
PENSION ADMINISTRATION STRATEGY

Report by Service Director HR and Communications

JOINT MEETING OF PENSION FUND COMMITTEE AND PENSION BOARD

24 September 2020

1 PURPOSE AND SUMMARY

- 1.1 **This report proposes the revised Pension Administration Strategy for the Scottish Borders Council Pension Fund.**
- 1.2 The Pension Fund is required by the Local Government Pension Scheme (Scotland) Regulations 2018 to have an up-to-date Pension Administration Strategy.
- 1.3 **Appendix 1** contains the revised Pension Administration Strategy which has a number of amendments made to the previously approved version, these are mainly in section 1 where the statutory regulations have been listed along with other relevant legislation and bodies where codes of practice are adhered to. Other changes are in the post titles for officers and updates to the list of Employers within the Fund.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Pension Administration Strategy as set out in Appendix 1 is approved.**

3 BACKGROUND

- 3.1 Regulation 57 of the Local Government Pension Scheme (Scotland) Regulations 2018 advises that an administering authority should maintain its Pension Administration Strategy and keeps this under review following material changes in policies.

4 PENSIONS ADMINISTRATION STRATEGY

- 4.1 **Appendix 1** contains the updated Pensions Administration Strategy (PAS).
- 4.2 There have been no changes made to the performance measures and targets within the PAS; these will be reviewed in line with the implementation of i-Connect and Members Self Service.
- 4.3 The changes made within the PAS are to ensure all regulations and codes of practice followed by the Administration team are clearly outlined, Admitted Body status and change to officer titles have been reflected. The updates were made in the following sections: -
- Section 1.1 – statutory regulations, other relevant legislation and codes of practice have been listed in full
 - Section 3.3 – updated position title to reflect the Corporate restructure within Scottish Borders Council
 - Sections 4.2 and 4.4 – grammatical correction
 - Section 5.2 – addition of the Pension Fund Website address
 - Appendix A – amendment to the status of SB Cares LLP and SB Supports LLP, along with the inclusion of South of Scotland Enterprise

IMPLICATIONS

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5.1 Financial

There are no financial implications relating to this report.

5.2 Risk and Mitigations

This report is part of the governance reporting framework to manage the operation of the Pension Fund and reflects the compliance with the best practice recommendations. Risks regarding the administration of the Pension Fund have been identified are included on the Pension Fund and HR risk registers, being managed and controlled following the Corporate Risk Management Framework.

5.3 Integrated Impact Assessment

There is no impact or relevance to Equality Duty or the Fairer Scotland Duty for this report. This is routine good governance required under the Local Government Pension Scheme (Governance) (Scotland) Regulations 2014. Nevertheless, a light touch assessment has been conducted and this will be published on SBC's Equality and Diversity Pages of the website demonstrates that equality, diversity and socio-economic factors have duly been considered when preparing this report.

5.4 Acting Sustainably

There are no direct economic, social or environmental issues with this report.

5.5 Carbon Management

There are no direct carbon emissions impacts as a result of this report.

5.6 Rural Proofing

This report does not relate to new or amended policy or strategy and as a result rural proofing is not an applicable consideration.

5.7 Changes to Scheme of Administration or Scheme of Delegation

No changes to either the Scheme of Administration or the Scheme of Delegation are required as a result of this report.

6 CONSULTATION

- 6.1 The Council's Executive Director Finance & Regulatory, Chief Legal Officer (Monitoring Officer), the Chief Officer Audit and Risk and the Clerk to the Council have been consulted and any comments have been incorporated into the final report.

Approved by

Clair Hepburn
Service Director HR and Communications

Signature



Author(s)

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Background Papers:

Previous Minute Reference: Joint Pension Fund Committee and Board 13
September 2018

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Ian Angus can also give information on other language translations as well as providing additional copies.

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