

Item: 20

**Pension Fund Sub-committee, together with Pension Board:
19 September 2018.**

1. Recommendations

It is recommended:

1.1.

That the Committee approves the attached minute as a true record.

2. Appendix

Draft Minute of the Meeting of the Pension Fund Sub-committee, together with Pension Board, held on 19 September 2018.

Minute

Pension Fund Sub-committee, together with Pension Board

Wednesday, 19 September 2018, 10:30.

Council Chamber, Council Offices, School Place, Kirkwall.



Present

Pension Fund Sub-committee:

Councillors W Leslie Manson, Rachael A King, Stephen Sankey, John A R Scott, Graham L Sinclair and James W Stockan.

Pension Board:

Employer Representatives:

Councillors J Harvey Johnston, Owen Tierney and Duncan A Tullock, Orkney Islands Council.

Trade Union Representatives:

Karen Kent (Unison), Eoin Miller (Unite) and Eileen Swanney (Unison).

Clerk

- Sandra Craigie, Committees Officer.

In Attendance

- Alistair Buchan, Chief Executive (for Items 1 to 6).
- Gareth Waterson, Head of Finance.
- Shonagh Merriman, Accounting Manager (Corporate Finance).
- Michael Scott, Solicitor.

Audit Scotland:

- Gillian Woolman, Audit Director (for Items 5 to 9).
- Colin Morrison, Senior Auditor.

Apologies

Pension Fund Sub-committee:

- Councillor Steven B Heddle.

Pension Board:

- Andrew Blake, Orkney Ferries Limited.

Not Present

- Mark Vincent, Trade Union Representative.

Declarations of Interest

- No declarations of interest were intimated.

Chair

Councillor W Leslie Manson.

1. Disclosure of Exempt Information

The Sub-committee noted the proposal that the public be excluded from the meeting for consideration of Item 8, as the business to be discussed involved the potential disclosure of exempt information of the class described in the relevant paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

2. Revenue Expenditure Outturn

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Accounting Manager (Corporate Finance), the Sub-committee:

Noted:

2.1. The revenue expenditure outturn statement in respect of Pension Fund services for financial year 2017 to 2018, attached as Annex 1 to the report by the Head of Finance, indicating a budget surplus position of £7,641,100.

2.2. The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 2 to the report by the Head of Finance.

3. Revenue Expenditure Monitoring

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Accounting Manager (Corporate Finance), the Sub-committee:

Noted:

3.1. The revenue financial summary statement in respect of Pension Fund services for the period 1 April to 30 June 2018, attached as Annex 1 to the report by the Head of Finance, indicating a surplus position of £10,775,400.

3.2. The revenue financial detail by Service Area statement for the period 1 April to 30 June 2018, attached as Annex 2 to the report by the Head of Finance.

3.3. The explanations given, and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 3 to the report by the Head of Finance.

4. Scottish Local Government Pension Scheme Advisory Board

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted the second Scottish Local Government Pension Scheme Advisory Board Annual Report, attached as Appendix 1 to the report by the Head of Finance, published on 26 March 2018, which gave an overview of the work of the Board as well as a useful collation of information relevant to participants in the Local Government Pension Scheme.

5. Pension Administration – Performance

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

5.1. That the Orkney Islands Council Pension Fund invested and administered pensions on behalf of seven current and former employers, including Scheduled Bodies brought into the Fund by legislation and Admitted Bodies who were permitted to join the Fund.

5.2. Pension Fund administration performance for the period 1 April 2017 to 31 March 2018, as detailed in sections 4 to 14 of the report by the Head of Finance.

Councillor J Harvey Johnston left the meeting during discussion of this item and Councillor James W Stockan left the meeting at this point.

6. Orkney Islands Council Pension Fund

External Report to Those Charged with Governance

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Audit Director, Audit Scotland, the Sub-committee:

Noted:

6.1. That Audit Scotland, as the Council's external auditors, had concluded their audit of the Orkney Islands Council Pension Fund's Annual Report and Accounts for the year ended 31 March 2018.

6.2. That Audit Scotland had provided an unqualified certificate on the Pension Fund's Annual Report and Accounts for the year ended 31 March 2018.

6.3. That the draft audit certificate stated that the accounts had been properly prepared in accordance with applicable law, accounting standards and other reporting requirements.

6.4. That a number of presentational, consistency and disclosure errors were identified within the financial statements during the course of the audit and had been adjusted in the final accounts.

6.5. That no material weaknesses in the accounting and internal control systems relating to the Pension Fund were identified during the audit.

6.6. Audit Scotland's covering letter in respect of the Orkney Islands Council Pension Fund Annual Audit Report, attached as Appendix 1 to the report by the Head of Finance.

6.7. Orkney Island's Council's Letter of Representation to Audit Scotland in connection with their audit of the financial statements of Orkney Islands Council Pension Fund for the year ended 31 March 2018, attached as Appendix 2 to the report by the Head of Finance.

6.8. The Annual Audit Report to Members and the Controller of Audit of the Orkney Islands Council Pension Fund, attached as Appendix 3 to the report by the Head of Finance.

Councillor John A R Scott joined the meeting during discussion of this item.

7. Pension Fund – Annual Accounts

After consideration of a report by the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

7.1. The requirement, in terms of the Local Authority Accounts (Scotland) Regulations 2014, for a local authority, or a committee of the authority, whose remit included audit or governance functions, to consider and approve the audited Annual Accounts for signature no later than 30 September immediately following the financial year to which the accounts related.

7.2. The Management Commentary, contained in pages 1 to 12 of the Annual Report and Accounts of the Orkney Islands Council Pension Fund, attached as Appendix 1 to the report by the Head of Finance, which provided an overview of the most significant matters reported in the Annual Accounts for financial year ended 31 March 2018, with the key facts and figures summarised at section 6.3 of the report by the Head of Finance.

On the motion of Councillor Graham L Sinclair, seconded by Councillor Rachael A King, the Sub-committee resolved, in terms of delegated powers:

7.3. That the Annual Report and Accounts of the Orkney Islands Council Pension Fund for financial year 2017 to 2018, attached as Appendix 1 to this Minute, be approved.

8. Statement of Managed Pension Funds

On the motion of Councillor W Leslie Manson, seconded by Councillor Graham L Sinclair, the Sub-committee resolved that the public be excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Accounting Manager (Corporate Finance), the Sub-committee:

Noted:

8.1. The review of the investment manager's performance for the quarter to 30 June 2018, attached as Appendix 1 to the report by the Head of Finance, prepared by Hymans Robertson, the Council's appointed investment advisors.

8.2. That, although Pension Fund investments returned a gain of 4.4% over the quarter to 30 June 2018, this was 0.1% below the benchmark and was therefore considered poor.

8.3. That performance of the Pension Fund had remained strong over the 12-month period to 30 June 2018, with the value of the Fund increasing by 10.6%, being 3.5% ahead of the benchmark which was considered excellent.

8.4. That an average return of 13.4% per annum for the Pension Fund remained well ahead of the mandate over the three-year period.

8.5. The performance review commentary provided by the Fund Manager, attached as Appendix 2 to the report by the Head of Finance.

8.6. The Governance Summary extracted from the Fund Manager's performance report for the quarter ending 30 June 2018, attached as Appendix 3 to the report by the Head of Finance.

9. Conclusion of Meeting

At 12:35 the Chair declared the meeting concluded.

Signed: L Manson.



ORKNEY
ISLANDS COUNCIL

**Annual Report and Accounts of the
Orkney Islands Council Pension
Fund 2017/2018**

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Management Commentary

Introduction

Welcome to the Annual Report and Accounts for the Orkney Islands Council Pension Fund for the year ended 31 March 2018.

The Local Government Pension Scheme (Scotland) Regulations 2014 require the Council, as administering authority for the Fund, to produce a separate statement of accounts for the Pension Fund and incorporate it into an Annual Report.

This Annual Report has been produced to provide Elected Members, Employers, scheme members and other interested parties with information concerning the administration and performance of the fund in financial year 2017-18 and we hope you find its content useful.

To assist in the understanding of the Annual Report and Accounts we would encourage you to make reference to the Management Commentary in the first instance.

We realise that pensions are a highly complicated subject. It is, however, important that members take time to try and understand the scale of benefits that they will receive when they retire - whether this is from the Local Government Pension Scheme itself or through other pension arrangements, such as the State Pension.

Overview of Fund Business

Under the statutory provisions of the Local Government Pension Scheme, Orkney Islands Council is designated as an “Administering Authority” and is required to operate and maintain a pension fund – the Orkney Islands Council Pension Fund (“the Fund”).

The Fund is used to pay pensions, lump sum benefits and other entitlements to scheme members and their dependants. Contributions to the Fund are made by employee members and by participating employers. The Fund also receives income from its investments, which include equities, bonds and pooled investment vehicles.

The Fund operates under the terms of the Local Government Pension Scheme, which is a public-sector pension arrangement. Scheme membership is made up of active, deferred and pensioner members. To be able to join the scheme, a person must be employed by a relevant employer and not eligible to join another public-sector pension scheme. Teachers are not included as they have a separate national pension scheme.

Review of the Year

Key Facts and Figures:

Value of the Fund at 31 March 2018 was £366.4 million (£335.3m at 31 March 2017).

An Operational and Investment Income Surplus of £31.1 million was generated on the activities of the fund (compared to £69.3m for the year ended 31 March 2017).

The Increase in the Value of the Fund has been achieved mainly through a surplus of contributions receivable (£10.5m) less benefits payable (£7.9m) and management expenses (£1.5m), investment net income (£6.1m) along with an increase in the market value of investments (£24.0m). This represents a year on year increase of 9.3%.

Performance of the Fund on a three year rolling average basis has been 10.6% p.a., giving a relative return above benchmark of 3.5%.

Fund membership increased by 164 to 3,827.

Employers contributed £7.6 million to the Fund (£7.6m to 31 March 2017).

Employees contributed £2.4 million (£2.3m to 31 March 2017).

Pension and other benefits paid out were £6.8 million (£6.1m to 31 March 2017).

Transfer values paid into the Fund because staff changed employers was £0.5 million (£1.05m to 31 March 2017).

Transfer values out of the Fund because staff changed employers was £1.1m (£0.8m to 31 March 2017).

Over the 12 months to 31 March 2018, the Pension Fund's investments returned a gain of 9.0% which was 6.7% ahead of the fund specific benchmark. Returns from the Fund have also performed ahead of its benchmark over each of the previous 3, 5 and 10-year periods. The target is for the fund manager to outperform the aggregate benchmark over a rolling 5-year period.

The Fund's investments continue to be actively managed by investment managers Baillie Gifford.

The benchmark return of 2.3% generally reflects variable market conditions for investors during the year. The 6.7% excess over benchmark is fully attributed to stock selection out performance.

The excess over benchmark figure of 6.7% is calculated on an arithmetic basis however the Fund's investment advisers, Hymans Robertson, use the geometric method of calculation to allow direct comparison of the longer term relative performance with shorter term. Using the geometric method as a basis to calculate, excess over benchmark would decrease the relative return by 0.1% to 6.6%.

The positive stock selection has enabled the Fund to maximise the total return on investments while limiting risk and maintaining an appropriate degree of diversification. The table shown within the Investment strategy section, page 9, details the allocation of the fund within asset class or pooled investment vehicle.

The value of the fund has increased by £31.1m in the financial year and totalled £366.4m at 31 March 2018.

The change in value of the fund over any given period is a combination of the net money flows into or out of the Fund and any gain or loss on the capital value of its investments. During the year income into the fund from dividends and interest was £6.1m (2017: £5.9m). The fund was further enhanced by a surplus of member contributions receivable over pension payments and management expenses of £1.0m (2017: £2.9m surplus) as well as a net capital gain increase of £24.1m (2017: £60.7m). Irrecoverable withholding tax reduced the value of the fund by £0.1m (2017: £0.1m).

The Accounts are based on the market value of investments at 31 March 2018. This means that they include the profit or loss that has been made, due to the change in the value of investments, over the period from the date of their purchase to 31 March 2018 even though no actual sale has taken place. This notional value is defined as "unrealised" profit or loss. By contrast "realised" profits and losses are those that have arisen from actual sales throughout the year. Of the net capital gain of £24.1m in the year, £7.9m (2017: £35.2m) was an unrealised gain and £16.2m (2017: £25.5m) realised profit.

