Manager	318	349
Esmond Hamilton	Financial Controller	86	101
Bruce Miller	Investment Manager	65	90

16 Contingent liabilities and contractual commitments

The Fund has commitments relating to outstanding call payments due on private equity and infrastructure unquoted limited partnership funds. The amounts 'called' by these funds are irregular in both size and timing, taking place over a period of years from the date of each original commitment. The outstanding commitments at the year end are as follows:

31 March 2012	31 March 2013
£000	£000
2,627	3,041

17 Contingent assets

There were no contingent assets at the year end.

18 Impairment losses

No impairment losses have been identified during the year.

LOTHIAN BUSES PENSION FUND

Actuarial Statement for 2012/13

This statement has been prepared in accordance with Regulation 31A(1)(d) of the Local Government Pension Scheme (Scotland) (Administration) Regulations 2008, and Chapter 6 of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the UK 2012/13.

Description of Funding Policy

The funding policy is set out in the administering authority's Funding Strategy Statement (FSS), dated March 2012. In summary, the key funding principles are as follows:

- to ensure the long-term solvency of the overall Fund
- to minimise the degree of short-term change in employer contribution rates
- maximise the returns from investments within reasonable and considered risk parameters, and hence minimise the cost to the employer
- to ensure that sufficient cash is available to meet all liabilities as they fall due for payment
- to help employers manage their pension liabilities.

The FSS sets out how the administering authority seeks to balance the conflicting aims of securing the solvency of the Fund and keeping employer contributions stable.

Funding position as at the last formal funding valuation

The most recent actuarial valuation carried out under Regulation 32 of the Local Government Pension Scheme (Scotland) (Administration) Regulations 2008 was as at 31 March 2011. This valuation revealed that the Fund's assets, which at 31 March 2011 were valued at £257 million, were sufficient to meet 112% of the liabilities (i.e. the present value of promised retirement benefits) accrued up to that date. The resulting surplus at the 2011 valuation was £28 million.

Employer's contributions for the period 1 April 2012 to 31 March 2015 were set in accordance with the Fund's funding policy as set out in its FSS.

Principal actuarial assumptions and method used to value the liabilities

Full details of the methods and details used are described in my valuation report dated 16 December 2011.

Method

The liabilities were assessed using an accrued benefits method which takes into account pensionable membership up to the valuation date, and makes an allowance for expected future salary growth to retirement or expected earlier date of leaving pensionable membership.

Assumptions

A market-related approach was taken to valuing the liabilities, for consistency with the valuation of the Fund assets at their market value.

The key financial assumptions adopted for the 2011 valuation were as follows:

LOTHIAN BUSES PENSION FUND

Financial assumptions	31 March 2011	
	% p.a. Nominal	% p.a. Real
Discount rate	5.8%	2.9%
Pay increases *	5.1%	2.2%
Price inflation/Pension increases	2.8%	-

* plus an allowance for promotional pay increases. Short term pay growth was assumed to be 2.4% p.a. for 2011/12, 3.1% p.a. for 2012/13, reverting to 5.1% p.a. thereafter.

The key demographic assumption was the allowance made for longevity. As a member of Club Vita, the baseline longevity assumptions adopted at this valuation were a bespoke set of VitaCurves that were specifically tailored to fit the membership profile of the Fund. Longevity improvements were in line with standard year of birth mortality tables; with medium cohort projections and a 1% p.a. underpin effective from 2008. Based on these assumptions, the average future life expectancies at age 65 are as follows:

	Males	Females
Current pensioners	18.4 years	21.6 years
Future pensioners	21.7 years	24.8 years

Copies of the 2011 valuation report and Funding Strategy Statement are available on www.lpf.org.uk/publications or on request from the Fund.

Experience over the period since April 2011

The administering authority monitors the funding position on a regular basis as part of its risk management programme. The most recent funding update was produced at 31 March 2013. It showed that the funding level (excluding the effect of any membership movements) had fallen from 112% to 103% due, primarily, to falling real bond yields. This has been partially offset by strong asset returns over 2012/13.

The next actuarial valuation will be carried out as at 31 March 2014. The Funding Strategy Statement will also be reviewed at that time.

Richard Warden
Fellow of the Institute and Faculty of Actuaries

For and on behalf of
Hymans Robertson LLP
20 Waterloo Street
Glasgow
30 May 2013



SCOTTISH HOMES PENSION FUND

Membership

Status	Membership at 31/03/2011	Membership at 31/03/2012	Membership at 31/03/2013
Active	-	-	-
Deferred	684	650	626
Pensioners	996	999	978
Dependants	308	303	308
Total	1,988	1,952	1,912

Fund membership



Funding

As the Scottish Homes Pension Fund has no active members, benefits are funded by investment earnings and payments from the Scottish Government in line with the guarantee agreement.

Payments under the guarantee agreement are set at triennial actuarial valuations. The amount payable for the year ended 31 March 2013, of £771,000, was based on the actuarial valuation as at 31 March 2011.

More information on funding can be found in the Actuarial Statement for 2012/13 at the end of this section..

Investment strategy

Pensions Committee approved a new investment strategy in October 2012 to be implemented over the following 5 years.

The revised strategy reduces the allocation to equities and property and increases the allocation to bonds. It is designed to reduce investment risk as the Fund is closed to new members and the liabilities will mature over time.

The new strategy continues to recognise the latent inflation potential at the heart of current central bank monetary policy and maintains significant exposure to real investments, such as index-linked gilts and equities, which have a history of protecting purchasing power, after the effects of inflation have been taken into account.

SCOTTISH HOMES PENSION FUND

The revised investment strategy is set at the broad asset class level of equities, bonds and property, which are the key determinants of investment risk and return. The revised strategy for the next 5 years is set out in the table below.

	Previous strategic benchmark %	Strategy for 2012 - 2017 %	Asset allocation limits minimum - maximum %
Equities			
UK	8.8		
US	12.4		
Europe (ex UK)	8.0		
Pacific inc Japan	7.6		
Emerging markets	3.2		
Sub-total	40.0	30	20-35
Bonds			
UK Fixed Interest Gilts	10.0		
UK Index Linked Gilts	40.0		
Subtotal	50.0	65	60-75
Property	10.0	5	5-10
Cash	0.0	0	0-5
Total	100	100	100

The objective of the Fund has been redefined so that the target return over long-term economic cycles (typically 5 years or more) is the achievement of the same return as that generated by the strategic allocation, and over shorter periods, the Fund should perform better than the strategic allocation if markets fall significantly.

The Fund will gradually implement the new strategy over the next few years.

Investment performance

The absolute performance of Scottish Homes Pension Fund over the 12-month period was +13.0% and three-year performance was +11.2% per annum. Over both time periods, the performance was broadly in line with the benchmark return.

Since inception in July 2005, the Fund has returned +8.8% per annum, in line with its benchmark, which is well ahead of measures of inflation, including the retail price index and national average earnings.

Despite strong investment returns, the actual funding level has fallen marginally from 86% at the time of the last actuarial valuation on 31 March 2011 to 85% at 31 March 2013, largely as a result of falling real gilt yields, which caused an increase in the value of liabilities.

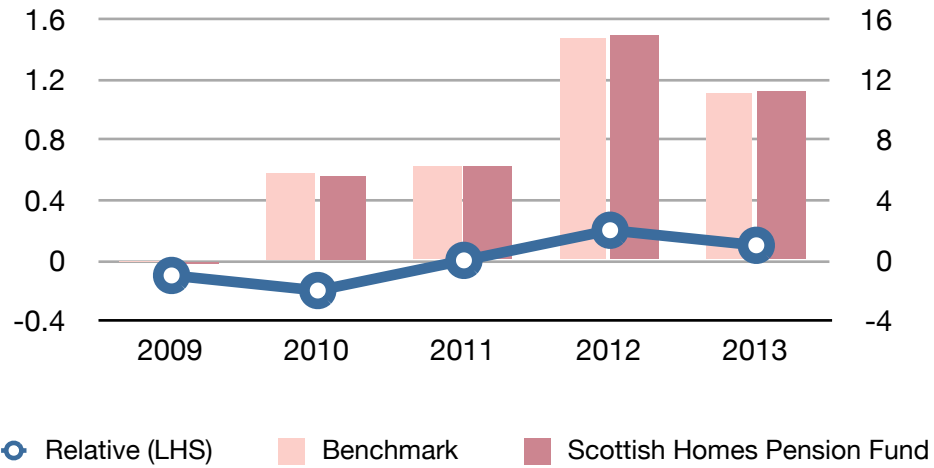
Annualised returns to 31 March 2013 (% per year)

	1 year	3 years	Since inception (July 2005)
Scottish Homes Pension Fund	13.0	11.2	8.8
Benchmark	13.0	11.1	8.8
Retail Price Index	3.3	4.1	3.9
National Average Earnings	(0.6)	1.0	2.2

SCOTTISH HOMES PENSION FUND

Annualised 3 yearly returns ending 31 March (% per year)

Target is for the Fund to outperform the benchmark by 0.5% per year over 3 years



	2009	2010	2011	2012	2013
Fund	(0.2)	5.6	6.2	14.9	11.2
Benchmark	(0.1)	5.8	6.2	14.7	11.1
Relative	(0.1)	(0.2)	-	0.2	0.1

SCOTTISH HOMES PENSION FUND

Fund Account for the year ended 31 March 2013

2011/12 £000	<i>Note</i>	2012/13 £000
Income		
100	2	794
-		-
100		794
Less: expenditure		
6,913		7,070
683		488
9		2
209	3	82
98	4	61
7,912		7,703
(7,812)	Net withdrawals from dealing with members	(6,909)
Returns on investments		
357	5	333
14,691	7a, 8b	15,420
(126)	6	(145)
14,922	Net returns on investments	15,608
7,110	Net increase in the Fund during the year	8,699
124,308	Net assets of the Fund at 1 April 2012	131,418
131,418	Net assets of the Fund at 31 March 2013	140,117

SCOTTISH HOMES PENSION FUND

Net Assets Statement as at 31 March 2013

31 March 2012			31 March 2013
£000		Note	£000
Investments			
129,886	Assets		138,006
-	Liabilities		-
129,886		7, 9	138,006
Current assets			
268	The City of Edinburgh Council	15	-
1,200	Cash balances	9, 15	2,514
98	Debtors	12	55
1,566			2,569
Current liabilities			
-	The City of Edinburgh Council	15	(442)
(34)	Creditors	13	(16)
(34)			(458)
1,532	Net current assets		2,111
131,418	Net assets of the Fund at 31 March 2013	8a, 8c	140,117

The unaudited accounts were issued on 24 June 2013 and the audited accounts were authorised for issue on 24 September 2013.

JOHN BURNS FCMA CGMA
Pensions and Accounting Manager
24 September 2013

Notes to the net asset statement

The financial statements summarise the transactions of the Fund during the year and its net assets at the year end. They do not take account of the obligations to pay pensions and benefits which fall due after the end of the year. The actuarial position of the Fund, which does take account of such obligations, is discussed in the Actuarial Valuation section of this report and these financial statements should be read in conjunction with that information. In addition, as required by IAS26, the Actuarial Present Value of Promised Retirement Benefits is disclosed in the notes to these financial statements.

SCOTTISH HOMES PENSION FUND

Notes to the Accounts

1 Events after the balance sheet date

There have been no events since 31 March 2013, and up to the date when these accounts were authorised, that require any adjustments to these accounts.

2 Contributions

	2011/12	2012/13
	£000	£000
Deficit funding	-	671
Administration expenses contribution	100	100
Strain costs	-	23
	100	794

The Scottish Homes Pension Fund is a single employer pension fund for employees of Scottish Homes. The Scottish Homes Pension Fund was set up under (Scottish) Statutory Instrument 315/2005. when Scottish Homes became Communities Scotland - part of the Scottish Government.

Following the actuarial valuation at 31 March 2011 deficit funding of £671,000 per year is to be paid by the Scottish Government over the period April 2012 to March 2015. In addition, the Scottish Government has agreed to pay £100,000 every year towards the cost of ongoing administration.

Where the Scottish Government makes certain decisions which result in additional benefits being paid out to a member, or benefits being paid early, this results in a "strain" on the Fund. The resulting pension strain costs are calculated and recharged in full.

The Fund consists of only deferred and pensioner members, hence no employee contributions were paid during the year.

3 Transfers out to other schemes

	2011/12	2012/13
	£000	£000
Group transfers	-	-
Individual transfers	209	82
	209	82

4 Administrative expenses

	2011/12	2012/13
	£000	£000
Employee costs	42	27
The City of Edinburgh Council - pension payroll costs	10	12
The City of Edinburgh Council - other support costs	14	8
System costs	5	5
Actuarial fees	20	6
External audit fees	2	1
Legal fees	2	-
Printing and postage	2	1

SCOTTISH HOMES PENSION FUND

4 Administrative expenses (cont'd)

Depreciation	1	1
Sundry costs less sundry income	-	-
	98	61

The Investments and Pensions Division of the Council is responsible for administering the three pension Funds. The Division receives an allocation of the overheads of the Council. In turn the Division allocates administration and investment costs to the three pension funds. Costs directly attributable to a specific fund are charged to the relevant Fund, costs that are common to all three funds are allocated on a defined basis.

In 2011/12 the administration costs were allocated based on the value of the Funds as at the end of the year. In 2012/13, the allocation basis were modified to a more stable basis which better reflects the underlying cost drivers. Pension payroll costs were allocated based on the number of pensioners during the year and all other costs were allocated based on the number of members of each fund.

5 Investment income

	2011/12	2012/13
	£000	£000
Property pooled investment income	343	316
Interest on cash deposits	13	16
Sundries	1	1
	357	333
Irrecoverable withholding tax	-	-
	357	333

6 Investment management expenses

	2011/12	2012/13
	£000	£000
External management fees	66	68
Employee costs	21	23
Engagement and voting fees	2	2
Performance measurement fees	2	2
Investment consultancy fees	1	13
The City of Edinburgh Council - other support costs	-	3
Custodian fees	-	15
System costs	5	5
Legal fees	-	-
Sundry costs	29	14
	126	145

The Investments and Pensions Division of the Council is responsible for administering the three pension Funds. The Division receives an allocation of the overheads of the Council. In turn the Division allocates administration and investment costs to the three pension funds. Costs directly attributable to a specific fund are charged to the relevant Fund, costs that are common to all three funds are allocated on a defined basis.

In 2012/13 and 2011/12 the investment management expenses were allocated based on the value of the Funds as at the end of the year.

SCOTTISH HOMES PENSION FUND

7 Net investment assets		31 March 2012 £000	31 March 2013 £000
Pooled investment vehicles		129,886	138,006
Net investment assets		129,886	138,006

7a Reconciliation of movement in investments					
	Value at 1 April 2012 £000	Purchases at cost £000	Sales proceeds £000	Change in market value £000	Value at 31 March 2013 £000
Pooled investment vehicles	129,886	4,876	(12,176)	15,420	138,006

	Value at 1 April 2011 £000	Purchases at cost £000	Sales proceeds £000	Change in market value £000	Value at 31 March 2012 £000
Pooled investment vehicles	122,595	16,932	(24,332)	14,691	129,886

The change in market value of investments during the year comprises all increases and decreases in the market value of investments held at any time during the year, including profits and losses realised on sales of investments during the year.

No direct transaction costs were incurred during the year. Indirect transaction costs may be incurred through the bid-offer spread on some pooled investment vehicles, the amount of any such costs is not separately provided to the Fund.

7b Analysis of Investments (at market value)		31 March 2012 £000	31 March 2013 £000
Pooled investment vehicles			
UK managed funds - property		12,808	11,352
UK managed funds - other		117,078	126,654
		129,886	138,006

7c Investment managers and mandates					
Manager	Mandate	Market value at 31 March 2012 £000	% of total funds %	Market value at 31 March 2013 £000	% of total funds %
Managed Funds					
State Street	UK equity	11,404	8.8	12,351	8.9
Overseas equities					
State Street	N American equities	16,348	12.5	18,253	13.2
State Street	European equities	10,409	8.0	11,408	8.3
State Street	Pacific (ex Jpn) equit	4,198	3.2	4,661	3.4
State Street	Japanese equities	5,664	4.4	6,581	4.8
State Street	Emerging mkts equiti	3,994	3.1	4,362	3.2
		40,613	31.2	45,265	32.9

SCOTTISH HOMES PENSION FUND

7c Investment managers and mandates (cont'd)

Manager	Mandate	Market value at 31 March 2012 £000	% of total funds %	Market value at 31 March 2013 £000	% of total funds %
Managed Funds					
State Street	UK fixed interest	12,766	9.8	12,540	9.1
State Street	UK index-linked	52,295	40.3	56,498	40.9
State Street	Total	117,078	90.1	126,654	91.8
Schroders	Property	7,674	5.9	7,509	5.4
Standard Life	Property	5,134	4.0	3,843	2.8
		12,808	9.9	11,352	8.2
		129,886	100.0	138,006	100.0

7d Investments representing more than 5% of the net assets of the Fund or 5% of any investment class

The Fund currently invests all its money in a range of pooled funds. Investments representing more than 5% of the net assets of the Fund or 5% of any investment class are described above.

7e Securities lending

The Fund has not participated in any securities lending arrangements in the last two years.

8 Financial instruments

8a Classification of financial instruments

Accounting policies describe how different asset classes of financial instruments are measured, and how income and expenses, including fair value gains and losses, are recognised. The following table analyses the fair value amounts of financial assets and liabilities by category and net assets statement heading. No financial assets were reclassified during the accounting period.

All financial instruments are marked to market (at fair value) in the Fund's accounting records hence there is no difference between the carrying value and fair value.

SCOTTISH HOMES PENSION FUND

8 Financial instruments

8a Classification of financial instruments (cont'd)

	31 March 2012			31 March 2013		
	Designated as fair value through fund account	Loans and receivables	Financial liabilities at amortised cost	Designated as fair value through fund account	Loans and receivables	Financial liabilities at amortised cost
	£000	£000	£000	£000	£000	£000
Financial assets						
Investment assets						
Pooled investments	129,886			138,006		
	129,886	-	-	138,006		
Other assets						
The City of Edinburgh Council		268			-	
Cash		1,200			2,514	
Debtors		98			55	
	-	1,566	-		2,569	
Assets total	129,886	1,566	-	138,006	2,569	
Financial liabilities						
Other liabilities						
The City of Edinburgh Council						(442)
Creditors			(34)			(16)
	-	-	(34)		-	(458)
Liabilities total	-	-	(34)	-	-	(458)
Net assets total	129,886	1,566	(34)	138,006	2,569	(458)
Total net financial instruments			131,418			140,117

8b Net gains and losses on financial instruments

	2011/12	2012/13
	£000	£000
Designated as fair value through fund account	14,691	15,420
Loans and receivables	-	-
Financial liabilities at amortised cost	-	-
Total	14,691	15,420

8c Valuation of financial instruments carried at fair value

The valuation of financial instruments has been classified into three levels, according to the quality and reliability of information used to determine fair values.

SCOTTISH HOMES PENSION FUND

8 Financial instruments

8c Valuation of financial instruments carried at fair value (cont'd)

Level 1

Financial instruments at Level 1 are those where the fair values are derived from unadjusted quoted prices in active markets for identical assets or liabilities. Products classified as level 1 comprise quoted equities and unit trusts. Listed investments are shown at bid prices. The bid value of the investment is based on the bid market quotation of the relevant stock exchange.

Level 2

Financial instruments at Level 2 are those where quoted market prices are not available; for example, where an instrument is traded in a market that is not considered to be active, or where valuation techniques are used to determine fair value and where these techniques use inputs that are based significantly on observable market data.

Level 3

Financial instruments at Level 3 are those where at least one input that could have a significant effect on the instrument's valuation is not based on observable market data. Such instruments would include unquoted equity investments, which are valued using various valuation techniques that require significant judgement in determining appropriate assumptions.

The values of the investments in private equity are based on valuations provided by the general partners to the private equity funds in which the Fund has invested. These valuations are prepared in accordance with the International Private Equity and Venture Capital Valuation Guidelines or similar guidelines provided by the British Venture Capital Association, which follow the valuation principles of International Financial Reporting Standards (IFRS). Valuations are usually undertaken annually at the end of December. Cash flow adjustments are used to roll forward the valuations to 31 March as appropriate.

