

Essex Pensions Funding Board - MI Scorecard										
Guidance: Measures are grouped around key objectives identified by the Board. For some objectives there are several indicators monitoring progress. The number of measures which are red, amber and green for each objective are displayed on the scorecard. Key areas of focus are highlighted in the commentary box below. Details of individual measures, including performance, targets, contextual commentary, definition and scope are given in the attached drill down pack. Measures which are still in development have not been displayed on the scorecard but are outlined in the drill down pack										
1. GOVERNANCE				2. INVESTMENTS						
1.1 - Provide a high quality service whilst maintaining value for money	5			2.1 - Maximise returns from investments within reasonable risk parameters	1	2	1			
1.2 - Ensure the Pension Fund is managed by people who have the appropriate knowledge and expertise	1	4	1	1	2.2 - Ensure the Pension Fund is properly managed (ISC attendance, skills and governance arrangements)	1	2	1		
1.3 - Evolve and look for new opportunities, ensuring efficiency at all times:Progress against business plan	1			2.3 - Ensure investment issues are communicated appropriately to the Fund's stakeholders	1	4				
1.4 - Act with integrity and be accountable to our stakeholders (complaints against EPFB, robustness of decisions, contract management, accountability)	2									
1.5 - Understand and monitor risk and compliance	5									
3. FUNDING				4. ADMINISTRATION						
3.1 - Achieve and then maintain assets equal to 100% of liabilities within reasinable risk parameters and Funding Strategy timescales	1			4.1 - Deliver a high quality, friendly and informative service	2	1	10	1		
3.2 - To recognise in drawing up its Funding Strategy, the desirability of employer contributions that are as stable as possible	2			4.2 - Data is protected to ensure security and authorised use only	2					
3.3 - Consistency between Investment and Funding strategies	1			4.3 - Ensure proper administration of financial affairs	1	1				
3.4 - Minimise unrecoverable debt on termination of employer participation	1	1	1	4.4 - Compliance with Fund's governance arrangements	1	4				
3.5 - Maintain liquidity in order to meet projected net cashflow outgoings	1									
5. COMMUNICATIONS										
Section to be developed										
Key										
	=	on or exceeding target				=	missing target, by more than agreed tolerance			
	=	missing target but within agreed tolerance				=	data not currently available / work in progress			

1.1 - Provide a high quality service whilst maintaining value for money

Data as at: 29 June 2012

Measure Purpose: To provide a high quality service whilst maintaining value for money

Scope: Cost, scheme member satisfaction and scheme member complaints and compliments

Measure Owner: Jody Evans **Data lead:** David Tucker/Matt Mott

Status

	Value	Units	Previous status	Current status	Target	Annual target	Polarity	Frequency
1.1.1 Cost per scheme member	2nd	quartile	G	G	2nd/3rd quartile	2nd/3rd quartile	Low	Annual
1.1.2 Number of scheme member complaints	2		G	G	5	20	Low	Quarterly
1.1.3 Number of scheme member compliments	20		G	G	15	60	High	Quarterly
1.1.4 Scheme member survey - % of positive answers	97.7%	%	Gy	G	95%	95%	High	Annual
1.1.5 Employer survey - % of positive answers	100	%	Gy	G	95%	95%	High	Annual

Rationale for performance status and trend

1.1.1. Cost per member was £19.05 in 2010/11 compared to the CIPFA Benchmarking average of £22.14. This places the Fund in the second quartile. The 2011/12 value will be available for the September 2012 Board meeting.

1.1.2. The number of complaints received in the 3 months to 31 March 2012 was two. (11 in total for 2011/12)

1.1.3. The number of compliments received in the 3 months to 31 March 2012 was twenty. (141 in total for 2011/12)

1.1.4. 400 employees were invited to participate in a survey by Pensions Services in November 2011. Of the 43 responses, 1 negative anonymous response was received. The remainder were 22 were "very happy" with the services over the previous 12 months, and 20 were "happy".

