

SURREY COUNTY COUNCIL

SURREY LOCAL PENSION BOARD



DATE: 17 MAY 2024

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

SUBJECT: BUSINESS CONTINUITY PLAN – PROGRESS UPDATE

SUMMARY OF ISSUE:

This report outlines progress on establishing a pension fund specific Business Continuity Plan.

RECOMMENDATIONS:

The Board is recommended to:

1. **Note** the content of this report.

REASON FOR RECOMMENDATIONS:

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

DETAILS:

Background

1. As previously reported, Surrey County Council's Emergency Management and Resilience Team (EMRT) is supporting the Surrey Pension Team to develop a Surrey pension specific business continuity plan. This is being done in 2 stages, namely Stage 1 is completion of Business Impact Assessments (BIA) of critical activities of Surrey Pension Team (SPT) and Stage 2 is the validation of BIA and compilation of the business continuity plan (BCP).
2. The Surrey Pension Team is represented in the Council's Risk and Resilience Forum (CRRF) which is co-ordinated and operated by the EMRT. The CRRF meets quarterly to provide updates and advice to services and in return the services lodge their up-to-date risk registers and BCPs with EMRT.

Work undertaken to date

3. The Board was provided in November 2023 with a proposed timetable shown below for the production of Pension specific BCP. This has been reviewed and will now look to be progressed by July 2024 pending completion of the required work detailed in paragraphs 4, 5 and 6.

Q3 2023/24	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).
Q4 2023/24	Review of contracts for required business continuity arrangements. Establish matrix of dependencies. Draft pension specific Business Continuity Plan.
May 2024	Board review of pension specific Cyber Security arrangements and Business Continuity Plan.

4. The aggregation of contracts for Pensions to be in a single location has been challenging and progressing slower than expected. Some strategic contracts have been prioritised for review to determine the robustness of arrangements currently in place. Ongoing MySurrey issues have also impacted the establishment of a full matrix of dependencies.
5. In the meantime, the BIA template has been completed with known internal activities and some external activities using the BIA guidance document. Contributions have been received from a number of team leaders/managers. The initial validation exercise of the BIA is expected to be performed using the information technology (IT) systems in SPT in due course. This will identify any gaps in resilience with regard to IT systems and inform the next steps that need to be taken.
6. Further work as outlined above will inform the actions that need to be taken including any further validation to be performed. All of these actions will inform the areas that need to be improved before a definitive Surrey pension specific BCP is completed and tested if required before lodging with the EMRT. As noted, the revised aim is now to establish a tested BCP by July 2024 on the basis of completing the work outlined above.

CONSULTATION:

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

RISK MANAGEMENT AND IMPLICATIONS:

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

FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

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

DIRECTOR OF FINANCE, CORPORATE AND COMMERCIAL COMMENTARY

10. 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

11. There are no legal implications or legislative requirements.

EQUALITIES AND DIVERSITY

12. There are no equality or diversity issues.

OTHER IMPLICATIONS

13. There are no other implications.

WHAT HAPPENS NEXT

14. The Board will receive a further progress report at its meeting in July 2024.

Contact Officers:

Siva Sanmugarajah

Risk & Compliance Manager

Consulted:

Local Pension Board Chair

Annexes:

None

Sources/background papers:

None.

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