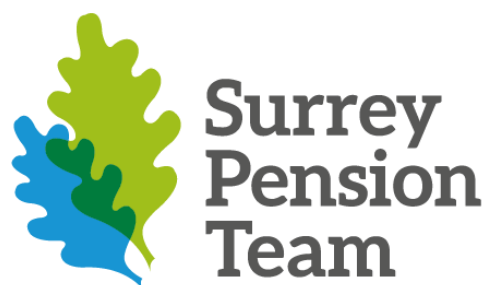


Annual Report

2022/23

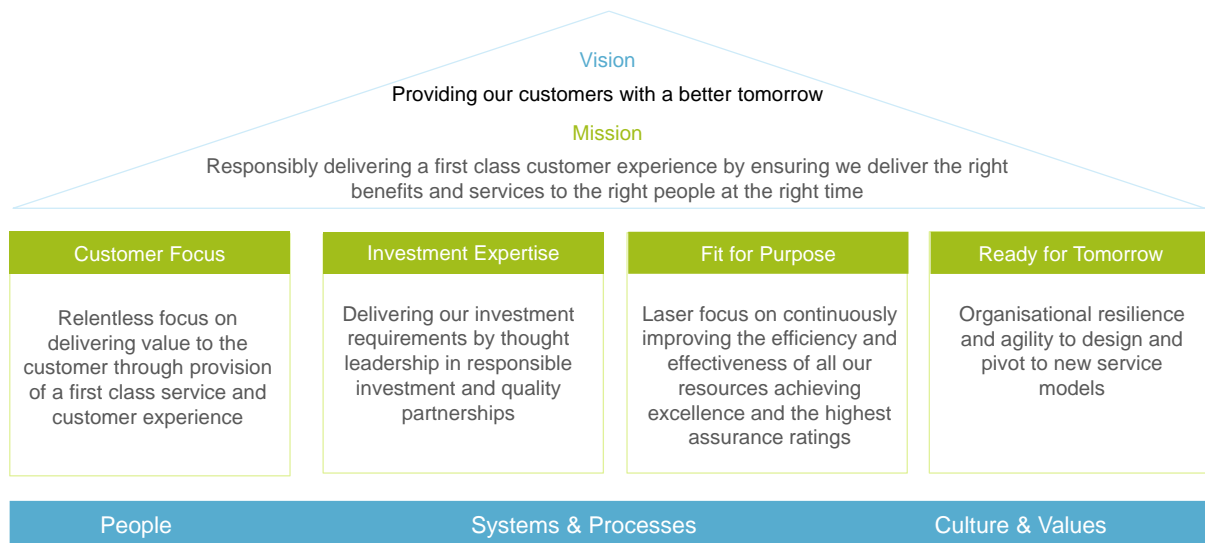


Providing our customers with
a better tomorrow

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Vision and Mission



10

The Surrey Pension Team has reviewed its strategic plan for the next three years.

The vision and mission remain the same.

Our vision Providing our customers with a better tomorrow.

Our mission Responsibly delivering a first class customer experience by ensuring we deliver the right benefits and services to the right people at the right time.

These are underpinned by our four pillars with the foundation of people, systems & processes, and culture & values.

Our four pillars are:

- Customer focus** Relentless focus on delivering value to the customer through provision of a first class service and customer experience.
- Investment Expertise** Delivering our investment requirements by thought leadership in responsible investment and quality partnerships.
- Fit for Purpose** Continuously improving the efficiency and effectiveness of all our resources achieving excellence and the highest assurance ratings.
- Ready for Tomorrow** Organisational resilience and agility to design and pivot to new service models.

Chair Statement

Overview



2022/23 was marked by completion of the triennial actuarial valuation and continuing progress with our Responsible Investment approach. The market value of the Fund at 31 March 2023 was £5.2bn (2022 £5.3bn) with around 60% invested in equities, a proportion broadly unchanged from last year.

More than 300 employers participate in the Fund, and we have over 100,000 members.

Investment Strategy

The investment strategy is to ensure a fully diversified portfolio, appropriate to the Fund's long term objectives having regard to the Fund's size, the opportunities presented by pooling with Border to Coast, and the minimisation of risk. Ongoing adjustments in asset allocation are made proactively in line with these aims.

As agreed in the December 2022 Committee meeting, a series of transactions are programmed to take place. The emerging markets exposure of the Fund will move from a passive Legal & General Investment Management (LGIM) product to an actively managed Border to Coast Pensions Partnership product. Also, the exposure to UK equity will reduce and proceeds reinvested into LGIM FW Global. As at 31 March 2023, some of these transactions were in train.

Investment pooling within the LGPS

Surrey Pension Fund continues to make the most of opportunities for pooling the Fund's assets with other LGPS funds in the Border to Coast Pensions Partnership. 39% of the Fund's equity investments are held with Border to Coast, with the prospect of this proportion increasing as noted above.

The Committee is prudent in ensuring that the Border to Coast sub funds provide the asset class and mix to suit the Fund's investment strategy. Border to Coast operates investment funds for its Partner Funds to invest in based on their strategic asset allocations.

Investing Responsibly

The Fund takes an active role in ensuring it invests with due attention to our environmental, social and governance (ESG) responsibilities. Our focus remains on our fiduciary duty, maintaining appropriate investments for financial return while also having regard to the UN Sustainable Development Goals

The Surrey Pension Fund has a policy of engagement on ESG issues and enhances its influence through the Local Authority Pension Fund Forum as well as Border to Coast's Engagement Lead, Robeco. The Committee is regularly informed about shareholder voting outturns and how this may impact investment decisions.

Our own revised Responsible Investment policy was agreed by the Committee in May 2022 and was the subject of consultation during the latter part of the year. A net zero date for the Fund's investments of '2050 or sooner' was agreed in June 2023.

The Fund is signed up to the Taskforce for Climate Related Financial Disclosures (TCFD) and will report against these disclosures as appropriate.

The Investment Strategy of the Fund remains under regular review and was formally reviewed in June 2023 following the 2022 Actuarial Valuation. A revised Investment Strategy Statement has been prepared.

Actuarial Valuation

The valuation report was signed off prior to 31 March 2023 and the Funding Strategy Statement was published on the Fund website. New employer contribution rates are now in effect from 1 April 2023.

Management

May 2022 saw the organisational redesign to an integrated One Surrey Pension Team. The recently established 3-year Strategic Plan provides the foundations for our path towards achievement of our Vision and Mission. I thank the Pension Team for their ongoing hard work as we aim to ensure the best experience for our members.

Nick Harrison
Chair of the Surrey Pension Fund Committee

Members & Advisors

Membership of the Pension Fund Committee

Membership as at 31 March 2023



**Cllr Nick Harrison: Chairman
Elected Members**

Appointed: 25/05/21



**Cllr Trefor Hogg: Vice Chairman
Elected Members**

Appointed 25/05/21



**Cllr David Harmer
Elected Members**

Appointed: 25/05/21



**Cllr George Potter
Elected Members**

Appointed 25/05/21



**Cllr Richard Tear
Elected Members**

Appointed 25/05/21



Cllr Robert Hughes
Elected Members

Appointed 24/05/22



Kelvin Menon
Co-opted Members

Employer Representative

Re-appointed 25/05/21



Philip Walker
Co-opted Members

Employees Representative

Re-appointed 25/05/21



Cllr Steve Williams
Co-opted Members

Appointed 02/08/21



Cllr Mark Sugden
Co-opted Members

Appointed 09/06/21

Resigned 24/05/22



Cllr Robert King
Co-opted Members

Appointed 11/07/22

Membership of the Local Pension Board



Tim Evans: Chair
Independent Chair

Appointed 19/07/21



Cllr David Lewis: Vice Chair
Employer Representative

Appointed 19/07/21



Trevor Willington
Surrey LGPS Members

Appointed 17/07/15



Siobhan Kennedy
Surrey LGPS Members

Appointed 25/04/20



Fiona Skene
Employer Representative

Appointed 10/12/20



William McKee
Surrey LGPS Members

Appointed 19/07/21



Cllr Jeremy Webster
Employer Representative

Appointed 19/07/21



Brendan Bradly
Employer Representative

Appointed 16/12/22



Vacancy
Surrey LGPS Members

For full contact details, please contact the Governance Manager at the Surrey Pension Team (adele.seex@surreycc.gov.uk).

Officer Contact Details



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Steven Scott
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0141 566 7565

Scheme Management & Advisers During the year	Name of Organisation
Fund Managers	<ul style="list-style-type: none"> • CBRE Global Investors • Legal and General Investment Management • LGPS Pool: Border to Coast Pensions Partnership • Newton Investment Management
Global Custodian	<ul style="list-style-type: none"> • Northern Trust
Bankers	<ul style="list-style-type: none"> • HSBC
Legal Advisors	<ul style="list-style-type: none"> • Eversheds (Pensions Law), • Browne Jacobson (Legal Due Diligence)
Private Market Managers	<ul style="list-style-type: none"> • Abrdn Private Equity • LGPS Pool: Border to Coast Pensions Partnership • BlackRock • Capital Dynamics • Goldman Sachs Asset Management • Hg Capital • Livingbridge Equity Partners • Pantheon Global Infrastructure • Glennmont Partners • Darwin Alternative Investment Management
AVC Provider	<ul style="list-style-type: none"> • Prudential Assurance Company • Utmost Life and Pensions Limited
Auditors	<ul style="list-style-type: none"> • Grant Thornton UK LLP

Overview

Investment

A summary of the fund value over time is provided in the table below.

Fund element (£m)	2018/19	2019/20	2020/21	2021/22	2022/23
Contributions and transfers	191	198	219	227	244
Less benefits and expenses	(176)	(192)	(187)	(201)	(223)
Net additions	15	6	32	26	21
Net investment income	58	51	25	24	41
Change in market value	186	(513)	1,097	295	(128)
Net return on investments	244	(462)	1,122	319	(87)
Net increase in funds	259	(456)	1,154	345	(66)
Fund value at 31 March	4,315	3,859	5,013	5,358	5,292

Membership

The table below shows membership by type as at 31 March in each of the last five years.

Category (in thousands)	2019	2020	2021	2022	2023
Contributory Employees	34	35	40	41	43
Pensioners and Dependants	26	27	28	30	29
Deferred Pensions	50	49	44	43	43
Total	110	111	112	114	114

In 2022/23 there were over 1,700 new pensions paid.

Retirement type	Number
Ill Health	38
Early	71
Normal	1,653
Total	1,762

LGPS Scheme Details

Overview

On 1 April 2014, the new Local Government Pension Scheme (LGPS) came into effect, replacing the final salary scheme with a career average revalued earnings (CARE) scheme for future benefit accrual.

The new scheme:

- has a normal pension age equal to state pension age (minimum age 65)
- gives a pension for each year at a rate of 1/49th of pensionable pay received in that year (1/98th for the 50/50 section of the scheme)
- provides increased flexibility for members wishing to retire early
- allows members to pay reduced contributions as an alternative to opting out (though benefits build up at a slower rate)
- provides for previous years' CARE benefits to be inflation proofed in line with the Consumer Price Index
- requires members to have at least 2 years' membership to qualify for pension benefits.

Key LGPS Facts England and Wales

- Made up of 86 regional funds and 8 LGPS Pension Pools
- Around 6.1 million members
- Total fund assets are over £364 billion (March 2022)
- Total expenditure on benefits is over £14.4 billion

Key LGPS Facts Surrey County Council

- Made up of 345 employers
- More than 100,000 members
- Total fund assets are around £5.3 billion
- Total expenditure on benefits is over £176 million p.a.

The following pay ranges and employee contribution rates were applied for 2022/23:

Band	Actual pensionable pay for an employment	Main section contribution rate for that employment	50/50 section contribution rate for that employment
1	Up to £15,000	5.50%	2.75%
2	£15,001 to £23,600	5.80%	2.90%
3	£23,601 to £38,300	6.50%	3.25%
4	£38,301 to £48,500	6.80%	3.40%
5	£48,501 to £67,900	8.50%	4.25%
6	£67,901 to £96, 200	9.90%	4.95%
7	£96, 201 to £113,400	10.50%	5.25%
8	£113,401 to £170,100	11.40%	5.70%
9	£170,101 or more	12.50%	6.25%

The regulations for the pre-April 2014 and post-April 2014 scheme are shown below:

Pre-2014: <https://lgpsregs.org/timelineregs/Default.html>

Post-2014: <https://lgpsregs.org/schemeregs/lgpsregs2013/timeline.php>

The Fund is financed by contributions from employees and employers, together with income earned from investments. The surplus of contributions and investment income over benefits currently being paid is invested.

The pay bands above increase each April in line with increases in the Consumer Prices Index (CPI).

Employers' contribution rates are set following each Actuarial Valuation. A valuation of the Fund's financial position must be made every three years when the Actuary certifies the employers' rates payable until the results of the next valuation are known.

Under the Regulations, employer contributions are determined in two parts:

- A common rate based on the existing and prospective liabilities of the Fund having regard to the circumstances common to all participating employers and to the desirability of maintaining as nearly constant rate as possible
- Individual adjustments arising from circumstances peculiar to an individual employer

Pensions paid to retired employees, and benefits with a deferred payment date, are subject to mandatory increases under pensions increase legislation. The cost of inflation proofing benefits is funded through employers' contribution rate.

Governance Summary

Pension Fund Committee:

Responsibility and governance for the Pension Fund, including investment strategy, fund administration, liability management corporate governance is delegated to the Surrey Pension Fund Committee, which is made up of:

- Six nominated members of the County Council
- Two representatives from the Borough/District Councils nominated by the Surrey Local Government Association
- One representative from the external employers
- One representative of the employees of the Fund.

The Pension Fund Committee is advised by a representative of the Fund's professional investment consultant, an independent advisor, the Director of Finance and the Assistant Director – LGPS Senior Officer. The Pension Fund Committee meets on a quarterly basis.

Local Pension Board:

The governance arrangements of the Local Government Pension Scheme are changing. From 1 April 2015 the Surrey Pension Fund Committee had been assisted in its management of the Surrey Pension Fund by a Local Pension Board made up from representatives of members and employers of the scheme.

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 but should always act within its terms of reference.

The Local Pension Board shall consist of at least 8 members and may contain up to 10 members. It shall be constituted as follows:

- i) 4 employer representatives;
- ii) 4 scheme member (employee) representatives;
- iii) The Local Pension Board may also contain 2 independent members.

The Board papers and minutes of meetings, as well as those for the Pension Fund Committee, are available on the [Surrey County Council website](#).

The annual report of the Local Pension board is on page 17.



Surrey Local Pension Board

Annual Report
2022/23

1. Chair's Statement



This has been an exciting year of change, delivering one of the most ambitious transformations programmes the Pension Fund has ever undertaken. We started the year with the launch on 1 May of an integrated 'One' Surrey Pension Team, which brought together Investments & Stewardship, Service Delivery, Accounting & Governance, and Change Management under one roof led by our LGPS Senior Officer, Neil Mason. In December the My Pension Helpdesk previously sitting within the Surrey Orbis Partnership, was also successfully transferred to the Service

Delivery team and renamed The Customer Relationship Team.

The Transformation Programme continues to drive improvements prioritising: customer insights; banking controls; culture and training in line with our Vision and Mission .

The Pension Fund continues to grow with 345 employers participating in the Fund including county and district councils, schools, academies, colleges, universities and admitted bodies (such as, cleaning and catering companies performing outsourced services on behalf of participating organisations).

The Board continued to meet during the year to provide the necessary oversight and guidance. This Complies with the Public Service Pensions Act

2013 and the Local Government Pension Scheme Regulations 2013.

Its primary function is to assist the Pension Fund Committee and Surrey County Council with:

- its compliance with the Local Government Pension Scheme (LGPS) Regulations, other relevant legislation and requirements imposed by the Pensions Regulator; and
- the effective and efficient governance and administration of the scheme.

The Board has closely tracked the administrative performance of the Fund and its impact on the member and employer experience through quarterly KPI reporting, updates on projects, systems changes and evolving pension legislation and best practice guidance.

It also maintains oversight of the Fund's risk management protocols and risk register.

The Board has taken a lead in reviewing administrative performance, projects, the risk registers, and reporting issues of concern to the Committee. It also reviews the activities of the Committee at each subsequent meeting, providing its input as required.

I would like to take this opportunity to thank all members of the Board for their contributions during the year and for the support of officers. I would also

like to pay personal tribute to the immense amount of hard work carried out by the Surrey Pension Team, I thank you all.

The meetings of the Board are held in public. We welcome anyone with an interest in the Fund to attend and see for themselves how we operate. We are also open to suggestions from both employers and members about how we can best support them.

You can find out more by writing to the Governance Manager at the Surrey Pension Team (adele.seex@surreycc.gov.uk)

Tim Evans

Chair of the Surrey Local Pension Board

July 2023

2. Compliance Checklist

Ref	To secure compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme.	How the Board does this:
a	Review regular compliance monitoring reports which shall include reports to, and decisions made under the Regulations by the Committee.	The Board and Committee receive regular updates regarding their respective activities. The Board and Committee are committed to working together. The Board receives updates on the Border to Coast Pension Partnership (BCPP) pool.
b	Review management, administrative and governance processes and procedures in order to ensure they remain compliant with the Regulations, relevant legislation and in particular the Code of Practice.	The Board has oversight of Pension Fund policies and processes. The Board reviews Key Performance Indicators (KPIs) for pension administration on a quarterly basis
c	Review the compliance of scheme employers with their duties under the Regulations and relevant legislation.	The Board reviewed employer pension discretions in July 2016 and have continued to monitor compliance over the subsequent years. The Board received a report on Compliance with the Pensions Regulator's Code of Practice No. 14 at its meeting on 11 November 2021. A review is underway by Surrey Pension Team.
d	Assist with the development of and continually review such documentation as is required by the Regulations including Governance Compliance Statement, Funding Strategy Statement and Statement of Investment Principles.	This was reviewed as part of the Fund Annual Report on 17 November 2022, with specific policies also reviewed periodically in 2022/23 meetings. The Board will review these on an annual basis as part of the Fund Annual Report and as part of its Forward Plan.
e	Assist with the development of and continually review scheme member and employer communications as required by the Regulations and relevant legislation.	The Board was provided with an outline of the current communications channels for members and employers as part of a training session in October 2015. The Draft Communications policy was presented to the Board at its meeting on 17 February 2022.

Ref	To secure compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme.	How the Board does this:
f	Monitor complaints and performance on the administration and governance of the scheme.	The Board reviews complaints on a quarterly basis.
g	Assist with the application of the Internal Dispute Resolution Process.	The Board receives a quarterly update on the number of Internal Dispute Resolution Process cases and monitors any key themes emerging from these.
h	Review the complete and proper exercise of Pensions Ombudsman cases.	N/A – No current or outstanding Ombudsman cases to consider
i	Review the implementation of revised policies and procedures following changes to the Scheme.	N/A – No changes. The Board is fully conversant on current proposed changes to the LGPS regulations through regular bulletins within the standing item Recent developments in the LGPS
j	Review the arrangements for the training of Board members and those elected members and officers with delegated responsibilities for the management and administration of the Scheme.	The Board will review its own training needs on an annual basis. A knowledge and understanding log is included in the Board's annual report. All Board members are required to complete the Pension Regulator Public Sector toolkit in order to comply with the Board's Attendance, Knowledge and Understanding policy.
k	Review the complete and proper exercise of employer and administering authority discretions.	The Board received a verbal update on discretions on 11 November 2021. A review is underway by the Surrey Pension Team.
l	Review the outcome of internal and external audit reports.	The Board complies with Surrey County Council's agreed process for internal audit reports being considered by scrutiny boards. This means all relevant audit reports are circulated to the Chairman, and any report with one or more high priority recommendation will be considered for discussion at the Board. The results of any external audit are shared with the Board.
m	Review draft accounts and scheme annual report.	The Board received both the Draft Statement of Accounts and Fund Annual Report 2021/22 on 30 November 2022.

Ref	To secure compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme.	How the Board does this:
n	Review the compliance of particular cases, projects or process on request of the Committee.	N/A
o	Any other area within the core function (i.e., assisting the Administering Authority) the Board deems appropriate.	The Board receives a regular Breach of Law update as and when potential breaches occur, the last report was on 18 February 2022.

3. Meetings and agenda items

Meeting date	Agenda items
26 May 2022	<ol style="list-style-type: none"> 1. Summary of the Pension Fund Committee Meetings of 10 March 2022 2. Risk Registers 2021/22 Quarter 4 3. Administration Performance Report 1 January 2022 – 31 March 2022 4. Turnaround Update 5. Progress Update of 2021/22 Internal Update (Part Two) 6. Border to Coast Governance Update (Part Two)
29 July 2022	<ol style="list-style-type: none"> 1. Summary of the Pension Fund Committee Meetings of 17 June 2022 2. Risk Registers 2022/23 Quarter 1 3. Administration Performance Report 1 April 2022 – 30 June 2022 4. Transformation Programme Update 5. Progress update of 2021/22 Internal Audit Plan 6. 2022 Valuation 7. Surrey Local Pension Board Annual Report 2021/22 8. Update on Cyber Security and Business Continuity 9. LGPS- Recent Developments
11 November 2022	<ol style="list-style-type: none"> 1. Summary of the Pension Fund Committee Meeting of 23 September 2022 2. Risk Register Update 2022/23 Quarter 2 3. Administration Performance Report and Update 1 July 2022 to 30 September 2022 4. Transformation Programme Update 5. Internal Audit Update 6. 2022 Valuation 7. LGPS – Background Papers
17 February 2023	<ol style="list-style-type: none"> 1. Summary of the Pension Fund Committee Meeting of 16 December 2022 2. Risk Registers 2022/23 - Quarter 3 3. Administration Performance Report and Update 1 October 2022 to 31 December 2022 4. Change Programme Update 5. Internal Audit Update 6. 2021/2022 External Audit Update 7. 2022 Valuation 8. Training Policy 2023/24 9. Communication Policy Statement 2023/24 10. LGPS Update (Background Paper)

4. Board attendance and training log

Members of the Local Pension Board

Name	Initials	Position	Representing	Appointed	Appointment ended
Tim Evans	TE	Chair	Independent Chair	19/07/2021	-
David Lewis	DL	Vice-Chair	Scheme Employers	19/07/2021	-
Siobhan Kennedy	SK	-	Scheme Members	29/04/2020	-
William McKee	WM	-	Scheme Members	19/07/2021	-
Fiona Skene	FS	-	Scheme Members	10/12/2020	-
Jeremy Webster	JW	-	Scheme Employers	19/07/2021	-
Trevor Willington	TW	-	Scheme Members	17/07/2015	-
Brendan Bradley	BB	-	Scheme Members	06/12/2022	-

Key ✓ = Attended

Meeting attendance

Name	May 2022	July 2022	November 2022	February 2023
Tim Evans	✓	✓	✓	✓
David Lewis	✓	✓	✓	Apologies
Siobhan Kennedy	✓	Apologies	✓	✓
William McKee	Apologies joined Meeting Remotely	✓	✓	X
Fiona Skene	✓	X	X	X
Jeremy Webster	✓	✓	✓	Apologies
Trevor Willington	Apologies Joined Meeting Remotely	Apologies Joined Meeting Remotely	Apologies	✓
Brendan Bradley	N/A	N/A	N/A	✓

Training of current Board members

Name	The Pensions Regulator Public Sector Toolkit	Local Government Association Fundamentals 1	Local Government Association Fundamentals 2	Local Government Association Fundamentals 3
Tim Evans	-	-	-	-
David Lewis	✓	-	-	-
Siobhan Kennedy	✓	✓	✓	✓
William McKee	✓	✓	✓	✓
Fiona Skene	-	-	-	-
Jeremy Webster	✓	-	-	-
Trevor Willington	✓	✓	-	✓
Brendan Bradley	✓	-	-	-

Additional Training

Name	Employers Pensions Fund Annual Engagement (AGM) 18/11/2022	Hymans Valuation Training 16/06/22	LGA Governance Conference (2 days 19- 20/1/23) In person attendance	LGA Governance Conference (2 days 19- 20/1/23) Online attendance
Tim Evans	✓	-	✓	-
David Lewis	-	✓	-	✓
Siobhan Kennedy	✓	-	-	-
William McKee	-	✓	-	-
Fiona Skene	✓	-	-	-
Jeremy Webster	-	✓	✓	-
Trevor Willington	-	-	-	-
Brendan Bradley	N/A	-	-	-

5. Register of interests

The Public Service Pensions Act 2013, Section 5(4) requires that any member of a Pension Board must not have a “conflict of interest”, which is defined in Section 5(5) as a “financial or other interest which is likely to prejudice the person’s exercise of functions as a member of the board, but does not include a financial or other interest arising merely by virtue of membership of the scheme or any connected scheme.”

A conflict of interest exists where there is a divergence between the individual interests of a person and their responsibility towards the Local Pension Board, such that it might be reasonably questioned whether the actions or decisions of that person are influenced by their own interests.

A conflict of interest would prejudice an individual’s ability to perform their duties and responsibilities towards the Local Pension Board in an objective way.

An example of a potential conflict of interest could be:


A Local Pension Board member may be required to review a decision which may be, or appear to be, in opposition to another interest or responsibility, e.g.(s):

- a review of a decision which involves the use of departmental resource in the function of the Local Pension Board, whilst at the same time being tasked with reducing this departmental resource by virtue of their employment.
- a Local Pension Board member could also be employed or have an interest in either privately or as part of the Council in a service area of the Council for which the Local Pension Board has cause to review.
- an independent member of the Local Pension Board may have a conflict of interest if they are also advising the Scheme Manager.

Register of interests

Name	Employment	LGPS Pension?	Conflict with Employment?	Note	Other conflicts
Tim Evans	Yes	Yes	No	N/A	N/A
David Lewis	Not in paid employment	No	No	N/A	N/A
Siobhan Kennedy	Homelessness, Advice & Allocations Lead for Guildford Borough Council	No	No	N/A	N/A
William McKee	Retired – T/A Consultancy	Yes	No	N/A	N/a
Fiona Skene	Corporate Head of HR & OD – Runnymede Borough Council	No	No	Employed by an employer of the fund. If a conflict was to arise, this would be mitigated by the Board member removing themselves from the discussion	N/A
Jeremy Webster	Not in paid employment	Yes	No	N/A	N/A
Trevor Willington	Not in paid employment	Yes	No	N/A	N/A
Brendan Bradley	Head of Finance for Epsom & Ewell Borough Council	No	No	N/A	N/A

Knowledge & Skills Policy



The administrators of the Surrey Pension Fund are committed to the implementation of the Code of Practice on public sector pensions finance knowledge and skills. The Pension Fund Committee has agreed the following knowledge and skills policy statement.

1. The Pension Fund Committee recognises the importance of ensuring that all staff and members charged with the financial administration and decision-making with regard to the pension scheme are fully equipped with the knowledge and skills to discharge the responsibilities allocated to them.
2. It therefore seeks to utilise individuals who are both capable and experienced and it will provide/arrange training for staff and members of the Committee to enable them to acquire and maintain an appropriate level of expertise, knowledge, and skills.

Annual Investment Review



This report has been prepared by the Independent Investment Advisor to Surrey County Council Pension Fund (the Fund). At the request of the Pension and Investment Committee the purpose of the report is to fulfil the following aims:

- Provide a review of the economic and market background over the 12 months to 31st March 2023.
- Provide an overview of market returns by asset class over the last 12 months.
- Provide an overview of the Fund's performance versus the Fund specific benchmark for the last 12 months.
- An overview of the outlook for markets.

Annual Investment Review 2022/2023

Prepared for:

Surrey Pension Fund

July 2023

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1. Economic and market background

At the beginning of the financial year, the economic outlook appeared highly uncertain. Russia had invaded Ukraine in the last week of February 2022 and the widespread expectation was for a collapse of the Ukrainian government and the quick imposition of a puppet regime controlled by the Kremlin. While Russia made substantial territorial gains in the south-east joining the separate enclaves it captured in 2014, namely the Crimea and Donbas regions, it has failed in its primary objective. Over the year supported by the “west” Ukraine has been able to recapture some territory and while the attempted “harrowing” of the country by Russia has made life much worse for the civilian population it has proved unsuccessful and the war has become one of attrition.

The global economy was already slowing prior to the uncertainty caused by the Russian Invasion. As the impact of covid fiscal stimulus packages was already fading, the consumer on the other hand was still happy to spend and be active, releasing pent up demand for services and hospitality spending, funded by excess savings and higher incomes. As a result, economic growth while very weak and close to zero in many regions, turned out stronger than expected and a recession was avoided, see chart 1 below.

In December the Chinese government ended its Zero Covid policy and almost instantly rescinded all of its lockdown and travel restriction policies. This change is expected to boost consumer activity as people are allowed to return to normal activity and to bring to an end the last of the supply side issues effecting supply chains, manufacturing and the flow of trade in goods.

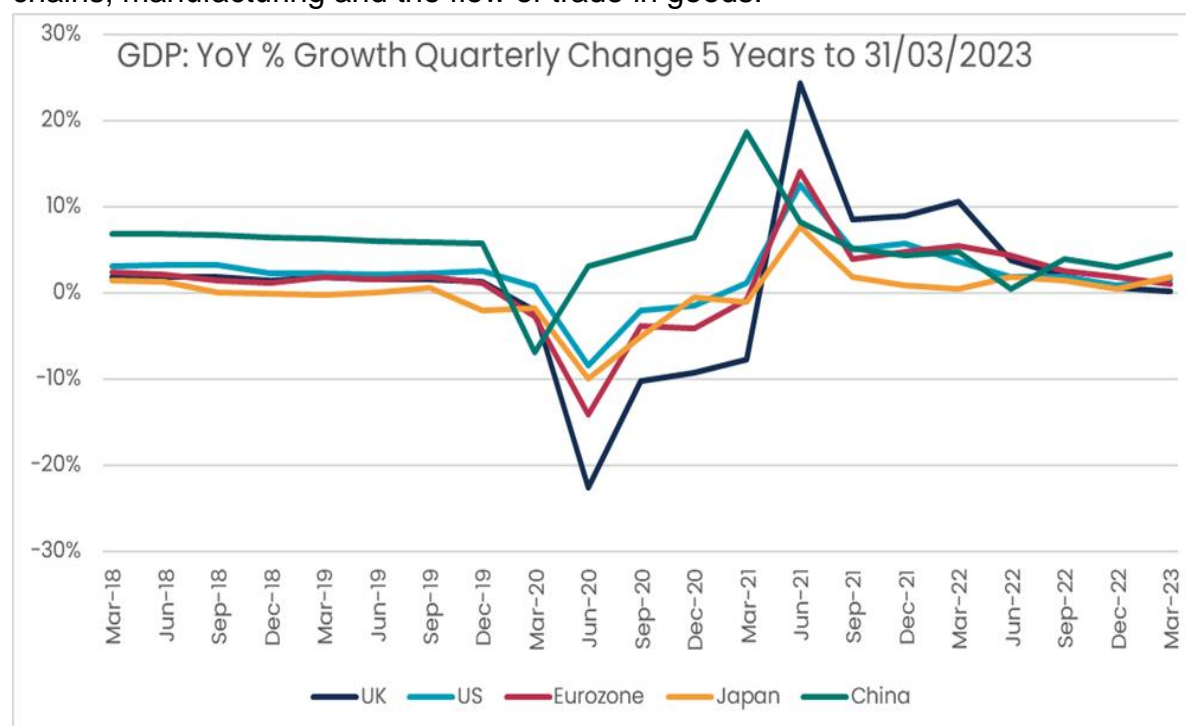


Chart 1: - GDP growth, quarterly % change. (Source: - Bloomberg.)

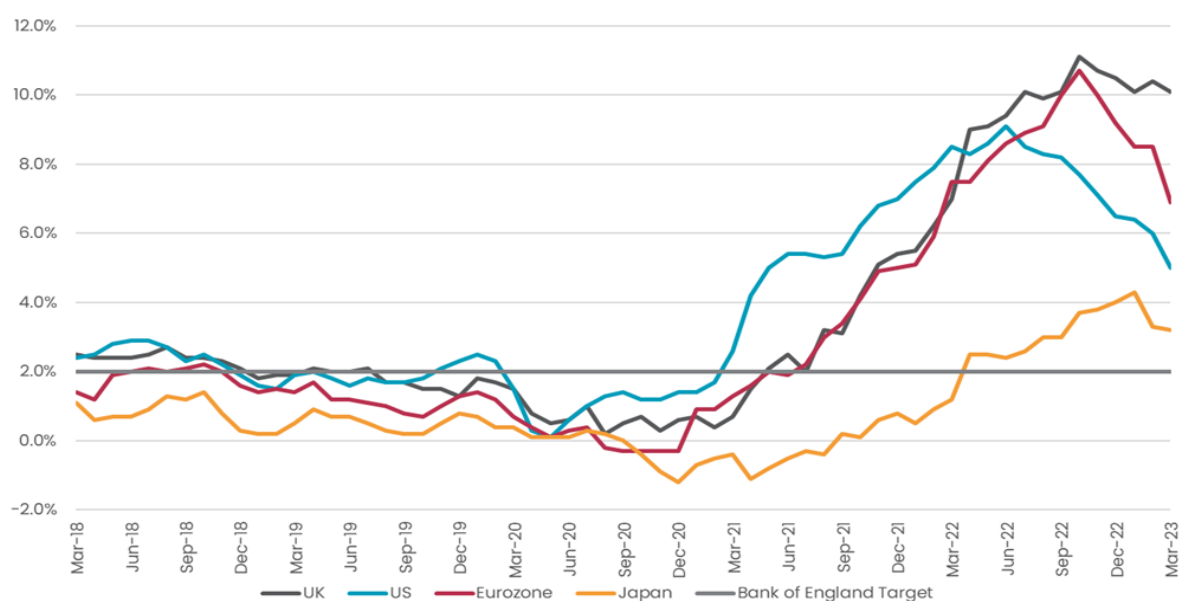
The dominant macro-economic factor of the financial year has turned out to be higher and more persistent inflation than expected. Inflation was already on the rise driven by manufacturing supply side issues, dislocations in global supply chains and strong demand for goods and rising energy prices, all of which were a legacy of the covid pandemic.

The invasion of Ukraine made all this worse, especially in the UK and Europe. In the UK because of the structure of the energy market and the failure of recent governments to have an energy policy that was not solely dependent on the spot market price for gas. In Europe because of the dependence on Russian gas imported mainly through pipelines in Ukraine and because of manufacturing component supply chains in eastern Europe. Globally food price inflation was also impacted because of Ukraine’s importance as a major global supplier of grains and seed oil.

Inflation did peak in October 2022, but at much higher levels that expected due to the invasion of Ukraine, see chart 2. By the end of the financial year headline inflation in most regions was falling as the impact of higher energy prices dropped out of the indices. The problem for central banks going forward, with a backdrop of tight labour markets and better than expected growth, is how much of last year’s higher costs get passed through into the prices of core goods and services keeping inflation persistently higher.

Chart 2: - Headline CPI inflation and the Central bank target rate.

(Source: - Bloomberg.)



Over the summer of 2022 the conservative party held an election for a new leader following the resignation of Boris Johnson as Prime Minister. In September 2022, the new Prime Minister Liz Truss and her Chancellor Kwasi Kwarteng announced a “Fiscal Event”, which included major supply side changes and tax cuts aimed at re-invigorating the UK economy for a post-Brexit future. However, because these proposals had not been reviewed by the Office for Budget Responsibility and there were no clear plans for how the tax cuts would be funded, the UK government bond (Gilt) market went into free fall as investors tried to work out the implications for borrowing and the budget and fiscal deficits.

The crisis in the Gilt market led to reluctant short term support provided by the Bank of England to prevent a systemic failure. In the short term it has led to the replacement of Liz Truss and Kwasi Kwarteng by a new Prime Minister Rishi Sunak and Chancellor Jeremy Hunt. I believe in the long term it has done significant damage to the closed defined benefit pensions funds of many corporates and individuals. It may have also increased the risk premium required by domestic and international investors when considering buying UK assets, and it may have unnecessarily increased government borrowing costs.

Central Banks

In the last year central banks have come under a lot of criticism for failing to anticipate how high inflation would get and for how long it would remain high. But this criticism is largely unfair, as I said last year most of the inflationary problems caused by covid were supply side, not demand side issues and therefore outside of their control. Equally were they supposed to respond to a war in Europe by increasing rates to head off the risk of war induced higher energy and food price inflation, without understanding the implications for growth. Broadly speaking economies suffer the experienced inflation based on the structure of their economy. The problem central banks have had in the last year is do they crash the economy (cause a recession) to hopefully reduce inflation when many of the causes of inflation would not have been reduced by a recession.

What is clear is that inflation remains higher than expected and is now moving from the headline rate as energy prices fall and food prices increases slow, to the core rate as demand for labour and services remain high. This means central banks may have to increase rates further and keep them higher for longer than previously expected. The extraordinary 15 year period since the global financial crisis, which was characterised by emergency low rates and no inflation has finally ended.

Market Returns

As can be seen in table 1 below, over the financial year in sterling terms Global equities achieved a negative return -0.9%, the UK equity market did better delivering +2.9%. The UK equity indices with their higher weight to energy stocks, outperformed the more interest rate sensitive US technology stocks which dominate the US and Global indices. Emerging Markets, had another difficult year, returning

around -3.9%, partly because of Russia being cut off from the world's financial markets following its invasion of Ukraine, but also because its high weighting to China that also dragged down performance over the year as the domestic economy struggled to deal with lasting effects of covid and regulatory changes.

UK government bond markets experienced an “annus horribilis”, partly because these bond markets have the highest interest rate sensitivity, but also because of the “Fiscal Event” in September 2022. UK corporate bonds were not immune to these events but their performance along with that of overseas bonds shows that while all bond markets experienced negative returns due to rising inflation and interest rates, the UK Gilt market performance was exceptionally bad.

Table 1, below shows the total investment return in pound Sterling for the major asset classes, using FTSE indices except where noted; for the 3 and 12 months to the end of March 2023.

% TOTAL RETURN DIVIDENDS REINVESTED

MARKET RETURNS

	Period end 31 st March 2023	
	3 months	12 months
All World	+4.4	-0.9
Regional indices		
UK All Share	+3.1	+2.9
North America	+4.7	-2.6
Europe ex UK	+8.6	+8.7
Japan	+3.3	+2.0
Emerging Equity Markets	+0.2	-3.9
UK Gilts - Conventional All Stocks	+2.5	-17.2
UK Gilts - Index Linked All Stocks	+4.3	-27.5
UK Corporate bonds*	+2.5	-11.4
Overseas Bonds**	+2.9	-5.5
UK Property quarterly^	-1.2	-12.6
Sterling 7 day LIBOR	0.9	2.2

FTSE Indices except where noted * ICE £ Corporate Bond; **ICE Global Government ex UK hedged; ^ MSCI.

The UK property market also had a very difficult year, returning -12.6%, as it responded to higher inflation and interest rates, the market was impacted by the September “Fiscal Event” as it caused forced selling by some pension schemes seeking liquidity. Most private markets assets (not represented in the table above), including Infrastructure private equity and private debt delivered steady positive returns.

2. Fund Performance and Manager Structure

At the end March 2023, the Surrey Pension Fund was valued at £5,257 million, this represents a decrease of £65 million, since 31st March 2022. The Fund’s total net investment return was -1.8%, which is in-line with the benchmark that also returned -1.8%. Over the last 3 years the Fund has achieved a total return of +10.4% p.a. which is ahead of the benchmark return of +9.9% p.a. Over the year the “Past Service funding level” of the Surrey Pension Fund improved from 102% to 127%.

Over the year the negative absolute return of the Fund was quite small, but this hides significant volatility in all equity and bond markets. The first half of the financial year was marked by significant negative returns caused initially by the invasion of Ukraine and the subsequent rise in food and energy prices, but also by the more aggressive action from central banks, responding to higher and more persistent inflation.

This all changed in October when US headline CPI was confirmed to have peaked and was trending lower. This caused equity and bond markets to rally into the end of the financial year and as a result much of the Fund’s mark to market losses in the first half of the financial year were recovered by the end of it. The Fund’s high weight to growth assets like equity and private markets helped the recovery in overall Fund performance. Because the Fund only has a very small exposure to UK government bonds their hugely negative returns only had a very small impact. Overall returns from Property, Listed Alternatives and Multi-asset Credit were also negative, but less so than UK government bonds.

In terms of the overall Fund structure this year saw very few changes in investment strategy and asset distribution. New capital calls to private market commitments were funded predominantly as planned by sales of assets in the BCPP Listed Alternatives fund, but also from the UK Equity Alpha fund and the LGIM liquidity fund.

Towards the end of the financial year plans were put in place to move from a passive emerging equity strategy managed by LGIM to an active strategy managed by BCPP and to rebalance equity exposure from the UK to LGIM’s Future World global equity fund. In anticipation of the launch of the BCPP Global Property fund, CBRE were instructed not to commit to new closed ended or illiquid property funds and in future

the Multi-asset Credit fund will distribute income to help with the Funds overall Cashflow management.

Over the year the Committee, Officers and Advisers invested a huge amount of time making progress in designing and agreeing the Fund's Responsible Investment and Net Zero policies as well as understanding the investment strategy implications of these policies and the impact of the Triennial valuation. These activities are fundamental to the long term investment strategy of the Surrey Pension Fund.

3. Economic and Market outlook

The outlook for growth remains weak and inflation while falling is likely to remain higher than expected, which keeps the pressure on central banks to increase interest rates further and keep them higher for longer than previously expected. The recent failure of several US regional banks has led to tighter credit conditions and as a result the risk of recession has increased.

Generally, forecasters are suggesting better growth and even the IMF (23rd May) has revised its global growth forecasts higher. In particular revising their outlook for the UK from -0.3% to +0.4% in 2023. This is still not a great outcome, UK growth should be greater than 2% per year, but the magnitude of the change is worthy of note. In the IMF's previous report UK economic growth was ranked weakest in the G20, that ranking now belongs to Germany which is only expected to achieve 0% growth in 2023.

With growth slightly better than expected and full employment, central banks can feel free to increase interest rates to tackle inflation. The headline rate may be falling but the core rate remains stubbornly high and, in some cases, is likely to continue to rise as the last 12 months of "baked in" price increases start to show up in core goods and services.


The post lock down recovery in China has not been as strong as it was in the developed economies and has not yet led to significantly higher inflation, but domestic activity has increased significantly.

While the outlook for UK and European economic growth has improved from a low base it could still be characterised as stagnant rather than recessionary. Market volatility has picked up as investors try to figure out how much further central banks may need to increase rates to get inflation back under control, against a backdrop of tighter credit conditions in the US and the brinkmanship over the US Government's debt ceiling.

I believe inflation will be lower in twelve months' time than it is today but it will be higher than we have become used to over the last 15 years since the GFC. Which means that interest rates will also be higher than the emergency rates we have

become used to. The period of emergency interest rates needed to recover from the Global Financial Crisis is over. In future interest rates, bond yields and the returns from equity markets need to reflect that return to normality.

I re-state my comments from last year, while higher interest rates and inflation are bad news for longer duration bond markets, they are not necessarily a bad outcome for equity markets, but it can be bad news for interest rate sensitive growth stocks. I believe the valuations of “growth” companies may have further to fall relative to “quality and value”. In general, I believe that in future returns are likely to lower, harder won and market volatility could be greater than we have seen in the last 15 years.



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Investment Report

Investment Arrangements, Performance & Post Pool Reporting

The Fund is managed on both an active and passive basis.

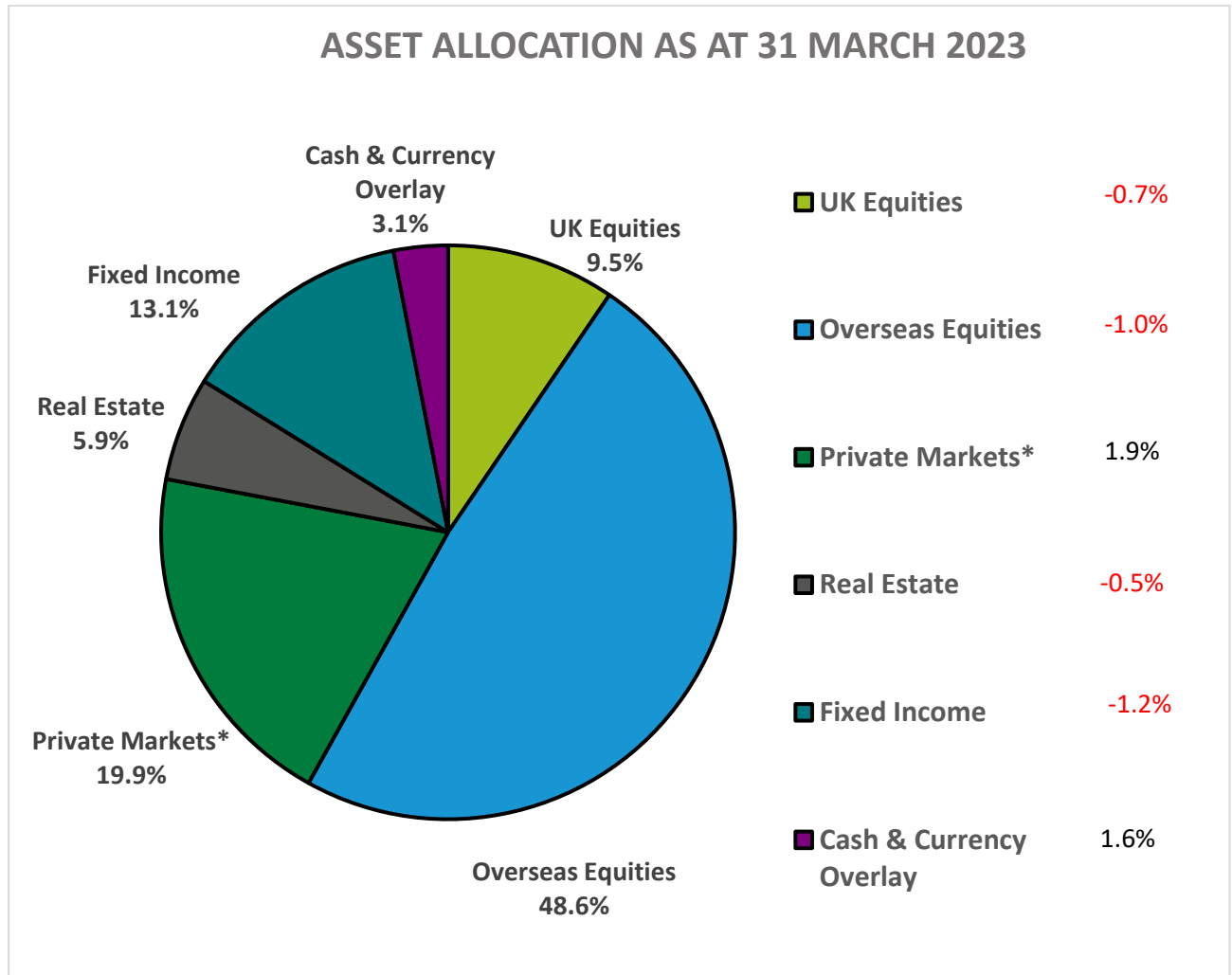
Investment managers have been appointed to undertake day-to-day decisions on the allocation of investment between types of asset and choices of individual investments within approved classes. They are required to take a long-term view, balancing risk against return and are remunerated on scales related to the value of funds under management and in certain cases for performance over and above benchmark return. Regular meetings are held with the managers to assess performance.

As at 31 March 2023, Equity, Fixed Income and Real Estate exposure is gained through assets held with Border to Coast Pension Partnership (BCPP), Newton Investment Management, Legal & General Investment Management and CBRE. In addition, the Fund has investments in private market funds managed by BCPP, Darwin Alternative Investment Management, Goldman Sachs Capital Partners, abrdn Private Equity, Pantheon, Capital Dynamics, Glennmont Partners, HG Capital, Blackrock, and Livingbridge.

As at 31 March 2023 the market value of assets under management was £5.3bn.

Asset Allocation

The distribution of the Fund investments into different asset classes within the portfolio as at 31 March 2023 is shown in the chart below. The percentage change since 31 March 2022 is shown as well.



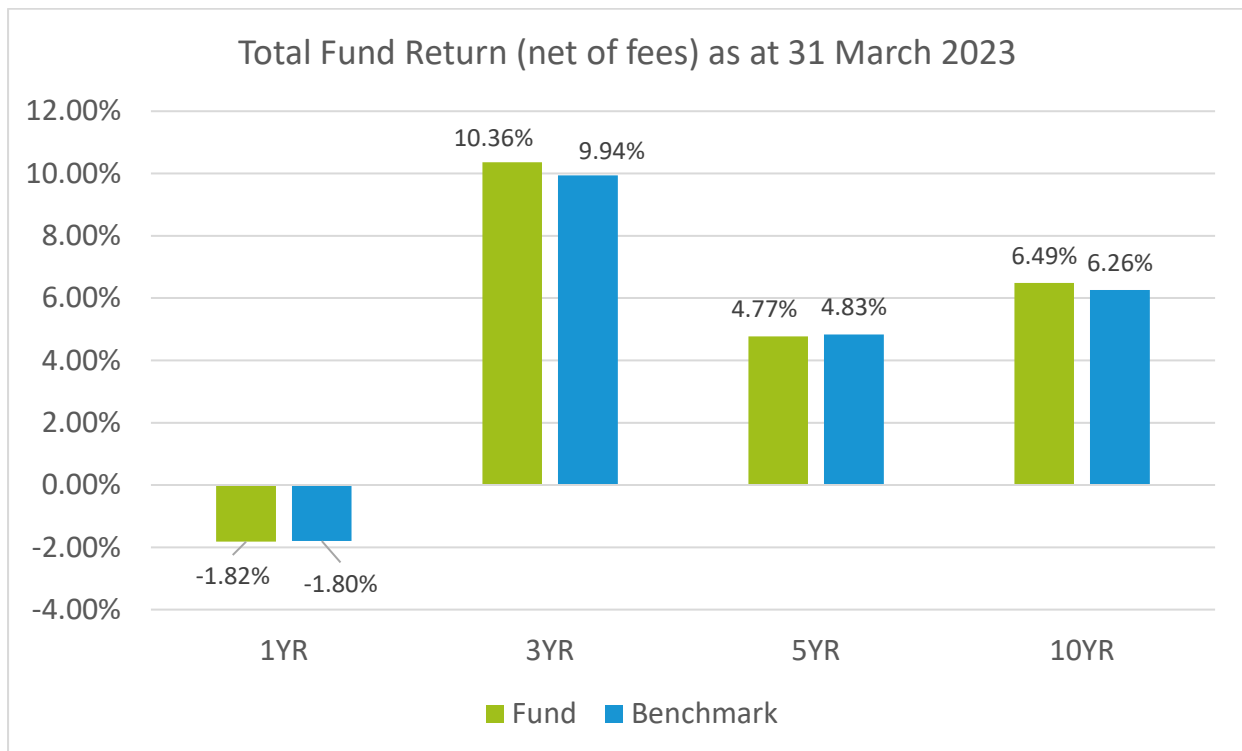
*Includes Listed Alternatives

The table below shows the investment breakdown by asset class over the last two years and the actual versus target allocation as at 31 March 2023.

Asset class	MV As at 31 Mar 2022 (£m)	Asset Allocation (%) as at 31 March 2022	MV as at 31 Mar 2023 (£m)	Asset Allocation (%) as at 31 March 2023	Target Allocation (%) as at 31 March 2023
Listed Equities	3,185.9	59.8%	3,053.6	58.1%	54.8%
Private Markets	558.1	10.5%	795.2	15.1%	17.0%
Listed Alternatives	402.3	7.6%	250.7	4.8%	3.0%
Property	338.4	6.4%	307.8	5.9%	7.6%
Fixed Interest Securities	760.1	14.3%	689.8	13.1%	17.6%
Internally Managed Cash, Liquidity Fund & Currency Overlay	80.4	1.5%	160.6	3.1%	0.0%
Total	5,325.2		5,257.6		

Thirteen fund managers undertook the management of investments during 2022-23 in a mix of passive and active investment. The Fund assesses overall investment performance against a customised benchmark provided by the Fund's custodian Northern Trust. This benchmark is derived from a series of investment indices weighted by the Fund's asset allocation. Performance against target and benchmark is reviewed at regular intervals, as stated in the Fund's Investment Strategy Statement.

The graph below shows how the Fund performed against the benchmark, on an annualised basis, for the previous 1, 3, 5 and 10-year periods.