1.1.5. 100 employers were invited to participate in a survey conducted in November 2011. Of the 32 responses, none were negative with 65.6% stating they were extremely satisfied and 34.4% moderately satisfied

1.2 - Ensure the Pension Fund is managed and its services delivered by people who have the appropriate knowledge and expertise

Data as at: 29 June 2012

Measure Purpose: To ensure the Pension Fund is managed and its services delivered by people who have the appropriate knowledge and expertise

Scope: Training needs analysis, attendance of training. Progress against training plans and My Performance objectives.

Measure Owner: Judith Dignum/Jody Evans/Martin Quinn **Data lead:** Judith Dignum/Jody Evans/Martin Quinn

Status

	Value	Units	Previous Status	Current Status	Target	Annual target	Polarity	Frequency
1.2.1 Board Member attendance at training	62	%	A	A	80%	80%	High	Quarterly
1.2.2 Board Members with adequate skills - average scores for <i>comprehensive</i> training need analysis (TNA)	37	%	Gy	A	50%	50%	High	Annual
1.2.3 Board Members with adequate skills - average skills for <i>introductory</i> training needs analysis (TNA)	67	%	Gy	A	70%	70%	High	Annual
1.2.4 Board Members completing training needs analysis (TNA)	57	%	Gy	R	90%	90%	High	Annual
1.2.5 Board Member attendance at Board meetings	81	%	G	G	80%	80%	High	Quarterly
1.2.6 Officer training plans and My performance Objectives in place	87.2	%	G	A	100%	100%	High	Annual
1.2.7 Measure of officer knowledge and expertise - to be developed			Gy	Gy				

Rationale for performance status and trend

<p>1.2.1. This covers the period 17 May 2011 - 16 May 2012 and includes both internal and external training opportunities. In calculating attendance rates, distinction is made between events where attendance is expected and those for which it is optional. One Board Member suffered significant ill health during the year and this was a contributing factor.</p> <p>1.2.2. The training requirements relate to six separate subject matters. These are the average scores for all Board Members completing this Training Needs Analysis (TNA) relating across all sections. The grading reflects the difficulty of this TNA (i.e. 50+% shown as green, 30+% shown as amber, below 30% shown as red).</p> <p>1.2.3. The training requirements relate to six separate subject matters. These are the average scores for all Board Members completing this Training Needs Analysis (TNA) relating across all sections. The grading reflects the difficulty of this TNA (i.e. 70+% shown as green, 60+% shown as amber, below 60% shown as red).</p> <p>1.2.4. The grading for this measure is 90+% shown as green, 70+% shown as amber, below 70% shown as red.</p> <p>1.2.5. This covers the period 8 March 2011 - 7 March 2012. Target met.</p> <p>1.2.6. My Performance objectives have been agreed for all Pension Administration offices. Pension Investment officers will have their objectives agreed following the closure of accounts.</p> <p>1.2.7. This measure has been deferred until the new staff structure is in place.</p>

1.3 - Evolve and look for new opportunities, ensuring efficiency at all times

Data as at: 29 June 2012
Measure Purpose: To evolve and look for new opportunities, ensuring efficiency at all times
Scope: Actions listed in Business Plan
Measure Owner: Jody Evans **Data lead:** Kevin McDonald/David Tucker

Status	Value	Previous status	Current status	Target	Annual target	Polarity	Frequency
1.3.1 Fund Business Plan quarterly review - actions on track	9% Complete, 36% in progress	A	A	15% Complete, 10% in progress	100% complete	High	Quarterly

Rationale for performance status and trend
<p>1.3.1 Against a total of 22 actions or projects for the year:</p> <p>2 (9%) are complete 12 (55%) are in progress 8 (36%) are yet to commence</p> <p>The business plan is detailed in Annex A of this report.</p>

1.4 - Act with integrity and be accountable to our stakeholders

Data as at: 27 June 2012

Measure Purpose: To act with integrity and be accountable to our stakeholders for our decisions, ensuring they are robust and well based

