

# SURREY LOCAL PENSION BOARD REPORT



**SURREY COUNTY COUNCIL**

**SURREY LOCAL PENSION BOARD**

**DATE: 26 JULY 2024**

**LEAD OFFICER: ANNA D’ALESSANDRO, INTERIM EXECUTIVE DIRECTOR,  
FINANCE AND CORPORATE SERVICES**

**SUBJECT: SURREY PENSION TEAM BUSINESS CONTINUITY PLAN**

## **SUMMARY OF ISSUE:**

This report summarises the work carried out in producing the Surrey Pension Team Business Impact Analysis (BIA) and Business Continuity Plan (BCP) for the Local Pension Board’s consideration.

## **RECOMMENDATIONS:**

It is recommended that the Local Pension Board:

1. Note the contents of this report.

## **REASON FOR RECOMMENDATIONS:**

### **Background**

The officers informed the Board meeting in May 2024 that work on producing a Surrey Pension Team (SPT) specific business continuity plan was underway and that a BCP would be brought to the Board’s July 2024 meeting.

## **DETAILS:**

1. The Business Impact Analysis (BIA) and Business Continuity Plan (BCP) documents for SPT are presented as Annexes 1 and 2 respectively.
2. Drafting for both the BIA and BCP has been undertaken using the template documents provided by Surrey County Council’s (SCC) Emergency Management and Resilience Team (EMRT) and with the EMRT support.
3. The BCP has been produced following:
  - a) Undertaking the assessment to complete the BIA of critical activities of the SPT.
  - b) Testing the various scenarios (minor, moderate and significant disruption) as a desk top exercise to ensure that PSLT are satisfied with its resilience for initial validation to invoke the BCP.

- c) Agreeing that actual testing for the final validation to be undertaken as guided and agreed by PSLT and EMRT as this will impact other services in SCC.
- 4. The SPT is represented in the Council's Risk and Resilience Forum (CRRF) which meets on a quarterly basis coordinated by the EMRT.
- 5. Further work will be undertaken to determine the resilience of key systems such as MySurrey and the HSBC banking controls. The SPT's critical activities in the BIA and BCP will be reviewed following successful implementation of MySurrey and the full transfer of the Fund's banking control arrangements to the SPT.

**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.

**INTERIM EXECUTIVE DIRECTOR OF FINANCE & CORPORATE COMMENTARY:**

- 9. The Interim Executive Director Finance and Corporate Services is satisfied that all 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.

**NEXT STEPS:**

13. The following step is planned:

- a) The BCP at Annexe 2 will be sent to the Council's EMRT for their information.

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**Contact Officer:**

Colette Hollands, Interim Head of Accounting and Governance

**Annexes:**

1. Business Impact Analysis for Surrey Pension Team – Annexe 1
2. Business Continuity Plan for Surrey Pension Team – Annexe 2

**Sources/Background papers:**

1. None

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