

## Notice of Meeting

# Surrey Local Pension Board



### Date and Time

Friday, 21 February  
2025 at 10.00 am

### Place

Woodhatch Place, 11  
Cockshot Hill,  
Reigate RH2 8EF

### Contact

Toby Nash  
toby.nash@surreycc.gov.uk

### Web:

[Council and  
democracy  
Surreycc.gov.uk](https://www.surreycc.gov.uk/council-and-democracy)

### Twitter:

@SCCdemocracy



### **Board Members:**

Tim Evans (Independent Chair), Jeremy Webster (Vice-Chair) (Employer Representative), Brendan Bradley (Employer Representative), Chris Draper (Employer Representative), Lisa Fogerty-Scott (Member Representative), Siobhan Kennedy (Employer Representative), William McKee (Member Representative), Trevor Willington (Member Representative), Vacancy (Employer Representative)

If you would like a copy of this agenda or the attached papers in another format, e.g. large print or braille, or another language, please email Toby Nash at [toby.nash@surreycc.gov.uk](mailto:toby.nash@surreycc.gov.uk).

This meeting will be held in public at the venue mentioned above and may be webcast live. Generally the public seating areas are not filmed. However, by entering the meeting room and using the public seating area or attending online, you are consenting to being filmed and recorded, and to the possible use of those images and sound recordings for webcasting and/or training purposes. If webcast, a recording will be available on the Council's website post-meeting. The live webcast and recording can be accessed via the Council's website:

<https://surreycc.public-i.tv/core/portal/home>

If you would like to attend and you have any special requirements, please email Toby Nash at [toby.nash@surreycc.gov.uk](mailto:toby.nash@surreycc.gov.uk). Please note that public seating is limited and will be allocated on a first come first served basis.

## TERMS OF REFERENCE

The role of the local Pension Board, as defined by Regulation 106 of the Local Government Pension Scheme Regulations 2013 is to assist the County Council as Administering Authority:

- (a) to secure compliance with:
  - (i) the scheme regulations;
  - (ii) any other legislation relating to the governance and administration of the LGPS Scheme and any connected scheme;
  - (iii) any requirements imposed by the Pensions Regulator in relation to the LGPS Scheme.
- (b) to ensure the effective and efficient governance and administration of the LGPS Scheme.

The Local Pension Board will ensure it effectively and efficiently complies with the Code of Practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

The Local Pension Board will also help ensure that the Surrey Pension Fund is managed and administered effectively and efficiently and complies with the Code of Practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

The Local Pension Board has power to do anything that is calculated to facilitate or is conducive or incidental to the discharge of any of its functions.

## **AGENDA**

### **1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

### **2 MINUTES FROM THE PREVIOUS MEETING:**

(Pages  
7 - 16)

To agree the minutes as a true record of the meeting.

### **3 DECLARATIONS OF INTEREST**

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

#### **Notes:**

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

### **4 QUESTIONS AND PETITIONS**

To receive any questions or petitions.

#### **Notes:**

1. The deadline for Member's questions is 12.00pm four working days before the meeting (17 February 2025).
2. The deadline for public questions is seven days before the meeting (14 February 2025)
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### **5 GLOSSARY, ACTIONS TRACKER, FORWARD PROGRAMME OF WORK**

(Pages  
17 - 42)

For Members to consider and comment on the Board's recommendations tracker and workplan.

### **6 SURREY PENSION FUND COMMITTEE SUMMARY UPDATE**

(Pages  
43 - 48)

This report provides the Local Pension Board (the Board) with a summary of the Surrey Pension Fund Committee (the Committee) meeting held, 13 December 2024; held since the last meeting of the Board.

<b>7</b>	<b>SURREY PENSION TEAM OVERVIEW - DASHBOARD UPDATE</b>	(Pages 49 - 60)
	This paper is an overview of the entire service at a macro level in order to set the context for the following micro level reports from each area. The One Pensions Team Dashboard is the primary vehicle for providing this overview. The dashboard covers the period October – December 2024.	
<b>8</b>	<b>CHANGE MANAGEMENT UPDATE</b>	(Pages 61 - 66)
	This paper details the Change Team Quarterly Report of activity for the period October – December 2024.	
<b>9</b>	<b>SERVICE DELIVERY OVERVIEW</b>	(Pages 67 - 84)
	The Board has previously requested to be kept updated on progress relating to a number of key administration projects and planned improvements which may have an impact on members of the pension fund and the purpose of this report is to provide an update on the current status and progress against any specific target dates.	
<b>10</b>	<b>RISK REGISTER UPDATE 2024/25 QUARTER 3</b>	(Pages 85 - 112)
	This report considers the changes made to the Risk Register for the Surrey Pension Team during Quarter 3 of 2024/25.	
<b>11</b>	<b>COMMUNICATIONS POLICY REVIEW</b>	(Pages 113 - 134)
	Surrey Pension Fund recognises the importance of providing excellent communication to stakeholders of the pension scheme. This report introduces the Pension Fund communication policy statement.	
<b>12</b>	<b>TRAINING POLICY REVIEW</b>	(Pages 135 - 154)
	Surrey Pension Fund recognises the importance of providing appropriate training to both Pension Fund Committee and Local Pension Board Members, as well as Officers in relation to the operation of the Pension Fund. This report introduces the Pension Fund training policy.	
<b>13</b>	<b>CONFLICTS OF INTEREST REVIEW</b>	(Pages 155 - 180)
	Surrey Pension Fund recognises the importance of providing appropriate training to both Pension Fund Committee and Local Pension Board Members, as well as Officers in relation to the operation of the Pension Fund. This report introduces the Pension Fund training policy.	

- 14 SURREY PENSION FUND INTERNAL AUDIT PROGRESS REPORT - QUARTER 3 (01/10/2024 - 31/12/2024)** (Pages 181 - 188)

The purpose of this progress report is to inform the Board of the work completed by Internal Audit in Quarter three of 2024/25 and provide an update on any high priority actions due for implementation.

- 15 LGPS - BACKGROUND REPORT** (Pages 189 - 196)
- This report considers recent developments in the Local Government Pension Scheme (LGPS).

- 16 DATE OF THE NEXT MEETING**

The date of the next meeting is 23 May 2025.

**Terence Herbert**  
**Chief Executive**  
Published: 13 February 2025

## **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

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The use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to any Council equipment or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

Thank you for your co-operation.

## **QUESTIONS AND PETITIONS**

Cabinet and most committees will consider questions by elected Surrey County Council Members and questions and petitions from members of the public who are electors in the Surrey County Council area.

### **Please note the following regarding questions from the public:**

1. Members of the public can submit one written question to a meeting by the deadline stated in the agenda. Questions should relate to general policy and not to detail. Questions are asked and answered in public and cannot relate to “confidential” or “exempt” matters (for example, personal or financial details of an individual); for further advice please contact the committee manager listed on the front page of an agenda.
2. The number of public questions which can be asked at a meeting may not exceed six. Questions which are received after the first six will be held over to the following meeting or dealt with in writing at the Chairman’s discretion.
3. Questions will be taken in the order in which they are received.
4. Questions will be asked and answered without discussion. The Chairman or Cabinet members may decline to answer a question, provide a written reply or nominate another Member to answer the question.
5. Following the initial reply, one supplementary question may be asked by the questioner. The Chairman or Cabinet members may decline to answer a supplementary question.