The following table provides an analysis of the financial assets and liabilities of the pension fund grouped into Levels 1 to 3, based on the level at which the fair value is observable.

	31 March 2013			
	Level 1 £000	Level 2 £000	Level 3 £000	Total £000
Financial assets				
Designated as fair value through fund account	138,006			138,006
Loans and receivables	2,569			2,569
Total financial assets	140,575	-	-	140,575
Financial liabilities				
Designated as fair value through fund account	-			-
Financial liabilities at amortised cost	(458)			(458)
Total financial liabilities	(458)	-	-	(458)
Net financial assets	140,117	-	-	140,117

SCOTTISH HOMES PENSION FUND

8 Financial instruments

8c Valuation of financial instruments carried at fair value (cont'd)

	31 March 2012			
	Level 1	Level 2	Level 3	Total
	£000	£000	£000	£000
Financial assets				
Designated as fair value through fund account	129,886			129,886
Loans and receivables	1,566			1,566
Total financial assets	131,452	-	-	131,452
Financial liabilities				
Designated as fair value through fund account	-			-
Financial liabilities at amortised cost	(34)			(34)
Total financial liabilities	(34)	-	-	(34)
Net financial assets	131,418	-	-	131,418

9 Nature and extent of risk arising from financial instruments

Risk and risk management

The Fund's primary aim is to ensure that all members and their dependants receive their benefits when they become payable. The funding objective is outlined in the guarantee document, agreed by the Administering Authority, the Scottish Government and the Fund's Actuary.

Responsibility for the Fund's overall investment strategy rests with the Pensions Committee. The Investment Strategy Panel and the internal investment team monitor investment risks on a regular basis. Investment risk management tools are used to identify and analyse risks faced by the Fund's investments.

Consideration of the Fund's investment risk is part of the overall risk management of the pensions operations. Risks are reviewed regularly to reflect changes in activity and market conditions.

Types of investment risks

There are various ways of considering investment risks for pension funds. For the purposes of this note, investment risk is the potential for an investor to experience losses from falls in the prices of investments. All financial instruments, including cash deposits, present a risk of loss of capital and risks vary depending on different asset classes.

Investment risk also changes over time as economic conditions and investor sentiment change. The Fund considers overall fluctuations in prices arising from a variety of sources: market risk, foreign exchange risk, interest rate risk, credit risk, etc. The different risks may, to some extent, offset each other.

The overall market risk of the Fund depends on the actual mix of assets and encompasses all the different elements of risk.

The Fund manages these risks in a number of ways:

- assessing and establishing acceptable levels of market risk when setting overall investment strategy. Importantly, risk is considered relative to the liabilities of the Fund

SCOTTISH HOMES PENSION FUND

9 Nature and extent of risk arising from financial instruments (cont'd)

- diversification of investments in terms of type of asset, geographical and industry sectors as well as individual securities
- taking stewardship responsibilities seriously and pursuing constructive engagement with the companies in which we invest
- monitoring market risk and market conditions to ensure risk remains within tolerable levels.

The Fund may use equity futures contracts from time to time to manage market risk. Exchange traded options are not used by the Fund.

Sensitivity analysis

Asset prices have a tendency to fluctuate. The degree of such fluctuation is known as “volatility” and it differs by asset class. The table below sets out the long-term volatility assumptions used in the Fund’s asset-liability modelling:

Asset type	Potential price movement (+ or -)
Equities - Developed Markets	20.0%
Equities - Emerging Markets	30.0%
Fixed interest gilts	9.0%
Index-linked gilts	7.0%
Property	13.0%

Volatility is the standard deviation of annual returns. In two years out of three, the asset’s change in value (which could be a gain or a loss) is expected to be lower than the volatility figure, but in one year out of three, the change in value is expected to be higher than the volatility figure.

Asset classes don’t always move in line with each other. The extent to which assets move together is known as their “correlation”. A lower correlation means that there is less risk of assets losing value at the same time. The overall Fund benefits from “diversification “ because it invests in numerous different asset classes, which don’t all move in line with each other. Consequently, the aggregate risk at the Fund level is less than the total risk from all the individual assets in which the Fund invests. The following table shows the risks at the asset class level and the overall Fund level.

Asset type	Value at 31 March 2013 £000	% of fund %	Change + / - %	Value on increase £000	Value on decrease £000
Equities - Developed Markets	53,254	38.6	20.0	63,905	42,603
Equities - Emerging Markets	4,362	3.2	30.0	5,671	3,053
Fixed Interest Gilts	12,540	9.1	9.0	13,669	11,411
Index-Linked Gilts	56,498	40.9	7.0	60,453	52,543
Property	11,352	8.2	13.0	12,828	9,876
Total [1]	138,006	100.0	13.4	156,526	119,486
Total [2]	138,006		10.5	152,497	123,515
Total [3]	138,006		9.0	150,427	125,585

[1] No allowance for correlations between assets

[2] Including allowance for correlations between assets

[3] Including allowance for correlations between assets and liabilities

SCOTTISH HOMES PENSION FUND

9 Nature and extent of risk arising from financial instruments (cont'd)

The value on increase/decrease columns illustrates the monetary effect of the percentage change in the volatility column. The actual annual change in value is expected to be lower than this in two years out of three, but higher in one year out of three.

It can be seen that the risk to the overall Fund assets is lower than the total of the risks to the individual assets [2].

However, because the purpose of a pension scheme is to make payments to scheme beneficiaries, the true risk of a pension scheme is not measured in absolute terms, but relative to its liabilities [3]. The risk is lower than the absolute asset risk, due to the impact of correlation with the discount rate used to value the liabilities.

This risk analysis incorporates volatility from market, interest rate, foreign exchange, credit, and all other sources of risk, and, importantly, makes allowance for how these risks may offset each other.

Credit risk

Credit risk represents the risk that the counterparty to a transaction or a financial instrument will fail to discharge an obligation and cause the Fund to incur a financial loss. The market values of investments generally reflect an assessment of credit risk in their pricing and consequently the risk of loss is implicitly provided for in the value of the funds assets and liabilities (as outlined in Market Risk above).

In essence, the Fund's entire investment portfolio is exposed to some sort of credit risk. However through the selection of counterparties, brokers and financial institutions the Fund reduces the credit risk that may occur through the failure to settle a transaction in a timely manner.

Cash deposits are a major area of credit exposure where credit risk is not reflected in market prices.

Cash deposits

At 31 March 2013 cash deposits represented £2.5m, 1.8% of total net assets. This was held as follows:

Moody's Credit Rating at 31 March 2013	Balances at 31 March 2012 £000	Balances at 31 March 2013 £000
--	--	--

Held for investment purposes

The City of Edinburgh Council - treasury management	<i>See below</i>	-	-
Total investment cash		-	-

Held for other purposes

The City of Edinburgh Council - treasury management	<i>See below</i>	1,200	2,514
Total cash		1,200	2,514

All the cash deposits of the Fund are managed along with those of the administering authority (The City of Edinburgh Council) and other related organisations which are pooled for investment purposes as a treasury cash fund. Management of the cash fund is on a low risk basis, with security of the investments the key consideration while at the same time seeking innovative and secure cash investment opportunities.

SCOTTISH HOMES PENSION FUND

9 Nature and extent of risk arising from financial instruments (cont'd)

As well as lending monies to other local authorities, the Council has purchased UK Government Treasury Bills as well as Bonds and Floating Rate Notes with an explicit UK Government Guarantee.

The Fund's cash holding under its treasury management arrangements at 31 March 2013 was held with the following institutions:

	Moody's credit rating at 31 March 2013	Balances at 31 March 2012 £000	Balances at 31 March 2013 £000
Money market funds			
Deutsche Bank AG, London	Aaa	159	273
Goldman Sachs	Aaa	-	260
Bank call accounts			
Bank of Scotland	A2	102	249
Royal Bank of Scotland	A3	111	139
Santander UK	A2	94	-
Barclays Bank	A2	94	245
Svenska Handelsbanken	Aa3	151	355
Bank near-call accounts			
Clydesdale Bank (15 Day Notice)	A2	-	245
Bank certificates of deposit			
Standard Chartered	A1	-	96
Floating Rate Note			
Rabobank	Aa2	-	96
Building society fixed term deposits			
Nationwide Building Society	A2	35	96
UK pseudo-sovereign risk instruments			
Other Local Authorities [1]	n/a	320	460
UK Government Guaranteed FRNs	n/a	134	-
UK Government Guaranteed Bonds	n/a	-	-
		1,200	2,514

[1] Very few Local Authorities have their own credit rating but they are generally assumed to have a pseudo-sovereign credit rating (which in the UK at 31 March 2013 would have been 'Aa1'). Of the £460k above, £240k is with a local authority which has a 'Aa2' credit rating from Moody's.

No breaches of the Council's counterparty criteria occurred during the reporting period and the Fund does not expect any losses from non-performance by any of its counterparties in relation to deposits.

SCOTTISH HOMES PENSION FUND

9 Nature and extent of risk arising from financial instruments (cont'd)

Liquidity risk

Liquidity risk reflects the risk that the Fund will not be able to meet its financial obligations as they fall due. The Fund therefore ensures that there is adequate cash and liquid resources to meet its commitments. Cashflow projections are prepared on a regular basis to understand and manage the timing of the Fund's cashflow.

The majority (estimated to be over 85%) of the Fund's investments could be converted to cash within three months in a normal trading environment.

Refinancing risk

Refinancing risk is the risk that the Fund will be bound to replenish a significant proportion of its pension fund financial instruments at a time of unfavourable interest rates. The Fund is not bound by any obligation to replenish its investments and hence is not exposed to refinancing risk.

10 Actuarial statement

The Fund Actuary has provided a statement describing the funding arrangements of the Fund, this can be found in a separate section at the end of this section..

11 Actuarial present value of promised retirement benefits

The actuarial value of promised retirement benefits at the accounting date, calculated in line with International Accounting Standard 19 (IAS19) assumptions, is estimated to be £136m (2012 £131m). This figure is used for statutory accounting purposes by Scottish Homes Pension Fund and complies with the requirements of IAS26. The assumptions underlying the figure match those adopted for the Administering Authority's FRS17/IAS19 reports at each year end.

The figure is only prepared for the purposes of IAS26 and has no validity in other circumstances. In particular, it is not relevant for calculations undertaken for funding purposes and setting contributions payable to the Fund.

Financial assumptions

	31 March 2012 % p.a.	31 March 2013 % p.a.
Inflation / pensions increase rate	2.5	2.8
Discount rate	4.8	4.5

Longevity assumptions

The life expectancy assumption is based on standard SAPS mortality tables with improvements in line with Medium Cohort and a 1% p.a. underpin effective from 2008. Based on these assumptions, the average future life expectancies, in years, at age 65 are summarised below:

	Males	Females
Current pensioners	21.1	23.9
Future pensioners (assumed to be currently 45)	23.0	25.7

This assumption is the same as at 31 March 2012.

SCOTTISH HOMES PENSION FUND

11 Actuarial present value of promised retirement benefits (cont'd)

Commutation assumption

An allowance is included for future retirements to elect to take 50% of the maximum additional tax-free cash up to HMRC limits for pre-April 2009 service and 75% of the maximum tax-free cash for post-April 2009 service.

12 Debtors

	31 March 2012 £000	31 March 2013 £000
Sundry debtors	98	55
	98	55
Analysis of debtors		
Administering Authority	1	1
Scottish Government	70	29
Other entities and individuals	27	25
	98	55

13 Creditors

	31 March 2012 £000	31 March 2013 £000
Benefits payable	34	16
	34	16
Analysis of creditors		
Other entities and individuals	34	16
	34	16

14 Additional Voluntary Contributions

As the Fund has no active members, there are no AVC arrangements provided.

15 Related party transactions

The City of Edinburgh Council

Lothian Pension Fund, the Lothian Buses Pension Fund and the Scottish Homes Pension Fund are administered by the City of Edinburgh Council. Consequently there is a strong relationship between the Council and the pension funds.

The Investment and Pensions Division of the Council is responsible for administering the three pension funds. The Division receives an allocation of the overheads of the Council, this is based on the amount of central services consumed. This includes the pension payroll service provided by the Council. In turn, the Division allocates its costs to the three funds. Costs directly attributable to a specific fund are charged to the relevant Fund, costs that are common to all three funds are allocated on a defined basis.

Transactions between the Council and the Fund are managed via a holding account, each month the Fund is paid a cash sum leaving a working balance in the account to cover the month's pension payroll costs and other expected costs.

SCOTTISH HOMES PENSION FUND

15 Related party transactions (cont'd)

	31 March 2012 £000	31 March 2013 £000
Year end balance on holding account	268	(442)

Part of the Fund's cash holdings are invested on the money markets by the treasury management operations of the Council, through a service level agreement. During the year to 31 March 2013, the Fund had an average investment balance of £2.5m (2012 £1.6m), interest earned was £16.5k (2012 £12.7k).

	31 March 2012 £000	31 March 2013 £000
Year end balance on treasury management account		
Held for investment purposes	-	-
Held for other purposes	1,200	2,514
	1,200	2,514

Key management personnel

During the period from 1 April 2012 to the date of issuing of these accounts, several employees of the City of Edinburgh Council held key positions in the financial management of the Fund. These employees and their financial relationship with the fund (expressed as cash-equivalent transfer values or CETV) are set out below:

Name	Position held	Accrued CETV as at 31 March 2012 £000	Accrued CETV as at 31 March 2013 £000
Alastair Maclean	Director of Corporate Governance	44	67
Clare Scott	Investment and Pensions Service Manager	67	89
Struan Fairbairn	Legal, Risk and Development Manager (appointed March 2013)	-	1
John Burns	Pensions and Accounting Manager	318	349
Esmond Hamilton	Financial Controller	86	101
Bruce Miller	Investment Manager	65	90

16 Contingent liabilities and contractual commitments

There were no contingent liabilities or contractual commitments at the year end.

17 Contingent assets

There were no contingent assets at the year end.

18 Impairment losses

No impairment losses have been identified during the year.

SCOTTISH HOMES PENSION FUND

Actuarial Statement for 2012/13

This statement has been prepared in accordance with Regulation 31A of the Local Government Pension Scheme (Scotland) (Administration) Regulations 2008, and Chapter 6 of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the UK 2012/13.

Description of funding policy

The Administering Authority's Funding Strategy Statement (FSS), dated March 2012, states that a bespoke funding strategy has been adopted for the Fund. Contributions payable by the Scottish Government (previously known as the Scottish Executive) as Guarantor are determined in line with a Scottish Executive Guarantee agreement dated June 2005. In broad terms, the funding strategy is to ensure that assets held by the Fund, together with any contributions payable by the Guarantor under the terms of the agreement, meet all of the Fund's liabilities until they are extinguished.

Funding position as at the last formal funding valuation

The most recent actuarial valuation carried out under Regulation 32 of the Local Government Pension Scheme (Scotland) (Administration) Regulations 2008 was as at 31 March 2011. This valuation revealed that the Fund's assets, which at 31 March 2011 were valued at £124 million, were sufficient to meet 86% of the liabilities (i.e. the present value of promised retirement benefits) accrued up to that date. The resulting deficit at the 2011 valuation was £20 million.

The Guarantor's contributions for the period 1 April 2012 to 31 March 2015 were set in accordance with the Fund's funding policy as set out in its FSS.

Principal actuarial assumptions and method used to value the liabilities

Full details of the methods and assumptions used are described in my valuation report dated 16 December 2011.

Method

The liabilities were assessed using an accrued benefits method which takes into account pensionable membership up to the valuation date.

Assumptions

A market-related approach was taken to valuing the liabilities, for consistency with the valuation of the Fund assets at their market value.

The key financial assumptions adopted for the 2011 valuation were as follows:

	% p.a. Nominal	% p.a. Real
Discount rate (pensioners)	3.9%	1.3%
Discount rate (deferreds)	4.3%	1.5%
GMP increases before SPA	5.1%	2.3%
Price inflation/pension increases (pensioners)	2.6%	-
Price inflation/pension increases (deferreds)	2.8%	-

SCOTTISH HOMES PENSION FUND

The key demographic assumption was the allowance made for longevity. The baseline longevity assumptions adopted at this valuation were in line with standard SAPS mortality tables, and included improvements based on medium cohort projections and a 1% p.a. underpin effective from 2008. Based on these assumptions, the average future life expectancies at age 65 are as follows:

	Males	Females
Current Pensioners	21.1 years	23.9 years
Future Pensioners	23.0 years	25.7 years

Copies of the 2011 valuation report and Funding Strategy Statement are available on request from the City of Edinburgh Council, administering authority to the Fund.

Experience over the period since April 2011

The administering authority monitors the funding position on a regular basis as part of its risk management programme. The most recent funding update was produced at 31 March 2013. It showed that the funding level (excluding the effect of any membership movements) had fallen from 86% to 85% due to falling real bond yields and partially offset by strong asset performance.

The next actuarial valuation will be carried out as at 31 March 2014. The Funding Strategy Statement will also be reviewed at that time.

Richard Warden

Fellow of the Institute and Faculty of Actuaries
For and on behalf of

Hymans Robertson LLP

20 Waterloo Street

Glasgow

G2 6DB

30 May 2013



STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

Statement of responsibilities for the Statement of Accounts

The Administering Authority's responsibilities require it to:

- make arrangements for the proper administration of the financial affairs of the pension funds in its charge and to secure that one of its officers has the responsibility for the administration of those affairs. The Head of Finance serves as the Section 95 Officer for all of the Council's accounting arrangements, including those of the Lothian Pension Funds. For the Lothian Pension Funds, however, this Section 95 responsibility has been delegated to the Pensions and Accounting Manager.
- manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets.

The Pensions and Accounting Manager is responsible for the preparation of the Pension Funds' statement of accounts which, in terms of the CIPFA / LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 (the Code of Practice), is required to present a true and fair view of the financial position of the Pension Funds at the accounting date and their income and expenditure for the year (ended 31 March 2013).

In preparing this statement of accounts, the Pensions and Accounting Manager has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent
- complied with the Code of Practice.

The Pensions and Accounting Manager has also:

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

Statement of Accounts

The Statement of Accounts presents a true and fair view of the financial position of the Pension Funds as at 31 March 2013, and their income and expenditure for the year ended 31 March 2013.

JOHN BURNS, FCMA CGMA
Pensions and Accounting Manager
24 September 2013

INDEPENDENT AUDITOR'S REPORT

Independent Auditor's report

Independent auditor's report to the members of City of Edinburgh Council as administering body for Lothian Pension Funds and the Accounts Commission for Scotland

I certify that I have audited the financial statements of Lothian Pension Funds for the year ended 31 March 2013 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the fund accounts, the net assets statements and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 (the 2012/13 Code).

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Respective responsibilities of the Pensions and Accounting Manager and auditor

As explained more fully in the Statement of Responsibilities, the Pensions and Accounting Manager is responsible for the preparation of financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the funds' circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Pensions and Accounting Manager; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

- give a true and fair view in accordance with applicable law and the 2012/13 Code of the financial transactions of the funds during the year ended 31 March 2013, and of the amount and disposition at that date of their assets and liabilities;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2012/13 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973 and the Local Government in Scotland Act 2003.

INDEPENDENT AUDITOR'S REPORT

Opinion on other prescribed matters

In my opinion the information given in the sections titled Review of the Year, About the Funds, and Investment and Performance for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

I am required to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- the Governance Compliance Statement does not comply with guidance from the Scottish Ministers.

I have nothing to report in respect of these matters.

DAVID MCCONNELL
Assistant Director of Audit
Audit Scotland
4th Floor, South Suite
The Athenaeum Building
8 Nelson Mandela Place
Glasgow, G2 1BT

24 September 2013

ANNUAL GOVERNANCE STATEMENT

Annual Governance Statement

Scope of Responsibility

The City of Edinburgh Council is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently, effectively and ethically. The Council also has a duty to make arrangements to secure continuous improvement in the way its functions are carried out.

In discharging these responsibilities, elected members and senior officers are responsible for implementing effective arrangements for governing the Council's affairs, and facilitating the effective exercise of its functions, including arrangements for the management of risk.

To this end, the Council has approved and adopted a Local Code of Corporate Governance that is consistent with the principles of the CIPFA / SOLACE framework "Delivering Good Governance in Local Government". This statement explains how the City of Edinburgh Council delivers good governance and reviews the effectiveness of those arrangements. It also includes a statement on internal financial control.

