

Statement of Investment Principles

Church Administrators Pension Fund (CAPF)

I. Introduction

This statement sets out how the assets of the Church Administrators Pension Fund (referred to as the “CAPF” or the “Scheme” in the rest of this document) are invested. It has been prepared by the Church of England Pensions Board (referred to as the “Trustee” in the rest of this document), which is the corporate trustee of the Scheme, with advice from its investment consultant.

The Church Administrators Pension Fund is for staff employed by National Church Institutions (NCIs) and episcopal staff.

It has two sections:

- Defined Contribution section (CAPF DC) - for those who joined on or after 1 July 2006
- Defined Benefit section (CAPF) - for those who joined before 1 July 2006

The statement has been discussed with the sponsors of the Scheme.

The Statement complies with the requirements of the Pensions Act 1995 (as amended) and the Occupational Pension Schemes (Investment) Regulations 2005.

2. Objectives

For the Defined Benefit section

The Trustee is responsible for the stewardship of the Scheme’s assets. It has two main objectives, which are to ensure that:

- (1) All beneficiaries receive the benefits to which they are entitled under the Rules of the Scheme, and
- (2) There are sufficient assets to meet the Scheme’s liabilities as they fall due,

The Trustee therefore has a long term objective for the Scheme to be fully funded on a basis that incorporates gradual de-risking from the current strategy, to reduce the reliance on the Scheme’s sponsors for additional contributions. The Trustee currently targets 30th June 2025 for reaching full funding.

For the Defined Contribution section

To provide a range of investment funds and de-risking options, that enable members to fulfil their retirement needs and ambitions, and a prudent default arrangement for those that do not wish to make their own choice,

3. Investment Policy

The Trustee is responsible for how the Scheme's assets are invested. It takes advice from the Investment Consultant and the Scheme Actuary, and it is supported by an in-house investment team. The Trustee has established an Investment sub-Committee, which has relevant professional investment experience and is a mix of members of the Board and co-opted members.

The main Trustee Board determines investment strategy for the Scheme, which is the split in the Scheme's assets between safe investments for backing pensions already in payment, and assets invested for growth (return seeking assets).

The Investment Committee selects the asset classes for investment, appoints managers for them, monitors the managers' performance and removes them when necessary. It also directs the Scheme's cash flows, between asset classes and investment mandates.

Day to day investment decisions are delegated to the investment managers. They are appropriately qualified and their activities are defined by legally binding agreements.

4. Investment Beliefs

The Trustee has developed a set of investment beliefs, which underpin how the investments are made. The beliefs are set out in Appendix I to this statement.

The Trustee monitors the covenant of the Scheme's sponsors in order to assess their ability to support the Scheme. The Trustee believes the Scheme's sponsors are willing and able to underwrite its liabilities.

5. Investment management

For the Defined Benefit section

The Trustee operates a common investment fund (The Church of England Investment Fund for Pensions, or CEIFP), comprising a Return Seeking Assets Pool and a Liability Matching Pool. This investment vehicle allows the Board's pension schemes, including the CAPF, to pool their assets for greater efficiency and diversification than they would be able to achieve if investing on their own. The investment powers of the common investment fund are set out in the Schedule of Regulations of the CEIFP's Trust Deed and are in accordance with the investment powers of the Board as set out in the Church of England Pensions Measures 1961-2003.

The CEIFP accounts for all the return seeking investments of the CAPF and some of its liability matching assets. The Scheme may from time to time have assets that are invested outside the common investment fund. In particular, these would be assets that are held to back pensions in payment, primarily Gilts, and to hedge against inflation and changes in interest rates, primarily interest rate and inflation swaps and Gilt repurchase agreements (repos).

The Scheme's investment managers are listed on the Pensions Board's website. The Scheme's annual report carries information on investment performance, asset allocation and the main investment decisions taken during the year.

Investment management fees are charged as a proportion of the value of assets being managed and in some instances include an element based on investment performance. The fees are set on appointment, and reviewed regularly thereafter. The Trustee takes advice to ensure the fees are appropriate.

For the Defined Contribution section

The management of the CAPF's DC section has been delegated to an insurance policy provider, the details of whom are set out on the Board's website.

The Trustee's policy is to:

- Make a range of options available that gives a broad choice of investments funds to members, including an ethical investment option
- Make options available which, under normal circumstances, should prove easy to buy and sell.
- Reduce risk and cost to members, by offering passively managed fund options wherever possible.
- Regularly review the arrangements offered to DC members to ensure they are fit for purpose

6. Types of investment

For the Defined Benefit section

The common investment fund, the CEIFP, is well diversified, in terms of the assets it holds and the range of investment managers employed to manage those assets. The asset classes invested in by the CAPF, and the managers of them, are listed on the Board's website. The Trustee takes advice to ensure that the asset classes invested in by the Scheme are appropriate for it.

The split between return seeking and liability matching assets is determined by the characteristics of the Scheme, in particular its demographic profile, the spread of time over which its liabilities fall due, its funding level and the appetite for risk of the Trustee and the Scheme's sponsors.

