



# SURREY LOCAL PENSION BOARD REPORT

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**SURREY COUNTY COUNCIL**

**SURREY LOCAL PENSION BOARD**

**DATE: 21 FEBRUARY 2025**

**LEAD OFFICER: NEIL MASON, LGPS SENIOR OFFICER**

**SUBJECT: COMMUNICATIONS POLICY 2025/26**

## **SUMMARY OF ISSUE:**

Surrey Pension Fund recognises the importance of providing excellent communication to stakeholders of the pension scheme. This report introduces the Pension Fund communications policy statement.

## **RECOMMENDATIONS:**

It is recommended that the Local Pension Board

1. Note the policy (shown as Annexe 1) and recommends its approval to the Pension Fund Committee (Committee).
2. Reviews this policy on an annual basis.

## **REASON FOR RECOMMENDATIONS:**

The Communications Policy Statement ensures that the Fund meets the Regulatory communication requirements and recognises the importance of providing comprehensive and timely information to its stakeholders.

## **DETAILS:**

### **Background**

1. The Communications Policy Statement (the Statement) sets out how the Fund complies with Regulation 61 of the Local Government Pension Scheme (LGPS) Regulations 2013, requiring each Administering Authority to prepare, maintain and publish a written statement setting out its policy concerning communication with members, prospective members, employers and other relevant stakeholders. The statement must set out its policy on:
  - a) The provision of information and publicity about the Scheme to members, representatives of members and scheme employers
  - b) The format, frequency, and method of distributing such information or publicity
  - c) The promotion of the Scheme to prospective members and their employers.

2. The Statement must be revised and published by the administering authority following a material change in this policy.
3. The key objective of the policy is to:
  - a) Provide clear, friendly, and timely communication to its members and stakeholders
  - b) Recognise the requirement for different methods of communication for different members
  - c) Inform members and stakeholders to enable them to make decisions regarding pensions matters
  - d) Aim for full appreciation of the pension scheme benefits and changes to the scheme by all scheme members and prospective members
  - e) Promote the LGPS as an attractive benefit to scheme members
4. In order to ensure that the annual delivery of communications is understood, the Communications Policy is attached in Annexe1.

**CONSULTATION:**

5. The Chair of the Local Pension Board have been consulted on this report.

**RISK MANAGEMENT AND IMPLICATIONS:**

6. Any relevant risk related implications have been considered and are contained within the report.

**FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

7. Any relevant financial and value for money implications have been considered and are contained within the report. The cost of the resources necessary for implementing the changes recommended above and for delivering the administering authority role is met from the pension fund (under Regulation 4(5) of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009).

**LEGAL IMPLICATIONS:**

8. There are no legal implications or legislative requirements.

**EQUALITIES AND DIVERSITY:**

9. There are no equality or diversity issues.

**OTHER IMPLICATIONS:**

10. There are no other implications.

**NEXT STEPS:**

11. The following steps are planned:

- a) Subject to agreement by the Board, officers will present the revised Statement to the Committee for approval at the next Committee meeting.

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**Contact Officer:**

Nicole Russell, Head of Change Management

**Annexes:**

1. Communications Policy 2025/26 – Annexe 1

**Sources/Background papers:**

1. None.

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