The Governance framework of the Council and Lothian Pension Funds

The governance framework, which was reviewed during 2012/13, comprises the systems, processes, cultures and values by which the Council and Lothian Pension Funds are directed and controlled. It also describes the way it engages with, accounts to and leads the various stakeholders.

The Council's Local Code of Corporate Governance is supported by evidence of compliance which is regularly reviewed and available for inspection. The Council has implemented arrangements for monitoring each element of the framework and providing evidence of compliance. The Head of Internal Audit has reviewed the arrangements and is satisfied that the Code continues to be adequate and effective. The framework meets the principles of effective governance.

Internal financial controls

The Funds place reliance upon the internal financial controls within the City of Edinburgh Council's financial systems and the monitoring in place to ensure the effectiveness of these controls. Within the overall control arrangements, the system of internal financial control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded, and material errors or irregularities are either prevented or would be detected within a timely period. The key elements of the Council's governance framework include financial regulations, financial monitoring, financial and administrative procedures (including segregation of duties, management supervision, and a system of delegation and accountability).

The system includes:

- budgeting systems;
- reviews of financial and performance reports against forecasts;
- consideration of external and internal audit reports by the Governance, Risk and Best Value Committee (for Council) and by the Pensions Committee and Pensions Audit Sub-Committee (for Lothian Pension Funds).

These arrangements also include:

- identifying the Council's objectives in the Single Outcome Agreement;
- identifying the objectives of the Funds in Funding Strategy Statement, Statement of Investment Principles and Service Plan;
- monitoring of the achievement of objectives by the Council, Pensions Committee and senior officers;
- a systematic approach to monitoring service performance by Committee, senior officers and stakeholders;

ANNUAL GOVERNANCE STATEMENT

- describing the role of the Council and its Committees, including the Pensions Committee, in Council Standing Orders, which also sets out the decision-making powers delegated to officers;
- Financial Regulations (or equivalent) that specify the controls over budgeting, income, expenditure and financial performance;
- the Council's Monitoring Officer and the Fund's Legal, Risk and Development Manager who ensure compliance with laws and regulations, with a detailed compliance framework covering key activities;
- a risk management policy, including a regularly reviewed risk register, serves to manage risk to the Funds appropriately;
- the Council's Audit Committee (the Governance, Risk and Best Value Committee) and its successor in respect of the Lothian Pension Funds, the Pensions Audit-Sub Committee, whose core functions comply with CIPFA standards
- comprehensive budget and expenditure monitoring systems
- targets against which financial and operational performance can be assessed
- clearly defined capital expenditure guidelines;
- formal project management disciplines;
- codes of conduct for elected members , Consultative Panel members and officers
- a structured programme to ensure that Committee members have the required standard of knowledge and understanding of Local Government Pension Scheme matters;
- operating within clearly established investment guidelines defined by the Local Government Pension Scheme Investment Regulations and the Funds' Statements of Investment Principles ;
- compliance with the CIPFA Principles for Investment Decision Making in the Local Government Pension Scheme and the Myners Principles on investment;
- with the exception of managed funds, unlisted investments and property, all investments are held under custody by a global custodian. The Funds benefit from the custodian's extensive internal control framework;
- benchmarking of services in terms of quality and cost against other Local Government Pension Scheme funds.

A significant part of the governance framework is the system of internal control, which is based on an ongoing process to identify and prioritise risks to achieve the objectives of the Funds.

Following his appointment in September 2011, in view of concerns over the robustness of the Council's systems of internal control and risk management arrangements, the Director of Corporate Governance commissioned an independent review of their effectiveness. The results of this assessment were reported in May 2012, with a total of forty-three recommendations made. Twelve of these served to mitigate weaknesses exposing the Council, either individually or in combination, to risk of significant loss or error.

While good progress has been made in implementing the required improvements, a number remained outstanding as of 31 March 2013, including development of corporate debt and anti-fraud policies and procedures to reduce the volume of payments falling outside the control afforded by the three-way matching process. Further improvements are also required in the Council's ICT governance arrangements.

In addition to the specific measures put in place to strengthen elements of the financial control framework, following Council's approval of the adoption of a co-sourced operating model, the internal audit function is being realigned to widen its focus to include non-financial controls and mitigate the Council's risk exposure through developing additional capacity in this area. Although the new operating arrangements are now in place and working well, the necessary skills transfer will take place over the full three-year period of the partnership and thus remains in its initial stages.

While the system is designed to enable the Funds to manage risk effectively, it cannot eliminate all risks of failure to implement policies and achieve objectives. Therefore, it provides a reasonable, but not absolute, assurance of effectiveness.

ANNUAL GOVERNANCE STATEMENT

Review of effectiveness

The Internal Audit Section operates in accordance with CIPFA's Code of Practice for Internal Audit and complies with the ISO 9001/2008 quality standard. The Audit Section undertakes an annual work programme based on an agreed audit strategy and formal assessments of risk that are reviewed regularly during the year. During the year the Head of Internal Audit reported to the Head of Finance but had free access to the Chief Executive, all directors and elected members, and had the right to report to the Audit Committee and Pensions Committee in her own name.

The Head of Internal Audit has provided an assurance statement on the effectiveness of the system of internal control, which was informed by:

- the certified assurances from the Investment and Pensions Service Manager
- senior officers' management activities
- Internal Audit's review work
- Audit Scotland's review work leading to its Annual Audit Report
- risk management procedures.

Section 95 of the Local Government (Scotland) Act 1973 states that "every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that the proper officer of the authority has responsibility for the administration of those affairs". The Head of Finance serves as the Section 95 Officer for all of the Council's accounting arrangements, including those of the Lothian Pension Funds. For the Pension Funds, however, this Section 95 responsibility has been delegated to the Pensions and Accounting Manager.

In compliance with standard accounting practice, the Pension and Accounting Manager has provided the Chief Executive with a statement of the effectiveness of the internal financial control system of the Funds for the year ended 31 March 2013. It is the Pension and Accounting Manager's opinion that reasonable assurance can be placed upon its effectiveness.

Certification

It is our opinion that, in light of the foregoing, reasonable assurance can be placed upon the adequacy and effectiveness of the systems of governance of the Funds.

SUE BRUCE	ALASTAIR MACLEAN	COUNCILLOR MAUREEN CHILD	COUNCILLOR ALASDAIR RANKIN
Chief Executive	Director of Corporate Governance	Pensions Committee Convener (Resigned: 21 August 2013)	Pensions Committee Convener (Appointed: 22 August 2013)
24 September 2013	24 September 2013	24 September 2013	24 September 2013

GOVERNANCE COMPLIANCE STATEMENT

Governance Compliance Statement

The Regulations that govern the management of Local Government Pension Scheme in Scotland require that a Governance Compliance Statement is published. This statement sets out the extent to which governance arrangements comply with best practice.

Principle		Full Compliance	Comments
Structure	The management of the administration of benefits and strategic management of fund assets clearly rests with the main committee established by the appointing Council.	Yes	The City of Edinburgh Council acts as administering authority and delegates all pension scheme matters to a committee of 7 members (Pensions Committee) made up as follows: <ul style="list-style-type: none"> - 5 City of Edinburgh elected members - 2 external members taken from the Lothian Pension Fund Consultative Panel (1 employer representative and 1 member representative).
	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.	Yes	The Pensions Committee includes two external places for pension fund stakeholders i.e. 1 employer representative and 1 member representative that are taken from the Lothian Pension Fund's Consultative Panel. Fund members and employers are also represented by a Lothian Pension Funds' Consultative Panel. Membership includes 6 employer representatives and 6 member representatives.
	That where a secondary committee or panel has been established, the structure ensures effective communication across both levels.	Yes	The Lothian Pension Funds' Consultative Panel attends the Pensions Committee meetings in an advisory, non-voting capacity and takes part in training events. Two members of the Panel are also full voting members of the Pensions Committee. Implementation of investment strategy is delegated to the Director of Corporate Governance, who takes advice from the Investment Strategy Panel. The Panel meets quarterly and reports to the Pensions Committee annually.
	That where a secondary committee or panel has been established, at least one seat of the main committee is allocated for a member from the secondary committee or panel.	Yes	Membership of the Lothian Pension Funds' Consultative Panel consists of the Convener of the Pensions Committee, the 2 external members of the Pensions Committee and 10 other representatives. The Investment Strategy Panel consists of Director of Corporate Governance, Investment and Pensions Service Manager, Pensions and Accounting Manager, Investment Manager and three independent advisers.

GOVERNANCE COMPLIANCE STATEMENT

Principle		Full Compliance	Comments
Representation	a) That all key stakeholders are afforded the opportunity to be represented within the main or secondary committee structure. These include: <ul style="list-style-type: none"> • Employing authorities (including non-scheme employers, e.g. admitted bodies); • Scheme members (including deferred and pensioner scheme members) 	Yes	<p>The Lothian Pension Funds' Consultative Panel consists of a mix of representatives:</p> <ul style="list-style-type: none"> - 6 employer representatives from non-administering authority employers (of which 2 places are reserved for Lothian Buses plc and Scottish Government) - 6 member representatives including 1 pensioner representative, 3 members (active or deferred) appointed by the Trade Union Consultative Committee and 2 members (active or deferred) appointed through an alternative route.
	<ul style="list-style-type: none"> • Where appropriate, independent professional observers, and • Expert advisors (on an ad-hoc basis). 	Yes	<p>An Independent Professional Observer was appointed in March 2013 to help Committee scrutinise advice.</p> <p>Three independent investment advisers sit on the Investment Strategy Panel.</p> <p>A separate specialist Pension's Audit Sub-Committee consisting of 3 members (including at least 2 elected members from the City of Edinburgh Council) undertake the audit scrutiny of the pension funds.</p>
	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	Yes	<p>The Lothian Pension Funds' Consultative Panel attends the Pensions Committee meetings in an advisory capacity and take part in all Committee training events. The Pensions Committee takes account of the views of the Lothian Pension Fund's Consultative Panel when making decisions.</p>
Selection and Role of Lay Members	a) That committee or panel members are made fully aware of the status, role and function that they are required to perform on either a main or secondary committee.	Yes	<p>A comprehensive training programme including induction is in place. Pensions Committee is expected to attend 3 days training each year and Lothian Pension Funds Consultative Panel members one day's training each year. A code of conduct is conditional to the appointment to members of the Lothian Pension Funds' Consultative Panel.</p>
	b) That at the start of any meeting, committee members are invited to declare any financial or pecuniary interest related to specific matters on the agenda.	Yes	<p>The declaration of members' interests is a standard item on the agenda of the Pensions Committee.</p> <p>A Code of Conduct also applies to all members of the Pension Committee and to the Lothian Pension Funds' Consultative Panel.</p>

GOVERNANCE COMPLIANCE STATEMENT

Principle		Full Compliance	Comments
Voting	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.	Yes	5 of the 7 places in the Pensions Committee are held by elected members of the City of Edinburgh Council, which is required to retain a 2/3 majority in line with the Local Government (Scotland) Act 1973. The constitution of the Lothian Pension Funds' Consultative Panel clearly documents how 1 employer and 1 member representative will be elected to the Pensions Committee.
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.	Yes	A training policy has been adopted. The Lothian Pension Fund budget includes an allowance for training. The CIPFA framework is used to identify gaps in knowledge and understanding. Training organised for Committee is also provided to the Panel. Sometimes separate sessions are held depending on the material. Attendance at meetings and training is monitored and reported.
	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.	Yes	The training policy ensures all members are treated equally. Members of the Lothian Pension Funds Consultative Panel are encouraged to attend in-house training events. Advisers have their own professional continued professional development.
Training / Facility Time / Expenses	c) That the administering authority considers the adoption of annual training plans for committee members and maintains a log of all such training.	Yes	Each Pensions Committee member receives at least three days of training each year. Attendance at meetings and training is monitored and reported.
Meetings frequency	a) That an administering authority's main committee or committees meet at least quarterly.	Yes	The Pensions Committee meets at least four times a year.
	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 committees sits.	Yes	The Lothian Pension Funds Consultative Panel attends all the Pensions Committee meetings. Further meetings are held if necessary. The Investment Strategy Panel meets quarterly or more frequently, as required.

GOVERNANCE COMPLIANCE STATEMENT

Principle		Full Compliance	Comments
Meetings frequency	c) That an administering authority who does not include lay members in their formal governance arrangements must provide a forum outside of those arrangements by which the interests of key stakeholders can be represented.	Not applicable	
Access	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.	Yes	Committee papers and minutes are publicly available on the Council's website and all Committee and Consultative Panel members have equal access.
Scope	That administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements.	Yes	<p>The Pensions Committee deals with all matters relating to both the administration and investment of the Funds.</p> <p>A separate specialist Pension Audit Sub-Committee consisting of 3 members (including at least 2 elected members from the City of Edinburgh Council) undertake the audit scrutiny of the pension funds.</p>
Publicity	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.	Yes	<p>The City of Edinburgh Council is responsible for the appointment of members to the Pensions Committee. However on an annual basis:</p> <ul style="list-style-type: none"> - the employer representative to be nominated for the Pensions Committee is selected by the employer representatives of the Consultative Panel - the member representative to be nominated to the Pensions Committee is selected by the member representatives of the Consultative Panel. <p>Membership of the Consultative Panel is rotated every 3 years.</p> <p>Lothian Pension Fund publishes governance documents and communicates regularly with employers and scheme members. Two members of the Consultative Panel are recruited by self nomination.</p>

RISK MANAGEMENT STATEMENT

Risk Management Statement

The Fund is committed to a strong control environment to ensure that risks are identified, understood, managed and monitored appropriately. The risks faced by the Fund change over time and ongoing management of risk is crucial.

The most significant risks at 31 March 2012 were as follows:

Description	Impact	Likelihood	Risk score before controls	Risk score at 31 March 2012
Under funding leading to pressure on employer contributions.	8	7	56	5
Recruitment and retention of appropriate key staff	8	7	56	20
Risk of incorrect pension payments	7	8	56	49
The collapse of an Employer body member, leading to pressure on other employers	6	7	42	6
Fraud/theft of Council/Pension Fund assets	7	6	42	16
Employers make HR decisions without considering the impact on the pension fund	6	7	42	12

As at 31 March 2013, the most significant risks, as assessed by the Investment and Pensions Service Management Team, were as follows:

Description	Impact	Likelihood	Risk score before controls	Risk score at 31 March 2012 Score
Under funding leading to pressure on employer contributions.	8	7	56	20
Recruitment and retention of appropriate key staff	8	7	56	24
Risk of incorrect pension payments	7	8	56	49
The collapse of an employer body member, leading to pressure on other employers	5	9	45	32
Fraud/theft of Council/Pension Fund assets	7	6	42	16

Impact and likelihood are each scored out of 10, so the current risk scores after control actions represents moderate risks in terms of the Council's overall risk matrix.

The Funds also have a compliance policy and each manager is responsible for ensuring compliance within their area of responsibility. Risk management has been further strengthened in the year by the appointment of a Legal, Risk and Compliance Manager.

ADDITIONAL INFORMATION

Key documents online

You can find further information on what we do and how we do it, on our website www.lpf.org.uk. The following documents are on the website's Publications section:

- [Actuarial Valuation reports](#)
- [Communications strategy](#)
- [Consultative Panel constitution and operation guidance](#)
- [Funding Strategy Statement](#)
- [Annual Report and Accounts](#)
- [Service Plan](#)
- [Statement of Investment Principles](#)
- [Trustee training policy](#)

Fund advisers

Actuaries:	Hymans Robertson LLP
Auditor:	David McConnell, Assistant Director of Audit, Audit Scotland
Bankers:	Royal Bank of Scotland
Investment consultancy:	KPMG LLP Gordon Bagot Scott Jamieson
Investment custodians:	The Northern Trust Company
Investment managers:	Details can be found in the notes to the accounts.
Additional Voluntary Contributions (AVC) managers:	Standard Life Prudential
Property valuations:	CB Richard Ellis Ltd
Solicitors:	The City of Edinburgh Council

Comments and suggestions

We appreciate your comments and suggestions on this report. Please let us know which sections you found useful and if you have any suggestions for items to be included in the future. Please email your comments to pensions@lpf.org.uk

Accessibility

You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please contact the Interpretation and Translation Service (ITS) on 0131 242 8181 and quote reference number 00819. The ITS can also give information on community language translations.

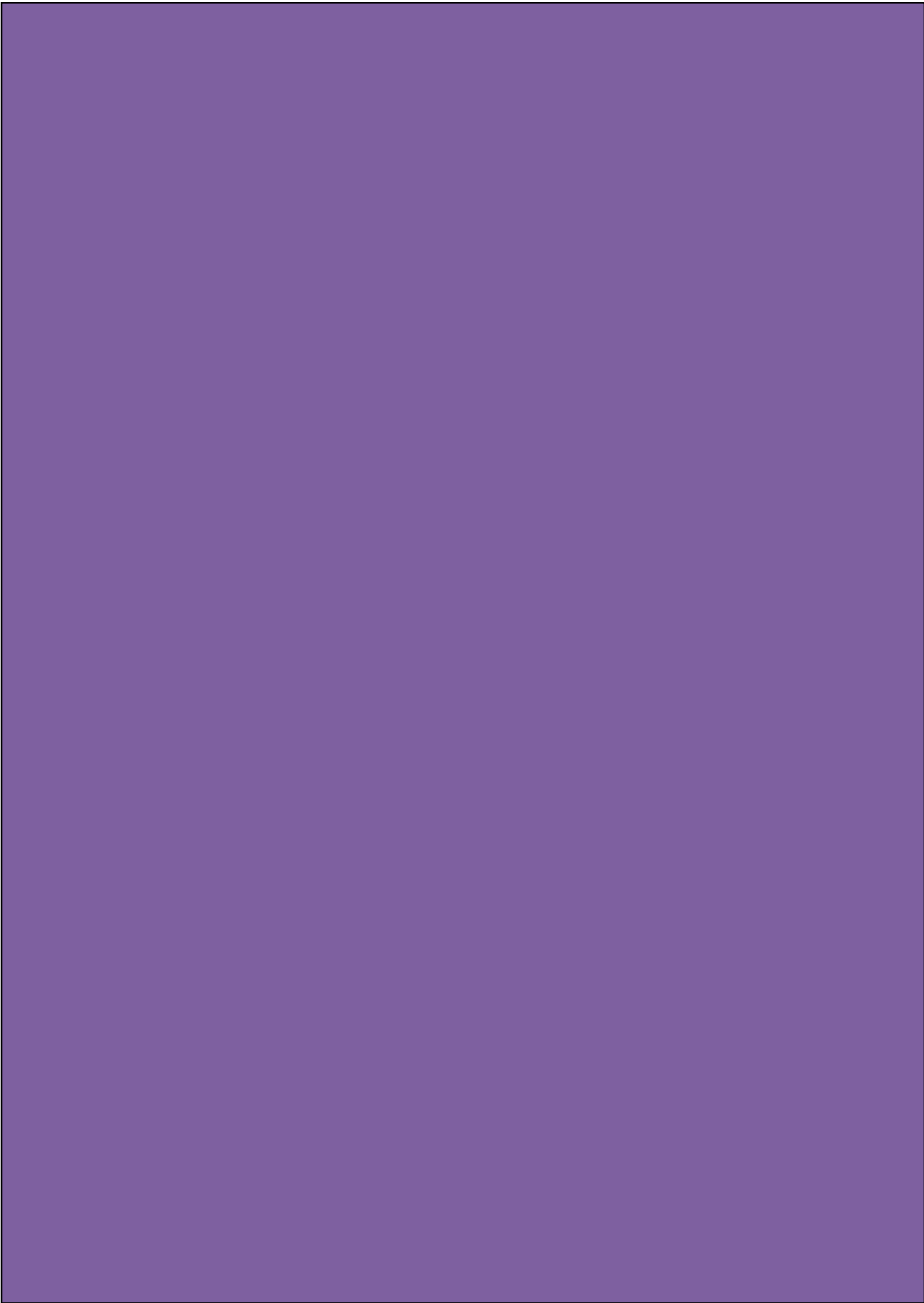
Photographs

Photographs of the Edinburgh and Lothian area are courtesy of the City of Edinburgh Council and www.edinburgh-inspiringcapital.com

Contact details

If you would like further information about Lothian Pension Fund, Lothian Buses Pension Fund and Scottish Home Pension Fund, please contact us.