The allocation to liability matching assets is calculated as the value of pensioner liabilities.

The Scheme may use synthetic instruments in a segregated fund (or via a pooled fund) to reduce risk or to improve operational efficiency.

The Scheme's allocation to specific assets is shown in its annual report.

For the Defined Contribution section

The range of funds offered to members of the DC section is set out on the Board's website.

7. Realisation of investments

The defined benefit section of the Scheme is closed to new members, but still open to the future accrual of benefits. However, the Scheme receives a surplus of contributions over benefit payments, so the Trustee considers that it does not require immediate liquidity, and is unlikely to for the foreseeable future. While, in practice, the Scheme will have some highly liquid assets that can be sold at short notice, that is unlikely to be required for some years.

8. Ethical and responsible investment

For the Defined Benefit section

The Trustee recognises that the beneficiaries and the sponsors of the Scheme are part of the Church of England and that the Scheme's investments should reflect that as far as possible without compromising its objectives. The Trustee wishes to exercise their responsibilities as asset owners fully.

The Trustee receives advice on the ethical implication of investments from the Ethical Investment Advisory Group ("EIAG") of the Church of England, including ethical investment policies that are developed for all Church of England investors.

The Trustee also values engagement with companies over responsible and ethical investment issues, and it considers that as a more effective means of exercising its stewardship responsibilities than disinvestment in many situations. Company engagement is carried out by the in-house Engagement Team that works jointly for the Church of England Pensions Board and the Church Commissioners.

The Engagement Team produces a list of restricted investments that reflects the ethical policies approved by the Trustee. Investment managers appointed by the Trustee are instructed to exclude these investments from their portfolios.

The Trustee expects companies in which the Scheme invests to demonstrate responsible employment and corporate governance practices; to be conscientious with regard to environmental performance and human rights; and to deal fairly with customers and act with sensitivity to the communities in which they operate. When appointing its investment managers, the Trustee takes into consideration how they incorporate analysis of companies' performance on environmental, social and governance ("ESG") issues into their stock selection.

The Ethical Investment Statement of the EIAG, which has been adopted by the Trustee, is adapted from time to time and can be found on the EIAG's website.

Before an investment is made in a pooled vehicle, where the Trustee cannot directly influence the selection of individual investments, the Trustee will satisfy itself that the proportion of restricted investments (as shown on the EIAG's restricted list) in the pooled fund is not material.

The Trustee intends that the Scheme should vote at all company meetings held by its investee companies. This is carried out by the in-house Engagement Team.

The Scheme, via the Church of England Pensions Board, is a signatory to UNPRI (the UNEP Finance Initiative Principles for Responsible Investment) and the Financial Reporting Council's Stewardship code. It is also a member of the IIGCC (Institutional Investors Group on Climate Change) and a co-founder of the Transition Pathway Initiative (TPI).

For the Defined Contribution section

The Trustee offers ethical and conventional funds, recognising that members may not wish to have their investments bound by ethics. It is not currently possible to offer funds that are run on the basis of Church of England ethics, but the ethical funds offered by the Trustee are as close as can currently be found.

9. Risk

For the Defined Benefit section

The Trustee recognises that it is possible to select investments for the Scheme that are similar to its estimated liability cash flows. However, in order to meet the Scheme's objectives within a level of contributions that its sponsors have indicated they are able and willing to make, the Trustee has agreed to take investment risk. This seeks to target a greater return than the matching assets would provide, whilst maintaining a prudent approach to meeting the Scheme's liabilities.

The primary risk upon which the Trustee focuses is that arising through a mismatch between the Scheme's assets and its liabilities. The Trustee recognises that whilst increasing investment risk increases potential return over the longer term, it also increases the risk of a shortfall in return relative to that required to cover the Scheme's liabilities, as well as producing more short-term volatility in the Scheme's funding position.

Whilst taking investment risk may lead to volatility in the funding levels of the Scheme, the Trustee feels that this risk is acceptable in view of the potential benefits of the expected extra return. The additional return should work through ultimately to greater security for the members of the Scheme and lower costs for its sponsors over the long term.

The Trustee considers a wide range of specific risks, including, but not limited to, those set out in Appendix 2 to this statement. Some of these risks are more quantifiable than others, but the Trustee has tried to allow for the relative importance and magnitude of each one.

The Trustee will from time to time use derivatives to manage risk and for efficient portfolio management. These will primarily be in the risk areas of currency, inflation, interest rates and longevity, and within the allocation to equities for efficient management.

For the Defined Contribution section

The trustee aims to offer funds that, wherever possible within the asset class, track a major independent and recognised index.

10. Additional voluntary contributions (AVCs)

For the Defined Benefit section

DB section members' AVCs are invested in the Pension Builder Classic section of the Church Workers Pensions Fund.

For the Defined Contribution section

DC section members have the same range funds available for their AVCs as for their main contributions.

Signed: Dr Jonathan Spencer
Chairman

Date: 2 March 2017