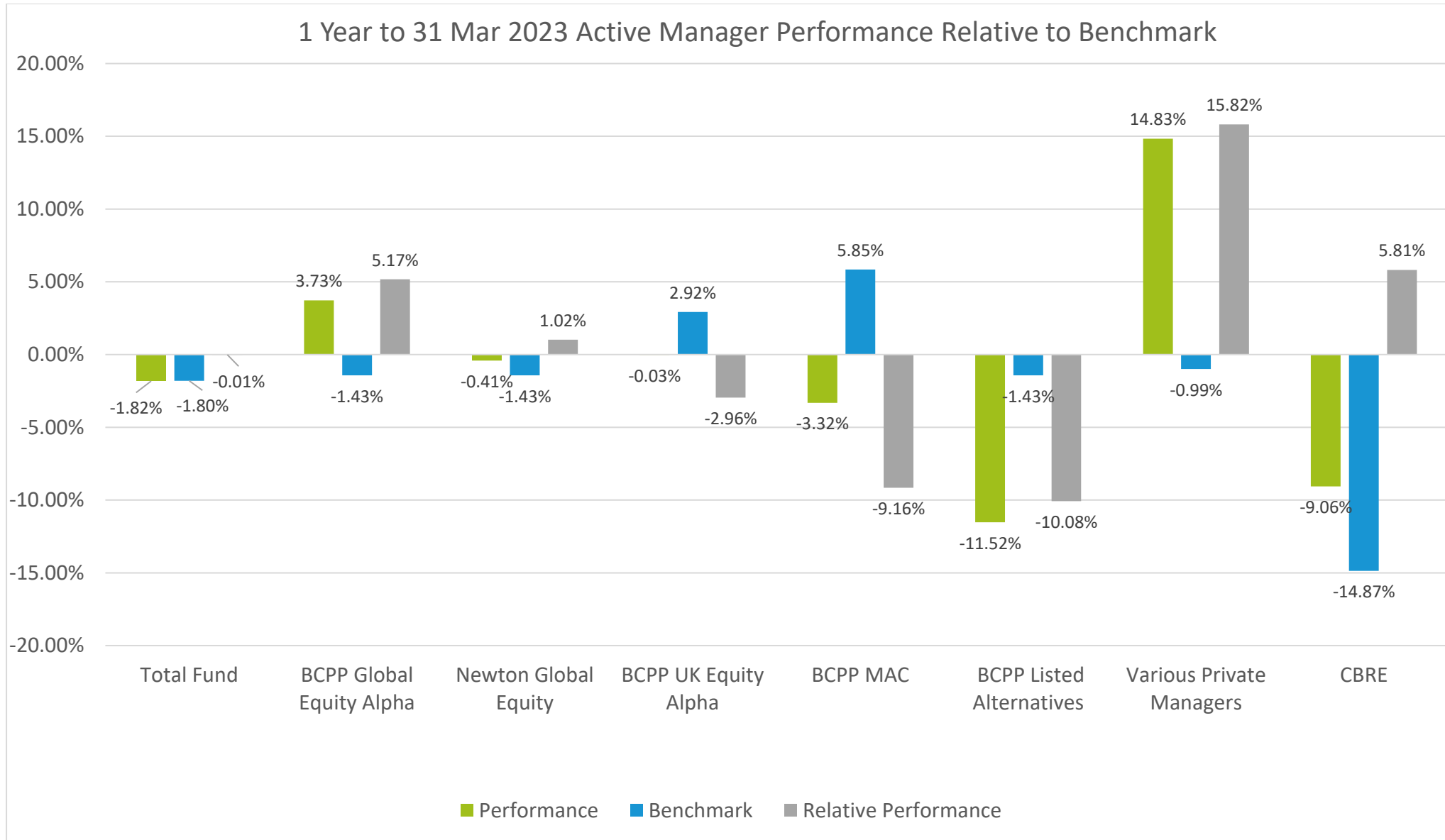
Over the last 1-year and 5-year periods to 31 March 2023, the Fund recorded investment performance marginally below that of the benchmark, as shown in the chart above. However, over the 3 and 10-year periods the Fund outperformed the benchmark. The performance over the last 10 years is in excess of the strategic target return of the Fund, which is 5%.

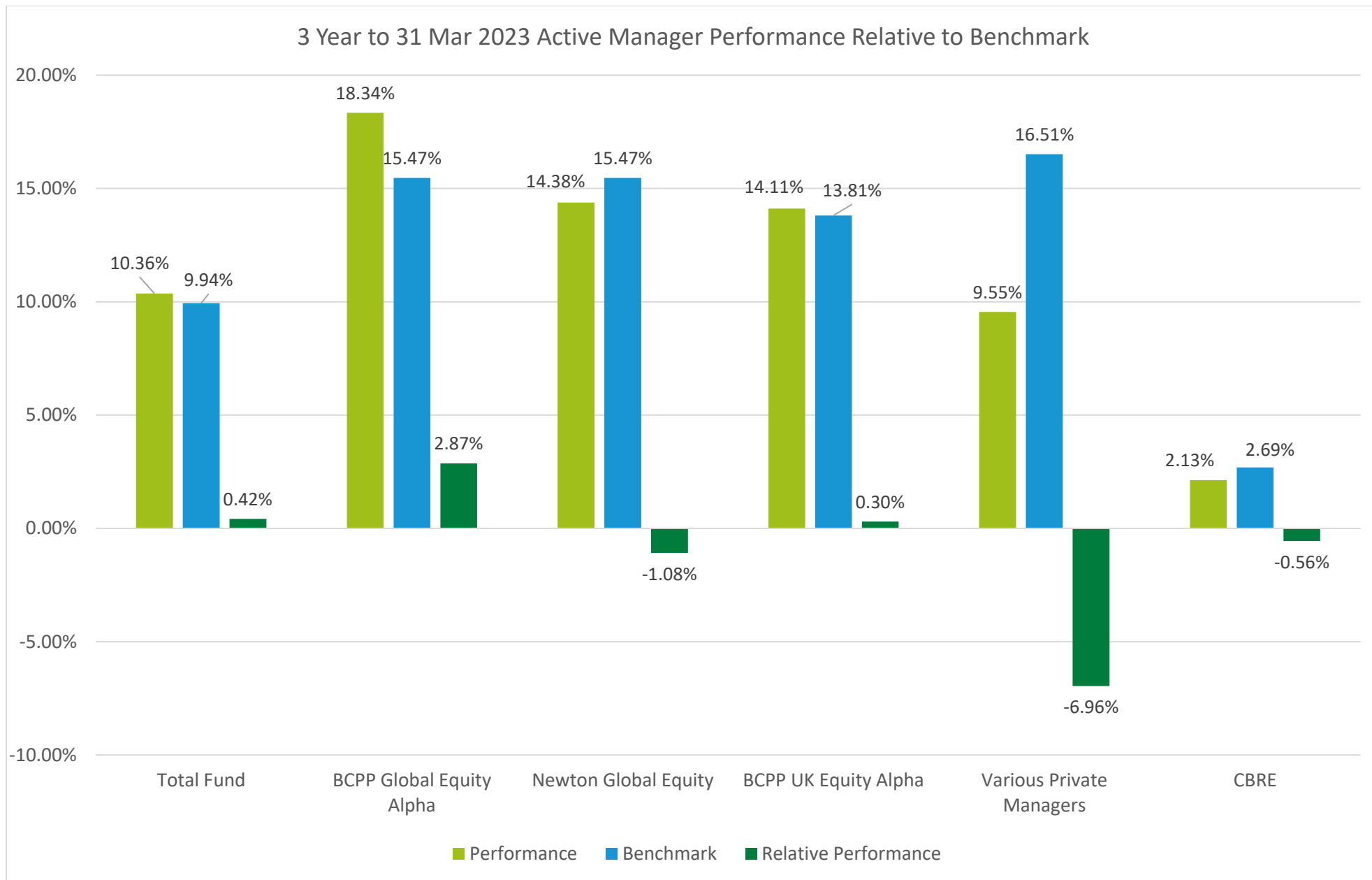
The allocation as at 31 March 2023 for each mandate by fund manager is shown in the table below.

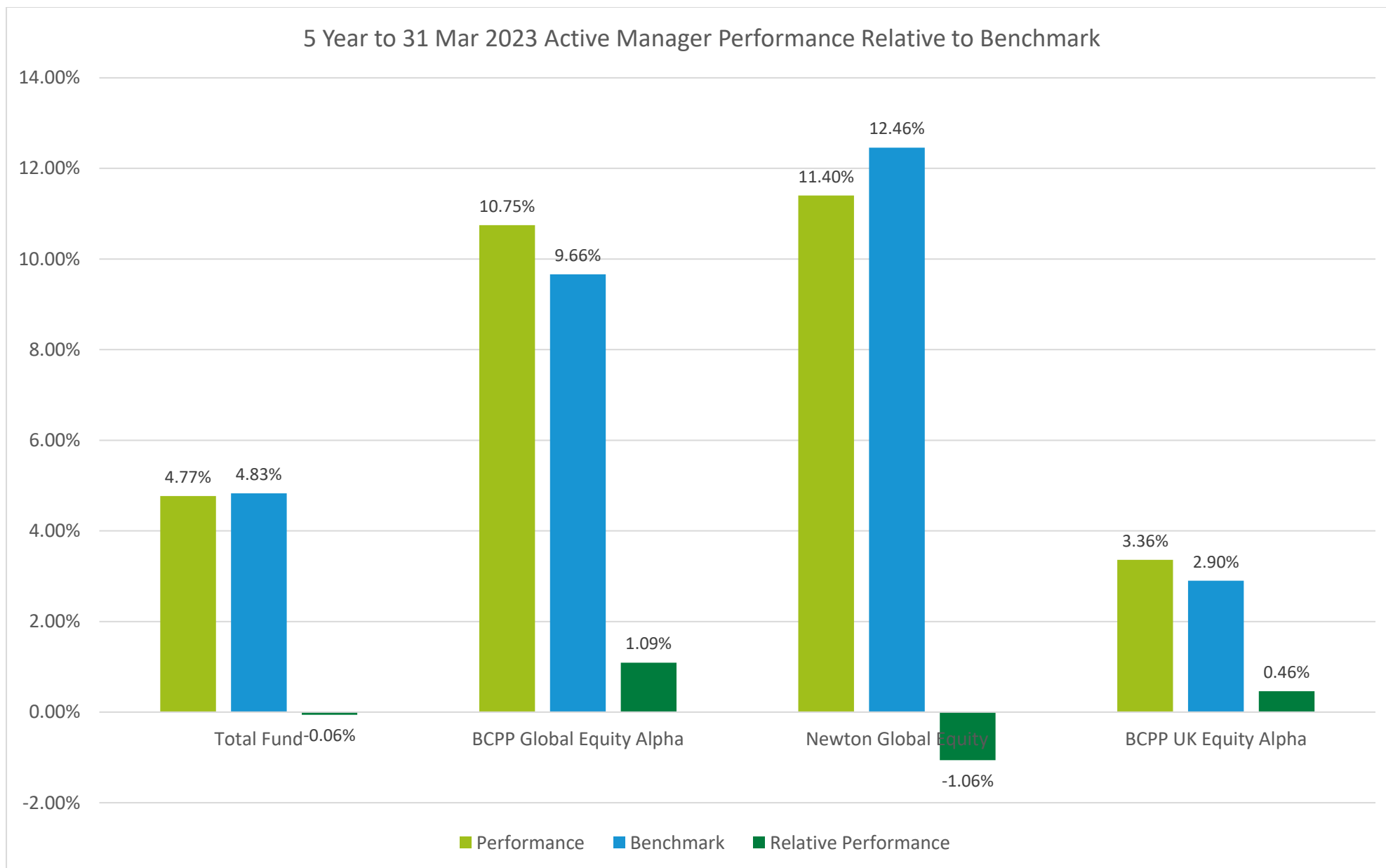
Mandate / Manager	MV (£m) as at 31 March 2023	Allocation (%) as at 31 March 2023
Total Fund	5,257.6	
Active Global Equity	1,230.5	23.4%
BCPP Global Equity Alpha	739.5	14.1%
Newton Global Equity	491.0	9.3%
Active Regional Equity	499.6	9.5%
BCPP UK Equity Alpha	499.6	9.5%
Passive Global Equity	925.7	17.6%
LGIM - Future World Global	925.7	17.6%
Passive Regional Equity	397.8	7.6%
LGIM - Europe Ex-UK	51.6	1.0%
LGIM - FW Emerging Markets	11.1	0.2%
LGIM - Emerging Markets	275.7	5.2%
LGIM - Japan	15.5	0.3%
LGIM - Asia Pacific ex-Japan	44.0	0.8%
Fixed Income	689.8	13.1%
BCPP MAC	563.6	10.7%
LGIM Gilts	126.2	2.4%
Private Markets Proxy	250.7	4.8%
BCPP Listed Alternatives	250.7	4.8%
Private Markets	795.2	15.1%
Various Private Managers	795.2	15.1%
Real Estate	307.8	5.9%
CBRE	307.8	5.9%
Internally managed cash, Liquidity Fund & Currency Overlay	160.6	3.1%

As at 31 Mar2023		1Y				3Y				5Y		
Manager/Fund	£m	Performance	Benchmark	Relative Performance		Performance	Benchmark	Relative Performance		Performance	Benchmark	Relative Performance
Total Fund	5,257.6	-1.82%	-1.80%	-0.01%		10.36%	9.94%	0.42%		4.77%	4.83%	-0.06%
Active Global Equity	1,230.5											
BCPP Global Equity Alpha	739.5	3.73%	-1.43%	5.17%		18.34%	15.47%	2.87%				
Newton Global Equity	491.0	-0.41%	-1.43%	1.02%		14.38%	15.47%	-1.08%		10.75%	9.66%	1.09%
Active Regional Equity	499.6											
BCPP UK Equity Alpha	499.6	-0.03%	2.92%	-2.96%		14.11%	13.81%	0.30%				
Passive Global Equity	925.7											
LGIM - FW Global	925.7	-1.03%	-0.74%	-0.29%								
Passive Regional Equity	397.8											
LGIM - Europe Ex-UK	51.6	8.13%	7.64%	0.49%								
LGIM – FW EM	11.1											
LGIM - EM	275.7	-4.27%	-4.29%	0.02%		9.06%	8.98%	0.08%				
LGIM - Japan	15.5	1.97%	1.52%	0.45%								
LGIM - Asia Pacific ex-Japan	44.0	-3.84%	-3.86%	0.02%								
Fixed Income	689.8											
BCPP MAC	563.6	-3.32%	5.85%	-9.16%								
LGIM Gilts*	126.2	-18.50%				-3.20%						
Private Markets Proxy	250.7											
BCPP Listed Alternatives	250.7	-11.52%	-1.43%	-10.08%								
Private Markets	795.2											
Various Private Managers	795.2	14.83%	-0.99%	15.82%		9.55%	16.51%	-6.96%		11.40%	12.46%	-1.06%
Real Estate	307.8											
CBRE	307.8	-9.06%	-14.87%	5.81%		2.13%	2.69%	-0.56%		3.36%	2.90%	0.46%
Internally managed cash, Liquidity Fund & Currency Overlay	160.6											

*Performance for total Bespoke Fund







Transition of Assets onto Border to Coast Pensions Partnership (BCPP)

In 2015 the Department of Housing, Communities and Local Government (as it then was) issued LGPS: Investment Reform Criteria and Guidance which set out how the government expected funds to establish asset pooling arrangements. The objective was to deliver:

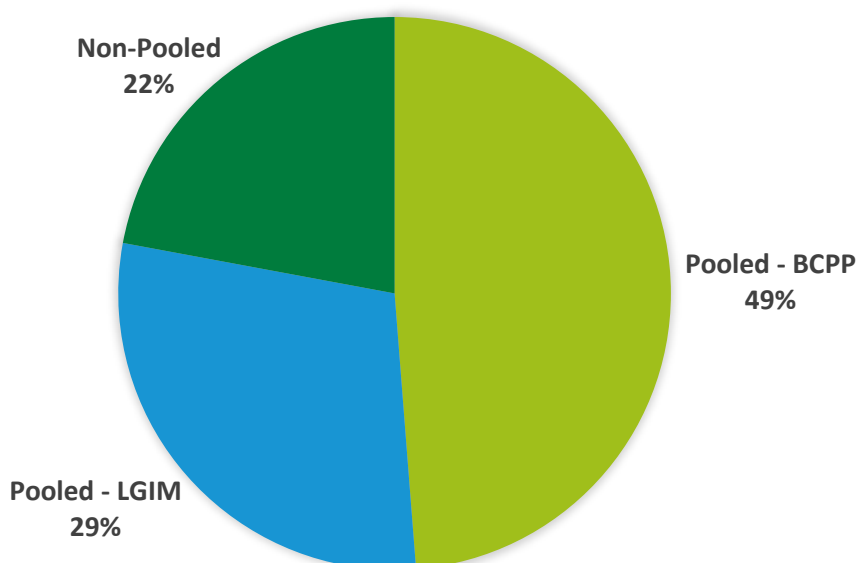
- Benefits of scale
- Strong governance and decision making
- Reduced costs and excellent value for money, and
- An improved capacity and capability to invest in infrastructure.

This has led to the creation of eight asset pools which have significantly changed the previous approach to investing, although it should be stressed that the responsibility for determining asset allocations and the investment strategy remains with individual pension funds. Surrey Pension Fund, along with 10 other funds, is now a partner fund of Border to Coast Pensions Partnership. Each Partner Fund had invested in Class A and B Shares at a cost (transaction price) of £1 and £833,333 respectively.

Some of the risks associated with LGPS Asset Pooling as a whole include:

- Conflicting strategic goals of different partner funds affecting funds on offer
- Indirect relationship between the Fund and the underlying investment managers and less flexibility in terminating underperforming managers
- Cost implications of future investment decisions by other partner funds

POOLED ASSET SPLIT AS AT 31 MARCH 2023



Transition Costs and Fee Savings

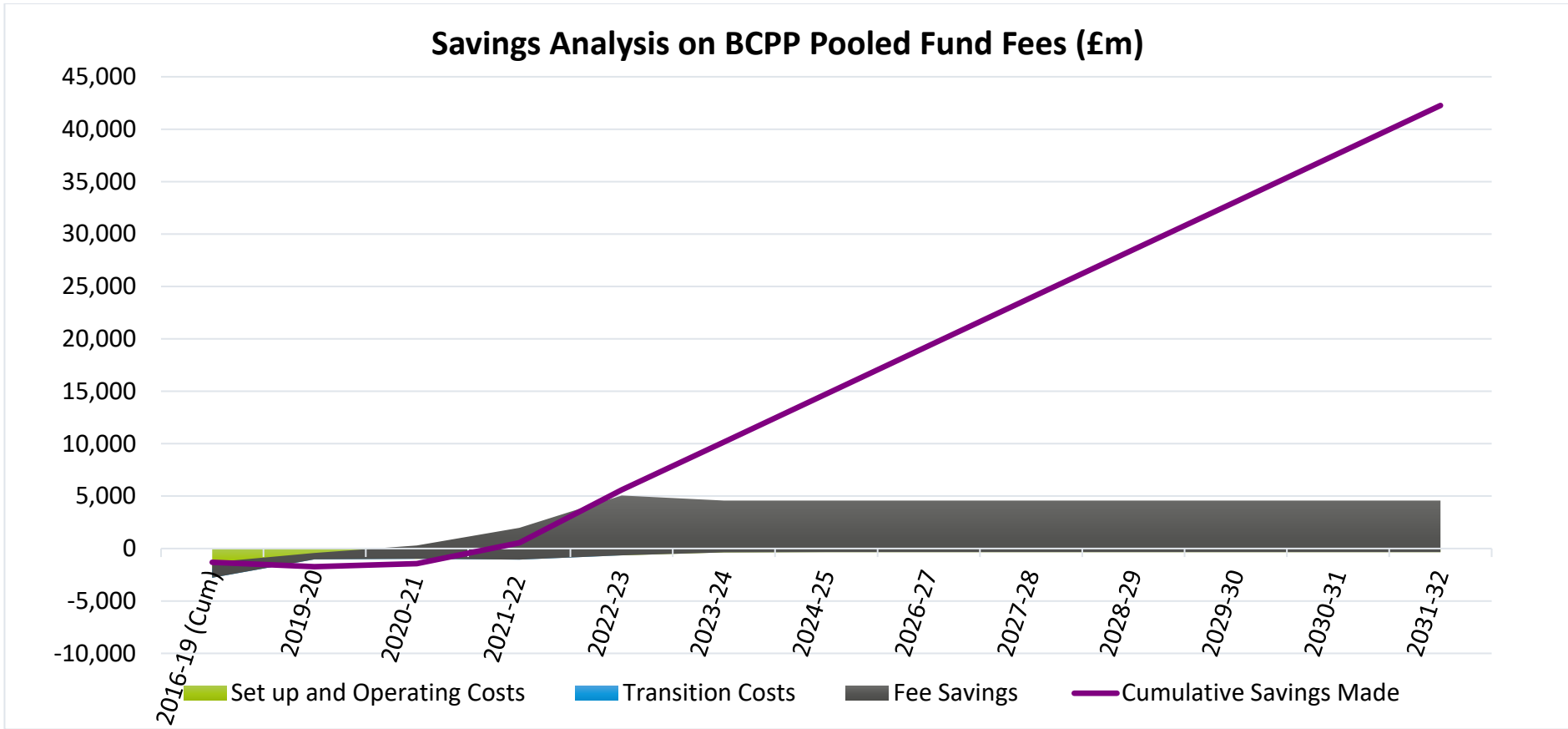
The initial transition costs are highlighted below with the expected savings from fee rates.

Pooling Costs 2022-23	Total £000s	Cumulative £000s
Set up and Operating Costs	660.4	4,740.4
Other Costs	-	903.0
Transition Costs		
Transition Fees	74.1	
Other Transition Costs Commissions	-	
Other Transition Costs Taxes and Stamp Duty	-	
Total Transition costs ex implicit	74.1	1,857.0
Other Transition Costs Implicit	-	12,649.0
Total Transition Costs	734.5	20,149.4

The Fund is now realising savings due to pooling.

Savings Analysis on BCPP Pooled Fund Fees (£m)

	2016-19 (Cum)	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Set up and Operating Costs	-1869	-528	-992	-691	-660	-358	-338	-338	-338	-338	-338	-338	-338
Transition Costs	-915	-494	0	-374	0	0	0	0	0	0	0	0	0
Fee Savings	1474	601	1282	3043	5720	4924	4924	4924	4924	4924	4924	4924	4924
Cumulative Savings Made	-1,310	-1,731	- 1,441	537	5,597	10,163	14,749	19,335	23,921	28,507	33,093	37,679	42,265



During 2022-23 Border to Coast has continued to liaise with the Partner Funds to gather data, agree assumptions, and build a savings model and process that will enable consistent reporting against key metrics going forward. This supports one of the original objectives of pooling, i.e. to reduce costs and deliver value for money.

Savings from future launches are not included and the level of savings should grow as Border to Coast develop and include other funds, such as Real Estate and Emerging Markets Alpha.

Cost Transparency

Given the level of scrutiny that had existed historically with the transparency of investment management expenses, a Voluntary Code of Transparency covering investment management fees and costs was developed and approved by the Local Government Scheme Advisory Board and launched in May 2017. A copy of the Code can be found at <http://lgpsboard.org/index.php/the-code#theCodetop>. Fund managers to the LGPS are encouraged to sign up to this Code and as at June 2021, there were over 150 signatory firms. The aim of this Code is to improve fee transparency and consistency.

The majority of Surrey Pension Fund's Investment Managers are signatories to the LGPS Transparency Code and have provided Cost Transparency templates for the production of this year's annual report. This was done either through the Scheme Advisory Board commissioned portal Byhiras or provided directly to officers. The table below represents all investment management expenses for the Fund's assets as submitted by fund managers through the CTI templates.

Investment fees for 2022-23 as submitted by fund managers through CTI templates.

2021-22 Investment Management Expenses	Pooled Assets			Non-Pooled Assets			Total Assets £000's
	BCPP £000's	BCPP - Private £000's	LGIM £000's	Equity £000's	Real Estate £000's	Private £000's	
Percentage of Assets	39%	10%	29%	9%	6%	7%	
Total Fund Management & Administration Expenses	6,164	13,874	1,127	1,092	4,216	4,965	31,438
Management Fees	5,992	2,753	1,127	1,092	3,554	3,388	17,906
Administration	164	10,878	0		258	1,223	12,523
Governance & Compliance	8	243	0		392	354	997
Client Service/ Custody & Communication	0	0	0		12	0	12
Total Transaction Costs	9,182	0	902	1,103	6,715	0	17,902
Indirect transaction costs	0	0	877		65	0	942
Commissions	341	0	0	87	197	0	625
Taxes and stamp duty	1,302	0	0	112	510	0	1,924
Implicit Costs	7,692	0	66	904	48	0	8,710
Other transaction costs	42	0	7		5,939	0	5,988
Less: Dilution Levy Offset	195	0	48		44	0	287
Total Investment Management Expenses	15,346	13,874	2,029	2,195	10,931	4,965	49,340

Responsible Investment

Responsible Investment Developments

During the year ended 31 March 2023, the Fund worked towards completing its own new Responsible Investment (RI) Policy, with the help of Minerva Analytics. After several rounds of review by the Responsible Investment Sub-Committee, the Policy was approved by the Pension Fund Committee on 17 June 2022, subject to consultation with the Pension Fund members.

The consultation was launched on 12 September 2022 and closed on 6 November 2022, and was run by the independent BIA Research team, who are within Surrey County Council, the Fund's Administering Authority. This team manage many large-scale consultations on a myriad of topics and using them allowed the Fund to utilise the full resources and expertise available whilst maintaining standard processes. All members and employers received either an email or a letter with online links to both the policy and the consultation. Members were able to request a hard copy if needed. The consultation was also open to the public.

The consultation comprised several questions that covered the Fund's commitment to the UN's Sustainable Development Goals, the Fund's core RI beliefs, the corporate engagement approach and escalation policy, and the Fund's openness to collaboration regarding engagement. There was a text box at the end for further comment if required.

The Fund was thrilled by the level of response, at over 7300 submissions, of which over 1100 included written comments in the freeform text box. There were also 80 direct submissions.

The results were collated and reviewed by the BIA Research team, officers, the Pension Fund Committee and consultants, to determine the level of support for the policy and whether changes to this, or future policies, were required.

In summary, there was strong support for all areas of the RI Policy and it was approved by the Committee at the March 2023 meeting. For each question, the average response rate within Agree or Strongly Agree categories was 70%. No question had more than 7% in Disagree or Strongly Disagree combined. There was, however, a larger than average number of neutral votes regarding the Fund's approach to engagement with investee companies. Therefore, the wording in this section has been reviewed and amended post the year end.

The text box comments highlighted the wide range of views amongst stakeholders ranging from asking the committee to focus purely on maximising returns, to requesting that all fossil fuels are divested and a short-term net zero date set. There

was significant support throughout this range of views. A number of comments also referred to the general style of the wording of both the Policy and the consultation. Whilst technical language is sometimes unavoidable when discussing investment, the team will endeavour to use more 'plain English' in future.

The RI Policy, consultation analysis and comments can be found on the Fund's website [Responsible Investment | Surrey Pension Fund | Surrey Pension Fund](#). The Policy can also be found in the Policy Section of this report.

The core beliefs laid out in the document are re-produced below.

- Surrey believes that the United Nations Sustainable Development Goals represent an appropriate foundation in terms of the Fund's overall RI approach [THE 17 GOALS | Sustainable Development \(un.org\)](#)
- Surrey believes that taking account of RI considerations can provide investment opportunities, as well as identifying investment risks
- Surrey requires the consideration of Environmental, Social and Governance (ESG) factors to be incorporated into the portfolio construction process of all investments made by its investment managers.
- RI considerations are important irrespective of asset class
- RI considerations are important across all time horizons, but especially in the medium and long-term. This is true not just in terms of protecting and enhancing long-term investment return, but also increasingly in terms of the interests expressed by our stakeholders
- Going further, Surrey believes that ESG factors are relevant in the context of benchmarking, risk analysis and investment opportunity identification
- Responsible management of RI Issues by Surrey and its agents is also considered a reputationally important issue
- Surrey views climate risk - and the issues which contribute to it - as being of significant concern to all stakeholders, and as a result the Fund's approach towards 'Net Zero' is a prominent area of focus
- Surrey believes in an 'Engagement with Consequences' approach. This advocates the use of engagement over divestment as the means to promote our RI beliefs – however, taking legal action against company management or selling an asset remain options when it comes to inadequately addressed ESG concerns in the investments made by our managers
- We also recognise the value in engaging collaboratively to leverage greater influence together with other investors who share our priorities through joint initiatives and organisations
- The exercise of our ownership rights through voting is an important part of implementing our RI beliefs

The agreed key priorities for the Committee resulting from RI Policy implementation for the year 2023/4 are:

- Set a net zero date for the Fund's investments

- Update the voting policy
- Submit the RI Policy to the Fund's equity managers for them to report on current compliance and alignment
- Prepare to submit an application to become a signatory of the UK Stewardship Code

Responsible Investment Activities of our Key Partners

The responsible investment activities undertaken by Border to Coast Pensions Partnership (BCPP) and supporting documents can be found by following the link below.

[Responsible Investment - BCPP](#)

The responsible investment activities undertaken by Legal & General Investment Management (LGIM) and supporting documents can be found by following the link below.

[Responsible Investing | LGIM Institutional](#)

The Fund is a member of the Local Authority Pension Fund Forum, LAPFF, a membership group of LGPS funds that campaigns on Environmental, Social and Governance (ESG), issues. This engagement demonstrates a commitment to sustainable investment and the promotion of high standards of corporate governance and responsibility. More information and engagement activities can be found at the link below.

[LAPFF | The leading voice for local authority pension funds across the UK \(lapfforum.org\)](#)

Task Force for Climate-Related Financial Disclosures (TCFD)

The Task Force for Climate-related Financial Disclosures is an industry-led initiative, created by the Financial Stability Board in December 2015. The aim of the TCFD is to develop voluntary, consistent, climate-related financial risk disclosures across a wide range of sectors, demonstrating the risk that climate change poses at a macro-economic level. This will then provide useful decision-making information for investors, lenders, insurers and other stakeholders. The disclosures enable organisations to identify and consider relevant information about material climate-related financial risks and opportunities that can have an impact on the decisions made by their stakeholders.

Since its launch, TCFD has become the de-facto climate framework for global regulators. In November 2020, the UK Chancellor of the Exchequer announced that in order to accelerate progress on climate risk disclosures, the UK will move towards mandatory TCFD reporting across major segments of the UK economy by 2025.

Surrey Pension Fund became a supporter of TCFD in June 2019, because the Fund

recognised the importance of understanding climate risks and opportunities relative to its role as an institutional investor. The TCFD reports can be found on the Surrey Pension Fund website via the link below.

[Task Force On Climate Related Financial Disclosures Report \(TCFD\) 2021-22 | Surrey Pension Fund](#)

Scheme Administration Report

1. Overview

The Pensions Service Delivery team is part of the wider Surrey Pension Team and is within the Corporate Finance Division of the Resources Directorate of Surrey County Council. Service Delivery provides a full range of pension services to current and former employees and pensioners of the Surrey Pension Fund. The administration provision includes:

- a) Administering the Local Government Pension Scheme (LGPS) in accordance with the relevant legislation and Committee decisions.
- b) Administering the early retirement arrangements and local policies for 345 employers in accordance with the relevant legislation, discretion policies and Committee decisions.
- c) Maintaining a central database for all scheme members.
- d) Actively contributing to the formulation of national pension policies to reflect the employers preferred approach.
- e) Providing advice to scheme members, employers, and other key parties in line with scheme legislation.
- f) Maximising the technology available to improve standards and efficiency to deliver excellent customer service.
- g) Proactively train and develop staff to meet service objectives.

The Service Delivery team consists of 50 FTE staff. There are 5 teams split across two sections, being Operations and Benefits Administration. The work of each set section is as follows:

Benefits Administration

This section is overseen by the Deputy Head of Service Delivery - Benefits Administration and is responsible for the effective administration of all member benefits in line with the legislation and the provision of the service wide customer relations.

Immediate Benefits Team:

The team is managed by the Immediate Benefits Manager and deals with the entitlements for all pensioners, retirements, and deaths benefits.

Future Benefits Team:

The team is managed by the Future Benefits Manager and deals with the entitlements for all refunds, transfers, and deferred benefits.

Customer Relationship Team

The provides an advisory service through varying communication channels for our members, employers, and other key stakeholders. Additionally, the team will coordinate and monitor the complaints procedure for the wider service.

Operations

This section is overseen by the Deputy Head of Service Delivery - Operations and is responsible for effective management of the pension administration system, ensuring data integrity of the database and, the processing of new entrants to the scheme.

Pension Trainee Team:

This Team is managed by the Membership & Data Manager and deals with the setting up of new members, the incoming correspondence that supports all services case work and, providing flexible support across the entire Pension Team where required.

Data Quality Team:

This Team is managed by the Membership & Data Manager and deals with the cleansing and validation of all data, both that which is currently held in the administration system and any new incoming data.

Systems Team:

This team is managed by the Systems Manager and deals with maintaining and developing the administration system, including implementing additional software products, ensuring it's fit for purpose to support the administration.

General

All the team have an active role in the delivery of scheme events and key projects such as Annual Benefit Statements, Annual Allowance statements and any other required projects, both on a legislative and a continuous improvement basis. Additionally, the team will take an active role in supporting any complaints raised, both on an informal basis or, where these have been raised through the two stage Independent Dispute Resolution Procedure within the LGPS regulations.

The Head of Service Delivery is Tom Lewis, and he has two deputies in John Coombes (Deputy Head of Service – Operations) and Jim Woodlingfield (Deputy Head of Service – Benefits Administration). The management group is contactable through our Customer Relationship Team at crt pensions@surreycc.gov.uk. Service Delivery reports to the Assistant Director & LGPS Senior Officer, Neil Mason.

2. Review of 2022/23

Surrey Pensions launched its new operational model this year, bringing key departments such as investments, finance, governance, and service delivery (formerly administration) under one umbrella.

As part of the re-design, the decision was taken to transition the Customer Relationship Team (formerly the Pension Helpdesk) into the new organisational setup, replacing the original service provision supplied by Surrey County Council. This ensured all key service areas operate with close alignment to support the delivery of the Surrey Pension Team Vision and Mission of putting the customer at the heart of everything we do.

After carrying out the analysis of service productivity post covid, a decision was taken for all services to continue operating to a hybrid working model, with staff combining the use of home and office space.

Key works update

During the course of the last 12 months there has been a number of additional works aside from the day-to-day operations which include:

- Moving to a digital mail service which sees all physical post sent to a mailing house where it's indexed, scanned, and uploaded to a secure SharePoint site so it can easily be transferred into the pension system for processing. This approach was taken to support the services business continuity as it operates in its hybrid working model.
- In collaboration with Surrey County Council Internal Audit, there has been a drive to make improvements to key processes that will benefit members and provide service efficiencies. Working in partnership with our system provider Heywood Pension Technologies, there has been streamlined changes to the retirement, transfer, and death processes, to standardise and maximise system functionality.
- The service has recognised and responded to the ever-increasing concerns being faced by the current financial crisis by continuing its engagement drive with key stakeholders. Through a combination of newsletters, websites, scheme events, webinars and employer financial events, the service has promoted key information to support members and employers.
- The continued development and training of staff remains high on the agenda with the introduction of revised training plans and skills matrices to enhance staff knowledge. This has been coupled with the launch of a more focussed staff development program, and with the evolution of the Pension Trainee program, investing in our people will support the plans of 'growing our own'.
- Heywood Pension Technologies provide Surrey Pensions with its Altair administration system (including the Member Self Service Portal) and this year saw a change to the hosting arrangements. Historically the database

was housed on servers within the Surrey County Council data centre. As part of the review into the business continuity plans, it was recognised that moving to a hosted server with our supplier would improve business continuity, enhance the disaster recovery protocol, and simplify system maintenance.

Regulatory Update

There have been several regulatory areas of work undertaken this year, alongside the annual scheme events and responding to legislative changes. These include:

- The GMP Reconciliation project has been ongoing working in partnership with a third-party administrator to deliver this. There have been concentrated efforts to fully understand the affected members and to determine the financial impact this may have on both the individuals and the Fund. It's expected this work will be complete by the end of 2023/24.
- With the McCloud Remediation project expected to be implemented towards the end of 2023, work has continued to both monitor the situation and understand the impact on the fund. To date Surrey Pensions has received approximately 90% of the expected employer returns containing the necessary data. These returns are now going through detailed checking in partnership with a data specialist supplier.
- Pensions Dashboard remains a high priority and work continues in preparation for go live. with targeted efforts being made to cleanse the scheme member data such as name, date of both, NINO and addresses to support the member matching process. With expected go live dates in 2025/26 work will continue to cleanse data, with the data quality team playing a key role in the readiness plans.
- This year saw the successful production of annual benefit statements for over 99% of the membership. With 42,719 (99%) issued to our deferred members and, 34,104 (99%) issued to our active members.
- Each year we are required to provide data scores as part of the annual scheme return. The data is split in to two categories. Common Data relates to member data such as name, date of birth, national insurance number. Scheme Specific Data (SSD) refers to member information held to process a benefit such as their status or events taken place during membership.

The data submitted for the previous years is as follows:

Data Type	2020	2021	2022
Common Data	94%	95%	96%
Scheme Specific Data (SSD)	98%	95%	98%

**Next reportable period for data scores is October 2023*

3. Key Performance Data

The tables below summarise the performance in processing key casework through the year. The two tables include:

1. Number of total cases completed in 2022/23
2. A comparison of performance targets versus performance achieved.

Casework activity in year

Process	No. cases outstanding at start of period	No. cases commenced in year	No. cases completed in year	No. cases outstanding at year end	% Completed in year
Death Grant Paid	11	281	265	27	91%
Death Notification	0	708	701	7	99%
Deferred Status	3,276	4,943	4,576	3,643	56%
Refunds	80	3,936	3,905	111	97%
Retirement Actual	217	1823	1787	253	89%
Retirement (Initial Notification)	115	2853	2637	331	90%
Transfer In (Actuals)	328	2491	2276	543	78%
Transfer In (Estimates)	728	1998	2076	650	66%
Transfer Out (Actuals)	51	652	612	91	90%
Transfer Out (Estimates)	157	1112	1112	157	85%
Grand Total	4963	20797	19947	5813	

KPI Performance in year

Process	Performance target	Performance level
Death Grant Paid	90%	87%
Death Notification	90%	91%
Deferred Status	80%	88%
Refunds	80%	96%
Retirement Actual	85%	87%
Retirement (Initial Notification)	90%	88%
Transfer In (Actuals)	80%	80%
Transfer In (Estimates)	80%	82%
Transfer Out (Actual)	80%	90%
Transfer Out (Estimates)	80%	90%

4. Membership Statistics

Membership Numbers

Although the table below indicates membership has dropped over the last year, this is not a true reflection of the membership numbers. After a reclassification exercise took place in April 2022 to ensure member statuses were reflected accurately, after a change was introduced to more closely manage scheme leaver notifications from employers.

Number (000s) at March	2021	2022	2023
Contributory Employees	40	41	36
Deferred Pensions	44	43	44
Pensioners and Dependants	28	30	31
Total	112	114	111

Fund membership demographics

The table below summarises the age range for the four membership categories as of 31st March 2023.

Age Group	Active	Deferreds	Pensioners	Widow / Dependant	Grand Total
0 - 5				10	10
6 -20	616	29		156	801
21 - 40	10431	10096	1	89	20617
41 - 55	15397	19899	160	151	35607
56 - 75	9083	14396	18361	1409	43249
76 - 100	4	50	8282	2028	10364
100+			39	29	68
Total	35531	44470	26843	3872	110716

Retirement Statistics

Below is a summary of the retirement categories and totals processed in the year.

Retirement Type	2023	%
Deferred Into Pay	882	49.1%
Deferred Ill Health	4	0.2%
Deferred Early Retirement	239	13.3%
Active Early Retirement	72	4.0%
Efficiency Retirement	5	0.3%
Redundancy Retirement	70	3.9%
Flexible Retirements	33	1.8%
Active Ill Health Retirement	37	2.1%
~ Tier 1	35	
~ Tier 2	0	
~ Tier 3	2	
Active Normal Retirement	453	25.2%
Grand Total	1795	100.0%

5. Internal Dispute Resolution Overview

There are instances when Scheme members and employers may disagree with the Administering Authority regarding a pension issue. The initial approach is to discuss these situations and aim to find a suitable resolution for all parties however, if this is not possible the Fund has an established Internal Dispute Resolution Procedure in place.

The IDRP is a two-stage process. Stage 1 provides a formal process for which the member, pension or beneficiary can apply to the employer or the Fund to have their complaint reviewed. If the beneficiary is dissatisfied with the stage 1 decision, they can invoke stage 2 of the IDRP process within 6 months of the stage 1 decision.

If after the stage 2 decision the beneficiary is still dissatisfied with the outcome, they can contact the Pension Ombudsman (TPO) for help in dealing with their complaint.

Below are the Funds IDRP statistics as of March 2022 and 2023:

	Year 2021/22			Year 2022/23		
	Stage 1	Stage 2	PO	Stage 1	Stage 2	PO
Complaint Not Upheld	2	0	0	0	1	0
Complaint Upheld	2	0	1	5	2	1
Withdrawn	0	0	0	0	0	0
Total	4	0	1	5	3	1

Communication Policy Statement 2023/24



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Introduction

1. This is the Communication Policy for the Surrey Pension Team (SPT), who administer the Surrey Pension Fund (the Fund).
2. Communication is at the heart of everything the SPT does and there is a dedicated communication team in place to help the Fund meet its current and future communication challenges.
3. The Fund has over 300 employers with contributing members and a total membership of over 109,100 scheme members, which are split into the categories below and with the approximate numbers of members in each category:

Type of Membership	Approximate Numbers
Active scheme members	34,900
Deferred scheme members	42,800
Pensioner members	31,400

4. The policy outlines the strategic approach of SPT regarding communications and should be read in conjunction with the Communication Plan which is detailed in Appendix A of this document.

Regulatory Framework

5. The policy has been produced in accordance with Regulation 61 of the Local Government Pension Scheme (Administration) Regulations 2013.
6. The Regulation requires that an administering authority must prepare, maintain, and publish a written statement setting out its policy concerning communications with:
 - members
 - representatives of members
 - prospective members
 - scheme employers

7. In particular, the statement must set out its policy on:
 - the provision of information and publicity about the scheme to members, representatives of members, and scheme employers
 - the format, frequency, and method of distributing such information or publicity
 - the promotion of the scheme to prospective scheme members and their employers.
8. The policy must be revised and published by the administering authority following a material change in their policy on any matters referred to in paragraph 7.
9. For the purposes of this policy published means being accessible on the publicly available [Surrey Pension Fund](#) website.

Key Objective

10. The key objective is to ensure that SPT delivers clear, timely and accessible communication with a broad range of stakeholders.
11. To achieve this, SPT will:
 - Communicate information about the scheme's rules and Regulations in an effective, straightforward, and timely manner to the different groups of stakeholders
 - Recognise the requirement for different methods of communication for different members
 - Promote the LGPS as an attractive benefit to scheme members and potential scheme members
 - Communicate information about the investment decisions made by the SPT
 - Inform customers and stakeholders to enable them to make decisions regarding pension matters
 - Inform customers and stakeholders about the management and administration of the Fund
 - Consult with key stakeholders on changes to policies and procedures that affect the Fund and its stakeholders
 - Support employers to enable them to fulfil their statutory role in the Fund by providing regular relevant information and access to various types of resources
 - Seek continuous improvement in the way that SPT communicates.

Stakeholders of the Fund

12. The Fund has a varied audience of stakeholders with whom it communicates, including:

Internal bodies:

- Scheme members
- Prospective scheme members
- Representative of scheme members
- Scheme employers
- SPT officers
- Pension Fund Committee
- Local Pension Board
- Administering Authority
- Border to Coast Joint Committee

Partner Groups:

- Pensions and Lifetime Savings Association (PLSA)
- The Scheme Advisory Board (SAB)
- The Local Government Association (LGA)
- Pension Officers Groups
- The Local Authority Pension Fund Forum (LAPFF)
- Border to Coast Company and Border to Coast partner funds
- AVC Providers
- Trade Unions
- Surrey County Council - other departments, Council Members and Chief Officers
- Internal Audit

External bodies:

- General Public
- Prospective Employees
- Surrey Residents (Council Taxpayers)
- Her Majesty's Revenue & Customs (HMRC)
- Department for Levelling Up, Housing and Communities (DLUHC)
- Pension Fund Investment Managers, Advisers, Actuaries and Pension Fund Custodian
- The Pensions Regulator (tPR) and Pensions Ombudsman
- Department of Work and Pensions (DWP)
- Chartered Institute of Public Finance and Accountancy (CIPFA)
- External Auditors
- Wider Pensions Industry

Accessibility

13. SPT is committed to ensuring communications are accessible to all stakeholders.
14. To achieve this, SPT will ensure that all communications use plain English and where possible, are available in electronic, print, large print, braille, and audio as requested.
15. SPT is committed to develop further use of electronic means of communicating through email, websites and the 'My Pension' portal.
16. Where possible, responses will be sent to stakeholders by electronic means unless requested otherwise.
17. SPT is committed to ensuring that the [Surrey Pension Fund](#) website and the [Surrey Pension Fund for Employers](#) website, together with the documents available on the websites, meet the [Web Content Accessibility Guidelines \(WCAG 2.1\)](#).

Communication Channels

18. LGPS support is available nationally through websites and guidance for both employers and scheme members. SPT communications will continue to reference these national resources, together with material provided by pension industry experts.
19. SPT will continue to support collaboration and development of communication media with other administering authorities through membership of the Communications Working Group.
20. The Communication Plan in Appendix A of this document details SPT's method of communication, intended audience, publication media, frequency, and method of distribution.
21. SPT maintains the [Surrey Pension Fund](#) website which provides access to member guides, forms, policies, reports, investment information, newsletters, videos, and other information.

22. The member self-service portal ([‘My Pension’ portal](#)) is a secure online web portal hosted by Aquila Heywood. Registered members can:
- view the details SPT hold for them and keep their personal details up to date
 - view personal correspondence such as letters and general scheme forms and guides
 - view and print annual benefit statements (active members) or annual statements (deferred members)
 - create, view and update nominations for any death grant that may be payable
 - perform quotations for deferred benefits, future benefits, and death benefits (depending on member status)
 - view P60s and pay slips (pensioner members)
23. To encourage members to engage with their pension, SPT are integrating the ‘My Pension’ portal with standard work processes, to increasing take up across all membership groups.
24. Monthly website and ‘My Pension’ portal data is recorded to monitor the usage and member registration numbers, to measure the success of campaigns run by the SPT.
25. SPT maintains the [Surrey Pension Fund for Employers](#) website which provides access to employer procedures, guides, investment information, forms, spreadsheets, newsletters, and other information.
26. SPT provide access to iConnect for employers who use Surrey payroll as their payroll provider. This requires monthly payroll updates and provides the facility to request estimated benefits, including costs, and other information. iConnect will be made available to other employers in the future.
27. All members and employers can contact the Customer Relationship Team for information or requests. The team have two telephone numbers: one for general enquiries and one for assistance with the ‘My Pension’ portal, together with a general use email address and an email address for forms, certificates, etc.
28. SPT recognises the growing importance for organisations to have an online presence and has a corporate LinkedIn profile. The LinkedIn account is used to raise SPT online profile in business, promoting SPT’s innovations and achievements, advertise job opportunities, and helping build relationships with other LGPS Funds and professional bodies within the pensions industry: <https://www.linkedin.com/company/surrey-pension-team/>
29. News items and blogs are produced on the websites regularly and as the

need arises, to highlight current issues, upcoming changes or to provide articles of interest.

30. Members can visit our offices if they prefer to speak to us face to face. This must be by appointment, to ensure that the correct member of staff is available to discuss the member's enquiry.
31. Periodical documents issued to members, including:
 - Annual Benefit Statements by 31 August to active members
 - Annual Statements by 31 August to deferred members
 - Pay advices, pension increase letters, and P60s are issued to pensioner members between March and May each year
 - Annual Allowance letters issued to relevant members by 6 October
32. SPT arranges a programme of online and face to face events each year to meet with groups of members. SPT arrange these events in conjunction with employers, via Olive for Surrey CC members, and these events are advertised to members of the scheme.
33. For Surrey CC members, SPT provide a SharePoint site and regular posts to advertise events and provide information.
34. SPT obtains feedback periodically for different member groups and employers and publishes all relevant results on the websites.
35. SPT recognises that its staff are its greatest resource and that they are kept informed about the Fund's aims to deliver a quality and accurate service. This is achieved via use of email, internal and on-line meetings, quarterly performance meetings, internal and external training events on specific topics, together with the opportunity to study for professional qualifications.
36. SPT communicates with the Pension Fund Committee and Local Pension Board in various ways including:
 - Weekly email from the LGPS Senior Officer on Border to Coast and administration updates, and other useful information.
 - Committee and Board meetings
 - Fund officer reports
 - Investment manager reports
 - Training (refer to Training Policy)

37. SPT proactively communicates with several external bodies, including:
- Border to Coast, Pension Fund Investment Managers, Advisers and Actuaries
 - Pension Fund Custodian
 - Pensions and Lifetime Savings Association (PLSA)
 - Local Authority Pension Fund Forum (LAPFF)
 - Minerva Analytics

Data Protection

38. SPT has a duty to protect personal information and will process personal data in accordance with the Data Protection Act 1998 and any amendments to the act. SPT may, if it chooses, pass certain details to a third party, if the third party is carrying out an administrative function of the Fund, for example the Fund's Actuary or AVC provider.

39. The Full Privacy Notice can be found at:

<https://www.surreypensionfund.org/forms-and-publications/full-privacy-notice/>

Freedom of Information

40. Anyone has a right under the Freedom of Information (FOI) Act to request any information held by the Fund which is not already made available.

41. FOI requests will be dealt with openly and swiftly. Requests should be made in writing to the Freedom of Information Officer at the address at the end of this document. A fee may be charged, in line with our published FOI guidance.

Review

42. The policy will be reviewed annually and updated sooner if the communications arrangements, stakeholder feedback, or other matters included within it merit reconsideration.

Further Information

Our contact details are:

Surrey Pension Team

PO Box 465

Reigate

RH2 2HA

Telephone: 0300 200 1031 – general enquiries

Email: crt pensions@surreycc.gov.uk

Telephone: 0300 200 1034 – ‘My Pension’ portal registration/logon enquiries

Email: crt pensions@surreycc.gov.uk

If you have any Freedom of Information requests, please send them to:

Freedom of Information Officer

Corporate Information Governance Team

Surrey County Council

Woodhatch Place

11 Cockshot Hill

Reigate

Surrey

RH2 8EF

Email: corp.infogov@surreycc.gov.uk

Appendix A - Communication Plan

Method of Communication	Media	Frequency of Issue	Method of Distribution	Audience Group
Send a notification of joining the LGPS to a Scheme Member – Contractual Enrolment	Electronic or Paper Based	2 months from date of joining the scheme	E-mail, 'My Pension' portal or Letter to Home Address	New Members
Send a notification of joining the LGPS to a scheme member – Automatic Enrolment/Re- Enrolment	Various	Within 1 month of receiving jobholder information where the individual is being automatically enrolled or re-enrolled	Employer	New Members
Inform a member who left the Scheme of their leaver rights and options	Electronic or Paper Based	As soon as practicable and no more than 2 months from date of notification (from employer or from scheme member)	E-mail, 'My Pension' portal or Letter to Home Address	Members leaving the scheme
Obtain transfer details for transfer in, and calculate and provide quotation to member	Electronic or Paper Based	2 months from date of request	E-mail, 'My Pension' portal or Letter to Home Address	Active Member
Provide details of transfer value for transfer out, on request	Electronic or Paper Based	3 months from date of request (CETV estimate)	E-mail, 'My Pension' portal or Letter to Home Address	Deferred Member

Method of Communication	Media	Frequency of Issue	Method of Distribution	Audience Group
Provide a retirement quotation on request	Electronic or Paper Based	As soon as practicable, but no more than 2 months from date of request unless there has already been a request in the last 12 months	E-mail, 'My Pension' portal or Letter to Home Address	Active and Deferred Member
Notify the amount of retirement benefits	Electronic or Paper Based	1 month from date of retirement if on or after Normal Pension Age (NPA), or 2 months from date of retirement if before NPA	E-mail, 'My Pension' portal or Letter to Home Address	Active and Deferred Member
Calculate and notify dependant(s) of amount of death benefits	Paper Based	As soon as possible but in any event no more than 2 months from date of becoming aware of death, or from date of request by a third party (e.g., Personal representative)	Letter to Dependants Home Address	Dependant Member
Provide all Active and Deferred members with an Annual Benefit Statement (ABS)	Electronic or Paper Based / Other format on request	By 31 August each year	'My Pension' portal or Statement to Home Address / Other format	Active and Deferred Member
Provide Pension Saving Statement to eligible members	Electronic or Paper Based	By 6 October each year	E-mail, 'My Pension' portal or Letter to Home Address	Active Member

Method of Communication	Media	Frequency of Issue	Method of Distribution	Audience Group
General Member Enquiries	Electronic or Paper Based by Request		Email or Letter to Home Address	All Members
Pensions Increase Letters	Paper Based	By 30 April each year	Letter to Home Address	Pensioner Member
Pensioner P60s (HMRC requirement)	Paper Based	By 31 May each year	Letter to Home Address	Pensioner Member
Member Scheme Guide	Electronic or Paper Based by Request	Within 2 months of request	Member Self Service, Surrey Pension Fund website or Home Address on request	All Members
Active Member Media	Electronic or Paper Based by Request		Member Self Service, Surrey Pension Fund website or Home Address on request	Active Member
Deferred Member Media	Electronic or Paper Based by Request		Member Self Service, Surrey Pension Fund website or Home Address on request	Deferred Member

Method of Communication	Media	Frequency of Issue	Method of Distribution	Audience Group
Pensioner Member Newsletters	Paper Based		Sent with PI letters and P60s to Home Address	Pensioner Member
Presentations/Roadshows	Online and Face to Face		Via scheme employer	Active Member
Drop-In Sessions	Face to Face		Via scheme employer	Active Member
Customer Satisfaction Feedback – Member	Electronic, Face to Face or paper based		E-mail, in person or via post	All Members
Customer Satisfaction Feedback – Retired Members	Electronic, Face to Face or paper based		E-mail, in person or via post	Pensioner member
Changes in Legislation	Electronic		E-mail to scheme employers	Scheme Employer
Material Alterations to Basic Scheme Information	Electronic	As soon as possible and within 3 months after the change takes effect.	E-mail or Letter to Home Address	All Members

Method of Communication	Media	Frequency of Issue	Method of Distribution	Audience Group
Employer Valuation & Funding Consultations	On-line or Face to Face	Triennially	Via scheme employer	Scheme Employer
Employer Training	On-line or Face to Face		Via scheme employer	Scheme Employer
Employer Guides	Electronic		LGPS Regs Website	Scheme Employer
Employer Newsletters	Electronic or Paper Based on Request	Quarterly	E-mail to Scheme Employer Contacts	Scheme Employer
Customer Satisfaction Feedback – Employer	Electronic		E-mail	Scheme Employer
Member, employer or third- party enquiries	Incoming to Helpdesk via telephone		Telephone and Email	All Groups
Member, employer or third- party enquiries	Incoming via post		Various	All Groups

Method of Communication	Media	Frequency of Issue	Method of Distribution	Audience Group
Member Self Service	Electronic		Always available on-line	All Member Groups
Employers Pension Fund Annual Engagement	On-line or Face to Face		Via Fund	Scheme Employers
Surrey Pension Fund Website	Electronic		Always available on-line	All Groups
Surrey Pension Fund for Employers Website	Electronic		Always available on-line	Scheme Employers

Communications Policy Statement 2022/23 Review

In accordance with regulation 61 of the Local Government Pension Scheme Regulations 2013, the Pension Fund's Communications Policy Statement has been reviewed as part of the production of this report.