Scope: Formal complaints against Board Members relating to their role as member of the EPFB or ISC, with reference to Essex County Council's Code of Conduct. Formal complaints are those made to Standards Committee. The same complaint may be referred onto the Local Government Ombudsman or a third party may seek judicial review. Measure also includes annual review of key decisions and accountability and contract management measures currently in development

Measure Owner: Judith Dignum/Kevin McDonald **Data lead:** Colin Ismay/ Kevin McDonald

Status	Value	Units	Previous status	Current status	Target	Annual target	Polarity
1.4.1 Number of complaints made	0		G	G	0	0	Low
1.4.2 Number of complaints upheld	0		G	G	0	0	Low
1.4.3 Annual review of key decisions, based on criteria relating to good governance and robust decision making - to be developed		N/A	Gy	Gy	N/A	N/A	N/A
1.4.4 The Board has provision for representatives of employers and scheme members. Appointees are currently in place.	Yes		Gy	G	Yes	Yes	High
1.4.5 Measure of effective and robust contract management - to be developed		N/A	Gy	Gy	N/A	N/A	N/A

Rationale for performance status and trend

- 1.4.1 Reflects performance over the previous 12 months as at 27 June 2012
- 1.4.2 Reflects performance over the previous 12 months as at 27 June 2012
- 1.4.3 This measure will be defined when the Pension Board effectiveness review is completed later in 2012/13
- 1.4.4 This is measured on an ongoing basis. Yes = green; No = red.
- 1.4.5 Work on this measure is underway.
- Scheme member and employer survey measurements shown in section 1.1 also provide an indication of accountability to stakeholders.

1.5 - Understand and monitor risk and compliance

Data as at: 11 July 2012

Measure Purpose: Understand and monitor risk and compliance

Scope: Ongoing reporting and discussion of key risks to the Fund. Output from internal audit reviews.

Measure Owner: Martin Quinn/Kevin McDonald/Jody Evans **Data lead:** Martin Quinn/Kevin McDonald/Jody Evans

Status

	Value	Units	Previous status	Current status	Target	Annual target	Polarity	Frequency
1.5.1 Number of internal audit reviews finding limited/no assurance	0		G	G	0	0	Low	Ongoing
1.5.2 Number of internal audit recommendations outstanding	0		G	G	0	N/A	Low	Annually
1.5.3 Percentage of risks on the risk register with a residual score that is classified as amber	11.25	%	Gy	G	<20%	<20%	High	Quarterly
1.5.4 Percentage of risks on the risk register with a residual score that is classified as red	0	%	Gy	G	0%	0%	High	Quarterly
1.5.5 Number of matters raised by external auditors relating to Pensions Services	0		Gy	G	0	N/A	Low	Annually

Rationale for performance status and trend

- 1.5.1** This includes all internal audits conducted in the last 12 months. As reported elsewhere on this (July) agenda, the 2011/12 internal audit reports for both Pensions Administration and Pensions Investment received full assurance.
- 1.5.2** The 2011/12 internal audit reports for both Pensions Administration and Pensions Investment contained a total of three "advice & best practice" recommendation. None are outstanding.
- 1.5.3** The Fund currently has 80 risks in its register, of which 9 have a residual score that is classified as amber. These are detailed in Annex B of this report. Measurement: below 15% amber: = green; 15%-20% amber = amber; above 20% amber = red
- 1.5.4** The Fund currently has 80 risks in its register, none of which have a residual score that is classified as red. Measurement: 0% red = green; under 2% red = amber; above 2% red = red
- 1.5.5** There were no recommendations in the 2010/11 Annual Governance Report from the Audit Commission.