Address:	Lothian Pension Fund, 3/3 Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
Telephone:	0131 529 4638
Fax:	0131 529 6229
Email:	pensions@lpf.org.uk
Web:	www.lpf.org.uk



Pensions Committee

2 pm, Tuesday, 24 September 2013

Annual Performance Report 2012 /13

Item number	5.2
Report number	
Wards	All

Links

Coalition pledges	
Council outcomes	CO26
Single Outcome Agreement	

Alastair Maclean

Director of Corporate Governance

Susan Handyside, Customer Service and Compliance Officer

E-mail: susan.handyside@edinburgh.gov.uk | Tel: 0131 529 4638

Executive summary

Annual Performance Report 2012 /13

Summary

The purpose of the Annual Performance Report is to provide the Committee with further detail on the Performance Indicators for 2012/13. The report (see appendix) looks at each key indicator that was agreed in the 2012 /15 service plan and elaborates on the performance information provided within the annual reports and accounts. It aims to provide the Committee with greater insight into the performance indicators of the pension fund.

The Annual Performance Report contains a comparison of the Fund's pension administration costs with other local government pension funds. There are few, if any, other meaningful comparisons (for example on funding levels, investment strategy, overall costs of the Fund) between local government pension funds due to the lack of consistent information. This issue was highlighted in the Independent Public Service Pensions Commission in 2011:

“All public service pension schemes should regularly publish data which, as far as possible, is produced to common standards and methodologies and is then collated centrally. This information should be of a quality that allows simple comparisons to be made across Government, between schemes and between individual Local Government Pension Scheme (LGPS) Funds.”

The Public Service Pensions Act 2013 will require the regulations for each pension scheme to prescribe record keeping requirements. This is expected to impact on the Fund from 2015 but should enable more meaningful comparisons between pension funds in the future.

Recommendations

It is recommended that the Committee note the annual performance report.

Measures of success

The key measures of success are that the Annual Performance report provides an informative clear understanding of the performance for the Committee and demonstrates the achievement of performance targets, a direct measure of success.

Financial impact

There is no financial impact as a result of this report.

Equalities impact

There is no equalities impact relating to this report.

Sustainability impact

There is no sustainability impact relating to this report.

Consultation and engagement

The Consultative Panel for the Lothian Pension Funds, comprising employer and member representatives, is integral to the governance of the Funds.

Background reading / external references

None.

Links

Coalition pledges

Council outcomes CO26 – The Council engages with stakeholders and works in partnerships to improve services and deliver agreed objectives.

Single Outcome Agreement

Appendices Annual Performance Report 2012/13



Annual Performance Report 2012/13

Lothian Pension Fund

The City of Edinburgh Council
Level 3.3, Waverly Court
EDINBURGH
EH8 8BG

pensions@lpf.org.uk

0131 529 4638

Executive Summary

The City of Edinburgh Council is the administering authority for the Local Government Pension Scheme in the Lothian area. As such, the Investment and Pensions Division of the Council administers the benefits and invests the assets of three Local Government Pension Scheme (LGPS) funds, Lothian Pension Fund, Lothian Buses Pension Fund and Scottish Homes Pension Fund.

The Division also provides pension administration services for the Fire-fighters' Pension Schemes for Lothian and Borders Fire and Rescue Service, now part of the Scottish Fire and Rescue Service from 1 April 2013.

The purpose of this document, the annual performance report, is to provide an update on how we have performed since making the commitments we set out in our 2012 – 2015 service plan. It sets out, in detail, our progress against our key performance indicators and targets.

Our key objectives

In 2012/13 the Pension Fund's 3 key objectives were:

- **To provide excellent customer care**
- **To support and develop staff**
- **To continue to be a top performing pension fund**

The key emphasis over the last year was to continue to improve the **pension administrations performance**, improve **data quality** by developing our ICT systems, monitor our relationship with employers via the pension administration strategy and review our investment strategy and governance arrangements. The fund also sought to gain **external approval, guidance and accreditation** on key business processes, such as, the annual report, our customer services, governance and compliance.

Our Customers

The Fund has a wide range of internal and external customers and stakeholders and works closely with them to understand their needs.

In 2012/13 the fund focussed on improving the quality of the data which we hold. We are committed to continuing to improve our services and over the year used a variety of methods such as customer journey mapping to identify opportunities for improvements as well as regular consultation to ensure our services met customer expectations.

Objective: To provide excellent customer care	Performance Target	Actual 2012/13
✔ Satisfaction of employers, active members and pensions with communications as measured by annual surveys.	Over 85%	89%
✔ Proportion of active members receiving a benefit statement and time of the year when the statement is distributed.	Over 95% by September	97%
✔ Maintain Customer Service Excellence standard.	Maintain CSE	Retained
✔ Overall satisfaction of employers, active members and pensions measured by annual surveys.	Over 85%	86%

Activity

Customer surveys, mystery shopping exercises, customer journey mapping and the Customer Service Excellence accreditation are some of the key tools we use to ensure that the Fund provides excellent customer service and continuously improves to meet customer expectations and maintain excellent standards. In addition to this we are constantly updating and reviewing our communication methods for example, the launch of our PensionsWeb system for employers and the Pensions online facility for scheme members.

Communicating with customers and stakeholders

Performance Indicator	Target	Actual
✔ Satisfaction of employers, active members and pensions with communications as measured by annual surveys.	Over 85%	89%

87%

Of pensioners who completed survey agreed that the advice and information they received from the Pension Fund was clear and accurate.

Pensioners

87% of pensioners who completed a survey agreed that the advice and information they received from the fund is clear and accurate. **77%** of scheme members who responded agreed that the information given by the fund was understandable.

Our Customers


93% of active scheme members who responded to our survey agreed that the information we gave them was understandable with no confusion. However our new scheme members were less satisfied with **76%** of respondents agreeing that the information we gave them was understandable.

Our employer survey results suggest they are very happy with the communication we provide. **99%** employers who responded to the annual survey said they were very or quite satisfied with the quality of information we provide.

The survey results suggest that when we communicate with our pensioners, active members and employers directly, customer satisfaction is high; however when we communicate in partnership with others for example our new scheme members, satisfaction is lower.

During the year, the Fund has invested in a new secure method of employer data transfer 'PensionsWeb'. This on-line portal has integrated query and validation functions and should facilitate further enhancement to the continual process of updating member records. This has been evidenced by significant improvement in employer performance in the first quarter of this financial year. Further work is ongoing to ensure full usage of the system by employers and to refine the employer portal to fully incorporate monthly reconciliation of pension contribution postings to individual records. This monthly reconciliation presents a real opportunity to reduce the historic reliance on year-end validation and therefore alleviate workload pressures for both employers and the Fund.

Active members receiving benefit statements

Performance Indicator	Target	Actual
 Proportion of active members receiving a benefit statement and time of the year when the statement is distributed.	Over 95% By September	97%

The 97% of annual benefit statements were made available on the online system by 30 September 2013. 250 scheme members did not receive an annual statement in the timescale because their employer failed to deliver correct information to allow the benefit statement to be produced. These members of staff were sent a letter explaining the issue. Councillor statements, which require manual calculations, were also issued after September.

Customer Service Excellence standard (CSE)

Performance Indicator	Target	Actual
 Maintain Customer Service Excellence standard (CSE)	Retain award	Retained

The Pension Fund was accredited for CSE in 2008 and since then has used the tool to continuously develop and improve. As a result of working with the standard the service has introduced, service standards, customer care standards, regular surveys and consultations with key stakeholders, customer journey mapping and mystery shopping.


Our Customers

In the 2012/2013 CSE assessment, the Fund received 1 partial compliance and 2 areas of compliance plus. A partial compliance is where the service only partially meets the criteria and compliance plus is awarded when the service has gone beyond the expectations of the standard. A total of 11 partial compliances are allowed during the assessment. The partial compliance reflects the ongoing difficulties the Fund has with data quality from its partners. The 2 compliance plus relate to our approach to gathering customer insight via customer journey mapping and consultations and using this to improve our service.

John Wood CSE Assessor commented:

'The service clearly demonstrated its commitment to the ongoing process of providing improved services to its customers. At the policy level, the senior management team clearly demonstrated their commitment to ascertaining customer views through their feedback mechanisms and using this information to improve services. At the operational level the service demonstrated that it makes very good use of its customer journey mapping tools to identify customer issues and resolutions.' (Jan 2013)

Customer and Stakeholder satisfaction

Performance Indicator	Target	Actual
 Overall satisfaction of employers, active members and pensions measured by annual surveys.	Over 85%	86%

96%

of scheme employers who were surveyed said they were satisfied with staff professionalism and attitude.

The overall customer satisfaction target was met with the majority of stakeholders being happy with the service they received.

96% of scheme employers who were surveyed said they were satisfied with our staff's professionalism and attitude.

84%

of pensioners agreed that staff were polite and courteous.

84% of pensioners agreed that staff were polite and courteous.

92% of active scheme members who responded to our survey agreed that the time taken to answer their query was acceptable.

Our Customers

<i>Breakdown of Overall Customer satisfaction</i>	2012/13	2011/12	2010/12
<i>Active Scheme Members</i>	89%	93%	83%
<i>New Scheme Members</i>	66%	65%	67%
<i>Pensioners</i>	84%	83%	88%
<i>Employers</i>	97%	84%	89%

Customer satisfaction is lower for new scheme members compared to other customer groups. This is mainly due to delays in communication when joining the scheme. This has been the case for a number of years and is a symptom of delays in receiving information from employers. We need to work harder to ensure we maintain our excellent customer service when working in partnership with others.

Response to our surveys

The active scheme members and new scheme members overall satisfaction is monitored via transactional surveys issued on an ongoing basis to customers who have recently used our service. A total of 143 new scheme members and 144 active scheme members responded to our overall customer satisfaction question. The employer survey is issued to all employers on an annual basis and a total of 72 employers responded to our overall customer satisfaction question. The annual pensioner survey was issued to 500 pensioners and 100 pensioners responded to the overall customer satisfaction question.

Channel Usage

We also gather channel usage information from our stakeholders so we can deliver the service they want for example, 67% of pensioners who responded also said their preferred communication channel was the telephone with 57% of respondents said they did not have access to the internet. This type of information helps us decide the best ways to communicate and as a result our pensioners still receive a paper newsletter whilst our active scheme members are being encouraged to make use of our on-line facilities. In 2013 we aim to gather even more channel usage information, in particular related to using social networking sites.

Informal Complaints

A total of 32 informal complaints were received during 2012. The main themes were regarding delays in service and receiving promotions from the Pensioner Club Together magazine. It is our aim to always advise our customers if there is going to be a delay in service and we identify and resolve any recurring issues from our informal complaints. We also provide our pensioners with the option to opt out of the Club Together magazine.

Our Customers

Formal Complaints

We categorise complaints in two ways complaints about our service and complaints about the way we apply the regulations. A total of 23 formal complaints about our service were received and a total of 7 complaints about the way we apply the regulations were received. A total of 14 formal complaints were upheld. A theme identified with the upheld complaints was regarding the late payment of pension benefits. The dip in service is often related to the delay in the employer sending the Fund the relevant or correct information.

Compliments

A total of 87 compliments were received about our service in 2012. What customers complimented the fund on most was the speed of our response and our professional and courteous staff.

'I would like to say what a change to have the phone answered instantly no press this button & that button and have to listen to silly music. Your staff are excellent & I hope management are proud of them.'

Our Staff

Supporting and developing our staff is at the heart of our plans, recognising that Lothian Pension Fund’s success depends entirely on the right people doing the right things at the right time. The organisational structure is streamlined and operations geared to flexibility in working practices. Lothian Pension Fund facilitates a culture of empowerment and a “can do” approach.

Objective: To support and develop staff		Performance Target	Actual 2012/13
✔	Level of sickness absence	4%	3.87%
⚠	Staff satisfaction with present job	60%	53%
✔	Average Training for the Year	2 days	3.8 days

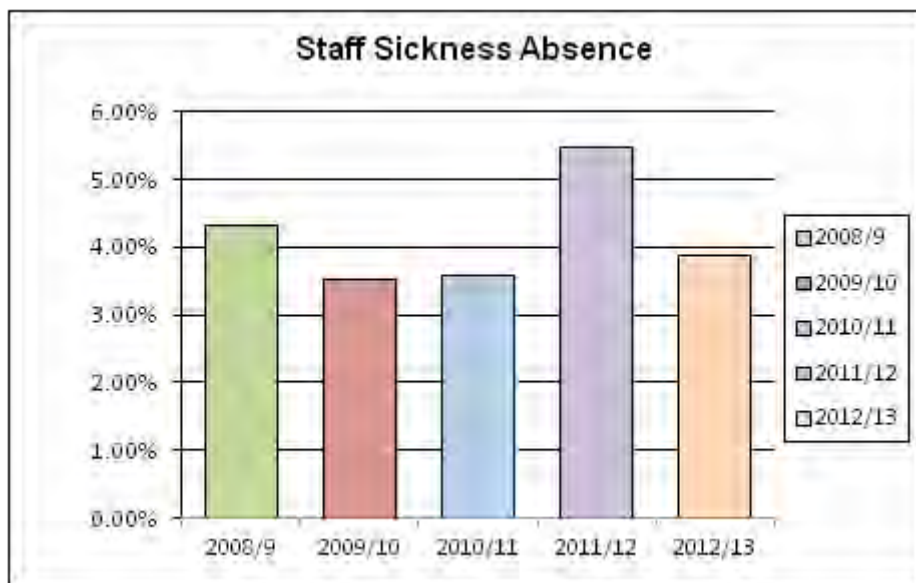
Activity

Our staff survey, Investor in People accreditation and monitoring of training and sickness were the tools used to measure our performance indicators. The following sections look at each performance indicator in more detail.

Sickness absence

Performance Indicator	Target	Actual
✔ Level of sickness absence	4%	3.87%

The graph below sets out sickness absence figures for the last 5 years:



Our Staff

Staff Satisfaction - Results of the 2012 Staff Survey

Performance Indicator	Target	Actual
 Staff satisfaction with present job	60%	53%

In order for us to gauge the views of our staff on how they feel about various aspects of working life such as working for the council, learning and development, resources and workload we survey staff on a regular basis.

The key results for our 2012 survey were mixed. Of those who responded only 53% said overall, they were satisfied working for the council. Alongside this further survey results show mixed result as follows:

84%
of staff agreed that they had a clear understanding of service aims.

84% of staff that responded agreed that they have a clear understanding about the service aims and objectives. In addition, they **81%** agreed that they understand how their work contributes to the objectives and feel valued by its customers/users.

40%
of staff who responded felt their personal morale was good.

Only **40%** of staff within the division agreed that their personal morale was good and **56%** of staff who responded agreed that their work enables them to make best use of their skills and abilities.

The results show that although staff agreed they are treated fairly and are clear about the objectives of the fund, morale is low and many of those who responded feel that their skills and abilities could be put to better use.

This perception could be attributed, in part, to the divisional restructure in 2011. In order to manage costs and become more streamlined a management tier was removed from the divisional structure and as a result, career progression was perceived to be less likely within the division. At the same time, equal pay legislation meant that some positions were re-evaluated and downgraded.

An action plan has been developed and includes reviewing staff posts, promoting 1-1s with line manager and team meetings and improved communication with staff for example, e-mail newsletters and staff briefings.

Our Staff

Staff Development and Training

Performance Indicator	Target	Actual
 Annual Training Requirement	2 days training per year.	average 3.8 days





Training within the fund takes a number of different forms from internal training, presentations to training for formal qualifications. However it is noted that whilst some members of staff have a considerable number of hours training, others have undertaken relatively little training. As a result we will change the way we monitor training to ensure all staff have a minimum number of days training rather than taking the average from across the division.

Qualifications achieved in 2012/13

- **Working towards a Diploma in Pensions Administration, three trainees passed 4 exams each.**
- **The Pensions and Operations Manager passed the Advanced Diploma in Retirement Provision.**

Our Performance


The fund focuses on innovation, data quality and risk management to support continuous improvement necessary to ensure we are top performing pension fund. In 2012/13 we aimed to secure the benefits and flexibility of self-service provision through advanced and secure web-based technology as well as implementing best practice standards, for example in governance and data quality.

Objective: to continue to be a top performing pension fund		Performance Target	Actual 2012/13
	% of critical pensions administration work completed within standards	90%	94%
	Lothian Pension Fund – Three year annualised investment return compared with benchmark	Relative return in range 1.0 + 2.0%	0.0%
	Pension admin cost per member	£24.10	£23.86
	Employer contributions paid within 19 days of month end	97%	97.5%

Activity


In order to ensure that the Fund's performance is maintained a variety of methods were used for example, a review of the investment strategy and governance arrangements, the fund continued to use direct data capture and introduced the PenionsWeb. The fund also recruited lawyer to ensure risk will be managed effectively.

Pension administration work completed within standards

Performance Indicator	Target	Actual
 % of critical pensions administration work completed within standards	90%	94%

We monitor pension administration services for the funds on a weekly basis against our service standards. The type of work this includes is payment of retrials, transfer of pension rights and dependent benefits.

Investment Returns

Performance Indicator	Target	Actual
 Lothian Pension Fund – Three year annualised investment return compared with its investment strategy	Relative return in range 1.0 + 2.0	0.00%

Over the three years to 31 March 2013, the Lothian Pension Fund delivered the same performance as its investment strategy but failed to achieve the target return in excess of the strategy. Following the review of investment strategy in 2012, the success of the Fund's investments will be assessed against the volatility of the returns as well as performance.

Our Performance.


Pension administration cost per member

Performance Indicator	Target	Actual
 Pension admin cost per member	£24.10	£23.86

Financial monitoring reports are provided to each Pensions Committee to ensure appropriate focus on budgetary control. The pension administration cost per member is also used as a benchmark comparison against other administering authorities. In 2012/13, actual administration cost per member of £23.86 was marginally below the budget of £24.10.

The Fund participates in the CIPFA Pensions Administration Benchmarking Club which compares costs with other UK pension fund administering authorities. For 12/13, 52 authorities participated in the benchmarking club and the cost per member ranged from approximately £10 to 40. The Fund's cost of £23.12 is slightly higher than the average of £21.42. (Note that the basis for the calculation of costs is different to that used internally for performance measurement above).

Employer contributions paid within 19 days of month end

Performance Indicator	Target	Actual
 Employer contributions paid within 19 days of month end	97%	97.5%

The employer contribution paid within 19 days of month end indicator shows the proportion of total contributions due for the year that were paid on time. In 2012/13, £1,356,358 was 1 day late, of which £722,482 was late due an error by the employer's bank. 0.1% of pension contributions have been late by more than 3 days.

Awards

The Lothian Buses Pension Fund administered won Fund of the Year 2012 in the 'Under £750m' category in the Local Government Chronicle awards.

Pensions Committee

2 pm, Tuesday, 24 September 2013

Service Plan Progress

Item number	5.3
Report number	
Wards	All

Links

Coalition pledges	
Council outcomes	CO26
Single Outcome Agreement	

Alastair Maclean

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Executive summary

Service Plan Update

Summary

The purpose of this report is to provide an update on the 2013 – 2016 Service Plan, performance indicators and the key actions to enable the Fund to meet its three key objectives:

- To continue to be a top performing pension fund;
- To provide excellent customer care;
- To support and develop staff.

Progress against indicators and key actions agreed in the 2013-2016 Service Plan are set out in the appendix. The following areas are of particular note:

- **2013 Staff Survey** - The annual staff survey was issued in June and the results show that 63% of those who responded agreed that overall they were satisfied with working for the Lothian Pension Fund. This is an increase from 53% in 2012 and marginally exceeds the performance target of 60%. In general, there were also improvements in responses across most areas in the survey – see appendix for further detail. The results are being discussed with staff to agree further and ongoing improvements.
- **Pensions payroll** – The transfer of pensions payroll from the council's payroll system to pensions administration system is progressing well. Data has been successfully input into the pensions administration system for the last two months to enable parallel test runs. The switch over to the new system is expected on schedule by the end of the calendar year.
- **Reform of the LGPS Scotland**- Staff are involved in discussions on scheme reform, advising COSLA on scheme benefits and governance. A more detailed update is provided elsewhere on the agenda.
- **Investment Strategy** - Progress is being made on the implementation of the new investment strategies. Following extensive research by the internal team assisted by the Investment Strategy Panel, the reorganisation of the Lothian Pension Fund's equity portfolios is expected in October. The Fund currently invests a large proportion of equities in line with the market and this will move to investment in lower-risk equities. Reorganisation of the Lothian Buses Pension Fund is also anticipated in the coming months. The changes for both Funds will involve increasing the amount of assets managed by the internal team and a report is being commissioned from an external consultant on the internal operations to assess the risks of doing so in greater detail. For Scottish Homes Pension Fund, following an increase in the funding level over recent

months the proportion of the Fund invested in equities was reduced from 40% to 35% to reduce risk in-line with the new investment strategy.