The revised policy was presented and considered at the meeting of the Local Pension Board on 1 January 2023 and the Pensions Committee on 17 February 2023. There is no immediate need to review the policy further at this time.

The key objective was to ensure that Surrey Pension Team delivers clear, timely and accessible communication with a broad range of stakeholders.

Surrey Pension Team issued newsletters to pensioners (in April), deferred members (in July) and active members (in April and August). Information contained in the newsletters included legislation changes, details of changes to the LGPS, pension scam awareness, helpful resources, pension scheme tax implications and notification of increases to pensions. Surrey Pension Team also produced a quarterly newsletter for our Employers detailing key changes to the LGPS and helpful resources for both employers & members.

Pensioner Members received pay advice slips and a P60 in April. Annual Benefit Statements were issued to active and deferred members by the August deadline.

Videos were produced for members on the topic of their Annual Benefit Statement, retirement process, opting out and the 50/50 scheme.

8 online Q&A webinars were held for our active members on a range of topics as well as bespoke presentations for employers.

In addition, a Responsible Investment Policy Consultation was launched on 12 September 2022 and closed on 6 November 2022. There were over 7000 responses, of which over 1100 included written comments in the freeform text box. There were also 80 direct submissions outside of the consultation. 92% of the responses came through the members channel, 3% from employers and 5% used the public access survey. The results of the consultation can be found at: www.surreypensionfund.org/investment/responsible-investment/

Employer Monitoring

Employer Monitoring Position – Surrey Pension Fund

Surrey Pension Fund has established a Pension Administration Strategy setting out our policy in relation to communications between, and levels of performance for, both the SPF and employers within the scheme.

The fund has over 300 participating employers including the county council, district and borough councils, universities, colleges, academies, and private companies providing public services.

The Pension Administration Strategy details:

- Details service standards of the SPF
- Sets out the requirements for scheme employers
- Outlines additional administration charges
- Sets out additional fees that may be charged by the Surrey Pension Fund
- Sets out additional costs arising from an employer's level of performance.

Current situation

Currently the Surrey Pension Fund monitors employer performance on an informal basis. Team Managers check target progress, KPI levels, workloads, and data quality within their work areas and escalate this to managers and the Employer Team if they notice any issues affecting their teams.

Employer performance is a regular item on team meeting agendas and where issues are identified these are discussed with Employer Contacts directly.

Future Developments

As the Surrey Pension Fund starts to make more use of the Heywood Insights reporting system, internal backlogs are resolved, and process improvements are embedded, we will start the transition to more routine and structured enforcement of the Pension Administration Strategy. This will require a further review of the Pension Administration Strategy, including consultation with Employers and the development of new service standards to cover electronic data transmission and the impact on the Pension Fund and Scheme Employers. This will be added to the operational plan.

Administration Strategy

Introduction

The Local Government Pension Scheme (LGPS) is one of the largest public sector pension schemes in the UK. The Surrey Pension Fund (SPF) is part of the LGPS and is the Administering Authority for almost 300 employers in the scheme.

The LGPS is a valuable element of the total remuneration package of employees working with employers in the scheme. Good quality administration and communication of the overall benefits of the LGPS aids in the confidence of membership towards the scheme and in their value of this employee benefit.

The LGPS Regulations 2013 enables the Administering Authority to prepare a written Pension Administration Strategy (the Strategy) of its policy in relation to communications between and levels of performance for both the SPF and employers within the scheme.

This Strategy replaces the current Pension Administration Strategy with effect from 1 April 2020 and applies to all existing employers in the Fund, and all new employers joining the Fund after the effective date of 1 April 2020. This Strategy has been reviewed in August 2023, with no material changes.

The Strategy sets out the expected levels of administration performance of both the SPF and the employers within the Fund, as well as details on how performance levels will be monitored and the action that might be taken where persistent failure occurs.

The Strategy is broken in to nine sections:

1. Regulatory context of the Strategy
2. Aims of the Strategy
3. Service standards of the SPF
4. Requirements for scheme employers
5. Outline of additional administration charges
6. Additional fees that may be charged by the Surrey Pension Administration Team
7. Additional penalties for poor performance by employers
8. Penalties for poor performance by the Surrey Pension Administration Team
9. Consultation and review

Surrey County Council has delegated responsibility for the management of the SPF to the SPF Committee (Committee), taking into consideration advice from the Surrey Local Pensions Board (Board). The Committee and Board will monitor the implementation of this Strategy. Any enquiries in relation to this Strategy should be addressed to:

Adele Seex - Governance Manager
Surrey Pension Team
PO Box 471
Reigate
RH2 2HA
Email: adele.seex@surreycc.gov.uk

1. The Regulatory Context of the Strategy

In accordance with the Public Sector Pensions Act 2015, the LGPS is regulated by the Pensions Regulator (tPR). The SPF and scheme employers and employers are also required to comply with regulatory guidance or Code of Practice issued by tPR.

The Local Government Pension Scheme Regulations 2013 (**Regulation 59 (1)**) enables a LGPS Administering Authority to prepare a written statement of the

Administering Authority's policies in relation to such matters mentioned in **Regulation 59 (2)** that it considers appropriate. This written statement shall be known as the "Pension Administration Strategy" and shall include the following:

- Procedures for liaison and communications between the Administering Authority and Scheme Employers (its Scheme Employers);
- The establishment of levels of performance which the Administering Authority and its Scheme Employers are expected to achieve in carrying out their Scheme functions ("Service Level Agreements (SLA)"). These functions are:
 - (i) the setting of performance targets,
 - (ii) the making of agreements about levels of performance and associated matters, or
 - (iii) such other means as the administering authority considers appropriate
- Procedures which aim to secure that the Administering Authority

and its Scheme Employers comply with statutory requirements in respect of those functions and with any agreement about levels of performance;

- Procedures for improving the communications by the Administering Authority and its Scheme Employers to each other of information relating to those functions;
- The circumstances in which the Administering Authority may consider giving written notice to any of its Scheme Employers under these regulations (additional costs arising from the Scheme Employer's level of performance) on account of that employer's unsatisfactory performance in carrying out its Scheme functions when measured against levels of performance established under the SLA;
- The publication by the Administering Authority of annual reports dealing with:
 - (i) the extent to which the Administering Authority and its Scheme Employers have achieved the level of performance established under the SLA;
 - (ii) such other matters arising from The Pension Administration Strategy as the Administering Authority considers appropriate.
- Such other matters as appear to the Administering Authority after consulting its Scheme Employers and such other persons as it considers appropriate, to be suitable for inclusion in The Pension Administration Strategy.

In addition **Regulations 59 (3 -7)** requires that:

- Where the Administering Authority produces a Pension Administration Strategy, it is kept under review and revised where appropriate;
- When reviewing or revising the Pension Administration Strategy the Administering Authority must consult with its Scheme Employers and such other persons it considers appropriate;
- Where the Administering Authority produces a Pension Administration Strategy or revises that strategy it must send a copy of it to each Scheme Employer and to the Secretary of State;
- The Administering Authority and Scheme employers must have regard to the Pension Administration Strategy when carrying out functions under the LGPS regulations.

Regulation 60 requires each employing authority to publish its discretion on;

- funding additional pension [16(2)(e) and 16(4)(d),
- flexible retirement [30(6)],
- waiving actuarial reductions [30(8)],
- the award of additional pension [31] and, in addition,
- **Regulation 14 of the Local Government (Discretionary Payments)(Injury Allowances) Regulations 2011** requires employers to publish and keep under review its policy on these regulations.
- There are also a number of discretionary discretions under the current regulations and some mandatory discretions under previous sets of regulations.
- The Pension Fund Team can provide template discretion policies upon request.

Regulation 70 of the Local Government Pension Scheme Regulations 2013 enables the Administering Authority to recover additional costs from a Scheme Employer when, in the opinion of the Administering Authority, it has incurred additional costs because of the poor performance of the Scheme Employer in relation to the Pension Administration Strategy SLA.

The Administering Authority may give written notice to the Scheme Employer stating:

- the Administering Authority's reasons for forming the opinion;
- the amount the Administering Authority has determined the Scheme Employer should pay under **Regulation 69(1)(d)** in respect of those costs and the basis on which the specified amount is calculated;
- the provisions of the Pension Administration Strategy which are relevant to the decision to issue the notice.

2. Aims of the Strategy

In accordance with the Public Sector Pensions Act 2015, the LGPS is regulated by the Pensions Regulator (tPR). The SPF and scheme employers and employers are also required to comply with regulatory guidance or Code of Practice issued by tPR. [Guidance](#) is also available from the Local Government Association (LGA). The aims of the Strategy are to:

- set out the quality and performance standards expected of the Fund and scheme employers;
- to promote good working relationships and improve efficiency between the SPF and scheme employers;
- ensure scheme employers are aware of and understand their roles and responsibilities under the LGPS regulations;
- ensure the correct benefits are paid to, and the correct income collected from, the correct people at the correct time;
- maintain accurate records and ensure data is protected and has authorised use only;
- ensure that the administration costs attributable to scheme employers are charged proportionately.

The efficient delivery of the benefits of the scheme is reliant upon effective administrative procedures being in place between the SPF and scheme employers.

This Strategy sets out the expected levels of performance of the SPF and scheme employers and the action(s) that might be taken where standards are not met by employers and/or when non-compliance occurs. It also provides scheme employers

with an outline of administration charges they may occur in addition to the administration allowance contained in the employer contribution rate.

3. Service standards of the SPF

Overriding legislation, including The Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2013 (as amended), dictates minimum standards that pension schemes should meet in providing certain pieces of information to the various parties associated with the scheme. Further, the LGPS itself sets out a number of requirements for the Administering Authority or employers to provide information to each other, to scheme members and to prospective scheme members, dependants, other pension arrangements or other regulatory bodies. In addition to the legal requirements, SPF has performance standards which cover all aspects of the administration of the SPF.

The SPF service standards are reviewed by the Pensions Fund Committee, Local Pensions Board and are available for consideration by tPR. Regular reporting is undertaken, and performance is also shown in the SPF annual report and accounts. The following sets out the SPF key performance indicators.

Activity	Description	Service Standards	Limits
New starter	When the team receives electronic/paper notification of the new starter. They will verify the information, set up a new record and send confirmation to the new member.	30 working days	No
Inter-fund adjustment in (aggregation) estimate	Check previous service recorded on starter form and write to previous provider(s) if a transfer has been requested.	20 working days	No
Transfer-in estimate	Check previous service details and offer member the option to transfer and advise of timescales.	20 working days	No
Transfer-in actual	Check correct payment has been received, update database and issue statutory notice	20 working days	No
Additional Pension Contributions Actual	Update database and inform payroll of the additional pension contribution deduction to be made.	20 working days	No

Activity	Description	Service Standards	Limits
Additional Voluntary Contributions	Provide information on the Fund's AVC schemes	10 working days	No
Nomination Forms	Update database and send acknowledgement.	20 working days	No
Member correspondence	Reply to member query.	20 working days	No
Employer correspondence	Reply to employer query.	20 working days	No
Employee Estimates	Estimate of deferred benefits and/or voluntary retirement for age 60 and over	30 working days	No
Employer estimate	Provide employer with estimate as requested.	10 working days	No
Refunds (Frozen Refunds)	Calculate refund due and issue payment.	20 working days	No
Opt-outs	Provide a memo to payroll to cease contributions and inform the member accordingly.	20 working days	No
Deferred	Calculate final pay for surrey members, deferred benefits and issue confirmation to all members.	2 months	No
Inter-Fund Adjustment Out Estimate	Provide service and pay details to new employer.	20 working days	No
Inter-Fund Adjustment Out Actual	Issue payment.	20 working days	No

Activity	Description	Service Standards	Limits
Provide estimate of transfer value	Provide transfer details.	20 working days	No
Make payment of transfer value	Issue payment.	20 workings days	No
Death in service	Send condolence letter, request certificate, and enclose any claim forms.	5 working days	No
Death in service final letter	Provide details of deceased salary for Surrey members, monies due to/from the estate, calculation of any spouse's and dependants benefits, send letter and make payment of any death grant.	10 working days	No
Death of deferred member initial	Send condolence letter, request certificates and enclosed any claim forms.	5 working days	No
Death of deferred member final	Provide details of any benefits due and make payment of death grant.	10 working days	No
Deferred into payment	Send initial letter and forms to member.	10 working days	No
Retirement	Calculate final pay for Surrey members, retirement benefits and send initial letter and forms to all members.	15 working days	No
Payment of retirement grant and initiate pension	Issue payment of retirement grant and initiate payroll record.	15 working days	No
Revised Payments including Guaranteed	Inform the member of any adjustments to the pension in payment and update payroll entry.	20 working days	No

Activity	Description	Service Standards	Limits
Minimum Pensions/Modifications			
Death on pension	Terminate payment, send condolence letter, request certificate and enclosed any claim forms.	5 working days	No
Death on pension final letter	Provide details of deceased's pension, monies due to/from the estate and spouse's/dependants benefits.	10 working days	No
Complaints	-	All complaints to be dealt with in line with the additional criteria	No
Employer forums seminars	Employer forum hosted by the SPF	Annually	Yes – limited to one per year. Further seminars will be chargeable.
Requests for legislative or regulatory advice	Provision of technical advice and employer email bulletins	15 working days	No
Follow-up to all member queries not answered within SLA	Email / letter to update member	10 working days	-
Pension payments	Monthly payment of regular pensions.	Paid on the final Thursday of each month	-
Annual benefit statements	Provision of a annual benefit statement for all active and deferred pension members	By 31 August following the end of year	-

4. Requirements for scheme employers

Overriding legislation dictates minimum standards that pension schemes should meet in providing certain pieces of information to the various parties associated with the LGPS. In addition, regulatory guidance sets out a number of requirements for the SPF and scheme employers to provide information.

Under this Strategy scheme employers will be responsible for the following activities in the manner and timescale set out below and the potential consequence of failing to meet these service standards.

Activity	Timescale	Potential consequence of breach
Dedicated employer contact	The Scheme Employer should notify the SPF of a dedicated pension liaison contact within 1 month of the adoption of the Pension Administration Strategy.	The SPF will regularly check that contacts are up to date. The failure to appoint a dedicated employer contact will make failure of performance SLAs more likely.
Discretions policy	The Scheme Employer should provide the SPF with a copy of their Discretions Policy by 1 July 2014, or within 1 month of the date of the Scheme Employer's entry in the SPF.	The provision of a discretions policy is a legal requirement. The SPF will chase receipt of this policy and charge at the prevailing SPF officer rates.
Payment of monthly contributions	Correct payments should be made to the SPF by the 19 th (21 st for electronic payments) of the month following deductions of pension contributions by the scheme employer (monthly payroll run).	Late payments will incur a charge of £50 plus interest per day. Interest on late payments becomes due with effect from 1 month following the required payment date. Interest is calculated at 1% above the Bank of England base rate on a daily basis.

Activity	Timescale	Potential consequence of breach
Payment of capital sums	Correct capital sums should be made to the SPF within 30 days of being invoiced. These may relate to pension strain costs or fees for work in relation to the charges due to the SPF.	Late payments will incur a charge of £50 plus interest per day. Interest on late payments becomes due with effect from 1 month following the required payment date. Interest is calculated at 1% above the Bank of England base rate on a daily basis.
Monthly contribution schedule	A monthly contribution schedule should be sent to the SPF before or at the same time as the monthly contribution. The schedule should be sent electronically and in the format requested by the SPF.	The provision of a monthly contribution schedule is essential to the correct calculation of member benefits. The SPF will chase receipt of the monthly contribution schedule and charge at the prevailing SPF officer rates.
End of year processing	An end of year data return should be sent to the SPF within 30 days of the end of the scheme year (31 March). The schedule should be in the format requested by the SPF and be 100% accurate.	The provision of an annual statement is essential to the correct calculation of member benefits. The SPF will chase receipt of the end of year returns. Any additional administration work incurred by the SPF as a result of late or inaccurate submissions will be charged at the prevailing SPF officer rates.
Correct admission of members into the SPF	The Scheme Employer must ensure that members are correctly admitted to the SPF.	In cases where an employer has incorrectly admitted an employee into the SPF where they were not eligible to be in this Fund, the SPF will correct this error. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.

Activity	Timescale	Potential consequence of breach
Notification of new starters	The Scheme Employer should notify the SPF of a new starter within 30 days of their joining the pension scheme.	The provision of new starter information is essential to the correct calculation of member benefits. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
Notification of leavers	The scheme Employer should notify the SPF of a new leaver within 30 days of their leaving the pension scheme.	The provision of leaver information is essential to the correct calculation of member benefits. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
Notification of retirements	The Scheme Employer should notify the SPF of a retirement initially in advance of the retirement date and provide final confirmation within 10 days of their last day of service.	The provision of retirement information is essential to the correct calculation of member benefits. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
Notification of relevant changes	The Scheme Employer should notify SPF of any relevant changes within 30 days of the change.	The provision of employment change information is essential to the correct calculation of member benefits. Any additional administration work incurred by the SPF will be charged at the prevailing SPF officer rates.
Appoint an Independent Registered Medical Practitioner (IRMP) in order to consider all ill-health retirement applications	The Scheme Employer should appoint an IRMP. The appointment must be approved with the SPF.	The nomination of an IRMP is a legal requirement.

Activity	Timescale	Potential consequence of breach
Appoint a “nominated adjudicator” as part of the stage 1 internal dispute resolution procedure (IDRP)(add footnote re AA offer)	The scheme Employer should appoint a “nominated adjudicator” as part of the stage 1 IDRP within 1 month of the date of the Scheme employer’s entry in the SPF. Or within 1 month of the resignation of an existing “nominated adjudicator”.	The nomination of a “nominated adjudicator” as part of the stage 1 IDRP is a legal requirement.
Comply with auto-enrolment legislation as required by the Pensions Regulator	From the Scheme Employer’s auto-enrolment staging date.	Compliance with auto-enrolment legislation is a legal requirement, with non-compliance punishable by the Pensions Regulator.

5. Outline of additional administration charges

The following scheme functions are outside of the work covered by the administration allowance as part of the employer contribution rate (this can often be because the charges relate to employers who are yet to be admitted to the SPF). These fees will be payable by scheme employers and are generally related to actuarial, legal or administration costs.

Activity	Description	Indicative charge	Comments
New employer processing	Assessment of contribution rate of the new scheme employer	According to the prevailing rates of the SPF actuary	Costs will increase if there are delays in providing data or date requires recalculation.
	Assessment of the bond value of the new scheme employer (if applicable)	According to the prevailing rates of the SPF actuary	Costs will increase if there are delays in providing data or date requires recalculation.
	Assessment of the cost attributable to pension risk (if applicable)	According to the prevailing rates of the SPF actuary	Costs will increase if multiple calculations are required.
	Drafting and executing of admission agreements (if applicable)	According the prevailing rates of the SPF legal advisers	Costs will increase according to the complexity of the negotiated drafting of the admissions agreement.
	Admission administration costs	Charged at the prevailing SPF officer rates (estimated £1,000).	Costs will increase according to the complexity of the negotiated admission to the SPF. Costs will incurred irrespective of whether or not the applying Scheme Employer abandons the application.
Re-assessment of the bond value of the new scheme employer	The SPF will re-assess bond values in line with the conditions laid out in the admissions agreement.	According to the prevailing rates of the SPF actuary	-

Activity	Description	Indicative charge	Comments
Reports for scheme employer FRS102/IAS19 returns	The SPF will complete a pension data report required for scheme employer FRS102/IAS19 accounting returns	Administration charge of between £200 and £400 plus VAT. Any further charge would be in accordance with the prevailing rates of the Fund actuary	-
General actuarial queries	Additional actuarial queries in relation to the scheme employer	According to the prevailing rates of the SPF actuary	-
General legal queries	Additional legal queries in relation to the scheme employer	According to the prevailing rates of the SPF legal advisers	-
Pension strain costs	A pension strain cost may be incurred by the scheme employer where a member retires early on the grounds of redundancy or business efficiency or where an active member or deferred member chooses to retire early and the scheme employer elects to waive the actuarial reduction to their pension.	The SPF will calculate the strain cost. Payment will be due as a lump-sum payment within 30 days of being invoiced in line with the PAS Service Level Agreement.	Costs are based on age, gender, service and pay of the member
Valuation of unfunded liabilities	Calculation and invoicing of unfunded liabilities relating to additional pension benefits awarded to employees which do not form part of their entitlement under the LGPS Regulations.	Annual administration charge of £250.	-

Activity	Description	Indicative charge	Comments
Costs of awarding additional pension	The scheme employer may elect to award additional pension to a member. This will incur a charge	The SPF will calculate the cost. Payment will be due as a lump-sum payment within 30 days of being invoiced in line with the PAS Service Level Agreement.	-
Cessation costs <i>These costs are in addition to any cessation deficit payment required in</i>	The Scheme Employer will incur a cost if they cease membership of the SPF.	Charged at the prevailing SPF actuary's rates (approximately £3,000 plus VAT)	-
accordance with the Funding Strategy Statement	-	Further charge is according to the prevailing rates of the Fund actuary. The SPF approach to Scheme Employer cessation is laid out in the Funding Strategy Statement.	-
Provision of stage 1 Internal Dispute Resolution Procedure (IDRP) adjudication	The Scheme Employer will incur an administration fee if they nominate the SPF as their stage 1 IDRP adjudicator.	Charged at the prevailing SPF officer rates (not exceeding £500.00 except in the most complicated cases).	Costs will increase according to the complexity of the case.
Establishment of security for the Fund	The Scheme Employer will incur a cost of establishing a form of security required by the Fund; e.g. a legal charge, Bond or Escrow account.	Administration charge of £500. Further charge in according to the prevailing rates of the SPF actuary and legal advisers.	-
Covenant assessment	The Scheme Employer will incur a cost of the Fund carrying out a covenant assessment of the Scheme	Further charge is according to the prevailing rates of the SPF covenant advisers	-

Activity	Description	Indicative charge	Comments
	Employer to establish risk assurance.	(approximately £10,000, depending on circumstances).	

6. Additional fees that may be charged by the Surrey Pension Administration Team

Activity	Description	Indicative charge	Comments
Pension sharing on divorce pension in payment CEV (pensioners)	Charges may be levied for CEVs because they are not part of business as usual.	Charge of £117	-
Pension sharing on divorce implementing a pension sharing order	Charges may be levied for CEVs because they are not part of business as usual.	Charge of £643	-
Additional cash equivalent transfer values (CETVs)	Additional quotations may be provided	None	There is no statutory basis for charges.

7. Additional costs arising from an employer's level of performance (regulation 70)

Activity	Description	Indicative charge	Comments
Failure to provide end of year returns in good time	This prevents the Pension Section from producing annual benefit statements, delays the processing of pension benefits and hinders the smooth administration of the pension scheme and runs the risk of incurring substantial fines from the Pensions Regulator.	A charge of up to £5,000 will be payable if the end of year return is received later than 30th June as it may be too late to produce an annual benefit statement (they must be sent out by 31st August).	-
Failure to provide monthly contribution returns in good time	This is dealt with in requirements for scheme employers (above).	-	-
Failure to initiate an admission agreement or arrange alternative pension arrangements before a contract is let.	This leads to great uncertainty for the members being transferred and a considerable amount of additional work for the Pension Fund Team.	A charge of up to £2,000 depending upon the severity of the delay.	-
Failure to pay pension strain costs in good time.	This is dealt with in requirements for scheme employers (above).	-	-
Pension recharges that are late for any reason.	As the payments are made from the pension fund the pension fund suffers if it is not reimbursed promptly.	Interest at 1% above base rate from the date the payment fell due. This provides modest protection for the pension fund without being too onerous for employers	-

8. Additional costs arising from an employer's level of performance (regulation 70)

Activity	Description	Indicative charge	Comments
Failure to self-calculate a contribution rate within 10 working days.	This can lead to uncertainty for the employees being transferred and additional work for the Pension Fund Team	A penalty of up to £500.00 depending the severity of the delay	-
Failure to provide membership data for new academies within 15 working days.	This can lead to uncertainty for employers and additional actuarial fees for the Pension Fund Team	A penalty of up to £500.00 depending the severity of the delay.	-
Failure to provide membership data for exiting employers 15 working days	Failure to provide this information in good time can lead to a breach of the law, reputational damage for the pension fund and generate considerable additional work for the Pension Fund Team.	A penalty of up to £1,000.	-
Failure to produce papers for the Local Pension Board, Local Firefighters Board and Pension Fund Committee within the deadlines.	This makes the board roles harder, leads to additional work for the Pension Fund Team and undermines effective scrutiny.	A penalty of up to £500 per paper.	-

9. Consultation and review

In preparing this administration strategy statement the SPF consulted with Scheme Employers. The original consultation period was in 2019 / 2020.

Following the consultation, employers' comments were reviewed and have been added to the final administration strategy.

The final administration strategy was approved on 13 March 2020 and has been reviewed in 2022 and 2023 with no material changes.

All Scheme Employers will be consulted before any material changes are made to the Strategy.

Investment Strategy Statement

1. Introduction

The Surrey County Council (“the Council”) is the designated statutory body responsible for administering the Surrey

Pension Fund (“the Fund”) on behalf of the constituent Scheduled and Admitted Bodies. The Council is responsible for setting investment policy, appointing suitable persons to implement that policy, carrying out regular reviews and monitoring of investments.

Responsibility and governance for the Fund, including investment strategy, fund administration, liability management and corporate governance is delegated to the Surrey Pension Fund Committee (“the Committee), which is made up of:

- six nominated members of the Council;
- two representatives from the Borough/District Councils nominated by the Leader of the Council;
- one representative from the external employers;
- one representative of the members of the Fund.

The Committee is advised by a representative of the Fund’s professional investment consultant, an independent advisor and Fund Officers. The Committee meets on at least a quarterly basis.

Assisting, monitoring and scrutiny of the Fund are delegated to the Local Pension Board, which is made up of:

- an independent non-voting chairman
- four employer representatives;
- four employee representatives.

The Local Pension Board is advised by Fund Officers.

The Local Pension Board meets on at least a quarterly basis.

The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 requires administering authorities to formulate and to publish a statement of its investment strategy, in accordance with guidance issued from time to time by the Secretary of State.

The Investment Strategy Statement is an important governance tool for the Fund, as well as providing transparency in relation to how the Fund's investments are managed. It will be kept under review and revised from time to time in order to reflect any changes in policy.

The Committee complies with the requirements of the Myners Review of Institutional Investment, which can be found in Appendix A, alongside a review of the Fund's compliance with the principles

Key Investment Beliefs

The Fund's key investment beliefs are set out below:

(i) Investment Governance

The Fund has access to the necessary skills, expertise and resources to manage the whole Fund, as well as internally managing a small proportion of the Fund's assets (primarily cash).

Investment consultants, independent advisors and Officers are a source of expertise and research to inform and assist Committee decisions.

The Fund should continuously monitor and improve its governance structure where relevant, through bespoke training in order to implement tactical views more promptly, but acknowledges that achieving optimum market timing is very difficult.

There can be a first mover advantage in asset allocation and category selection (where considered appropriate), but it is difficult to identify and exploit such opportunities, and may require the Fund to be willing to take-on unconventional risk, thus requiring Committee members to have a full understanding of the risk.

(ii) Long Term Approach

The Fund looks to take a long-term approach to setting investment strategy, as appropriate, depending on a number of factors, including consideration of the strength and status of underlying employer covenants.

The most important aspect of risk is not the volatility of returns, but the risk of absolute loss, and of not meeting the objective of facilitating affordable, stable contribution rates for employers.

Illiquidity and volatility are risks which offer potential sources of additional compensation to the long term investor. Moreover, it is important to avoid being a forced seller in short term market setbacks.

Participation in economic growth is a major source of long term equity return.

Over the long term, equities are expected to outperform other liquid assets, particularly government bonds and cash.

Well governed companies that manage their business in a responsible manner will likely produce higher returns over the long term.

(iii) Appropriate Investments

Allocations to asset classes other than listed equities and bonds (e.g. private market assets) offer the Fund other forms of diversification/returns with different risk premia.

Diversification across asset classes and manager strategies that have relatively low correlations with each other will tend to reduce the volatility of the overall Fund return.

In general, allocations to bonds are made to achieve additional diversification.

(iv) Management Strategies

A well-balanced portfolio has an appropriate mix of passive and active investments.

Passive, index-tracker style management provides low cost exposure to equities and bonds, and is especially attractive in efficient markets.

Active managers, capturing diversified investment styles, can add value over the long term, particularly in less efficient markets, and the Fund believes that, by following a rigorous approach, it is possible to identify managers who are likely to add value, over the long term.

Active management can be expensive but can provide additional performance. Fees should be aligned to the interests of the Fund rather than performance of the market.

Active management performance should be monitored over multi-year rolling cycles and assessed to confirm that the original investment process on appointment is being delivered and that continued appointment is appropriate.

Objectives

The Committee seeks to ensure that the Fund has sufficient assets to be able to meet its long term obligations to pay pensions to the Fund's members, i.e. over the long term to be at or above a 100% funding level. It also has an objective to maintain employer contribution rates as reasonably stable and affordable as possible. In order to meet these objectives, a number of secondary objectives have been agreed:

- i. To have a clearly articulated strategy for achieving and maintaining a fully funded position over a suitable long term time horizon. The Committee recognises that funding levels can be volatile from year to year, as they depend on both investment market levels and estimates of liability values, so the long-term strategy needs to be capable of steering a robust course through changing market environments.
- ii. To have a strategic asset allocation that is both well diversified and expected to provide long-term investment returns in excess of the anticipated rise in the value of the Fund's liabilities.
- iii. To appoint managers that the Committee believes have the potential to consistently achieve the performance objectives set over the long term and to give each appointed manager a clearly defined benchmark and performance objective against which they can be judged.
- iv. To ensure investment risk is monitored regularly both in absolute terms (the risk of losing money) and relative to the Fund's liabilities (the risk of funding shortfalls); the Committee will have regard to best practice in managing risk.
- v. To have sufficient liquid resources available to meet the Fund's ongoing obligations.

This statement will be reviewed by the Committee on a regular basis or should any significant change occur.

2. Investment Strategy

The Fund's overall benchmark investment strategy, along with an overview of the role each asset is expected to perform is set out in the following table:

Asset class	Allocation %	Advisory ranges %	Role(s) within the strategy
Listed Equities	55.8	52.8 – 58.8	Generate long-term returns in excess of inflation, through exposure to the shares of domestic and overseas companies.
UK	6.7	-	-
Global Market Cap	21.8	-	-
Global Regional	2.2	-	-
Emerging Markets	5.6	-	-
Global Sustainable	19.5	-	-
Alternatives	27.3	22.3-32.3	Generate long-term returns in excess of inflation, through exposure to illiquid assets that are not publicly traded, whilst providing some diversification away from listed equities and bonds.
Private Equity	5.0	2.0-8.0	-
Infrastructure	6.0	3.0-9.0	-
Private Debt	6.0	2.0-8.0	-
Miscellaneous Alternatives	3.0	0.0-6.0	-
Property	7.3	4.3–10.3	-
Multi Asset Credit	15.1	12.1-18.1	Offer diversified exposure to global credit markets to capture both income and capital appreciation of underlying bonds.
Fixed Interest Gilts	1.8	0.0 – 3.6	Used within the lower risk orientated Employer-related strategies for risk management purposes.
Total	100.0	-	-

Note: Due to the closed ended nature of the majority of the Alternatives allocation, assets awaiting drawdown will be invested into Listed Alternatives, which aim to replicate some of the risk exposures whilst providing more liquidity in order to meet drawdowns.

Cashflows into and out of the Fund will be used to rebalance the portfolio back towards the target investment strategy stated above where possible. The rebalancing process has been delegated to Officers, although the Committee have discretion to exclude certain mandates from the rebalancing at their discretion.

2.1 Employer-Related Strategies

These strategies are designed for Core, Exited and Closed employers. Employers who are exiting the Fund are required to fully fund their liabilities before exit as the Fund will have no recourse to additional contributions in the future. For Closed employers who have no active members it is expected that they will exit the Fund at some point in the future.

In order to protect other participating (active) employers of the Fund, Exited and Closed liabilities are valued on a more prudent basis in order to help reduce the risk to other employers that deficits emerge that would need to be funded.

The employer-related strategies are as follows:

Exited	Closed	Core
5% Listed Equities	35% Listed Equities	57% Listed Equities
20% Multi-Asset Credit	15% Multi-Asset Credit	15% Multi-Asset Credit
75% Fixed Interest Gilts	35% Fixed Interest Gilts	28% Alternatives
	15% Alternatives	

3. Risk measurement and management

There are a number of risks to which any investment is exposed. The Committee recognises that, whilst increasing risk increases potential returns over a long period, it also increases the risk of a shortfall in returns relative to that required to cover the Fund's liabilities as well as producing more short term volatility in the funding position.

In addition to targeting an acceptable overall level of investment risk, the Committee seeks to spread risks across a range of different sources, believing that diversification limits the impact of any single risk. The Committee aims to

take on those risks for which a reward, in the form of excess returns, is expected over time.

Over the long-term, the Committee expects that around two-thirds of the Fund's overall investment risk (in terms of absolute volatility of returns) to be related to listed equities, with the balance coming from private markets and liquid credit.

The following risks are recognised and considered by the Committee:

Valuation risk: the Actuarial valuation assumes that the Fund generates an expected return equal to or in excess of the Fund's discount rate. An important risk to which the Fund is exposed is that the return is not achieved (for whatever reason).

Longevity risk: this is the risk that the members of the Fund live longer than expected under the Actuarial Valuation assumptions. This risk is captured within the Actuarial Valuation report which is conducted at least triennially and monitored by the Committee, but any increase in longevity will only be realised over the long term.

Sponsor Covenant risk: the financial capacity and willingness of the sponsoring employers to support the Fund is a key consideration of the Committee and is reviewed on a regular basis. The Fund has in place different employer-related investment strategies to help manage this at the overall Fund level.

Diversification risk: the Committee recognises the risks that may arise from the lack of diversification of investments. Subject to managing the risk from a mismatch of assets and liabilities, the Committee aims to ensure that the asset allocation policy results in an adequately diversified portfolio.

Concentration risk: the Committee takes into consideration concentration risk which arises, for example, when a high proportion of the Fund's assets are invested in securities, whether debt or equity, of the same or related issuers or in the same or similar industry sectors. The overall investment arrangements are intended to provide an appropriate spread of assets by type and spread of individual securities within each asset class.

Liquidity risk: the Committee recognises that there is liquidity risk in holding assets that are not readily marketable and realisable. Given the long term investment horizon, the Committee believes that a degree of liquidity risk is acceptable, given the potential return. The majority of the Fund's assets are realisable at short notice.

Manager risk: the Fund's assets are invested with a number of managers to provide appropriate diversification.

Regulatory and political risk: across all of the Fund's investments, there is the potential for adverse regulatory or political change. Regulatory risk arises from investing in a market environment where the regulatory regime may change. This may be compounded by political risk in those environments subject to unstable regimes. The Committee will attempt to invest in a manner which seeks to minimise the impact of any such regulatory or political change should such a change occur.

Exchange rate risk: this risk arises from unhedged investment overseas. The Fund has a currency hedge in place: 50% of its exposure to the US dollar, Euro and Yen within the liquid equity allocation. For other asset classes, currency hedging is reviewed on a case-by-case basis.

Cashflow risk: the net cashflow position of the Fund is monitored on a regular basis. Over time, it is expected that the size of pensioner cashflows will increase as the Fund matures and greater consideration will need to be given to raising capital to meet outgoings. The Committee recognises that this can present additional risks, particularly if there is a requirement to sell assets at inopportune times.

Inflation risk: as pension payments will change in-line with CPI inflation, the Fund takes this into consideration when reviewing investment strategy, together with the regular cashflow and liquidity position.

Governance risk: members of the Committee and Local Pension Board participate in regular training delivered through a formal programme. Both the Committee and Local Pension Board are aware that poor governance and in particular high turnover of members may prove detrimental to the investment strategy, fund administration, liability management and corporate governance and seeks to minimise turnover where possible.

Environmental, Social and Governance risk: The Fund has developed a separate Responsible Investment Policy, which sets out in detail the approach taking to ESG issues, including climate change. The policy builds on the holistic review of the Fund's approach to Responsible Investment in 2020, where it was agreed that the UN Sustainable Development Goals should play a key role in helping shape the investment strategy, as well as monitoring progress on ESG issues over time.

In general, the Committee prefers to take an engagement-led approach to ESG but does reserve the right to disinvest from companies where engagement has not driven the changes expected.

4. Approach to asset pooling

In order to satisfy the requirements of the LGPS (Management and Investment of Funds) Regulations 2016, the Surrey Pension Fund is a shareholder in the Border to Coast Pensions Partnership (BCPP) Limited. BCPP is a Financial Conduct Authority (FCA) regulated Operator and an Alternative Investment Fund Manager (“AIFM”). The BCPP submission received approval from Government on 12 December 2016.

BCPP has an internal team of investment managers, in addition to appointing external managers. Its role is to implement the investment strategies of the partner funds, through a range of investment sub-funds, offering internally and externally managed solutions. It is anticipated that a significant proportion of the Fund’s investments will be made through BCPP. Where it is not practical or cost effective for assets to be transferred into the pool (e.g. existing private market investments), they will continue to be managed at the Fund level. Whilst these assets are unlikely to be transferred, it is expected that once these investments are fully distributed, the proceeds will be reinvested into funds with BCPP.

Advice Taken

In constructing this statement, the Committee has taken advice from a representative of the Fund’s professional investment consultant (Mercer Limited), an independent advisor, the Director Corporate Financial and Commercial and the Assistant Director - LGPS Senior Officer.

Appendix A: Myners Investment Principles Compliance Statement

Principle 1: Effective Decision-Making

Administering authorities should ensure that:

- decisions are taken by persons or organisations with the skills, knowledge, advice and resources necessary to make them effectively and monitor their implementation; and
- those persons or organisations have sufficient expertise to be able to evaluate and challenge the advice they receive, and manage conflicts of interest.

Full compliance

The Committee and Local Pension Board are supported in their decision making/assisting roles by the Director Corporate Financial and Commercial and the Assistant Director – LGPS Senior Officer.

Members of both the Committee and Board participate in regular training delivered through a formal programme. Training is provided at every quarterly meeting.

Principle 2: Clear Objectives

An overall investment objective should be set out for the fund that takes account of the scheme's liabilities, the potential impact on local taxpayers, the strength of the covenant for non-local authority employers, and the attitude to risk of both the administering authority and scheme employers, and these should be clearly communicated to advisors and investment managers.

Full compliance

The Fund's overall objectives are defined in the Funding Strategy Statement and are directly linked to the triennial actuarial valuation. The investment objectives are clearly stated in the Investment Strategy Statement.

The content of the Funding Strategy Statement reflects discussions held with individual employers during the actuarial valuation process. Employers understand that contribution rates are set, having given consideration to the key tenets of affordability, sustainability and stability but also with the understanding that any decisions made must be prudent. To this end, the strength of the employer covenant is considered when setting contribution rates.

Principle 3: Risk and liabilities

In setting and reviewing their investment strategy, administering authorities should take account of the form and structure of liabilities. These include the

implications for the local taxpayers, the strength of the covenant for participating employers, the risk of their default and longevity risk.

Full compliance

The Fund's actuary reviews the funding position of each employer every three years and this valuation includes an assessment of the gap between the employer's share of the Fund assets and the liabilities specific to each employer. The strength of the employer covenant is considered when setting contribution rates.

The Fund's investment strategy is reviewed periodically and at least in line with each triennial valuation to ensure that the investment strategy will achieve the expected returns assumed during the valuation process.

As a member of Club Vita, a bespoke set of assumptions are specifically tailored to fit the membership profile of the Surrey Fund. The assumptions selected are intended to make an appropriate allowance for future improvements in longevity, based on the actual experience of the Fund.

Principle 4: Performance assessment

Arrangements should be in place for the formal measurement of performance of the investments, investment managers and advisors.

Administering authorities should also periodically make a formal assessment of their own effectiveness as a decision-making body and report on this to scheme members.

Full compliance

Each manager's performance is measured quarterly against benchmark targets, which are specified in the contract between the Fund and the manager. The Fund's global custodian produces performance data for each manager and for the Fund as a whole. The Fund performance is also assessed with reference to the local authority peer group.

Performance data is reported to the Committee on a quarterly basis. Fund managers present to the officers or the Committee on at least an annual basis and officers hold four additional meetings with managers each quarter to discuss the portfolio composition, strategy and performance.

Consideration has been given to quantitative measures to assess the performance of the Committee, although options other than measuring meeting attendance and the success of the Committee's implemented strategies are limited.

Principle 5: Responsible ownership

Administering authorities should:

- Adopt, or ensure their investment managers adopt, the Stewardship Code.
- Include a statement of their policy on responsible ownership in the Investment Strategy Statement.
- Report periodically to scheme members on the discharge of such responsibilities.

Full compliance

All new investment mandates will be expected to include a statement of a manager's adoption of the Stewardship Code.

The Council wishes to have an active influence on issues of environmental or ethical concern with companies in which the Pension Fund is a shareholder. It will seek to codify its approach with Fund Managers and will use the services of specialist agencies as necessary to identify issues of concern. The Council requires the Fund Managers to take into account the implications of substantial "extrafinancial" considerations, e.g., environmental, social or reputational issues that could bring a particular investment decision into the public arena.

The Fund wishes to be an active shareholder and exercise its voting rights to promote and support good corporate governance principles. In addition, the Fund is a member of the Local Authority Pension Fund Forum (LAPFF), thus demonstrating a commitment to sustainable investment and the promotion of high standards of corporate governance and responsibility.

All of the Fund's managers are signed up to the Stewardship Code, which provides a framework for investors to consider environmental, social and corporate governance issues when making investment decisions.

Principle 6: Transparency and reporting

Administering authorities should:

- Act in a transparent manner, communicating with stakeholders on issues relating to their management of investments, its governance and risks, including performance against stated objectives
- Provide regular communication to scheme members in the form they consider most appropriate

Full compliance

The Fund's annual report includes all of the Fund's policies including the governance policy statement, governance policy compliance statement, communications policy statement, responsible investment policy, funding strategy statement and investment strategy statement. The annual report can be found on the council's website together with standalone versions of each of these documents.

Quarterly reports to the Committee and half yearly reports to the Local Pension Board on the management of the Fund's investments are publicly available on the council's committee administration website.

Pensions newsletters are sent to all Fund members.

Appendix B: Border to Coast Sustainability Resources

Border to Coast publish reports related to Responsible Investment on their website at the link below. This includes the Corporate Governance and Voting Guidelines, Responsible Investment Policy and the annual Investment Reports.

[Responsible Investment - Border To Coast - Sustainable Pension Investments](#)



Responsible Investment Policy

Responsible Investment Policy v1.4

16th June 2023

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Executive Summary

Surrey Pension Fund's Responsible Investment (RI) Policy has been developed around five pillars, to give structure to the Fund's approach:

1: Governance: sets out the background, objectives and governance arrangements of the Fund, and introduces Surrey's RI Beliefs;

2: Process: explains the approach employed by the Fund in identifying RI risks, expectations of where RI risks should be addressed in the investment process, and highlights some examples of the investment risks and opportunities that arise from RI considerations;

3: Implementation: describes how the Fund's RI beliefs and objectives are best delivered over short, medium and long-term investment timeframes, sets out some high-level expectations of any third parties working on behalf of the Fund, and covers the topic of working collaboratively with other likeminded investors;

4: Stewardship: focusses on the main tools available for the delivery of Surrey's RI Policy, which are through voting (for all listed assets) and engagement (for a wider set of assets); and

5: Monitoring and Reporting: sets out the Fund's views on reporting on RI matters, including defining some reporting expectations of its investment managers, and covers the Fund's own bespoke RI reporting needs, including communicating with scheme members and other stakeholders.

The key high-level points of this draft policy are:

- As a large pension fund responsible for the investment arrangements of its members, it is important that **the Fund has a comprehensive RI Policy**, that is updated periodically;
- Surrey believes that the **United Nations Sustainable Development Goals** provide a useful frame of reference in helping identify and address Environmental, Social and Governance ('ESG') issues within its investment arrangements;
- Surrey believes that **RI issues have the potential to impact investment returns** over the short, medium and long-term
- RI issues and concerns should be addressed primarily (but not exclusively) **at the point of investment** by asset managers, whether that is in relation to an individual stock, or an entire portfolio;
- **The Surrey Pension Fund Committee will set out RI priorities for the coming year and will review these priorities every year. Active stewardship remains the preferred approach** when it comes to investments – with engagement over divestment being the initial approach;

- **However, legal action and/or divestment remain appropriate options,** should an engagement process prove unsuccessful;
- Surrey will seek to ensure **appropriately structured RI reporting is provided by its agents**, so that the Fund can meet its own RI stewardship, reporting and communication objectives.

Section 1: Governance

Definitions and Purpose

1.1.1 Purpose Statement of the Fund

The **Surrey Pension Fund** ('Surrey' or 'the Fund') is part of the national **Local Government Pension Scheme** ('LGPS'). Surrey County Council is responsible for managing the fund and is known as the '**administering authority**'. There are over 300 employers participating in the Fund, including the county council, district and borough councils, universities, colleges, academies and private companies providing public services. The Fund has over 110,000 current, deferred and pensioner members with assets in excess of £5 billion.

The Fund's **Vision**, is:

'Providing our customers with a better tomorrow'

This is delivered through its **Mission Statement**:

'Responsibly delivering a first-class customer experience'.

1.1.2 Surrey Pension Fund - Background Information

The **County Council** is the designated statutory body responsible for administering the Fund on behalf of the constituent Scheduled and Admitted Bodies. The Council is responsible for setting investment policy, appointing suitable persons to implement that policy and carrying out regular reviews and monitoring of investments.

Responsibility and governance for the Fund, including investment strategy, fund administration, liability management and corporate governance is delegated to the **Surrey Pension Fund Committee** ('the Committee'), which is made up of:

- six nominated members of the County Council;
- two representatives from the Borough/District Councils nominated by the Surrey Leaders;
- one representative from the external employers;
- one representative of the members of the Fund.

The Committee is advised by a representative of the Fund's professional investment consultant, an Independent Investment Advisor, the Director, Corporate Finance and Commercial and the Assistant Director – LGPS Senior Officer. The Committee meets on at least a quarterly basis.

Assisting, monitoring and scrutiny of the Fund are delegated to the **Local Pension Board**, which is made up of:

- four employer representatives;
- four employee representatives;
- an independent chairman.

The Local Pension Board is advised by the Assistant Director – LGPS Senior Officer, the Head of Investments and Stewardship, the Head of Accounting and Governance and the Head of Service Delivery. The Local Pension Board meets on at least a quarterly basis.

The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 requires administering authorities to formulate and to publish a statement of its investment strategy, in accordance with guidance issued from time to time by the Secretary of State.

1.1.3 Purpose of the RI Policy

Previously, Surrey's RI approach was set out in terms of its approach to Environmental, Social and Governance (ESG) factors within the Fund's Investment Strategy Statement ('ISS'), which was created and periodically updated by the Pension Fund Committee. The last update of the ISS took place in September 2021, where it was decided to create a separate RI Policy, to reflect the increased importance of RI matters, and to capture recent changes in terms of institutional investors approaches towards RI and ESG factors.

This document, therefore, is the first standalone version of Surrey's RI approach, created in early 2022. It seeks to set out the Fund's approach as a responsible asset steward in addressing RI issues associated with its investment strategy, and to communicate the Fund's position to stakeholders.

The expectation is that, given that approaches to RI and ESG factors are continually developing, the Fund's RI Policy will be reviewed annually and updated to reflect developing good practice.

1.1.4 Definition of RI and Links to the SDGs

The Fund believe that investments made on behalf of scheme members should be sustainable in the short, medium and long-term through the fundamental identification and integration of ESG factors into the investment selection, monitoring and deselection process. Whilst the Fund has an overriding fiduciary and public law duty to act in the best long-term interests of scheme members to achieve the best possible financial returns with an appropriate level of risk, it also recognises that RI considerations increasingly reflect real financial risks, and as a result these factors should also be included in the investment decision-making process.

Since early 2020, the Fund has worked to understand how its investments might impact on the delivery of the [United Nations Sustainable Development Goals](#) (SDGs). The SDGs are ‘an urgent call for action by all countries - developed and developing - in a global partnership. They recognize that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests.’

The results of an SDG Mapping exercise were delivered in early 2021, which showed a link between the Fund’s investments and their potential impact on the delivery of the SDGs. The Pension Fund Committee determined that this link was worth exploring further, and as a result identified the link between the Fund’s investments and the SDGs to be an important part of any future RI activity.

1.1.5 RI Links to Assets

The views, beliefs and expectations set out in this RI Policy are important to the Fund, in terms of its governance activity as a ‘sustainable steward’. Accordingly, this RI Policy is of relevance to all the investment assets held by the Fund, managed on its behalf by its agents. Surrey is responsible for the creation, maintenance and communication of this Policy to its agents, and also for monitoring the results and outcomes of the implementation of the policy, with the assistance of its agents.

1.2 RI Beliefs

1.2.1 Surrey’s RI Beliefs

Surrey’s Key RI beliefs have been agreed and are set out below:

- **Surrey believes that the United Nations Sustainable Development Goals** represent an appropriate foundation in terms of the Fund’s overall RI approach
- Surrey believes that **taking account of RI considerations can provide investment opportunities, as well as identifying investment risks**
- Surrey **requires the consideration of ESG factors to be incorporated into the portfolio construction process** of all investments made by its investment managers.
- RI considerations are important **irrespective of asset class**
- **RI considerations are important across all time horizons**. This is true not just in terms of protecting and enhancing long-term investment return, but also increasingly in terms of the interests expressed by our stakeholders
- Going further, Surrey believes that ESG factors are relevant in **the context of benchmarking, risk analysis and investment opportunity identification**
- **Responsible management of RI Issues** by Surrey and its agents **is also considered a reputationally important issue**

- Surrey views **climate risk** - and the issues which contribute to it - **as being of significant direct and indirect concern to all stakeholders**, and as a result the Fund's approach towards 'Net Zero' is a prominent area of focus
- Surrey believes in an '**Engagement with Consequences**' approach. This advocates the use of **engagement over divestment** as the means to promote our RI beliefs – however, **taking legal action** against company management or **selling an asset** remain options when it comes to inadequately addressed ESG concerns in the investments made by our managers
- We also recognise the value in **engaging collaboratively** to leverage greater influence together with other investors who share our priorities through joint initiatives and organisations
- The **exercise of our ownership rights through voting** is an important part of implementing our RI beliefs

1.2.2 RI Beliefs and Different Asset Classes

Surrey expects its investment managers – **irrespective of the asset class they manage** – to take the Fund's RI Beliefs into account when managing investments on behalf of the Fund.

Surrey readily acknowledges that – currently - incorporating ESG/RI issues into the process of making and then monitoring investments is more straightforward for some asset classes than others – for example, in relation to actively managed listed equities as opposed to Government bonds. The fact that some asset classes are at an earlier point of development in terms of ESG integration does not exclude them from Surrey's objective to be a responsible asset steward. Accordingly, the Fund expects its investment managers for such asset classes to demonstrate leadership in addressing and communicating ESG/RI issues in their investment process.

Surrey expects its investment managers to report on their ESG/RI factor integration approaches for all asset classes. All investment managers will be required to describe how, and the extent to which, they incorporate ESG/RI issues into their investment processes, and any new investment managers appointed will also be required to disclose their ESG/RI approaches at the time of their consideration for appointment.