Over the financial year the funding level has increased to 117.0% at 31 March 2018 from its value of 112.7% last financial year end, calculated on an ongoing funding basis. The primary cause of this increase is an excess return on assets, which has been partially offset by a decline in contributions less benefits accruing.

We are pleased to report that the Fund maintains a position above its 100% funding target, being in surplus by £53m at the financial year end (2017: £38m) according to the actuary's most recent funding update.

Investment Trends and Influences

For the year to 31 March 2018 the value of the Fund increased by 9.0%, performing well ahead of its benchmark which increased 2.3%. The Fund moved away from being measured against a peer group benchmark, in favour of a bespoke or fund specific benchmark with effect from 1 April 2017.

The following commentary was provided by the Fund's investment managers, Baillie Gifford:

"In the year to 31 March 2018 the global economy continued to gain momentum, supported by notable pick-ups in investment, trade, and industrial production. We also witnessed a change in direction for monetary policy, with the Bank of England raising interest rates for the first time in a decade and the European Central Bank announcing its intention to begin reducing its monetary stimulus programme this year.

Against that backdrop, the majority of the major asset classes finished the year in positive territory, albeit that the benchmark returns for UK investors were generally significantly lower than had been achieved in the preceding 12 months, partly because sterling strength reduced the positive local currency returns achieved from most overseas regions. The North American market performed well, delivering

double-digit returns over the period in local currency terms, as equities reached record highs on several occasions in the early part of 2018 before suffering a bout of uncertainty as the likelihood of interest rate rises increased. After months of delay, the US administration followed through on its promise of trade protectionism. This entailed an imposition of tariffs on \$60 billion of imports from China. Although unlikely to have a material macroeconomic impact, it raised concerns over a possible escalation of trade restrictions.

Elsewhere, in emerging markets a number of commodity exporting countries have been through sharp corrections from which they continued to recover. The likes of Brazil, Russia and Indonesia saw inflation decline, allowing aggressive interest rate cuts which should kick off a new credit cycle as non-performing loans and bank provisions subside and loan growth returns. Japan continued to enjoy its longest period of economic expansion since the 1980s, extending its run of Gross Domestic Product (GDP) growth to eight quarters. Strengthening corporate capital expenditure and a continuing fall in unemployment were among the main features. Inflation continued to rise and corporate profits grew strongly, boosting equity returns.

Returns on the UK stock market were lacklustre. This was particularly the case when looking at the UK's largest listed companies (as measured by the FTSE 100 Index), possibly reflecting the fact that a hefty proportion of their revenues and profits originate overseas and the aforementioned translation effect of a stronger sterling exchange rate therefore acted as a drag. Another possible reason is the lingering uncertainty of Brexit.

In fixed income markets, UK government bond yields rose slightly over the period. The emergency interest rate cut made by the Bank of England following the EU membership referendum was reversed in November, taking the bank base rate to 0.5%. UK economic growth was lacklustre, but the predicted post-Brexit vote recession did not occur. Inflation moderated over the period but remained slightly above the Bank's target. Corporate bond yield spreads – the additional yield over government bonds to compensate for credit risk – fell very slightly.

The fund itself performed significantly better than its benchmark over the year, delivering a return of 9.0% which compares with a benchmark return of 2.7%. Relative returns will be variable over the short term, but more importantly the fund has also outperformed significantly over the past three and five years and indeed over longer periods. Over the past year global equity performance was particularly strong, with continued operational strength at the underlying companies in which the fund is invested driving returns. UK equities, now a smaller part of the portfolio following last year's benchmark changes, also performed well, as indeed did the diversifying multi asset investments which now make up more than a quarter of the fund's assets.

Investment Strategy

The Investment Strategy of the Fund is to invest monies in a prudent and diversified manner, in accordance with the Scheme regulations and in recognition of the inherent risks that accompany investment in various asset classes. The strategy is set out in the Statement of Investment Principles which can be viewed on request.

The revised asset allocation and range guidelines that were applied with effect from February 2017 are shown in the Asset Allocation table below together with the actual asset allocation at 31 March 2018.

Asset Class	Asset Allocation at 31/03/2018	Range Guideline	Fund Specific Benchmark
	%	%	%
UK Equities	10.2	48-68	9.0
Overseas Equities	49.6		49.0
Government Bonds	11.0	5-25	15.0
Alternative Investments	0.0	0.0	0.0
Property	0.0	0.0	0.0
Cash	1.5	0-10	0.0
Global Pooled - Diversified/Multi-Asset Growth	27.7	17-37	27.0
Total	100.0		100.0

The Fund has acted to reduce its holdings in growth-seeking assets in recent years in favour of those considered to be more defensive. Nevertheless, holdings in equities still account for 59.8%, with indirect holdings in Diversified Growth and Multi-Asset Growth pooled funds accounting for a further 27.7% of the Fund's portfolio as at 31 March 2018. The remaining 12.5% is held in Bonds and Cash at 11.0% and 1.5% respectively.

As a result of the revised investment strategy, approved by Council in October 2016, Pension Fund investments were restructured in February 2017, resulting in a new allocation being made to the Baillie Gifford Multi Asset Growth Fund. The Statement of Investment Principles was also revised in November 2017 to reflect these changes, along with a review of Environmental, Social and Governance factors including the requirement for the Fund Managers to adopt the United Nation Principles of Responsible Investment.

As a result of its exposure to equities, the relative performance of the Fund against its benchmark can be volatile over the short term. However, the fund continues to have a strong funding position together with a net contribution from its dealing with members which allows it to take a long-term view across successive investment cycles.

The top 10 direct equity holdings within the fund at 31 March 2018 were:

Company	Market Value of Holding
	£ m
Baillie Gifford Multi Asset Growth Fund C Acc*	56.0
Baillie Gifford Diversified Growth Fund C Acc*	43.9
Baillie Gifford Act Index-Linked Gilt Plus C Acc*	20.2
Amazon.com	8.8
Naspers	7.5
Prudential	7.4
TSMC ADR	5.6
Alibaba	4.5
Moody's	4.3
Anthem Inc	4.3

* Capital Accumulated.

Investment Performance

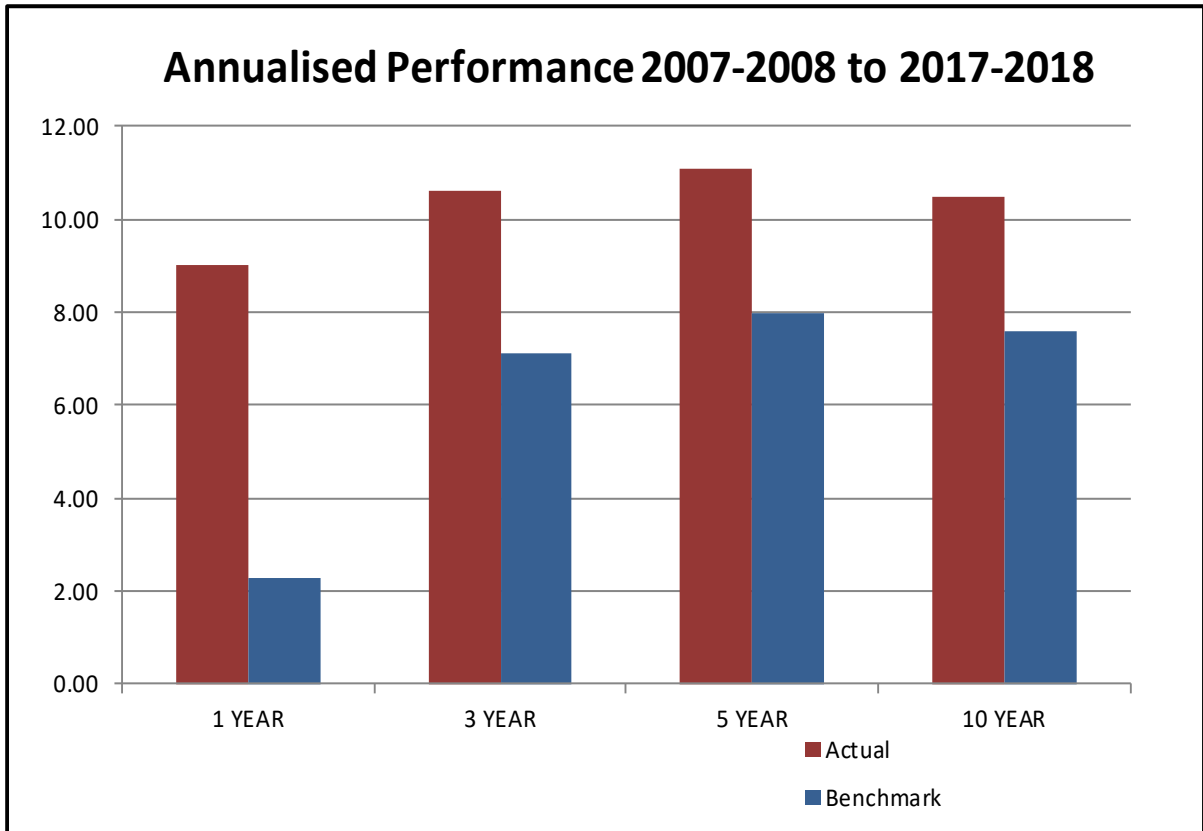
The performance of the Pension Fund managed investment funds was previously measured against a peer group benchmark, the WM Local Authority Universe (excluding property) with assistance of the WM Company who were the Fund's appointed performance measurement advisors.

The WM Company ceased to provide the service with effect from 31 March 2016. With a fund specific benchmark being proposed as part of a revised investment strategy going forward, a change in approach was imminent. While this transition took place the services of Pensions and Investments Research Consultants Ltd (PIRC) were engaged as a direct replacement to the WM Company, to ensure continuity of the peer group benchmark for performance monitoring purposes in the interim.

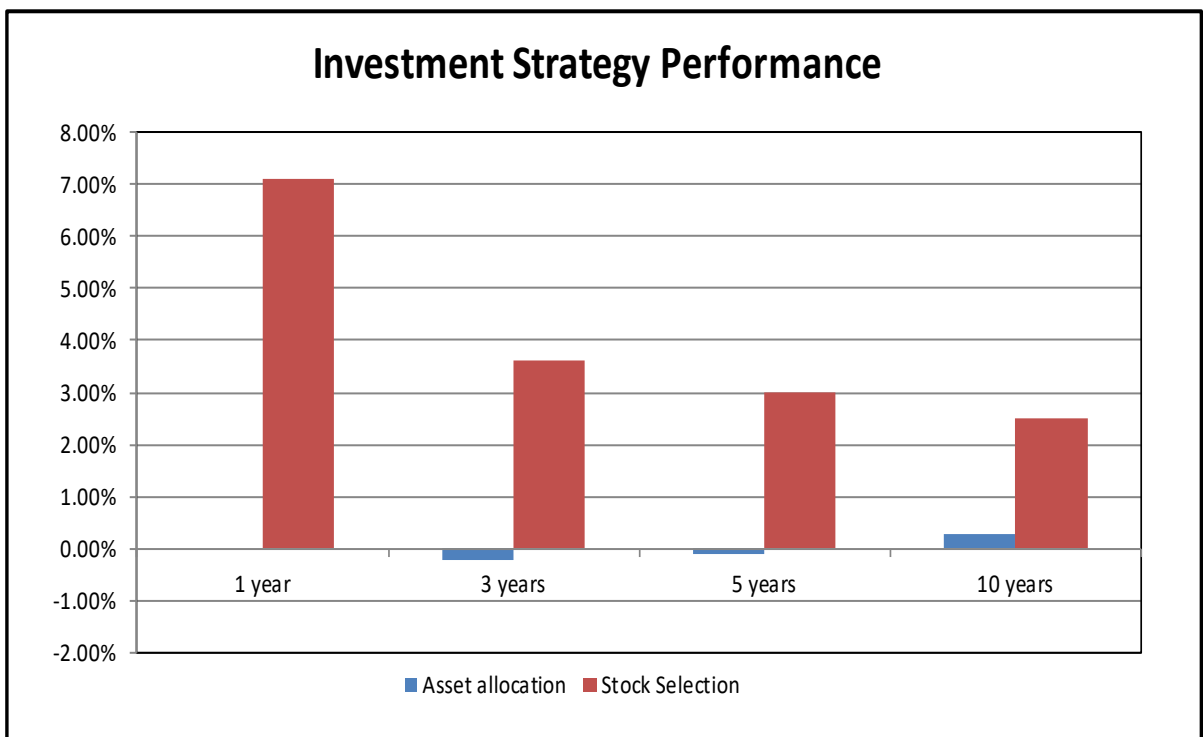
With effect from 1 April 2017, the performance monitoring of the Pension Fund is measured against a range of indices reflecting the weighting or concentration of individual asset classes within the approved investment strategy and provided by Hymans Robertson. The current investment strategy was implemented in February 2017, and included principally an increased allocation to diversified/multi asset growth funded by a reduction in the Fund's exposure to equities. This change has seen the Fund move away from being measured against a peer group benchmark, in favour of a bespoke or fund specific benchmark.

