

**SURREY COUNTY COUNCIL**

**SURREY LOCAL PENSION BOARD**



**DATE: 16 FEBRUARY 2024**

**LEAD OFFICER: ANNA D'ALESSANDRO, DIRECTOR OF FINANCE, CORPORATE AND COMMERCIAL**

**SUBJECT: BUSINESS CONTINUITY PLAN – INTERIM UPDATE**

**SUMMARY OF ISSUE:**

This report highlights the current work in progress to establish a pension fund specific Business Continuity Plan (BCP).

**RECOMMENDATIONS:**

The Board is recommended to:

**Note** the content of this report.

**REASON FOR RECOMMENDATIONS:**

This report provides the Board with insight into the activities of the Surrey pension function and outlines future governance proposals.

**DETAILS:**

**Background**

1. Surrey County Council's Emergency Management Team (EMT) is supporting the Surrey Pension Fund (SPF) in developing a SPF specific BCP. The Council's Risk and Resilience Forum (CRRF) in which SCC services are represented is co-ordinated and operated by the EMT. The CRRF meets quarterly to provide updates and advice to services and in return the services provide their up-to-date risk registers and BCPs with EMT.
2. The SPF has recently joined the CRRF and the EMT has provided guidance and template documents on Business Impact Assessments (BIA) and BCP. The work is to be progressed in 2 stages as follows:

Stage 1 – Complete the BIA via the identification of critical activities; and  
 Stage 2 – Complete the BCP following the determination of matrix of dependencies (see para 3 below).

**Work undertaken to date**

3. The Board was provided with a proposed timetable below in November 2023 to produce the Pension specific BCP and it remains subject to review, pending the completion of initial steps.

<b>Q3 2023/24</b>	Aggregation of contracts into a single location - currently work in progress. Review of any extant Business Continuity Plans on which the Surrey Pension Team currently places reliance using the Council's Risk and Resilience Forum (CRRF).
<b>Q4 2023/24</b>	Review of contracts for required business continuity arrangements. Establish matrix of dependencies. Draft pension specific Business Continuity Plan.
<b>May 2024</b>	Board review of pension specific Cyber Security arrangements and Business Continuity Plan.

4. While the aggregation of contracts for Pensions to be in a single location is progressing, the BIA template and guidance documents have been shared with teams within Pensions as a first step to capture the critical activities in priority order for Pensions.
5. It is proposed that the contracts will be reviewed in this quarter to determine their respective BCP arrangements. This work combined with the critical activities identified in para 4 above should enable the matrix dependencies to be established and a draft BCP to be developed and tested.

#### **CONSULTATION:**

6. The Chair of the Local Pension Board has been consulted on this report.

#### **RISK MANAGEMENT AND IMPLICATIONS:**

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

#### **FINANCIAL AND VALUE FOR MONEY IMPLICATIONS**

8. Any relevant financial and value for money implications have been considered and are contained within the report.

#### **DIRECTOR OF FINANCE, CORPORATE AND COMMERCIAL COMMENTARY**

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

#### **LEGAL IMPLICATIONS – MONITORING OFFICER**

10. There are no legal implications or legislative requirements.

#### **EQUALITIES AND DIVERSITY**

11. There are no equality or diversity issues.

**OTHER IMPLICATIONS**

12. There are no other implications.

**WHAT HAPPENS NEXT**

13. The Board will receive a progress report at its meeting in May 2024 if testing has not been fully completed.

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**Contact Officers:**

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Risk & Compliance Manager

**Consulted:**

Local Pension Board Chair

**Annexes:**

None

**Sources/background papers:**

None.

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