1.2.3 Surrey's RI Priorities

The following topics have been identified as specific RI priorities for the Fund:

- 1) Actively seek to align the Fund's RI approach with the United Nations Sustainable Development Goals;
- 2) Make a commitment to achieving 'Net Zero' in terms of the Fund's investments;
- 3) Become a Signatory to the UK Stewardship Code 2020;
- 4) Publish a Report in line with the Recommendations of The Task Force On Climate-Related Financial Disclosures (TCFD);

- 5) Work with Border to Coast Pensions Partnership ('BCPP' – the Fund's regional asset pool) and the Fund's non-pooled investment managers to ensure understanding and integration of this Policy;
 - 6) Identify and implement any required contract changes to formalise the RI Policy with all relevant agents;
 - 7) Identify specific RI reporting requirements for the Fund, and communicate these to all relevant agents;
 - 8) Review and update Surrey's Voting Policy; and
 - 9) Explore the range of third-party collaborations/bodies to identify best match for any RI priorities.
- 10) Creation of a Conflicts of Interest Policy

A key theme underpinning most of the planned work for 2022/23 relates to establishing a 'benchmark' position, in terms of current investment managers' existing approaches to ESG & RI and what they already identify and can then report.

1.2.4 Surrey's Progress with the SDGs

In 2020 and 2021, Surrey undertook ground-breaking work to understand the Fund's starting position against the SDGs and how it can further contribute towards the delivery of these goals.

The Fund used the World Benchmarking Alliance's (WBA) SDG 2000 Benchmark to understand its starting position against the SDGs, as the most robust approach in understanding how best to target systematic change with the world's most influential companies. The companies targeted within the SDG 2000 have the most potential to help deliver the SDGs if they are managed and run in a sustainable manner and become leaders in their sectors for others to follow as an example.

The findings from the Fund's mapping against the WBA SDG 2000 are summarised below;

- Approximately 63% of the Fund's equity and corporate bond holdings are also in the WBA SDG 2000 Index
- Whilst the overlap against the WBA SDG 2000 was purely coincidental, it presents an opportunity to focus on these holdings, and how these companies are managed. Improving the management of these companies can allow them to make progress in helping deliver the SDGs.

The Fund has since used this analysis and worked with the Pension Fund Committee to discuss how it can integrate the findings into its Investment Strategy as well as ensuring the SDGs form the foundation of its Investment Core Beliefs.

Some areas currently in development include:

- Working with BCPP in using its influence to engage with its invested companies.
- Seeking further SDG-friendly investment opportunities.

- Developing future Climate Impact (SDG 13: Climate Action) related performance reporting and how it impacts the Fund's investments.

1.3 Governance Arrangements

1.3.1 Surrey's Governance Structure

The Fund is part of the national Local Government Pension Scheme (LGPS). The County Council has appointed a Pension Fund Committee with responsibility for the management of the Pension Fund. The Pensions Committee oversees the management of the Surrey Pension Fund and act as trustees of the Fund

Governance arrangements for pension schemes in the public sector require Surrey County council, as an administering authority for the LGPS (Local Government Pension Scheme), to have in place a local pension board. The role of the Local Pension Board is to assist the Surrey Pension Fund Committee comply with all the legislative requirements to ensure the scheme is being effectively and efficiently governed and managed. The Local Pension Board:

- Plays a key advisory role in assisting the Surrey Pension Fund Committee in managing the Surrey Pension Fund;
- Ensures that the Surrey Pension Fund Committee is compliant with LGPS and other relevant regulations;
- Is made up of eight members, with equal representation of scheme members and employers; and
- Has regular meetings (at least twice a year).

1.3.2 Surrey's RI Resources

As at May 2022, there will be 57 full time team members associated with the oversight and administration of the Surrey Pension Fund, of which 2 Full Time Equivalents (FTEs) focus specifically on the investment arrangements of the Fund. The Fund also has in place an Investment Consultant, and an Independent Investment Advisor to assist in the management of the Fund's investments.

Surrey will make use of existing arrangement to their full potential and – with the approval of the Pension Fund Committee - will seek additional resources where deemed necessary to deliver the Fund's RI objectives and reporting requirements.

Surrey also expects its agents (BCPP, its master custodian and accounting service provider, Northern Trust, its non-pooled investment managers and Stewardship Advisor) to support it in terms of providing an appropriate level of information and cooperation to enable Surrey to meet its requirements and developing its RI monitoring and reviewing capabilities.

1.3.3 Surrey Culture & RI Fit

Surrey's aims to deliver a first-class service to stakeholders through strong partnerships with scheme members, employers, the Border to Coast Pool and the

wider LGPS community. The highest standards of corporate governance are fundamental to our approach, underpinned by informed decision making, taking ESG considerations into account, comprehensive risk assessment & management, and the use of technology. The Fund's prevailing RI approach was developed further in 2020, where it was agreed that the UN Sustainable Development Goals should play a key role in helping shape the Fund's stewardship activities. The recent expansion of the investment and pensions team reaffirms our commitment to providing stakeholders with a first-class service, whilst enabling Surrey to deal with the increasing RI challenges facing the Fund and scheme members' investments. The Fund has also demonstrated its commitment to high standards of corporate governance through its long history of voting and engagement activities, monitoring the stewardship activity of its investment managers, by its membership of the Local Authority Pension Fund Forum (LAPFF) and latterly by agreeing the stewardship approach of the Border to Coast pool with the other partner funds.

1.3.4 Statement on Conflicts of Interest

Surrey recognizes the need for the clear identification and consideration of any conflicts of interest – real or perceived, and also notes that having a Conflicts of Interests Policy is a requirement of becoming a UK Stewardship Code 2020 Signatory. Accordingly, the creation of a Conflicts of Interest Policy has been identified as a priority for the coming year.

Section 2: ProcessRI Perspective

2.1.1 Process for Identifying RI Issues, Themes and Risk

RI issues, themes and risks typically cover ESG factors. Surrey's position is that these factors should be taken into consideration when investment decisions are made, and in ongoing monitoring of investments held, to enhance long-term sustainable financial performance.

Accordingly, Surrey believes that it is primarily the responsibility of its investment managers to effectively identify, mitigate and report on such risks, specifically those that may be financially material, as part of their investment selection, monitoring and deselection process. Surrey expects its investment managers to take a holistic approach to identifying risk as opposed to a stand-alone concern and believes that RI risks should be fundamentally integrated into a sustainable investment approach.

Surrey also considers the Pension Fund Committee's and Local Pensions Board's views on RI issues, themes and risks when formulating and updating its RI Policy.

2.1.2 Linkage of RI risks to Investment Strategy

The Pension Fund Committee has the responsibility for setting investment strategy with due regard for Surrey's funding position and risk appetite. The Fund's investment strategy has allocations to different asset classes, including equities, bonds, real estate and infrastructure assets. It is primarily through the individual investments in these asset class that RI risks are identified, mitigated where possible, and reported. Whilst RI issues - such as climate change - have long-term financial implications for the Fund and its stakeholders, clearly short-term actions are necessary to start to address the long-term challenges.

Surrey's expectation is that its investment managers, having taken the Fund's RI views into account, are responsible for the identification, mitigation (where possible) and reporting of RI risks, over short, medium and long-term timeframes. The Fund's investment managers should be able to clearly identify the actions that they have taken to identify and mitigate (where possible) RI risks in the context of the short, medium and long-term - and then be able to report this activity to Surrey.

2.1.3 Integrating RI Beliefs & Issues

Surrey firmly believes that the addressing of ESG factors and RI issues should be incorporated at a fundamental level into the investment selection, monitoring and deselection processes of their investment managers, irrespective of the asset class concerned.

Whilst Surrey remains responsible for setting its own investment strategy, it relies to an increasing extent on BCPP for ensuring appropriate investment arrangements and options are put in place. For any investment managers appointed - now, or in the future - Surrey expects BCPP to ensure that:

- the managers have in place processes to include ESG factors and RI issues into their investment process at a fundamental level;
- the managers report back on how these processes work; and
- BCPP reports back to Surrey their monitoring and assessment of these processes.

2.1.4 Process for Reviewing and Revising RI Risks

Surrey will make use of a 'top-down' and 'bottom-up' approach to reviewing and revising the RI & ESG risks that the pool and its partner funds face:

Top-down: members of the Pension Fund Committee, with the support of Officers, the Investment Consultant and the Independent Advisor, can feed into the RI risk identification and management process, by providing any comments, views or priority concerns they might have to BCPP and their non-pooled investment managers, for further investigation and mitigation; and

Bottom-up: the Fund's asset managers investment activity and stewardship approaches can also generate RI or ESG issues or concerns that can be included in the Fund's RI risk identification and management process.

Surrey intends to use this twin track approach to further develop the Fund's existing Risk Register, to ensure it continues to cover a wide range of known ESG and RI risks that might affect the investments of the Fund.

2.2 RI Factors and Investment Process

2.2.1 Techniques Available to Help Identify RI Risks and Opportunities

Surrey believes that utilising a combination of both traditional financial and ESG factor analysis can enhance long-term performance of the Fund's assets through enabling the identification of a broader range of risks and opportunities. Statistical tools such as scenario models and company specific data can be used to help monitor and mitigate RI risks, and identify RI opportunities.

Different techniques that Surrey may utilise as part of RI risk management include measuring and reporting on carbon-equivalent emissions of individual investments, portfolios and managers; encouraging active engagement for business strategy alignment with the targets of the Paris Agreement; and creating a Risk Register to monitor and identify possible future material risks.

Surrey actively encourages its agents such as BCPP, the master consultant, and the external non-pooled asset managers to provide relevant, transparent, and accessible ESG-related information through reporting. Reporting expectations may also be driven by other factors, such as reporting that is aligned with The Taskforce for Climate-related Financial Disclosures (TCFD).

Surrey's agents are expected to evaluate RI risks on an ongoing basis, with regular reporting being used as a mechanism to inform decision-making and assess and monitor progress towards the Fund's RI objectives.

2.2.2 RI Risk Expectations of Investment Managers

Surrey’s expectation is that its investment managers, having taken its RI views into account, are responsible for the identification, mitigation (where possible) and reporting of RI risks, over short, medium and long-term timeframes. Surrey’s investment managers should be able to clearly identify any such actions that they have taken to identify and mitigate RI risks in the context of the short, medium and long-term and then be in a position to report this activity.

2.2.3 Defining ESG Factors, Issues and Considerations

The Fund expects RI activities undertaken by its agents to cover all asset classes across all markets in which the Fund invests, including equities, fixed income, property, infrastructure, and private markets.

ESG concerns should be embedded into the investment process of any investment managers appointed to manage Fund assets, and the impact of these factors must be considered on a regular basis. To help define ESG issues, the Pensions and Lifetime Savings Association (‘PLSA’) has provided a simple breakdown of some individual E, S and G factors – this is shown in the following diagram:



Source: 'ESG and Stewardship: A Practical Guide to Trustee Duties' PLSA June 2019

Surrey expects its agents to at least use these descriptions of ESG concerns as a starting point for their own approaches to defining these factors – but not be limited to just these specific areas of concern.

2.2.4 Key RI Risks and Opportunities for Institutional Investors

When thinking about responsible investment, there are four levels where RI issues can be addressed by the Fund:

Investment level	Integration: incorporating ESG & RI issues into the everyday individual investment selection, monitoring and engagement processes
Manager level	Expectations: setting explicit expectations at the investment manager mandate level
Authority level	Policy: setting an overarching policy, generated from core investment beliefs, that shapes the direction of travel
Pool level	Policy: through the BCPP RI Policy and Corporate Governance & Voting Guidelines (developed with input from Surrey)

The following table sets out several key investment risks and opportunities for institutional investors such as the Fund, in the context of identifying and managing RI issues:

Issue	Why Investment Risk?	Why Investment Opportunity?
Absence of explicit ESG / RI references in any of BCPP's investment manager management agreements	By not explicitly raising these issues, they could be unintentionally left out of the investment process	Adding the consideration of these topics to investment management agreements may help asset managers focus on, and then better understand, these issues
Insufficient detail/rigour in the asset manager selection, appointment and monitoring process on RI/ESG by BCPP (and by the Fund for any investments held outside the pool)	The market is rife with greenwash and grade inflation, while there is still a large spread in the quality and sincerity of approaches by asset managers. Failure to uphold a high standard could indulge lacklustre approaches by managers and expose the pool and the partner funds to the investment and reputational risk of being 'absentee'	Having a well-considered process for assessing asset managers' approaches to sustainability has the potential to result in more risk aware managers being appointed, investing in better run companies who should deliver better long-term investment returns
Historic drivers of equity performance, at the asset class level, may no longer be relevant	Any investment strategy modelling based on historic performance drivers is, by construction, unlikely to address recently emerging risks such as climate change	By incorporating sustainability and climate change factors into the investment strategy modelling process, the potential outcomes are more likely to reflect more closely the actual reality.
Opportunity to implement new benchmarks aligned to ESG/RI factors	Methodology for benchmark construction needs to be demonstrably 'competent', in terms of helping deliver targeted/required investment return	Incorporating RI issues formally into investment strategy can help to overcome "ethical subjectivity" often associated with ESG investing; new investment opportunities becoming available with pivot towards low carbon transition
'New' investment opportunities appear that are different from traditional investment choices	By moving into the relative 'unknown', there is a risk that the investments do not live up to expectations in terms of their investment performance and their diversifying potential	Yield is increasingly hard to find, with some traditional asset classes such as Government Bonds no longer being relatively attractive. Investing in new areas such as clean energy provide the potential to generate diversified investment returns away from historically core asset classes
Increased pressure on 'Governance Budgets' in terms of training and monitoring	There is a danger that by focussing on parts of the investment spectrum (e.g., 5% allocation to clean energy infrastructure) that a fund's 'Governance Budget' for considering all assets is put under unhelpful pressure	With a greater focus on RI matters, this presents a fine opportunity for asset stewards to review their Governance Budgets, and how they spend them

3 RI Perspective

3.1.1 Surrey's Approach to Implementing the RI Beliefs

There are a number of paths through which Surrey's RI beliefs can be implemented:

- 1) At the fundamental level of the investment process, by its investment managers;
- 2) Through active stewardship by the Fund and BCPP voting at listed company meetings, following their respective Voting policies;
- 3) Through the Fund's investment managers engaging with companies and entities associated with the investments they hold on behalf of Surrey; and
- 4) Through collective action between Surrey, BCPP, other LGPS pools and other third parties with common stewardship interests

The expectation is that the approach to the implementation of RI beliefs will not be static and is expected to change over time as good practice develops. Surrey does not expect one path to dominate the implementation approach; rather it expects a combination of the routes shown to be used.

3.1.2 Delivering RI Objectives in the Short / Medium / Long-term

RI considerations are important across all time horizons, but especially in the medium and long-term. This is true not just in terms of protecting and enhancing long-term investment return, but also increasingly in terms of the interests expressed by the Fund's stakeholders.

Maintaining a strategic RI commitment includes the setting of objectives against which to measure progress. This means that it is appropriate to set RI objectives which are defined in the short, medium and long-term.

Short-term objectives - one to three years - may be more likely to be activity-related (for example, committing to a defined number of engagements, or a defined number or percentage of successful engagements). Output-related targets are not irrelevant (for example - annual reporting of climate risk related metrics such as asset-generated Green House Gas (GHG) emissions attributable to the investments) but are more likely to become significant when viewed over the longer term. Voting-related measures lend themselves particularly well to short-term objectives setting, such as the proportion of meetings voted, and alignment of voting with RI strategic engagement priorities. Additionally, there are a number of regulatory and market initiatives which themselves bring annual reporting requirements, such as the Stewardship Code, TCFD and the PRI, all of which also provide a framework for reporting of metrics which can be included in short term objective setting;

Medium-term objectives – three to five years – will include output or impact-related metrics which should aim to demonstrate a positive trend over multiple years. In terms of climate risk, positive trends in terms of portfolio progress towards Paris Agreement alignment and climate scenario analysis might be reasonable to expect; and

Long-term objectives – over 5 years - may include fixed long-term strategic targets such as a commitment to ‘Net Zero’, achievement of Paris Agreement /COP26 alignment.

The Fund notes the position of Surrey County Council and a number of the Fund’s scheduled and admitted bodies who have declared a ‘climate emergency’. Climate risk is the most prominent thematic concern. As the regulatory environment evolves towards requiring the reporting of climate risk strategy and management by LGPS pension funds, short, medium and long-term metrics are equally significant. In the short term, activity-related metrics such as annual asset-related GHG emissions, investment manager reviews (including policy as well as performance review) and strategic engagement progress targets all contribute towards a consistent approach to medium and long-term objective delivery.

Medium term objectives should include positive progress towards long-term targets, using Paris Alignment and scenario analysis as metrics.

3.1.3 Implementation Roles in Surrey’s Governance Structure

The Pension Fund Committee is the official decision-making body for the Fund that has been created by Surrey County Council under its duty as the Administering Authority, and as such will have the ultimate say on the Fund’s RI Policy, and general RI approach. The Pension Fund Committee is assisted in its management of the Fund by the Local Pension Board made up from representatives of members and employers of the scheme.

The fulfilment of statutory duties ultimately lies with the Pension Fund Committee, who are responsible for the management and oversight of the Fund, including the following activities:

- Determining the Fund’s investment beliefs
- Setting the Fund’s strategic asset allocation
- Producing the Fund’s stewardship policies, including this RI Policy
- Arrangements for holding its agents (including BCPP) to account
- Requesting specific investment options from BCPP
- The timing of any transition of assets to BCPP

3.2 RI Expectations & Agents

3.2.1 Surrey’s RI Beliefs and Agents

Investment manager selection, investment activity and ongoing monitoring processes are central to the effective implementation of the Fund’s RI Policy. Surrey

expects its appointed agents to clearly demonstrate how the identification, consideration and management of ESG factors and RI issues is embedded into their respective processes, and how those processes support the Fund's RI Policy. They must be prepared to enable Surrey to monitor and report on any RI-related objectives.

3.2.2 Surrey's Main Agents

Border to Coast Pensions Partnership: BCPP plays a central role in the investment arrangements of the Fund. This includes the investment management and monitoring of RI-specific elements of mandate delivery (for example, ensuring on-going strategic alignment between the BCPP-managed investments and the partner funds' RI Policies), with which BCPP can track progress towards RI objectives. BCPP also ensure that any external investment managers' procurement and selection processes contain ESG and RI considerations, including the request for proposal (RFP) criteria and scoring and the investment management agreements.

Non-pooled Investment Managers: Our directly appointed managers must be able to clearly demonstrate how the topic of ESG is embedded into their investment processes and are expected to fully support the Fund in monitoring and reporting on any RI-related objectives.

Custodian: The custodian of both the Fund and BCPP, Northern Trust, is expected to support our service providers in carrying out their respective roles in the execution of the Fund's RI Policy, as well as in relation to services provided by Northern Trust themselves which are relevant (for example securities lending and reporting).

Advisors: The Fund's advisors are expected to support and, where relevant to their engagement, help Surrey with the implementation and further development of the RI Policy.

3.2.3 Surrey's RI Expectations of Agents

Surrey expects all of its service providers to have a verifiable public commitment to Responsible Investment (for example, being a PRI signatory). We also expect all service providers to have their own standards regarding sustainable business practices which are also in alignment with the Fund's RI Policy, including socially responsible business practices and commitments in relation to environmental standards including, but not limited to, TCFD reporting.

Surrey expects its investment managers to manage assets in alignment with the Fund's RI Policy. Investment manager RI policies may be directly or independently reviewed to verify on-going alignment with the Fund's existing Policy and any applicable regulatory or best practice standards (including, but not limited to, the UK Stewardship Code 2020 and TCFD).

The Fund's investment managers are expected to provide reporting at least annually in terms of RI-related activity associated with their mandate, and more frequently where their mandates require them to do so (for example with quarterly reporting of voting and engagement activity). Investment managers are required to provide a robust explanation of any positions they have adopted which are not in alignment with either the Fund's RI Policy or any RI-related performance objectives set out in their mandate. Surrey also expects its investment managers to be signatories to/comply with any local 'sustainable stewardship' initiatives such as the Stewardship Code in the UK.

When it comes to engagement, the investment managers are expected to engage in constructive dialogue on behalf of the Fund, and to use their influence to encourage companies to adopt best practice in key ESG areas. Any engagements undertaken on investments held by the Fund should be reported, along with an assessment of the effectiveness of the engagement, and whether the engagement issue has been resolved or is ongoing.

Surrey expects its investment managers – including BCPP - to develop and provide adequate and appropriate reporting across all mandates for the Fund to use in its own stakeholder reporting. This might include information to support the Fund becoming a signatory to the UK Stewardship Code 2020, TCFD-aligned reporting, carbon footprinting, climate scenario analysis and Paris Alignment information.

3.2.4 Codifying and Monitoring RI Expectations

Agent Service Level Agreements (SLAs) will include provisions relating to supporting RI activity, resourcing, strategy, performance, progress towards objectives and reporting. Certain objectives will be contract-specific, reflecting the nature of the service (for example, in relation to the asset class in question for an investment manager, the range of ancillary services provided by a custodian, or the specialist services provided by a third party outsourced service provider).

New Investment Management Agreements (IMAs) will set out specific expectations regarding resourcing, deliverables, targets and/or objectives. Monitoring of these will be carried out and are expected to form a part of the routine investment manager engagement meetings, feeding into the existing investment manager reporting and review processes.

Changes required for existing IMAs to reflect the Fund's RI expectations will be discussed with the Fund's incumbent investment managers, and then properly incorporated into the existing contractual arrangements via a side letter or addendum.

3.3 RI Collaboration

3.3.1 Surrey's Approach to Collaboration

Surrey believes that collaborative action on ESG and RI matters is of fundamental importance to achieving change. Through working with like-minded investors, the expectation is that more can be achieved by having a 'louder' voice. To that end, one of the RI priorities for the coming year is to explore the options available to Surrey in terms of collaborating with other institutional investors on ESG and RI matters. The intention is to assess such options and present the findings to the Pension Fund Committee for their consideration and ultimate decision as to the collaboration approach(es) and partner(s) taken by the Fund.

3.3.2 Furthering RI Objectives Through Collaboration

To date, Surrey's main approach to collaborative action has been as a member of the [Local Authority Pension Fund Forum \(LAPFF\)](#). This new RI Policy, however, set out the importance of collaboration in terms of helping deliver the Fund's RI beliefs and expectations, and so are part of the ESG 'implementation process' which is formed of:

- Voting at listed company meetings;
- Engaging with investee companies at fund manager level; and
- Collaborating with other institutional investors on matters of prioritised importance

3.3.3 Key Aims of Any Partnerships or Affiliations

The key aims of any partnerships or affiliations are to ensure that:

- the Fund's RI beliefs and concerns are addressed as efficiently and effectively as possible;
- the long-term investment performance of the underlying investments is maximised through the identification and minimisation of ESG & RI risks;
- the Funds' views are amplified with likeminded investors to increase the chance of bringing about meaningful change; and
- that scheme members' invested monies continue to be managed in a sustainable manner.

Section 4: Stewardship

4 Surrey's Approach to Stewardship

4.1.1 Overview of Surrey's Approach

Stewardship is the responsible allocation, management and oversight of capital to create long-term value for clients and beneficiaries, leading to sustainable benefits for the economy, the environment and society.

Surrey endorse the **UK Stewardship Code 2020** which set high standards for those investing money on behalf of UK savers and pension scheme members. As a global investor, the partner Fund seeks to apply good stewardship standards globally, whilst recognising local markets specificities.

The Fund believes in making long-term sustainable investments, whilst integrating ESG risk considerations into the investment process and promoting good governance and 'sustainable stewardship'. They believe that good stewardship practices can have a material impact, in terms of:

- Avoiding value destructions
- Identifying significant risks; and
- Locating investment opportunities.

4.1.2 Surreys' Stewardship Policy

By being a founding partner of BCPP and being responsible for the appointment of non-pooled asset managers, Surrey is able to set expectations of both, and also set expectations of BCPP when it comes to manager appointment, monitoring and termination.

Surrey have set certain stewardship expectations of their agents in terms of ESG factor and RI issue implementation – and the feedback from these agents will be used on an ongoing basis to ensure clarity of purpose and shared direction of travel.

4.1.3 Combining Surrey's Approach with its Agents

In creating a formal RI Policy, the intention is to set out Surrey's approach as a 'sustainable steward' of the Fund's assets. This policy reflects current 'good practice' and will be updated periodically as good practice continues to develop. However, the Fund recognizes that its agents may already have in place their own RI policies that reflect current responsible stewardship good practice. The intention is not to completely override any existing well considered RI approaches, but for any perceived gaps to be filled with the appropriate content of the Fund's RI Policy.

4.1.4 Stewardship Monitoring

Surrey's stewardship activity takes place through 4 main routes:

- through the activities of its investment managers (such as voting at company meetings and undertaking direct engagements with investee companies);
- through the discretionary activities of the BCPP partner funds (such as collaborating on voting actions on specific shareholder resolutions at company meetings);
- through any activities directed by BCPP itself on behalf of the pool's asset owners (such as any prioritised engagement activity); and
- through working collaboratively with other investors (such as working with other LGPS pools on issues such as TCFD reporting from investee companies or asset managers).

The stewardship activities of the Fund's investment managers are regularly reported back to the Fund. Some of this information is publicly reported via the Council's website through reports submitted for consideration by the Pension Fund Committee – for example, the quarterly voting activity undertaken.

4.2 Voting

4.2.1 Surrey's Approach to Voting

Surrey aims to be an informed and responsible long-term investor of the companies in which it invests, directly or indirectly. The Fund has a commitment to encourage responsible corporate behaviour, which is based upon the belief that active oversight and stewardship of companies encourages good long-term value creation and performance. The Fund has a duty to protect and enhance the value of its investments, thereby acting in the best interests of the Fund's beneficiaries. To that end, the Fund has a Voting Policy in place which sets out its stewardship views and expectations of investee company managements. For the assets held by BCPP, the pool also has a Voting Policy which seeks to uphold high standards of corporate governance for the pooled listed assets.

4.2.2 Surrey's Voting Policy

Surrey has long had a Voting Policy, which sets out the principles of good corporate governance, and how Surrey seeks to exercise its influence on investee companies. The Fund takes seriously its responsibility to ensure that its voting rights are exercised in an informed, constructive and considered manner. The Fund aims to vote its shares in all markets wherever practicable. However, due to the relative size of its holdings, it will focus attention on the major asset holdings, i.e., UK, EU, US, Far East and Emerging Markets assets.

The Fund takes seriously its responsibility to ensure that its voting rights are exercised in an informed, constructive and considered manner. To that end, it has created [a bespoke Voting Policy](#). In general, the Fund aims to support corporate management in their stewardship role, but for instances where the Fund cannot support management it either vote against company management or abstain.

The main areas of corporate governance covered by the Fund's Voting Policy are as follows:

Audit & Accountability	The Board & Committees
Executive Remuneration	Shareholders' Rights & Capital Structures
Mergers & Acquisitions	Article Changes
Political & Charitable Donations	Shareholder Resolutions
Environmental Issues	

Surrey periodically reviews its Voting Policy, taking current or developing stewardship issues into account, and incorporating any feedback received from the ongoing discussions with the investment managers.

4.2.3 Surrey's Investment Managers & Voting

Surrey's Voting Policy originally related to all the Fund's listed equity managers, but as more of the Fund's assets were transitioned into the Border to Coast pool over the last few years, the direct stewardship responsibility for these assets moved to BCPP. [BCPP have created their own Voting Policy](#), which is applied to the assets under their management.

As at February 2022, there remained only one non-pooled manager whose listed equity investments are currently covered by the Fund's own Voting Policy:

- Newton (Global Equities)

The expectation is that over time all these assets will either be transferred to BCPP, or the monies invested reallocated to other asset classes. In the meantime, the Fund's Voting Policy is still applicable to the proper stewardship oversight of these assets.

Surrey receives a report on all voting activity, including details of any votes which have not been cast and explanations where votes have not been cast in line with the Voting Policy, on a regular basis. This information is regularly submitted to the Pension Fund Committee for its consideration.

4.2.4 Use of Agents in Voting Activity

Surrey has contracted with Minerva Analytics since 2013 to provide consultancy advice on share voting and the whole spectrum of company corporate governance. Minerva has assisted the Fund in ensuring that its stewardship approach reflects the most up-to-date standards. This helps Officers and the Pension Fund Committee learn of the latest stewardship developments that can then be reflected in the Fund's Investment Strategy Statement (ISS).

Surrey expects that its UK-based investment managers will be signatories to, and comply with, the Financial Reporting Council's Stewardship Code (the Code). Surrey also expects its non UK-based investments managers to provide a formal statement on their approach to stewardship of client assets.

4.2.5 Voting and Securities Lending

Securities lending is an activity where assets are borrowed by a third party, in return for a fee. Collateral is provided at the point of the asset being borrowed, which is held until the asset is returned. One aspect of securities lending is that the legal title of the asset is transferred to the borrower, which means that any votes attached to the asset transfer to the borrower.

Surrey is of the view that, as responsible asset stewards, they should vote at all company meetings for the assets they own. Accordingly, Surrey expects that any assets that are out on loan should be recalled with sufficient time to permit votes to be cast.

4.3 Engagement

4.3.1 Surrey's Approach to Engagement

As long-term asset stewards, Surrey seeks to positively influence companies' ESG approaches through the use of voting rights and by formal shareholder engagement.

Surrey expects its investment managers to follow this model of responsible asset stewardship, but the services of other third-party providers may be sought when necessary to help identify issues of concern and engage with investee companies.

Surrey believes that the best way to influence companies on RI matters is through an ongoing process of responsible ownership:

- 1) **Assess:** the identification and consideration of all material issues and risk factors associated with any given investment (including ESG & RI factors);
- 2) **Invest / Divest:** having assessed the appropriateness of an investment opportunity, the active decision is made to buy (or sell) the asset;
- 3) **Steward:** responsible oversight of the asset involves engaging with the investee company, voting at listed company meetings and engaging with company management on issues of concern;



4) Report: providing the results of the stewardship back to the client, so that they are informed on how the asset is being managed, and whether there are any current concerns.

This process is circular and ongoing; however, it may be the case that after several attempts at constructive engagement with an investee company that the initial concerns expressed have not been addressed satisfactorily, and so either legal action (by way of a **Class Action** process with other investors) or divestment/sale of the asset is appropriate next steps in the Fund’s ‘Engagement with Consequences’ approach.

4.3.2 Engagement Responsibilities

The responsibility for undertaking engagements is shared between the Fund, BCPP and the investment managers insomuch as:

- individual investment managers follow their own approaches towards engaging with investee companies on all matters that have the potential to affect investment performance;
- BCPP currently uses the services of Robeco, to report on engagements undertaken by its managers;
- Surrey is able to set any engagement priorities for the investment managers – both those within BCPP, and the non-pooled managers; and
- Either Surrey or BCPP – working on their own or with other investors – are able to take legal action against investee companies through participating in a Class Action, where deemed appropriate.

4.3.3 Engagement & RI Themes

Whilst the Fund has not currently explicitly set any engagement or RI-themed priorities, it supports those that have been set by Border to Coast. These are:

Environmental	Social	Governance
<ul style="list-style-type: none"> ▪ Low carbon transition ▪ Waste and water management 	<ul style="list-style-type: none"> ▪ Social inclusion through labour management 	<ul style="list-style-type: none"> ▪ Diversity of thought

The Pension Fund Committee has the right to determine any specific engagement or RI-themed priorities and will look to its agents to help with their monitoring and delivery.

4.3.4 Position on Divestment and a 'Just Transition'

Surrey believes in an ‘Engagement with Consequences’ approach towards its investments - constructively engaging with investee companies on any identified ESG & RI issues, rather than immediate divestment. As Surrey is externally managed, the actual implementation of the ‘engagement with consequences’ approach in relation to individual investments falls to its investment managers. Engagement is a legitimate step by our managers in an escalation process where

issues are identified, communicated to company management and their responses are assessed. However, Surrey does not believe that engagement should be an open-ended process without resolution. It is important that the materiality of each engagement is analysed, and that the response is carefully considered, so a conclusion can be reached as to whether the original issue has been resolved, has a reasonable expectation of being resolved, or is not likely to be resolved at all.

If initial engagement does not lead to the desired results, escalation by the managers may be necessary. Options for this escalation include collaborating with other investors, supporting shareholder resolutions, voting against directors or other relevant meeting agenda items, attending Annual General Meetings (AGMs) in person to raise concerns, publicly expressing concerns and co-filing shareholder resolutions.

If, after the escalation process, the investment case is still seen as fundamentally weakened, the decision may be taken by the manager to sell the company's shares. Regulatory, legal, reputational, environmental, social and governance issues are all risks that may be considered.

Surrey believes its investment managers should seek to first engage with investee companies on issues that they perceive to present a material financial risk. However, the reporting of these engagements, their materiality, the engagement outcomes and their implications have not always been clearly communicated. Surrey commits to work with its investment managers to improve the disclosure and reporting of engagement activities undertaken on its behalf. Surrey will ask its investment managers to justify specific investments where it feels that engagement is not being effective or where financial risk may not be reflected in valuations. Where engagement fails to mitigate perceived material financial risks then Surrey expects its investment managers to consider stronger measures including collaborative engagement and/ or investment action.

Surrey supports the objectives of the Paris Agreement, specifically Article 2, 1(a), which is:

“Holding the increase in the global average temperature to well below 2°C above pre-industrial levels and pursuing efforts to limit the temperature increase to 1.5°C above pre-industrial levels, recognizing that this would significantly reduce the risks and impacts of climate change.” Accordingly, the Fund expects its investment managers to make climate risk a key component of any engagement process on Surrey's investments.

Surrey also believes in a 'Just Transition' to a low carbon economy that ensures fair treatment for employees and communities that would otherwise bear the brunt of rapid, wholesale industrial change.

The investment exclusions currently in place for the Fund are listed below.

Russian restrictions.

All managers are abiding by governmental sanctions against Russia and Belarus and new investments into the region are prohibited. The Fund's position is to review

existing investments with a view to exiting in due course as and when markets permit, as long as the current circumstances prevail. The statement by the Surrey Pension Fund can be found here, The Surrey Pension Fund is saddened by and strongly condemns the invasion of Ukraine by Russia. | Surrey Pension Fund

Equity restrictions currently in place, by fund manager

BCPP

BCPP have exclusions related to two areas - thermal coal & oil sands and cluster munitions.

BCPP will not invest in public companies where more than 70% of revenue is derived from thermal coal and/or oil sands. For illiquid investments in private markets, the threshold is reduced to 25%.

There will also be no investment in companies contravening the Convention on Cluster Munitions (2008). This excludes from investment companies where there is evidence of manufacturing cluster munition whole weapons systems and those manufacturing components that were developed or are significantly modified for exclusive use in cluster munitions.

LGIM

There are no exclusions relating to their market capitalisation linked index funds.

The Future World product range does execute exclusions. Future World products apply the Future World Protection List and the Climate Impact Pledge.

The Future World Protection List is a set of exclusions based on companies which fail to meet either globally accepted principles of business practice, or whose business is incompatible with a low-carbon transition. No company with over 20% of revenue derived from thermal coal mining and extraction and/or thermal coal power generation and/or oil sands can be considered for investment. Neither are manufacturers of controversial weapons or companies in perennial breach of the UN Global Compact, an initiative to encourage businesses worldwide to adopt sustainable and socially responsible policies. More details on LGIM's Future World Protection List can be found here, [Future World Protection List Methodology \(lgim.com\)](#)

The Climate Impact Pledge is LGIM's engagement with consequences approach related to climate engagement. Using a set of metrics for assessment, companies that remain considered laggards generate votes against the Chair for all products and divestment from the Future World funds. More details can be found here, [Climate Impact Pledge | Climate change | LGIM Institutional](#)

Newton

The Fund has not imposed any explicit exclusions related to the Newton mandate, other than those relating to Russia and Belarus. However, for their pooled range, the manager does have exclusions in companies involved in cluster munitions and this

policy is taken into account when investment decisions are made for the Surrey Pension Fund.

4.3.5 Engagement Across Asset Classes

Surrey believes that engagement is a key part of being a responsible asset owner; however, some assets are easier than others, in terms of undertaking engagement activity. Set out in the following table are some high-level views on how engagement is, and could be, carried out by Surrey or its agents – either individually, or collectively with other like-minded investors - across the asset classes in which the Fund is invested:

Asset Class	Engagement Options
Equities – Index	<ul style="list-style-type: none"> Implementation of a bespoke Voting Policy for non-pooled assets that codifies Surrey’s approach into specific voting actions Implementation of a bespoke Voting Policy for pooled assets that codifies BCPP’s approach into specific voting actions Direct engagement by Robeco or by asset managers with companies held on an index-driven basis linked to engagements undertaken for any actively held holdings
Equities - Active	<ul style="list-style-type: none"> Implementation of a bespoke Voting Policy for non-pooled assets that codifies Surrey’s approach into specific voting actions Implementation of a bespoke Voting Policy for pooled assets that codifies BCPP’s approach into specific voting actions Direct engagement by Robeco or by asset managers with companies held on an active basis – via direct meeting / letter / email / call / attendance at investor events
Fixed Interest – Government Bonds, Government Index Linked Bonds	<ul style="list-style-type: none"> Limited direct engagement options – consideration of RI issues affecting national Governments and their responses to them typically sits at the investment appraisal stage, prior to investing
Fixed Interest – Multi Asset Credit, Corporate Index Linked Bonds	<ul style="list-style-type: none"> Direct engagement is possible for Surrey’s asset managers or Robeco on listed companies that also issue debt owned by the Fund Engagement with companies issuing debt – via direct meeting / letter / email / call / attendance at investor events
Real Estate - Pooled	<ul style="list-style-type: none"> Investment via collective vehicles means that engagement activity has to be at investment manager level, particularly if a fund of funds is the chosen vehicle of investment
Infrastructure - Pooled	<ul style="list-style-type: none"> Investment via collective vehicles means that engagement activity has to be at investment manager level, particularly if a fund of funds is the chosen vehicle of investment
Private Debt / Equity / Venture Capital- Direct	<ul style="list-style-type: none"> Direct ownership of private companies, or loans to private companies means that RI considerations and expectations can be established from the outset, and influence can be exerted directly on these investments as a relatively small group of investors are the owners.

Asset Class	Engagement Options
Private Debt / Equity / Venture Capital - Indirect	<ul style="list-style-type: none"> Investment via collective vehicles means that engagement activity has to be at investment manager level, particularly if a fund of funds is the chosen vehicle of investment
Cash	<ul style="list-style-type: none"> For banks holding cash deposits that are listed entities, engagement can take place in the same manner as for Equities, if the bank shares are held as part of an existing investment. Where money market funds are used, engagement would again be possible at a secondary level, engaging with the investment managers of the funds involved.

Section 5: Monitoring and Reporting

5 RI Monitoring

5.1.1 Surrey's Approach to RI Monitoring

Surrey believes that monitoring RI activities and outputs is vital in ensuring alignment of RI performance with the Fund's stated approach. Surrey will monitor RI activities undertaken on its behalf in relation to the short, medium and long-term objectives set out in the RI Policy and in any individual Investment Management Agreements.

5.1.2 Reporting Expectations of Surrey's' Asset Managers

Individual Investment Management Agreements (IMAs) or Service Level Agreements (SLAs) with investment managers should set out the information transparency requirements necessary for monitoring alignment between the RI performance of any mandate and the RI expectations set by the Fund.

Whilst specific asset classes bring their own specific requirements, all investment managers are expected to support the Fund in reporting on ESG factors together with climate risk mitigation objectives in alignment with TCFD, and other stewardship activity for the purposes of reporting under the UK Stewardship Code 2020.

Investment manager reporting should include some elements on their specific business which are universally applicable, including:

- any material updates to the firm's own RI policy during the year;
- RI governance developments; and
- any developments in their RI process.

Additionally, Surrey expects the investment managers to disclose some fund level information which is also universally applicable to all asset classes, including:

- details on alignment with any key RI objectives set by the Fund, and what measures (if any) remain to be carried out
- use of ESG data (e.g., details of data sources and tools used, verification, scope of portfolio coverage of the data)
- ESG Risk Management (e.g., updates or changes to ESG risk management processes, positive and negative examples of how ESG factors have impacted investment decisions)
- current key ESG risks and opportunities associated with the Fund's investments
- any material RI 'incidents' (details of incident, and explanation of any investment actions taken as a result)
- Performance Targets (e.g., material developments in progress towards targets; disclose whether assets are on target, exceeding or underperforming their ESG target; any RI related changes made to the performance benchmark)

- Asset class level reporting requirements are asset specific in nature: listed equity, fixed income, and private equity manager reporting should include, but not be limited to:
 - Portfolio composition
 - ESG factor incorporation
 - ESG performance and action plans
- Additionally, Private Equity should also include:
 - Monitoring and Incident Response
 - Exit strategy
- Infrastructure, Real Estate and Forestry are expected to report on all of the above, save for ESG incorporation

Surrey expects the following to be reflected in the stewardship reporting of its investment managers:

- explaining the implementation of their stewardship policies
- how ownership rights have been exercised
- any changes to the manager's engagement processes
- examples of engagement and how they relate to monitoring and investment decisions
- details on measurement of engagement success
- details on whether engagements have been concluded successfully, concluded unsuccessfully, or are ongoing
- information on how portfolio managers have been involved in active ownership activities
- Additionally, listed equity and fixed income investment managers should include details of any collaborative engagements and how they have contributed to their stewardship and engagement strategy

Any listed equity voting reporting should cover:

- Any changes in voting policy
- Specific results of voting activities and decisions, including summary statistics, policy alignment as well as case studies
- Stock-on-loan related voting issues (where investment managers are responsible for their own securities lending programme)
- Outcomes of voting audits
- Examples of results of resolutions voted
- Proportion of shares voted in the period
- Breakdown and rationale of votes cast against management

Surrey also expects its investment managers to provide climate change reporting in line with TCFD recommendations. This is to include:

- Climate Change: Governance
 - Engagement with companies regarding addressing climate change

- Positive/negative changes in investee companies' oversight of climate issues
- Describing management's role in assessing and managing risks and opportunities
- Climate Change: Strategy
 - Describe risks and opportunities over the short, medium and long-term (according to reporting horizon)
 - How these risk and opportunities are factored into strategies
 - Describe strategy resilience in the face of climate scenarios, including a +2 degrees Celsius or lower scenario
- Climate Change: Risk Management
 - Any changes in processes for integration of these risks into the overall risk management process
- Metrics and Targets
 - Disclose the metrics used and how these have changed over time
 - Scopes 1, 2 and (where currently possible) 3 GHG emissions, weighted average carbon intensity
 - Describe the targets used to manage climate related risks, opportunities and performance against targets

5.1.3 RI Reporting Standards and Agents

Where specialist agents (such as, for example, RI consultancy, third party ESG portfolio reporting, proxy voting services, engagement services or securities litigation specialists) are appointed to provide services to Surrey which contribute to the implementation of the Fund's RI Policy, reporting requirements will be set out in their contractual arrangements, reflecting by reference to the elements of this RI Policy to which the services relate.

5.1.4 RI Monitoring & Reporting

It is key to ensure that the scope and nature of the RI monitoring requirements placed upon the Fund's agents are proportionate and aligned with the Fund's RI Policy. It is Surrey's view that the reporting expectations placed on the Fund's agents, as set out in this RI Policy, should not be onerous. Surrey believes that they reflect what should reasonably be expected of a professional asset management firm, either because of regulatory requirement or from client interest and demand.

5.1.5 Monitoring Expectations of Border to Coast

As Surrey's primary source as the provider (or procurer) of investment management services, it is essential that Border to Coast is able to undertake appropriate monitoring of the Fund's investments and investment managers. Explicit monitoring expectations will be defined in due course during the process of implementing the Fund's RI Policy, but Surrey's position is that the pool should undertake comprehensive and ongoing monitoring of the Fund's investments and investment managers, which includes assessing how ESG factors are identified, incorporated into the investment process and managed. Investment and manager monitoring

requirements are likely to grow over time, and so Surrey will work with Border to Coast and the other partner funds to ensure the pool is able to meet client monitoring requirements.

5.2 RI Reporting

5.2.1 Surrey's Approach to RI Reporting

Any reporting arrangements put in place need to be able to meet the varied reporting requirements of the Fund, now and in the near future. Whereas historic investment reporting has predominantly focussed on asset holdings, valuation and performance, future reporting requirements are likely to place a greater emphasis on stewardship matters, such as:

- More detailed information on voting activity, and variances from the Fund's and BCPP's Voting Policies
-
- Engagement activity, along with outcomes achieved
- Clearer information on asset sales/divestments, with a particular emphasis on asset disposals made primarily in relation to unacceptable ESG factor risks
- Carbon intensity of specific investments and portfolios
- Content to enable the Fund to complete their own Stewardship Code 2020 and TCFD reporting

5.2.2 RI Reporting Commitments

There is likely to be considerable overlap in terms of the content needed from the Fund's agents for the different reports produced by Surrey - such as those covering the Fund's Annual Report & Accounts, Stewardship Code 2020 Compliance, TCFD Reporting, Voting and Engagement Activity and scheme member communications.

Surrey expects that, whatever the reporting requirements - existing, regulatory-driven or aspirational - its agents work closely in cooperation with the Fund to help it meet these requirements through the provision of timely stewardship information.

5.2.3 RI Reporting Delivery Methods

Surrey will ensure that RI reporting is accessible to its stakeholders. The Fund's core expectations are that key RI information will be communicated with its stakeholders via a number of routes:

- On the Surrey Pension Fund website
- In the Fund's Annual Report & Accounts
- Through regular reports submitted to the Pension Fund Committee and Local Pensions Board

Over time, the information disclosed is expected to expand to include more RI-related information, such as climate scenario modelling. Stakeholders will be kept up to date on progress to expand reporting requirements via the Fund's and Council's

websites. Contact details will also be provided for stakeholders who have specific requirements in terms of reporting accessibility, to ensure that the information available can be accessed by all relevant parties.

5.2.4 Key Reporting Expectations of Agents

Surrey expects their agents to support them in the delivery of, and reporting against, these RI Guidelines and the RI expectations, in addition to their normal investment-related reporting. Set out in the table below is a short description of the information that Surrey expects its agents to provide, split across the three main current agents – BCPP, the Fund’s master custodian Northern Trust and the non-pooled investment managers:

Agent	Reporting Expectations
BCPP	<ul style="list-style-type: none"> ▪ Monitoring of the external investment managers, covering their ongoing appropriateness to manage assets on behalf of the Pool and the partner funds ▪ Any other existing reporting that Surrey currently receives from BCPP
Northern Trust	<ul style="list-style-type: none"> ▪ Investment accounting & valuation information relating to the investment arrangements managed by the non-pooled investment managers ▪ Performance information relating to the investment arrangements managed by the non-pooled investment managers ▪ Custody safekeeping reconciliations relating to the assets, derivatives and cash associated with the investment arrangements of the non-pooled investment managers ▪ Securities lending activity, including information covering the recall of assets on loan for voting ▪ Confirmation of the successful submission of votes cast on behalf of the Fund through its agents ▪ Any other existing reporting that Surrey currently receives from NT
Non-pooled Investment Managers (including LGIM)	<ul style="list-style-type: none"> ▪ Investment performance information relating to the investment arrangements managed by each investment manager ▪ Details of their specific ESG / RI policies ▪ Details of their approach towards TCFD reporting ▪ Details of their approach to climate modelling of their specific investments ▪ Details of any engagements undertaken in relation to the investments they manage on behalf of the Fund ▪ Any other existing reporting that Surrey currently receives from the non-pooled investment managers

5.2.5 Reporting Expectations of Border to Coast

Reporting expectations of Border to Coast are determined collectively by the pool’s partner funds. As a result, Surrey is able to have direct input in ensuring its reporting requirements are met. And whilst it is recognized that different partner funds are

likely to have slightly different reporting requirements, there are likely to be common pieces of information that each fund needs. Explicit reporting requirements will be defined in due course during the process of implementing the Fund's RI Policy, but in general Surrey expects the RI reporting from Border to Coast to cover areas such as voting, engagement, portfolio carbon intensity measurement and any other ESG reporting requirements as identified by the Fund. Surrey also expects Border to Coast to undertake regular reporting on the investment, stewardship and ESG-associated activities undertaken by any external investment managers appointed by the pool.

5.3 Stakeholder RI Communications

5.3.1 Reporting RI Issues to Stakeholders

In terms of stakeholder reporting requirements associated with RI, due consideration will be given to the reporting requirements of all key stakeholders, including:

- Surrey Pension Fund Committee and Local Pensions Board
- Scheme members and employers
- Interested third parties

The current expectation is that RI issues will be reported to stakeholders via several channels, including the Fund's websites, Pension Fund Committee papers, Annual Reports, and also by other avenues such as Stewardship Code 2020 reporting.

5.3.2 RI Reporting Content, Access, and Frequency

Surrey aims to report its RI activities in a manner which is deemed to be in line with best practice. This includes regular disclosures that demonstrate to stakeholders how Surrey oversees the implementation of the Fund's RI approach. From content prepared for the Fund's Annual Report & Accounts, member communications and for the Fund's own website, the intention is to provide RI information that is accurate, engaging, accessible and timely.

Glossary

Term	Definition
Administering Authority	An Administering Authority is responsible for maintaining and investing its own fund for the LGPS . This means the Administering Authority is responsible for making all decisions relating to the operation of the Fund.
Agent	Any third party working on behalf of the Fund. This covers BCPP , non-pooled investment managers, custodians and other third parties providing investment-related services.
BCPP	Border to Coast Pensions Partners Limited – the LGPS pool of which Surrey is one of the founding partner funds. Responsible for some of the investment arrangements of the Fund.
Class Action	A Class Action is a type of lawsuit where one of the parties is a group of people or investors who are represented collectively by a member or members of that group. LGPS Funds typically participate in class actions to seek financial redress from investee companies over destruction of shareholder value caused by company management actions.
COP26	The UK hosted the 26th UN Climate Change Conference of the Parties (COP26) in Glasgow on 31 October – 12 November 2021. The COP26 summit brought parties together to accelerate action towards the goals of the Paris Agreement and the UN Framework Convention on Climate Change.
Custodian	An entity – usually a bank – that provides custody of assets, along with associated services such as investment accounting, cash management, dividend collection and repatriation, proxy voting, securities lending and investment performance measurement & reporting

ESG	Environmental, Social and Governance – usually used in reference to ESG ‘factors’ or ‘characteristics’, in the content of a Fund’s, portfolio’s or investee company’s approach to sustainability issues or risks
IMA	Investment Management Agreement – the formal contract between the procurer of investment management services and the firm providing them. Contains specific details of the nature of the investment services required, along with other details such as any benchmark to be used, risk controls, fees paid and client reporting requirements.
Investee Company	Relates to an underlying investment in a listed equity, corporate bond or private equity in which an investment manager has made an investment on behalf of the pool
LAPFF	The Local Authority Pension Fund Forum is a voluntary association of 85 public sector pension funds and seven pool companies based in the UK with combined assets of over £300 billion. It exists to ‘promote the long-term investment interests of local authority pension funds, and to maximise their influence as shareholders to promote corporate responsibility and high standards of corporate governance amongst the companies in which they invest’.
LGPS	The Local Government Pension Scheme is a statutory pension scheme for employees of local authorities.
Paris Agreement	The Paris Agreement is a legally binding international treaty on climate change. It was adopted by 196 Parties at COP 21 in Paris, on 12 December 2015 and entered into force on 4 November 2016. Its goal is to limit global warming to well below 2, preferably to 1.5 degrees Celsius, compared to pre-industrial levels.
PRI	Principles for Responsible Investment – initially a United Nations-backed organisation but is now a freestanding commercial entity. Asset owners and asset managers can subscribe to have their responsible investment approaches assessed and graded by PRI.
RI	Responsible Investment – a broad term used to cover sustainability issues in investment management

SDGs	United Nations Sustainable Development Goals - a collection of 17 interlinked global goals designed to be a "blueprint to achieve a better and more sustainable future for all". The SDGs were set up in 2015 by the United Nations General Assembly and are intended to be achieved by the year 2030.
SLA	Service Level Agreement – a document put in place between the procurer and provider of services to establish certain aspects of the service delivery, usually around service standards, timeliness, deliverables and reporting
Stakeholder	Relates to parties that have an interest in the investment arrangements of the partner funds – this covers LGPS scheme members, employers and other bodies in the scheme, but also includes local taxpayers
TCFD	Task Force on Climate-related Financial Disclosures - created by the Financial Stability Board in 2015 to improve and increase reporting of climate-related financial information.
UK Stewardship Code 2020	Established by the Financial Reporting Council, The UK Stewardship Code 2020 sets high stewardship standards for those investing money on behalf of UK savers and pensioners, and those that support them.

Surrey Pension Fund – Funding Strategy Statement

April 2023

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Effective date	1 st April 2023
Next review	31 st March 2026

Welcome to Surrey Pension Fund's funding strategy statement

This document sets out the funding strategy statement (FSS) for Surrey Pension Fund.

The Surrey Pension Fund is administered by Surrey County Council, known as the administering authority. Surrey County Council worked with the fund's actuary, Hymans Robertson, to prepare this FSS which is effective from 1st April 2023.

There's a regulatory requirement for Surrey County Council to prepare an FSS. You can find out more about the regulatory framework in [Appendix A](#). If you have any queries about the FSS, contact crt pensions@surreycc.gov.uk

What is the Surrey Pension Fund?

The Surrey Pension Fund is part of the Local Government Pension Scheme (LGPS). You can find more information about the LGPS at www.lgpsmember.org. The administering authority runs the fund on behalf of participating employers, their employees and current and future pensioners. You can find out more about roles and responsibilities in [Appendix B](#).

What are the funding strategy objectives?

The funding strategy objectives are to:

- take a prudent long-term view to secure the regulatory requirement for long-term solvency, with sufficient funds to pay benefits to members and their dependants
- use a balanced investment strategy to minimise long-term cash contributions from employers and meet the regulatory requirement for long-term cost efficiency
- where appropriate, ensure stable employer contribution rates
- reflect different employers' characteristics to set their contribution rates, using a transparent funding strategy
- use reasonable measures to reduce the risk of an employer defaulting on its pension obligations.