- The Fund won the award for “Best Scheme Governance (Public Sector)” at the “Engaged Investor Trustee Awards”. It has also been shortlisted for six awards by the journal “Professional Pensions”. Winners will be announced on 19th September.
- **Performance indicators** show performance is broadly on track to achieve their respective targets. Three indicators are highlighted as ‘amber’.

Less than half of staff have completed less than 0.5 days training (one quarter of the target for the year) and efforts are being made to accelerate training to achieve the target by the end of the year. Customer satisfaction performance indicator is also below target (79% compared to 86%). This is due to new members who are least satisfied (69%) largely as a result of delays in communication when joining the scheme. This is a known and ongoing issue which is addressed elsewhere on the agenda. In addition a relatively small number of surveys have been undertaken so far this year. Annual surveys of the broader scheme membership are planned for the coming months. The Fund is comfortable that these issues reflect the relatively short period over which performance has been measured and performance indicators are expected to improve.

The latest 5 year performance for the Lothian Pension Fund largely reflects the previous investment strategy. Over time, as the 2012-2017 strategy is implemented performance information will become increasingly meaningful to measure Fund and benchmark volatility compared to the target.

In summary, the Fund is progressing well against the service plan objectives and the Fund is expected to the outcomes by the end of the year.

Relocation of the Fund’s office

Committee have previously agreed a move of the Fund’s staff to an office, subject to financial implications being within the current budget. Such a move will support the key objective of ensuring effective governance of the Fund by re-enforcing the separation of the management and administration of the Fund from the City of Edinburgh Council, as a major employer. It will also render benefit to the Council’s property rationalisation programme.

A new office location for the Fund has been found and Committee are asked to approve the move to Atria on Morrison Street. The building is currently owned by the Edinburgh International Conference Centre, a Council owned company. The projected financial implication is that initial net capital outlays are estimated to be £132,000. This sum will be amortised over the period of occupancy. Together with lease payments and other revenue expenditure of the new property, overall costs are expected to be neutral as compared to proposed Central Support costs of the current office accommodation.

Committee is asked to approve the relocation of Fund staff to Atria on Morrison Street.

Recommendations

It is recommended that the Pensions Committee

- note the progress of the Fund against its 2013 – 2016 Service Plan;
- approve the relocation of the staff of the Fund to Atria on Morrison Street and the associated capital budget provision for 2013/14 of £132,000.

Measures of success

Performance indicators in the Service Plan are used to measure the attainment of the Fund's objectives.

Financial impact

A summary of the projected financial outturn compared to the approved budget for 2013/14 is shown in the table below:

	Budget	Projected Outturn						Variance
		Invest Mgmt	Invest Acc	Head of Service	Pension Admin	Comms	Total	
Category	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Employees	2,161	552	277	187	889	212	2,117	(44)
Transport	27	13	3	3	3	5	27	0
Supplies & Services	843	333	150	7	274	83	847	4
Investment Managers	10,093	9,610	0	0	0	0	9,610	(483)
Other Third Party Payments	612	82	420	20	90	0	612	0
Depreciation	74	0	10	0	56	8	74	0
Direct Expenditure	13,810	10,590	860	217	1,312	308	13,287	(523)
Allocated Central Support	552	184	74	0	294	0	552	0
Income	(870)	(37)	(700)	0	(40)	0	(777)	93
Total Costs to the Fund	13,492	10,737	234	217	1,566	308	13,062	(430)

The projection shows an underspend of approximately £430K. The key variances against budget are:

- Employees - £44k underspend. This is mainly due to unfilled posts across the division partly offset by temporary agency costs and anticipated change in payroll (1% pay increase and staff salaries increasing from October 2013 as a result of the modernising pay agreement);
- Investment management fees – £483k underspend. This relates to underspend in the first quarter of the financial year. Further savings are expected in the financial year as

the new investment strategy is implemented but a prudent approach to the projection has been adopted at this stage.

- Income – expected £93 less. Stock lending commission income has been decreased by £100K to show more realistic outcome based on the experience so far this year.
- Pending approval of the office relocation, associated costs have been excluded from the above projection. As stated previously, however, the office move is expected to be revenue cost neutral as compared to Central Support charges included in the Fund's budget.

Equalities impact

There is no equalities impact relating to this report.

Sustainability impact

There is no sustainability impact relating to this report.

Consultation and engagement

The Consultative Panel for the Lothian Pension Funds, comprising employer and member representatives, is integral to the governance of the Funds.

Links

Coalition pledges

Council outcomes CO26 – The Council engages with stakeholders and works in partnerships to improve services and deliver agreed objectives.

Single Outcome Agreement

Appendices Service Plan Update 2013 - 2016












24 September 2013

Service Plan Update 2013 - 2016




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Service Plan Performance Indicators

Performance Indicators and targets	Apr-13	May-13	June-13	Target	Status
Performance of Lothian Pension Fund over rolling 5 year periods. When markets are falling, the Fund should perform better than the return of the strategy, when markets are rising, the Fund may lag the return of the strategy	Implementation of new strategy is progressing. Over the 5 years to 30 June 2013, the Fund delivered 7.2% per annum while the strategy delivered 5.9% per annum.			Meet the benchmark return with lower volatility	
Audit of annual report	Unqualified opinion due September 2013				
Proportion of critical pensions administration work completed within standards	94%	93%	91%	Greater than 90%	
Percentage of employer contributions paid within 19 days of month end	91%	99%	99%	97%	
Data quality – compliance with best practice as defined by the Pensions Regulator	Outcome of this measure will be available in April 2014				
Customer Indicators and targets					
Maintain Customer Service Excellence Standard	Annual assessment for Customer Service Excellence in January 2014.				
Overall satisfaction of employers, active members and pensions measured by surveys	79%			86%	
Proportion of active members receiving a benefit statement and time of year when statement is issued	On track to achieve the target			Over 95% by September	
Staff					
Level of sickness absence	2.1%	1.6%	1.2%	4%	
Annual staff survey question to determine satisfaction with present job	June 2013 Annual Staff Survey 63%			60%	
Minimum number of days training per year for each member of staff	30% of staff meeting pro-rata target	44% of staff meeting pro-rata target	46% of staff meeting pro-rata target	2 days	




Our Performance - To be a top performing pension fund

Project	Status	Overall Progress	Project Summary
Ensure effective Governance of the Fund.		<ul style="list-style-type: none"> - Independent Observer has met all committee members individually to discussed governance and training and Committee has set the Observer's objectives. - Self assessment for Committee and Panel members is in progress. - Following a recruitment drive for the two vacancies on the Consultative Panel; one for an employer and one for a member. The Fund has appointed Sharon Dalli, Pensions Manager, Edinburgh Police Scotland as an employer representative and John Anzani, a business advisor from Midlothian Council, as the member representative. - A new office has been found and subject to approval the move is expected to take place by the end of 2013. The move from the main City of Edinburgh Council offices will help reinforce the separation of the Fund from the City of Edinburgh Council. - Further training sessions are scheduled. Regular e-mail of pensions news to Committee members is being initiated. 	<ul style="list-style-type: none"> - Embed the Fund's new governance arrangements including the new pensions audit sub-committee and independent observer. - Reinforce the separations of the Fund from the City of Edinburgh Council. - Continue to improve the Fund's approach to 'trustee' training.
Successful implementation of the Scheme changes.		<ul style="list-style-type: none"> - Officers and the Convener of the Pensions Committee have been involved in the debate on scheme benefits and governance. (Please see the new scheme changes update that is reported separately to committee). 	<ul style="list-style-type: none"> - Engage in debate on scheme benefits - Communicate with stakeholders - Review internal processes and procedures - Provide training for staff on new arrangements.
Monitor financial and economic pressures and scheme maturity.		<ul style="list-style-type: none"> - Following completion of research, reorganisation of the Lothian Pension Fund and Lothian Buses Pension Fund equity portfolios is expected in the coming months. - The first stage of reducing the equity allocation of the Scottish Homes Pension Fund was implemented in August following increases in the funding level. - The Fund's Actuary has been commissioned to undertake financial modelling of a potential contribution stability mechanism. Consideration of outputs and liaison with fund employers is set to follow in autumn 2013. An employer survey has been issued to employers to inform this exercise. (Please see separate reports on Contribution Stability Mechanism and Employer Update.) 	<ul style="list-style-type: none"> - Implement new investment strategies - Prepare for the Fund's 2014 actuarial valuation. - Improve membership and cash flow monitoring and forecasting. - Monitor the risk profile of the participating employers. - Manage the pension implications of organisational and staffing changes of employers.

Our Performance - To be a top performing pension fund continued

Project	Status	Overall Progress	Project Summary
Provide an efficient accurate and effective service.		<ul style="list-style-type: none"> - Parallel test running between the current live payroll system and the new module is ongoing. - 3 payroll staff due to be transferred into the division are being integrated into their new teams. Suitable training is being provided to both new and existing members of staff. - The planned electronic payment (BACs) testing cycle is incomplete and therefore the go live date will be delayed for a month to allow time for this to be completed. This is precautionary but vital so the fund can be absolutely sure there is no disruption to pensioners and so the fund can ensure a seamless transition to the new service. - Overall the project is progressing well and the first live payments are expected to commence in October and the merge of services by December, in line with the original plan. 	<ul style="list-style-type: none"> - Implement the transfer of the pensions payroll service from the Council payroll system to the pensions administration system
Risk is managed effectively		<ul style="list-style-type: none"> - Risk register has been expanded with specific focus on operational investment issues. Summaries of the register are now being reported to Committee. - A briefing session on legal, risk and compliance was held for all staff to raise awareness. - Work on procedures manuals is ongoing. 	<ul style="list-style-type: none"> - Review and strengthen internal controls and documentation. - Ensure up-to-date procedure manuals for all key responsibilities are maintained.
Shared services/governance		<ul style="list-style-type: none"> - Service provision to Falkirk continues. With the initial 18 month arrangement coming to an end in September 2013, a review meeting has been held. At the time of writing, an agreement on the way forward is being sought. - The Fund is looking to access services investment consultancy services via a national framework put in place by Norfolk Pension Fund. Other opportunities will be sought when required. 	<ul style="list-style-type: none"> - Provide excellent service to Falkirk Pension Fund - Participate in relevant joint procurement initiatives.

Our Customers - To provide excellent customer care

Project	Status	Overall Progress	Project Summary
Develop and improve customer insight.		<ul style="list-style-type: none"> - Pensioners have been consulted on the pension payslip in order to provide the right information for the customer. - The annual customer surveys have commenced with the pensioner survey sent out in July. Results will be analysed and action plan drawn up in September. - The annual employer survey will be issued in September. - The mystery shopping exercise (testing the service via a number of channels) will commence in September. 	<ul style="list-style-type: none"> - Regularly engage with all customer groups and use the insight to improve our service using a variety of techniques including mystery shopping and transactional surveys. - Continue to deliver best practice standards for Customer Journey Mapping and develop greater use of customer insights. - Develop members' awareness of the value of the pension benefits and the contributions their employers make towards their pension. - Seek additional insight to assist the implementation and development of the pension payroll service.
Improve timeliness and quality of customer service.		<ul style="list-style-type: none"> - Employer on-line system for the transfer of member data has been implemented. All employers are being referred to the new service to encourage use. Submission of contribution details via the system is being rolled out gradually to employers. - The Pension Administration Strategy has been reviewed and submitted to committee for approval (see separate agenda item). - Pension administration task management system service standards are being reviewed. 	<ul style="list-style-type: none"> - Implement 'employer on-line' access, thereby facilitating up to date records through electronic transfer of information in standardised formats. - Partnership accountability – review and monitor service standards to ensure we have an effective and accountable partnership with employers. - Re-assess our service standards and targets for members.
Develop and improve our information and access.		<ul style="list-style-type: none"> - Annual Finance Briefing has been held for employers and the Annual Seminar is planned for December. Monthly email bulletins for employers continue. - Social media project has researched how other pension services use social media and their experiences. Members' views will be gathered over the coming months. - Projects on channel usage and face-to-face service delivery are in the very early stages. 	<ul style="list-style-type: none"> - Ensure we communicate regularly with employers including newsletters, events and meetings. - Assess our approach to delivering services to members on a face-to-face basis including pension clinics and presentations. - Continue to review and update the Fund's communications based on customer and staff insight. - Assess potential uses of social media for communicating with stakeholders. - Develop channel usage monitoring.

Our Staff - To support and develop staff

Project	Status	Overall Progress	Project Summary
Develop trust between line managers and staff and promote an open culture.		<ul style="list-style-type: none"> - 100% of staff who responded to the 2013 staff survey that was issued in June strongly/tended to agree that they have regular 1-1 meetings with their manager. This is an increase from 79% in 2012. - In addition to this the staff survey results showed that 79% of staff agreed that their manager listens to and is open to their suggestions an increase from 56% in 2012. - The staff survey results showed that only 54% of staff feel they have an acceptable workload and have the right amount of responsibility an increase of only 1% from last year. It is anticipated that the better delegation of tasks will improve this feeling. However, the results will be discussed further with staff to enable further actions or areas of improvement to be found. 	<ul style="list-style-type: none"> - Ensure line managers have regular 1-1 meetings with all staff to discuss progress and achievements - Ensure effective delegation of tasks.
Communicate effectively, especially around change.		<ul style="list-style-type: none"> - Senior management team continues to communicate in a regular monthly update, face to face and via e-mail. In addition to this senior managers meet with small groups of staff. - Annual appraisals have been undertaken for all staff and objectives set based on service plan priorities and/or personal development needs. - Still more work is required to ensure staff feel informed about changes that affect them as there was only a 1% increase from 58% to 59% of staff agreeing with this statement. 	<ul style="list-style-type: none"> - Communicate regularly via face-to-face briefings and via email on issues affecting the division. - Provide clear objectives at annual appraisal meetings and review progress on a regular basis.
Ensure development and training for all staff.		<ul style="list-style-type: none"> - 90% (an increase of 74% in 2012) of staff tended/strongly agreed that their learning and development opportunities were agreed at their annual appraisal. - ICT champions have been identified to share knowledge across the division and support others. - Analysis of attained training has been developed to enable staff and managers to better monitor progress. 	<ul style="list-style-type: none"> - Provide learning opportunities at all levels to suit the needs of the service including ICT skills. - Provide staff with career and personal development opportunities to make the most of their talents. - Review training and development evaluation process.
Support staff well-being		<ul style="list-style-type: none"> - Staff forum continues to provide feedback from staff as do the regular 1-1s. - The project exploring flexible working options is progressing and suggestions for improvements from the pensions administration business process review are being implemented. - 58% of staff responding to the survey agreed that their morale was good, this is an increase from 40% in 2012. - The staff survey was conducted in June 2013. The results and further improvements are currently being discussed in team meetings. An action plan will then be produced. 	<ul style="list-style-type: none"> - Encourage suggestions and empower staff to make changes to the way they work to improve the service. - Provide clear feedback in response to staff suggestions. - Explore flexible working options - Help staff develop to their full potential.

Pensions Committee

2 pm, Tuesday, 24 September 2013

Funding and Contribution Stability

Item number	5.4
Report number	
Wards	All

Links

Coalition pledges

Council outcomes [CO26](#)

Single Outcome Agreement

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Executive summary

Funding and Contribution Stability

Summary

The purpose of this report is to inform Committee of the ongoing work to develop a contribution stability mechanism in accordance with the Funding Strategy Statement (FSS) commitment.

Background

As is stated in the Lothian Pension Fund's Funding Strategy Statement, its purpose is:

- “to establish a **clear and transparent Fund-specific strategy** which will identify how employers' pension liabilities are best met going forward;
- to support the regulatory framework to maintain **as nearly constant employer contribution rates as possible**; and
- to take a **prudent longer-term view** of funding those liabilities.

These objectives are desirable individually, but may be mutually conflicting.”

An explicit commitment is “The policy of the Fund is to operate a contribution stability mechanism on an ongoing basis subject to regular reviews”.

The last triennial actuarial valuation at 2011 set employer contribution rates for the three years to 31 March 2015. Pension schemes, however, have a long-term time horizon. Lothian Pension Fund wishes both to avoid volatility in contribution rates based on fluctuations in short-term funding levels and also, where possible, to assist employers with their budgeting.

Development of Contribution Stability proposals

Accordingly, detailed financial modelling of liability and asset cashflows under a range of employer contribution scenarios has been commissioned from the Fund's actuary. This model will use probability distributions to project a range of possible outcomes for the future behaviour of asset returns and economic variables. This financial forecast will be used to assess the prudence, affordability, stability and stewardship implications of any proposed contribution strategy to ensure compliance with professional standards.

Key modelling assumptions will include the level and volatility of gilt yields, equity and other investment returns and inflation. The forecast gilt yields, in particular, will significantly impact the projected value of liabilities. Currently, long term real interest rates are at historically low levels, thereby increasing the present value of liabilities and therefore funding pressures. The extent of any change in gilt yields in future will be therefore a major consideration. To ensure appropriate alignment with the investment strategy assumptions, the Investment Strategy Panel will also be consulted.

Employer risk profile and covenant

In parallel with the actuarial modelling, ongoing work to assess the financial security offered to the Fund by its respective employers is being undertaken. This includes guarantor and admission agreement reviews, as well as analysis of financial covenant and membership profiles. This will influence the extent to which it would be appropriate for the Fund to accord contribution stability to individual or groups of employers.

Oral update

An oral update will be provided to Committee on the progress of this work.

Next Steps

The next steps in this work are:

- consult with both Fund employers and the Consultative Panel on a proposed contribution stability mechanism over the autumn.
- a training session on pension funding will be held for Committee and Panel on 12th November with the Fund's Actuary;
- report to the Pensions Committee in December 2013.

This timing would align with the annual budgetary cycle of the Councils and other major employers.

Recommendations

Pensions Committee is requested to note this report and note the date of the next internal training session on 12 November.

Measures of success

Employer contribution stability is a policy commitment of the Fund.

Financial impact

There are no direct financial implications as a result of this report. The costs of actuarial modelling are being met from existing budgetary provision.

Equalities impact

There are no adverse equalities impacts arising from this report.

Sustainability impact

There are no adverse sustainability impacts arising from this report.

Consultation and engagement

The Consultative Panel for the Lothian Pension Funds, comprising employer and member representatives, is integral to the governance of the Funds.

Consultation with Fund employers and the Consultative Panel will be undertaken over the next few months.

Background reading / external references

None

Links

Coalition pledges

Council outcomes CO26 – The Council engages with stakeholders and works in partnerships to improve services and deliver agreed objectives.

Single Outcome Agreement

Appendices None

Pensions Committee

2pm, Tuesday 24 September 2013

Pensions Administration Strategy Review

Item number	5.5
Report number	
Wards	All

Links

Coalition pledges	
Council outcomes	CO26
Single Outcome Agreement	

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Executive summary

Pensions Administration Strategy Review

Summary

Following the introduction of the relevant provision into the Local Government Pension Scheme (Administration) (Scotland) Regulations 2008, Lothian Pension Fund adopted a Pension Administration Strategy ('the strategy'), effective from 1 April 2010. This was developed in order to:

- deliver a high quality pension service to Scheme members;
- continually develop and improve efficient working arrangements;
- aim to exceed the Fund's service standards.

In addition, the strategy acts as a training manual for payroll and HR staff in employer organisations dealing with pensions.

The strategy sets out the standards for pension administration against which performance is assessed, and performance results are reported to employers by way of an annual performance report with follow-up information provided during the course of the year.

Annual employer performance over the three years in which the strategy has been in operation has been poor, causing delays in notifying members of their entitlement to benefits. Steps have been taken by the Fund to improve performance, not least with the introduction of the pensionsWEB system to allow data to be transferred from employers to the Fund more quickly, securely and accurately.