Baillie Gifford's revised performance target for this accounting period is to therefore outperform the fund specific benchmark over rolling 5-year periods. The average performance over the last 5 years of 11.1% remains well ahead of the benchmark of 8.0%.

The following graph summarises investment performance on an annualised basis over 1, 3, 5 and 10-year periods.



The following graph demonstrates the performance of the Fund’s investment manager in respect of asset allocation and stock selection against the Local Authority benchmark.



Structure of Administration

Staffing

Membership and Benefits Administration of the Scheme is carried out in-house and undertaken by the Pensions team within Orkney Islands Council's Chief Executive's Service. The Pensions team is responsible for the maintenance of members' records using data supplied by all employers in the Fund.

In addition to maintaining members' records, the Pensions team also provide frontline services to Fund members. The Pension team deliver induction courses as well as answer calls, e-mails and host meetings at the request of employees. Pre-retirement surgeries are arranged for members by Human Resources and the Performance team within Corporate Services.

The Pensions team consists of one full time Pensions Manager, two Senior Assistants and an Administrative Assistant. During 2017-2018, the size of the Pensions team was increased from 3.0 to 4.0 full time equivalents, in recognition of the additional workload associated with the changes to the Scheme's regulations including auto enrolment and Career Average Revalued Earnings Scheme (CARE), and increased customer demand.

The above resources are supplemented by shared resources within the Chief Executive's Service which provides additional governance, payments, investment and accounting expertise.

Systems

Electronic records are kept on Heywood's Pensions Administration system, known as Altair, for everyone who has a pension entitlement from the Fund, recording retirements, deaths, transfers and refunds in the Local Government Pension Scheme.

The Council's Payroll system, NorthgateArinso is used to pay pensioner benefits. The Pensions team have restricted viewing access to only the payroll system, with any amendments made via a formal requests process to the Payroll team. Both the Pensions and Payroll teams are within Chief Executive's Service.

Administration Performance

Orkney Islands Council as administering authority is committed to providing a high-quality pension service to both members and employers and to ensure members receive their correct pension benefit entitlement.

Performance during financial year 2017-18 against the key service standards of the Pension Fund as set by the Council was as follows:

Category	Performance Standard – No of Working Days	Number of records processed within standard	Number of records processed Outwith standard	Percentage of records processed within standard	Prior Year Performance
Pension estimates	10	80	43	65.0%	30.0%
Retirement	5	84	0	100.0%	93.0%
Transfers In	10	43	2	95.6%	88.7%
Transfers Out	10	18	1	94.7%	82.4%
Refunds	5	29	2	93.6%	100.0%

Fund Update

Membership details are shown below along with a short description for each membership status:

Member Status	2016-2017	2017-2018
Contributing members	1,942	1,966
Pensioners	829	888
Deferred members	892	973
Total	3,663	3,827

Contributing Member	Someone who is currently employed by a scheduled or admitted body and is making contributions from pay to the Pension Scheme. Such a person is referred to as an “active” member.
Deferred Member	Someone who was once a contributing member and who has chosen to leave his or her accumulated contributions in the Fund to benefit from a pension in due course.
Pensioner/Dependent Member	Someone who is receiving benefits from the Fund either as a former contributor or as a dependant of a former contributor who has deceased.

Employer Bodies

The Fund invested and administered pensions on behalf of 7 current and former employers during 2017-18. These include scheduled bodies, brought into the Fund by legislation, and admitted bodies, which chose to join the Fund. The detailed listing of employers and their membership numbers is contained in Note 23 of the Annual Report and Accounts for the Fund.

Pension Increases

Pensions which are in payment and deferment are increased each April in accordance with the Pension (Increase) Act 1971. Since April 2011, this increase has been linked to the Consumer Price Index (CPI) rather than the Retail Price Index (RPI).

Actuarial Valuation

Annex 2 contains the formal Actuarial Statement for 2017-18 which is prepared in line with the International Accounting Standard (IAS) 26 and supports the preparation of the Financial Statements for the Pension Fund.

The last triennial valuation, as at the 31 March 2017, revealed that the Fund's assets were valued at £335m, and were sufficient to meet 112.7% of the liabilities (i.e. the present value of promised retirement benefits) accrued up to that date. This compared with 114.4% at the previous March 2014 valuation. The resulting surplus at the 2017 valuation was £38m.

The funding level of the Pension Fund has been maintained broadly in-line with the previous valuation after allowing for a reduction in the future expected investment returns, resulting from a fall in the real gilt yield, and the adoption of a lower Asset Outperformance Assumption than the previous valuation. An increase in liabilities has largely been offset by positive membership experience and better than anticipated investment returns.

Following the Fund's actuary (Hymans Robertson) recommendation, as a result of the valuation process, the contribution rate for 2017-2018 of 19.2% will be reduced to 18.2% during 2018-2019, with further reductions to 17.6% and 17.0% in 2019-20 and 2020-21 respectively.

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.

The most recent funding update produced at 31 March 2018 showed that the funding surplus has increased since the last full valuation. Strong asset returns, partially offset against contributions less benefits accruing has improved last year's funding level of 112.7%, to 117.0% at 31 March 2018.

Main Risks and Uncertainties facing the Fund

Awareness of risk and risk mitigation is a key facet of the Fund's strategic and operational activities. Whilst it is not possible to eliminate risk entirely, the Fund has taken steps to evaluate risk and put strategies and controls in place to minimise its adverse effects.

The Fund has its own risk register, which details some 36 risks faced by the fund and can be viewed at <http://www.orkney.gov.uk/>. The risk register is reviewed annually by the Pension Fund Sub-Committee and Pension Board.

Principal risks, and the way in which they are managed, are as follows:

Financial Mismatch, the risk that the Fund's assets fail to grow in line with the cost of meeting its liabilities. The Sub-committee measures and manages financial mismatch in several ways. It has set a strategic asset allocation benchmark for the Fund and assesses risk relative to that benchmark by monitoring the Fund's asset allocation and investment returns. It also assesses risk relative to liabilities by monitoring benchmark returns relative to liabilities. The Sub-committee keeps under review demographic assumptions which could impact on the cost of benefits. These assumptions are considered formally in the triennial valuation and reviewed annually within funding update reports (Navigator) produced by the Fund's actuary, Hymans Robertson.

Systemic Risk, the risk of an interlinked and simultaneous failure of several asset classes and/or investment managers. The Pensions Sub-committee seeks to manage systemic risk by the appointment of investment managers. The Pensions Sub-committee regularly reviews total asset values within asset class.

Liquidity Risk, the risk that the Fund cannot meet its immediate liabilities because it has insufficient liquid assets. This is controlled by the regular estimation of cash flow to ensure that sufficient cash balances are available. By holding the majority of its assets in liquid assets such as equities and bond, unexpected cash flow requirements can be met by the realisation of assets. Liquidity risk is also moderated by the Fund continuing to have a surplus of contributions receivable over pensions payable.

Custody Risk, the risk of losing rights to Fund assets when they are held in custody or being traded. The Pensions Sub-committee manages custody risk by the monitoring of custodian activities. The Fund has appointed Bank of New York Mellon's London branch as its Custodian.

Transition Risk, the risk of incurring unexpected costs or losses when assets are transferred between asset classes. When carrying out significant transitions the Pensions Sub-committee will take professional advice and consider the appointment of specialist transition managers.

Development of the Pension Fund Sub-committee and Pensions Board

On 17 February 2015, the Council as Administering Authority agreed that a Pension Fund Sub-committee be established to fulfil the role of the Scheme Manager for the purposes of the Public Services Pensions Act 2013.

The establishment of a Pensions Board was also agreed at this time to assist the Scheme Manager in compliance with the Scheme Regulations. In accordance with the respective terms of reference, which were also agreed at the first meeting of the Pension Fund Sub-committee and Pension Board, the group have since met concurrently on four occasions during 2017-18.

Training activity for the members of the Pension Fund Sub-Committee and Pension Board was undertaken during the financial year 2017-18 to enable Councillors charged with the governance of the Fund to execute their role as quasi-trustees effectively.

Acknowledgement

We would like to take this opportunity to thank our colleagues in Chief Executive's Services and the members of: the Pension Fund Sub-Committee and the Pensions Board for their help and co-operation in managing the financial affairs of the Pension Fund.

Gareth Waterson, BAcc, CA
Head of Finance
19 September 2018

Councillor James Stockan
Leader
19 September 2018

Alistair Buchan
Chief Executive
19 September 2018

Statement of Responsibilities for the Annual Accounts

Responsibilities of the Orkney Islands Council as Administering Authority

The Council is required to:

- Make arrangements for the proper administration of the financial affairs of the Orkney Islands Council Pension Fund (the Fund) and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council, that officer is the Head of Finance.
- Manage the affairs of the Fund to secure economic, efficient and effective use of resources and safeguard its assets.
- Ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as is compatible with that legislation, in accordance with proper accounting practices (Section 12 of the Local Government in Scotland Act 2003).
- Approve the Annual Accounts for signature.

I confirm that these Annual Accounts were approved for signature by the Pension Fund Sub-committee at its meeting on 19 September 2018.

Signed on behalf of Orkney Islands Council

Councillor James Stockan
Leader

The Head of Finance's responsibilities

The Head of Finance is responsible for the preparation of the Annual Accounts in accordance with proper practices as required by legislation and as set out in the CIPFA/LASAAC Code on Local Authority Accounting in the United Kingdom (the Code).

In preparing these Annual Accounts, the Head of Finance has:

- Selected suitable accounting policies and then applied them consistently.
- Made judgements and estimates that were reasonable and prudent.
- Complied with legislation.
- Complied with the Code (in so far as it is compatible with legislation).

The Head of Finance has also:

- Kept adequate accounting records which were up to date.

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

I certify that the annual accounts give a true and fair view of the financial position of the Orkney Islands Council Pension Fund as at 31 March 2018, and of its transactions for the year ended 31 March 2018.

Gareth Waterson, BAcc, CA

Head of Finance

19 September 2018

Remuneration Report

The Pension Fund does not directly employ any staff. We have therefore not included a remuneration report within the Annual Report.

All staff are employed by Orkney Islands Council, and their costs reimbursed by the Pension Fund.

The Councillors, who are members of the Pension Fund Sub-Committee and Pension Board are also remunerated by Orkney Islands Council.

Details of Councillor and Senior Employee remuneration can be found in the accounts of Orkney Islands Council on the Council's website

http://www.orkney.gov.uk/Council/Statement_of_Accounts/Statement-of-Accounts.htm.

Annual Governance Statement

Scope of Responsibility

The Orkney Islands Council acts as Administering Authority for the Orkney Islands Council Pension Fund. The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. The Council has a statutory duty to make arrangements to secure best value under the Local Government in Scotland Act 2003.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions. This includes arrangements for the management of risk.

The Council has approved and adopted a Local Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE framework 'Delivering Good Governance in Local Government'. The Code is available on the Council's website. The authority's financial and management arrangements conform to the governance requirements of the CIPFA Statement on the role of the Chief Financial Officer in local government.

The Local Code of Corporate Governance evidences the Council's commitment to achieving good governance and demonstrates how it complies with the governance standards recommended by CIPFA. The document is regularly reviewed and updated.

Purpose of the Governance Framework

The governance framework comprises the systems and processes, and cultures and values, by which the Council is directed and controlled, and the activities used to engage with and lead the community. It enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to an acceptable level, and provide reasonable, but not absolute, assurance that the policies, aims and objectives can be delivered. The system of internal control is based on an ongoing process designed to identify and prioritise the risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place for the year ended 31 March 2018 and up to the date of approval of the Annual Accounts.

Purpose of the Governance Framework

1. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
2. Ensuring openness and comprehensive stakeholder engagement.
3. Defining outcomes in terms of sustainable economic, social, and environmental benefits.
4. Determining the interventions necessary to optimise the achievement of the intended outcomes.
5. Developing the entity's capacity, including the capability of its leadership and the individuals within it.
6. Managing risks and performance through robust internal control and strong public financial management.