2.1 - Maximise returns from investments within reasonable risk parameters

Data as at: 31 March 2012

Measure Purpose: To maximise the returns from investments within reasonable risk parameters

Scope: All investments made by Pensions Fund: asset returns, liquidity and volatility risk

Measure Owner: Martin Quinn **Data lead:** Kevin McDonald

Status

	Value	Units	Previous Status	Current Status	Target	Annual target	Polarity
2.1.1 Annual return compared to Peer Group		ranking	G	Gy	1st	1st	High
2.1.2 Annual Return compared to Benchmark	1.5	%	G	G	0.7%	0.7%	High
2.1.3 Five year (annualised) return compared to Benchmark	2.8	%	A	G	2.8%	4.2%	High
2.1.4 Five year (annualised) return compared to Investment Return assumption in SIP	2.8	%	R	R	7.9%	7.9%	High

Rationale for performance status and trend

2.1.1 Essex's annual return in 2011/12 was 1.5%, however the full comparator data set is not yet available for the group of statistical neighbours, comprising of Suffolk, Hertfordshire, Cambridgeshire, Norfolk and Kent. This will be updated at the September Board meeting.

The investment returns shown in the remaining measures are as at 31 March 2012

2.1.2 The annual return of 1.5% outperformed the 2011/12 benchmark of 0.7%.

2.1.3 The five year annualised return equalled the benchmark of 2.8%.

2.1.4 The five year annualised Average annual return on investments for April 2006 - March 2011 was below the target long term return on investments in the Statement of Investment Principles.

2.2 - Ensure the Fund is properly managed

Data as at: 11 July 2012

Measure Purpose: To ensure that the Fund is properly managed

Scope: Attendance at ISC and ISC member skills and knowledge

Measure Owner: Martin Quinn Designer: Martin Quinn

Status	Value	Units	Previous status	Current status	Target	Annual target	Polarity	Frequency
2.2.1 ISC Member attendance at ISC meetings	87.5	%	G	G	80%	80%	High	Annual
2.2.2 ISC Members with adequate skills - average scores for <i>comprehensive</i> training need analysis (TNA)	37.0	%	Gy	A	50%	50%	High	Annual
2.2.3 ISC Members with adequate skills - average skills for <i>introductory</i> training needs analysis (TNA)	67.0	%	Gy	A	70%	70%	High	Annual
2.2.4 ISC Members completing training needs analysis (TNA)	57.0		Gy	R	90%	90%	High	Annual

Rationale for performance status and trend

2.2.1 Between March June 2011 and July 2012 the ISC held five meetings. The attendance was 87.5%.

2.2.2 The training requirements relate to six separate subject matters. These are the average scores for all ISC Members completing this Training Needs Analysis (TNA) relating across the three sections that are investment related. The grading reflects the difficulty of this TNA (i.e. 50+% shown as green, 30+% shown as amber, below 30% shown as red).

2.2.3 The training requirements relate to six separate subject matters. These are the average scores for all ISC Members completing this Training Needs Analysis (TNA) relating across the three sections that are investment related. The grading reflects the difficulty of this TNA (i.e. 70+% shown as green, 60+% shown as amber, below 60% shown as red).

2.2.4. The grading for this measure is 90+% shown as green, 70+% shown as amber, below 70% shown as red.

2.3 - Ensure investment issues are communicated appropriately to the Fund's stakeholders

Data as at: 11 July 2012

Measure Purpose: To ensure all significant Fund investment issues are communicated properly to all interested parties

Scope: Publication of meeting minutes and agendas, communication governance arrangements agreed by Board and ISC

Measure Owner: Martin Quinn **Designer:** Martin Quinn

Status	Value	Units	Previous status	Current status	Target	Annual target	Polarity
2.3.1 % of ISC agendas sent out 5 working days before meetings	100	%	Gy	G	100%	100%	High
2.3.2 % of ISC committee agendas sent out 5 working days before meetings with all papers attached	100	%	Gy	G	100%	100%	High
2.3.3 % of draft ISC minutes sent out 7 working days after meetings	100	%	Gy	G	100%	100%	High
2.3.4 % of draft ISC minutes uploaded to internet 12 working days after meetings	0	%	Gy	R	100%	100%	High
2.3.5 Number of communication and governance arrangements for the ISC not in place	0		G	G	0	0	High

Rationale for performance status and trend

The timespan for measures 2.3.1 - 2.3.4 has been reduced from 12 months to 3 months. In the quarter ending 30 June 2012 there was one ISC meeting.