This change, together with other changes (including those resulting from legislative change) now needs to be incorporated in the strategy, and a draft revised version is attached in the Appendix for approval by Committee.

Recommendations

The Pensions Committee is requested to approve the Pensions Administration Strategy as attached in the appendix and note section 8 which includes the circumstances where the Fund may recover costs from employers.

Measures of success

In reviewing the strategy, the Fund aims to achieve full compliance with new methods of data transfer with all Fund employers providing data via pensionsWEB and improved employer performance against targets in all areas of information provision.

Financial impact

Although there is no direct financial impact, the revised strategy should improve information flow from employers. This will lead to fewer delays in making payments to members and other parties.

In addition, the revised strategy highlights the consequences of poor employer performance and clarifies where the Fund may recover costs from employers in such circumstances.

Equalities impact

There is no equalities impact.

Sustainability impact

There is no sustainability impact.

Consultation and engagement

As required under Regulation 60A(4) of the Local Government Pension Scheme (Scotland) Administration Regulations 2008, the Fund is required to consult with employers and other appropriate stakeholders whenever a review of the strategy takes place.

During the course of this review, the revised strategy has been issued to employers with a request for comments and feedback.

The Consultative Panel for the Lothian Pension Funds, comprising employer and member representatives, is integral to governance.

Background reading / external references

None

Links

Coalition pledges

Council outcomes CO26 – The Council engages with stakeholders and works in partnerships to improve services and deliver agreed objectives.

Single Outcome Agreement

Appendices Draft Pensions Administration Strategy

Pensions Administration Strategy Review

1. Background

- 1.1 The Pensions Administration Strategy ('the strategy') sets out roles and responsibilities of employers and also specifies duties of both parties under the Local Government Pension Scheme regulations.
- 1.2 Timescales for the provision of information to the Fund are set out in the strategy with annual performance reports included in the Fund's annual report and accounts and individual results issued to employers. Meetings are held with the largest employers where performance is discussed.
- 1.3 The strategy has been in place for three years now and employer performance has consistently been below standard. This was highlighted in the report to Committee in December 2012 on the 2011/12 Audit of the Lothian Pension Funds. The following are potential consequences of delays in receipt of data from employers:
 - Benefits are delayed, potentially resulting in interest falling due on lump sum retiring allowances and other payments;
 - The timescales for issuing other member communications (such as new start information and details of early leaver benefits) breach the Occupational Pension Schemes (Disclosure of Information) Regulations 1996 and the Pensions Act;
 - Additional staff resource is required to deal with problems;
 - General reputational risk to the Fund.
- 1.4 Poor provision of data from employers is widespread within the Local Government Pension Scheme and the pensions industry as a whole. Data quality was the subject of a report to the recent Pensions Audit Sub-Committee.
- 1.5 The Pensions Regulator (who will take on a direct regulatory role with regards the Local Government Pension Scheme from 2015). With such increased scrutiny, it is important therefore that the steps to improve data that the Fund has already undertaken (such as the introduction of electronic data transfer 'direct data capture') are fully implemented and developed.

2. Main report

PensionsWEB

- 2.1 In 2012, the Fund introduced a new secure method of data transfer to communicate pension administration data with employers. Using this system (pensionsWEB) ensures that information can be transferred between payroll systems and the ALTAIR pensions administration system with reduced risk of data being compromised and fewer transposition errors. In addition, data will be transferred more quickly and incomplete forms and any errors with bulk processes (such as new start information and changes of member circumstances), can be identified and resolved at the time of transfer without the involvement of Fund staff.
- 2.2 Employers have provided positive feedback on the pensionsWEB system, with a pensionsWEB user from one of the larger employers stating that it made their job easier and saved them time.
- 2.3 The strategy has been reviewed to reflect the introduction of pensionsWEB and also to make this method of data provision mandatory eliminating the need for paper forms.
- 2.4 This should result in improved data transfer performance from employers, and this has been borne out by initial results. Employer performance over the period January – March 2013 was significantly better than that of the year April 2012 to March 2013. For instance, the number of retirement and early leaver forms received within target timescales increased by more than 15%.

Regulatory Changes

- 2.5 Auto-enrolment has been introduced nationally to encourage pension saving. Although it is an employer's responsibility, it has certain implications for the Local Government Pension Scheme, including:
 - a change in the regulations regarding eligibility. Employees with contracts of less than three months duration may now elect to join the Scheme;
 - a change in the treatment of some members opting out of the Fund, including in some cases a requirement for employers to refund contributions via payroll.
- 2.6 The strategy has been amended to highlight these additional responsibilities to employers to ensure that they are clear on their duties around auto-enrolment and that correct procedures are followed.

- 2.7 Data quality is now even more important in the context of upcoming changes to the Local Government Pension Scheme. As the Scheme moves from a final salary to one based on career average re-valued earnings, it is critical that employers provide timely and accurate information to the Fund to ensure that benefits will be calculated correctly.
- 2.8 In addition, from 2015 The Pensions Regulator will take on a direct regulatory role for the Local Government Pension Scheme. The Regulator has key focus on data quality and therefore it is important that the Fund can demonstrate compliance.

Potential penalties

- 2.9 Employer performance against standards has been consistently poor. This was highlighted in the Audit Scotland report to Committee in December 2012 and the 2013 Customer Service Excellence assessment in which the assessor noted 'issues regarding the quality of the data interchange with its partner organisations and the potential impact upon customers'.
- 2.10 The Fund aims to work in partnership with employers to deliver a quality service, to members and where problems become apparent to resolve these by working with the employer by providing guidance and training.
- 2.11 Section 7 of the strategy sets out how the Fund will work with employers to improve performance. This includes specific action to escalate issues to relevant officers within the employer.
- 2.12 Regulation 38A of the Local Government Pension Scheme Scotland (Administration) Scotland Regulations 2008, allows the Fund as administering authority to recover additional costs from an employer where these have been incurred as a result of an action or omission by an employer. Section 8 of the strategy clarifies the circumstances where as a result of an act or failure to act by the employer, the Fund may recover costs from the employer.
- 2.13 The cost of administering the Fund is met by all employers, however when additional costs arise due to the poor performance of an employer, it is unfair that those employers whose performance is good are penalised.

Other changes

- 2.14 The strategy has also been amended to require employers to provide the Fund financial information on an annual basis in the form of an annual report and accounts. This information is important to allow the Fund to monitor the employers' covenant.

Consultation

- 2.15 As required under Regulation 60A(4) of the Local Government Pension Scheme (Scotland) Administration Regulations 2008, the Fund consulted employers on the revised strategy.
- 2.16 Results from the consultation will be provided verbally at the Committee meeting.

3. Recommendations

- 3.1 The Pensions Committee is requested to approve the Pensions Administration Strategy as attached in the appendix and note section 8 which includes the circumstances where the Fund may recover costs from employers.

Alastair Maclean

Director of Corporate Governance

Links

Coalition pledges

Council outcomes CO26 – The Council engages with stakeholders and works in partnerships to improve services and deliver agreed objectives.

Single Outcome Agreement

Appendices Draft Pensions Administration Strategy



Pension Administration Strategy

September 2013

Pension Administration Strategy

1 Introduction

1.1 The City of Edinburgh Council administers the Local Government Pension Scheme (LGPS) on behalf of employers participating in the Scheme through the Lothian Pension Fund (the Fund). The scheme is governed by statutory regulations¹.

1.2 The Fund is committed to providing a high quality pension service to both members and employers and particularly to ensuring members receive their correct pension benefit entitlement. These aims are best achieved where the Fund and employers work in partnership and are clear about their respective roles and responsibilities. The quality of service provided to members is therefore dependent on both parties meeting high standards of accuracy and timeliness of information supplied.

1.3 This document:

- sets out the roles and responsibilities of both the Fund and employer.
- specifies the level of services the parties will provide to each other and the performance measures used to evaluate them.

1.4 This strategy statement is an over-arching agreement between the Fund and all its employers, but it is also supplemented by individual Partnership Agreements with larger employers. The content of this strategy is therefore reflected in the content of any Partnership Agreements made.

2 Pension Administration Strategy statement

2.1 This strategy statement has been produced in consultation with employers and is effective from 1 April 2010. The statement will be kept under review and revised where appropriate. Changes will be subject to consultation with employers. The statement will be published to all participating employers and the Scottish Ministers.

2.2 References to the Fund should be regarded as meaning The City of Edinburgh Council as Administering Authority of the LGPS.

2.3 Strategy principles - in agreeing this strategy, all parties commit to:

- achieving a high quality pension service to employees
- continually developing and improving efficient working arrangements
- striving to exceed the Fund's service standards
- an annual report of performance
- keeping the pension administration strategy under review.

3 Roles and responsibilities

3.1 Employer's duties, responsibilities and discretions are listed in Appendix A to this strategy, and the Fund's duties, responsibilities and discretions are listed in Appendix B.

3.2 Full details of employer's administrative responsibilities are set out in the Employers' Guide available from the Fund's website www.lpf.org.uk and on pensionsWEB.

¹ The Local Government Pension Scheme (Benefits, Membership and Contributions)/(Administration)/(Transitional Provisions) (Scotland) Regulations 2008 as amended, The Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998 as amended.

4 Service standards

4.1 Service standards expected from the employer

Information required relating to members must be provided on the Fund's electronic forms, completed by an authorised user of the secure online pensionsWEB system.

Employers should provide the information below within the agreed timescales shown. More details on the information required are set out in the Employer Guide.

It is the employer's responsibility to provide correct information about their members. The Fund is not responsible for checking the accuracy of any information provided by the employer. However, the Fund will inform the employer of any differences between information provided by the employer and information already provided. The pensionsWEB system allows employers to review member information and will also highlight discrepancies.

Bulk processes

For the following processes, the bulk process facility on pensionsWEB should be used to provide the information needed.

Process	Information required	Timescale
New starts	Information to create a new member record	Within 20 working days of the month end in which the member joins
Change in circumstances	Details of new circumstances (including changes in working hours etc)	Within 20 working days of the month end in which the change occurs
Monthly contributions	Amounts of contributions paid by each employee (including any additional contributions)	By the 19 th of the month after they have been deducted from pay

Other information

For the following processes, online forms are available to complete and submit via pensionsWEB.

Process	Information required	Timescale
Retirement	Completed retiral form and where appropriate also upload: <ul style="list-style-type: none">signed ill-health certificatesigned letter authorising early payment of benefitsprevious year's pay information if a certificate of protection is held	At least 20 working days before the member's date of leaving.
Early leaver (where the member is age 60 or over please process as a retirement)	Completed early leaver form or cancellation of membership form as appropriate and also upload previous year's pay information if a certificate of protection is held	No later than 20 working days after the member's date of leaving
Death in Service	Completed death in service form and also upload a certified copy certificates if available	No later than 10 working days after the member's date of death

Queries raised/further information requested by the Fund in dealing with a member's retirement	Any further information as required should be provided using the online secure message form.	No later than 5 working days after request for information has been sent to the employer
Any other queries (except those relating to year end)	Any further information as required, using the online secure message form or other online forms or uploaded documents as applicable.	No later than 10 working days after the query has been sent to the employer

Annual contribution information

Type of return	Information required	Timescale
Annual reconciliation (format will be specified by the Fund)	<ul style="list-style-type: none"> • Completed and signed AB2 schedule; • Sufficient year end information to 31st March as required by the Scheme regulations. 	by the 19 th of April each year
Year end queries	Any further information as required using the online secure message form or other online forms or uploaded documents as applicable	No later than 20 working days after the query has been sent to the employer

4.2 Service standards employers can expect from the Fund

The Fund aims to provide the information below within the agreed timescales shown. A reduced timescale may be agreed in exceptional cases at an employer's request.

Employer requests

- Once all required information is received, the Fund will provide the employer with ad-hoc estimates of benefits **within 10 working days** of the receipt of the request. Where more than 20 estimates are required, the employer should consult with the Fund to reach an agreed timescale. Multiple requests relating to an individual member may be restricted.
- The Fund will respond to a pension-related query raised by the employer **within 10 working days** of its receipt.

Information to members

- Statements, leaflets and other correspondence will generally be issued directly to members' home addresses where available. The Fund will advise employers of the general content and planned issue date of such material in advance.
- Where the Fund is unable (or it is not desirable) to distribute Fund information directly to members' home addresses, with the agreement of the employer, the employer shall distribute the information **within 10 working days** of its receipt.

General administration

- As the body administering the scheme on behalf of the employer, the Fund will consult with the Employer on major issues affecting their participation in the LGPS and provide updates on relevant information through:
 - website www.lpf.org.uk
 - regular employer bulletins
 - employer events
 - consultative Panel meetings
- The Fund will provide training; guidance and support to staff that have pension related duties as required by the employer.
- The Fund will maintain and develop training information on pensionsWEB (user guides and training videos) as required

5 Performance measurement and reporting

5.1 Fund performance against Customer Charter and Service Standards

- The Fund will carry out its duties and responsibilities to members in accordance with its service standards (as published within its "Customer Charter and Service Standards"). It will also monitor, measure and report on its performance against those standards and its performance targets.

5.2 Fund and Employer performance against agreed service standards

The Fund will monitor, measure and report on both the Fund's and employers' compliance with the agreed service standards outlined in this document and will share that report annually with Employers. Full performance measures to be reported are detailed in Appendix C.

6 Costs

6.1 The Fund's charging policy is set out in the Funding Strategy Statement (FSS) which summarises the Fund's approach to funding liabilities. The FSS can be found on the Fund's website at www.lpf.org.uk

6.2 The costs of administration, including actuarial fees for routine work, are charged directly to the Fund. These costs are taken into account in assessing employers' contribution rates.

6.3 Where additional services (actuarial or other) are required by, or result from the actions of, the employer and costs are incurred by the Fund, the employer will be required to reimburse the Fund for the costs involved. Where appropriate, an estimate of these costs will be provided and the Employer's agreement obtained before proceeding to instruct the service provider.

7 Procedures for improving employer performance

7.1 The Fund will seek, at the earliest opportunity, to assist employers in identifying any areas of poor performance. The Fund will:

- Provide regular reports of employer and Fund performance, identifying any areas for improvement;
- Remind employers of the required standards (both regulatory and Fund);
- Provide training and guidance for employers;
- Offer to meet with the employer to discuss the area(s) of poor performance and how they can be addressed.

8 Circumstances where costs might be recovered as a result of poor performance

The cost of administering the Fund is met by all employers, however when additional costs arise due to the poor performance of one employer, it is fair that these are attributed to the relevant employer.

8.1 Circumstances where direct costs can be recovered from employers:

- In the event of a failure to meet its requirements, under the Occupational Pension Schemes (Disclosure of Information) Regulations, the Fund may be penalised by the Pensions Regulator. If this failure is due to the default, omission or otherwise negligent act of the employer, the sum concerned will be recharged to the employer.
- Where any orders or instruction issued by The Pensions Regulator or the Pensions Ombudsman requires financial compensation or a fine to be paid from the Fund, or by any officer responsible for it, and it is due to the default, omission or otherwise negligent act of the employer, the sum concerned will be recharged to the employer.

8.2 Circumstances where indirect costs can be recovered from employers

If as a result of an employer's poor performance, additional and/or disproportionate resources are deployed by the Fund, the cost of the additional resources may be recharged to the employer in accordance with powers available under scheme regulations.

Where persistent and ongoing failure occurs and no improvement is demonstrated by an employer, and/or unwillingness is shown by the employer to resolve the identified issue(s), the following sets out the steps that will be taken in dealing with the situation in the first instance:

- The Fund will write to the Chief Executive (or equivalent) of the Scheme employer, setting out the area(s) of poor performance and the potential consequences including any costs which may be incurred.
- The Fund will offer to meet with the employer to discuss the area(s) of poor performance and how they can be addressed
- Where no improvement has been demonstrated by the employer, or where there has been a failure to take agreed action by the employer, the Fund will issue a formal written notice to the employer, setting out:
 - the area(s) of poor performance which have been identified
 - steps taken to resolve the problem(s)and giving notice that additional costs may now be reclaimed
- The Fund will explain the calculations of any loss or additional costs incurred by the Fund taking account of time and resources incurred in resolving the specific area of poor performance.
- The Fund will recharge the employer for these costs, setting out reasons for doing so, the basis of the calculation of the amount, and the relevant part of this statement which, in the Fund's opinion, has been contravened.

9 Other actions which the Fund may be required to take

- The Fund may appeal to Scottish Ministers against a decision, or failure to make a decision, under scheme regulations by an employer.
- Where the employer fails to comply with statutory contributions payment requirements the Fund will inform the Pensions Regulator, as required of Scheme Administrators by the Pensions Act 1995.
- Where the employer fails to comply with their scheme duties etc., including failure to make payment of contributions due, the Fund reserves the right to notify the member(s) involved and to notify all members employed by the employer in the event of serious or persistent failure.

APPENDIX A – The role and responsibilities of the Employer

1. Main duties under scheme regulations

New members

- To decide those employees eligible to become members of the Scheme.
- If eligible, a new employee must be treated as a member unless he/she elects otherwise.
- To advise employees of their rights under Auto Enrolment legislation.
- To supply timely and accurate information to the Fund regarding new members, leavers and changes in employment required for pension administration purposes (as detailed in the Employer Guide).
- To determine a member's pay (or fees) for the purposes of pension contributions.

During the course of a member's Scheme membership

- To determine annually a member's contribution rate on the basis of the member's rate of pensionable pay having regard to guidance issued.
- To decide whether members are employed in a full-time, part-time or variable time capacity. If part-time, to determine the proportion of comparable full-time hours.
- To issue a Certificate of Protection of Pension Benefits if asked to do so by scheme member within 12 months of a material reduction in the member's pay, (or a restriction in the rate by which it may be increased), where the reduction or restriction arose otherwise than by virtue of the member's own volition. A copy of the Certificate should be kept on file, with another sent to the Fund.
- If a Certificate of Protection of Pension Benefits is issued, to keep a record of the member's pay for the period commencing 3 years before the effective date of the certificate and ending 10 years after the effective date of the certificate.
- To comply with relevant auto-enrolment legislation regarding members who have previously opted out of the Scheme, including auto-enrolling such members again as required.
- To use an independent Medical Officer qualified in Occupational Health Medicine, (who has been approved by the Fund), in determining ill-health retirement and provide the Fund with a relevant certificate where appropriate.

General

- To notify a member, in writing, whose rights or liabilities are affected by a 'first instance' decision made by the employer under the Regulations
- To appoint a person designated to receive appeals from employees on 'first instance decisions' under the 2008 Regulations.
- When issuing any statement issued to an employee relating to any decision made about the scheme, to include a notice drawing the employee's attention to their right of appeal under the LGPS. However the Fund will normally issue, on behalf of the employer, a Statutory Notice detailing when a member joins the Fund or where there is a change in a member's pension records. This Statutory Notice includes details of the employee's right of appeal against the decisions made at these times.

When an employee leaves the Scheme

- To determine a member's entitlement to benefit on cessation of scheme membership, employment or on a member's application for early release of benefits or flexible retirement and provide early retirement authorisation as and when appropriate.
- If an employee opts out of the Scheme within the timescale for auto-enrolment, the employer must:
 - ensure that pension contributions deducted previously are refunded previously
 - advise the Fund via the appropriate pensionsWEB form that the employee has opted out and should be treated as never having been a member of the Scheme
- To determine final pay for the purposes of calculating benefits due from the Scheme.

Payments

- To collect, pay over and account for the deduction of the correct rate of pension contributions payable by both the members and the Employer.
- If notified of a member's election to pay Additional Voluntary Contributions, to deduct from the member's pay the specified amount and to pay over those amounts to the relevant AVC provider. To notify the Fund of any subsequent election to vary or cease paying AVC contributions
- To ensure that final payments are deducted made to the provider before a member's retirement. So that retirement benefits can be paid on time, no AVC deductions should be made from the last month's salary.

2. Responsibilities

In addition to the duties above, the employer's responsibilities are summarised as follows:

New employees

- To provide prospective members with basic information about the Scheme using, where appropriate, material provided by the Fund.
- To ensure those not joining are fully aware of the benefits given up and that equalities principles are met.