The Pension Fund is governed by the Local Government Pension Scheme (Scotland) Regulations. These include requirements for the preparation and production of a number of key policy documents including a Triennial Valuation Report, a Funding Strategy Statement and Statement of Investment Principles. These documents set out the Fund's objectives together with the main risks facing the Fund and the key controls to mitigate those risks.

Review of Effectiveness

Orkney Islands Council has put in place appropriate management and reporting arrangements to enable it to satisfy itself that its approach to corporate governance is adequate and effective in practice. This includes ensuring appropriate advice is given to the Pension Fund on all governance matters, providing training to all members of the Pension Fund Sub-Committee and Pension Board, keeping proper administrative and financial records and accounts and maintaining an effective system of arrangements for governance control.

The system of internal financial controls operates within a financial strategy and is based on a framework of delegation and accountability for officers and elected members embodied in procedural standing orders, financial regulations, scheme of delegation, scheme of administration, committees and sub-committees, supported by a framework of administrative procedures including the segregation of duties, and regular financial management information. In particular this includes:

- Comprehensive accounting systems that records income and expenditure for both member and investment activities.
- Regular reviews of investment reports that measure investment returns against agreed benchmarks.
- Regular reviews of investment manager reports that measure performance against agreed targets, and
- Independent performance reviews of the Fund by the Fund's investment consultant and performance monitoring services provider.

The Pension Fund responds to findings and recommendations of external audit, scrutiny and inspection bodies and its own independent internal audit section. The Pension Fund Sub-Committee is integral to overseeing independent and objective assurance and monitoring improvements in internal control and governance.

Administering Authority

Orkney Islands Council is the Administering Authority for the Local Government Pension Scheme (LGPS) set up for the Orkney Islands geographic area.

The Council has delegated the management of the investments of the Pension Fund to the Pension Sub-Committee and has established a Pension Board which is the body responsible for assisting the Scheme Manager in relation to compliance with scheme regulations, and the requirements of the Pension Regulator.

Regulatory Framework

The Pensions Regulator is the UK regulator of work-based pension schemes. It works with trustees, employers, pension specialists and business advisers, giving guidance on what is expected of them.

The Scottish Public Pensions Agency (SPPA) is responsible for regulating the LGPS in Scotland and the Council administers the pension scheme in accordance with guidance and regulations issued by the SPPA.

The Orkney Islands Council scheme is open to all employees of scheduled bodies except those whose employment entitles them to belong to another statutory pension scheme (e.g. Teachers). Employees of admitted bodies can join the scheme subject to those bodies meeting the statutory requirements and on such terms and conditions as the Council (as Administering Authority) may require. A list of scheduled and admitted bodies is attached as Annex 1.

The Pension Fund Sub-Committee (the Sub-committee) is a formal sub-committee of Orkney Islands Council's Policy and Resources Committee. The Scheme of Administration for the Council refers to the Pension Fund Sub-Committee all matters relating to the management of investments of the Council's Pension Fund.

Financial affairs are conducted in compliance with the Council's Financial Regulations which are reviewed and updated on a regular basis.

Funds are invested in compliance with the Fund's Statement of Investment Principles.

Pension Fund Sub-Committee and Pension Board

The members of the Pensions Sub-Committee together with the Pensions Board act as quasi-trustees and oversee the management of the Orkney Islands Council Pension Fund (the Fund).

Their overriding duty is to ensure the best possible outcomes for the Fund, its participating employers and scheme members.

The members' knowledge is supplemented by professional advice from officers of the Council, professional advisers and other external providers.

The Sub-committee is comprised of seven members of the Council:

- Leader (Chair of Policy and Resources Committee).
- Deputy Leader (Vice Chair of Policy and Resources Committee), and
- Five other elected members of the Council appointed by Policy and Resources Committee.

The Scheme Actuary, the Independent Investment Consultant, Head of Finance, Pensions Manager and the Solicitor for the Council or their nominated representative also attend the Sub-committee meetings as advisers.

The Sub-committee meets at least quarterly. Additional meetings are called as appropriate and papers and minutes are publicly available on the Council's website, unless they have been considered as private business in terms of Schedule 7A to the Local Government (Scotland) Act 1973. Minutes of the Sub-committee are also presented to the Policy and Resources Committee of the Council.

Membership of the Pensions Board consists of equal numbers of trade union representatives and employer representatives, drawn from Orkney Islands Council and scheduled or admitted bodies in membership of the Pension Fund. Pension Board representatives may not participate in or act as members of the Pension Fund sub-committee or the Monitoring and Audit Committee. Local Authority employer representatives will normally be Elected Members of the Council.

The Pension Board meets at least quarterly. A majority of either side, trade union or employer representatives, may requisition a special meeting of the Pension Board in exceptional circumstances.

While the statutory roles and function of the Pension Fund Sub-committee and Pension Board are separate, the normal practice is that both bodies meet at the same time to consider the same agenda, with the Chair of the Pension Fund Sub-Committee chairing the concurrent meeting. The Council's Standing Orders apply at concurrent meetings. The aim is to engender a positive and proactive partnership culture where in practice the two bodies act as one.

If the Pension Fund Sub-committee and Pension Board cannot reach joint agreement on any matter the process for resolving any differences between the two bodies is as follows:

- In the first instance, if at least half of the members of the Pension Board agree, then the Pension Board can defer a decision of the Pension Fund Sub-committee for further consideration if any of the defined grounds are met. Whilst this process is undertaken the decision of the Pension Fund Sub-committee is still competent.
- If there is no agreement after the matter has been referred back to the Pension Fund Sub-committee, the decision of the Pension Fund Sub-committee stand and the difference in view between the Pension Board and the Pension Fund Sub-committee will be published in the form of a joint secretarial report on the Pension

Fund website, included in the Pension Fund annual report and notified to the Scottish LGPS Advisory Board, and

- The Scottish LGPS Scheme Advisory Board may also consider and take a view on the matter and, if considered appropriate, provide advice to the Scheme Manager or the Pension Board in relation to the matter.

Administration and Financial Management of the Fund

The Council's Head of Finance is the Officer with responsibility to ensure proper administration of the Council's financial affairs in terms of Section 95 of the Local Government (Scotland) Act 1973.

The Head of Finance is responsible for:

- The financial accounting of the Fund.
- The preparation of the Pension Fund Annual Report.
- Being the principal advisor on management of investments to the Council in its capacity as Trustee to the Fund and as the Fund's Administering Authority.

The day-to-day management of the investment activities of the Fund is administered by the Corporate Finance Team within the Chief Executive's Service.

The pension benefits policy oversight and day-to-day administration for the Fund is administered by the Pensions Team within the Chief Executive's Service.

The annual financial statement of the Fund is subject to external audit. The auditors are appointed by Audit Scotland, as part of the process to ensure that public funds are properly safeguarded and accounted for.

Professional Advisers and External Service Providers

Hymans Robertson is appointed to act as Actuary and Investment Consultants to the Fund. The services provided include advice on investment strategy, funding level and actuarial valuations. Hymans Robertson also provides independent performance measurement services for the Fund and has responsibility for measuring and reporting on the performance of the Fund during the year.

The Fund has appointed Baillie Gifford as investment manager who has responsibility for the selection, retention and disposal of individual investments. Where appropriate, they also implement the Sub-Committee's policy in relation to socially responsible investment and corporate governance.

The Bank of New York Mellon is the Fund's appointed global custodian and is responsible for the safekeeping of the assets including the processing of transactions and submission of tax claims.

Internal and External Control and Review

The system of internal financial control operates within a financial strategy and is based on a framework of delegation and accountability for officers and elected members embodied in procedural standing orders, financial regulations, scheme of delegation, scheme of administration, committees and sub-committees. It is

supported by a framework of administrative procedures including the segregation of duties, and regular financial management information. In particular this includes:

- Comprehensive accounting systems that record income and expenditure for both member and investment activities.
- Regular reviews of investment reports that measure investment returns against agreed benchmarks.
- Regular reviews of investment manager reports that measure performance against agreed targets.
- Independent performance reviews of the Fund by the Fund's investment consultant and performance monitoring services provider.

The system can provide only reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.

The Pension Fund responds to findings and recommendations of external audit, scrutiny and inspection bodies and the Orkney Islands Council's independent internal audit section. The Monitoring and Audit Committee is integral to overseeing independent and objective assurance and monitoring improvements in internal control and governance.

The Pensions Administrations Team consists of 4 full time equivalents.

The Head of Finance (Section 95 officer) for the Council as Administering Authority is responsible for ensuring the proper administration of the financial affairs of the Pension Fund. This includes ensuring appropriate advice is given to the Pension Fund on all financial matters, keeping proper financial records and accounts, and maintaining an effective system of internal financial control.

The Chief Internal Auditor (CIA) reports to the Monitoring and Audit Committee and functionally to the Executive Director of Corporate Services. She is in regular contact with the Head of Finance and Monitoring Officer. The CIA provides an independent and objective internal audit annual report and assurance statement on the effectiveness of internal control, risk management and governance based on the delivery of an approved plan of systematic and continuous internal audit review of the Council's arrangements.

During the financial year 2017 to 2018 an internal audit of pensions administration was carried out. The audit concluded that there were robust systems and procedures in place for the administration of the Council's pension scheme.

Included in the audit plan for 2018 to 2019 is an audit of the pension system migration (the transfer of manual records to Heywood's Pension Administration system, Altair). This audit was practically complete mid-August and results at that time provided reasonable assurance to the Head of Finance over the migration process, including the completeness and accuracy of the data transferred from manual records to the Altair system.

Given the structural size of the Council, there are common controls over council systems and pension systems. Internal audit's work on council systems also contributes to providing management assurance that pension fund operations and transactions are appropriately controlled.

Risk Management

The Fund's Risk Register was last reviewed and updated at the concurrent meetings of the Pension Fund Sub-committee together with the Pensions Board on 22 November 2017.

Risk awareness is embedded into the investment performance management process.

Some of the main risks identified in the last review of the risk register were as follow:

- The Council needs to ensure compliance with the Local Government Pension Scheme (Scotland) Regulations, including Pension Regulator's Code of Practice. A review of discretionary pension policies remains ongoing, including the need to develop a formal policy on reporting significant failures of pension fund administration/and/or any breaches of the law. The specific risk has been partially addressed through formation of a Pension Fund Sub-committee and Pension Board.
- Failure to comply with best practice as defined by the Chartered Institute of Public Finance and Accountancy for managing risk within the Scottish Local Government Pension Scheme. The specific risk has been addressed by the establishment of a risk register together with an annual review as a minimum requirement.
- Failure of members charged with governance of the Pension Fund to retain knowledge and understanding to support their role. A programme of induction training was provided to members in 2017, although it is noted that not all members were able to participate. The specific risk has been addressed through adoption of the training policy statement and development of a training register.

The full risk register is available via the following link to the Council's website:

<http://www.orkney.gov.uk/Service-Directory/S/pension-fund-sub-committeepension-board.htm>

Significant Governance Issues

- It was noted in the Audit Report that a review of the pension system migration (the transfer of manual records to Heywood's Pensions Administration system, Altair) by the Council's Internal Audit service had not been possible due to delays with data migration. The data migration has now been completed and the Internal Audit review of the migration is taking place during 2018 to 2019 as detailed earlier in this statement.
- It was noted in the Audit Report that a training policy and register of training for committee and board members should be maintained by the Fund detailing a range of training opportunities and time spent training. The Council adopted a Training Policy Statement in April 2015 for the Pension Fund and a report was submitted to the Pension Fund Sub-committee meeting held on 22 November 2017 to review the training plan for members of the Pension Fund Sub-committee

and the Pension Board. A register of training is being maintained by the Corporate Finance Team.

- It was noted in the Audit Report that the Fund's risk register was last reviewed by the pension fund sub-committee in March 2016. A review of the risk register was considered by the Pension Fund Sub-committee meeting held on 22 November 2017.

Access to Information

Sub-committee papers, minutes and the Funds Annual Report and Accounts are available via the Council's website <http://www.orkney.gov.uk/>.

Opinion

Our review of the effectiveness of the system of internal financial control is informed by:

- The work of Internal Audit and the professional accountancy staff within the Council.
- The External Auditor's reports.
- The Head of Finance (Section 95 Officer), whose duties include putting in place the arrangements for the proper administration of financial affairs of the Pension Fund.

The internal financial control environment was enhanced through the adoption of a Risk Register, Procedural Standing Orders and the establishment of a scheme of delegation by the Pensions Board.