2.3.4 Draft minutes of the 13 June 2012 meeting were uploaded onto the internet 13 days after the meeting.

2.3.5 Measure will flag as red if one of the following communications arrangements is not in place:

- ISC Terms of Reference in place and noted at the beginning of the municipal year
- Pensions Fund Business Plan in place and renewed at the beginning of the financial year
- SIP to be reviewed and published annually
- Annual Report & Accounts published by 30 November
- Two independent advisers and 1 institutional investment consultant attended or were available to attend the last ISC meeting N.B This measure will change as a result of the decision to move to one independent investment adviser w.e.f.1 August 2012
- Briefing report provided to EPFB on the matters dealt with at the preceding ISC meeting
- Complete management information including asset values and returns made available for consideration at last ISC meeting

All arrangements are in place.

3.1 - Achieve and then maintain assets equal to 100% of liabilities within reasonable risk parameters and Funding Strategy timescales

Data as at: 31 March 2011

Measure Purposes: To achieve and then maintain assets equal to 100% of liabilities within reasonable risk parameters.

Scope: Sources of funding: employer contributions and investments

Measure Owner: Martin Quinn **Data leads:** Martin Quinn

Status	Value Units		Previous status	Current status	Target	Annual target	Polarity	Frequency
3.1.1 Probability of hitting 30-year funding target	53	%	G	G	50%	50%	High	Annual

Rationale for performance status and trend

3.1.1 As at the 31 March 2011 Interim Funding Review, the Actuary determined that the probability of achieving a 100% funding level at the end of the 30-year period was 53%. The results of the 31 March 2012 Interim Funding Review will be reported to the Board later in 2012/13.

3.2 - To recognise in drawing up its Funding Strategy the desirability of employer contributions that are as stable as possible

Data as at:
Measure Purposes: To recognise the desirability of employer contributions that are as stable as possible
Scope: Fund Employers
Measure Owner: Martin Quinn Data leads: Kevin McDonald

Status							
	Value	Units	Previous status	Current status	Target	Annual target	Frequency
3.2.1 Variance in deficit contributions payable by larger tax raising bodies			Gy	Gy	x %	x %	3 yearly
3.2.2 Stability mechanism are included within the current Funding Strategy			Gy	Gy	Yes	Yes	3 yearly

Rationale for performance status and trend

3.2.1 This measure is being developed.

3.2.2 This measure is being developed.

3.3 - Consistency between the Investment and Funding strategies

Data as at: 22 February 2012

Measure Purpose: To have consistency between the investment strategy and funding strategy

Scope: Long term investment return assumed by funding strategy and average expected return on investment portfolio

Measure Owner: Martin Quinn **Data leads:** Martin Quinn

Status	Value	Units	Previous status	Current status	Target	Annual target	Polarity	Frequency
3.3.1 Long term return assumed by SIP	6.1	%	G	A	6.4%	6.4%	High	Annual

Rationale for performance status and trend

3.3.1 Long term return assumed by Funding Strategy

The ongoing assumptions used for the valuation as at 31 March 2010 were calculated referencing the gilt yield of 4.5% p.a. and were as follows:

Pre retirement investment return = 7.0% p.a. (Gilts plus 2.5% p.a.)

Post retirement investment return = 5.5% p.a. (Gilts plus 1.0% p.a.)

The return assumption therefore changes as the Fund matures (and as more members become pensioners). However, the relevant composite rate to use in the short term period to the next valuation would be **6.4%*** p.a.

* In one instance, where a Fund employer is considered by the Administering Authority to provide a high level of covenant, an allowance has been made as part of the recovery plan for investment performance at a higher level than that assumed for assessment of the funding target. This higher level of return assumed will, in particular, reflect the actual investment strategy of the Fund, on the basis that this is to be maintained over the entire recovery period.