General administration

- To maintain employment records for each scheme member for the purposes of determining membership and entitlement to pension benefits.
- To ensure members' National Insurance contributions are made at the contracted out rate.
- To decide whether to award additional compensatory years under the Discretionary Regulations. At the request of the employer, the Fund will calculate and pay the benefits arising as a result of the employer awarding additional compensatory years along with the main scheme benefits, and the employer will reimburse the Fund for all such amounts paid. Where the Fund is not reimbursed within the agreed timescale, the payment of such additional benefits may cease until the matter is resolved to the satisfaction of the Fund.

- To provide details of officers or representatives who are to receive employer communications issued by the Fund. Details should be kept up to date as necessary.
- To provide details of senior officers or representatives authorised to sign early retirement authorisation letters/memos.
- To ensure that all relevant officers (eg HR/Payroll) can access pensionsWEB in order to submit forms and other information

Supplying information to the Fund

- To ensure all information is provided as required regarding members' employment, using the secure online pensionsWEB system. Data provided should comply with Data Protection legislation.
- To provide additional information as required for actuarial valuation, year-end exercises (including HMRC requirements), data-matching or communication purposes. The specification for such exercises will be provided by the Fund and may, after consultation, be modified from time to time.
- To respond to Fund queries resulting from the annual year end routines by the date determined annually by the Fund to facilitate the preparation of annual benefit statements. Note that if, for any reason, responses to these queries are not received, the Fund may issue a blank forecast advising the member that relevant information has not been received from the employer.
- To ensure the Fund is informed about, and Government guidance is followed in respect of, any transfer of members in respect of an outsourcing of service arrangement, and any subsequent changes to that arrangement which would impact on those members.
- To inform the Fund of any planned changes to their pension provision for employees, including whether the scheme is open to new employees, bulk transfers of employments or any redundancy exercises as soon as known.
- Annual report and account information should be provided to the Fund as soon as possible after the Employers year end.
- To maintain awareness and understanding of the Fund's Employer Guide, Governance Policy, Actuarial Valuation Reports and Funding Strategy Statement (FSS) and take part in consultations on strategic issues
- Employers must complete and return a compliance certificate on an annual basis. This document confirms that employers understand their responsibilities and statutory obligations under the Scheme Regulations

Communication with members

- To inform members awarded additional compensatory years that the payment of the award will be subject to restriction should they take up further employment with an employer participating in the LGPS.

Payments

- To pay the Fund, by lump sum and within prescribed time limits, any amounts arising as a result of the employer's decision to increase total membership and/or increase annual pension under the 2008 Regulations.

- To pay the Fund, by lump sum payment and within prescribed time limits, any strain cost arising from a decision made by the employer to award early payment of benefits.
- To pay monthly contributions due to the Fund by electronic payment method.
- To account to HMRC for any tax liability on the total of all termination payments, including the lump sum element of any Compensatory Added Years awarded, made to employees over the allowed limit (currently £30,000).

3. Discretions

3.1 The employer must make, and keep under review, policies on the discretions available under the Scheme regulations. These policies must be contained and published in a policy statement. A copy of that statement, and any subsequent amendment to it, must be provided to the Fund. The current statement must also be made available to any scheme member upon request.

3.2 Employers who are Scheduled Employers (i.e. who are not participating by means of an Admission Agreement) must also make and keep under review policies as necessary under the Discretionary Regulations.

3.3 Other Employers may adopt the provisions of the Discretionary Regulations in order to mirror the powers available to Scheduled Employers.

3.4 Guidance on preparing and establishing any policies is available from the Fund on request.

APPENDIX B – The role and responsibilities of the Fund

1. Main duties under scheme regulations

Funding

- To maintain the Lothian Pension Fund.
- To invest pension contributions received and account for and manage the Fund's assets.
- To arrange for the triennial actuarial valuation of the Fund and send copies of the resulting report to employers by the first anniversary of the valuation date.

New members

- To set up and maintain a record for each member which contains all the necessary information for the production of an accurate benefit calculation.

During the course of a member's Scheme membership

- To decide how any previous service or employment of an employee is to count for pension purposes, and whether such service is classed as a 'period of membership'.
- To notify members of decisions regarding the counting of service or additional pension.
- To calculate and pay the appropriate benefits, based on the member's record, and the termination and pay details provided by the employer when a member ceases employment.
- To calculate and process transfers of members' pension rights inwards and outwards.
- To supply members with a Statutory Notice on commencing membership, or on an increase in membership following a transfer of pension rights.
- To supply survivor beneficiaries with notification of their entitlements including the method of calculation.

General administration

- To appoint a suitable person for the purposes of the scheme's internal dispute resolution procedure.
- To increase pensions annually in accordance with the provisions of Pensions Increase Acts and Orders.
- To produce and despatch annual pension forecasts to members.
- To publish and review the Fund's Governance Policy and Funding Strategy Statement and prepare annual report and accounts.

2. Responsibilities

In addition, the responsibilities of the Fund in administering the Scheme are as follows:

- To appoint an actuary for the purposes of the triennial valuation of the Fund and to provide periodical actuarial advice when required.
- To appoint Additional Voluntary Contributions provider(s).
- To comply with any orders or instructions issued by The Pensions Regulator or the Pensions Ombudsman. Where the order or instruction requires financial compensation or a fine to be paid from the Fund, or by any officer responsible for it, and it is due to the default, omission or otherwise negligent act of the employer, the sum concerned shall be recharged to the employer (see 7.1 above).
- To issue forms, newsletters, booklets and such other materials as are necessary in the administration of the Scheme, for members and for use by employers. This includes providing HMRC with details of early leavers for contracting-out purposes.
- To provide accurate, timely data to the Fund actuary for the purposes of the triennial actuarial valuation of the Fund and for employer accounting reports (e.g. FRS17) requested.
- Where appropriate, to pay benefits based on additional compensatory service awarded by an employer in accordance with the provisions of the Discretionary Regulations.
- To provide assistance to employers in regard to the pension implications of outsourcing services and to deal with any related bulk transfers of pension rights.
- To comply with HMRC reporting requirements regarding pension benefits.
- To ensure that sufficient information is issued in the form of newsletters, booklets and other materials to satisfy the requirements of the Occupational Pension Schemes (Disclosure of Information) Regulations 1996.
- To ensure that steps are taken at all times to pay benefits to appropriate beneficiaries only and to reduce the possibility of fraud.

Data

- To ensure compliance with Data Protection legislation including use of appropriate secure data transfer methods.
- To approve employer users who request access to pensionsWEB

3. Discretions

The Fund has published policies on discretions afforded by the Scheme regulations and related regulations. The policy statement has been supplied to employers and is available from the Fund's website. Changes to that statement may be published from time to time and revised versions provided to employers.

APPENDIX C – Performance Measures

EMPLOYER PERFORMANCE MEASURES

Service Standards

Standard	Number	%age in target	Previous year %age
New starts notification – within 20 wd			
Changes notified – within 20 wd			
Retirement info – at least 20 wd before			
Early leaver notification – within 20 wd			
Death in service notification – within 10 wd			
Query responses – within 10 wd			
Year-end queries – within 20 wd			

Other measures

Area	Number	%age received/ sent in target	Previous year %age
Employer Policy - LGPS			
Employer Policy - Discretionary Regs			
Leaver Forms outstanding			
Year-end enquiries outstanding			
Annual Pension Forecasts			

Contribution payments (due 19th of month)

Latest 12 months	%age received in target
April - March	

ADMINISTERING AUTHORITY PERFORMANCE MEASURES

Service Standards

Standard	Number	%age in target	Previous year %age
Estimates supplied – within 10 wd			
Query responses – within 10 wd			

Other measures

Area	Number	Previous year
Employer Events		
Employer Training events		
Employer briefings		
Employer bulletins		

Key Administration Tasks – latest period

Task	Target	Total received	% Completed in target	Previous year %age
New entrants				
Early leavers				
Retirements				
Deaths in service				
Transfers				
Estimates				

Compliance Certificate

On behalf of my organisation, I confirm that **I am the** named contact who will act as liaison with Lothian Pension Fund (LPF) within my organisation.

I understand that we have various **statutory obligations** in relation to the Local Government Pension Scheme (LGPS) and **employer obligations** under the Pension Administration Strategy.

I confirm (unless I have detailed otherwise and included the reason “why not” in the “additional information” box below) that:

1. **We calculate, apply and deduct tiered employee contribution rates** (and take account of benchmark rates for variable allowances) for each member employed by us in accordance with the statutory guidance. We specifically deduct and remit contributions separately in respect of each of our members’ concurrent employments.
2. **We remit all contributions including employer contributions at the appropriate rate for the scheme year in question** to be received by LPF by the 19th of the month following the month of deduction.
3. **We have notified our members of their tiered contribution rate for this year** in writing.
4. We deduct and remit additional regular contributions (**ARCs**) and contributions in respect of the purchase of added years from our members where applicable.
5. We deduct and remit additional voluntary contributions (**AVCs**) to the Prudential or Standard Life and the payments are received by Prudential or Standard Life **by** the 19th of the month following the deduction from the member.
6. We are aware of the various pension administration forms and spreadsheets available from the pensionsWEB online system and of what events cause their need to be completed and will submit them accurately within the required timescales.
7. We have **published an up to date employer policy statement** for all employer discretions under the LGPS Regulations and have forwarded this to LPF.
8. We are **keeping abreast of the range of material** available on www.lpf.org including the underlying legislation, the LGPS guide and the monthly Employer Bulletins.

Organisation:	
Name (please print):	(Optional) Secondary contact Name (please print):
Position held:	Position held:
Telephone no:	Telephone no:
e-mail address:	e-mail address:
Date:	Date:

(Additional information sheet follows on next page)

Additional Information

Pensions Committee

2pm, Tuesday, 24 September 2013

Update on Employers participating in Lothian Pension Fund

Item number	5.6
Report number	
Wards	All

Links

Coalition pledges	
Council outcomes	CO26
Single Outcome Agreement	

Alastair Maclean

Director of Corporate Governance

Contact: Erin Savage, Pensions Operations and Development Manager

E-mail: erin.savage@edinburgh.gov.uk | Tel: 0131 529 4660

Executive summary

Update on Employers participating in Lothian Pension Fund

Summary

This report provides updates on

- Employers who are currently looking to join the Fund;
- Employers leaving the Fund;
- Mergers of Colleges;
- Other current matters.

Recommendations

To recommend that the Pensions Committee note the changes to the employers participating in Lothian Pension Fund.

Measures of success

Employers continue to take decisions in full knowledge of Local Government Pension Scheme (LGPS) regulations and with awareness of policies put in place by the Fund to protect the Fund as a whole.

Financial impact

There is no financial impact arising directly from this report. However proactive monitoring of employers participating in the Fund and appropriate admission agreements for employers helps to protect the financial position of the Fund and the remaining employers.

Equalities impact

There is no equalities impact as a result of this report.

Sustainability impact

There is no sustainability impact arising from this report.

Consultation and engagement

The Consultative Panel for the Lothian Pension Funds, comprising employer and member representatives, is integral to governance.

The Fund engages with employers on a regular basis as follows:

- monthly bulletins are issued to employer contacts highlighting relevant issues;
- employer events are held throughout the year;
- by providing dedicated resource in the form of an Employer Relations Officer.

Changes to relevant regulations and policies and the implications of these changes are communicated to employers, with consultation exercises carried out where appropriate.

Background reading / external references

None

Update on Employers participating in Lothian Pension Fund

1. Background

- 1.1 Responsibilities of both the Council, as administering authority of Lothian Pension Fund ('the Fund') and the participating employers are set out in the Funding Strategy Statement and the Pensions Administration Strategy. Both these documents have been previously approved by Committee.
- 1.2 The Funding Strategy Statement includes the 'Admission Policy' (for employers joining the Fund), the 'Policy on Employers leaving the Fund' (cessation policy) and the 'Charging Policy' outlining when charges will be levied by the Fund.
- 1.3 The Pensions Administration Strategy sets out standards for exchange of information, including the requirement for the employer to keep the Fund informed about planned changes to their pension provision including bulk transfers of staff and any outsourcing.

2. Main report

Employers joining the Fund

- 2.1 The report to Committee in March 2013 noted that BaxterStorey had applied for admission to the Fund under Regulation 5 of the Local Government Pension Scheme (Administration) (Scotland) Regulations 2008 following the transfer of nine staff from Queen Margaret University. The admission agreement has now been signed, and additional security in the form of either a signed guarantee or a bond is now being sought. We are in discussions with Queen Margaret University and BaxterStorey to resolve this in order to conclude this admission.

Scotland's Rural College

- 2.2 As noted in the report to Committee in March 2013, the newly created Scotland's Rural College (SRUC) applied for admission to the Fund to ensure continuity of pension provision for those staff previously part of the Fund as a result of their employment with Oatridge College. The admission process for SRUC is now complete. Arrears of contributions which had been due since the date of transfer (1 October 2012) have been paid.

Edinburgh College

- 2.3 The merger of Telford College, Stevenson College and Jewel and Esk College to form Edinburgh College took effect from 1 October 2012. Edinburgh College is a Scheduled body (an employing body listed in Schedule 2 of the Local Government Pension Scheme (Administration) Scotland Regulations 2008). A revised employer contribution rate reflecting the combined position of all three bodies has been calculated by the Fund's Actuary and is now being paid by the College.

Employers leaving the Fund

- 2.4 The report to Committee in March 2013 noted that Children 1st had given notice to terminate their admission agreement. A cessation payment of £168,000 reflecting the difference between the liabilities (calculated using a gilt discount rate) and the notional share of assets at 30 April 2013 was paid in July 2013.
- 2.5 As noted in the report to Committee in March 2013, Lothian Centre for Inclusive Living had given notice to leave the Fund and a cessation valuation had been carried out to calculate the deficit due. A schedule for the payment of the deficit has now been agreed.

Forth Estuary Transport Authority (FETA)

- 2.6 The report to Committee in March 2013 noted that FETA will be dissolved with all remaining employees expected to transfer to the contractor who will operate the bridge. This is expected to happen in June 2015.
- 2.7 In order to meet the liabilities of former FETA employees, the Scottish Ministers have agreed in principle to guarantee in full the legacy pension liabilities.
- 2.8 An initial draft guarantee has been drawn up by the Fund's legal advisers and reviewed by officers. The intention on both sides is for the agreement to be signed as soon as possible.

Citadel Youth Centre

- 2.9 The Fund is in discussion with Citadel Youth Centre (an admitted body with the Fund) who is in the process of changing from an unincorporated body to a Scottish Charitable Incorporated Organisation (SCIO). Citadel Youth Centre wishes to continue as an admitted body with the Fund. The Fund is in discussions with legal advisers and with Citadel Youth Centre as to the best way to regularise the situation.

Canongate Youth Project YTS

- 2.10 The Fund is also working with Canongate Youth Project and Canongate Youth Project YTS. Both are admitted bodies to the Fund. Canongate Youth Project YTS is being wound up, with all employees, assets and liabilities being transferred to Canongate Youth Project, which will continue as a going concern and which will continue to be an admitted body in the Fund.
- 2.11 The Fund has sought advice from legal advisers in order to establish the best way that this change can be reflected in the agreement with Canongate Youth Project.

3. Recommendations

- 3.1 To recommend that the Pensions Committee note the changes to the employers participating in the Fund.

Alastair MacLean

Director of Corporate Governance

Links

Coalition pledges

Council outcomes CO26

Single Outcome Agreement

Appendices None

Pensions Committee

2 pm, Tuesday 24 September 2013

Reform of the Local Government Pension Scheme in Scotland and Regulatory Update

Item number	5.7
Report number	
Wards	All

Links

Coalition pledges	
Council outcomes	CO26
Single Outcome Agreement	

Alastair Maclean

Director of Corporate Governance

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Executive summary

Reform of the Local Government Pension Scheme in Scotland and Regulatory Update

Summary

This report provides an update on pensions regulations, including:-

- Progress towards scheme specific regulations, on behalf of Scottish Ministers, for reform of the design and structure of Local Government Pension Scheme (LGPS) in Scotland by April 2015. This is required in order to comply with the Public Service Pensions Act 2013.
- Reform of the LGPS in England and Wales scheduled for April 2014.
- The Pensions Bill 2013 proposal to introduce a flat-rate state pension from April 2016.

Recommendations

Pensions Committee should note the regulatory update in this report, the significant implications for Lothian Pension Fund and Lothian Buses Pension Fund of the Public Service Pensions Act 2013 and the tight timescales for implementation of a new LGPS in Scotland.

Measures of success

This report is purely advisory at this stage.

Financial impact

There are no financial implications arising directly from this report. Future legislative change to the design of the Local Government Pension Scheme, however, will have financial consequences for Lothian Pension Fund and Lothian Buses Pension Fund, participating employers and members. These are currently unknown and will be addressed in future reports to the Pensions Committee.

Equalities impact

There are no adverse equalities impacts arising from this report. Changes to the design of the LGPS will be subject to an Equality Impact Assessment by the Scottish Government.

Sustainability impact

There are no adverse sustainability impacts arising from this report. The Public Service Pensions Act 2013 aims to make pensions more sustainable.

Consultation and engagement

Lothian Pension Fund is committed, on an ongoing basis, to keeping its employers and members fully informed of all the key developments on reform of the LGPS in Scotland. Consultation will take place at appropriate times.

Background reading / external references

The Public Sector Pensions Act is provided through the following web-link [Public Service Pensions Act 2013](#)

The latest Department for Communities and Local Government consultation on the draft Local Government Pension Scheme 2014 can be found at <https://www.gov.uk/government/consultations/local-government-pension-scheme-2014>, together with related discussion paper [Local Government Pension Scheme \(England and Wales\) new governance arrangements](#).

Progress of the Pensions Bill 2013 can be viewed at <http://services.parliament.uk/bills/2013-14/pensions.html>

Reform of the Local Government Pension Scheme in Scotland and Regulatory Update

1. Background

- 1.1 This report is the latest in a series of regular updates on public service pension reform and specifically the implications of fundamental change to the design and governance of the Local Government Pension Scheme (LGPS) in Scotland.

2. Main report

Reform of the LGPS in England and Wales

- 2.1 Regulations on membership, contributions and benefits, administration and transitional provisions are anticipated for the new LGPS. These will come into effect from 1 April 2014. This follows the third statutory consultation on draft regulations which closed on 2 August 2013.
- 2.2 Additionally, the Local Government Association and the Department for Communities and Local Government have announced their intention to introduce into the English and Welsh LGPS a separate employer cost cap mechanism which would trigger at a lower threshold than the 2% tolerance on employer rate mandated by HM Treasury (please see paragraphs 2.8 to 2.10 below).

Governance of the LGPS in England and Wales

- 2.3 As reported previously, the Department of Communities and Local Government published a discussion paper seeking views on the future governance arrangements of the LGPS. The main focus of deliberation is expected to be the remit and composition of the new Pension Boards and whether or not these should be combined with existing Pension Committees. The deadline for responses to this consultation was 30 August 2013. An announcement by the Department of Communities and Local Government is awaited.

Shadow Scheme Advisory Board for the LGPS in England and Wales

- 2.4 National Association of Pension Funds (NAPF) chief executive Joanne Segars has been elected chair of the shadow LGPS advisory board. The shadow board will assist schemes within the LGPS as well as advise the government on running the scheme. Segars took up the role on 15 July and will chair until the full scheme advisory board for the LGPS is created in 2014.

LGPS in Scotland 2015

Scottish Local Government Pensions Advisory Group (SLOGPAG)

- 2.5 Further meetings of the Scottish Local Government Pensions Advisory Group (SLOGPAG) have been held to consider the implications of the Public Service Pensions Act and address future reform requirements. Officers from Lothian Pension Fund have been advising CoSLA. Progress is being made on both scheme design and governance and it is hoped that Heads of Agreement could be agreed very shortly. Unions and CoSLA are seeking agreement from their respective stakeholders. An oral update will be provided to Committee.
- 2.6 As reported previously, the statutory implementation deadline of 1 April 2015 remains a challenging target. Regulations will need to be revised by the Scottish Government to reflect both the new scheme changes and also transitional arrangements.
- 2.7 Stakeholder communication, administrative readiness and governance review will be the major focus for Lothian Pension Fund and regular updates will continue to be provided to the Pensions Committee.