It is our opinion that reasonable assurance can be placed upon the adequacy and effectiveness of the Council's internal financial control systems during the year ended 31 March 2018.

Gareth Waterson, BAcc, CA
Head of Finance
19 September 2018

Councillor James Stockan
Leader
19 September 2018

Alistair Buchan
Chief Executive
19 September 2018

Governance Compliance Statement

The Regulations that govern the management of LGPS funds in Scotland require that a Governance Compliance Statement is published. The following compliance statement sets out the extent to which the Orkney Islands Council Pension Fund 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	On 17 February 2015, the Policy and Resources Committee (PRC) established a Pension Fund Sub Committee (PSC) and delegated to it the power to discharge all functions and responsibilities relating to the Council's role as administering authority for Orkney Islands Council Pension Fund (the Pension fund). The PSC is the main committee in terms of the Local Government (Scotland) Act 1994, the Superannuation Act 1972 and the Public Services Act 2013. The PRC further agreed to establish a Pensions Board (PB) as a secondary committee to underpin the work of the main committee.
	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	There are no admitted bodies or deferred members represented on the PRC or PSC. Orkney Ferries Limited an admitted body currently has a representative on the PB. The existing membership of the PSC includes both active and pensioner members of the Orkney Island Council Pension Fund.

Principle		Full Compliance	Comments
	That where a secondary committee or panel has been established, the structure ensures effective communication across both levels.	Yes	The agreed terms of reference for operation of the PSC include the requirement to produce a formal minute of all Forum meetings. The PSC sit at the same time as the PB allowing them to communicate with each other on the day they sit.
	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	The PSC and PB sit at the same place and time to assist the formation of a consensus. The aim is to engender a positive and proactive partnership culture where in practice the two bodies act as one.
Representation	a) That all key stakeholders are afforded the opportunity to be represented within the Pensions Board. 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 • Where appropriate, independent professional observers, and • Expert advisors (on an ad-hoc basis). 	Yes	In accordance with the terms of reference for the operation of the PB, membership comprises 8 members; four trade union representatives and four employer representatives. Input from Hymans Robertson as expert advisors to the Pension Fund is routinely sought on policy matters.
	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	Yes	In accordance with the terms of reference, all members of the PB and PSC are treated equally. The two bodies sit at the same time to facilitate equal opportunity.

Principle		Full Compliance	Comments
	to the decision-making process, with or without voting rights.		
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	At the inaugural meeting of the Pensions Sub Committee and Pensions Board, held concurrently on 24 April 2015, respective Terms of Reference were duly approved for each body in addition an induction programme has been provided to members. Induction training has been provided to new members following the local elections in May 2017.
	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	The declaration of Member's interests is a standard item on the agenda of the PSC and PB.
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	Full voting rights are given to all members of the PSC.
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	The CIPFA Code of Practice for Public Sector Pensions Finance Knowledge and Skills, together with a Knowledge and Skills Framework to support the Code has been adopted as the basis for training and development of members and officers involved in

Principle	Full Compliance	Comments
		<p>Pension Fund financial matters. CIPFA Framework Members' training is funded from the Council's Pension Fund.</p> <p>The training policy was approved in 2015/16, and is aligned to CIPFA's Knowledge and Skills Framework.</p>
	Yes	All members are treated equally under the training policy.
	Yes	<p>The Administering Authority of the newly formed Pension Fund Sub-committee and Pension Board has to date considered the training requirements of committee members collectively and provided training on that basis. A log has been established of all training provided to members and this is monitored and reported as appropriate. The annual training plan for 2018-19 was approved by the PSC at its meeting of 21 February 2018.</p>
Meeting Frequency	Yes	The PSC and PB are scheduled to meet at least four times a year.
	Yes	The PSC and PB are scheduled to meet at least four times a year.

Principle		Full Compliance	Comments
	c) That an administering authority that 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.	N/A	On 17 February 2015, the PSC agreed to establish a Pensions Board (PB), with representatives from Trade Unions and admitted bodies.
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	All members are treated equally.
Scope	That administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements.	Yes	The PSC deal with all matters relating to both the administration and investment of the Pension Fund. The PSC is formed from members of the Policy and Resources Committee of the council.
Publicity	That administering authorities have published details of their governance arrangements in such a way that stakeholders, can express an interest in wanting to be part of those arrangements.	Yes	The Orkney Islands Council Pension Fund governance documents are available upon request. The Council as administering authority communicates regularly with employers and scheme members.

Gareth Waterson, BAcc, CA

Head of Finance

19 September 2018

Councillor James Stockan

Leader

19 September 2018

Alistair Buchan

Chief Executive

19 September 2018

Annual Accounts 2017-2018

Pension Fund Account

The Pension Fund Account sets out all income and expenditure of the Pension Fund.

2016-2017 £'000		2017-2018 £'000	Notes
	Dealings with members, employers and others directly involved in the scheme		
9,872	Contributions Receivable	9,956	5
1048	Transfers In	532	6
10,920		10,488	
(6,049)	Benefits Payable	(6,808)	5
(771)	Payments to and on account of leavers	(1,117)	7
(6,820)		(7,925)	
4,100	Net additions from dealings with members	2,563	
(1,221)	Management Costs	(1,520)	15
2,879	Net additions including management expenses	1,043	
	Return on Investments		
5,871	Investment Income	6,089	8
60,730	Profits/(losses) on disposal of investments and changes in the market value of investments	24,071	9,12
(139)	Taxes on Income	(101)	
66,462	Net Return/(Loss) on Investments	30,059	
69,341	Net increase in the net assets available for benefits during the year	31,102	
265,949	Opening Net Assets of the Scheme	335,290	
335,290	Closing Net Assets of the Scheme	366,392	

Net Assets Statement as at 31 March 2018

The Net Assets Statement sets out the value, as at the statement date, of all assets and current liabilities of the Fund. The net assets of the Fund (assets less current liabilities) represent the funds available to provide for pension benefits as at 31 March 2018.

31 March 2017 £'000		31 March 2018 £'000	Notes
	Managed Funds		
196,310	Equities	219,885	
39,476	Fixed Income	40,436	
89,423	Pooled Investment Vehicles	99,999	
9,400	Cash Equivalents	5,466	
334,609		365,786	10
	Current Assets		
66	Cash Balances	60	
62	Contributions due from Employers	86	
968	Current Debtors	1,089	
1,096		1,235	13
	Current Liabilities		
(415)	Current Creditors	(629)	14
681	Net Current Assets/(Liabilities)	606	
335,290	Net Assets of the Scheme available to fund benefits at the year end	366,392	

The Fund Account and Net Assets Statement do not show any liability to pay pensions or other benefits in the future. The liability to pay pensions is detailed in Note 4 Actuarial Present Value of Promised Retirement Benefits.

The audited accounts were issued on 19 September 2018.

Gareth Waterson, BAcc, CA
Head of Finance
19 September 2018

Notes to the Annual Accounts

1. The Local Government Pension Scheme

The Local Government Pension Scheme is a funded defined benefit scheme, established under the Superannuation Act 1972, with pensioners receiving index-linked pensions. It is administered by Orkney Islands Council in accordance with The Local Government Pension Scheme (Scotland) Regulations 2014 (as amended) and was contracted out of the State Second Pension until the 6 April 2016 when the new State Pension was introduced. The Pension Fund is subject to a triennial valuation by an independent, qualified Actuary, whose report indicates the required future employer's contributions.

2. Basis of Preparation of the Financial Statements

Local authorities have a duty under section 12 of the Local Government in Scotland Act 2003 to observe proper accounting practices.

The accounts for the Fund have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2017-18 which is based upon International Financial Reporting Standards (IFRS), as amended for the UK public sector.

3. Statement of Accounting Policies

A summary of the more important accounting policies has been set out below:

3.1. Basis of Preparation

The accounts have been prepared on an accruals basis and do not take account of liabilities to pay pensions and other benefits after the year end. However, the actuarial position does account for such obligations. This is disclosed in Note 4 of the accounts and should be read in conjunction with the Actuarial Statement (Annex 2). The going concern concept assumes that the Pension Fund will continue in existence for the foreseeable future.

3.2. Transfers to and from other schemes

Transfer values represent the amounts receivable and payable during the year for members who have either joined or left the fund during the financial year and are calculated in accordance with the LGPS Regulations.

Individual transfers in/out are accounted for when receivable/payable, 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 receivables 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.

3.3. Financial Instruments

Investments

Investments are included at market values, which are assessed as follows:

3.3.1. UK quoted securities are valued at bid market prices at close of business on the last working day of the financial year.

3.3.2. Overseas securities are valued at bid market prices from the relevant overseas stock exchanges converted at closing rates of exchange on the last day of the financial year.

3.3.3. Pooled investments, which comprise the fund manager's unit trusts and open-ended investment companies, are valued at bid market prices on the last working day of the financial year as supplied by the fund manager.

Since Investments are all held for trading, disclosure in the accounts is at fair value through profit and loss. Fair values are derived from unadjusted quoted prices in active markets.

3.4. Recognition of Income and Expenditure

Activity is accounted for in the year in which it takes place, not simply when cash payments are made or received. In particular:

3.4.1. Expenses in relation to services received (including services provided by Orkney Islands Council) are recorded as expenditure when the services are received rather than when payments are made.

3.4.2. Dividend income is recognised when the right to receive payment is established.

3.4.3. Where income and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Net Assets Statement.

3.5. Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in less than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

3.6. Administrative Overheads

The Pensions Section of Orkney Islands Council is responsible for administering the pension fund. The section receives an allocation of the overheads of the council which is based on its direct cost and the amount of central services consumed.

3.7. Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Fund's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

3.8. Events after the Balance Sheet

Events after the net assets statement date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

- 3.8.1. those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events.
- 3.8.2. those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

The draft annual accounts were signed by the Head of Finance on 29 June 2018. Events taking place after this date have not been reflected in the financial statements. Material events between the balance sheet date and the date of signing have been considered and where necessary reflected in the financial statements.

3.9. Investment Income

Income from fixed interest, index linked securities and other interest receivable is taken into account on an accruals basis. Income from all other marketable securities is taken into account on the date when stocks are quoted ex-dividend.

3.10. Foreign Currency

Income and expenditure arising from transactions denominated in a foreign currency are translated into £ sterling at the exchange rate in operation on the date on which the transaction occurred. Where the transaction is to be settled at a contracted rate, that rate is used.

3.11. Investment Management Expenses

Investment management expenses consist of direct charges in line with management agreements, management charges levied on pooled funds and administrative charges.

3.12. Acquisition Cost

Any acquisition costs of investments are included in the book cost of the investment.

3.13. Critical Judgements in Applying Accounting Policies

Pension Fund Liability

The Pension Fund liability is calculated every three years by the appointed actuary, with annual updates in the intervening years. The methodology used is in line with accepted guidelines and in accordance with International Accounting Standard IAS 19. The judgements which have the greatest impact on pension fund liabilities are those around the discount rate, the inflation rate and the life expectancy of members.

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

The Statement of Accounts contains estimated figures that are based on assumptions made by the Pension Fund about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because such factors cannot be

determined with certainty, actual results could be materially different from the assumptions and estimate. The items in the financial statements at 31 March 2018 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties
Actuarial present value of promised retirement benefits	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. A firm of consulting actuaries is engaged to provide the Fund with expert advice about the assumptions to be applied.

The sensitivities regarding the principal assumptions used to measure the scheme liabilities are set out below:

Change in assumptions at year ended 31 March 2018	Approximate % increase to Employer Liability	Approximate monetary amount £m
0.5% decrease in Real Discount Rate	10%	33
0.5% increase in the Salary Increase Rate	2%	6
0.5% increase in the Pension Increase Rate	8%	26

3.15. Accounting Standards that were issued but not yet adopted

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. Four standards have been issued but not yet adopted:

- IFRS 9 (Financial Instruments).
- IFRS 15 (Revenue from Contracts with Customers) (Amendment) (Clarification).
- IAS 12 (Income Taxes: Recognition of Deferred Tax Assets for Unrealised Losses) (Amendment).
- IAS 7 (Statement of Cash Flows; Disclosure Initiative) (Amendment).

We do not expect any of these to impact on the Pension Fund.

4. Actuarial Present Value of Promised Retirement Benefits

The Fund's actuary undertakes a valuation of the Fund's liabilities to pay future retirement benefits. This is calculated in line with the IAS 19 every year using the same base data as the triennial funding valuation, rolled forward to the current financial year and taking into account changes in membership numbers and updated assumptions.