Long term strategic expected return in the draft Statement of Investment Principles agreed by ISC on 22 February = 6.1%

The draft SIP approved by the ISC for consultation on 22 February 2012 sets out a central expectation, from the end December 2011, for the absolute return on the Fund assets of 6.1% p.a. This is below the assumption set out in the 2010 Actuarial Valuation of the Fund.

Whilst this suggests that the current asset allocation will generate insufficient return to meet the assumptions underlying the funding position for the Fund, this is a symptom of the current unusual market conditions where gilt yields are at very low levels. It is expected that gilt yields will return to more normal levels (i.e. increase) over time, which other things being equal is expected to lead to a fall in the assessed value of the liability which will assist in closing the funding gap in relative terms.

In addition, the funding of the Fund will be reassessed during 2013 as part of the triennial valuation.

3.4 - Manage employers’ liabilities effectively

Data as at: 1 June 2012

Measure Purpose: To manage employers’ liabilities effectively by the adoption of employer specific funding objectives

Scope: All employers contributing to the scheme

Measure Owner: Martin Quinn Data leads: Martin Quinn

Status	Value	Units	Previous status	Current status	Target	Annual target	Polarity	Frequency
3.4.1 Percentage of employers' liabilities which are high risk		%	Gy	Gy	10%	10%	Low	Annual
3.4.2 Potentially unrecoverable deficit due to employers leaving scheme (as a percentage of scheme liabilities)	0.004	%	G	A	on track	on track	Low	Quarterly
3.4.3 Deficit unrecoverable due to employers leaving scheme (as a proportion of Fund liabilities)	0	%	G	G	0.05%	0.05%	Low	Quarterly

Rationale for performance status and trend

3.4.1 Work on this measure is in progress.

Employers leaving the Fund - background

The following employing bodies have terminated in the 12 months to 1 June 2012

Churchill Catering Limited - process ongoing
Castle Point Citizens Advice Bureau - process ongoing
May Gurney - process ongoing
Thames Gateway South Essex Partnership - six Local Authorities have agreed in principle to provide guarantee
Braintree Women's Aid - termination valuation paid
St George's Community Housing - assets and liabilities transferred back to Basildon Council
Chelmsford Agency for Voluntary Services - in liquidation

3.4.2 Chelmsford Agency for Voluntary Services has been placed into liquidation. The termination deficit of £183,000 (0.004% of the Fund's total liabilities) has been filed as a creditor with the liquidators. There is uncertainty on whether full payment will be received, and this is reflected in the amber score for measure 3.4.2.

3.4.3 This quarter no deficit payment has been confirmed as unrecoverable.

The Fund's iabilities as at 31 March 2010 Actuarial Valuation totalled £4,319m.

3.5 - Maintain liquidity in order to meet projected net cashflow outgoings

Data as at:
Measure Purpose: Maintain liquidity in order to meet projected net cash-flow outgoings
Scope: All investments and funding
Measure Owner: Martin Quinn **Data leads:** Martin Quinn

Status	Value	Units	Previous status	Current status	Target	Annual target	Polarity	Frequency
3.5.1 Projection of contribution and investment income less benefit expenditure over next 15 years			Gy	Gy	Positive	Positive	High	Annual

Rationale for performance status and trend

3.5.1 Work on this measure is in progress.

4.1 - Deliver a high quality, friendly and informative service

All measures as at: 31 March 2011 except 4.1.9 & 4.1.10 (30 September 2011) and 4.1.11 (31 March 2012)

Measure Purpose: Deliver a high quality, friendly and informative service to all beneficiaries, potential beneficiaries and employers at the point of need

Scope: Communication and administration turnaround times, scheme member appeals, payment errors

Measure Owner: Jody Evans Data lead: David Tucker/Joel Ellner/Daniel Chessell/Matt Mott