Who is the FSS for?

The FSS is mainly for employers participating in the fund because it sets out how money will be collected from them to meet the fund's obligations to pay members' benefits.

Different types of employers participate in the fund:

Scheduled bodies

Employers who are specified in a schedule to the LGPS regulations, including councils and employers like academies and further education establishments. Scheduled bodies must give employees access to the LGPS if they can't accrue benefits in another pension scheme, such as another public service pension scheme.

Designating employers

Employers like town and parish councils can join the LGPS through a resolution. If a resolution is passed, the fund can't refuse entry. The employer then decides which employees can join the scheme.

Admission bodies

Other employers can join through an admission agreement. The fund can set participation criteria for them and can refuse entry if the requirements aren't met. This type of employer includes contractors providing outsourced services like cleaning or catering to a scheduled body.

Some existing employers may be referred to as **community admission bodies** (CABs). CABs are employers with a community of interest with another scheme employer. Others may be called **transfree admission bodies** (TABs), that provide services for scheme employers. These terms aren't defined under current regulations but remain in common use from previous regulations.

How does the funding strategy link to the investment strategy?

The funding strategy sets out how money will be collected from employers to meet the fund's obligations. Contributions, assets, and other income are then invested according to an investment strategy set by the administering authority. You can find the investment strategy at [[Investment Strategy Statement | Surrey Pension Fund](#)].

The funding and investment strategies are closely linked. The fund must be able to pay benefits when they are due – those payments are met from a combination of contributions (through the funding strategy) and asset returns and income (through the investment strategy). If investment returns or income fall short the fund won't be able to pay benefits, so higher contributions would be required from employers.

Does the funding strategy reflect the investment strategy?

The funding policy is consistent with the investment strategy. Future investment return expectations are set with reference to the investment strategy, including a margin for prudence which is consistent with the regulatory requirement that funds take a 'prudent longer-term view' of funding liabilities (see [Appendix A](#))

How is the funding strategy specific to the Surrey Pension Fund?

The funding strategy reflects the specific characteristics of the fund employers and its own investment strategy.

How does the fund calculate employer contributions?

Calculating contribution rates

Employee contribution rates are set by the LGPS regulations.

Employer contributions are made up of three elements:

- **the primary contribution rate** – contributions payable towards future benefits
- **the secondary contribution rate** – the difference between the primary rate and the total employer contribution

The primary rate also includes an allowance for the fund's expenses.

The fund actuary uses a model to project each employer's asset share over a range of future economic scenarios. The contribution rate takes each employer's assets into account as well as the projected benefits due to their members. The value of the projected benefits is worked out using employer membership data and the assumptions in [Appendix D](#).

The total contribution rate for each employer is then based on:

- 1 **the funding target** – how much money the fund aims to hold for each employer
- 2 **the time horizon** – the time over which the employer aims to achieve the funding target
- 3 **the likelihood of success** – the proportion of modelled scenarios where the funding target is met.

This approach takes into account the maturing profile of the membership when setting employer contribution rates.

The contribution rate calculation

Table 2: contribution rate calculation for individual or pooled employers

Type of employer	Scheduled bodies			CABs and designating employers		TABs
Sub-type	Local Authorities, and Police	Colleges & universities	Academies	Open to new entrants	Closed to new entrants	(all)
Funding target*	Ongoing	Ongoing	Ongoing	Ongoing / Low risk exit basis	Low risk exit basis	Contractor exit basis, assuming fixed-term contract in the fund
Minimum likelihood of success	70%	75% / 80% depending on covenant security	70%	75% if form of security provided 80% otherwise	75% if form of security provided. 80% otherwise	70%
Maximum time horizon	20 years	17 years	20 years	15 years	15 years	17 years
Primary rate approach	The contributions must be sufficient to meet the cost of benefits earned in the future with the required likelihood of success at the end of the time horizon					
Secondary rate	Monetary amount	% of payroll	% of payroll	Monetary amount/ % of payroll	Monetary amount	Monetary amount / % of payroll
Stabilised contribution rate?	Yes	No	No	No	No	No
Treatment of surplus	Covered by stabilisation arrangement	Preferred approach: contributions kept at primary rate. Reductions may be permitted by the administering authority in specific situations			Preferred approach: contributions kept at primary rate. However, may permit spreading of surplus over the remaining contract term	
Phasing of contribution changes	Covered by stabilisation arrangement	At the discretion of the administering authority		None	None	None

*See [Appendix D](#) for further information on funding targets.

Making contribution rates stable

Making employer contribution rates reasonably stable is an important funding objective. The fund may adopt a stabilised approach to setting contributions for individual employers, which keeps contribution variations within a pre-determined range from year-to-year.

After taking advice from the fund actuary, the administering authority believes a stabilised approach is a prudent longer-term strategy.

Table 1: current stabilisation approach

Type of employer	Surrey County Council	District and Borough Councils	Surrey Police Authority
Maximum contribution increase per year	+1% of pay	+1% of pay	+1% of pay
Maximum contribution decrease per year	-1% of pay	-1% of pay	-1% of pay

Stabilisation criteria and limits are reviewed during the valuation process. The administering authority may review them between valuations to respond to membership or employer changes.

Reviewing contributions between valuations

The fund may amend contribution rates between formal valuations, in line with its policy on contribution reviews. The fund's policy is available in Appendix H. The purpose of any review is to establish the most appropriate contributions. A review may lead to an increase or decrease in contributions.

What is pooling?

The Administering Authority can consider setting up pools for employers with very similar characteristics. This will always be in line with its broader funding strategy. With the advice of the Actuary, the Administering Authority may allow smaller employers of similar types to pool their contributions in order to smooth out the effects of costly events, e.g., ill-health retirements or deaths in service.

CABs that are deemed by the Administering Authority to have closed to new entrants are not usually permitted to participate in a pool. TABs are usually also ineligible for pooling. Smaller admitted bodies may be pooled with the letting employer, provided all parties (particularly the letting employer) agree.

Academies who belong to a multi academy trust (MAT) are permitted to pool for contribution rate purposes. New academies have the option to elect to pay contributions initially in line with the MAT that they are joining.

This Town and Parish Council Pool allows the sharing of experience and smoothing out the effects of costly rare events such as death in service for these small employers. It also provides some mitigation against the cliff-edge gilts exit basis calculation at cessation. Full details of the operation of this pool are set out in Appendix K.

Those employers which have been pooled are identified in the Rates and Adjustments Certificate.

Administering authority discretion

Individual employers may be affected by circumstances not easily managed within the FSS rules and policies. If this happens, the administering authority may adopt alternative funding approaches on a case-by-case basis.

Additionally, the administering authority may allow greater flexibility to the employer's contributions if added security is provided. Flexibility could include things like a reduced contribution rate, extended time horizon, a change of employer risk category or permission to join a pool. Added security may include a suitable bond, a legally binding guarantee from an appropriate third party, or security over an asset.

What additional contributions may be payable?

Pension costs – awarding additional pension and early retirement on non-ill-health grounds

If an employer awards additional pension as an annual benefit amount, they pay an additional contribution to the fund as a single lump sum. The amount is set by guidance issued by the Government Actuary's Department and updated from time to time.

If an employee retires before their normal retirement age on unreduced benefits, employers may be asked to pay additional contributions called strain payments.

Pension costs – early retirement on ill-health grounds

In the event of a member's early retirement on the grounds of ill-health, a funding strain will usually arise, which can be very large. Such strain costs are the responsibility of the member's employer to pay.

However, these strains are currently met by a Fund-operated ill health risk management solution. Further detail is set out in the fund's ill health risk management policy detailed in Appendix J.

How does the fund calculate assets and liabilities?

How are employer asset shares calculated?

The fund adopts a cashflow approach to track individual employer assets.

The fund uses Hymans Robertson's HEAT system to track employer assets monthly. Each employer's assets from the previous month end are added to monthly cashflows paid in/out and investment returns to give a new month-end asset value.

If an employee moves one from one employer to another within the fund, assets equal to the cash equivalent transfer value (CETV) will move from the original employer to the receiving employer's asset share. Alternatively, if employees move when a new academy is formed or an outsourced contract begins, the fund actuary will calculate assets linked to the value of the liabilities transferring (see section 5).

How are employer liabilities calculated?

The fund holds membership data for all active, deferred and pensioner members. Based on this data and the assumptions in [Appendix D](#), the fund actuary projects the expected benefits for all members into the future. This is expressed as a single value – the liabilities – by allowing for expected future investment returns.

Each employer's liabilities reflect the experience of their own employees and ex-employees.

What is a funding level?

An employer's funding level is the ratio of the market value of asset share against liabilities. If this is less than 100%, the employer has a shortfall: the employer's deficit. If it is more than 100%, the employer is in surplus. The amount of deficit or surplus is the difference between the asset value and the liabilities value.

Funding levels and deficit/surplus values measure a particular point in time, based on a particular set of future assumptions. While this measure is of interest, for most employers the main issue is the level of contributions payable. The funding level does not directly drive contribution rates. See section 2 for further information on rates.

What happens when an employer joins the fund?

When can an employer join the fund

Employers can join the fund if they are a new scheduled body or a new admission body. New designated employers may also join the fund if they pass a designation to do so.

On joining, the fund will determine the assets and liabilities for that employer within the Fund. The calculation will depend on the type of employer and the circumstances of joining.

A contribution rate will also be set. This will be set in accordance with the calculation set out in Section 2, unless alternative arrangements apply (for example, the employer has agreed a pass-through arrangement). More details on this are in Section 5.4 below.

New academies

New academies (including free schools) join the fund as separate scheduled employers. Only active members of former council schools transfer to new academies. Free schools do not transfer active members from a converting school but must allow new active members to transfer in any eligible service.

Liabilities for transferring active members will be calculated (on the ongoing basis) by the fund actuary on the day before conversion to an academy. Liabilities relating to the converting school's former employees (i.e. members with deferred or pensioner status) remain with the ceding council.

New academies will be allocated an asset share based on the estimated funding level of the ceding council's active members, having first allocated the council's assets to fully fund their deferred and pensioner members. This funding level will then be applied to the transferring liabilities to calculate the academy's initial asset share, capped at a maximum of 100%.

The council's estimated funding level will be based on market conditions on the day before conversion. The fund treats new academies as separate employers in their own right, who are responsible for their allocated assets and liabilities.

The new academies' contribution rate is based on the current funding strategy (set out in section 2) and the transferring membership.

If an academy leaves one MAT and joins another, all active, deferred and pensioner members transfer to the new MAT.

If two MATs merge during the inter-valuation period, the merged MAT will pay the higher of the certified rates for the individual MAT's.

The fund's policies on academies may change based on updates to guidance from the Department for Levelling Up, Housing and Communities or the Department for Education. Any changes will be communicated and reflected in future funding strategy statements.

New admission bodies as a results of outsourcing services

New admission bodies usually join the fund because an existing employer (usually a scheduled body like a council or academy) outsources a service to another organisation (a contractor). This involves TUPE transfers of staff from the letting employer to the contractor. The contractor becomes a new participating fund employer for the duration of the contract and transferring employees remain eligible for LGPS membership. At the end of the contract, employees typically revert to the letting employer or a replacement contractor.

Liabilities for transferring active members will be calculated by the fund actuary on the day before the outsourcing occurs.

New contractors will be allocated an asset share equal to the value of the transferring liabilities. The admission agreement may set a different initial asset allocation, depending on contract-specific circumstances.

There is flexibility for outsourcing employers when it comes to pension risk potentially taken on by the contractor. You can find more details on outsourcing options from the administering authority.

Other new employers

There may be other circumstances that lead to a new admission body entering the fund, e.g. set up of a wholly owned subsidiary company by a Local Authority. Calculation of assets and liabilities on joining and a contribution rate will be carried out allowing for the circumstances of the new employer.

New designated employers may also join the fund. These are usually town and parish councils. Contribution rates will be set using the same approach as other designated employers in the fund.

Risk assessment for new admission bodies

Under the LGPS regulations, a new admission body must assess the risks it poses to the fund if the admission agreement ends early, for example if the admission body becomes insolvent or goes out of business. In practice, the fund actuary assesses this because the assessment must be carried out to the administering authority's satisfaction.

After considering the assessment, the administering authority may decide the admission body must provide security, such as a guarantee from the letting employer, an indemnity, or a bond.

This must cover some or all of the:

- strain costs of any early retirements if employees are made redundant when a contract ends prematurely
- allowance for the risk of assets performing less well than expected
- allowance for the risk of liabilities being greater than expected
- allowance for the possible non-payment of employer and member contributions
- admission body's existing deficit.

The fund's admissions policy is detailed in Appendix E.

What happens if an employer has a bulk transfer of staff?

Cases will be looked at individually, but generally:

- the fund won't pay bulk transfers greater in value than either the asset share of the transferring employer in the fund, or the value of the liabilities of the transferring members, whichever is lower
- the fund won't grant added benefits to members bringing in entitlements from another fund, unless the asset transfer is enough to meet the added liabilities

- the fund may permit shortfalls on bulk transfers if the employer has a suitable covenant and commits to meeting the shortfall in an appropriate period, which may require increased contributions between valuations.

The bulk transfer policy is in Appendix G.

6 What happens when an employer leaves the fund?

What is a cessation event?

Triggers for considering cessation from the fund are:

- the last active member stops participation in the fund. The administering authority, at their discretion, can defer acting for up to three years by issuing a suspension notice. That means cessation won't be triggered if the employer takes on one or more active members during the agreed time
- insolvency, winding up or liquidation of the admission body
- a breach of the agreement obligations that isn't remedied to the fund's satisfaction
- failure to pay any sums due within the period required
- failure to renew or adjust the level of a bond or indemnity, or to confirm an appropriate alternative guarantor
- termination of a deferred debt arrangement (DDA).

If no DDA exists, the administering authority will instruct the fund actuary to carry out a cessation valuation to calculate if there is a surplus or a deficit when the fund leaves the scheme.

What happens on cessation?

The administering authority must protect the interests of the remaining fund employers when an employer leaves the scheme. The actuary aims to protect remaining employers from the risk of future loss. The funding target adopted for the cessation calculation is below. These are defined in [Appendix D](#).

- (a) Where there is no guarantor, cessation liabilities and a final surplus/deficit will usually be calculated using a low-risk basis, which is more prudent than the ongoing participation basis. The low-risk exit basis is defined in [Appendix D](#).
- (b) Where there is a guarantor, the guarantee will be considered before the cessation valuation. Where the guarantor is a guarantor of last resort, this will have no effect on the cessation valuation. If this isn't the case, cessation may be calculated using the same basis that was used to calculate liabilities (and the corresponding asset share) on joining the fund.
- (c) Depending on the guarantee, it may be possible to transfer the employer's liabilities and assets to the guarantor without crystallising deficits or surplus. This may happen if an employer can't pay the contributions due and the approach is within guaranteed terms.

If the fund can't recover the required payment in full, unpaid amounts will be paid by the related letting authority (in the case of a ceased admission body) or shared between the other fund employers. This may require an immediate revision to the rates and adjustments certificate or be reflected in the contribution rates set at the next formal valuation.

The fund actuary charges a fee for cessation valuations and there may be other cessation expenses. Fees and expenses are at the employer's expense and are deducted from the cessation surplus or added to the cessation deficit. This improves efficiency by reducing transactions between employer and fund.

The cessation policy is in Appendix F.

What happens if there is a surplus?

If the cessation valuation shows the exiting employer has more assets than liabilities – an exit credit – the administering authority can decide how much will be paid back to the employer based on:

- the surplus amount
- the proportion of the surplus due to the employer's contributions
- any representations (like risk sharing agreements or guarantees) made by the exiting employer and any employer providing a guarantee or some other form of employer assistance/support
- any other relevant factors.

The Fund's policy on exit credits is included in the cessation policy document in Appendix F.

How do employers repay cessation debts?

If there is a deficit, full payment will usually be expected in a single lump sum or:

- spread over an agreed period, if the employer enters into a deferred spreading agreement
- if an exiting employer enters into a deferred debt agreement, it stays in the fund and pays contributions until the cessation debt is repaid. Payments are reassessed at each formal valuation.

The Fund's policy on employer flexibilities is included in the cessation policy document in Appendix F.

What if an employer has no active members?

When employers leave the fund because their last active member has left, they may pay a cessation debt, receive an exit credit or enter a DDA/DSA. Beyond the DDA/DSA they have no further obligation to the fund and either:

- a) their asset share runs out before all ex-employees' benefits have been paid. The other fund employers will be required to contribute to the remaining benefits. The fund actuary will portion the liabilities on a pro-rata basis.
- b) the last ex-employee or dependant dies before the employer's asset share is fully run down. The fund actuary will apportion the remaining assets to the other fund employers.

Consideration may be given to investing the assets allocated to such employers in line with a different investment strategy. For further details, see the Investment Strategy Statement.

7 What are the statutory reporting requirements?

Reporting regulations

The Public Service Pensions Act 2013 requires the Government Actuary's Department to report on LGPS funds in England and Wales after every three-year valuation, in what's usually called a section 13 report. The report should include confirmation that employer contributions are set at the right level to ensure the fund's solvency and long-term cost efficiency.

Solvency

Employer contributions are set at an appropriate solvency level if the rate of contribution targets a funding level of 100% over an appropriate time, using appropriate assumptions compared to other funds. Either:

- (a) employers collectively can increase their contributions, or the fund can realise contingencies to target a 100% funding level

or

- (b) there is an appropriate plan in place if there is, or is expected to be, a reduction in employers' ability to increase contributions as needed.

Long-term cost efficiency

Employer contributions are set at an appropriate long-term cost efficiency level if the contribution rate makes provision for the cost of current benefit accrual, with an appropriate adjustment for any surplus or deficit.

To assess this, the administering authority may consider absolute and relative factors.

Relative factors include:

1. comparing LGPS funds with each other
2. the implied deficit recovery period
3. the investment return required to achieve full funding after 20 years.

Absolute factors include:

1. comparing funds with an objective benchmark

2. the extent to which contributions will cover the cost of current benefit accrual and interest on any deficit
3. how the required investment return under relative considerations compares to the estimated future return targeted by the investment strategy
4. the extent to which contributions paid are in line with expected contributions, based on the rates and adjustment certificate
5. how any new deficit recovery plan reconciles with, and can be a continuation of, any previous deficit recovery plan, allowing for fund experience.

These metrics may be assessed by GAD on a standardised market-related basis where the fund's actuarial bases don't offer straightforward comparisons.

Funding Statement - Appendices

Appendix A – The regulatory framework

A1 Why do funds need a funding strategy statement?

The Local Government Pension Scheme (LGPS) regulations require funds to maintain and publish a funding strategy statement (FSS). According to the Department for Levelling Up, Housing and Communities (DLUHC) the purpose of the FSS is to document the processes the administering authority uses to:

*establish a **clear and transparent fund-specific strategy** identifying how employers' pension liabilities are best met going forward*

*support the regulatory framework to maintain **as nearly constant employer contribution rates as possible***

*ensure the fund meets its **solvency and long-term cost efficiency** objectives*

*take a **prudent longer-term view** of funding those liabilities.*

To prepare this FSS, the administering authority has used guidance by the Chartered Institute of Public Finance and Accountancy (CIPFA).

A2 Consultation

Both the LGPS regulations and most recent CIPFA guidance state the FSS should be prepared in consultation with “*persons the authority considers appropriate*”. This should include ‘*meaningful dialogue... with council tax raising authorities and representatives of other participating employers*’.

The consultation process included:

- A draft version of the FSS was issued to all participating employers on 30/01/2023 for comment.
- The draft FSS was accompanied with a statement setting out the impact of variations from the previous funding strategy.
- There was a consultation period, during which questions regarding the FSS could be raised and answered. The consultation period ended on 17th February 2023
- Following the end of the consultation period the FSS was updated where required and then published on 01/04/2023.

A3 How is the FSS published?

The FSS is made available through the following routes:

- Publishing on the fund website.
- A copy is sent by email to each participating employer in the Fund.
- A copy is included in the fund annual report and accounts.

- Copies can be sent to independent advisors
- Copies are available on request.

The FSS is published at [[Funding Strategy Statement | Surrey Pension Fund](#)].

A4 How often is the FSS reviewed?

The FSS is reviewed in detail at least every three years as part of the valuation. Amendments may be made before then if there are regulatory or operational changes. Any amendments will be consulted on, agreed by the Pensions Committee, and included in the Committee meeting minutes.

A5 How does the FSS fit into the overall fund documentation?

The FSS is a summary of the fund's approach to funding liabilities. It isn't exhaustive – the fund publishes other statements like the statement of investment principles, investment strategy statement, governance strategy and communications strategy. The fund's annual report and accounts also includes up-to-date fund information.

The fund's Investment Strategy Statement (ISS) includes full details of the employer investment strategies that apply.

You can see all fund documentation at [Resources | Surrey Pension Fund](#).

Appendix B – Roles and responsibilities

B1 The administering authority:

- 1 operates the fund and follows all Local Government Pension Scheme (LGPS) regulations
- 2 manages any conflicts of interest from its dual role as administering authority and a fund employer
- 3 collects employer and employee contributions, investment income and other amounts due
- 4 ensures cash is available to meet benefit payments when due
- 5 pays all benefits and entitlements
- 6 invests surplus money like contributions and income which isn't needed to pay immediate benefits, in line with regulation and the investment strategy
- 7 communicates with employers so they understand their obligations
- 8 safeguards the fund against employer default
- 9 works with the fund actuary to manage the valuation process
- 10 provides information to the Government Actuary's Department so they can carry out their statutory obligations
- 11 consults on, prepares and maintains the funding and investment strategy statements.
- 12 tells the actuary about changes which could affect funding
- 13 monitors the fund's performance and funding, amending the strategy statements as necessary
- 14 enables the local pension board to review the valuation process.

B2 Individual employers:

- 1 deduct the correct contributions from employees' pay
- 2 pay all contributions by the due date
- 3 have appropriate policies in place to work within the regulatory framework
- 4 make additional contributions as agreed, for example to augment scheme benefits or early retirement strain
- 5 tell the administering authority promptly about any changes to circumstances, prospects or membership which could affect future funding.
- 6 make any required exit payments when leaving the fund.

B3 The fund actuary:

- 1 prepares valuations, including setting employers' contribution rates, agreeing assumptions, working within FSS and LGPS regulations and appropriately targeting fund solvency and long-term cost efficiency
- 2 provides information to the Government Actuary Department so they can carry out their statutory obligations
- 3 advises on fund employers, including giving advice about and monitoring bonds or other security
- 4 prepares advice and calculations around bulk transfers and individual benefits
- 5 assists the administering authority to consider changes to employer contributions between formal valuations
- 6 advises on terminating employers' participation in the fund
- 7 fully reflects actuarial professional guidance and requirements in all advice.

B4 Other parties:

- 1 internal and external investment advisers ensure the investment strategy statement (ISS) is consistent with the funding strategy statement
- 2 investment managers, custodians and bankers play their part in the effective investment and dis-investment of fund assets in line with the ISS
- 3 auditors comply with standards, ensure fund compliance with requirements, monitor and advise on fraud detection, and sign-off annual reports and financial statements.
- 4 governance advisers may be asked to advise the administering authority on processes and working methods
- 5 internal and external legal advisers ensure the fund complies with all regulations and broader local government requirements, including the administering authority's own procedures
- 6 the Department for Levelling Up, Housing and Communities, assisted by the Government Actuary's Department and the Scheme Advisory Board, work with LGPS funds to meet Section 13 requirements.

Appendix C – Risks and controls

C1 Managing risks

The administering authority has a risk management programme to identify and control financial, demographic, regulatory and governance risks.

The role of the local pension board is set out in the terms of reference available at the following link:

[08 - Local Pension Board - Annexe 1.pdf \(surreycc.gov.uk\)](#)

Details of the key fund-specific risks and controls are below.

C2 Financial risks

Risk Ref	Risk	Link to Risk Register	Summary of Control Mechanisms
F1	Fund assets fail to deliver returns in line with the anticipated returns underpinning the valuation of liabilities and contribution rates over the long-term.	6	<p>Only anticipate long-term returns on a relatively prudent basis to reduce risk of under-performing.</p> <p>Assets invested based on specialist advice, in a suitably diversified manner across asset classes, geographies, managers, etc.</p> <p>Analyse progress at three yearly valuations for all employers.</p> <p>Follow a dynamic discount rate setting approach to reflect investment return expectations.</p> <p>Inter-valuation monitoring of liabilities between valuations at whole Fund level.</p>
F2	Inappropriate long-term investment strategy.	5A	<p>Overall investment strategy options considered as an integral part of the funding strategy, as per asset liability modelling exercise carried out at the 2022 valuation.</p> <p>Chosen option considered to provide the best balance.</p> <p>Operation of three investment strategies to meet needs of a diverse employer group, including closed and exited CAB employers.</p> <p>Setting of Fund specific benchmark relevant to current position of fund liabilities.</p>

Risk Ref	Risk	Link to Risk Register	Summary of Control Mechanisms
F3	Investment manager under-performance relative to benchmark.	7A	<p>Quarterly investment monitoring analyses market performance and active managers relative to their index benchmark.</p> <p>Quarterly review of investment manager performance, and reliance on adequate contract management activity.</p> <p>The Fund's investment management structure is highly diversified, which lessens the impact of manager risk compared with less diversified structures.</p>
F4	Pay and price inflation significantly more than anticipated.	3A / 3C	<p>Inter-valuation monitoring, as above, gives early warning.</p> <p>Some investment in bonds also helps to mitigate this risk, to a limited degree, specifically for those employers in the closed and exited strategies.</p> <p>Employers pay for their own salary awards and should be mindful of the geared effect on pension liabilities of any bias in pensionable pay rises towards longer-serving employees.</p>
F5	Effect of possible increase in employer's contribution rate on service delivery and admission/scheduled bodies	3D	<p>An explicit stabilisation mechanism has been agreed as part of the funding strategy. Other measures are also in place to limit sudden increases in contributions.</p>
F6	Orphaned employers give rise to added costs for the Fund	1B	<p>The Fund seeks a cessation debt (or security/guarantor) to minimise the risk of this happening in the future.</p> <p>If added costs arise, the Actuary calculates the added cost spread pro-rata among all employers.</p> <p>Orphaned employers are allocated to the lower risk exited employers' investment strategy.</p>

C3 Demographic risks

Risk Ref	Risk	Link to Risk Register	Summary of Control Mechanisms
D1	Pensioners living longer, thus increasing cost to Fund.	3B	<p>Set mortality assumptions with some allowance for future increases in life expectancy.</p> <p>The Fund Actuary has direct access to the experience of over 50 LGPS funds which allows early identification of changes in life expectancy that might in turn affect the assumptions underpinning the valuation.</p>
D2	Maturing Fund – i.e., proportion of actively contributing employees' declines relative to retired employees and reductions in payroll causing insufficient deficit recovery payments	3E	<p>Continue to monitor at each valuation, consider seeking monetary amounts rather than % of pay and consider alternative investment strategies.</p> <p>In many cases this may not be sufficient cause for concern and will in effect be caught at the next formal valuation. However, there are protections where there is concern, as follows:</p> <p>Employers in the stabilisation mechanism may be brought out of that mechanism to permit appropriate contribution increases.</p> <p>For other employers, review of contributions is permitted in general between valuations and may require a move in secondary contributions from a percentage of payroll to fixed monetary amounts depending on the employer type. For academy employers, a percentage of payroll is more appropriate, and for closed CABs, a monetary amount would be required.</p>
D3	Deteriorating patterns of early retirements	2B	<p>From 1 April 2019 the Fund has operated a form of internal insurance whereby any ill-health early retirement strain costs are in effect spread among all employers.</p> <p>Frequent monitoring of ill health insurance awards.</p>

C4 Regulatory risks

Risk Ref	Risk	Link to Risk Register	Summary of Control Mechanisms
R1	Changes to national pension requirements and/or HMRC rules e.g., changes arising from public sector pensions reform.	13A / 13E	The Administering Authority considers all consultation papers issued by the Government and comments where appropriate.
R2	Time, cost and/or reputational risks associated with any DLUHC intervention triggered by the Section 13 analysis.	3F	Take advice from Fund Actuary on position of Fund as at prior valuation, and consideration of proposed valuation approach relative to anticipated Section 13 analysis.
R3	Changes by Government to employer participation in LGPS Funds, leading to impacts on funding and/or investment strategies.	13E	The Administering Authority considers all consultation papers issued by the Government and comments where appropriate. Take advice from Fund Actuary on impact of changes on the Fund and amend strategy as appropriate.

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C5 Governance risks

Risk Ref	Risk	Link to Risk Register	Summary of Control Mechanisms
G1	Administering Authority unaware of structural changes in an employer's membership (e.g., large fall in employee members, large number of retirements) or not advised of an employer closing to new entrants.	1A	The Administering Authority has a close relationship with employing bodies and communicates required standards e.g., for submission of data. The Actuary may revise the rates and Adjustments certificate to increase an employer's contributions between triennial valuations. Secondary contributions may be expressed as monetary amounts. Inter-valuation monitoring of liabilities between valuations at whole Fund level. Regular analysis of covenant and security arrangements.

Risk Ref	Risk	Link to Risk Register	Summary of Control Mechanisms
G2	Actuarial or investment advice is not sought, or is not heeded, or proves to be insufficient in some way	7E	<p>The Administering Authority maintains close contact with its specialist advisers.</p> <p>Advice is delivered via formal meetings involving Elected Members and recorded appropriately.</p> <p>Actuarial advice is subject to professional requirements such as peer review.</p>
G3	Administering Authority failing follow up on outstanding issues.	11B	<p>The Administering Authority requires employers with Best Value contractors to inform it of forthcoming changes.</p> <p>Community Admission Bodies' memberships are monitored and, if active membership decreases, steps will be taken.</p> <p>Accurate recording and tracking of backlog cases, with management board closely monitoring.</p>
G4	An employer ceasing to exist with insufficient funding or adequacy of a bond.	1A	<p>The Administering Authority believes that it would normally be too late to address the position if it was left to the time of departure.</p> <p>The risk is mitigated by:</p> <ul style="list-style-type: none"> • Seeking a funding guarantee from another scheme employer, or external body, where-ever possible. • Alerting the prospective employer to its obligations and encouraging it to take independent actuarial advice. • Vetting prospective employers before admission. • Where permitted under the regulations requiring a bond to protect the Fund from various risks. • Requiring new Community Admission Bodies to have a guarantor. • Reviewing bond or guarantor arrangements at regular intervals. • Reviewing contributions well ahead of cessation if thought appropriate.

Risk Ref	Risk	Link to Risk Register	Summary of Control Mechanisms
			<ul style="list-style-type: none"> Where appropriate, establish deferred debt arrangement and debt spreading arrangements as per cessations policy.
G5	An employer ceasing to exist resulting in an exit credit being payable.	8A	<p>The Administering Authority regularly monitors admission bodies coming up to cessation.</p> <p>The Administering Authority invests in liquid assets to ensure that exit credits can be paid when required.</p>

C6 Employer covenant assessment and monitoring

Many of the employers participating in the fund, such as admitted bodies (including TABs and CABs), have no local tax-raising powers. The fund assesses and monitors the long-term financial health of these employers to assess an appropriate level of risk for each employer's funding strategy.

Type of employer	Assessment	Monitoring
Local Authorities, Police, Fire	Tax-raising or government-backed, no individual assessment required	n/a
Colleges & Universities	No change since 2019 valuation	Regular ongoing dialogue Monitoring of DfE developments with regards to provision of a guarantee for colleges
Academies	Government-backed, covered by DfE guarantee in event of MAT failure	Check that DfE guarantee continues, after regular scheduled DfE review
Admission bodies (including TABs & CABs)	No change since 2019 valuation	Regular ongoing dialogue
Designating employers	No change since 2019 valuation	Regular ongoing dialogue

C7 Climate risk and TCFD reporting

The fund has considered climate-related risks when setting the funding strategy. The fund included climate scenario stress testing in the contribution modelling exercise for the local authority employers at the 2022 valuation. The modelling results under the stress tests were slightly worse than the core results but were still within risk tolerance levels, particularly given the severity of the stresses applied. The results provide assurance that the modelling approach does not significantly underestimate the potential impact of climate change and that the funding strategy is resilient to climate risks. The results of these stress tests may be used in future to assist with disclosures prepared in line with Task Force on Climate-Related Financial Disclosures (TCFD) principles.

The same stress tests were not applied to the funding strategy modelling for smaller employers. However, given that the same underlying model is used for all employers and that the local authority employers make up the vast majority of the fund's assets and liabilities, applying the stress tests to all employers was not deemed proportionate at this stage and would not be expected to result in any changes to the agreed contribution plans.

Appendix D – Actuarial assumptions

The fund's actuary uses a set of assumptions to determine the strategy, and so assumptions are a fundamental part of the funding strategy statement.

D1 What are assumptions?

Assumptions are used to estimate the benefits due to be paid to members. Financial assumptions determine the amount of benefit to be paid to each member, and the expected investment return on the assets held to meet those benefits. Demographic assumptions are used to work out when benefit payments are made and for how long.

The funding target is the money the fund aims to hold to meet the benefits earned to date.

Any change in the assumptions will affect the funding target and contribution rate, but different assumptions don't affect the actual benefits the fund will pay in future.

D2 What assumptions are used to set the contribution rate?

The fund doesn't rely on a single set of assumptions when setting contribution rates, instead using Hymans Robertson's Economic Scenario Service (ESS) to project each employer's assets, benefits and cashflows to the end of the funding time horizon.

ESS projects future benefit payments, contributions and investment returns under 5,000 possible economic scenarios, using variables for future inflation and investment returns for each asset class, rather than a single fixed value.

For any projection, the fund actuary can assess if the funding target is satisfied at the end of the time horizon.

Table: Summary of assumptions underlying the ESS, 31 March 2022

		Annualised total returns										
		Cash	Index Linked Gilts (medium)	Fixed Interest Gilts (medium)	UK Equity	Developed World ex UK Equity	Private Equity	Property	Emerging Markets Equity	Unlisted Infrastructure Equity	Multi Asset Credit (sub inv grade)	Global High Yield Debt
10 years	16th %ile	0.8%	-1.9%	-0.3%	-0.4%	-0.7%	-1.2%	-0.6%	-2.5%	0.7%	1.7%	0.6%
	50th %ile	1.8%	0.2%	1.1%	5.7%	5.6%	9.4%	4.4%	5.8%	5.9%	3.5%	3.4%
	84th %ile	2.9%	2.4%	2.4%	11.6%	11.7%	20.1%	9.5%	14.4%	11.2%	5.2%	5.8%
20 years	16th %ile	1.0%	-1.5%	0.7%	1.7%	1.5%	2.4%	1.4%	0.1%	2.6%	2.8%	2.1%
	50th %ile	2.4%	0.1%	1.5%	6.2%	6.1%	10.0%	5.0%	6.3%	6.5%	4.4%	4.2%
	84th %ile	4.0%	1.9%	2.2%	10.6%	10.8%	17.6%	8.9%	12.8%	10.6%	6.0%	6.4%
40 years	16th %ile	1.2%	-0.3%	1.5%	3.2%	3.1%	4.7%	2.6%	2.1%	3.9%	3.6%	3.1%
	50th %ile	2.9%	1.2%	2.3%	6.7%	6.5%	10.3%	5.5%	6.8%	7.0%	5.3%	5.1%
	84th %ile	4.9%	3.1%	3.5%	10.2%	10.2%	16.1%	8.8%	11.7%	10.3%	7.1%	7.2%

		Inflation (RPI)	Inflation (CPI)	17 year real yield (CPI)	17 year yield
10 years	16th %'ile	2.4%	1.6%	-1.7%	1.1%
	50th %'ile	4.1%	3.3%	-0.5%	2.5%
	84th %'ile	5.7%	4.9%	0.7%	4.3%
20 years	16th %'ile	1.6%	1.2%	-0.7%	1.3%
	50th %'ile	3.1%	2.7%	1.1%	3.2%
	84th %'ile	4.7%	4.3%	2.7%	5.7%
40 years	16th %'ile	1.1%	0.9%	-0.6%	1.1%
	50th %'ile	2.4%	2.2%	1.3%	3.3%
	84th %'ile	3.9%	3.7%	3.2%	6.1%

The current calibration of the model indicates that a period of outward yield movement is expected. For example, over the next 40 years our model expected the 17-year maturity annualised real (nominal) interest rate to rise from -2.2% (1.9%) to 1.3% (3.3%).

D3 What financial assumptions were used?

Future investment returns and discount rate

The fund uses a risk-based approach to generate assumptions about future investment returns over the funding time horizon, based on the investment strategy.

The discount rate is the annual rate of future investment return assumed to be earned on assets after the end of the funding time horizon. The discount rate assumption is set as a margin above the risk-free rate.

Assumptions for future investment returns depend on the funding objective.

Basis	Employer type	Margin above risk-free rate
Ongoing basis	All employers except transferee admission bodies and closed community admission bodies	2.2%
Low-risk exit basis	Community admission bodies closed to new entrants	0.0%
Contractor exit basis	Transferee admission bodies	Equal to the margin used to allocate assets to the employer on joining the fund

Discount rate (for funding level calculation as at 31 March 2022 only)

For the purpose of calculating a funding level at the 2022 valuation, a discount rate of 4.4% applies. This is based on a prudent estimate of investment returns, specifically, that there is a 70% likelihood that the fund's assets will future investment returns of 4.4% over the 20 years following the 2022 valuation date.

Pension increases and CARE revaluation

Deferment and payment increases to pensions and revaluation of CARE benefits are in line with the Consumer Price Index (CPI) and determined by the regulations.

The CPI assumption is based on Hymans Robertson's ESS model. The median value of CPI inflation from the ESS was 2.7% pa on 31 March 2022.

Salary growth

The salary increase assumption at the latest valuation has been set to 1.0% above CPI pa plus a promotional salary scale.

D4 What demographic assumptions were used?

Demographic assumptions are best estimates of future experience. The fund uses advice from Club Vita to set demographic assumptions, as well as analysis and judgement based on the fund's experience.

Demographic assumptions vary by type of member, so each employer's own membership profile is reflected in their results.

Life expectancy

The longevity assumptions are a bespoke set of VitaCurves produced by detailed analysis and tailored to fit the fund's membership profile.

Allowance has been made for future improvements to mortality, in line with the 2021 version of the continuous mortality investigation (CMI) published by the actuarial profession. The starting point has been adjusted by +0.25% to reflect the difference between the population-wide data used in the CMI and LGPS membership. A long-term rate of mortality improvements of 1.5% pa applies.

The smoothing parameter used in the CMI model is 7.0. There is little evidence currently available on the long-term effect of Covid-19 on life expectancies. To avoid an undue impact from recently mortality experience on long-term assumptions, no weighting has been placed on data from 2020 and 2021 in the CMI.

Other demographic assumptions

Retirement in normal health	Members are assumed to retire at the earliest age possible with no pension reduction.
Promotional salary increases	Sample increases below
Death in service	Sample rates below
Withdrawals	Sample rates below
Retirement in ill health	Sample rates below
Family details	A varying proportion of members are assumed to have a dependant partner at retirement or on earlier death. For example, at age 60 this is assumed to be 90% for males and 85% for females. Males are assumed to be 3 years older than females, and partner dependants are assumed to be opposite sex to members.
Commutation	55% of future retirements elect to exchange pension for additional tax-free cash up to HMRC limits
50:50 option	0% of members will choose the 50:50 option.

D3 Rates for demographic assumptions

Males (incidence per 1000 active members per year).

Age	Salary Scale	Death Before Retirement	Withdrawals		Ill Health Tier 1		Ill Health Tier 2	
			FT & PT	FT	PT	FT	PT	FT
20	105	0.17	404.31	813.01	0	0	0	0
25	117	0.17	267.06	537.03	0	0	0	0
30	131	0.2	189.49	380.97	0	0	0	0
35	144	0.24	148.05	297.63	0.1	0.07	0.02	0.01
40	150	0.41	119.2	239.55	0.16	0.12	0.03	0.02
45	157	0.68	111.96	224.96	0.35	0.27	0.07	0.05
50	162	1.09	92.29	185.23	0.9	0.68	0.23	0.17
55	162	1.7	72.68	145.94	3.54	2.65	0.51	0.38
60	162	3.06	64.78	130.02	6.23	4.67	0.44	0.33
65	162	5.1	0	0	11.83	8.87	0	0

Females (incidence per 1000 active members per year).

Age	Salary Scale	Death Before Retirement	Withdrawals		Ill Health Tier 1		Ill Health Tier 2	
		FT & PT	FT	PT	FT	PT	FT	PT
20	105	0.1	352.42	467.37	0	0	0	0
25	117	0.1	237.14	314.44	0.1	0.07	0.02	0.01
30	131	0.14	198.78	263.54	0.13	0.1	0.03	0.02
35	144	0.24	171.57	227.38	0.26	0.19	0.05	0.04
40	150	0.38	142.79	189.18	0.39	0.29	0.08	0.06
45	157	0.62	133.25	176.51	0.52	0.39	0.1	0.08
50	162	0.9	112.34	148.65	0.97	0.73	0.24	0.18
55	162	1.19	83.83	111.03	3.59	2.69	0.52	0.39
60	162	1.52	67.55	89.37	5.71	4.28	0.54	0.4
65	162	1.95	0	0	10.26	7.69	0	0

D5 What assumptions apply in a cessation valuation following an employer's exit from the fund?**Low risk exit basis**

Where there is no guarantor, the low-risk exit basis will apply.

The financial and demographic assumptions underlying the low-risk exit basis are explained below:

The discount rate is set equal to the annualised yield on long dated government bonds at the cessation date, with a 0% margin. This was 1.7% pa on 31 March 2022.

The CPI assumption is based on Hymans Robertson's ESS model. The median value of CPI inflation from the ESS was 2.7% pa on 31 March 2022.

Life expectancy assumptions are those used to set contribution rates, with one adjustment. A higher long-term rate of mortality improvements of 1.75% pa is assumed.

Contractor exit basis

Where there is a guarantor (e.g. in the case of contractors where the local authority guarantees the contractor's admission in the fund), the contractor exit basis will apply.

The financial and demographic assumptions underlying the contractor exit basis are equal to those set for calculating contributions rates. Specifically, the discount rate is set equal to the risk-free rate at the cessation date, plus a margin equal to that set to allocate assets to the employer on joining the fund.

Surrey Pension Fund - Policy on admissions

Effective date of policy	1 st April 2023
Next review	1 st April 2024

1 Introduction

The purpose of this policy is to set out the administering authority's approach to admitting new employers into the fund.

While it is possible for a prospective new employer to request alternatives, any deviation from the stated position would have to ensure no risk to other scheme employers and will be at the discretion of the Fund to agree to.

1.1 Aims and objectives

The administering authority's aims and objectives related to this policy are as follows:

- Set out how the fund ensures that only appropriate bodies are admitted to the Fund and that the financial risk to the fund and to other employers in the fund is identified, minimised, and managed accordingly.
- Set out the Fund's position in relation to the admission of new employers.
- To outline the process for admitting new employers into the fund.

1.2 Background

It is essential for the administering authority to establish its fundamental approach to the risks involved in the admission of new employers to the fund.

The regulatory framework relating to the different types of employer that may join the fund is set out in the next section.

1.3 Guidance and regulatory framework

The Local Government Pension Scheme Regulations 2013 (as amended) set out the various types of employer that can participate in the fund and the different requirements that apply to each. These can be summarised as:

- **Scheduled Bodies** listed in Part 1 to Schedule 2 – the councils, further education colleges, academies, police and fire services. These bodies must provide access to the LGPS to their employees (assuming they are not eligible to be members of other pension schemes)
- **Designating employers** listed in Part 2 to Schedule 2 – have the right to decide who of their employees are eligible to join the scheme. Includes town and parish councils, as well as entities connected to bodies in Part 1 above. If a relevant

designation is made the Administering Authority cannot refuse entry into the scheme in respect of that employer.

- **Admission bodies listed in part 3 to schedule 2** – who can apply to participate in the scheme. Admission bodies can encompass a variety of different types of employer. These are –
 - a body which provides a public service in the United Kingdom which operates otherwise than for the purposes of gain and has sufficient links with a Scheme employer for the body and the Scheme employer to be regarded as having a community of interest (whether because the operations of the body are dependent on the operations of the Scheme employer or otherwise);
 - a body, to the funds of which a Scheme employer contributes.
 - a body representative of any Scheme employers, or local authorities or officers of local authorities;
 - a body that is providing or will provide a service or assets in connection with the exercise of a function of a Scheme employer as a result of—
 - the transfer of the service or assets by means of a contract or other arrangement (i.e. outsourcing),
 - a direction made under section 15 of the Local Government Act 1999,
 - directions made under section 497A of the Education Act 1996;
 - a body which provides a public service in the United Kingdom and is approved in writing by the Secretary of State for the purpose of admission to the Scheme.

When an administering authority is considering permitting a body to become an admission body, the LGPS Regulations include some discretions relating to the creation and management of admission agreements. These discretions are considered within this policy. The discretionary areas are:

- Part 3 of Schedule 2 (para 1) – Whether or not to proceed with admission agreements
- Part 3 of Schedule 2 (para 9(d)) – Whether to terminate the admission agreement
- Regulation 54(1) – If the Fund will set up separate pension funds in respect of admission agreements

Further, the regulations contain requirements around the determination of employer contributions, and the relevant provisions regarding the payment of these, specifically:

Regulation 67 – which sets out the requirement for employers to pay contributions in line with the Rates and Adjustments (R&A) certificate.

Regulation 64 - covers the requirements for a cessation valuation following the exit of a participating employer from the fund.

Employees outsourced from local authorities, police and fire authorities or from independent schools (generally academies, regulated by the Department for Education) must be offered pension benefits that are the same, better than, or count as being broadly comparable to, the Local Government Pension Scheme (as per the Best Value Authorities Staff Transfer (Pensions) Direction 2007). This is typically achieved by employees remaining in the LGPS and the new employer becoming an admitted body to the Fund and making the requisite employer contributions.

2 Statement of principles

2.1 General

The administering authority's policy is drafted on the basis of the following key principles:

to ensure the long-term solvency of the fund as a whole and the solvency of each of the notional sub-funds allocated to the individual employers;

to ensure that sufficient funds are available to meet all benefits as they fall due for payment;

not to restrain unnecessarily the investment strategy of the fund so that the administering authority can seek to maximise investment returns (and hence minimise the cost of the benefits) for an appropriate level of risk;

to set clear principles and ensure there is a consistency of requirement for employers in respect of all admissions and cessations to and from the fund.

to ensure employers recognise the impact of their participation in the LGPS, helping them manage their pension liabilities as they accrue and understanding the effect of those liabilities on the ongoing operation of their business;

to use reasonable measures to reduce the risk to other employers and ultimately to the council taxpayer from an employer ceasing participation or defaulting on its pension obligations;

to address the different characteristics of the disparate employers or groups of employers to the extent that this is practical and cost-effective; and

to maintain the affordability of the Fund to employers as far as is reasonable over the longer term.

There is also an overriding objective to ensure that the LGPS Regulations and any supplementary guidance (in particular the Best Value Authorities Staff Transfer (Pensions) Direction 2007 and Fair Deal guidance) as they pertain to admission agreements are adhered to.

3 Policy and process – all employers

3.1 Entry conditions

The following entry conditions apply;

- **Scheduled bodies** must ensure that the fund is aware of their creation.

- **Designating employers** must ensure that the fund is aware of their creation and provide the fund with a copy of its resolution, confirming who is eligible for membership of the fund.
- **Admission bodies.** The fund will consider applications from bodies;
 - with links to a scheme employer, or
 - that provides services or assets on behalf of a scheme employer
 Agreements can be open or closed so long as necessary protections are in place.

3.2 Security

The security requirements (i.e. via a bond, indemnity and/or guarantor) are as follows:

- There are no security requirements for **scheduled bodies** and **designating employers**.
- **Admission bodies.** For all admission bodies:
 - the admission body is required to undertake risk assessment to the satisfaction of the administering authority (and scheme employer where seeking admission as a body under Para 1(d) to Part 3 of Schedule 2).
 - the admission body is required to put in place a secure and financially durable bond to the satisfaction of the administering authority or agree an alternative guarantor (generally with a scheme employer and/or government department).
 - Documentary evidence of the bond or guarantee must be provided to the administering authority by the admission body.
 - The level of risk must be reviewed and any associated security renewed on an annual basis

3.3 Approval

The process for approving the participation of a new employer in the fund is as follows;

- **Scheduled bodies.** The Fund has no power to refuse participation of any new employer set up under Part 1 of schedule 2 and where the Fund is designated as the appropriate Fund for that employer.
- **Designating employers.** The Fund has no power to refuse participation of an employer under Part 2 of schedule 2, although it will require sight of a signed copy of the relevant resolution to confirm the employees eligible for participation in the scheme.
- **Admission bodies.** Fund officers to be responsible for ensuring prospective admission bodies meet the necessary criteria. Admission agreement template will generally be standard and non-negotiable

All new employers will be reported to the Pension Authority Board and Pension Board for information only.

3.4 Asset allocation

The starting asset allocation for new employers will be determined in the following way;

- **Scheduled bodies and designating employers.** Assets for any new employer will be calculated using the Fund's ongoing funding basis, as set out in the Funding Strategy Statement (FSS).

Academies may be pooled with other academies as part of a Multi Academy Trust (MAT).

Where a new employer is created from an existing scheme employer, the initial asset allocation will be based on a share of the ceding employer's assets, with consideration taken of the ceding employer's estimated deficit as at the date of transfer.

- **Admission bodies.** The asset allocation will be agreed on a case by case basis.

3.5 Contributions

Contribution rates will be set in accordance with the FSS.

3.6 Costs

Employer being admitted to the fund will be required to meet the cost of this, which includes (but is not limited to) the actuarial fees incurred by the administering authority.

4 Related Policies

This admissions policy supplements the general policy of the Fund as set out in the FSS and should be read in conjunction with that document, together with its associated funding policies.

Surrey Pension Fund - Policy on cessations

Effective date of policy	1 st April 2023
Next review	1 st April 2024

Introduction

The purpose of this policy is to set out the administering authority's approach to dealing with circumstances where a scheme employer leaves the fund and becomes an exiting employer (a cessation event).

It should be noted that this policy is not exhaustive. Each cessation will be treated on a case-by-case basis, however certain principles will apply as governed by the regulatory framework (see below) and the fund's discretionary policies (as described in Section 3 - Policies).

The fund takes a holistic approach to managing funding risk and it will work with its partners to achieve the best possible outcome for all stakeholders impacted by a cessation event. The fund's primary aim is to protect the remaining active employers, however it will consider a flexible approach in instances where the employer covenant is strong enough to justify doing so.

Aims and Objectives

The administering authority's aims and objectives related to this policy are as follows:

- To confirm the approach for the treatment and valuation of liabilities for employers leaving the fund.
- To provide information about how the fund may apply its discretionary powers when managing employer cessations.
- To outline the responsibilities of (and flexibilities for) exiting employers, the administering authority, the actuary and, where relevant, the original ceding scheme employer (usually a letting authority).

Background

As described in Section 7 of the Funding Strategy Statement (FSS), a scheme employer may become an exiting employer when a cessation event is triggered e.g. when the last active member stops participating in the fund. On cessation from the fund, the administering authority will instruct the fund actuary to carry out a valuation of assets and liabilities for the exiting employer to determine whether a deficit or surplus exists. The fund has full discretion over the repayment terms of any deficit, and the extent to which any surplus results in the payment of an exit credit.

Guidance and regulatory framework

The Local Government Pension Scheme Regulations 2013 (as amended) contain relevant provisions regarding employers leaving the fund ([Regulation 64](#)) and include the following:

- Regulation 64 (1) – this regulation states that, where an employing authority ceases to be a scheme employer, the administering authority is required to obtain an actuarial valuation of the liabilities of current and former employees as at the termination date. Further, it requires the Rates & Adjustments Certificate to be amended to show the revised contributions due from the exiting employer
- Regulation 64 (2) – where an employing authority ceases to be a scheme employer, the administering authority is required to obtain an actuarial valuation of the liabilities of current and former employees as at the exit date. Further, it requires the Rates & Adjustments Certificate to be amended to show the exit payment due from the exiting employer or the excess of assets over the liabilities in the fund.
- Regulation 64 (2ZAB) – the administering authority must determine the amount of an exit credit, which may be zero, taking into account the factors specified in paragraph (2ZC) and must:
 - a) Notify its intention to make a determination to-
 - (i) The exiting employer and any other body that has provided a guarantee to the Exiting Employer
 - (ii) The scheme employer, where the exiting employer is a body that participated in the Scheme as a result of an admission agreement
 - b) Pay the amount determined to that exiting employer within six months of the exit date, or such longer time as the administering authority and the exiting employer agree.
- Regulation (2ZC) – In exercising its discretion to determine the amount of any exit credit, the administering authority must have regard to the following factors-
 - a) The extent to which there is an excess of assets in the fund relating to that employer in paragraph (2)(a)
 - b) The proportion of this excess of assets which has arisen because of the value of the employer's contributions
 - c) Any representations to the administering authority made by the exiting employer and, where that employer participates in the scheme by virtue of an admission agreement, any body listed in paragraphs (8)(a) to (d)(iii) of Part 3 to Schedule 2 of the Regulations: and
 - d) Any other relevant factors
- Regulation 64 (2A) & (2B)– the administering authority, at its discretion, may issue a suspension notice to suspend payment of an exit amount for up to three years, where it reasonably believes the exiting employer is to have one or more active members contributing to the fund within the period specified in the suspension notice.
- Regulation 64 (3) – in instances where it is not possible to obtain additional contributions from the employer leaving the Fund or from the bond/indemnity or guarantor, the contribution rate(s) for the appropriate scheme employer or remaining fund employers may be amended.

