

SURREY COUNTY COUNCIL

PENSION FUND BOARD

DATE: 31 MAY 2013

LEAD OFFICER: SHEILA LITTLE, CHIEF FINANCE OFFICER

SUBJECT: COMMUNICATION POLICY STATEMENT



SUMMARY OF ISSUE:

Local authority pension funds are required to publish a communication policy. A schedule has been drafted for consideration and approval.

RECOMMENDATIONS:

It is recommended that:

- 1 The Pension Fund Board approve the Communication Policy Statement attached as Annex 1 to this report.

REASON FOR RECOMMENDATIONS:

To comply with legislation and best practice.

DETAILS:

Legislation

- 1 The relevant regulation requiring this statement is the Local Government Pension Scheme (Amendment) (No. 2) Regulations 2005 SI 2005 No.3199. An Administering authority is required to prepare and publish a policy statement on its communication policy.

Contents of the Communication Policy Statement

- 2 The regulation requires each LGPS administering authority to prepare, publish and review a policy statement setting out its communication policy for communicating with members, members' representatives, and employer authorities, as well as the promotion of the Scheme to prospective members and their employing authorities. A revised statement must be published thereafter whenever there is a material change in the authority's policy.
- 3 For the avoidance of doubt, the word "members", where it appears in the Regulations, includes active members, prospective members, deferred members and pensioner members. The authority's policy statement should include information on communications with admitted and scheduled body employers.

- 4 Along with any other planned methods of publication, administering authorities are encouraged to utilise websites where suitable. Surrey Pension Fund has its own website: www.surreypensionfund.org

CONSULTATION:

- 5 The Chairman elect of the Pension Fund Board has been consulted on the policy statement and has offered full support for the proposals.

RISK MANAGEMENT AND IMPLICATIONS:

- 6 There are no risk related issues contained within the report's proposals.

FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

- 7 Costs associated with the communication process will be met from the existing pension fund administration cost centre.

CHIEF FINANCE OFFICER COMMENTARY

- 8 The Chief Finance Officer is satisfied that all material, financial and business issues and possibility of risks have been considered and addressed and that the Communication Policy Statement provides a sound framework for the effective communication to all stakeholders of the pension fund.

LEGAL IMPLICATIONS – MONITORING OFFICER

- 9 There are no legal implications or legislative requirements associated with this report.

EQUALITIES AND DIVERSITY

- 10 The approval of a communication policy statement will not require an equality analysis, as the initiative is not a major policy, project or function being created or changed.

OTHER IMPLICATIONS

- 11 There are no potential implications for council priorities and policy areas.

WHAT HAPPENS NEXT

- 12 The following next steps are planned:
- The statement will be monitored and reviewed.
-

Contact Officer:

Phil Triggs, Strategic Finance Manager (Pension Fund and Treasury)

Consulted:

Pension Fund Board Chairman

Annexes:

Communication Policy Statement

Sources/background papers:

None

This page is intentionally left blank