In order to assess the value of liabilities on this basis, the actuary has updated the actuarial assumptions (set out below) from those used for funding purposes (see Annex 2).

The actuarial present value of promised retirement benefits at 31 March 2018 was £341m (2017: £377m).

This figure is used for statutory accounting purposes by Orkney Islands Council Pension Fund and complies with the requirements of IAS 26 Accounting and Reporting by Retirement Benefit Plans. The IAS 26 valuation is not used for calculations undertaken for funding purposes and setting contributions payable to the Fund and has no validity in other circumstances.

Financial Assumptions

Year ended	31 March 2017 % p.a.	31 March 2018 % p.a.
Inflation/Pensions Increase Rate	2.4%	2.4%
Salary Increase Rate	4.4%	2.8%
Discount Rate	2.6%	2.7%

Assumptions underpinning the valuations are agreed with the actuary and are summarised in Note 26.

Longevity Assumptions

	Males	Females
Current Pensioners	21.7 years	23.8 years
Future Pensioners*	23.3 years	26.2 years

*Future pensioners are assumed to be currently aged 45.

Commutation assumption

An allowance is included for future retirees 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.

5. Analysis of Contributions Receivable and Benefits Payable

Contributions Receivable

	2016-2017			2017-2018		
	Orkney Islands Council £000	Admitted Bodies £000		Orkney Islands Council £000	Admitted Bodies £000	
Employee Contributions	2,058	273	2,331	2,120	281	2,401
Employer Contributions	6,688	827	7,515	6,702	828	7,530
Strain Costs	26	0	26	25	0	25
Total	8,772	1,100	9,872	8,847	1,109	9,956

Benefits Payable

	2016-2017			2017-2018		
	Orkney Islands Council £000	Admitted Bodies £000		Orkney Islands Council £000	Admitted Bodies £000	
Pensions Paid	4,062	384	4,446	4,444	383	4,827
Dependants Pensions	350	28	378	368	13	381
Lump Sums Paid	925	142	1,067	1,343	108	1,451
Death Grants Paid	158	0	158	149	0	149
Total	5,495	554	6,049	6,304	504	6,808

Orkney Islands Council, the administering authority, is at present the only scheduled body.

6. Transfers In

Transfers in to the scheme during 2017-18 were £0.5m (2016-17: £1.1m). This represents the total of transfer values in respect of individual members joining the scheme.

7. Payments to and on Account of Leavers

2016-2017 £'000		2017-2018 £'000
(13)	Contributions Returned	(24)
(755)	Individual Transfers to other Schemes	(1,090)
(3)	State Scheme Premiums	(3)
(771)		(1,117)

8. Investment income

	2016-2017 £'000	2017-2018 £'000
<u>Equities</u>		
Equities UK	1,809	1,248
Equities Global	<u>1,913</u>	<u>1,980</u>
Total Equities	3,722	3,228
<u>Fixed Income</u>		
UK Bonds	696	513
Overseas Bonds	514	0
Index Linked	<u>81</u>	<u>275</u>
Total Fixed Income	1,291	788
Pooled Investment Vehicle - Diversified Growth	836	1,075
Pooled Investment Vehicle - Multi-Asset Growth	0	988
Cash and Deposits	<u>22</u>	<u>10</u>
Totals	5,871	6,089

9. Change in the Market Value of Investments

2016-2017 £'000		2017-2018 £'000
25,487	Realised	16,205
35,243	Unrealised	7,866
60,730	Total	24,071

10. Analysis of Investments

As at 31 March 2018 the market value of the assets under management is as follows:

	31 March 2017 £'000	31 March 2018 £'000
Baillie Gifford		
<u>Equities</u>		
Equities UK	35,939	37,175
Equities Global	159,041	181,327
Equities Small Companies	1,330	1,383
Total Equities	196,310	219,885
<u>Fixed Income</u>		
UK Bonds	19,607	20,272
UK Government Gilts	19,869	20,164
Total Fixed Income	39,476	40,436
Pooled Investment Vehicle - Multi-Asset Growth	49,493	56,025
Pooled Investment Vehicle - Diversified Growth	39,930	43,974
Cash and Deposits	<u>9,400</u>	<u>5,466</u>
Totals	334,609	365,786

All investments are publicly traded on recognised stock exchanges.

11. Reconciliation of Movements in Investments

Investments increased in value to £365.8m as at 31 March 2018 (31 March 2017: £334.6m) a movement of £31.2m.

During 2017-18, sales of investments totalled £37m and purchases totalled £48m. Transaction costs are included in the cost of purchases and sales proceeds.

The following individual investments exceed 5% of the total value of the net assets of the Pension Fund at 31 March 2018.

	2017 £'000	2018 £'000
Baillie Gifford & Company – (Multi Asset Growth)	49,493	56,025
Baillie Gifford & Company – (Diversified Growth Fund)	39,930	43,974
Baillie Gifford & Company – (Act Index-Linked Gilts)	19,869	20,164

12. Investment Transactions

2017-2018	Opening Market Value £'000	Purchases £'000	Sales £'000	Change in Market Value £'000	Closing Market Value £'000
Investment Assets	0	0	0	0	0
Managed Fund Investments					
Equities	194,980	35,573	(33,320)	21,269	218,502
UK Bonds	19,607	4,399	(3,322)	(412)	20,272
Pooled Investment – British Small Companies	1,330	18	0	34	1,382
Pooled Investment – Fixed Interest	19,869	276	0	20	20,165
Pooled Investment – Multi-Asset Growth	49,493	4,442	0	2,090	56,025
Pooled Investment – Diversified Growth	39,930	2,975	0	1,069	43,974
Total Transactions	325,209	47,683	(36,642)	24,070	360,320
Cash Deposits	9,400				5,466
Internal Net Current Assets / (Liabilities)	681				606
Total	335,290				366,392

2016-2017	Opening Market Value £'000	Purchases £'000	Sales £'000	Change in Market Value £'000	Closing Market Value £'000
Investment Assets	0	0	0	0	0
Managed Funds					
Equities	182,370	26,636	(66,435)	52,409	194,980
UK Bonds	0	19,795	(654)	466	19,607
Pooled Investment – British Small Companies	2,380	39	(1,508)	419	1,330
Pooled Investment – Fixed Interest	38,954	9,589	(32,610)	3,936	19,869
Pooled Investment – Multi-Asset Growth		48,700	0	793	49,493
Pooled Investment – Diversified Growth	31,186	6,037	0	2,707	39,930
Total Transactions	254,890	110,796	(101,207)	60,730	325,209
Cash Deposits	10,040				9,400
Internal Net Current Assets / (Liabilities)	1,019				681
Total	265,949				335,290

13. Current Assets

	31 March 2017 £000's	31 March 2018 £000's
Income Due	540	514
Recoverable Tax	290	295
Cash Balances	66	60
Transfer values receivable	139	4
Contributions due from Employers	61	85
Orkney Islands Council	0	274
Sundry Debtors	0	3
Total Current Assets	1,096	1,235

14. Current Liabilities

	31 March 2017 £000's	31 March 2018 £000's
Orkney Islands Council	49	0
Sundry Creditors	244	340
Transfer values payable	122	289
Total Current Liabilities	415	629

15. Management Costs

	2016-2017 £'000	2017-2018 £'000
Investment Management Expenses		
Investment managers fees	852	1,055
Custodian fees	32	43
Other Investment management expenses	4	7
Stamp Duty	50	13
Other Transaction Taxes and Levies	0	20
Broker Commission	0	31
Total Investment Management Expenses	938	1,169
Administration Costs		
Staff time and Support allocations	<u>238</u>	<u>256</u>
Total Administration Costs	238	256
Governance		
Audit costs	20	20
Professional fees	<u>25</u>	<u>75</u>
Total Governance Costs	45	95
Total	1,221	1,520

16. Code of Transparency

The Code of Transparency enables a greater understanding of the investment process and better cost management through the fund managers disclosure of transaction costs.

Total transaction costs for each asset class are detailed below:

2017-2018	Transaction Taxes £	Broker Commission £	Implicit Costs £	Indirect Transaction Costs £	Total Transaction Costs £
Equities	32,638	31,360	71,223	0	135,221
Bonds	0	0	(4,232)	0	(4,232)
Pooled Funds	0	0	75	6,187	6,262
Foreign Exchange	0	0	2,638	0	2,638
Total	32,638	31,360	69,704	6,187	139,889

The nature of the transaction costs groups are as follows:

- Transaction Taxes – Includes stamp duty and any other financial transaction taxes.
- Broker Commissions – Payments for execution services, including exchange fees, settlement fees and clearing fees.
- Implicit Costs – Indirect costs associated with buying and selling securities, being an estimate of market impact.
- Indirect Transaction Costs – transaction costs incurred within pooled funds when they buy and sell their underlying investments.

In addition to the transaction costs, the portfolio has incurred indirect fees of £284,570 paid from the Net Asset Value of the pooled funds.

17. Audit Fees

In 2017-18 the agreed audit fee for the year was £20,000 (2016-17 £20,000).

18. Agency Arrangements

The Orkney Islands Council Pension Fund pays discretionary awards to former employees of Orkney Islands Council. The amounts paid are not included within the Fund Account but are provided as a service and fully reclaimed from the council. The total amount of these payments was £267k in 2017/18 and £279k in 2016/17.

Existing contracts entered into by members of the Orkney Islands Council Pension Fund who elected before 1 April 2008 to purchase added years of membership continue in force (unless the member elects to cease the contract). Administration of added years' contracts is carried out by the Orkney Islands Council Pension Fund on behalf of Orkney Islands Council. Costs borne by the fund relating to added years are incorporated into the overall administration cost and are immaterial in value.

19. Statement of Investment Principles and Funding Strategy Statement

The Council as Administering Authority approved its current Statement of Investment Principles in 2017. The Statement defines the Fund's operational framework insofar as investments are concerned. It is reviewed periodically to ensure that it continues to reflect the needs of the Fund and the views of its stakeholders.

The Funding Strategy Statement defines how the Fund intends to meet its financial obligations and was effective from 30 March 2015.

Both these documents are published on the Council's web site and are available on request from the Council's Head of Finance.

20. Investment Management Arrangements

The Orkney Islands Council Pension Fund investments are managed on an active basis by external fund manager Baillie Gifford.

From the 1 April 2017 the benchmark is a fund specific benchmark which means managed investment funds are measured against a range of indices reflecting the weighting or concentration of individual asset classes within the approved investment strategy. The target is to outperform the bespoke benchmark over rolling five-year periods.

21. Stock Lending

In accordance with the Statement of Investment Principles 2013, stock lending is not permitted within any of its segregated investment mandates. As at 31 March 2018 no stock had been released to a third party under a stock lending arrangement.

22. Related Party Transactions

Orkney Islands Council Pension Fund is administered by Orkney Islands Council. The Council incurred costs of £0.256m (2016-17: £0.238m) in relation to administration of the Fund and was subsequently reimbursed by the Fund for these expenses. The Council is also the single largest employer of members of the Pension Fund and contributed £6.73m to the fund in 2017-2018 (2016-17: £6.72m). With the exception of the year end debtor balance shown at Note 13 all monies owing to and from the Fund were paid in the year.

The Fund had a balance due from the Orkney Islands Council of £0.274m as at 31 March 2018 (The fund had a balance due to Orkney Islands Council of £0.049m as at 31 March 2017).

All the members of the Pensions Sub-Committee and the members of the Pensions Board are active members of the pension scheme. Each Councillor is required to declare any financial or pecuniary interest related to specific matters on the agenda at each meeting

In addition, two members of the Pension Sub-Committee are directors of Orkney Towage Company Ltd which is admitted body of Orkney Islands Council Pension Fund. During the year 2017-2018 this was a net cost to the Pension Fund of £0.082m (2016-17: £0.133m gain).

The employees who hold key positions in the financial management of the Pension Fund; and their financial relationship with the fund (expressed as cash-equivalent transfer values) are set out below:

	Accrued pension 2016-2017		Accrued pension 2017-2018	
	Pension £	Lump Sum £	Pension £	Lump Sum £
Chief Executive	41,740	80,171	44,453	81,211
Head of Finance / Section 95 Officer	28,749	50,008	31,931	51,930

23. Membership Details

Under the Local Government Pension Scheme (LGPS), member contributions are paid on a tiered basis, the contribution rate being determined by the amount of salary falling into each earnings tier.

