



SURREY PENSION FUND COMMITTEE REPORT

SURREY COUNTY COUNCIL

SURREY PENSION FUND COMMITTEE

DATE: 21 MARCH 2025

LEAD OFFICER: NEIL MASON, LGPS SENIOR OFFICER

SUBJECT: SPT POLICY REVIEW: COMMUNICATIONS POLICY 2025/26 AND TRAINING POLICY 2025/26

SUMMARY OF ISSUE:

Surrey Pension Fund recognises the importance of providing excellent communication to stakeholders of the pension scheme. It also recognises the importance of providing appropriate training to both Pension Fund Committee and Local Pension Board Members, as well as officers in relation to the operation of the Pension Fund.

This report contains the Pension Fund communications policy statement and Pension Fund training policy as required for the annual review.

RECOMMENDATIONS:

It is recommended that the Pension Fund Committee:

1. Approves the [Communication Policy Statement 2025/26](#).
2. Approves the [Training Policy 2025/26](#).

REASON FOR RECOMMENDATIONS:

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

In providing guidance or making decisions on Pension Fund matters, it is critical that Members of the Pension Fund Committee, the Local Pension Board and Officers have up to date knowledge and understanding of all elements of pensions, including investments, funding, governance and service delivery.

Compliance to a comprehensive training policy meets the Fund's strategic governance and delivery objectives. In order for the fund to retain its status as a professional investor, it is essential that it can demonstrate that the Committee and Board can demonstrate adequate and current training. Members must be able to evidence the appropriate level of training to be able to participate in decision making.

DETAILS:

Background

1. The Communications Policy Statement (the Statement) sets out how the Fund complies with Regulation 61 of the Local Government Pension Scheme (LGPS) Regulations 2013, requiring each Administering Authority to prepare, maintain and publish a written statement setting out its policy concerning communication with members, prospective members, employers and other relevant stakeholders. The Statement must be revised and published by the administering authority following a material change in this policy. The following changes have been made:
 - a) A restructure of the policy with clearer headings and subheadings to aid clarity.
 - b) Greater detail given on our commitments to accessibility, including our latest digital accessibility statement (page 121).
 - c) Greater detail provided on SPT collaboration with the Communications Working Group (page 122).
 - d) Greater detail provided on SPT Online Portals (page 123).
2. The Training Policy was last presented to the Committee in March 2024. This revised policy continues the focus on training to ensure all regulatory requirements are met, particularly regarding the General Code of Practice. The following changes have been made:
 - a) The policy has been reordered with clearer headings to improve structure and flow.
 - b) The procedure regarding non-completion of training has been strengthened, with clear progression of sanctions.
 - c) In response to comments from Members at the Local Pension Board meeting on 21 February, the wording in the section 'Failure to complete SPF mandatory training' has been amended to show the escalation procedure as follows:
 - i. Discussion with Member
 - ii. Written advice outlining areas of non-compliance
 - iii. If no improvement is made, a second written advice outlining areas of non-compliance
 - iv. If improvement is still not made, recommendation to the Appointment and Termination panel to terminate membership
 - v. Formal termination of membership by the Appointment and Termination Panel.

CONSULTATION:

3. The Chair of the Pension Fund Committee has been consulted, and the Chair of the Local Pension Board supports the recommendations.

RISK MANAGEMENT AND IMPLICATIONS:

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

FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

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

LEGAL IMPLICATIONS:

6. There are no legal implications or legislative requirements.

EQUALITIES AND DIVERSITY:

7. There are no equality or diversity issues.

OTHER IMPLICATIONS:

8. There are no other implications.

NEXT STEPS:

9. The following steps are planned:
 - a) Subject to agreement by the Committee, the policies will be published.

Contact Officer:

Nicole Russell, Head of Change Management

Annexes:

1. None

Sources/Background papers:

1. [Communication Policy Statement 2025/26](#)
2. [Training Policy 2025/26](#)

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