- Regulation 64 (4) – where it is believed a scheme employer may cease at some point in the future, the administering authority may obtain a certificate from the fund actuary revising the contributions for that employer, with a view to ensuring that the assets are expected to be broadly equivalent to the exit payment that will be due.
- Regulation 64 (5) – following the payment of an exit payment to the Fund, no further payments are due to the fund from the exiting employer.
- Regulation 64 (7A-7G) – the administering authority may enter into a written deferred debt agreement, allowing the employer to have deferred employer status and to delay crystallisation of debt despite having no active members.
- Regulation 64B (1) – the administering authority may set out a policy on spreading exit payments.

In addition to the 2013 Regulations summarised above, Regulation 25A of the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (“the Transitional Regulations”) give the fund the ability to levy a cessation debt on employers who have ceased participation in the fund (under the previous regulations) but for whom a cessation valuation was not carried out at the time. This policy document describes how the fund expects to deal with any such cases.

This policy also reflects statutory guidance from the Department for Levelling Up, Housing and Communities on preparing and maintaining policies relating to employer exits. Interested parties may want to refer to an accompanying guide that has been produced by the Scheme Advisory Board.

These regulations relate to all employers in the fund.

Statement of Principles

This Statement of Principles covers the fund’s approach to exiting employers. Each case will be treated on its own merits but in general:

- it is the fund’s policy that the determination of any surplus or deficit on exit should aim to minimise, as far as is practicable, the risk that the remaining, unconnected employers in the Fund have to make contributions in future towards meeting the past service liabilities of current and former employees of employers leaving the fund.
- the fund’s preferred approach is to request the full payment of any exit debt (an exit payment), which is calculated by the actuary on the appropriate basis (as per Section 7 of the FSS and Section 3.1 below). This would extinguish any liability to the fund by the exiting employer.
- the fund’s key objective is to protect the interests of the fund, which is aligned to protecting the interests of the remaining employers. A secondary objective is to

consider the circumstances of the exiting employer in determining arrangements for the recovery of the exit debt.

- The fund may review contribution rates payable by employers who anticipate leaving the fund in the short term, with a view to meeting the potential liabilities at the point of exit. The fund's policy on contribution reviews refers.

Policies

On cessation, the administering authority will instruct the fund actuary to carry out a cessation valuation to determine whether there is any deficit or surplus as defined in Section 4.3 of the FSS.

Where there is a deficit, payment of this amount in full would normally be sought from the exiting employer. The fund's normal policy is that this cessation debt is paid in full in a single lump sum within 28 days of the employer being notified.

However, the fund will consider written requests from employers to spread the payment over an agreed period, in the exceptional circumstance where payment of the debt in a single immediate lump sum could be shown by the employer to be materially detrimental to the employer's financial situation (see section 3.2 – Repayment flexibility on exit payments, below).

In circumstances where there is a surplus, the administering authority will determine, at its sole discretion, the amount of exit credit (if any) to be paid to the exiting employer (see section 3.3 – Exit credits, below).

Approach to cessation calculations

Cessation valuations are carried out on a case-by-case basis at the sole discretion of the fund depending on the exiting employer's circumstances. However, in general the following broad principles and assumptions may apply, as described in Section 7.2 of the FSS and summarised below:

Type of employer	Cessation exit basis	Responsible parties for unpaid or future deficit emerging
Local Authorities, Police, Fire	Low risk basis ¹	Shared between other fund employers
Colleges & Universities	Low risk basis	Shared between other fund employers
Academies	Low risk basis	DfE guarantee may apply, otherwise see below

Type of employer	Cessation exit basis	Responsible parties for unpaid or future deficit emerging
Admission bodies (TABs)	Contractor exit basis ²	Letting authority (where applicable), otherwise shared between other fund employers
Admission bodies (CABs)	Low risk basis	Shared between other fund employers (if no guarantor exists)
Designating employers	Low risk basis	Shared between other fund employers (if no guarantor exists)

¹Cessation is assumed not to be generally possible, as Scheduled Bodies are legally obliged to participate in the LGPS. In the rare event of cessation occurring (e.g. machinery of Government changes), these cessation principles would apply.

²Where a TAB has taken, in the view of the administering authority, action that has been deliberately designed to bring about a cessation event (e.g. stopping future accrual of LGPS benefits), then the cessation valuation will be carried out on a low-risk basis.

Cessation of academies and multi-academy trusts (MATs)

A cessation event will occur if a current academy or MAT ceases to exist as an entity or an employer in the fund.

The cessation treatment will depend on the circumstances:

If the cessation event occurs due to an academy or MAT merging with another academy or MAT within the fund, all assets and liabilities from each of the merging entities will be combined and will become the responsibility of the new merged entity.

If the MAT is split into more than one new or existing employers within the fund, the actuary will calculate a split of the assets and liabilities to be transferred from the exiting employer to the new employers. The actuary will use their professional judgement to determine an appropriate and fair methodology for this calculation in consultation with the administering authority.

In all other circumstances, and following payment of any cessation debt, section 7.5 of the FSS would apply.

Repayment flexibility on exit payments

Deferred spreading arrangement (DSA)

The fund will consider written requests from exiting employers to spread an exit payment over an agreed period, in the exceptional circumstance where payment of the debt in a single immediate lump sum could be shown by the employer to be materially detrimental to the employer's financial situation.

In this exceptional case, the fund's policy is:

- The agreed spread period is no more than five years, but the fund could use its discretion to extend this period in extreme circumstances.
- The fund may consider factors such as the size of the exit payment and the financial covenant of the exiting employer in determining an appropriate spreading period.
- The exiting employer may be asked to provide the administering authority with relevant financial information such as a copy of its latest accounts, sources of funding, budget forecasts, credit rating (if any) etc. to help in this determination.
- Payments due under the DSA may be subject to an interest charge.
- The fund will only consider written requests within six months of the employer receiving the formal cessation valuation. The exiting employer would be required to provide the fund with detailed financial information to support its request.
- The fund would consider the amount of any security offered and seek actuarial, covenant and legal advice in all cases. Suitable security will include, but is not restricted to, first charge on an unencumbered asset, an agreed sum held in an escrow account or a bond.
- The fund proposes a legal document, setting out the terms of the exit payment agreement, would be prepared by the fund and signed by all relevant parties prior to the payment agreement commencing.
- The terms of the legal document should include reference to the spreading period, the annual payments due, interest rates applicable, other costs payable and the responsibilities of the exiting employer during the exit spreading period.
- Any breach of the agreed payment plan would require payment of the outstanding cessation amount immediately.
- Regular monitoring of the security requirements. This will usually be performed (at least) annually.
- Where appropriate, cases may be referred to the Pensions Committee for consideration and considered on its individual merit. Decisions may be made by the Chair in consultation with officers if an urgent decision is required between Committee meetings.
- A scheme employer asking to spread an exit payment must agree to pay any professional costs incurred by the administering authority in connection with the request.

Without exception, the Fund will discuss any application for a spreading arrangement with the exiting employer and any other scheme employers who have provided guarantees.

The spreading arrangement must be scrupulously adhered to and if any payment or request for information is delayed by more than 30 days, the outstanding balance may fall due immediately.

If the Fund believes that the exiting employer's covenant is likely to weaken materially it may approach the employer to vary the quantum or duration of the payments due under the agreement. If it is reasonably satisfied that the employer's ability to meet the contributions has, or is likely, to materially weaken in the next twelve months it may serve a notice to recover any outstanding liabilities.

Deferred debt agreement (DDA)

The fund's preferred policy is for the spreading of payments, as detailed above, to be followed in the exceptional circumstances where an exiting employer is unable to pay the required cessation payment as a lump sum in full. However, in the event that spreading of payments will create a high risk of bankruptcy for the exiting employer, the fund may exercise its discretion to set up a deferred debt agreement as described in Regulation 64 (7A).

The employer must meet all requirements on Scheme employers and pay the secondary rate of contributions as determined by the Fund actuary until the termination of the DDA.

The Administering Authority may consider a DDA in the following circumstances:

- The employer requests the Fund consider a DDA.
- The employer is expected to have a deficit if a cessation valuation was carried out.
- The employer is expected to be a going concern.
- The covenant of the employer is considered sufficient by the administering authority.

The Administering Authority will normally require:

- A legal document to be prepared, setting out the terms of the DDA and signed by all relevant parties prior to the arrangement commencing.(including details of the time period of the DDA, the annual payments due, the frequency of review and the responsibilities of the employer during the period).
- Relevant financial information for the employer such as a copy of its latest accounts, sources of funding, budget forecasts, credit rating (if any) to support its covenant assessment.
- Security be put in place covering the employer's deficit on their cessation basis and the Fund will seek actuarial, covenant and legal advice in all cases. Suitable security will include, but is not restricted to, first charge on an unencumbered asset, an agreed sum held in an escrow account or a bond.
- Regular monitoring of the contribution requirements and security requirements. This will usually be performed (at least) annually.

- All costs of the arrangement are met by the employer, such as the cost of advice to the fund, ongoing monitoring or the arrangement and correspondence on any ongoing contribution and security requirements.

Without exception, the Fund will discuss any application for a DDA with the exiting employer and any other scheme employers who have provided guarantees.

The DDA must be scrupulously adhered to and if any payment or request for information is delayed by more than 30 days, the outstanding balance may fall due immediately.

If the Fund believes that the exiting employer's covenant is likely to weaken materially it may approach the employer to vary the quantum or duration of the payments due under the agreement. If it is reasonably satisfied that the employer's ability to meet the contributions has, or is likely, to materially weaken in the next twelve months it may serve a notice to recover any outstanding liabilities.

A DDA will normally terminate on the first date on which one of the following events occurs:

- The employer enrolls new active fund members.
- The period specified, or as varied, under the DDA elapses.
- The take-over, amalgamation, insolvency, winding up or liquidation of the employer.
- The administering authority serves a notice on the employer that the Administering Authority is reasonably satisfied that the employer's ability to meet the contributions payable under the DDA has weakened materially or is likely to weaken materially in the next 12 months.
- The Fund actuary assesses that the employer has paid sufficient secondary contributions to cover all (or almost all) of the exit payment due if the employer becomes an exiting employer on the calculation date (i.e. employer is now largely fully funded on their low risk basis).
- The Fund actuary assesses that the employer's value of liabilities has fallen below an agreed *de minimis* level and the employer becomes an exiting employer on the calculation date.
- The employer requests early termination of the agreement and settles the exit payment in full as calculated by the fund actuary on the calculation date (i.e. the employer pays their outstanding cessation debt on their cessation basis).

On the termination of a DDA, the employer will become an exiting employer and a cessation valuation will be completed in line with this policy.

Exit credits

The administering authority's entitlement to determine whether exit credits are payable in accordance with these provisions shall apply to all employers ceasing their participation in the fund after 14 May 2018. This provision therefore is retrospectively effective to the same extent as provisions of the Local Government Pension Scheme (Amendment) Regulations 2020.

The administering authority may determine the amount of exit credit payable to be zero, however, in making a determination, the Administering Authority will take into account the following factors.

- a) the extent to which there is an excess of assets in the fund relating to the employer over and above the liabilities specified.
- b) the proportion of the excess of assets which has arisen because of the value of the employer's contributions.
- c) any representations to the Administering Authority made by the exiting employer, guarantor, ceding Scheme Employer (usually the Letting Authority) or by a body which owns, funds or controls the exiting employer; or in some cases, the Secretary of State.
- d) any other relevant factors

Admitted bodies

- i. No exit credit will be payable in respect of admissions who joined the Fund before 14 May 2018 unless it is subject to a risk sharing arrangement as per paragraph iii) below. Prior to this date, the payment of an exit credit was not permitted under the Regulations and this will have been reflected in the commercial terms agreed between the admission body and the letting authority/awarding authority/ceding employer. This will also apply to any pre-14 May 2018 admission which has been extended or 'rolled over' beyond the initial expiry date and on the same terms that applied on joining the fund.
- ii. No exit credit will be payable to any admission body who participates in the fund via the mandated pass through approach. For the avoidance of doubt, whether an exit credit is payable to any admission body who participates in the fund via the "Letting employer retains pre-contract risks" route is subject to its risk sharing arrangement, as per paragraph iii) below.
- iii. The fund will make an exit credit payment in line with any contractual or risk sharing agreements which specifically covers the ownership of exit credits/cessation surpluses or if the admission body and letting authority have agreed any alternative approach (which is consistent with the Regulations and any other legal obligations). This information, which will include which party is responsible for which funding risk, must be presented to the fund in a clear and unambiguous document with the agreement of both the admission body and the letting authority/awarding authority/ceding employer and within one month (or such longer time as may be agreed with the administering authority) of the admission body ceasing participation in the Fund.
- iv. In the absence of this information or if there is any dispute from either party with regards interpretation of contractual or risk sharing agreements as outlined in c), the fund will withhold payment of the exit credit until such disputes are resolved and the information is provided to the administering authority.

- v. Where a guarantor arrangement is in place, but no formal risk-sharing arrangement exists, the fund will consider how the approach to setting contribution rates payable by the admission body during its participation in the fund reflects which party is responsible for funding risks. This decision will inform the determination of the value of any exit credit payment.
- vi. If the admission agreement ends early, the fund will consider the reason for the early termination, and whether that should have any relevance on the fund's determination of the value of any exit credit payment. In these cases, the fund will consider the differential between employers' contributions paid (including investment returns earned on these monies) and the size of any cessation surplus.
- vii. If an admitted body leaves on a low risk basis (because no guarantor is in place), then any exit credit will normally be paid in full to the employer.
- viii. The decision of the fund is final in interpreting how any arrangement described under iii), v), vi) and vii) applies to the value of an exit credit payment.

Scheduled bodies and designating bodies

- i. Where a guarantor arrangement is in place, but no formal risk-sharing arrangement exists, the fund will consider how the approach to setting contribution rates payable by the employer during its participation in the fund reflects which party is responsible for funding risks. This decision will inform the determination of the value of any exit credit payment.
- ii. Where no formal guarantor or risk-sharing arrangement exists, the fund will consider how the approach to setting contribution rates payable by the employer during its participation in the fund reflects the extent to which it is responsible for funding risks. This decision will inform the determination of the value of any exit credit payment.
- iii. The decision of the fund is final in interpreting how any arrangement described under i) and ii) applies to the value of an exit credit payment.
- iv. If a scheduled body or designating body becomes an exiting employer due to a reorganisation, merger or take-over, then no exit credit will be paid.
- v. If a scheduled body or resolution body leaves on a low-risk basis (because no guarantor is in place), then any exit credit will normally be paid in full to the employer.

General

- i. The fund will advise the exiting employer as well as the letting authority and/or other relevant scheme employers of its decision to make an exit credit determination under Regulation 64.
- ii. Subject to any risk sharing or other arrangements and factors discussed above, when determining the cessation funding position the fund will generally make an assessment based on the value of contributions paid by the employer during their

participation, the assets allocated when they joined the fund and the respective investment returns earned on both.

- iii. The fund will also factor in if any contributions due or monies owed to the fund remain unpaid by the employer at the cessation date. If this is the case, the fund's default position will be to deduct these from any exit credit payment.
- iv. The final decision will be made by the pension manager, in conjunction with advice from the fund's actuary and/or legal advisors where necessary, in consideration of the points held within this policy.
- v. The fund accepts that there may be some situations that are bespoke in nature and do not fall into any of the categories above. In these situations the fund will discuss its approach to determining an exit credit with all affected parties. The decision of the fund in these instances is final.
- vi. The guidelines above at point v) in the 'Admitted bodies' section, and at points i) and ii) in the 'Scheduled bodies and designating bodies' section, make reference to the Fund 'considering the approach to setting contribution rates during the employer's participation'. The different funding approaches, including the parameters used and how these can vary based on employer type, are covered in detail in Table 2 (section 2.2) in the FSS. Considering the approach taken when setting contribution rates of the exiting employer may help the fund to understand the extent to which the employer is responsible for funding the underlying liabilities on exit. For example, if contribution rates have always been based on ongoing assumptions then this may suggest that these are also appropriate assumptions for exit credit purposes (subject to the other considerations outlined within this policy). Equally, a shorter than usual funding time horizon or lower than usual probability of success parameter may reflect underlying commercial terms about how responsibility for pension risks is split between the employer and its guarantor. For the avoidance of doubt, each exiting employer will be considered in the round alongside the other factors mentioned above.

Disputes

In the event of any dispute or disagreement on the amount of any exit credit paid and the process by which that has been considered, the appeals and adjudication provisions contained in Regulations 74-78 of the LGPS Regulations 2013 would apply.

Practicalities and process

Responsibilities of ceasing employers

An employer which is aware that its participation in the fund is likely to come to an end must:

- advise the fund, in writing, of the likely ending of its participation (either within the terms of the admission agreement in respect of an admission body (typically a 3 month notice period is required) or otherwise as required by the Regulations for all other scheme employers). It should be noted that this includes closed employers where the last employee member is leaving (whether due to retirement, death or otherwise leaving employment).
- provide any relevant information on the reason for leaving the Fund and, where appropriate, contact information in the case of a take-over, merger or insolvency.
- provide all other information and data requirements as requested by the Administering Authority which are relevant, including in particular any changes to the membership which could affect the liabilities (e.g. salary increases and early retirements) and an indication of what will happen to current employee members on cessation (e.g. will they transfer to another Fund employer, will they cease to accrue benefits within the Fund, etc.).

Responsibilities of Administering Authority

The administering authority will:

- gather information as required, including, but not limited to, the following:
 - details of the cessation - the reason the employer is leaving the fund (i.e. end of contract, insolvency, merger, machinery of government changes, etc.) and any supporting documentation that may have an effect on the cessation.
 - complete membership data for the outgoing employer and identify changes since the previous formal valuation.
 - the likely outcome for any remaining employee members (e.g. will they be transferred to a new employer, or will they cease to accrue liabilities in the Fund).
- identify the party that will be responsible for the employer's deficit on cessation (i.e. the employer itself, an insurance company, a receiver, another Fund employer, guarantor, etc.).
- commission the fund actuary to carry out a cessation valuation under the appropriate regulation.
- where applicable, discuss with the employer the possibility of paying adjusted contribution rates that target a 100% funding level by the date of cessation

through increased contributions in the case of a deficit on the cessation basis or reduced contributions in respect of a surplus.

- where applicable, liaise with the original ceding employer or guarantor and ensure it is aware of its responsibilities, in particular for any residual liabilities or risk associated with the outgoing employer's membership.
- having taken actuarial advice, notify the employer and other relevant parties in writing of the payment required in respect of any deficit on cessation and pursue payment.

Payment of an exit credit

- If the actuary determines that there is an excess of assets over the liabilities at the cessation date, the administering authority will act in accordance with the exit credit policy above. If payment is required, the administering authority will advise the exiting employer of the amount due to be repaid and seek to make payment within six months of the exit date. However, in order to meet the six month timeframe, the administering authority requires prompt notification of an employers' exit and all data requested to be provided in a timely manner. The administering authority is unable to make any exit credit payment until it has received all data requested.
- At the time this policy was produced, the fund has been informed by HMRC that exit credits are not subject to tax, however all exiting employers must seek their own advice on the tax and accounting treatment of any exit credit.

Responsibilities of the actuary

Following commission of a cessation valuation by the administering authority, the fund actuary will:

- calculate the surplus or deficit attributable to the outgoing employer on an appropriate basis, taking into account the principles set out in this policy.
- provide actuarial advice to the administering authority on how any cessation deficit should be recovered, giving consideration to the circumstances of the employer and any information collected to date in respect to the cessation.
- where appropriate, advise on the implications of the employer leaving on the remaining fund employers, including any residual effects to be considered as part of triennial valuations.

Related Policies

The fund's approach to exiting employers is set out in the FSS, specifically "Section 7 – What happens when an employer leaves the fund?"

The approach taken to set the actuarial assumptions for cessation valuations is set out in Appendix D of the FSS.

Surrey Pension Fund - Bulk transfer policy

Effective date of policy	1 st April 2023
Next review	1 st April 2024

Introduction

The purpose of this policy is to set out the administering authority's approach to dealing with the bulk transfer of scheme member pension rights into and out of the fund in prescribed circumstances.

Aims and Objectives

The administering authority's aims and objectives related to this policy are as follows:

- Bulk transfers out of the fund do not allow a deficit to remain behind unless a scheme employer is committed to repairing this; and
- Bulk transfers received by the fund must be sufficient to pay for the added benefits being awarded to the members, again with the scheme employer making good any shortfall where necessary.

Bulk transfer requests will be considered on a case-by-case basis.

Background

Bulk transfers into and out of the fund can occur for a variety of reasons, such as:

- where an outsourcing arrangement is entered into and active fund members join another LGPS fund, or leave the LGPS to join a broadly comparable scheme;
- where an outsourcing arrangement ceases, and active scheme members re-join the fund from another LGPS fund or a broadly comparable scheme;
- where there is a reorganisation of central government operations (transfers in from, or out to, other government sponsored schemes);
- where there is a reorganisation or consolidation of local operations (brought about by, for example, local government shared services, college mergers or multi-academy trust consolidations); or
- a national restructuring resulting in the admission of an employer whose employees have LGPS service in another LGPS fund, or vice versa.

Unlike bulk transfers out of the LGPS, there is no specific provision to allow for bulk transfers into the LGPS. As a result, any transfer value received into the LGPS,

whether on the voluntary movement of an individual or the compulsory transfer of a number of employees, must be treated the same way as individual transfers.

Guidance and regulatory framework

Local Government Pension Scheme Regulations

When considering any circumstances involving bulk transfer provisions, the administering authority will always ensure adherence to any overriding requirements set out in the Local Government Pension Scheme Regulations 2013 (as amended), including:

- Regulation 98 – applies on transfer out to non-LGPS schemes. It allows for the payment of a bulk transfer value where at least two active members of the LGPS cease scheme membership and join another approved pension arrangement.
- Regulation 99 - gives the LGPS actuary discretion as to the choice of method of calculation used to calculate the bulk transfer value.
- Regulation 100 – allows an individual who holds relevant pension rights under a previous employer to request to be admitted for past service into the LGPS. Members wishing to transfer in accrued rights from a [Club scheme](#) (that is schemes with benefits broadly similar to those of the LGPS), who request to do so within 12 months of joining their new LGPS employment, must be granted their request. For members with “non-Club” accrued rights the LGPS fund does not have to grant the request. Any request must be received in writing from the individual within 12 months of active employment commencing or longer at the discretion of the employer and the administering authority.
- Regulation 103 - states that any transfer between one LGPS fund and another LGPS fund (in England and Wales) where 10 or more members elect to transfer will trigger bulk transfer negotiations between fund actuaries.

Best Value authorities

The Best Value Authorities Staff Transfers (Pensions) Direction 2007, which came into force on 1 October 2007, applies to all “Best Value Authorities” in England. Best Value Authorities include all county, district and borough councils in England, together with police and fire and rescue authorities, National Park Authorities and waste disposal authorities. The Direction:

- requires the contractor to secure pension protection for each transferring employee through the provision of pension rights that are the same as or are broadly comparable to or better than those they had as an employee of the authority, and
- provides that the provision of pension protection is enforceable by the employee.

The Direction also requires similar pension protection in relation to those former employees of an authority, who were transferred under TUPE to a contractor, in

respect of any re-tendering of a contract for the provision of services (i.e. second and subsequent rounds of outsourcing).

Academies and multi-academy trusts

[New Fair Deal guidance](#), introduced in October 2013, applies to academies and multi-academy trusts. It requires that, where they outsource services, they ensure pension protection for non-teaching staff transferred is achieved via continued access to the LGPS. As a result the fund would not expect to have any bulk transfers out of the LGPS in respect of outsourcings from academies or multi-academy trusts.

Other employers

For all scheme employers that do not fall under the definition of a Best Value Authority or are not an academy (i.e. town and parish councils, arms-length organisations, further and higher education establishments, charities and other admitted bodies), and who are not subject to the requirements of Best Value Direction or new Fair Deal guidance, there is no explicit requirement to provide pension protection on the outsourcing or insourcing of services. However, any successful contractor is free to seek admission body status in the fund, subject to complying with the administering authority's requirements (e.g. having a bond or guarantor in place).

The old Fair Deal guidance may still apply to a specific staff transfer if permitted by the new Fair Deal guidance or if outside the coverage of the new Fair Deal guidance. (If the individual remains in their original scheme then their past service rights are automatically protected). In the absence of a bulk transfer agreement the administering authority would not expect to pay out more than individual Cash Equivalent Transfer Value amounts, in accordance with [appropriate Government Actuary's Department \(GAD\) guidance](#).

Statement of principles

This statement of principles covers bulk transfer payments into and out of the fund. Each case will be treated on its own merits alongside appropriate actuarial advice, but in general:

- Where a group of active scheme members joins (or leaves) the fund, the administering authority's objective is to ensure that sufficient assets are received (or paid out) to meet the cost of providing those benefits.
- Ordinarily the administering authority's default approach for bulk transfers out (or in) will be to propose (or accept) that the transfer value is calculated using ongoing assumptions based on the employer's share of fund assets (capped at 100% of the value of the liabilities). The fund will retain the discretion to amend the bulk transfer basis to reflect the specific circumstances of each transfer – including (but not restricted to):
 - the use of cessation assumptions where unsecured liabilities are being left behind;

- where a subset of an employer's membership is transferring (in or out), the Fund may consider an approach of calculating the bulk transfer payment as the sum of CETVs for the members concerned; or
- where transfer terms are subject to commercial factors.
- Where an entire employer is transferring in or out of the fund the bulk transfer should equal the asset share of the employer in the transferring fund regardless of whether this is greater or lesser than the value of past service liabilities for members.
- There may be situations where the fund accepts a transfer in amount which is less than required to fully fund the transferred in benefits on the fund's ongoing basis (e.g. where the employer has suitable strength of covenant and commits to meeting that shortfall over an appropriate period). In such cases the administering authority reserves the right to require the receiving employer to fund this shortfall (either by lump sum or by increasing in ongoing employer contributions) ahead of the next formal valuation.
- Any shortfall between the bulk transfer payable by the fund and that which the receiving scheme is prepared to accept must be dealt with outside of the fund, for example by a top up from the employer to the receiving scheme or through higher ongoing contributions to that scheme.
- The fund will not grant added benefits to members bringing in entitlements from another scheme unless the asset transfer is sufficient to meet the added liabilities.
- Service credits granted to transferring members should fully reflect the value of the benefits being transferred, irrespective of the size of the transfer value paid or received.

Policy

The following summarises the various scenarios for bulk transfers in or out of the fund, together with the administering authority's associated policies.

Inter-fund transfer (transfer between the fund and another LGPS fund)

In

Bulk transfer mechanism	Policy	Methodology
< 10 members – GAD guidance	Cash equivalent transfer values (CETVs) in accordance with GAD guidance.	On receipt of a transfer value (calculated in line with the CETV transfer out formulae), the fund will award the member a pension credit on a day-for-day basis.
10 or more members – Regulation 103 of the Local Government Pension Scheme Regulations 2013	<p>Where agreement can be reached, the fund and the transferring fund (and their two actuaries) may agree to a negotiated bulk transfer arrangement. However, where agreement cannot be reached:</p> <p>Actives only transferring (i.e. remaining members left behind):</p> <p>CETVs in accordance with GAD guidance using transferring fund's actual fund returns for roll up to date of payment (rather than the interest applied for standard CETV's).</p> <p>All members transferring (i.e. all actives, deferred and pensioners): Receive all assets attributable to the</p>	<p>The fund's preferred approach is to receive a transfer payment equal to the fully funded value of the transferring liabilities.</p> <p>Where a negotiated arrangement is sought, the fund's policy is to accept a transfer value that is at least equal to the total of the individual CETVs calculated using the Club transfer-out formulae.</p> <p>The fund will consult with the scheme employer whose funding position will be impacted by the transfer before agreeing to a negotiated bulk transfer arrangement.</p> <p>Pension credits will be awarded to the transferring members on a day-for-day basis.</p>

	membership within the transferring scheme.	
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Out

Bulk transfer mechanism	Policy	Methodology
< 10 members – GAD guidance	CETVs in accordance with GAD guidance.	The transfer value paid to the receiving fund will be calculated in line with the CETV transfer-out formulae.
10 or more members – Regulation 103 of the Local Government Pension Scheme Regulations 2013	<p>Where agreement can be reached, the fund and the receiving fund (and their two actuaries) may agree to a negotiated bulk transfer arrangement. However, where agreement cannot be reached:</p> <p>Actives only transferring (i.e. remaining members left behind):</p> <p>CETV in accordance with GAD guidance using transferring fund's actual fund returns for roll-up to date of payment (rather than the interest applied for standard CETV's).</p> <p>All members transferring (i.e. all actives, deferred and pensioners): Transfer all assets attributable to the membership to the receiving scheme.</p>	<p>The fund's default policy is to offer a transfer value that is equal to the total of the individual CETV calculated using the Club transfer-out formulae. The fund will consult with the scheme employer whose funding position will be impacted by the transfer before agreeing to a negotiated bulk transfer arrangement.</p> <p>Discretion exists to amend this to reflect specific circumstances of the situation.</p>

Club Scheme

Scenario	Bulk transfer mechanism	Policy	Methodology
In	Club Memorandum	The Club mechanism ensures the pension credit in the fund provides actuarially equivalent benefits.	The pension credit awarded to members transferring in will be calculated in line with the Club transfer-in formulae.
Out	Regulation 98 of the Local Government Pension Scheme Regulations 2013 or Club Memorandum	Where agreement can be reached, the fund and the receiving scheme (and their two actuaries) may agree to a negotiated bulk transfer arrangement. Or Where agreement cannot be reached, revert to the Club transfer out formulae in accordance with GAD guidance.	The fund's default policy is to offer the receiving scheme transfers out calculated using ongoing assumptions based on the ceding employer's share of fund assets (capped at 100% of the liability value). Discretion exists to amend this to reflect specific circumstances of the situation.

Broadly Comparable Scheme or non-Club scheme**In**

Bulk transfer mechanism	Policy	Methodology
GAD guidance	Non-Club transfer in formulae in accordance with GAD guidance	The pension credit awarded to members transferring in will be calculated in line with the non-Club transfer in formulae.

Out

Bulk transfer mechanism	Policy	Methodology
1 member only – GAD guidance	CETV in accordance with GAD guidance	The transfer value paid to the receiving scheme will be calculated in line with the CETV transfer-out formulae.
2 or more members – Regulation 98 of the Local Government Pension Scheme Regulations 2013	Where agreement can be reached, the fund and the receiving scheme (and their two actuaries) may agree to a negotiated bulk transfer arrangement. Or Where agreement cannot be reached, revert to cash equivalent transfer values under GAD guidance	The fund's default policy is to offer the receiving scheme transfers out calculated in line with the CETV transfer-out formulae. Discretion exists to amend this to reflect specific circumstances of the situation.

Practicalities and process

Format of transfer payment

Ordinarily payment will be in cash.

A deduction from the bulk transfer will be made for any administration, legal and transaction costs incurred by the fund as a result of having to disinvest any assets to meet the form of payment that suits the receiving scheme.

Costs

All professional fees incurred in respect of the provision of advice relating to bulk transfers will be met in full by the employer concerned. These include, (but are not limited to) the actuarial fees incurred by the administering authority.

Staff time involved on the fund side will be charged at the rate defined within the Administration Strategy Statement.

Impact on transferring employer

Any transfer out or in of pension rights may have an effect on the valuation position of the employer and consequently their individual contribution rate.

The fund will agree with the transferring employer how this change is dealt with. Though it is likely this will be through adjustments to its employer contribution rate, the fund may require a lump sum payment or instalments of lump sums to cover any relative deterioration in deficit, for example where the deterioration in deficit is a large proportion of its total notional assets and liabilities. Where the transfer is small relative to the employer's share of the fund, any adjustment may be deferred to the next valuation.

Consent

Where required within the Regulations, for any bulk transfer the administering authority will ensure the necessary consent is obtained from each individual eligible to be part of the transfer.

Approval process

The fund will normally agree to bulk transfers into or out of the fund where this policy is adhered to.

Non-negotiable

It should be noted that, as far as possible, the fund's preferred terms on bulk transfers are non-negotiable. Any differences between the value the fund is prepared to pay (or receive) and that which the other scheme involved is prepared to accept (or pay) should be dealt with by the employers concerned outside the fund.

Related Policies

Section 6.6 of the fund's Funding Strategy Statement.

Surrey Pension Fund - Policy on contribution reviews

Effective date of policy	1 st April 2023
Next review	1 st April 2024

Introduction

The purpose of this policy is to set out the administering authority's approach to reviewing contribution rates between triennial valuations.

It should be noted that this statement is not exhaustive and individual circumstances may be taken into consideration where appropriate.

Aims and objectives

The administering authority's aims and objectives related to this policy are as follows:

- To provide employers with clarity around the circumstances where contribution rates may be reviewed between valuations.
- To outline specific circumstances where contribution rates will not be reviewed.

Background

The Fund may amend contribution rates between valuations for 'significant change' to the liabilities or covenant of an employer.

Such reviews may be instigated by the fund or at the request of a participating employer.

Any review may require increased contributions from the employer.

Guidance and regulatory framework

The Local Government Pension Scheme Regulations 2013 (as amended) set out the way in which LGPS Funds should determine employer contributions, including the following;

- Regulation 64 (4) – allows the administering authority to review the contribution rate if it becomes likely that an employer will cease participation in the fund, with a view to ensuring that the employer is fully funded at the expected exit date.
- Regulation 64A - sets out specific circumstances where the administering authority may revise contributions between valuations.

This policy also reflects [statutory guidance](#) from the Department for Levelling Up, Housing and Communities on preparing and maintaining policies relating to the

review of employer contributions. Interested parties may want to refer to an accompanying [guide](#) that has been produced by the Scheme Advisory Board.

Statement of principles

This Statement of Principles covers review of contributions between valuations. Each case will be treated on its own merits, but in general:

- The administering authority reserve the right to review contributions in line with the provisions set out in the LGPS Regulations.
- Employers will be consulted during the review period.
- Full justification for any change in contributions rates will be provided to employers.
- Advice will be taken from the fund actuary in respect of any review of contribution rates.
- Any revision to contribution rates will be reflected in the Rates & Adjustment certificate.

Policy

Circumstances for review

The Fund would consider the following circumstances as a potential trigger for review:

- in the opinion of an administering authority there are circumstances which make it likely that an employer (including an admission body) will become an exiting employer sooner than anticipated at the last valuation;
- an employer is approaching exit from the scheme within the next two years and before completion of the next valuation;
- there are changes to the benefit structure set out in the LGPS Regulations which have not been allowed for at the last valuation;
- it appears likely to the administering authority that the amount of the liabilities arising or likely to arise for an employer or employers has changed significantly since the last valuation;
- it appears likely to the administering authority that there has been a significant change in the ability of an employer or employers to meet their obligations (ie a material change in employer covenant);
- it appears to the administering authority that the membership of the employer has changed materially such as bulk transfers, significant reductions to payroll or large-scale restructuring; or

- where an employer has failed to pay contributions or has not arranged appropriate security as required by the administering authority.

Employer requests

The administering authority will also consider a request from any employer to review contributions where the employer has undertaken to meet the costs of that review and sets out the reasoning for the review (which would be expected to fall into one of the above categories, such as a belief that their covenant has changed materially, or they are going through a significant restructuring impacting their membership).

The administering authority will require additional information to support a contribution review made at the employer's request. The specific requirements will be confirmed following any request and this is likely to include the following:

- a copy of the latest accounts;
- details of any additional security being offered (which may include insurance certificates);
- budget forecasts; and/or
- information relating to sources of funding.

The costs incurred by the administering authority in carrying out a contribution review (at the employer's request) will be met by the employer. These will be confirmed upfront to the employer prior to the review taking place.

Other employers

When undertaking any review of contributions, the administering authority will also consider the impact of a change to contribution rates on other fund employers. This will include the following factors:

- The existence of a guarantor.
- The amount of any other security held.
- The size of the employer's liabilities relative to the whole fund.

The administering authority will consult with other fund employers as necessary.

Effect of market volatility

Except in circumstances such as an employer nearing cessation, the administering authority will not consider market volatility or changes to asset values as a basis for a change in contributions outside a formal valuation.

Documentation

Where revisions to contribution rates are necessary, the fund will provide the employer with a note of the information used to determine these, including:

- Explanation of the key factors leading to the need for a review of the contribution rates, including, if appropriate, the updated funding position.
- A note of the new contribution rates and effective date of these
- Date of next review
- Details of any processes in place to monitor any change in the employer's circumstances (if appropriate), including information required by the administering authority to carry out this monitoring.

The Rates & Adjustments certificate will be updated to reflect the revised contribution rates.

Related Policies

The fund's approach to setting employer contribution rates is set out in the Funding Strategy Statement, specifically "Section 2 – How does the fund calculate employer contributions?".

Surrey Pension Fund - Policy on Prepayments

Effective date of policy	1 st April 2023
Next review	1 st April 2024

Introduction

The purpose of this policy is to set out the administering authority's approach to the prepayment of regular contributions due by participating employers.

It should be noted that this statement is not exhaustive and individual circumstances may be taken into consideration where appropriate.

Aims and objectives

The administering authority's aims and objectives related to this policy are as follows:

- To provide employers with clarity around the circumstances where prepayment of contributions will be permitted.
- To outline the key principles followed when calculating prepayment amounts.
- To outline the approach taken to assess the suitability of a prepayment as sufficient to meet the required contributions.

Background

It is common practice in the LGPS for employers to pre-pay regular contributions that were otherwise due to be paid to the fund in future. Employer contributions include the 'Primary Rate' – which is expressed as a percentage of payroll and reflects the employer's share of the cost of future service benefits, and the 'Secondary Rate' – which can be expressed as a percentage of payroll or a monetary amount and is an additional contribution designed to ensure that the total contributions payable by the Employer meet the funding objective.

On 22 March 2022, following a request from the LGPS Scheme Advisory Board, James Goudie QC provided an [Opinion](#) on the legal status of prepayments. This Opinion found that the prepayment of employee and employer contributions was not illegal, subject to the basis for determining the prepayment amount being reasonable, proportionate and prudent. Further, the Opinion set out specific requirements around the presentation of prepayments.

Guidance and regulatory framework

The Local Government Pension Scheme Regulations 2013 (as amended) set out the way in which LGPS funds should determine employer contributions and contain relevant provisions regarding the payment of these, including the following:

Regulation 67 – sets out the requirement for employers to pay contributions in line with the Rates and Adjustments (R&A) certificate and specifies that primary contributions be expressed as a percentage of pensionable pay of active members.

Regulation 62 - sets the requirement for an administering authority to prepare an R&A certificate.

Regulation 9 – outlines the contribution rates payable by active members.

Statement of principles

This statement of principles covers the prepayment of regular employer contributions to the fund. Each case will be treated on its own merits, but in general:

The administering authority will permit the prepayment of employer contributions.

Prepaying contributions expressed as a percentage of pay introduces the risk that the prepayment amount will be insufficient to meet the scheduled contribution (as a result of differences between expected and actual payroll). Prepaying percentage of pay contributions is therefore not desirable may only be permissible in the case of secure, long-term employers (e.g. local authorities).

The prepayment of employee contributions is not permitted.

A discount will be applied where employer contributions are prepaid, to reflect the investment return that is assumed to be generated by the fund over the period of prepayment.

The fund actuary will determine the prepayment amount, which may require assumptions to be made about payroll over the period which the scheduled contribution is due.

Where contributions expressed as a percentage of pay have been prepaid, the administering authority will carry out an annual check (and additional contributions may be required by the employer) to make sure that the actual amounts paid are sufficient to meet the contribution requirements set out in the R&A certificate.

Prepayment agreements will be documented by way of correspondence between the administering authority and the employer.

The R&A certificate will be updated on an annual basis to reflect any prepayment agreements in place.

Employers are responsible for ensuring that any prepayment agreement is treated appropriately when accounting for pensions costs.

Prepayment agreements can cover any annual period of the R&A (or a consecutive number of annual periods).

Policy

Eligibility and periods covered

The fund expects all employers to pay contributions as and when these are required based on the Rates & Adjustments certificate and, to help manage emerging cashflow risks, has a clear preference that employers do not prepay contributions. The fund will, however, consider requests from employers to pre-pay certified employer contributions.

Employer contributions over the period of the existing R&A certificate (and, where a draft R&A certificate is being prepared following the triennial valuation, the draft R&A certificate) may only be pre-paid by employers.

Prepayment of contributions due after the end of the existing (or draft) R&A certificate is not permitted, i.e. it would not be possible to prepay employer contributions due in the 2026/27 year until the results of the 2025 valuation are known and a draft R&A certificate covering the 2026 to 2029 period has been prepared.

Request and timing

Prior to making any prepayment, employers are required to inform the fund in writing of their wish to prepay employer contributions and to request details of the amount required by the fund to meet the scheduled future contribution.

This request should be received by the fund within 2 months of the start of the period for which the prepayment is in respect of.

The fund will then provide the employer with a note of the prepayment amount and the date by which this should be paid. In general, the prepayment should be made prior to the beginning of the appropriate R&A period.

Failure to pay the prepayment amount by the specified date may lead to the need for an additional and immediate payment from the employer to ensure that the amount paid is sufficient to meet the certified amount set out in the R&A certificate.

Calculation

The fund actuary will determine the prepayment amount required.

Where the prepayment is in respect of contributions expressed as a percentage of pay:

- The fund actuary will determine the discounted value of scheduled contributions based on an estimate of payroll over the period (using the information available and assumptions set at the previous valuation) and the discount rate set for the purpose of the previous actuarial valuation (as specified in the previous actuarial valuation report).
- A sufficiency check will be required at the end of the period (see section 3.4)

Where the prepayment is in respect of contributions expressed as a monetary amount:

- The fund actuary will determine the discounted value of scheduled contributions based on the discount rate set for the purpose of the previous actuarial valuation (as specified in the previous actuarial valuation report).
- No sufficiency check will be required

Employers may pay more than the prepayment amount determined by the fund actuary.

No allowance for expected outsourcing of services and/or expected academy conversions will be made in the fund actuary's estimation of payroll for the prepayment period.

Sufficiency check

Where required, the fund actuary will carry out an **annual** assessment to check that sufficient contributions have been prepaid in respect of that period. Specifically, this will review the prepayment calculation based on actual payroll of active members over the period and this may lead to a top-up payment being required from the employer.

If this sufficiency check reveals that the prepayment amount was higher than that which would have been required based on actual payroll (i.e. if actual payroll over the period is less than was assumed), this will not lead to a refund of contributions to the employer.

The sufficiency check will not compare the assumed investment return (i.e. the discount rate) with actual returns generated over the period. i.e. the check considers payroll only. Any shortfall arising due to actual investment returns being lower than that assumed will form part of the regular contribution assessment at the next valuation (as per the normal course of events).

The administering authority will notify the employer of any top-up amount payable following this annual sufficiency check and the date by which any top-up payment should be made.

Documentation and auditor approval

The fund will provide the employer with a note of the information used to determine the prepayment amount, including:

- Discount rate used in the calculations
- The estimate of payroll (where applicable)
- The effective date of the calculation (and the date by which payment should be made)
- The scheduled regular payments which the prepayment amount covers.

The prepayment agreement will be reflected in the R&A certificate as follows:

- The unadjusted employer regular contribution rate payable over the period of the certificate
- As a note to the contribution rate table, information relating to the prepayment amount and the discount applied, for each employer where a prepayment agreement exists.

The R&A certificate will be updated on an annual basis to reflect any prepayment agreements in place.

Employers should discuss the prepayment agreement with their auditor prior to making payment and agree the accounting treatment of this. The fund will not accept any responsibility for the accounting implications of any prepayment agreement.

Costs

Employers entering into a prepayment agreement will be required to meet the cost of this, which includes (but is not limited to) the actuarial fees incurred by the administering authority.

Risks

Employers enter into prepayment agreements on the expectation that the fund will be able to generate higher returns than they can over the prepayment period. Employers should be aware that future returns are not guaranteed, and it is possible that the returns generated on prepayment amounts may generate a lower return than that which can be generated by the employer. It is also possible that negative returns will lead to the value of any prepayment being less than that which was scheduled to be paid. In such circumstances, a top-up payment would not be required (as the sufficiency check only considers the effect of actual payroll being different to that assumed in the prepayment calculation), however the employer's asset share would be lower than it would have been if contributions were paid as scheduled. This would be considered by the fund actuary at the next triennial valuation (as per the normal course of events).

Employers should be aware that the prepayment of employer contribution creates uncertainty for the fund in terms of managing the cashflows required to pay pension benefits to members. Uncertain and volatile cashflow income (arising due to prepayments) will increase likelihood that the fund will need to take measures to ensure benefits can be paid that may dampen prospects for growing the fund assets. Such measures may include holding a large cash buffer, not reinvesting income from assets and, in extreme cases, having to sell assets to pay pension benefits.

Related Policies

The fund's approach to setting regular employer contribution rates is set out in the Funding Strategy Statement, specifically "Section 2 – How does the fund calculate employer contributions?".

Surrey Pension Fund - Policy on ill health risk management

Effective date of policy	1 st April 2023
Next review	1 st April 2024

Introduction

The purpose of this policy is to set out the administering authority's approach to managing the risk arising due to ill health retirements.

It should be noted that this statement is not exhaustive and individual circumstances may be taken into consideration where appropriate.

Aims and objectives

The administering authority's aims and objectives related to this policy are as follows:

- To explain the approach taken to manage ill health risk
- To specify circumstances where a review of experience may lead to additional contributions.
- To outline the key risks and benefits to this arrangement.

Background

Additional liabilities can arise following the retirement of members due to ill health. These additional liabilities can include the unreduced early payment of pension benefits and the award of additional service. The level of pension benefits paid on ill health depends on the severity of the member's condition.

The LGPS Regulations require the additional liabilities to be funded by way of payments from employers. Payment of large lump sums to meet strains as and when they arise can lead to unexpected payments and put significant strain on employers' budgets. LGPS funds are able to put arrangements in place which mitigate the risk of having to pay a large cash sum due to an ill health retirement strain payment.

To mitigate this risk to employers, and to evidence good governance and risk management, the administering authority operate a captive insurance arrangement within the fund.

Guidance and regulatory framework

The Local Government Pension Scheme Regulations 2013 (as amended) set out the benefits payable to members and the way in which additional benefits (such as those arising on ill health early retirement) should be funded. These include the following:

Regulation 35 – permits the early retirement of pension on ill health grounds.

Regulation 39 – sets out the calculation of the pension payable in the instance of ill health retirement.

Regulation 68 – sets out the additional contributions payable by the employer to meet the liability strain caused by a member retiring through ill health.

Statement of principles

This statement of principles covers the captive insurance arrangement in place to manage the risks created by ill health retirements. In general:

This arrangement applies to all employers in the Fund.

Employers are unable to opt out of this arrangement.

The design of the captive insurance arrangement makes full use of the Hymans Robertson Employer Asset Tracker (HEAT) system.

The cost of ill health retirement strains (as they arise) will be shared across all active employers.

Employers will not be required to pay lump sum amounts to meet ill health retirement strains (in the normal course of events).

Regular contribution rates payable by employers will include the expected cost of assumed ill health retirements.

Both Tier 1 and Tier 2 ill health retirement strains will be covered by this arrangement.

The fund will look to protect employers against the risk of unusually high ill health retirement experience of other employers.

Policy

Purpose

The purpose of this captive insurance arrangement is to share the cost of ill health retirement experience across all active employers. The mechanism for doing this is HEAT.

Eligibility

This arrangement applies to all employers in the fund and is effective from 1 April 2019.

All ill health experience since 1 April 2019 is therefore pooled as per the captive insurance arrangement.

Operation

The captive arrangement works as follows:

- Assets shares for each employer are determined each month by Hymans Robertson, using the HEAT system and based on the monthly cashflows and asset information provided by the fund.

As part of this data provision, the fund determines the strain costs arising due to ill health retirements and this strain is allocated to each active employer in proportion to their asset share at the beginning of that month.

- Contribution rates are set by the Fund Actuary every three years as part of the triennial valuation.

Primary contribution rates include allowance for the expected cost of assumed ill health retirements (expressed as a percentage of payroll).

This provides ongoing funding for the assumed level of ill health retirement strains.

- Where the actual level of ill health retirement strains exceeds the assumed level, this will lead to a shortfall arising at the next triennial valuation.

No immediate additional contributions will be required from employers to meet this shortfall, but this could increase the contribution requirement following the next triennial valuation.

- Similarly, where the actual level of ill health retirement strains is lower than the assumed level, this will lead to a surplus arising at the next triennial valuation.

No refund will be paid to employers as a result of this, but this surplus could lead to downwards pressures on contributions following the next triennial valuation.

- The ill health retirement experience across employers is likely to differ.

This introduces cross-subsidies, in particular where the experience of one employer is very high compared to that of another. This is a feature of the captive insurance arrangement in place and no asset recalibration will take place to address such cross subsidies.

Review and additional contributions

The administering authority will review the level of ill health experience across all employers at each triennial valuation.

If an employer has an unusually high incidence of ill health retirement over the previous inter-valuation period, the administering authority will engage with the employer to understand the reasons for this. In the event of concerns around the eligibility criteria applied by the employer in granting ill health retirements, this could lead to the need for the employer to pay additional contributions to the fund. These additional contributions would then be shared across all other employers as recompense for meeting this unusually high level of ill health retirement strains.

Costs

The costs of operating the captive insurance arrangement will be met by the fund.

Related Policies

The fund's approach to setting regular employer contribution rates is set out in the Funding Strategy Statement, specifically "Section 2 – How does the fund calculate employer contributions?".

Surrey Pension Fund - Town and Parish Council Pool

Effective date of policy	1 st April 2023
Next review	1 st April 2024

Introduction

The purpose of this policy is to set out the administering authority's approach to pooling contribution rates for Town and Parish council employers (T&P councils).

Aims and objectives

The administering authority's aims and objectives related to this policy are as follows:

- To set out the approach taken by the fund to pool the T&P Council employers
- To set out the benefits and risks of this approach.

Background

The fund has set up the Town and Parish Council Pool (the pool), which all T&P councils will be entered in to.

The pool is intended to benefit the T&P councils through the pooling of risks and stabilising of contribution rates.

The purpose of the pool is to stabilise the pension funding requirements of the T&P councils who most often only have one or two participating members. By joining the pool, the T&P councils benefit from

- One common contribution rate payable by all employers in the pool. This should help maintain stability of contributions between formal valuations.
- Any cessation valuation will be calculated on an ongoing basis.

Benefits and risks

The administering authority have evaluated the benefits and risks to the pooling approach, including the below.

Benefits

- Pooling reduces the volatility of contribution rates arising because of experience. For example, pooling gives the T&P councils employers some protection against the higher cost of paying benefits to one or two individuals who enjoy a much longer than expected retirement.
- T&P council employers may pay lower regular contributions by staying out of a pool (eg employers with young membership, better budgetary discipline and lower pay awards). If employers are small, however, they could still benefit

from the protection the pool gives from uncertain and unpredictable events such as unusually long periods in retirement.

- A further benefit will be that the cessation debt for employers participating in the pool is calculated on an ongoing basis rather than a more prudent cessation basis. This is possible due to the sharing of risks that the pool offers and the security that it offers the Fund.

Drawbacks and risks

- Some employers may be adversely affected by pooling and end up paying higher contributions than they would pay if they were out of the pool because they are subsidising other members of the pool eg due to the effect of awarding lower than average pay increases.
- Employers should be aware that the balance may, however, swing in their favour at future valuations if their own experience over that time is poor. For example, at the actuarial valuation, an employer may find that its own individual experience would suggest a specific contribution rate. The contributions are, however, set lower than this theoretical rate because the employer benefits from the pooled rate. The average experience of all the employers in the pool has kept this employer's rate down. The other employers in the pool are therefore subsidising the employers with poorer experience. Given that pooling is a way of averaging experience, there will always be winners and losers in the pool.
- Membership of a pool results in loss of control for individual employers. An employer with an individual contribution rate has more control over its pension contributions and can reduce them by, for example, exercising discipline in pay awards.

Policy and documentation

Policy

All Town and Parish Councils in the Fund will be automatically included in the pool unless they formally opt out in writing.

Any cessation debt payable by an employer in the pool, which is triggered when the last active member leaves the fund, will be calculated on an ongoing basis.

This is a full-risks pooling arrangement.

Individual asset shares will be calculated for each T&P council employer in the pool at each triennial valuation.

Contribution rates payable by T&P council employers who opt out of the pool will be set in the way described in the Funding Strategy Statement.

Documentation

The Rates and Adjustments certificate will list the constituent employers of the pool.

T&P council employers which are not part of the pool, will be listed as a separate (non-pooled) employer in the Rates and Adjustments certificate.

T&C council employers who participate in the pool will be notified of the contribution rate payable following each triennial valuation.

Related Policies

The fund's approach to setting employer contribution rates is set out in the Funding Strategy Statement, specifically "Section 2 – How does the fund calculate employer contributions?".

The fund's approach to carrying out cessation valuations is set out in the fund's Cessation Policy

Governance Compliance Statement

The requirement to publish a governance compliance statement was introduced by Regulation 73A of The Local Government Pension Scheme Regulations 1997 (as amended) on 30th June 2007, carried forward into the Local Government Pension Scheme (Administration) Regulations 2008 by Regulation 31 on 1st April 2008 and, since 1st April 2014, it rests in Regulation 55 of the Local Government Pension Scheme Regulations 2013. The legislation is complemented by statutory guidance issued by MHCLG in November 2008, which informs the structure of this statement.