Eligibility to join the scheme

Orkney Islands Council employees with a contract for 3 months duration or more are automatically entered into the LGPS. Employees with a contract of less than 3 months duration will be automatically enrolled onto the LGPS if they satisfy the automatic enrolment criteria, however they can opt in if they do not meet the automatic enrolment criteria.

A person employed by a community admitted body or a person employed by a transferee admitted body may only be a member if the person, or class of employees to which the person belongs, is designated in the admission agreement by the body as being eligible for membership of the Scheme.

If they satisfy the above statement they should be automatically entered into the LGPS if they have a contract for 3 months or more otherwise they can opt in if they have a contract for less than 3 months.

These employees are not necessarily auto-enrolled at present, depending on the staging date of each employer.

The following table gives details of the various bodies' membership.

Membership Details at 31/03/2018	Active	Deferred	Pensioner	Dependant
Orkney Islands Council	1,796	877	722	104
Orkney Islands Property Development	2	4	4	0
Orkney Towage Company Limited	18	14	18	0
Pickaquoy Centre Trust	55	23	6	0
Orkney Enterprise	4	5	2	0
Orkney Tourist Board (Visit Scotland)	0	5	3	1
Orkney Ferries Limited	91	45	25	3
Summary of Members				
OIC	1,796	877	722	104
Admitted Bodies	170	96	58	4
Totals	1,966	973	780	108

24. Scheme Arrangements

Career Average Revalued Earnings Scheme (CARE) – LGPS 2015

A number of important changes have been made to the LGPS from 1 April 2015. The changes, which have been agreed between the Trade Unions, COSLA and the Scottish Government, ensure that the Scheme complies with the terms of the Public Pensions Act 2013.

From 1 April 2015 the pension Scheme moved away from a final salary to a career average revalued earnings scheme (CARE).

The main changes of this scheme were:

- A move towards benefits being worked out using career average revalued earnings (CARE) rather than final salary.
- Pensions being built up at a rate of 1/49th of annual pensionable pay.
- Member's normal retirement age being linked to their own State Pension Age. Members may still be able to retire from age 60 but a reduction for early payment may apply.
- Protection of benefits for members aged 55 and over at 1 April 2012 who will be guaranteed that their benefits will not be less than they would have been if the 2015 scheme had never been introduced, and
- Benefits built up before April 2015 will continue to be calculated using actual final pensionable pay at date of leaving.

25. Financial Instruments

Categories of Financial Instruments.

The following categories of financial instrument are carried in the Net Assets Statement:

Financial Instruments Balances	31 March 2017 £'000	31 March 2018 £'000
Investments		
Financial Assets at fair value through profit/loss	325,209	360,320
Loans and receivables - cash and cash equivalents	9,400	5,466
Total investments	334,609	365,786
Current assets and liabilities		
Debtors	1,096	1,235
Financial liabilities at amortised cost	(415)	(629)
Total current assets and liabilities	681	606

Income, Expenses, Gains and Losses

Financial Instruments Gains/Losses	31 March 2016	31 March 2017
	Financial Assets	
	£'000	£'000
Net gains/(losses) on financial assets at fair value through profit and loss	60,730	24,071
Investment Income	5,872	6,089
Investment management expenses including taxation	(1,360)	(1,622)
Total investment gains and losses	65,242	28,538

Fair Values of Assets and Liabilities

Financial assets represented by investments are carried in the Net Assets Statement at their current market value (bid price), as determined by the investment manager and the global custodian, based upon publicly quoted prices. This provides a close approximation to fair value.

26. Risk and Risk Management

The past year has proved to be another volatile year for investors in general, with global financial markets benefitting from positive economic data and renewed investor optimism, offset by geo-political uncertainty.

Despite strong investment performance over the past year, much uncertainty still surrounds the UK economy as plans for Brexit have yet to be finalised.

The Fund's primary long-term risk is that the Fund's assets fall short of its liabilities (i.e. promised benefits payable to members). Therefore, the aim of investment risk management is to minimise the risk of an overall reduction in the value of the Fund and to maximise the opportunity for gains across the whole Fund portfolio. The Fund achieves this through asset diversification to reduce exposure to market risk (price risk, currency risk and interest rate risk) and credit risk to an acceptable level. In addition, the Fund manages its liquidity risk to ensure there is sufficient liquidity to meet the Fund's forecast cash flows. Responsibility for managing the Fund's risk rests with the Pension Fund Sub-committee.

26.1. Market risk

Market risk is the risk of loss from fluctuations in equity and commodity prices, interest and foreign exchange rates and credit spreads. The Fund is exposed to market risk from its investment activities, particularly through its equity holdings. The level of risk exposure depends on market conditions, expectations of future price and yield movements and the asset mix. The objective of the Funding Strategy is to identify, manage and control market risk exposure within acceptable parameters, whilst optimising the return on risk.

In general, excessive volatility in market risk is managed through the diversification of the portfolio in terms of geographical and industry sectors and individual securities. To mitigate market risk, the Council and its Investment Advisors undertake appropriate monitoring of market conditions and benchmark analysis.

Sensitivity analysis

In consultation with the Fund's independent provider of performance and analytical data (Hymans Robertson), the Council has determined that the following movements in market price risk are reasonably possible for the reporting period.

Asset Type	Potential Market Movement +/- (%p.a.)
UK Equities	16.8
Global Equities	17.9
UK Index-Linked Gilts (short term)	4.1
UK Index-Linked Gilts (medium term)	7.2
UK Index-Linked Gilts (long term)	9.2
UK Fixed Interest Gilts (short term)	3.2
UK Fixed Interest Gilts (medium term)	9.5
UK Fixed Interest Gilts (long term)	12.7
Diversified Growth	12.6
Cash	0.5
Total Fund volatility	12.5

Potential price changes are determined based on the observed historical volatility of asset class returns. The potential volatilities are consistent with a one standard deviation movement in the change in value of the assets over the latest three years. Had the market price of the Fund investments increased/decreased in line with the above, the change in the net assets available to pay benefits in the market price would have been as follows:

			Potential change in year in the net assets available to pay benefits	
Asset Type	Value	% Change	Favourable Market Movement	Unfavourable Market Movement
	£'000		£'000	£'000
UK Equities	38,558	16.8%	45,036	32,080
Global Equities	181,327	17.9%	213,785	148,869
UK Index-Linked Gilts (short term)	0	4.1%	0	0
UK Index-Linked Gilts (medium term)	4,400	7.2%	4,717	4,083
UK Index-Linked Gilts (long term)	15,764	9.2%	17,214	14,314
UK Fixed Interest Gilts (short term)	6,155	3.2%	6,352	5,958
UK Fixed Interest Gilts (medium term)	5,431	9.5%	5,947	4,915
UK Fixed Interest Gilts (long term)	8,686	12.7%	9,789	7,583
Diversified Growth and Multi-Asset Growth	99,999	12.6%	112,599	87,399
Cash	5,466	0.5%	5,493	5,439
Total Fund volatility	365,786	12.5%	411,509	320,063

The total Fund volatility takes into account the expected interactions between the different asset classes shown, based on the underlying volatilities and correlations of the assets, in line with mean variance portfolio theory.

26.2 Interest Rate Risk

The Fund invests in financial assets for the primary purpose of obtaining a return on investments. These investments are subject to interest rate risks, which represent the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The Fund's interest rate risk is routinely monitored by the Council and its Investment Advisers, including monitoring the exposure to interest rates and assessment of actual interest rates against the relevant benchmarks.

The Fund's direct exposure to interest rate movements as at 31 March 2018 and 31 March 2017 is set out below. These disclosures present interest rate risk based on the underlying financial assets at fair value:

	31 March 2017 £'000	31 March 2018 £'000
Cash and cash equivalents	9,400	5,466

Sensitivity analysis

The Council recognises that interest rates can vary and can affect both income to the Fund and the value of the net assets available to pay benefits.

The analysis that follows assumes that all other variables, in particular exchange rates, remain constant, and shows the effect in the year on the net assets available to pay benefits of a 1% change in interest rates:

Asset Type	Carrying amount as at 31 March 2018 £'000	Potential change in year in the net assets available to pay benefits	
		1% Interest Movement £'000	-1% Interest Movement £'000
Cash and Cash Equivalents	5,466	54.7	(54.66)
Total change in assets available	5,466	54.7	(54.66)

26.3 Currency Exposure Risk

Currency risk represents the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Fund is exposed to currency risk on financial instruments that are denominated in any currency other than the functional currency of the Fund (£UK). The Fund is invested in equities overseas that are denominated in currencies other than £UK. The Fund also holds a low level of bonds denominated in overseas currencies.

The following table summarises the Fund's currency exposure at 31 March 2018:

Currency exposure - asset type	Asset value 31 March 2017 £'000	Asset value 31 March 2018 £'000
Overseas Quoted Equities	155,623	178,397
Pooled Funds - Global Basket	3,418	2,930
Total	159,041	181,327

Sensitivity analysis

Following analysis of historical data in consultation with Hymans Robertson, the council considers the likely volatility associated with foreign exchange movements to be 10%.

A 10% fluctuation is considered reasonable based on Hymans analysis of long-term historical movements. This analysis assumes that all other variables, in particular interest rates, remain constant.

A 10% strengthening/weakening of the pound against the various currencies in which the fund holds investments would increase/decrease the net assets available to pay benefits as follows:

Assets exposed to currency risk	Asset values as at 31 March 2018	Potential % movement	Value on Increase	Value on Decrease
	£		£	£
Overseas Quoted Equities	178,397	10.0%	196,237	160,557
Total change in assets available to pay benefits	178,397	10.0%	196,237	160,557

26.4 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 in their pricing and consequently the risk of loss is implicitly provided for in the carrying value of the Fund's financial assets and liabilities. The selection of high quality counterparties, brokers and financial institutions minimises credit risk that may occur through the failure to settle a transaction in a timely manner.

The Council's Annual Treasury Management Strategy Statement sets out the Fund's approach to credit risk for internally managed funds. Deposits are not made with banks and financial institutions unless they are rated independently and meet the Council's credit criteria. The Strategy has also set limits as to the maximum percentage of the deposits placed with any one class of financial institution.

The Fund believes it has managed its exposure to credit risk, and the Fund has had no experience of default or uncollectable deposits over the past five financial years. The Fund's cash holding under its treasury management arrangements at 31 March 2018, including current account cash, was £60k. (31 March 2016: £66k). The Fund also held cash under its investment management arrangement. This was held with the following institutions:

	Rating (Fitch)	Balance 31 March 2018
Bank current accounts		
Royal Bank of Scotland	BBB+	60
Cash held in Portfolio		
Handelsbanken	AA	250
Bank of New York Mellon (BNY)	AA	1,884
BNP Paribas Deposit	A+	100

26.5 Liquidity Risk

Liquidity risk represents the risk that the Fund will not be able to meet its financial obligations as they fall due. The Council therefore takes steps to ensure that the Pension Fund has adequate cash resources to meet its commitments.

The Council has immediate access to its Pension Fund cash holdings.

The Fund defines liquid assets as assets that can be converted to cash within three months. Illiquid assets are those assets which will take longer than three months to convert into cash. As at 31 March 2018, the Fund had no illiquid assets.

27. Funding and Valuation Note

In line with the Local Government Pension Scheme (Scotland) Regulations 2014, the Fund's actuary undertakes a funding valuation every three years. The actuarial valuation assesses the health of the fund and provides a check that the funding strategy and assumptions used are appropriate. It also sets the future rates of contributions payable by employers. The most recent full actuarial valuation by the Fund's actuaries Hymans Robertson was to 31 March 2017. The next valuation will take place as at 31 March 2020.

The key elements of the funding policy are:

- To ensure the long-term solvency of the Fund, i.e. that sufficient funds are available to meet all pension liabilities as they fall due for payment.
- To ensure that employer contribution rates are as stable as possible.
- To minimise the long-term cost of the scheme by recognising the link between assets and liabilities and adopting an investment strategy that balances risk and return.
- To reflect the different characteristics of employing bodies in determining contribution rates where the administering authority considers it reasonable to do so.
- To use reasonable measures to reduce the risk to other employers and ultimately to the council tax payer from an employer defaulting on its pension obligations.

The aim is to maintain 100% solvency over a period of 20 years and to provide stability in employer contribution rates by spreading any increases in rates over a period of time. Solvency is achieved when the funds held, plus future expected investment returns and contributions are sufficient to meet expected future pension benefits payable.

At the 2017 actuarial valuation, the Fund was assessed as 112.7% funded (114.4% at the March 2014 valuation). This corresponded to a surplus of £38m (2014 valuation: surplus of £29m) at that time.