Cost Capping

- 2.8 Committee is reminded that the Public Service Pensions Act 2013 contains provisions related to introducing a cost cap as a mechanism to control future pension costs and to ensure a fair balance of risks between scheme members and the taxpayer. All schemes must set a cap, expressed as a percentage of pensionable pay. For the LGPS this will be at the scheme level, rather than at the level of each individual fund. If a valuation shows that the costs of a scheme have risen more than 2% above the cap, or have fallen more than 2% below the cap, action will be taken to return costs to the level of the cap. It will be left to the individual public service scheme design to determine how to bring costs within the cap, by either increasing employee contributions, or by reducing specific benefits, or by a combination of the two. For the LGPS in Scotland, it will be operated nationwide.
- 2.9 The cost cap will control all of the cost risks associated with the new pension schemes, and the risks associated with active members who have service in the existing, pre-reform schemes (including those with transitional protection). Changes in costs which arise from technical or financial changes will not affect the cost cap. Only those which directly relate to members – such as changing expectations about life expectancy, salary growth or career paths – will be included in the cap mechanism.

- 2.10 In order to meet the timetable for the new schemes to come into effect in April 2015, the core elements of the directions needed to be finalised this summer. HM Treasury issued draft directions as to the operation of the statutory cost cap. A link to these is included in the “Background reading / external references” section below. The closing date for the submission of comments on these draft directions, to both HM Treasury and the Scottish Public Pensions Agency, was extended to 9 August 2013.
- 2.11 CoSLA has responded to the consultation as follows:
- 2.12 “CoSLA is the representative voice for the 32 Scottish local authorities and in principle we support the introduction of the cost cap as a means to assist in the sustainability of public service pensions and to bring about an element of cost sharing between scheme members and employers.
- 2.13 The inclusion of the valuations and the setting of the cost cap in the regulations should be done in such a way as to allow for devolved discretion, particularly for the funded schemes. Local Government pensions in Scotland are a matter for the Scottish Government, and we would not want to see the flexibility that Scottish Ministers have in the design and operation of the Local Government Pension Scheme (LGPS) in Scotland diminished. There should be an appropriate recognition of where financial responsibility lays with regard the affordability of the LGPS in Scotland and the appropriate level of discretion should be maintained for the valuations and cost cap as a reflection of this.
- 2.14 As the proposals currently stand, there will be a requirement for up to three different valuations (in the case of a funded scheme), all on a different basis. The calculation for the cost cap valuation has significant complexity. COSLA is of the view that there would be merit in further consideration of the complexity and whether the proposals could be simplified. The communication and stakeholder understanding around the valuations and cost cap mechanism will be a challenge which should not be underestimated, and therefore adequate resources should be dedicated to this aspect.”

State Pension – The Pensions Bill 2013

- 2.15 As reported previously, the Pensions Bill 2013 proposal to end contracting-out would result in additional National Insurance costs for LGPS employers and employees of 3.4% and 1.4% of relevant earnings respectively. The Public Bill Committee reported to the House of Commons on 11 July 2013, with the Bill due to have its report stage and third reading shortly.
- 2.16 The Local Government Association submitted written evidence at the beginning of July. This evidence covered “the unintended consequences for public service pension schemes and, in particular, the LGPS given its funded nature should the removal of contracting out take place”. It is understood that CoSLA, similarly, has raised its concerns with both the Scottish and UK Government.

3. Recommendations

- 3.1 Pensions Committee should note the regulatory update in this report, the significant implications for Lothian Pension Fund and Lothian Buses Pension Fund of the Public Service Pensions Act 2013 and the tight timescales for implementation of a new LGPS in Scotland.

4. Background reading / external references

The Public Sector Pensions Act is provided through the following web-link [Public Service Pensions Act 2013](#)

The latest Department for Communities and Local Government consultation on the draft Local Government Pension Scheme 2014 can be found at <https://www.gov.uk/government/consultations/local-government-pension-scheme-2014>, together with related discussion paper [Local Government Pension Scheme \(England and Wales\) new governance arrangements](#).

Progress of the Pensions Bill 2013 can be viewed at <http://services.parliament.uk/bills/2013-14/pensions.html>

Alastair Maclean

Director of Corporate Governance

Links

Coalition pledges

Council outcomes CO26 – The Council engages with stakeholders and works in partnerships to improve services and deliver agreed objectives.

Single Outcome Agreement

Appendices None

Pensions Committee

2pm, Tuesday, 24 September 2013

Risk Management

Item number	5.8
Report number	
Wards	All

Links

Coalition pledges	
Council outcomes	CO26
Single Outcome Agreement	

Alastair Maclean

Director of Corporate Governance

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Executive summary

Risk Management

Summary

Following the June meeting of the Pensions Committee, we have developed our approach to risk management in order to:

- (i) maintain a detailed operational risk register which sets out all the risks identified and assessed by the officers on an ongoing basis, the degree of risk associated in each case and our action to mitigate these risks (the “**Operational Risk Register**”); and
- (ii) produce a summary report of the risk register for the Pensions Committee and the Pensions Audit Sub-Committee which clearly highlights the material risks facing the pension funds and identifies any new risks/concerns and the progress being made over time by the officers in mitigating the relevant risks (the “**Committee Risk Summary**”).

In addition the Operational Risk Register has been issued to the conveners of the Pensions Committee and the Pensions Audit-Sub-Committee.

The Audit Sub-Committee also considered the Committee Risk Summary at its meeting on 20 September 2013.

The Committee Risk Summary as at 30 August 2013 is set out in the appendix to this report.

Recommendations

We recommend the Committee notes the Risk Summary.

Measures of success

Improved visibility/analysis of the risks facing the pension funds and progress in mitigating these risks. Regular, focused and relevant risk updates to the Pensions Committee and Pensions Audit Sub-Committee should increase general awareness and allow productive analysis/feedback by the Committee/Audit Sub-Committee members on these fundamental issues.

Ultimately, risk management should lead to less third party exposure, improved financial position/productivity and have a positive impact on the reputation of the pension funds.

Financial impact

There are no direct financial implications as a result of this report.

Equalities impact

None.

Sustainability impact

None.

Consultation and engagement

The Consultative Panel for the Lothian Pension Funds, comprising employer and member representatives, is integral to the governance of the Funds.

Background reading / external references

None.

Links

Coalition pledges

Council outcomes CO26 – The Council engages with stakeholders and works in partnerships to improve services and deliver agreed objectives.

Single Outcome Agreement

Appendices Appendix - Committee Risk Summary as at 30 August 2013

QUARTERLY RISK OVERVIEW

30 August 2013

UPDATE ON MOST SIGNIFICANT RISKS

Risk	Update
<p>Investment performance leading to pressure on employer contribution</p>	<p>Added as an explicit risk, having previously been included in a broader 'Under funding leading to Pressure on Employer Contribution' category.</p> <p>The implementation of the new investment strategy, to (among other things) reduce the volatility of the Fund's investments, has started and is ongoing.</p>
<p>Adverse movement against non-investment funding assumptions leading to pressure on employer contributions</p>	<p>Again, this is a new risk having previously been included in a broader 'Under funding leading to Pressure on Employer Contribution' category.</p> <p>The Public Service Pensions Bill has now been enacted, with the 2013 Act compelling revision to the LGPS benefit structure and new employer cost cap. Initial meetings have been held with the Funds' Actuary to schedule analysis on employer contributions and funding assumptions ahead of the 2014 actuarial valuation, with a view to future contribution stability.</p> <p>The funding objectives within the Lothian Pension Fund are also under review.</p>
<p>Collapse/restructuring of an employer body leading to pressure on other employers</p>	<p>Engagement with employers and guarantors scheduled for late 2013 as part of the preparation for the 2014 actuarial valuation. This will result in work-streams to implement payment plans and other arrangements (e.g. updating legal terms for admission arrangements etc) to mitigate the impact on other employers in the Fund.</p> <p>Detailed employer survey to be issued in September 2013 to ensure our information is up to date and enable us to continue to assess employer covenant. Reporting to Committee on the conclusions is scheduled for December 2013.</p>
<p>Recruitment and retention of</p>	<p>Posts created in pension administration to provide development opportunities and defend against further staff losses. The results of the staff survey carried out in June 2013 demonstrate a</p>

key staff

significant improvement in staff satisfaction.

Ongoing development of the investment team's remit with specialist internal legal support. External consultants to be appointed to review the key risks associated with the operation of our in-house investment team.

We also need to address a key person risk recently identified in relation to our Communications Officer.

Risk of incorrect pension payments

The project to integrate the pensions payroll into the pensions administration IT system is on target to complete by the end of 2013. Full reconcillation of payments has reduced the risk.

The new controls and processes will be subject to an internal audit in the coming months.

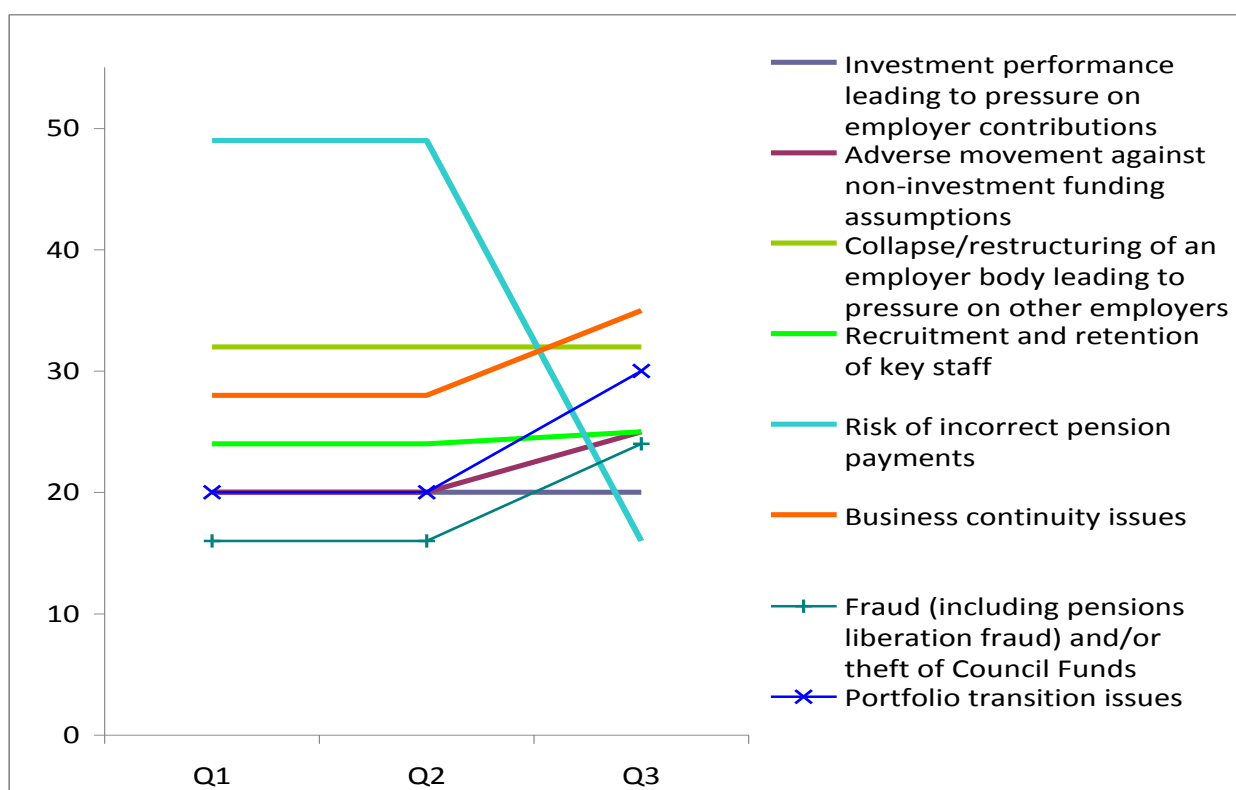
Business continuity issues (accommodation, staff etc.)

This risk has increased simply due to the pending office move. A detailed contingency planning exercise is being finalised and implemented (in relation to the 'Fit-Out', IT and Systems, legal terms, contractual/operational/other notifications and communications etc.) to ensure that the risk of any disruption to service provision is minimised.

Portfolio Transition Issues

This has been included as a new risk, although it has always been the subject of close control and monitoring. The risk status has increased for this risk only because of a pending in-house Portfolio Transition due to take place in the last quarter of 2013. We have controls in place to minimise the impact of this Portfolio Transisiton on the service provision of the fund and would anticipate that the risk status will decrease following the successful completion of this transition.

SIGNIFICANT RISKS: PROGRESSION OF CURRENT RISK (ACCOUNTING FOR CONTROLS) IN LAST THREE QUARTERS



OTHER KEY POINTS

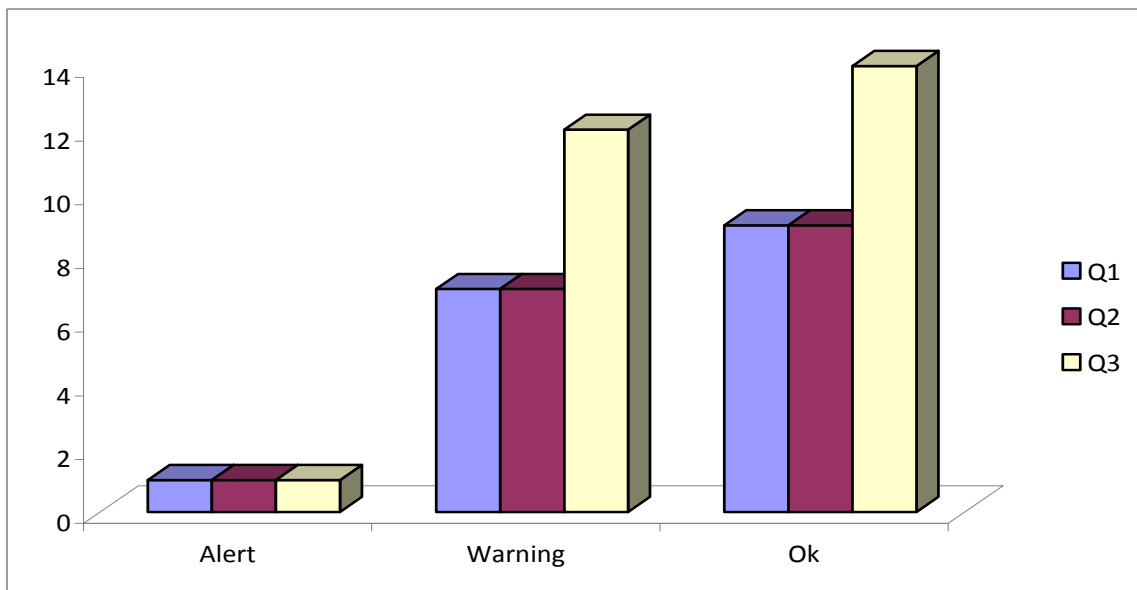
	Comments
New significant risks	<p>'Investment returns' and 'Adverse movement against non-investment funding assumptions' added as explicit risks, previously included in the wider 'Under funding leading to Pressure on Employer Contribution' risk (as above).</p> <p>Business continuity risk has increased, due to the pending office move (as above).</p>
Other new risks¹	<p>Pension liberation fraud (re recent increase in fraudulent transfers); Portfolio transition issues (re pending transition in Q4); Market abuse; Wrongful disclosure of confidential information; Material breach of contract/regulations; Breach of FOI law/process (re alignment of our contractual provisions with managers with our statutory obligations); Incorrect or inconsistent communication with members; Acting in accordance with proper authority/delegations (re acting in accordance with the revised scheme of delegations/standing orders); Inappropriate use of pension fund monies; Material breach of EU procurement law; Non-compliance with the new LGPS Scheme/Public Pensions Service Act 2013 and Liability arising from shared services arrangements.</p>

¹ Please note that, unless otherwise stated, these new risks arise from an extension/update of our operational risk register, and have always been the subject of consideration, as distinct from risks added because they have only recently been encountered.

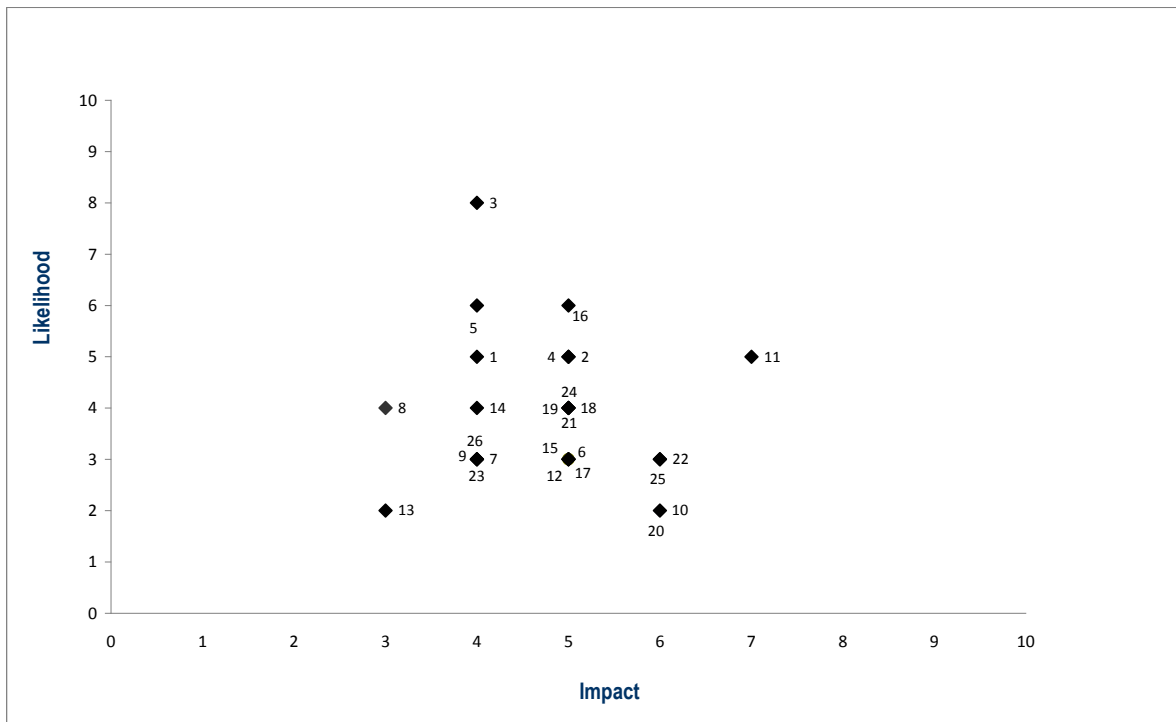
New controls	Updated Transfer Out Procedure to mitigate risk of Pension Liberation Fraud
Eliminated risks	None
Notable initiatives / actions	<p>Risk analysis of the internal investment function by external consultants.</p> <p>Contingency planning for the office move.</p> <p>Employer survey/engagement and contribution stability mechanism as part of the preparations for the 2014 actuarial valuation.</p> <p>Engaging with existing alternative fund managers and the Information Commissioner in relation to our approach to regular FOI requests to disclose 'fund level' information to industry journalists/consultants.</p>
Material Litigation	None

All Risks: Status Overview

Please note that this chart reflect the increased number of risks included in the operational risk register in Q3 and the Q1 and Q2 statistics are also currently identical, not then being subject to the current quarterly process.



All Risks: Impact and Likelihood Overview



Key: Risks by Number

- | | | | |
|----|---|----|--|
| 1 | Investment Performance pressure on employer contributions | 14 | Risk of incorrect pension payments |
| 2 | Adverse Movement - pressure on employer contributions | 15 | Market abuse by investment team |
| 3 | Collapse of an employer | 16 | Portfolio transition issues |
| 4 | Retention of key staff | 17 | Disclosure of confidential information |
| 5 | Fraud or theft of Council/Pension Fund assets | 18 | Material breach of contract |
| 6 | Staff negligence | 19 | Regulatory breach |
| 7 | Failure of IT systems | 20 | FOI process in accordance with law |
| 8 | Employers HR decisions without consideration of fund | 21 | Incorrect communication with members |
| 9 | Elected members take decisions against sound advice | 22 | Acting in accordance with proper authority/delegations |
| 10 | Failure to complete annual accounts | 23 | Inappropriate use of pension fund monies |
| 11 | Business continuity issues | 24 | Procurement/framework breach |
| 12 | Members' confidential data is breached | 25 | Non-compliance with the new LGPS |
| 13 | Loss due to stock lending default | 26 | Claim or liability arising from shared services |