Status	Value	Units	Previous status	Current status	Target	Annual target	Polarity	Frequency
4.1.1 Letter detailing transfer in quote issued within 10 working days (1109 cases)	93.0%	%	Gy	A	95.0%	95.0%	High	Annual
4.1.2 Letter detailing transfer out quote issued within 10 working days (650 cases)	97.0%	%	Gy	G	95.0%	95.0%	High	Annual
4.1.3 Letter detailing process of refund and payment made within 5 working days (636 cases)	84.0%	%	Gy	R	95.0%	95.0%	High	Annual
4.1.4 Letter notifying estimated retirement benefit amount within 10 working days (2233 cases)	98.0%	%	Gy	G	95.0%	95.0%	High	Annual
4.1.5 Letter notifying actual retirement benefits and payment made of lump sum retirement grant within 5 working days (1416 cases)	96.0%	%	Gy	G	95.0%	95.0%	High	Annual
4.1.6 Letter acknowledging death of active /deferred / pensioner member within 5 working days (841 cases)	98.0%	%	Gy	G	95.0%	95.0%	High	Annual
4.1.7 Letter notifying the amount of dependent's benefits within 5 working days (819 cases)	96.0%	%	Gy	G	95.0%	95.0%	High	Annual
4.1.8 Calculate and notify deferred benefits within 10 working days (7382 cases)	78.0%	%	Gy	R	95.0%	95.0%	High	Annual
4.1.9 Annual benefit statements issued to active members by 30 September.	Yes		Gy	G	Yes	Yes	High	Annual
4.1.10 Annual benefit statements issued to deferred members by 30 September.	Yes		Gy	G	Yes	Yes	High	Annual
4.1.11 Number of payments errors	0	number	G	G	0	0	Low	Quarterly
4.1.12 New IDRPF appeals during the year	0		Gy	G	Below CIPFA average	Below CIPFA average	Low	Annual
4.1.13 IDRPF appeals - number of lost cases	0		Gy	G	Below CIPFA average	Below CIPFA average	Low	Annual
4.1.14 Employer survey - feedback on training and educational materials - % of positive responses			Gy	Gy				

4.1.1 - 4.1.8 The Fund is aiming for a target of 95%. Above 95% = green, above 85% = amber, below 85% equals red. It should be noted that the Fund already compares favourably with other funds and is aiming even higher. In the 2010 CIPFA Benchmarking the Fund's turnaround times averaged 91.1% compared to the benchmarking average of 87.9%.

4.1.1 Changes to regulations from Government Actuarial Department led officers to postpone processing.

4.1.3 Officers have investigated the delays identified. Delays identified between 2 related processes. Additional measures are now in place to improve performance

4.1.6 Bulk estimate exercises produced a further 7034 estimates. This is not captured by the measure.

4.1.8 The scheme has seen significant volumes of work in this area as high numbers of employees leave scheme employers. Pensions Services will endeavour to provide adequate resource although reduced turnaround times will remain likely during periods of high employee turnover.

4.1.9 The last dispatch of these statements to Active members was in August 2011. The next dispatch is scheduled for August 2012.

4.1.10 The last dispatch of these statements to Deferred members was in June 2012. The previous dispatch was in June 2011.

4.1.11 Measure captures the number of errors by Pensions Services which have resulted in scheme members being paid the wrong amount. During last 3 months, 0 payments errors to scheme members. Procedural checks are in place to measure this on a quarterly basis.