The assessed Primary contribution rate for 1 April 2018 – 31 March 2021 (i.e. the rate which employers in the Fund pay) at March 2017 was 20.7%, with applied Secondary contribution rates giving the required minimum contribution rates as follows:

2018/19: 18.2%

2019/20: 17.6%

2020/21: 17.0%

In accordance with the Funding Strategy Statement the administering authority has adopted employer contributions of 19.2% for 2017-2018. The valuation of the Fund has been undertaken using a 'risk based' approach considers how each employer's assets and liabilities may evolve over the future. The principal assumptions were:

Financial Assumptions

Financial Assumptions	31-Mar-14	31 March 2017	
	Funding basis (% p.a.)	Funding basis (% p.a.)	Gilts basis (% p.a.)
Discount rate	5.10%	3.10%	1.40%
Price inflation	3.50%	2.40%	2.40%
Pay increases	4.50%	2.80%	2.80%
Pension increases:			
in excess of GMP	2.70%	2.40%	2.40%
post-88 GMP	2.70%	2.40%	2.40%
pre-88 GMP	0.00%	0.00%	0.00%
Revaluation of deferred pension	2.70%	2.40%	2.40%
Revaluation of accrued CARE pension	2.70%	2.40%	2.40%
Expenses	1.00%	0.70%	0.70%

* GMP = guaranteed minimum pension

Mortality assumptions

The mortality assumptions used and applied to all members are based on the Self-Administered Pension Schemes year of birth tables with no further improvements in lifespans estimated from 2017.

28. Additional Voluntary Contributions

Under Inland Revenue rules, scheme members are permitted to make contributions towards retirement and death in service benefits in addition to those which they are required to make as members of the Local Government Pension Scheme. These contributions are known as Additional Voluntary Contributions and are treated separately from the scheme's assets under arrangement with Prudential Assurance Company Limited.

During the year, member contributions amounted to £0.404m (2016-17: £0.442m).

Members contributions are invested in a "with profits" Fund or a "deposit" Fund. During the year the value of AVC investments increased by £0.72m to £2.890m as at 31 March 2018 (2017: £2.818m) excluding the final bonus.

29. Contingent Liabilities and Contractual Commitments

Following the Freedom and Choice provisions announced in the 2014 Budget, the Pension Fund has had an increase of enquiries from members about transferring benefits out of the LGPS. Illustrations provided to members indicate that at the year-end there are potential liabilities of £1.276m in respect of members who may exercise the option to take benefits out of the scheme.

Independent Auditor's Report

Independent auditor's report to the members of Orkney Islands Council as administering authority for Orkney Islands Council Pension Fund and the Accounts Commission

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 120 of the Code of Audit Practice approved by the Accounts Commission, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Report on the audit of the financial statements

Opinion on financial statements

I certify that I have audited the financial statements in the annual report of Orkney Islands Council Pension Fund for the year ended 31 March 2018 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Pension Fund Account, the Net Assets Statement and Notes to the Annual Accounts, including a summary of significant accounting policies. 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 2017/18 (the 2017/18 Code).

In my opinion the accompanying financial statements:

- give a true and fair view in accordance with applicable law and the 2017/18 Code of the financial transactions of the fund during the year ended 31 March 2018 and of the amount and disposition at that date of its assets and liabilities;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2017/18 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the fund in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern basis of accounting

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Head of Finance has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the fund's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Responsibilities of the Head of Finance and The Orkney Islands Council Pension Fund Sub Committee for the financial statements

As explained more fully in the Statement of Responsibilities, the Head of Finance is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the Head of Finance determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Head of Finance is responsible for assessing the fund's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

The Orkney Islands Council Pension Fund Sub Committee is responsible for overseeing the financial reporting process.

Auditor's responsibilities for the audit of the financial statements

My objectives are to achieve reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Other information in the annual report

The Head of Finance is responsible for the other information in the annual report. The other information comprises the information other than the financial statements and my auditor's report thereon. My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon except on matters prescribed by the Accounts Commission to the extent explicitly stated later in this report.

In connection with my audit of the financial statements, my responsibility is to read all the other information in the annual report and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Report on other requirements

Opinions on matters prescribed by the Accounts Commission

In my opinion, based on the work undertaken in the course of the audit

- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003;
- the information given in the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016); and
- the information given in the Governance Compliance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with The Local Government Pension Scheme (Scotland) Regulations 2014.

Matters on which I am required to report by exception

I am required by the Accounts Commission 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.

I have nothing to report in respect of these matters.

Gillian Woolman MA FCA CPFA
Audit Director
Audit Scotland
4th Floor
102 West Port
Edinburgh
EH3 9DN

19 September 2018

Annex 1 - Scheduled and Admitted Bodies

Orkney Islands Council Pension Fund

Scheduled Bodies

- Orkney Islands Council

Admitted Bodies

Active Admitted Bodies

- Orkney Tourist Board (Visit Scotland)
- Orkney Towage Company Limited
- Orkney Ferries Limited
- Orkney Enterprise
- Pickaquoy Centre Trust
- Orkney Islands Property Development Limited

Annex 2 – Actuarial Statement for 2017-2018

Orkney Islands Council Pension Fund (the Fund)

This statement has been prepared in accordance with Regulation 55(1)(d) of the Local Government Pension Scheme (Scotland) Regulations 2014. It has been prepared at the request of the Administering Authority of the Fund for the purpose of complying with the aforementioned regulation.

Description of Funding Policy

The funding policy is set out in the Administering Authority's Funding Strategy Statement (FSS), dated March 2015. In summary, the key funding principles are as follows:

- To ensure the long-term solvency of the Fund, using a prudent long-term view. This will ensure that sufficient funds are available to meet all members'/ dependants' benefits as they fall due for payment.
- To ensure that employer contribution rates are reasonably stable where appropriate.
- To minimise the long-term cash contributions which employers need to pay to the Fund, by recognising the link between assets and liabilities and adopting an investment strategy which balances risk and return (NB this will also minimise the costs to be borne by Council Tax payers).
- To reflect the different characteristics of different employers in determining contribution rates. This involves the Fund having a clear and transparent funding strategy to demonstrate how each employer can best meet its own liabilities over future years.
- To use reasonable measures to reduce the risk to other employers and ultimately to the Council Tax payer from an employer defaulting on its pension obligations.

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. For employers whose covenant was considered by the Administering Authority to be sufficiently strong, contributions have been stabilised to return their portion of the Fund to full funding over 20 years if the valuation assumptions are borne out. Asset-liability modelling has been carried out which demonstrate that if these contribution rates are paid and future contribution changes are constrained as set out in the FSS, there is at least a 66% chance that the Fund will return to full funding over 20 years.

Funding Position as at the last formal funding valuation

The most recent actuarial valuation carried out under Regulation 60 of the Local Government Pension Scheme (Scotland) Regulations 2014 was as at 31 March 2017. This valuation revealed that the Fund's assets, which at 31 March 2017 were valued at £335 million, were sufficient to meet 112.7% of the liabilities (i.e. the present value of promised retirement benefits) accrued up to that date. The resulting surplus at the 2017 valuation was £38 million.

Each employer had contribution requirements set at the valuation, with the aim of achieving full funding within a time horizon and probability measure as per the FSS. Individual employers' contributions for the period 1 April 2018 to 31 March 2021 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 the 2017 valuation report.

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 and inflation 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 2017 valuation were as follows:

Financial assumptions	31-Mar-17
Discount rate	3.1%
Pay increases	2.8%
Price inflation/Pension increases	2.4%

The key demographic assumption was the allowance made for longevity. The life expectancy assumption was based on the Fund's Vita Curves alongside future improvements based on the CMI 2016 model with an allowance for smoothing of recent mortality experience and a long-term rate of improvement of 1.25% p.a. Based on these assumptions, the average future life expectancies at age 65 are as follows:

	Males	Females
Current Pensioners	21.7 years	23.8 years
Future Pensioners*	23.3 years	26.2 years

*Currently aged 45.

Copies of the 2017 valuation report and Funding Strategy Statement are available on request from Orkney Islands Council, Administering Authority to the Fund.

Experience over the period since 31 March 2017

Asset returns over the period have been slightly higher than the valuation discount rate and real bond yields at 31 March 2018 are at a similar level to 31 March 2017. Combining the impact of these leads to a broadly similar overall funding position at 31 March 2018 compared to the last formal valuation.

The next actuarial valuation will be carried out as at 31 March 2020. The Funding Strategy Statement will also be reviewed at that time.

Barry McKay FFA

For and on behalf of Hymans Robertson LLP

3 May 2018

Hymans Robertson LLP

20 Waterloo Street, Glasgow G2 6DB

Annex 3 - Glossary of Terms

Active Management

An investment management style that seeks to outperform by way of self-selected decisions on stock choice, timing of market incursions, or asset allocation. Compare this with Passive Management.

Asset Allocation

The division of the Fund's assets between different classes of assets, for example, UK Equities, Japanese Equities, UK Bonds. In the long run the asset allocation choices should support the Fund's strategic financial objectives. In the short term tactical changes might be made to achieve short-term advantage.

Balanced Management

An arrangement under which investments are spread over a range of asset classes at the manager's discretion. The manager controls investments over as many classes as are available under the Fund's overall strategy. Compare this with specialist management.

Growth Manager

An investment manager who fundamentally believes in picking stocks that he believes will achieve an above-average growth in profits. This is sometimes caricatured as buying stock irrespective of price because the price will rise. Compare this with value manager.

Mandate

An agreement between an investment manager and his client as to how investments are to be managed, specifying whatever targets and investment limitations are to apply.

Passive Management

A style of investment management that seeks performance equal to market returns or to some appropriate index. Such investment entails a more mechanical approach to asset allocation and stock selection because such decisions are largely dictated by general market shifts rather than individual manager discretion. Compare this with active management.

Pooled Fund

A fund in which a number of investors hold units rather than owning the underlying assets. This is a useful way for smaller funds to diversify investments without exposing them to undue risks. Unit Trusts are pooled funds as are Open-ended Investment Companies. Compare this with segregated fund.

Return

The value of capital enhancement and income received by a fund in a year, expressed as a percentage of the opening value of the fund. If values fall "Return" would be negative.

Risk

The danger or chance that returns will vary against benchmarks or targets. If risks are high the expected return should be higher still (the risk premium).

Segregated Fund

The management of a particular fund's assets independently of those of other funds managed by the same investment house. Compare this with a pooled fund.

Specialist Management

The use of a number of managers, each specialising in a particular asset class. Such managers have no say in asset allocation, being only concerned with stock selection.

Value Manager

A manager who selects stocks that he believes to have potential that is not reflected in the price. This is sometimes caricatured as buying stock because it is cheap. Compare this with growth manager.

Vested/Non- Vested Obligations

Vested obligations refer to employee benefits that are not conditional on future employment. Non- vested obligations refer to employee benefits that are conditional on future employment.

Pension Fund Strain

The cost to employers of the early release of pension benefits.

Operating Surplus/Deficit

The surplus/deficit arising from dealing with members, employers and others directly involved in the scheme.

Additional Information

Key Documents Online

You can find further information on our website

<http://www.orkney.gov.uk/Council/P/pension-fund-annual-reports.htm>, including the following documents:

- Annual Report and Accounts

Auditors: Audit Scotland

Fund Advisers

Actuaries: Hymans Robertson

Bankers: Royal Bank of Scotland

Investment Advisors: Hymans Robertson

Investment Custodians: Bank of New York Mellon

Investment Managers: Baillie Gifford & Co

Performance Measurement: Hymans Robertson

Additional Voluntary Contributions (AVC) Managers: Prudential

Contact Details

For further information and advice on administration, benefits and scheme membership please contact:

Bryan Hay Telephone: 01856 873535 Ext. 2108

Pensions Manager email: bryan.hay@orkney.gov.uk

Scheme members should have a copy of the "Employees' Guide to the Local Government Pension Scheme Administered by the Orkney Islands Council", and can obtain their own copy of an Annual Report on request or visit Orkney Islands Council Pension Fund website at: <http://www.orkney.gov.uk/>.

For further information on the Fund's Investments, please contact:

Gareth Waterson Telephone: 01856 873535 Ext. 2103

Head of Finance email: gareth.waterson@orkney.gov.uk

Colin Kemp Telephone: 01856 873535 Ext. 2106

Corporate Finance Senior Manager email: colin.kemp@orkney.gov.uk