Under regulation 55, all administering authorities in England and Wales must prepare a written statement setting out:

- Whether the authority delegates its functions, or part of its functions under these Regulations to a committee, a sub-committee or an officer of the authority;
- If the authority does so;
 - the terms, structure and operational procedures of the delegation,
 - the frequency of any committee or sub-committee meetings,
 - whether such a committee or sub-committee includes representatives of Scheme employers or members, and if so, whether those representatives have voting rights;
- the extent to which a delegation, or the absence of a delegation, complies with guidance given by the Secretary of State and, to the extent that it does not so comply, the reasons for not complying; and
- details of the terms, structure and operational procedures relating to the local pension board established under regulation 106 (local pension boards: establishment).

An administering authority must keep a statement prepared under paragraph (1) under review, and make such revisions as are appropriate, following a material change to any of the matters mentioned in that paragraph.

Before preparing or revising a statement under this regulation, an administering authority must consult such persons as it considers appropriate.

An administering authority must publish its statement under this regulation, and any revised statement.

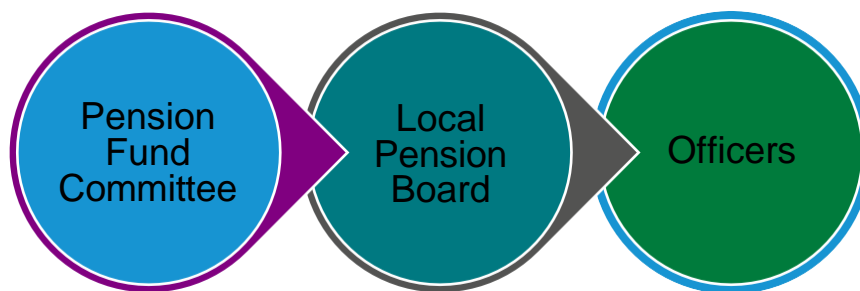
It is important to note that elements of the 2008 Statutory Guidance have been superseded by the Public Sector Pension Schemes Act 2013.

PART II - THE PRINCIPLES

The Structure

Surrey County Council is both an Administering Authority and an employing authority under the scheme regulations, and each function is entirely separate. The Pension Fund Committee is the scheme manager for the administering authority under regulation 5(7) of the Public Sector Pension Scheme Regulations 2013.

The Pension Fund Committee is assisted by Surrey Local Pension Board which is set up under regulation 7 of the Public Sector Pension Schemes Act 2013 and performs an advisory role.



The statement

A - Structure

Principle (DCLG Statutory Guidance)	Compliance
<p>a. The management of the administration of benefits and strategic management of fund assets clearly rests with the main committee established by the appointing council.</p>	<p>Surrey County Council is an administering authority for the Local Government Pension Scheme (LGPS) and has established a Pension Fund Committee (PFC – formerly known as Surrey Pension Fund Board) with responsibility for the governance and administration of the Pension Fund.</p> <p>The PFC undertakes statutory functions on behalf of the LGPS and ensures compliance with legislation and best practice. It determines policy for the investment, funding and administration of the pension fund and monitors administration performance and service delivery.</p> <p>The PFC appoints and monitors all relevant external service providers including:</p> <ul style="list-style-type: none"> • fund managers, • custodians, • corporate advisors, • independent advisors, • actuaries, • governance advisors and • all other professional services associated with the pension fund.

Principle (DCLG Statutory Guidance)	Compliance
<p>b. That representatives of participating LGPS employers, admitted bodies and scheme members (including pensioner and deferred members) are members of either the main or secondary committee established to underpin the work of the main committee.</p>	<p>The Pension Fund Committee consists of 10 members;</p> <p>6 County Councillors</p> <p>2 District/Borough Councillors</p> <p>1 Employer representative</p> <p>1 Employee representative (an active, deferred or pensioner member).</p>
<p>c) That where a secondary committee or panel has been established, the structure ensures effective communication across both levels.</p>	<p>The Local Pension Board (LPB) assists the Pension Fund Committee and it consists of 8 members;</p> <p>2 County Councillors,</p> <p>2 other employer representatives that come from nominations from other employers in the fund (e.g. District, Borough and Parish Councils, Academies, Police and other scheduled or admitted body employers in the Surrey Pension Fund),</p> <p>1 x GMB nominated representative,</p> <p>1 x Unison nominated representative and 2 other member's representatives.</p> <p>There is an excellent working relationship and effective communication between the two bodies.</p>
<p>d) That where a secondary committee or panel has been established, at least one seat on the main committee is allocated for a member from the secondary committee or panel.</p>	<p>The Local Pension Board reports are available to all Committee members and the Chairman of the Local Board presents a summary of the meeting to the Pension Fund Committee.</p>

B – Representation

Principle (DCLG Statutory Guidance)	Compliance
<p>a) That all key stakeholders are afforded the opportunity to be represented. within the main or secondary committee structure. These include :-</p> <ul style="list-style-type: none"> i) employing authorities (including non-scheme employers, e.g., admitted bodies); ii) scheme members (including deferred and pensioner scheme members), iii) where appropriate, independent professional observers, and iv) expert advisors (on an ad-hoc basis). 	<p>All the non-political/non-trades union seats on both bodies are widely advertised by e-mail, newsletters and on the website and appointments flow from an open competition.</p> <p>All employers, whether they be schedule 2 part 1, part 2, part 3 or part 4 can nominate employer representatives for either body, but the appointment will be made solely on the basis of merit.</p> <p>Active, deferred and pensioner members can compete for the member seats on either board on an equal footing.</p> <p>The PFC appoints a range of contracted professional advisors (see A[a] above) supplemented by ad hoc specialist advisors as required.</p> <p>All the members of both bodies have equal access to papers and resources.</p>

C – Selection and Role of Lay members

Principle (DCLG Statutory Guidance)	Compliance
<p>a) That committee or panel members are made fully aware of the status, role and function they are required to perform on either a main or secondary committee.</p>	<p>Officers ensure that those on the Committee/Board have the appropriate skills and knowledge.</p> <p>The Fund has a comprehensive training plan ensuring that Committee/Board members are properly and effectively trained.</p> <p>The effectiveness of the Board is monitored, improvements are made where necessary and risk assessments are undertaken on a regular basis.</p> <p>There is a special requirement for board members to demonstrate knowledge and capacity.</p>
<p>b) That at the start of any meeting, committee members are invited to declare any financial or pecuniary interest related to specific matters on the agenda</p>	<p>Members of both bodies are invited to declare any financial, pecuniary or conflict of interest relating to any of the matters on the agenda at the beginning of each meeting.</p>

D -Voting

Principle (DCLG Statutory Guidance)	Compliance
<p>a) The policy of individual administering authorities on voting rights is clear and transparent, including the justification for not extending voting rights to each body or group represented on main LGPS committees.</p>	<p>All the members of the Pension Fund Committee and the Local Pension Board have equal voting rights on their respective bodies, except the independent Chair of the Local Pension Board.</p>

E – Training, facility time and expenses

Principle (DCLG Statutory Guidance)	Compliance
a) That in relation to the way in which statutory and related decisions are taken by the administering authority, there is a clear policy on training, facility time and reimbursement of expenses in respect of members involved in the decision- making process.	Surrey County Council has a Members' Allowances Scheme policy and elected members' reasonable expenses are paid and the Chairs of the PFC and the LPB receive special responsibility allowances weighted to the demands of their roles.
b) That where such a policy exists, it applies equally to all members of committees, sub-committees, advisory panels or any other form of secondary forum.	Although there is not a formal policy on lay members reasonable additional expenses, for example attending external training, they would be reimbursed.
c) That the administering authority considers the adoption of annual training plans for committee members and maintains a log of all such training undertaken.	Surrey Pension Fund has a comprehensive training plan and it designs, monitors and finances the members' training.

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F – Meetings, frequency and quorum

Principle (DCLG Statutory Guidance)	Compliance
a) That an administering authority's main committee or committees meet at least quarterly.	The Pension Fund Committee meets (at least) quarterly.
b) That an administering authority's secondary committee or panel meet at least twice a year and is synchronised with the dates when the main committee sits.	The Local Pension Board meets quarterly, and its meeting precedes the Pension Fund Committee's.
c) That an administering authority who does not include lay members in their formal governance arrangements, must provide a forum outside of those arrangements by which the interests of key stakeholders can be represented.	Surrey Pension Fund's governance arrangements are fully inclusive.

G – Access

Principle (DCLG Statutory Guidance)	Compliance
a) That subject to any rules in the council's constitution, all members of main and secondary committees or panels have equal access to committee papers, documents and advice that falls to be considered at meetings of the main committee.	Every member of both bodies is provided with all the papers by encrypted e-mail, unless their e-mail account is on the host authority's server. Special arrangements are made for any members without an e-mail account or with specific disabilities.

H – Scope

Principle (DCLG Statutory Guidance)	Compliance
a) That administering authorities have taken steps to bring wider scheme issues within the scope of their governance arrangements	<p>The PFC and the LPB oversee all aspects of management and administration. This includes monitoring and analysing pension administration performance, approving the Administering Authority's discretions, its Administration Strategy and a raft of other policies.</p> <p>Both the PFC and the LPB are closely engaged with Environment and Social Governance (ESG), Task Force on Climate-related Financial Disclosure (TCFD) and Sustainable Development Goals (SDG) issues.</p>

I – Publicity

Principle (DCLG Statutory Guidance)	Compliance
<p>a) That administering authorities have published details of their governance arrangements in such a way that stakeholders with an interest in the way in which the scheme is governed, can express an interest in wanting to be part of those arrangements.</p>	<p>All of Surrey Pension Fund’s statutory and optional governance policies are published on our website and are replicated in part in this document.</p> <p>The Pension Fund sends regular newsletters, bulletins and updates to all of its stakeholders.</p>

Governance Policy Statement

Governance Policy Statement for the Purposes of The Local Government Pension Scheme (Amendment) (No 2) Regulations 2005

This Statement is prepared for the purposes of the above Regulations. It sets out the policy of the Administering Authority in relation to its governance responsibilities for the Local Government Pension Scheme (LGPS).

Contents

Overall governance framework

Delegation of functions and allocation of responsibility for:

- a) Administration
- b) Funding
- c) Investment
- d) Communication
- e) Risk management

Terms of reference and decision making:

- Structure of committees and representation
- Voting rights

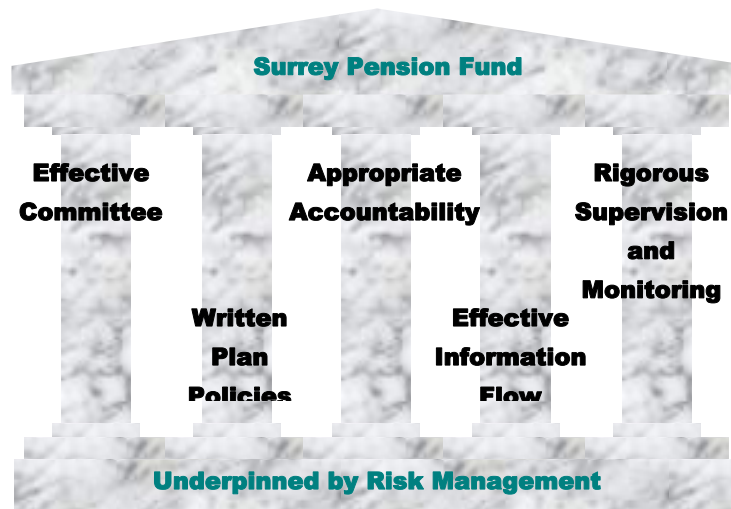
Operational procedures:

- Frequency of meetings
- Competencies, knowledge and understanding
- Reporting and monitoring

Review of this policy statement

1. Overall Governance Framework

The Administering Authority with its advisors has identified the following key areas (the “five principles”) to support its overall governance framework.



The governance framework focuses on:

- The effectiveness of the Pension Fund Committee and officers to which delegated function has been passed, including areas such as decision-making processes, knowledge and competencies.
- The establishment of policies and their implementation.
- Clarity of areas of responsibility between officers and Pension Fund Committee members.
- The ability of the Pension Fund Committee and officers to communicate clearly and regularly with all stakeholders.
- The ability of the Pension Fund Committee and officers to ask for the appropriate information and advice and to interpret that information in their supervision and monitoring of the Scheme in all areas.
- The management of risks and internal controls to underpin the framework.

Overall responsibility for the governance of the Local Government Pension Scheme and for the approval of this document resides with the Pension Fund Committee.

2. Delegation of Functions

The following functions are delegated by the Administering Authority:

Scheme Administration

Governance Principles: Effective Committee delegation; appropriate accountability; rigorous supervision and monitoring

Including, but not exclusively or limited to, record keeping, calculation of and payment of benefits, reconciliation and investment of contributions, preparation of annual accounts, provision of membership data for actuarial valuation purposes.

The Administering Authority has responsibility for “Scheme Administrator” functions as required by HM Revenues and Customs (HMRC) under the Finance Act 2004.

Delegated to:

Pension Fund Committee (monitoring)

Chief Finance Officer (Pension Fund administration implementation)

Funding

Governance Principles: Effective Committee delegation; appropriate accountability; written plan policies

Including, but not exclusively or limited to, setting of the appropriate funding target for the Local Government Pension Scheme. The Chief Finance Officer shall be responsible for maintaining the Funding Strategy Statement (FSS). The Pension Fund Committee shall be responsible for approving the FSS.

Delegated to:

Pension Fund Committee (policy approval)

Chief Finance Officer (maintaining FSS and policy implementation)

Investment

Governance Principles: Effective Committee delegation; appropriate accountability; written plan policies

Including, but not exclusively or limited to, setting of an appropriate investment strategy or strategies, selection of investment managers, setting of performance benchmarks and regular monitoring of performance. The Pension Fund Committee shall be responsible for maintaining the Statement of Investment Principles.

Delegated to:

Pension Fund Committee (strategy approval, manager selection, benchmarks, monitoring)

Chief Finance Officer (Pension Fund investment implementation)

Communications

Governance Principle: Effective Information Flow; written plan policies

Including setting of a communication strategy, issuing or arranging to be issued re benefit statements, annual newsletters and annual report. The Pension Fund Committee shall be responsible for maintaining the Communications Policy.

Delegated to:

Pension Fund Committee (policy approval)

Chief Finance Officer (Pension Fund policy implementation)

Risk Management

Effective Committee delegation; appropriate accountability; written plan policies

Including the identification, evaluation and monitoring of risks inherent within the Local Government Pension Scheme. The Pension Fund Committee shall be responsible for approving the Risk Register. The Chief Finance Officer shall be responsible for maintaining the risk register.

Delegated to:

Pension Fund Committee (policy approval)

Chief Finance Officer (Pension Fund policy implementation)

3. Terms of Reference and Decision Making

Terms of Reference:

Governance Principle: Effective Committee delegation; written plan policies

The Pension Fund Committee's Terms of Reference as approved by Full Council on 19 March 2013.

Administration, Funding, Investment, Communications and Risk Management

In line with the Council's Constitution, the Pension Fund Committee shall oversee Pension Fund investments, the overall management of the Fund, the governance surrounding the Fund, and the administration of the Pension Scheme.

Structure of the Pension Fund Committee and representation:

Governance Principle: Effective Committee delegation

The Pension Fund Committee shall be made up of:

- 4 Conservative members;
- 1 Liberal Democrat member;
- 1 Independent member;
- 2 Districts and Boroughs Members
- 1 Employer Representative;
- 1 Employee Representative

Decision Making:

Governance Principle: Effective Committee delegation; rigorous supervision and monitoring

The Pension Fund Committee shall have full decision-making powers.

Each member of the Pension Fund Committee shall have full voting rights.

4. Operational Procedures

Frequency of Meetings:

Governance Principle: Effective Committee delegation; effective information flow

The Pension Fund Committee shall convene no less frequently than four times per year. The Pension Fund Committee shall receive full reports upon all necessary matters as decided by the Chief Finance Officer and any matters requested by members of the Pension Fund Committee.

Provision exists for the calling of special meetings if circumstances demand.

Competencies, Knowledge and Understanding:

Governance Principle: Effective Committee delegation; appropriate accountability

Officers and Members of the Pension Fund Committee shall undertake training to ensure that they have the appropriate knowledge, understanding and competency to carry out the delegated function. It is recommended that such knowledge, understanding and competency is evaluated on an annual basis to identify any training or educational needs of the Officers and the Pension Fund Committee.

Reporting and Monitoring:

Governance Principle: Rigorous supervision and monitoring; effective information flow

The Pension Fund Committee shall report to the Audit and Governance Committee on a frequency, and with such information as shall be agreed and documented, on a no less than annual basis, the minimum provision being the Pension Fund's annual report.

5. Review of this policy statement

Responsibility for this document resides with the Chief Finance Officer. It will be reviewed by the Chief Finance Officer no less frequently than annually. This document will be reviewed if there are any material changes in the administering authority's governance policy or if there are any changes in relevant legislation or regulation.

Pension Fund Committee: Terms of Reference

- a) To undertake statutory functions on behalf of the Local Government Pension Scheme and ensure compliance with legislation and best practice.
- b) To determine policy for the investment, funding and administration of the pension fund.
- c) To consider issues arising and make decisions to secure efficient and effective performance and service delivery.
- d) To appoint and monitor all relevant external service providers:
 - fund managers;
 - custodian;
 - corporate advisors;
 - independent advisors;
 - actuaries;
 - governance advisors;
 - all other professional services associated with the pension fund.
- e) To monitor performance across all aspects of the service.
- f) To ensure that arrangements are in place for consultation with stakeholders as necessary
- g) To consider and approve the annual statement of pension fund accounts.
- h) To consider and approve the Surrey Pension Fund actuarial valuation and employer contributions.

Scheme of Delegation as per Constitution of the Council - Tuesday, 11 July 2023

Section 3, Part 3A Specific Delegation to Officers – April 2022

Title of Post Holder	Function Delegated
<ul style="list-style-type: none"> • Executive Director of Resources • Director of Corporate Finance & Commercial • *Strategic Finance Business Partner (Pensions) • Strategic Finance Business Manager (Corporate) Reporting 	Execute cash transfers to pension fund managers.
<ul style="list-style-type: none"> • Executive Director of Resources • Director of Corporate Finance & Commercial • *Strategic Finance Business Partner (Pensions) 	Borrowing, lending and investment of County Council Pension Fund moneys, in line with strategies agreed by the Pension Fund Board. Delegated authority to the S151 Finance Officer to take any urgent action as required between Board meetings but such action only to be taken in consultation with and by agreement with the Chairman and/or Vice Chairman of the Pension Fund Board and any relevant Consultant and/or Independent Advisor.
<ul style="list-style-type: none"> • Director of Corporate Finance & Commercial • *Strategic Finance Business Partner (Pensions) 	To exercise discretion in relation to the Local Government Pension Scheme except (1) where a policy on the matter has been agreed by the Pension Board and included in the Discretionary Pension Policy Statement published by the Council, (2) decisions relating to “admitted body status” and (3) decisions relating to individual cases as provided for in the separate delegation to the Strategic Finance Manager (Pensions). This delegation is subject to any limitations imposed and confirmed in writing from time

Title of Post Holder	Function Delegated
	to time by the Executive Director of Resources.
<ul style="list-style-type: none"> • Executive Director of Resources • Director of Corporate Finance & Commercial • *Strategic Finance Business Partner (Pensions) 	Hear stage one or stage two appeals relating to disputes involving the Local Government Pension Scheme, Compensation Benefits and Injury Allowances provided that an officer hearing an appeal will not have been involved at an earlier stage in the process
<ul style="list-style-type: none"> • Director of Corporate Finance and Commercial *Strategic Finance Manager (Pensions) 	<p>To exercise discretion in relation to the Local Government Pension Scheme except</p> <p>(1) where a policy on the matter has been agreed by the Pension Board and included in the Discretionary Pension Policy Statement published by the Council,</p> <p>(2) decisions relating to “admitted body status” and</p> <p>(3) decisions relating to individual cases as provided for in the separate delegation to the Strategic Finance Manager (Pensions).</p> <p>This delegation is subject to any limitations imposed and confirmed in writing from time to time by the Executive Director of Resources.</p>

*Change of post Title 1 May 2022 – Assistant Director- LGPS Senior Officer

Contribution by Employer

A table of the active employers with employee and employer contributions made during the year is shown below.

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
A2 Dominion	Admitted Bodies	33.3	8	26
Ability Housing Association	Admitted Bodies	35.1	5	30
ABM Catering - (Saxon Primary Sch)	Admitted Bodies	24.0	0	1
ABM Catering - (Northmead Junior Sch)	Admitted Bodies	27.2	2	10
ABM Catering – (LLT Riverbridge)	Admitted Bodies	24.0	0	0
ABM Catering (LLT - Echelford Sch)	Admitted Bodies	24.0	0	1
ABM Catering (St Peters Catholic Sch)	Admitted Bodies	27.7	1	3
Academy of Contemporary Music	Academy	15.4	2	5
Achieve Lifestyle	Admitted Bodies	32.2	12	51
Activate learning Guildford College	Scheduled Bodies	20.7	336	1110
Ash Grange	Academy	25.2	32	138
Ash Parish Council	Designating Bodies	18.4	11	35
Ashley CofE Primary	Academy	21.3	33	129
Aspens (Learning Partners Academy Trust)	Admitted Bodies	19.6	1	5
Aspens (Wishmore Cross Academy)	Admitted Bodies	27.1	3	12
Atalian Servest (Matthew Arnold School)	Admitted Bodies	30.9	1	4
Athena-GEP Trust	Academy	18.6	62	166
Auriol Junior School	Academy	20.9	25	85
Banstead Infant School	Academy	20.0	16	58

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
Barnardos & SCC (Surrey Heath)	Admitted Bodies	25.2	33	134
Barnardos & SCC (Tandridge)	Admitted Bodies	27.4	0	1
Barnardos & SCC (Waverley)	Admitted Bodies	28.5	37	176
Barnsbury Primary School (Academy)	Academy	20.4	33	122
Beaufort Primary School (Academy)	Academy	20.4	38	138
Bishop David Brown School	Academy	23.3	24	96
Bisley Parish Council	Designating Bodies	18.4	2	6
Blenheim High School	Academy	22.5	64	230
Bletchingley Village Primary School	Academy	20.8	29	106
Boxgrove Primary Academy	Academy	23.5	53	205
Bramley Oak School	Academy	25.0	41	166
Bramley Parish Council	Designating Bodies	18.4	1	4
Broadmere Primary Academy	Academy	20.9	27	96
Broadwater School Academy	Academy	24.2	52	202
Brooklands College	Scheduled Bodies	25.6	151	633
Brookwood Park Ltd	Admitted Bodies	24.0	5	14
Brookwood Primary School	Academy	20.9	14	50
Burstow Parish Council	Designating Bodies	18.4	3	9
Busbridge Infant School	Academy	18.3	14	46
Busy Bees (Tandridge Learning Trust)	Admitted Bodies	26.2	1	5
Byfleet Primary School	Academy	19.8	15	54
Cardinal Newman Catholic Sch	Academy	20.6	25	92
Carrington School	Academy	22.0	50	182

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
Carwarden House Community Sch	Academy	20.1	41	140
Catalyst Support	Admitted Bodies	27.3	14	55
Caterlink (Therfield School)	Admitted Bodies	28.3	2	11
CH & Co (Pirbright School)	Admitted Bodies	23.4	0	1
Chertsey High School	Academy	20.9	31	106
Chiddingfold Parish Council	Designating Bodies	18.4	1	2
Childhood First	Admitted Bodies	32.6	2	8
Christ's College	Academy	21.3	32	115
Churt Parish Council	Designating Bodies	18.4	1	4
Clarion Housing Group	Admitted Bodies	35.0	6	37
Cleves Academy Trust	Academy	20.9	41	142
Cobham Free School	Academy	18.6	47	149
Collingwood College	Academy	19.0	101	312
Compass Contract Services	Admitted Bodies	15.3	1	3
Compass: GLF	Admitted Bodies	18.3	1	3
Compass: Salesians School	Admitted Bodies	20.4	2	9
Connaught Junior School	Academy	21.7	22	87
Cordwalles Junior School	Academy	20.0	13	47
Cranleigh Parish Council	Designating Bodies	18.4	10	27
Crawley Ridge Infant School	Academy	21.7	11	44
Crawley Ridge Junior School	Academy	21.7	15	58
Cross Farm Infant School	Academy	21.9	8	30
Crowhurst Parish Council	Designating Bodies	18.4	0	1

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
Cuddington Primary Sch	Academy	21.3	17	64
Cuddington Croft School	Academy	20.0	29	106
Danetree Primary School	Academy	20.0	54	191
Darley Dene Primary School	Academy	20.2	29	102
De Stafford School	Academy	20.0	38	134
Dormansland Parish Council	Designating Bodies	18.4	0	1
Dovers Green School	Academy	19.8	39	116
Dunsfold Parish Council	Designating Bodies	18.4	1	3
East Horsley Parish Council	Designating Bodies	18.4	2	9
East Surrey College	Scheduled Bodies	24.3	250	912
East Surrey Rural Transport	Admitted Bodies	23.0	4	12
Eastwick Junior and Infant School	Academy	21.3	44	168
Edwards & Ward (Shawfield School)	Admitted Bodies	14.3	0	0
Edwards & Ward (St Joseph's)	Admitted Bodies	26.9	1	4
Effingham Parish Council	Designating Bodies	18.4	2	5
Elmbridge Building Control	Admitted Bodies	12.7	10	15
Elmbridge Council	Scheduled Bodies	17.1	861	2024
Elstead Parish Council	Designating Bodies	18.4	1	5
Engage Enrich Excel Academy	Academy	19.8	10	21
Epsom & Ewell Council	Scheduled Bodies	17.4	593	1487
Epsom and Ewell High School	Academy	20.9	94	272
Esher Church School	Academy	21.7	19	73
Esher CofE High School	Academy	22.0	101	340

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
Esher College	Academy	17.9	98	280
Farnham Heath End School	Academy	20.8	46	154
Farnham Town Council	Designating Bodies	14.2	26	55
Folly Hill Infants Sch (Acad)	Academy	20.5	7	27
Fordway Centre	Academy	16.8	7	28
Fox Grove School	Academy	19.4	33	120
Freedom Leisure - Guildford	Admitted Bodies	16.4	24	62
Freedom Leisure - Woking	Admitted Bodies	16.2	16	42
Frensham Parish Council	Designating Bodies	18.4	2	5
Frimley Junior School	Academy	23.7	23	95
Fullbrook School	Academy	23.5	73	277
Fusion Lifestyle	Admitted Bodies	16.0	1	3
Galliford Try (Surrey Police)	Admitted Bodies	25.0	1	5
George Abbot School	Academy	23.5	93	336
Glencross (St Peters School)	Admitted Bodies	15.3	8	21
GLF Central	Academy	20.0	231	650
Glyn School	Academy	20.0	68	223
Godalming College	Academy	18.1	100	291
Godalming Town Council	Designating Bodies	18.4	26	71
Goldsworth Academy Trust	Academy	18.4	51	160
Goldsworth Primary School	Academy	18.4	30	98
Good Shepherd Trust	Academy	21.3	47	113
Gordons School Academy Trust	Academy	21.7	46	171

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
Great Bookham School	Academy	25.2	13	45
Greensand MAT	Academy	18.0	17	43
Guildford Borough Council	Scheduled Bodies	17.2	1495	3727
Guildford County School	Academy	19.3	69	212
Guildford Grove Primary School	Academy	23.5	44	181
Hale Primary School	Academy	21.9	22	84
Hammond School	Academy	20.0	17	60
Hamsey Green Primary School	Academy	20.8	26	95
Hanover Housing Association	Admitted Bodies	26.2	59	234
Haslemere Town Council	Designating Bodies	18.4	8	21
Hatchlands Primary School	Academy	20.0	12	42
Hawkedale School	Academy	25.2	16	66
Heathside School	Academy	21.5	89	302
Hendeca Group (SCC)	Admitted Bodies	30.1	6	9
Highfield South Farnham Primary	Academy	19.1	28	126
Hillcroft Primary School	Academy	20.0	32	112
Hinchley Wood Primary School	Academy	21.8	33	127
Hinchley Wood School (Secondary)	Academy	21.8	97	350
Hoe Valley School	Academy	17.7	62	175
Holland Junior School	Academy	22.7	13	56
Holly Lodge Primary School	Academy	21.9	19	75
Holmesdale Infant School	Academy	19.8	24	86
Holy Family Catholic Primary	Academy	20.6	13	47

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
Holy Trinity Primary School	Academy	21.7	25	95
Horley Town Council	Designating Bodies	18.4	10	26
Howard of Effingham School	Academy	21.3	58	208
IESE ltd	Admitted Bodies	30.2	53	171
Independent Catering (Priory Sch)	Admitted Bodies	26.0	1	7
Innovate (Ash Manor)	Admitted Bodies	22.4	2	10
Innovate (Weydon MAT)	Admitted Bodies	19.8	1	4
ISS (THPT)	Admitted Bodies	25.2	3	12
Jubilee High Academy	Academy	20.9	41	135
Kenyngton Manor Primary Sch	Academy	21.3	30	115
Kier (May Gurney)	Admitted Bodies	24.4	0	2
Kingfield Primary	Academy	25.0	23	81
Kings College Guildford	Academy	23.5	41	161
Kite Academy Trust	Academy	21.9	45	143
Knaphill School	Academy	18.4	9	30
Lakeside Primary School	Academy	21.9	22	83
Leatherhead Trinity Sch	Academy	24.2	32	138
Lightwater Village School	Academy	20.0	15	51
Lime Tree Primary School	Academy	20.0	28	101
Linden Bridge School	Academy	20.8	55	204
Lingfield Parish Council	Designating Bodies	18.4	1	3
Loseley Fields Primary	Academy	23.5	31	123
Lumen Learning Trust	Academy	20.2	29	92

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
Magna Carta School	Academy	23.3	38	148
Marden Lodge Primary	Academy	20.0	19	68
Matthew Arnold School	Academy	20.9	43	140
Maybury Primary School	Academy	19.8	19	67
Meadhurst Primary school	Academy	21.3	39	145
Meadow Primary School	Academy	20.9	36	125
Merstham Park School	Academy	20.0	29	99
Merstham Primary School	Academy	20.0	12	42
Merton & Sutton Cemetary Board	Admitted Bodies	28.7	0	0
Milestone Ltd	Admitted Bodies	21.8	8	24
Mole Valley Council	Scheduled Bodies	17.1	633	1536
Moor House School	Academy	34.6	28	146
Mytchett Primary School	Academy	21.9	12	47
NESCOT	Scheduled Bodies	21.0	236	745
New Haw Community Junior	Academy	20.2	25	84
New Monument Primary	Academy	20.9	12	45
Normandy Parish Council	Designating Bodies	18.4	1	4
Northmead Junior School	Academy	19.3	30	102
Nviro (SCC)	Admitted Bodies	22.8	50	208
Oaktree School Academy	Academy	20.4	28	98
Olive Dining (Bell Farm Sch)	Admitted Bodies	18.2	2	7
Our Lady of Rosary School	Academy	15.9	6	25
Ottershaw CofE Infant & Juniors	Academy	21.3	24	90

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
Oxted School	Academy	21.3	85	304
Pabulum (Burpham Primary)	Admitted Bodies	30.6	0	2
Pabulum (Epsom and Ewell)	Admitted Bodies	16.7	0	1
Peaslake Free School	Academy	20.1	3	12
Pine Ridge and Lorraine Sch	Academy	20.0	24	84
Pirbright Village School	Academy	19.3	25	86
Pond Meadow School	Academy	19.5	74	253
Potters Gate CofE Primary Sch	Academy	21.3	31	116
Pycroft Grange Primary	Academy	20.9	31	111
Pyrford CofE Aided Primary Sch	Academy	21.0	45	160
Queen Eleanor's School	Academy	21.3	17	62
Rapid Clean (St Augustines)	Admitted Bodies	28.8	0	2
Ravenscote Community Junior	Academy	19.8	29	102
Reigate & Banstead Council	Scheduled Bodies	15.0	1193	2530
Reigate Grammar School	Academy	28.2	105	395
Reigate Learning Alliance	Academy	18.2	127	384
Reigate School	Academy	19.8	62	213
Reigate Valley College	Academy	16.8	25	95
Ringway Infrastructure	Admitted Bodies	31.5	3	12
Riverbridge Primary School	Academy	20.2	52	182
Rodborough School	Academy	22.6	48	174
Rosebery Housing Association	Admitted Bodies	32.4	2	11
Rosebery School	Academy	20.0	46	151

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
Runnymede Council	Scheduled Bodies	17.6	927	2332
Russell Education Trust	Academy	15.2	37	73
Salesian School	Academy	20.6	101	321
Salfords Primary School	Academy	20.0	24	86
Sandcross Primary School	Academy	20.0	59	195
Sandfield Primary School	Academy	23.5	16	64
Sandringham School	Academy	21.9	12	47
SAVI	Academy	25.0	4	14
Saxon Primary School	Academy	20.2	29	104
Sayes Court School	Academy	20.9	17	61
SCC Schools	Scheduled Bodies	25.2	657	2759
Scott Broadwood CofE	Academy	19.7	3	10
Send Parish Council	Designating Bodies	18.4	3	7
SERCO	Admitted Bodies	15.9	17	43
Shalford Infant School	Academy	19.3	9	30
Shalford Parish Council	Designating Bodies	18.4	2	5
Shawley Community Primary	Academy	25.2	12	54
Sight For Surrey	Admitted Bodies	25.0	4	14
Sir William Perkins School	Academy	37.7	5	28
South Camberley Primary Sch	Academy	19.8	36	119
South Farnham Education Trust	Academy	19.1	58	177
Spelthorne Borough Council	Scheduled Bodies	17.3	930	3375
Springfield Primary School	Academy	20.0	23	81

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
Spurgeons (SCC)	Admitted Bodies	26.6	3	13
St Alban's Catholic Primary Sch	Academy	20.6	26	94
St Andrew's CofE Infant School	Academy	21.3	3	13
St Andrew's CofE Primary School	Academy	22.0	12	46
St Anne's Catholic Primary School	Academy	20.6	25	90
St Augustine's Catholic Primary Sch	Academy	20.6	28	94
St Charles Borromeo Catholic	Academy	20.6	21	75
St Cuthbert Mayne	Academy	20.6	10	37
St Edmunds Primary School	Academy	20.6	13	48
St Hugh of Lincoln Catholic Primary	Academy	20.6	11	39
St Ignatius Catholic Primary	Academy	15.9	7	33
St John the Baptist	Academy	20.6	94	313
St John's Primary School	Academy	19.8	17	61
St John's School, Knaphill	Academy	18.4	9	29
St John's Primary Sch	Academy	21.3	28	103
St Lawrence Primary School	Academy	21.3	11	42
St Mark and All Saints CofE Sch	Academy	21.3	12	47
St Martins CofE	Academy	21.8	34	130
St Mary's CofE Primary Sch	Academy	25.2	40	177
St Mary's Primary Sch	Academy	21.3	14	51
St Matthew's C of E Primary Sch	Academy	20.2	24	82
St Michael's Catholic Sch	Academy	15.9	9	40
St Paul's Catholic College	Academy	25.2	64	250

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
St Peters Catholic Sch	Academy	20.6	75	248
St Polycarp's Catholic Sch	Academy	20.6	23	85
St Stephen's CofE Primary Sch	Academy	20.2	21	77
St Thomas' Catholic Primary Sch	Academy	20.6	32	116
St. Paul's CofE Primary Sch	Academy	21.3	30	103
Stanwell Fields CofE School	Academy	18.2	26	83
Stoughton Infant School	Academy	19.3	31	103
Sunbury Manor School	Academy	21.2	72	250
Surrey Choices	Admitted Bodies	14.7	36	76
Surrey County Council (S1)	Scheduled Bodies	14.8	17635	37292
Surrey Heath BC	Scheduled Bodies	17.2	707	1705
Surrey Hills All Saints CofE Sch	Academy	21.3	10	37
Surrey Police	Admitted Bodies	16.5	3886	9628
Surrey Schools (S4)	Scheduled Bodies	25.2	4126	17890
Surrey Sports Park	Admitted Bodies	26.0	12	35
Sythwood Primary School	Academy	20.9	59	214
Tandridge DC	Scheduled Bodies	17.1	589	1426
Tatsfield Parish Council	Designating Bodies	18.4	1	3
Tatsfield Primary School	Academy	20.8	11	37
Thames Ditton Junior School	Academy	21.8	10	39
Thamesmead School	Academy	21.3	67	229
The Abbey School	Academy	20.8	32	113
The Alliance Multi Academy Trust	Academy	21.7	11	31

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
The Ashcombe School	Academy	22.0	75	268
The Beacon School	Academy	20.0	61	201
The Bishop Wand CofE Sch	Academy	21.2	53	179
The Echelford Primary Sch	Academy	20.2	37	132
The Grove Primary School	Academy	21.9	25	99
The Hermitage School	Academy	20.4	21	78
The Horsell Village Academy	Academy	20.4	15	55
The Howard Partnership Trust	Academy	21.3	192	624
The Knaphill Lower School	Academy	18.4	8	25
The Marist Catholic Primary Sch	Academy	20.6	33	120
The Mead Infant School	Academy	18.9	11	39
The Park School	Academy	20.8	26	93
The Raleigh School	Academy	19.1	24	68
The Ridgeway School	Academy	20.8	59	208
The Swan Trust	Academy	20.4	11	36
The Vale Primary School	Academy	20.0	12	42
The Weald Primary School	Academy	21.3	10	39
Therfield School	Academy	22.0	55	196
Thomas Knyvett College	Academy	21.3	38	139
Three Rivers Academy	Academy	21.3	50	185
Tomlinscote School	Academy	23.7	84	334
Unified Academy	Academy	19.7	27	88
Unity Trust	Academy	23.3	34	102

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
University of Creative Arts	Scheduled Bodies	20.1	1227	3554
University of Surrey	Scheduled Bodies	26.0	463	1872
Valley End Inf School	Academy	17.7	1	4
Wallace Fields Infant School	Academy	17.0	26	86
Walsh CoE Junior School	Academy	25.2	22	97
Walton Oak School	Academy	20.2	39	137
Warlingham Parish Council	Designating Bodies	18.4	1	4
Warlingham School	Academy	20.8	100	338
Warlingham Village Primary	Academy	20.0	15	55
Warren Mead Infant School	Academy	20.0	9	33
Warren Mead Junior School	Academy	20.0	15	51
Waverley Abbey CofE Junior Sch	Academy	21.3	22	80
Waverley BC	Scheduled Bodies	17.2	921	2244
Waverley Hoppa Transport	Admitted Bodies	25.7	5	27
Welcare (SCC)	Admitted Bodies	27.8	2	12
West End Parish Council	Designating Bodies	18.4	2	6
West Ewell Primary School	Academy	20.9	42	155
West Hill School	Academy	20.8	32	121
Westfield Primary School	Academy	19.8	24	86
Wey Valley College	Academy	16.8	17	63
Weydon School	Academy	20.8	126	402
Weyfield Primary Academy	Academy	18.8	15	48
Whyteleafe Primary School	Academy	20.0	32	118

Employing Organisation	Type	Employer % Contribution Rate	Employees Contributions £000	Employer Contributions £000
Whyteleafe Village Council	Designating Bodies	18.4	0	1
Windlesham Parish Council	Designating Bodies	18.4	6	15
Windlesham Village Infant Sch	Academy	21.7	7	26
Wishmore Cross Academy	Academy	19.2	25	80
Witley Parish Council	Designating Bodies	18.4	4	12
Woking BC	Scheduled Bodies	17.0	1036	2494
Woking College	Academy	18.5	63	189
Woking High School	Academy	25.1	94	351
Woodlea Primary School	Academy	20.8	10	39
Woodmansterne School	Academy	20.9	26	94
Woolmer Hill School	Academy	20.8	40	142
Worplesdon Parish Council	Designating Bodies	18.4	7	19
Wray Common Primary	Academy	19.8	29	97
Wyke Primary School	Academy	21.9	11	44
Xavier Catholic Education Trust	Academy	19.6	59	157
YMCA East Surrey	Admitted Bodies	17.8	2	6

Summary of Employers

A summary of the number of employers in the fund analysed by scheduled bodies, admitted bodies, designated bodies & Academies which are active (with active members) and ceased (no active members, but with some outstanding liabilities).

Employer	Active	Ceased	Total
Scheduled Body	20	0	20
Admitted Body	70	9	79
Designated Body	29	0	29
Academies	226	0	226
Total	345	9	354

Contacts

Benefits and Contributions

Enquiries should be directed in writing to Surrey Pension Team at the following address:

Surrey Pension Team
PO Box 471, Reigate, RH2 2HA

Telephone: 020 8541 9289 or 9292
Email: mypensions@surreycc.gov.uk
Fax: 020 8541 9287

Accounts and Investments

Information can be obtained from Surrey Pension Team

Investments: pension.fund@surreycc.gov.uk

Accounts: employer.pensions@surreycc.gov.uk

Pension Scheme Regulations

1997 Regulations S.I. 1997/1612

Copies may be obtained from:

The Stationery Office Ltd 2nd Floor, St Crispins Duke Street Norwich NR3 1PD

Website: www.opsi.gov.uk/si/si1997/19971612.htm

Useful Addresses

Occupational Pensions Board

PO Box 133, Newcastle upon Tyne NE99 1NN

Telephone: 0191 225 6316

Money and Pension Services (MaPS)

Holborn Centre, 120 Holborn, London, EC1N 2TD

Telephone: 01159 659570

Email: contact@maps.org.uk

Pensions Ombudsman

10 South Colonnade, Canary Wharf, E14 4PU

Telephone Local: [0800 917 4487](tel:08009174487)

Telephone Overseas: 0207 630 2200

Email: enquiries@pensions-ombudson.org.uk

Employee and Employer Guides

The Department for Community and Local Government has produced guides to the Pension Scheme Regulations. These are available on request from Pension Services.

National LGPS Website

www.lgps.org.uk

Glossary of Terms

Active Management

A style of management where the fund manager aims to outperform a benchmark by superior asset allocation, market timing or stock selection (or a combination of these). Compare with passive management

Actuary

An independent consultant who advises the County Council on the financial position of the Fund. See actuarial valuation.

Actuarial Valuation

This is an assessment done by an actuary, usually every three years. The actuary will work out how much money needs to be put into a pension fund to make sure pensions can be paid in the future.

Additional Voluntary Contribution (AVC)

An option available to individuals to secure additional pensions benefits by making regular payments in addition to the 5.5%-7.5% of basic earnings payable.

Admitted Bodies

Employers whose staff can become members of the Fund by virtue of an admission agreement made between the administering authority and the employer.

Asset Allocation

The apportionment of a fund's assets between asset classes and/or world markets. The long-term strategic asset allocation of a fund will reflect the fund's investment objectives. In the short term, the fund manager can aim to add value through tactical asset allocation decisions.

Benchmark

A yardstick against which the investment policy or performance of a fund manager can be compared. The Surrey Fund's benchmark is customised, meaning that it is tailored to the Fund's liability profile.

Bond

A debt investment with which the investor loans money to an entity (company or government) that borrows the funds for a defined period of time at a specified interest rate.

Book cost

The value of an asset as it appears on a balance sheet, equivalent to how much was paid for the asset (less liabilities due). Book cost often differs substantially from market value.

Broker

An individual or firm that charges a fee or commission for executing buy and sell orders submitted by an investor.

Commission

A service charge assessed by an agent in return for arranging the purchase or sale of a security or real estate. The commission must be fair and reasonable, considering all the relevant factors of the transaction. (Underwriting commission)

Corporate Bond

A debt security issued by a corporation, as opposed to those issued by the government.

Corporate Governance

The system by which companies are run, and the means by which they are responsible to their shareholders, employees and other stakeholders.

Creditors

Amounts owed by the pension fund.

Custody

Safe-keeping of securities by a financial institution. The custodian keeps a record of the client's investments and may also collect income, process tax reclaims and provide other services such as performance measurement.

Debtors

Amounts owed to the pension fund.

Derivative

Used to describe a specialist financial instrument such as options or futures contracts. Financial instruments are agreements to buy or sell something, under terms laid out in a contract.

Diversification

A risk management technique that mixes a wide variety of investments within a portfolio. It is designed to minimize the impact of any one security on overall portfolio performance.

Dividend

Distribution of a portion of a company's earnings, decided by the board of directors, to a class of its shareholders. The amount of a dividend is quoted in the amount each share receives or in other words dividends per share.

Dividend Yield

An indication of the income generated by a share, calculated as Annual Dividend per Share/Price per Share

Emerging Markets

There are about 80 stock markets around the world of which 22 markets are generally considered to be mature. The rest are classified as emerging markets.

Equity

Stock or any other security representing an ownership interest.

Ex-dividend

Purchase of shares without entitlement to current dividends. This entitlement remains with the seller of the shares.

Final Salary Scheme

An employer pension scheme, the benefits of which are linked to length of service and the final salary of the member (also known as defined benefit).

Fixed interest

A loan with an interest rate that will remain at a predetermined rate for the entire term of the loan. See bond.

FTSE All-Share

An arithmetically weighted index of leading UK shares (by market capitalisation) listed on the London Stock Exchange (LSE). The FTSE 100 Index covers only the largest 100 companies.

Funding Level

A comparison of a scheme's assets and liabilities.

Futures Contract

A contract to buy goods at a fixed price and on a particular date in the future. Both the buyer and seller must follow the contract by law.

Gilts

The familiar name given to sterling, marketable securities (or bonds) issued by the British Government.

Hedge

Making an investment to reduce the risk of adverse price movements in an asset. Normally, a hedge consists of taking an offsetting position in a related security, such as a futures contract.

Index Linked

A bond which pays a coupon that varies according to some underlying index, usually the Consumer Price Index.

LGPS

Local Government Pension Scheme.

LSE

London Stock Exchange.

Mandate

The agreement between a client and investment manager laying down how the portfolio is to be managed, including performance targets.

Market Value

A security's last reported sale price (if on an exchange) i.e. the price as determined dynamically by buyers and sellers in an open market. Also called market price.

Option

The name for a contract where somebody pays a sum of money for the right to buy or sell goods at a fixed price by a particular date in the future. However, the goods do not have to be bought or sold.

Passive Management

A style of fund management that aims to construct a portfolio to provide the same return as that of a chosen index. Compare with active management.

Pension Fund

A fund established by an employer to facilitate and organise the investment of employees' retirement funds contributed by the employer and employees. The pension fund is a common asset pool meant to generate stable growth over the long term, and provide pensions for employees when they reach the end of their working years and commence retirement.

Private Equity

When equity capital is made available to companies or investors, but not quoted on a stock market. The funds raised through private equity can be used to develop new products and technologies, to expand working capital, to make acquisitions, or to strengthen a company's balance sheet. Also known as development capital.

Property Unit Trusts

Pooled investment vehicles that enable investors to hold a stake in a diversified portfolio of properties.

Return

Synonymous with profit, be it income received, capital gain or income and capital gain in combination. Usually expressed as a percentage of the nominal value of the asset.

Risk

The likelihood of performance deviating significantly from the average. The wider the spread of investment in an investment sector or across investment sectors, i.e. the greater the diversification, the lower the risk.

Scheme Employers

Local authorities and other similar bodies whose staff automatically qualify to become members of the pension fund.

Security

An investment instrument, other than an insurance policy or fixed annuity, issued by a corporation, government, or other organisation, which offers evidence of debt or equity.

Socially Responsible Investment (SRI)

Investments or funds containing stock in companies whose activities are considered ethical.

Specialist Manager

A fund management arrangement whereby a number of different managers each concentrate on a different asset class. A specialist fund manager is concerned primarily with stock selection within the specialist asset class. Asset allocation decisions are made by the investment committee, their consultant or by a specialist tactical asset allocation manager (or combination of the three).

Stock

A type of security that signifies ownership in a corporation and represents a claim on part of the corporation's assets and earnings. Also known as shares or equity.

Stock Selection

The process of deciding which stocks to buy within an asset class.

Tracking Error

An unplanned divergence between the price behaviour of an underlying stock or portfolio and the price behaviour of a benchmark. Reflects how closely the make-up of a portfolio matches the make-up of the index that it is tracking.

Transaction Costs

Those costs associated with managing a portfolio, notably brokerage costs and taxes.

Transfer Value

The amount transferred to/from another pension fund should a member change employment. The amount transferred relates to the current value of past contributions.

Transition

To move from one set of investment managers to another.

Underwriting

The process by which investment bankers raise investment capital from investors on behalf of corporations and governments that are issuing securities (both equity and debt).

Unit Trust

A pooled fund in which investors can buy and sell units on an ongoing basis.

Unlisted Security

A security which is not traded on an exchange.

Unrealised Gains/(losses)

The increase/(decrease) at year-end in the market value of investments held by the fund since the date of their purchase.

Yield

The rate of income generated from a stock in the form of dividends, or the effective rate of interest paid on a bond, calculated by the coupon rate divided by the bond's market price. Furthermore, for any investment, yield is the annual rate of return expressed as a percentage.

Risk Management

Overview

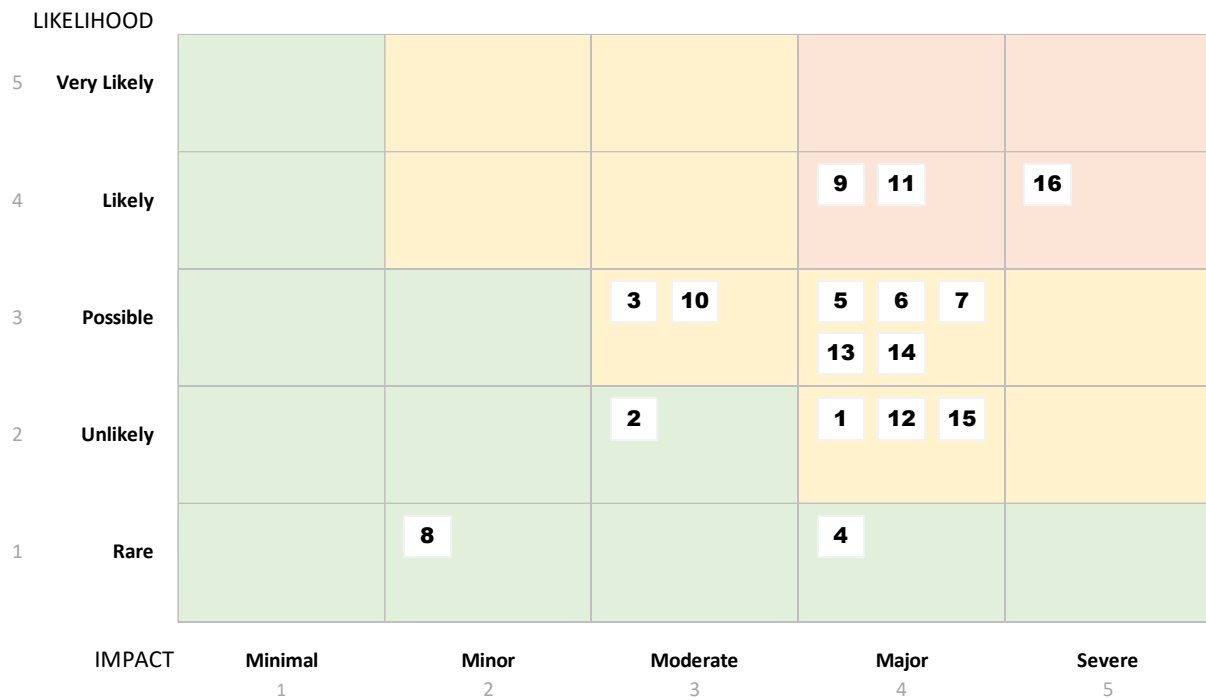
The risk management policy of the Surrey Pension Team is to adopt best practice in the identification, evaluation and control of risks in order to ensure that the risks are recognised, and then either eliminated or reduced to a manageable level. If neither of these options is possible, then means to mitigate the implications of the risks is established.

Risk areas have been assessed in terms of their impact on the Fund as a whole, on the fund employers, and on the reputation of the Pension Fund Committee and Surrey County Council as the administering authority. Assessment has also been made of the likelihood of the risk.

A quarterly assessment of the Pension risk register gives the Board the opportunity to influence and drive the risk management process.

Risk Register

The risk register as at the end of March 2023 identified sixteen areas of risk. These are plotted on the risk heat map shown in the following figure.



10

Risk scores with current mitigation controls in place

Risk ID	Risk Title	Like-likelihood (1-5)	Impact (1-5)	Overall Score
16	Implementation of new financial systems leads to delayed processing, data integrity issues or financial loss	4	5	20
9	Skills / knowledge gaps lead to inefficiency and poor performance	4	4	16
11	Work volume mismatch with operational capacity leading to backlogs	4	4	16
5	Investment strategy and proposed implementation materially affects investment performance	3	4	12
6	Investment returns impacted by market volatility/ performance	3	4	12
7	Investment returns impacted by third party or counter party performance/default	3	4	12
13	Scheme is financially or reputationally impacted by failure to adhere to (changes in) regulatory and legislative compliance requirements	3	4	12
14	Reputational issues due to inaccurate public domain information (external stakeholder relationships / comms) or inefficient service	3	4	12
3	Funding requirements higher due to actuarial assumptions materially different to experience	3	3	9
10	Data administration failure / fraud leads to data integrity issues	3	3	9
1	Employers unable/unwilling to make payments	2	4	8
12	Business interruption or cyber security breach leads to data integrity issues or financial loss	2	4	8
15	Internal protocols for governance not followed	2	4	8
2	Employers delay making payments	2	3	6
4	Investment performance materially impacted by insufficient attention to ESG factors	1	4	4
8	Insufficient liquidity / lack of cash to meet obligations for collateral rebalancing / payments out	1	2	2

Internal audit

A significant programme of internal audit testing is undertaken by the Internal Audit team each year. During 2022/23 there were audits in several areas of the fund as set out in the table below.

