

SURREY COUNTY COUNCIL**PENSION FUND COMMITTEE****DATE:** 10 MARCH 2023**LEAD OFFICER:** ANNA D'ALESSANDRO, DIRECTOR CORPORATE FINANCE & COMMERCIAL**SUBJECT:** COMMUNICATIONS POLICY 2023/2024**SUMMARY OF ISSUE:**

Surrey Pension Fund recognises the importance of providing timely, relevant and engaging communication utilising a variety of channels to our members and stakeholders. The Communications Policy outlines our approach and obligations.

RECOMMENDATIONS:

It is recommended that the Pension Fund Committee:

1. Approves the Communications Policy (shown as Annexe 1) which has been ratified by the Board.

REASON FOR RECOMMENDATIONS:

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

DETAILS:**Background**

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

Key Objective

3. The key objective of the policy is to:
- a) Provide clear, friendly, and timely communication to its members and stakeholders
 - b) Recognise the requirement for different methods of communication for different members
 - c) Inform members and stakeholders to enable them to make decisions regarding pensions matters
 - d) Aim for full appreciation of the pension scheme benefits and changes to the scheme by all scheme members and prospective members
 - e) Promote the LGPS as an attractive benefit to scheme members

Communication Plan

4. In order to ensure that the annual delivery of communications is understood, a communications plan is attached in Annexe1.

CONSULTATION:

5. The Chair of the Committee has been consulted supports the recommendations.

RISK MANAGEMENT AND IMPLICATIONS:

6. There are no direct risk implications arising from the recommendation of this report.

FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

7. Provision of appropriate communication media will result in expenditure that will be met by the Pension Fund.

DIRECTOR OF FINANCE, CORPORATE AND COMMERCIAL COMMENTARY

8. The Director of Finance, Corporate and Commercial is satisfied that all material, financial and business issues, and possibility of risks have been considered.

LEGAL IMPLICATIONS – MONITORING OFFICER

9. There are no legal implications or legislative requirements

EQUALITIES AND DIVERSITY

10. The approval of Communication Policy Statement does not require an equality analysis, as the initiative is not a major policy, project, or function.

OTHER IMPLICATIONS

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

WHAT HAPPENS NEXT

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

Contact Officer:

Bethany Goss, Website Management & Communications Officer
Nicole Russell, Head of Change Management

Consulted:

Local Pension Board Chairman

Annexes:

Annexe 1: Communication Policy Statement 2023/24

Sources/background papers:

None

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