4.1.14 Data to be gathered.

4.2 - Data is protected to ensure security and authorised use only

Data as at: 31 March 2012
Measure Purpose: Data is protected to ensure security and authorised use only
Scope: All service area budgets within the directorate
Measure Owner: Jody Evans Data leads: Anna Casbolt

Status	Value	Units	Previous status	Current status	Target	Annual target	Polarity	Frequency
4.2.1 Number of information security breaches	0		G	G	0	0	Low	Quarterly
4.2.2 Actions in place for all breaches	0		G	G	Actions in place for all	Actions in place for all	N/A	Quarterly

Rationale for performance status and trend
<p>4.2.1 There have been no information security breaches this quarter.</p> <p>Green = 0 breaches Amber = 1 or more medium or minor breaches Red = 1 or more major or critical breaches</p> <p>4.2.2 No breaches in quarter resulted in no actions required.</p>

4.3 - Ensure proper administration of financial affairs

Data as at: 31 March 2012

Measure Purpose: To ensure proper administration of the Fund's financial affairs

Scope: Investments and Borrowing

Measure Owner: Martin Quinn Data leads: Kevin McDonald

Status

	Value	Units	Previous status	Current status	Current target	Annual target	Polarity	Frequency
4.1.1 % of monthly reconciliations of equity and bond investment mandates which are timely	100	%	G	G	100% (Q4)	100%	High	Quarterly
4.1.2 % of contributing employers submitting timely payments	98.4	%	A	A	100%	100%	High	Quarterly

Rationale for performance status and trend

<p>4.1.1 Performance over quarter ending March 2012: 100% (Green).</p> <p>Next quarter target: Quarter ending June 2012: 0%</p>
<p>4.1.2 For the quarter ending March 2012 the performance was amber as payments from 98.4% of the 362 contributing employers were received within the month they fell due (December Quarter 97.9%) . In cash terms this equated to 99.7% of a total employer contribution of £38.5m. (December quarter 99.9% of £37.3m)</p>

4.4 - Compliance with the Fund's governance arrangements

Data as at: 29 June 2012

Measure Purpose: To ensure compliance with the Fund’s governance arrangements agreed by the Council

Scope: Publication of Essex Pensions Funding Board agendas and minutes. Governance arrangements agreed by Board

Measure Owner: Jody Evans/Martin Quinn/Judith Dignum Data leads: Judith Dignum, Kevin McDonald

Status	Value	Units	Previous status	Current status	Target	Annual target	Polarity	Frequency
4.4.1 % of Board agendas sent out 5 working days before meetings	100	%	Gy	G	100%	100%	High	Quarterly
4.4.2 % of Board agendas sent out 5 working days before meetings with all papers attached	0	%	Gy	R	100%	100%	High	Quarterly
4.4.3 % of draft Board minutes sent out 7 working days after meetings	100	%	Gy	G	100%	100%	High	Quarterly
4.4.4 % of Board minutes uploaded to internet 12 working days after meetings	100	%	Gy	G	100%	100%	High	Quarterly
4.4.5 Compliance with governance arrangements - number of governance arrangements not in place	0	number	G	G	0	0	High	Quarterly

Rationale for performance status and trend

The timespan for measures 4.4.1 - 4.4.4 has been reduced from 12 months to cover the last quarter in which a meeting of the Board took place. In the quarter ending 31 March 2012, the Board met on one occasion on 7 March 2012.

4.4.2 For the Board Meeting on 7 March 2012, one item - the draft 2012/13 Business Plan - was a "to follow" item. This was in order to allow the latest information available to included within the report.

4.4.5. Essex County Council's Membership for the Board was agreed by the Council at its meeting on 8 May 2012. All other nominees are now in place, including the representative of the Smaller Employers was elected at the Fund Forum on 20 January 2012.

Measure will flag as red if one of the following governance arrangements is not in place, as agreed at Full Council meeting on 6 May 2008:

- Board membership consists of 6 representatives of ECC (also members of the ISC), 2 representatives of the District and Borough Councils in Essex (1 of whom also serves as an observer on the ISC), 2 representatives of Essex's unitary authorities, 1 representative of Essex Fire Authority, 1 representative of Essex Police Authority, 1 representative of Scheme Members (who also serves as an observer on the ISC) and 1 representative of Smaller Employing Bodies - Fund is not currently compliant
- An Employer Forum has taken place during the last year - Fund is compliant
- The last Employer Forum received reports and representation from the ISC and EPFB - Fund is compliant