Topic	Assurance Rating
Compensatory Added Years (CAYs)	Reasonable
Administration Review (Transfers Out)	Reasonable
Governance Arrangements	Reasonable
Pension Investments	Reasonable
Banking Controls follow up	<i>No opinion (refer Note)</i>

Note: The banking controls audit provided no opinion pending system changes as a result of the transition of the financial accounting system in 2023/24.

Internal audits continue to assist the Fund with identifying areas of good practice and areas where improvements may be made.

Value for Money

Overview

As part of the review of the economy, efficiency and effectiveness of Surrey County Council's use of resources carried out by Grant Thornton in 2022, they identified an improvement recommendation in relation to the Pension Fund.

The report highlighted the improvements made in pensions administration – but noted that the service remains on an improvement journey. The recommendation was that management should continue improvement works being undertaken with the pensions team and ensure that the backlog is brought to a manageable level within agreed target dates.

Backlogs across the whole service are receiving priority attention and identified for action in the Business Plan for 2023/24. An initial assessment of resource requirements for dealing with backlogs has been undertaken – consequential steps are underway.

As part of the transformation of the administration, plans have now been developed and a hybrid approach to clearing the backlog has been agreed with a combination of recruiting an internal team and procuring the services of external services via a tendering process to support the more complex work.

Accounts 2022/23



The following pages present the accounts for the Surrey Pension Fund for the year ended 31 March 2023.

Note: The accounts on the following pages are unaudited. Figures presented therefore remain subject to further review and amendment.

SURREY PENSION FUND ACCOUNTS

2022/23

UNAUDITED

Surrey Pension Fund

Fund account

	Note	2022/23 £000	2021/22 £000
Contributions and benefits			
Contributions receivable	7	207,586	193,640
Transfers in	8	36,287	33,289
		<u>243,873</u>	<u>226,929</u>
Benefits payable	9	(176,888)	(170,855)
Payments to and on account of leavers	10	(26,341)	(16,148)
		<u>(203,229)</u>	<u>(187,003)</u>
Net additions from dealings with members		40,644	39,926
Management expenses	11	(19,765)	(14,709)
Net additions including fund management expenses		20,879	25,217
Return on investments			
Investment income	12	41,850	24,531
Taxes on income		(1,020)	(1,169)
Profit and losses on disposal of investments and changes in the value of investments	17	(127,825)	295,914
Net return on investments		(86,995)	319,276
Net increase in the net assets available for benefits during the year		(66,116)	344,493
Opening net assets of the scheme		5,357,512	5,013,019
Closing net assets of the scheme		5,291,396	5,357,512

Surrey Pension Fund

Net assets statement

	Note	31 Mar 2023 £000	31 Mar 2022 £000
Investment assets	14	5,240,381	5,332,987
Investment liabilities	14	-	(23,165)
Total net investments		5,240,381	5,309,822
Current assets	21	58,896	57,775
Total assets		5,299,277	5,367,597
Current liabilities	22	(7,881)	(10,085)
Net assets of the fund available to fund benefits at the end of the reporting period		5,291,396	5,357,512

Note: the fund's financial statements do not take account of liabilities to pay pensions and other benefits after the period end. The actuarial present value of promised retirement benefits is disclosed at Note 20.

Surrey Pension Fund

Notes to the accounts

1 Description of the fund

The Surrey Pension Fund ('the fund') is part of the Local Government Pension Scheme (LGPS) and is administered by Surrey County Council. The Surrey Pension Fund is the reporting entity.

(a) General

The scheme is governed by the Public Service Pensions Act 2013. The fund is administered in accordance with the following secondary legislation:

- „the Local Government Pension Scheme Regulations 2013 (as amended)
- „the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (as amended)
- „the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016.

It is a contributory defined benefit pension scheme administered by Surrey County Council to provide pensions and other benefits for pensionable employees of Surrey County Council, the borough and district councils in Surrey and a range of other scheduled and admitted bodies within the county area. Teachers, police officers and firefighters are not included as they come within other national pension schemes. The fund is overseen by the Surrey Pension Fund Committee, which is a committee of Surrey County Council.

(b) Membership

Membership of the LGPS is voluntary and employees are free to choose whether to join the scheme, remain in the scheme or make their own personal arrangements outside the scheme.

Organisations participating in the Surrey Pension Fund include:

- Scheduled bodies, which are local authorities and similar bodies whose staff are automatically entitled to be members of the fund.
- Admitted bodies, which are other organisations that participate in the fund under an admissions agreement between the fund and the relevant organisation. Admitted bodies include voluntary, charitable and similar bodies or private contractors undertaking a local authority function following outsourcing of services to the private sector.

Surrey Pension Fund

Notes to the accounts

Membership details are set out below:

	31 Mar 2023	31 Mar 2022
Number of employers	345	327
Employees in the Scheme		
Surrey County Council	19,664	19,326
Other Employers	23,037	22,119
Total	42,701	41,445
Pensioners		
Surrey County Council	15,469	14,880
Other Employers	13,104	14,730
Total	28,573	29,610
Deferred Pensioners		
Surrey County Council	26,738	26,379
Other Employers	16,630	16,948
Total	43,368	43,327
Total Number of Members	114,642	114,382

(c) Funding

Benefits are funded by contributions and investment earnings. Contributions are made by active members of the fund in accordance with the Local Government Regulations 2013 as disclosed in the introduction and ranged from 5.5% to 12.5% of pensionable pay for the financial year ending 31 March 2023. Employee contributions are matched by employers' contributions which are set based on triennial actuarial funding valuations. The last such valuation was at 31 March 2022 and new rates applied from April 2023.

The contribution rates for 2022/23 ranged from 12.7% to 43.6% of pensionable pay.

Surrey Pension Fund

Notes to the accounts

(d) Benefits

Prior to 1 April 2014, pension benefits under the LGPS were based on final pensionable pay and length of pensionable service. From 1 April 2014, the scheme became a career average scheme, whereby members accrue benefits based on their pensionable pay in that year at an accrual rate of 1/49th. Accrued pension is uprated annually in line with the Consumer Prices Index.

A range of other benefits are also provided including early retirement, disability pensions and death benefits, as explained on the LGPS website – see www.lgpsmember.org.

2 Basis of preparation

The Statement of Accounts summarises the fund's transactions for the 2022/23 financial year and its position at the year end at 31 March 2023. The accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom which is based upon International Financial Reporting Standards (IFRS), as amended for the UK public sector.

Paragraph 3.3.1.2 of the Code requires disclosure of any accounting standards issued but not yet adopted. No such accounting standards have been identified for 2022/23.

The accounts summarise the transactions of the fund and report on the net assets available to pay pension benefits. The accounts do not take account of obligations to pay pensions and benefits which fall due after the end of the financial year. The actuarial present value of promised retirement benefits valued according to the International Accounting Standard (IAS) 19 is disclosed at note 20 of these accounts.

These accounts have been prepared on a going concern basis. The liabilities of the pension fund are ultimately backed by the employing organisations within the fund including government bodies with tax raising powers.

Surrey Pension Fund

Notes to the accounts

3 Summary of significant accounting policies

Fund account - revenue recognition

(a) Contribution income

Normal contributions, both from the members and from the employer, are accounted for on an accruals basis in the payroll period to which they relate.

Employers' augmentation contributions and pension strain contributions are accounted for in the period in which the liability arises. Any amount due in year but unpaid will be classed as a current financial asset. Contributions due for forthcoming periods are not represented within the financial statements.

(b) Transfers to and from other schemes

Transfer values represent the amounts received and paid during the year for members who have either joined or left the fund during the financial year and are calculated in accordance with the Local Government Pension Scheme Regulations.

Transfers in/leavers are accounted for when received or paid, which is normally when the member liability is accepted or discharged. Transfers in from members wishing to use the proceeds of their additional voluntary contributions to purchase scheme benefits are accounted for on a receipts basis and are included within transfers in.

Bulk (group) transfers are accounted for in accordance with the terms of the transfer agreement.

(c) Investment income

- (i) Interest income is recognised in the fund account as it accrues using the effective interest rate of the financial instrument as at the date of acquisition or origination. Income includes the amortisation of any discount premium, transaction costs or other differences between the initial carrying amount of the instrument and its amount at maturity calculated on an effective interest rate basis.
- (ii) Dividend income is recognised on the date the shares are quoted as ex-dividend. Any amount not received by the end of the reporting period is disclosed in the net asset statement as a current financial asset.
- (iii) Distributions from pooled funds are recognised at the date of issue. Any amount not received by the end of the reporting period is disclosed in the net asset statement as a current financial asset.
- (iv) Changes in the value of investments (including investment properties) are recognised as income and comprise all realised and unrealised profits/losses during in the year.
- (v) Distributions and drawdowns from private equity partnerships are accounted for according to guidance from the private equity manager as to the nature of the distribution or drawdown. Income and purchases and sales are recognised at the date the capital call or distribution falls due.

Surrey Pension Fund

Notes to the accounts

Fund account - expense items

(d) Benefits payable

Pensions and lump-sum benefits payable include all amounts known to be due as at the end of the financial year. Any amounts due but unpaid are disclosed in the net asset statement as current liabilities.

(e) Management expenses

The fund discloses its management expenses in line with the CIPFA guidance Accounting for Local Government Pension Scheme Management Expenses (2016), as shown below. All items of expenditure are charged to the fund on an accruals basis as follows:

Administrative expenses	Pension administrative expenses reflect the costs incurred in the payment of pensions and other benefits, the maintenance of member records and provision of scheme and entitlement information. Costs incurred in relation to specific employers are recharged to those individual organisations and therefore excluded from the accounts. All administration expenses are accounted for on an accruals basis. The relevant staffing costs of the pension administration team are recharged to the fund. Management, accommodation and other overheads are apportioned to the fund in accordance with council policy.
Investment management expenses	All investment management expenses are accounted for on an accruals basis. Fees of the external investment managers and custodian are agreed in the respective mandates governing their appointments. Broadly, these are based on the market value of the investments under management and therefore increase or reduce as the value of these investments change.
Oversight and governance expenses	Governance costs reflect those expenses which fall outside the parameters of administrative or investment expenses. All oversight and governance expenses are accounted for on an accruals basis with associated staffing and overhead costs apportioned in accordance with council policy.

(f) Taxation

The fund is a registered public service scheme under section 1 (1) of the Schedule 36 of the Finance Act 2004 and as such is exempt from UK income tax on interest received and from capital gains tax on the proceeds of investments sold. Income from overseas investments may be subject to withholding tax in the country of origin. Irrecoverable tax is accounted for as a fund expense as it arises. Tax on income due but unpaid at the end of the year is reported as a current liability.

Surrey Pension Fund

Notes to the accounts

Net assets statement

(g) Financial assets

All investment assets are included in the financial statements on a fair value basis as at the reporting date. Loans and receivables are held at amortised cost. A financial asset is recognised in the net assets statement on the date the fund becomes party to the contractual acquisition of the asset. From this date any gains or losses arising from changes in the fair value of the assets are recognised by the fund.

Surrey Pension Fund is a partner fund of Border to Coast Pensions Partnership. Each Partner Fund invested in Class A and B Shares at a cost (transaction price) of £1 and £833,333 respectively. This investment has been valued at cost and will continue to be, as the fair value of these assets cannot be reliably estimated.

(h) Foreign currency transactions

Dividends, interest and purchases and sales of investments in foreign currencies have been accounted for at the spot rate on the date of transaction. End-of-year spot market exchange rates are used to value cash balances held in foreign currency bank accounts, market values of overseas investments and purchases and sales outstanding at the end of the reporting period.

(i) Derivatives

The fund uses derivative financial instruments to manage its exposure to specific risks arising from its investment activities. The fund does not hold derivatives for speculation purposes.

Derivative contract assets are fair valued at bid prices and liabilities are fair valued at offer prices. Changes in fair value of derivative contracts are included in the change in market value.

The value of futures contracts is determined using exchange prices at the reporting date. Amounts due from or owed to the broker are the amounts outstanding in respect of the initial margin and variation margin.

The future value of forward currency contracts is based on the market forward exchange rates at the year-end date and determined as the gain or loss that would arise if the outstanding contract were matched at the year end with an equal and opposite contract.

(j) Cash and cash equivalents

Cash comprises cash in hand and demand deposits and includes amounts held by the fund's external managers. All cash balances are short-term, highly liquid investments that are readily convertible to known amounts of cash and are subject to minimal risk of changes in value.

Surrey Pension Fund

Notes to the accounts

(k) Loans and receivables

Financial assets classed as amortised cost are carried in the net asset statement at the value of outstanding principal receivable at the year-end date plus accrued interest.

(l) Financial liabilities

The fund recognises financial liabilities at fair value as at the reporting date. A financial liability is recognised in the net asset statement on the date the fund becomes party to the liability. From this date any gains or losses arising from changes in the fair value of the liability are recognised by the fund.

(m) Actuarial present value of promised retirement benefits

The actuarial present value of promised retirement benefits is assessed on a triennial basis by the scheme actuary in accordance with the requirement of IAS 19 and relevant actuarial standards.

As permitted under the Code, the fund has opted to disclose the actuarial present value of promised retirement benefits by way of a note to the net asset statement.

(n) Additional voluntary contributions

Surrey Pension Fund provides an additional voluntary contributions (AVC) scheme for its members, the assets of which are invested separately from those in the pension fund. The fund has appointed Prudential as the AVC provider. A small number of members remain with the previous provider Equitable Life. AVCs are paid to the AVC provider by employers and are specifically for providing additional benefits for individual contributors. Each AVC contributor receives an annual statement showing the amounts held in their account and the movements in the year.

AVCs are not included in the accounts in accordance with Regulation 4(1)(b) of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 but are disclosed for information in a note to the accounts.

Surrey Pension Fund

Notes to the accounts

4 Critical judgements in applying accounting policies

Application of judgement in specific policies is outlined in each note to the accounts.

5 Sources of estimation uncertainty

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts. Estimates and assumptions take account of historical experience, current trends and future expectations. However, actual outcomes could be different from the assumptions and estimates made. The items in the net asset statement for which there is a significant risk of material adjustment the following year are as follows:

Item	Uncertainties	Effect if actual results differ from assumptions
Actuarial present value of promised retirement benefits	Estimation of the net liability to pay pension depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the fund with expert advice about the assumptions to be applied.	The net pension liability of the fund would change if there are changes in variables such as the Pensions Increase Rate, Salary Increase Rate, Discount Rate and life expectancy. Sensitivity analysis is provided in Note 20.
Private equity	Private equity investments, both limited partnership and fund of funds, are disclosed at fair value, provided by the administrators of the funds. These investments are not publicly listed and as such there is a degree of estimation involved in the valuation. These are usually classified as Level 3 Investments.	There is more uncertainty regarding the valuation of these asset types, and could potentially be subject to material adjustments. Sensitivity analysis is provided in the notes to the accounts.
Fund of fund investments	Where investments are made into a fund of funds structure there is an additional level of separation from the fund. These investments are not publicly listed and as such there is a degree of estimation involved in the valuation using best available dates of valuation. These are usually classified as Level 3 Investments.	There is more uncertainty regarding the valuation of these asset types, and could potentially be subject to material adjustments
Property Unit Trust	Valuation techniques are used to determine the carrying amount of pooled property funds.	There is more uncertainty regarding the valuation of these asset types, and could potentially be subject to material adjustments. Sensitivity analysis is provided in the notes to the accounts.

Surrey Pension Fund

Notes to the accounts

6 Events after the reporting date

The Statement of Accounts is adjusted to reflect events after the balance sheet date, both favourable and unfavourable, that occur between the end of the reporting date and the date when the Statement of Accounts is authorised for issue that provide evidence of conditions that existed at the end of the reporting period unless deemed insignificant to the true and fair value of the Fund's assets and liabilities. Those events taking place after the date of authorisation for issue will not be reflected in the statement of accounts.

7 Contributions receivable

By category

	2022/23 £000	2021/22 £000
Employees' contributions	49,142	44,228
Normal contributions	130,303	113,675
Deficit recovery contributions	27,364	33,220
Augmentation contributions	388	2,517
Employers' contributions	158,055	149,412
Other contributions	389	
Total contributions receivable	207,586	193,640

By type of employer

	2022/23 £000	2021/22 £000
Administering authority	91,313	87,048
Scheduled bodies	110,045	102,187
Admitted bodies	5,840	4,405
Other	389	
Total contributions receivable	207,586	193,640

Surrey Pension Fund

Notes to the accounts

8 Transfers in from other pension funds

	2022/23 £000	2021/22 £000
Group transfers	9,359	-
Individual transfers	26,928	33,289
	<u>36,287</u>	<u>33,289</u>

9 Benefits payable

By category

	2022/23 £000	2021/22 £000
Pensions	(151,030)	(143,247)
Commutation and lump sum retirement benefits	(21,206)	(22,114)
Lump sum death benefits	(4,514)	(5,317)
Interest on late payment of benefits	(138)	(177)
	<u>(176,888)</u>	<u>(170,855)</u>

By type of employer

	2022/23 £000	2021/22 £000
Administering authority	(81,786)	(78,970)
Scheduled bodies	(81,073)	(82,514)
Admitted bodies	(14,029)	(9,371)
	<u>(176,888)</u>	<u>(170,855)</u>

Surrey Pension Fund

Notes to the accounts

10 Payments to and on account of leavers

	2022/23 £000	2021/22 £000
Group transfers to other schemes	(25,529)	(15,404)
Refunds of contributions	(822)	(755)
Payments for members joining state schemes	10	11
Employers' contributions	(26,341)	(16,148)

11 Management expenses

	2022/23 £000	2021/22 £000
Administrative costs	(4,198)	(3,883)
Investment management expenses	(8,131)	(9,267)
Oversight and governance costs	(7,436)	(1,559)
Employers' contributions	(19,765)	(14,709)

As part of its oversight and governance costs in 2022/23, the fund had also spent £1,521k (2021/22: £1,133k) in respect of pooling costs payable to the Border to Coast Pensions Partnership (BCPP).

Surrey Pension Fund

Notes to the accounts

Investment management expenses

2022/23	£000				
		Total	Management fees	Performance related fees	Transaction costs
Bonds		-	-	-	-
Equities		(3,793)	(3,594)	-	(198)
Pooled investments		(884)	(631)	-	(254)
Pooled property investments		(1,256)	(1,256)	-	-
Private equity		(2,031)	(2,031)	-	-
Property		-	-	-	-
Derivatives		-	-	-	-
Cash and FX contracts		-	-	-	-
		(7,964)	(7,512)	-	(452)
Custody fees		(167)			
Total		(8,131)			
2021/22	£000				
		Total	Management fees	Performance related fees	Transaction costs
Equities		(1,088)	(1,088)	-	-
Pooled investments		(1,547)	(1,368)	-	(179)
Pooled property investments		(2,223)	(2,223)	-	-
Private equity		(4,287)	(4,287)	-	-
		(9,145)	(8,966)	-	(179)
Custody fees		(122)			
Total		(9,267)			

Surrey Pension Fund

Notes to the accounts

12 Investment income

	2022/23 £000	2021/22 £000
Income from equities	18,401	7,965
Income from pooled investments	-	4,368
Private equity income	10,426	3,003
Pooled property investments	10,719	8,309
Interest on cash deposits	1,445	9
Other	858	877
	<u>41,850</u>	<u>24,531</u>

13 Other fund account disclosures

External audit costs

	2022/23 £000	2021/22 £000
Payable in respect of external audit	(87)	(49)
Payable in respect of other services	(30)	(24)
	<u>(117)</u>	<u>(73)</u>

Surrey Pension Fund

Notes to the accounts

14 Investments

	31 Mar 2023 £000	31 Mar 2022 £000
Investment assets		
Equities	485,691	475,733
Pooled funds	563,595	582,921
Fixed income unit trusts	2,999,453	3,356,837
Equity unit trusts	4,048,739	4,415,491
Other investments	293,784	331,775
Pooled property investments	795,159	548,856
Private equity	22,607	1,613
Derivatives	5,160,289	5,297,735
Total net investments	5,160,289	5,297,735
Cash deposits	77,750	33,126
Other investment balances	2,342	2,126
Total investment assets	5,240,381	5,332,987
Investment liabilities		
Derivatives	-	(23,165)
Total investment assets	5,240,381	5,309,822

Surrey Pension Fund

Notes to the accounts

14 A. Reconciliation of movements in investments and derivatives

2022/23	£000	Market Value 1 April 2022	Purchases and derivative payments	Sales and derivative receipts	Change in value during the year	Market Value 31 March 2023
Equities		475,733	219,922	(196,128)	(13,836)	485,691
Pooled investments		3,939,759	13,350	(285,642)	(104,418)	3,563,049
Pooled property investments		331,774	6,631	(3,997)	(40,625)	293,783
Private equity		548,856	257,061	(92,077)	81,318	795,159
		5,296,122	496,964	(577,843)	(77,560)	5,137,682
Derivatives		(21,552)	133,217	(39,180)	(49,877)	22,607
		5,274,570	630,180	(617,024)	(127,437)	5,160,289
Other investment balances	Cash	33,126			(388)	77,750
	Accrued income/other	2,126				2,342
		5,309,822			(127,825)	5,240,381
<i>Total cash and cash equivalent balances in the Fund</i>						
	LGIM	85,671				(0)
	Custodian	33,126				77,750
	Direct	15,142				17,747
		133,939				95,497

Surrey Pension Fund

Notes to the accounts

2021/22	£000	Market Value 1 April 2021	Purchases and derivative payments	Sales and derivative receipts	Change in value during the year	Market Value 31 March 2022
Equities		439,581	135,902	(139,784)	40,034	475,733
Pooled investments		3,847,232	584,402	(676,791)	184,916	3,939,759
Pooled property investments		266,256	26,209	(9,566)	48,875	331,774
Private equity		375,944	215,962	(69,224)	26,174	548,856
		4,929,013	962,475	(895,365)	299,999	5,296,122
Derivatives - forward currency contracts		(7,226)	53,359	(41,508)	(26,177)	(21,552)
		4,921,787	1,015,834	(936,873)	273,822	5,274,570
Other investment balances	Cash	35,678			22,092	33,126
	Accrued income/other	1,505				2,126
		4,958,970			295,914	5,309,822

Surrey Pension Fund

Notes to the accounts

14 B. Investments analysed by fund manager

Manager	Market Value 31 Mar 2023 £000	%	Market Value 31 Mar 2022 £000	%
Investments managed by Border to Coast Pension Partnership				
Border to Coast UK Equity Alpha	499,575	10	541,209	10
Border to Coast Global Equity Alpha	739,481	14	712,861	13
Border to Coast Global MAC	563,595	11	582,921	11
Border to Coast Global Listed Alt	250,709	5	402,260	8
	2,053,360	40	2,239,251	42
Investments managed outside Border to Coast Pension Partnership				
LGIM (Legal & General Investment Management)	1,509,699	29	1,700,507	32
Newton Investment Management	490,754	9	492,757	9
CBRE Global Multi-Manager	306,890	6	337,969	6
Private equity/other	857,070	16	560,890	11
Derivatives	22,607	-	(21,552)	-
	3,187,021	60	3,070,571	58
	5,240,381	100	5,309,822	100

Surrey Pension Fund

Notes to the accounts

The table below shows investments that represent 5% or more of the net assets of the scheme.

Manager	Market Value 31 Mar 2023 £000	%	Market Value 31 Mar 2022 £000	%
LGIM Future World Global Equity Index	925,281	18	1,024,039	19
Border to Coast Global Equity Alpha	739,481	14	712,861	13
Border to Coast Multi Asset Credit	563,595	11	582,921	11
Border to Coast UK Equity Alpha	499,573	10	541,209	10
Border to Coast Multi Listed Alternatives	250,701	5	402,260	8
LGIM World Emerging Markets Fund	275,163	5	299,134	6
LGIM - TLCV Bespoke (34048)	187,215	4	262,815	5
	3,441,009	66	3,825,239	72

14 C. Stock lending

Stock lending is the act of loaning a stock, derivative or other security to an investor or firm. The fund operates a stock lending programme in partnership with the fund custodian. As at 31 March 2022 the value of quoted securities on loan was £5.6 million (£22.8million as at 31 March 2021) in exchange for collateral held by the fund custodian at fair value of £6.1 million (£24.2million as at 31 March 2021).

Surrey Pension Fund

Notes to the accounts

15 Analysis of derivatives

Forward currency contracts

Forward foreign exchange contracts are over the counter contracts whereby two parties agree to exchange two currencies on a specified future date at an agreed rate of exchange. At 31 March 2023 the Fund had forward currency contracts in place with a net unrealised loss of (£22.6m) (net unrealised loss of (£21.6m) at 31 March 2022).

2022/23		Currency		Notional amount (local currency)		Asset	Liability
No of contracts	Contract settlement date within	Bought	Sold	Bought (000)	Sold (000)	£000	£000
4	Three months	GBP	EUR	199,059	(223,072)	2,636	-
2	Three months	GBP	JPY	66,264	(10,543,400)	1,724	-
7	Three months	GBP	USD	656,649	(790,288)	18,247	-
						22,607	-
2021/22		Currency		Notional amount (local currency)		Asset	Liability
No of contracts	Contract settlement date within	Bought	Sold	Bought (000)	Sold (000)	£000	£000
2	Three months	GBP	EUR	176,351	(210,475)	-	(1,925)
2	Three months	GBP	JPY	73,141	(11,412,300)	1,613	-
6	Three months	GBP	USD	651,956	(886,118)	-	(21,240)
						1,613	(23,165)

Surrey Pension Fund

Notes to the accounts

16 Fair Value - Basis of Valuation

The basis of the valuation of each class of investment asset is set out below. There has been no change in the valuation techniques used during the year.

Assets and liabilities have been classified into three levels, according to the quality and reliability of information used to determine fair values.

Description of Asset	Valuation Hierachy	Basis of Valuation	Observable and unobservable inputs	Key sensitivities affecting the valuations provided
Market quoted investments	Level 1	Published bid market price ruling on the final day of the accounting period	Not required	Not required
Quoted bonds	Level 1	Fixed interest securities are valued at a	Not required	Not required
Futures and Options in UK Bonds	Level 1	Published exchange prices at the year-end	Not required	Not required
Exchange Traded Pooled Investments	Level 1	Closing bid value on published exchanges	Not required	Not required
Unquoted Bonds	Level 2	Average of broker prices	Evaluated price feeds	Not required
Forward Foreign Exchange Derivatives	Level 2	Market forward exchange rates at the year-end	Exchange rate risk	Not required
Overseas bond options	Level 2	Option pricing model	Annualised volatility of counterparty credit risk	Not required
Pooled Investments · overseas unit trusts and property funds	Level 2 & 3	Closing bid price where bid and offer prices are published. Closing single price where single price published	NAV-based pricing set on a forward	Valuations could be affected by material events occurring between the date of the financial statements provided and the pension fund's reporting date, by changes to expected cashflows, and by any differences between audited and unaudited accounts
Pooled Investments · Hedge funds	Level 3	Closing bid price where bid and offer prices are published. Closing single price where single price published	NAV-based pricing set on a forward	Valuations could be affected by material events occurring between the date of the financial statements provided and the pension fund's reporting date, by changes to expected cashflows, and by any differences between audited and unaudited accounts

Surrey Pension Fund

Notes to the accounts

Fair Value - Basis of Valuation (ctd)

Description of Asset	Valuation Hierachy	Basis of Valuation	Observable and unobservable inputs	Key sensitivities affecting the valuations provided
Unquoted Equities	Level 3	Comparable valuation of similar companies in accordance with <i>International Private Equity and Venture Capital Valuation Guidelines (2012)</i>	EBITDA multiple Revenue multiple Discount for lack of marketability Control premium	Valuations could be affected by material events occurring between the date of the financial statements provided and the pension fund's own reporting date, by changes to expected cash flows, and by any differences between audited and unaudited accounts

Sensitivity of assets valued at Level 3

The fund has determined that the valuation methods described above for level 3 investments are likely to be accurate to within the following ranges, and has set out below the consequent potential impact on the closing value of investments held at 31 March 2023 and 31 March 2022.

	Potential variation in fair value (+/-%)	Value 31 Mar 2023 £000	Potential value on increase £000	Potential value on decrease £000
Private Equity	10	795,159	874,675	715,643
Property funds	10	126,189	138,808	113,570
		921,349	1,013,483	829,213

	Potential variation in fair value (+/-%)	Value 31 Mar 2022 £000	Potential value on increase £000	Potential value on decrease £000
Private Equity	10	548,856	603,742	493,970
Property funds	10	153,524	168,876	138,172
		702,380	772,618	632,142

Surrey Pension Fund

Notes to the accounts

16 A. Fair Value hierarchy

31 March 2023	£000	Quoted market price Level 1	Using observable inputs Level 2	With significant unobservable inputs Level 3	Total
Financial assets at Fair Value					
Equities		485,691	-	-	485,691
Pooled investments		-	3,563,048	-	3,563,048
Pooled property investments		-	167,594	126,189	293,784
Private equity		-	-	795,159	795,159
Derivatives		-	22,607	-	22,607
Cash		77,570	-	-	77,570
Other investment balances		2,497	25	-	2,522
Financial liabilities at Fair Value					
Derivatives		565,758	3,753,274	921,349	5,240,381
		-	-	-	-
		565,758	3,753,274	921,349	5,240,381
31 March 2022					
£000					
31 March 2022	£000	Quoted market price Level 1	Using observable inputs Level 2	With significant unobservable inputs Level 3	Total
Financial assets at Fair Value					
Equities		475,733	-	-	475,733
Pooled investments		2,239,252	1,700,507	-	3,939,759
Pooled property investments		-	178,250	153,524	331,774
Private equity		-	-	548,856	548,856
Derivatives		-	1,613	-	1,613
Cash		33,126	-	-	33,126
Other investment balances		2,104	22	-	2,126
Financial liabilities at Fair Value					
Derivatives		2,750,215	1,880,392	702,380	5,332,987
		-	(23,165)	-	(23,165)
		2,750,215	1,857,227	702,380	5,309,822

Surrey Pension Fund

Notes to the accounts

16 B. Transfers between Levels 1 and 2

The BCPP pooled investments transferred from level 1 to level 2 in March 2023 as a result of reconsidering the classification of the holdings concerned. All investments are regularly reviewed to ensure the classification remains appropriate, taking into account relevant and current information.

16 C. Reconciliation of Fair Value measurements within Level 3

31 March 2023	£000	Value	Purchases	Sales	Realised gains and losses	Unrealised gains and losses	Value
		31 Mar 2022					31 Mar 2023
Private Equity		548,856	256,874	(91,890)	31,018	50,300	795,159
Property funds		153,524	6,039	(3,997)	-	(29,377)	126,189
		702,380	262,913	(95,886)	31,018	20,923	921,348

31 March 2022	£000	Value	Purchases	Sales	Realised gains and losses	Unrealised gains and losses	Value
		31 Mar 2021					31 Mar 2022
Private Equity		375,944	215,962	(69,224)	21,349	4,825	548,856
Property funds		118,168	16,222	(7,530)	-	26,664	153,524
Overseas equity		5,981	-	(5,255)	(238)	(488)	-
		500,093	232,184	(82,009)	21,111	31,001	702,380

Surrey Pension Fund

Notes to the accounts

17 Classification of financial instruments

£000	31 March 2023			31 March 2022		
	Fair value through Profit and Loss	Assets at amortised cost	Liabilities at amortised cost	Fair value through Profit and Loss	Assets at amortised cost	Liabilities at amortised cost
Financial assets						
Equities	485,691			475,733		
Pooled investments	3,563,048			3,939,759		
Pooled property investments	293,784			331,774		
Private equity	795,159			548,856		
Derivatives	22,607			1,613		
Cash		77,570			33,126	
Other investment balances	180	2,342			2,126	
Current assets					57,775	
Financial liabilities	5,160,469	79,912	-	5,297,735	93,027	-
Derivatives	-			(23,165)		
Current liabilities						(10,085)
	5,160,469	79,912	-	5,274,570	93,027	(10,085)
		5,240,381			5,357,512	

Surrey Pension Fund

Notes to the accounts

17 A. Net gains and losses on financial instruments

	2022/23 £000	2021/22 £000
Financial assets		
Fair value through profit and loss	(77,560)	261,696
Amortised cost – realised gains on derecognition of assets	-	-
Amortised cost – unrealised gains	91	60,400
Financial liabilities		
Fair value through profit and loss	(49,877)	(26,177)
Amortised cost – realised gains on derecognition of assets	(479)	-
Amortised cost – unrealised gains	-	(5)
	<u>(127,825)</u>	<u>295,914</u>

Surrey Pension Fund

Notes to the accounts

18 Nature and extent of risks arising from financial instruments

The fund's primary long-term risk is that the fund's assets will fall short of its liabilities (ie promised benefits to members). Therefore, the aim of investment risk management is to minimise the risk of an overall reduction in the value of the fund and to maximise the opportunity for gain across the whole portfolio. The fund achieves this through asset diversification to reduce exposure to market risk (price risk, currency risk and interest rate risk) and credit risk to an acceptable level. In addition, the fund manages its liquidity risk to ensure there is sufficient liquidity to meet the fund's forecast cash flows. The council manages these investment risks as part of its overall pension fund risk management programme.

Responsibility for the fund's risk management strategy rests with the Pension Fund. Risk management policies are established to identify and analyse the risks faced by the council's pensions operations. Policies are reviewed regularly to reflect changes in activity and in market conditions.

(a) Market risk

Market risk is the risk of loss from fluctuations in equity prices, interest and foreign exchange rates and credit spreads. The fund is exposed to market risk from its investment activities, particularly through its equity holdings. The level of risk exposure depends on market conditions, expectations of future price, yield and the asset mix.

To mitigate market risk, the pension fund is invested in a diverse pool of assets to ensure a reasonable balance between different asset categories, having taken external professional advice as necessary. The management of the assets is split between a number of investment fund managers with different benchmark performance targets and investment strategies. Managers are expected to maintain a diverse portfolio and each manager has investment guidelines in place that specify the manager's investment powers and restrictions. Managers are required to report on any temporary breaches of their investment powers and are required to take corrective action as soon as is practicable.

Other price risk

Other price risk represents the risk that the value of a financial instrument will fluctuate as a result of changes in market prices (other than those arising from interest rate risk or foreign exchange risk), whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting all such instruments in the market.

The fund is exposed to share and derivative price risk. This arises from investments held by the fund for which the future price is uncertain. All securities investments present a risk of loss of capital. The maximum risk resulting from a financial instrument is determined by the fair value of the instrument. By diversifying investments across asset classes and managers, the fund aims to reduce the exposure to price risk. Statutory limits prescribed by Regulations are also in place to avoid concentration of risk in specific areas.

Surrey Pension Fund

Notes to the accounts

Other price risk - sensitivity analysis

In consultation with its investment advisors, the fund has determined that the following movements in market price risk are reasonably possible in the short term, assuming that all other variables, in particular foreign exchange rates and interest rates, remain the same

	Potential market movement (+/-%)	Value 31 Mar 2023 £000	Potential value on increase £000	Potential value on decrease £000
Equities	13	485,691	546,888	424,494
Equity unit trusts	11	2,999,453	3,331,193	2,667,714
Fixed Income unit trusts	7	563,595	604,173	523,017
Pooled property Investments	6	293,784	312,678	274,889
Cash	3	77,570	79,637	75,503
Private Equities	6	795,159	843,664	746,655
Other assets	3	25,128	25,798	24,459
	10	5,240,381	5,744,031	4,736,731

	Potential variation in fair value (+/-%)	Value 31 Mar 2022 £000	Potential value on increase £000	Potential value on decrease £000
Equities	18	475,733	561,032	390,434
Equity unit trusts	14	3,356,837	3,824,109	2,889,565
Fixed Income unit trusts	8	582,921	629,730	536,112
Pooled property Investments	5	331,775	347,866	315,684
Cash	2	33,126	33,924	32,328
Private Equities	6	548,856	582,336	515,376
Other assets	2	(19,426)	(19,894)	(18,958)
	12	5,309,822	5,959,103	4,660,541

Surrey Pension Fund

Notes to the accounts

Interest rate risk

The fund invests in financial assets for the primary purpose of obtaining a return on investments. These investments are subject to interest rate risks, which represent the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The fund is predominantly exposed to interest rate risk through its holdings in bonds.

Interest rate risk - sensitivity analysis

The analysis that follows assumes that all other variables, in particular exchange rates, remain constant, and shows the effect in the year on the net assets available to pay benefits of a +/- 1% change in interest rates. The analysis demonstrates that a 1% increase in interest rates will not affect the interest received on fixed interest assets but will reduce their fair value, and vice versa. Changes in interest rates do not impact on the value of cash and cash equivalent balances but they will affect the interest income received on those balances.

Assets exposed to interest rate risk:

Asset type	Value 31 Mar 2023 £000	Potential value on 1% rate increase £000	Potential value on 1% rate decrease £000
Cash and cash equivalents	95,497	95,497	95,497
Fixed interest securities	582,921	588,750	577,092
	678,418	684,247	672,589
Asset type	Value 31 Mar 2022 £000	Potential value on 1% rate increase £000	Potential value on 1% rate decrease £000
Cash and cash equivalents	133,939	133,939	133,939
Fixed interest securities	582,921	588,750	577,092
	716,860	722,689	711,031

Surrey Pension Fund

Notes to the accounts

Currency risk

Currency risk represents the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The fund is exposed to currency risk on financial instruments that are denominated in any currency other than sterling. The fund holds monetary and non-monetary assets denominated in currencies other than sterling.

The fund therefore has a policy to passively hedge up to 50% of the equity exposure to US Dollar, Yen and the Euro. Legal and General Investment Management manages this currency hedge. Individual fund managers may also use derivatives if permitted by their investment management agreements. Furthermore, fund managers will take account of currency risk in their investment decisions.

Currency risk - sensitivity analysis

The tables below show assets with potential non UK exposures.

	Potential market movement (+/-%)	Value 31 Mar 2023 £000	Potential value on increase £000	Potential value on decrease £000
Overseas equities	6	2,073,088	2,204,634	1,941,541
Bonds	6	563,595	599,358	527,832
Property & Private Equity	6	677,218	720,190	634,245
	6	3,313,900	3,524,182	3,103,618

	Potential market movement (+/-%)	Value 31 Mar 2022 £000	Potential value on increase £000	Potential value on decrease £000
Overseas equities	7	2,411,234	2,588,322	2,234,146
Bonds	7	582,921	625,732	540,110
Property & Private Equity	7	467,599	501,941	433,257
	7	3,461,754	3,715,995	3,207,513

Surrey Pension Fund

Notes to the accounts

(b) Credit risk

Credit risk represents the risk that the counterparty to a transaction or a financial instrument will fail to discharge an obligation and cause the fund to incur a financial loss. The market values of investments generally reflect an assessment of credit in their pricing and consequently the risk of loss is implicitly provided for in the carrying value of the fund's financial assets and liabilities.

Contractual credit risk is represented by the net payment or receipt that remains outstanding, and the cost of replacing the derivative position in the event of a counterparty default. The residual risk is minimal due to the various insurance policies held by exchanges to cover defaulting counterparties.

The fund's cash balance is lent to borrowers in accordance with the county council's treasury management strategy. There are rigorous procedures in place to manage the security of all cash deposits, including criteria for the quality of counterparties and limits on the amount that can be placed with any one of those counterparties.

The fund holds a separate bank account with HSBC, which holds AA long term credit ratings (or equivalent) with all three credit rating agencies (Fitch, Moody's, Standard and Poor's).

The fund has 5 accounts with money market funds, managed by Morgan Stanley, Aberdeen, Black Rock, Deutsche and Aviva (all with AAA credit rating). In line with the treasury strategy, the maximum deposit level allowed with each counterparty is £25 million.

	31 Mar 2023	31 Mar 2022
	£000	£000
Money market fund		
Aberdeen MMF	100	100
Aviva	100	100
Blackrock	12,700	14,700
Deutsche	3,300	100
Morgan Stanley	400	100
	<hr/>	<hr/>
	16,600	15,100
Current account		
HSBC	1,147	42
	<hr/>	<hr/>
Internally managed cash	17,747	15,142
Externally managed cash		
LGIM	2	85,671
Custodian	77,748	33,126
	<hr/>	<hr/>
Total cash and cash equivalents	95,497	133,939
	<hr/> <hr/>	<hr/> <hr/>

Surrey Pension Fund

Notes to the accounts

(c) Liquidity risk

Liquidity risk represents the risk that the fund will not be able to meet its financial obligations as they fall due. The council therefore takes steps to ensure that the pension fund has adequate cash to meet its commitments. The fund needs to manage its cash flows to ensure pensioner payroll costs are met and sufficient cash is available to meet investment commitments.

The treasury management activities of the fund are managed by the Orbis Treasury Function on a daily basis. A cash flow forecast is updated daily to help understand and manage the timings of the fund's cash flows. The fund has immediate access to the internally managed cash holdings and money market fund. The fund is able to borrow cash to meet short-term cash requirements.

The fund monitors prospective cash flow. Cash flow surpluses are invested with fund managers, given that the fund has an aim of being as fully invested as possible after allowing for the need to hold working balances. Regular rebalancing exercises take place, which involves assessing the level of internal cash available to be invested with managers.

(d) Derivative risk

Some portfolios in which the fund invests may utilise financial derivative instruments to reduce risks or costs or to generate additional returns to meet the portfolio's objectives. Use of such derivatives does not guarantee a positive result for the portfolio.

Derivatives may invoke a small initial investment but carry the potential for a much greater liability. This is known as leverage. A small market movement could therefore have a proportionately larger impact either for or against the fund. Other specific risks include the inability of the portfolio manager to close out a derivative position due to illiquidity in the derivative market.

The employment of derivatives within the fund is limited to specific portfolios where their usage is primarily to manage volatility associated with other holdings. A significant movement to the detriment of the portfolio is intended to be balanced by positive movements in other areas of the portfolio. Fund managers will be expected to ensure a balanced, diverse pool of assets with internal exposure restrictions to limit the impact of potential market movements.

Surrey Pension Fund

Notes to the accounts

19 Funding arrangements

This statement has been prepared in accordance with Regulation 57(1)(d) of the Local Government Pension Scheme Regulations 2013. It has been prepared at the request of the Administering Authority of the Fund for the purpose of complying with the aforementioned regulation.

Description of Funding Policy

The funding policy is set out in the Administering Authority's Funding Strategy Statement (FSS), effective from 1 April 2020. In summary, the key funding principles are as follows:

- to ensure the long-term solvency of the Fund using a prudent long term view. This will ensure that sufficient funds are available to meet all members'/dependants' benefits as they fall due for payment;
- to ensure that employer contribution rates are reasonably stable where appropriate, but are set at an appropriate level to ensure the solvency of the pension fund and the long term cost-efficiency of the scheme, so far as relating to the pension fund;
- to minimise the long-term cash contributions which employers need to pay to the Fund, by recognising the link between assets and liabilities and adopting an investment strategy which balances risk and return (NB this will also minimise the costs to be borne by Council Tax payers);
- to reflect the different characteristics of different employers in determining contribution rates. This involves the Fund having a clear and transparent funding strategy to demonstrate how each employer can best meet its own liabilities over future years; and
- to use reasonable measures to reduce the risk to other employers and ultimately to the Council Tax payer from an employer defaulting on its pension obligations.

The FSS sets out how the Administering Authority seeks to balance the conflicting aims of securing the solvency of the Fund and keeping employer contributions stable. For employers whose covenant was considered by the Administering Authority to be sufficiently strong, contributions have been stabilised to have a sufficiently high likelihood of achieving the funding target over 20 years. Asset-liability modelling has been carried out which demonstrate that if these contribution rates are paid and future contribution changes are constrained as set out in the FSS, there is at least a 70% likelihood that the Fund will achieve the funding target over 20 years.

Funding Position as at the last formal funding valuation

The most recent actuarial valuation carried out under Regulation 62 of the Local Government Pension Scheme Regulations 2013 was as at 31 March 2022. This valuation revealed that the Fund's assets, which at 31 March 2022 were valued at £5,358 million, were sufficient to meet 102% of the liabilities (i.e. the present value of promised retirement benefits) accrued up to that date. The resulting surplus at the 2022 valuation was £101 million.

Each employer had contribution requirements set at the valuation, with the aim of achieving their funding target within a time horizon and likelihood measure as per the FSS. Individual employers' contribution for the period 1 April 2023 to 31 March 2026 were set in accordance with the Fund's funding policy as set out in its FSS.

Principal Actuarial Assumptions and Method used to value the liabilities

Full details of the methods and assumptions used are described in the 2022 valuation report.

Surrey Pension Fund

Notes to the accounts

Method

The liabilities were assessed using an accrued benefits method which takes into account pensionable membership up to the valuation date; and makes an allowance for expected future salary growth to retirement or expected earlier date of leaving pensionable membership.

Assumptions

A market-related approach was taken to valuing the liabilities, for consistency with the valuation of the Fund assets at their market value. The key financial assumptions adopted for the 2022 valuation were as follows:

	31 Mar 2022
	%
Financial assumptions	
Discount rate	4.4 pa
Salary increase assumption	3.7 pa
Benefit increase assumption (CPI)	2.7 pa

The key demographic assumption was the allowance made for longevity. The life expectancy assumptions are based on the Fund's VitaCurves with improvements in line with the CMI 2021 model, with a 0% weighting of 2021 (and 2020) data, standard smoothing (Sk7), initial adjustment of 0.25% and a long term rate of 1.50% p.a. Based on these assumptions, the average future life expectancies at age 65 are as follows:

	Males	Females
	Years	Years
Average future life expectancy at age 65		
Current pensioners	22.3	24.9
Future pensioners (age 45 at the 2022 valuation)	23.1	26.3

Copies of the 2022 valuation report and Funding Strategy Statement are available on request from the Administering Authority to the Fund and on the Fund's website.

Experience over the period since 31 March 2022

Markets continued to be disrupted by the ongoing war in Ukraine and inflationary pressures, impacting on investment returns achieved by the Fund's assets. High levels of inflation in the UK (compared to recent experience), have resulted in a higher than expected LGPS benefit increase of 10.1% in April 2023. Despite this, the funding level of the Fund is likely to be higher than reported at the 31 March 2022 funding valuation due to the significant rise in interest rates which reduces the value placed on the Fund's liabilities.

The next actuarial valuation will be carried out as at 31 March 2025. The Funding Strategy Statement will also be reviewed at that time.

Surrey Pension Fund

Notes to the accounts

20 Actuarial present value of promised retirement benefits

CIPFA's Code of Practice on Local Authority Accounting 2022/23 requires Administering Authorities of LGPS funds that prepare pension fund accounts to disclose what IAS26 refers to as the actuarial present value of promised retirement benefits. The actuary Hymans Roberston was instructed by the Administering Authority to provide the necessary information for the Surrey Pension Fund ("the Fund").

The actuarial present value of promised retirement benefits is to be calculated similarly to the Defined Benefit Obligation under IAS19. There are three options for its disclosure in the pension fund accounts:

- showing the figure in the Net Assets Statement, in which case it requires the statement to disclose the resulting surplus or deficit;
- as a note to the accounts; or
- by reference to this information in an accompanying actuarial report.

If an actuarial valuation has not been prepared at the date of the financial statements, IAS26 requires the most recent valuation to be used as a base and the date of the valuation disclosed. The valuation should be carried out using assumptions in line with IAS19 and not the Fund's funding assumptions.

Present value of promised retirement benefits

	31 Mar 2023	31 Mar 2022
	£m	£m
Active members	1,926	3,526
Deferred members	1,428	2,016
Pensioners	2,311	2,209
	<hr/>	<hr/>
	5,665	7,751
	<hr/>	<hr/>

The promised retirement benefits at 31 March 2023 have been projected using a roll forward approximation from the latest formal funding valuation as at 31 March 2022. The approximation involved in the roll forward model means that the split of benefits between the three classes of member may not be reliable. However, I am satisfied that the total figure is a reasonable estimate of the actuarial present value of benefit promises.

The figures include both vested and non-vested benefits, although the latter is assumed to have a negligible value. Further, I have not made any allowance for unfunded benefits.

It should be noted the above figures are appropriate for the Administering Authority only for preparation of the pension fund accounts. They should not be used for any other purpose (i.e. comparing against liability measures on a funding basis or a cessation basis).

Surrey Pension Fund

Notes to the accounts

Assumptions

The assumptions used are those adopted for the Administering Authority's IAS19 report and are different as at 31 March 2023 and 31 March 2022. I estimate that the impact of the change in financial assumptions to 31 March 2023 is to decrease the actuarial present value by £3,039m. I estimate that the impact of the change in demographic assumptions is to decrease the actuarial present value by £95m.

	31 Mar 2023	31 Mar 2022
	%	%
Pension Increase Rate	2.95	3.20
Salary Increase Rate	3.95	4.10
Discount Rate	4.75	2.70

Demographic assumptions

The longevity assumptions have changed since the previous IAS26 disclosure for the Fund. Life expectancy is based on the Fund's VitaCurves with improvements in line with the CMI 2021 model, with a 10% weighting of 2021 (and 2020) data, standard smoothing (Sk7), initial adjustment of 0.25% and a long term rate of improvement of 1.5% p.a.. Based on these assumptions, the average future life expectancies at age 65 are summarised below:

	Males Years	Females Years
Average future life expectancy at age 65		
Current pensioners	22.0	24.7
Future pensioners (assumed to be aged 45 at the latest formal valuation)	22.7	26.1

All other demographic assumptions are unchanged from last year and as per the latest funding valuation of the Fund.

Sensitivity analysis

CIPFA guidance requires the disclosure of the sensitivity of the results to the methods and assumptions used. The sensitivities regarding the principal assumptions used to measure the obligations are set out below:

	Approximate increase to liabilities %	Approximate monetary amount £m
Sensitivity to the assumptions for the year ended 31 March 2023		
0.1% p.a. decrease in the Discount Rate	2	102
1 year increase in member life expectancy	4	227
0.1% p.a. increase in the Salary Increase Rate	-	8
0.1% p.a. increase in the Pension Increase Rate (CPI)	2	95

Surrey Pension Fund

Notes to the accounts

Professional notes

This paper accompanies the 'Accounting Covering Report – 31 March 2023' which identifies the appropriate reliances and limitations for the use of the figures above, together with further details regarding the professional requirements and assumptions.

21 Current assets

	31 Mar 2023 £000	31 Mar 2022 £000
Contributions – employees	3,039	3,236
Contributions – employer	8,658	8,896
Sundry debtors	29,453	30,501
Total	41,149	42,633
Cash balances	17,747	15,142
Current assets	58,896	57,775

Note: Cash balances directly held by the fund have been analysed as part of Current Assets for the period ended 31 March 2023. The comparator for the period ended 31 March 2022 is also shown on this basis.

22 Current liabilities

	31 Mar 2023 £000	31 Mar 2022 £000
Sundry creditors	(7,700)	(9,717)
Benefits payable	(181)	(368)
Total	(7,881)	(10,085)

Surrey Pension Fund

Notes to the accounts

23 Additional Voluntary Contributions

	31 Mar 2023 £000	31 Mar 2022 £000
Prudential - market value	<u>14,753</u>	<u>16,053</u>
	2022/23 £000	2021/22 £000
Prudential - contributions paid	<u>1,100</u>	<u>1,900</u>

24 Agency services

The Surrey Pension Fund pays discretionary awards to former employees of district councils on an agency basis as shown below. The amounts paid are reclaimed from the employer bodies.

	2022/23 £000	2021/22 £000
Payments on behalf of		
District & Boroughs	2,007	15,968
Other bodies	306	3,101
Total	<u>2,313</u>	<u>19,069</u>

25 Related party transactions

Surrey County Council

The Surrey Pension Fund is administered by Surrey County Council. During the reporting period, the council incurred costs of £4.720m (2021/22 £4.725m) in relation to the administration and management of the fund and was reimbursed by the fund for these expenses.

The council is also the single largest employer of members of the pension fund. Net amounts owed by Surrey County Council to the fund as at 31 March 2023 were £2,047k (£1,456k at 31 March 2022).

Members of both Pension Fund Committee and Local Pension Board are required to declare their interests at each meeting. Declarations of interest are recorded in the minutes of each meeting as part of the public record and a copy can be found on the Surrey County Council website. No other declarations were made during the year.

Surrey Pension Fund

Notes to the accounts

25 A. Key Management Personnel

Key management personnel are members of the pension fund committee, the Executive Director of Corporate Resources, the Director of Corporate Finance and the Assistant Director – LGPS Senior Officer. Their remuneration is set out below:

	2022/23 £000	2021/22 £000
Short-term benefits	149	144
Post-employment benefits		
Other long-term benefits		
Termination benefits		
Total	149	144

Key management personnel changes from 2021/22 are due to pension specialists that left in 2022/23 and therefore no longer required to disclose their remuneration, following the SPF restructure in May 2022.

26 Contingent Liabilities and Contractual Commitments

At 31 March 2023 the Fund held part paid investments on which the liability for future calls amounted to £846million (£553million as at 31 March 2022).

