

# **Report of the Managing Director, West Yorkshire Pension Fund to the meeting of Local Pension Board to be held on 20 March 2024.**

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## **Subject:**

**Pensions Administration Strategy and Communications Policy 2024**

## **Summary statement:**

In compliance with the LGPS Regulations 2013, WYPF prepares a written statement of the authority's policies in relation to such matters as it considers appropriate in relation to procedures for liaison and communication with scheme employers and the levels of performance which the employers and WYPF are expected to achieve.

The Pensions Administration Strategy and Communications Policy are brought before JAG each year to review and approve, particularly if there are any new regulations and revisions to working practices.

The Pensions Administration Strategy has not required any update. The Communications Policy has been updated to reflect activities planned for 2024.

## **EQUALITY & DIVERSITY:**

**No specific equality and diversity issues.**

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Euan Miller  
Managing Director

**Portfolio:**

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**Overview & Scrutiny Area:**

## **1. SUMMARY**

- 1.1 In compliance with the LGPS Regulations 2013, WYPF prepares a written statement of the authority's policies in relation to such matters as it considers appropriate in relation to procedures for liaison and communication with scheme employers and the levels of performance which the employers and WYPF are expected to achieve.
- 1.2 The Pensions Administration Strategy (PAS) and Communications Policy (CP) have been produced by WYPF and are taken to JAG each year to review and approve.
- 1.3 The JAG meeting in January did not take place as the meeting was not quorate. As a result both the PAS and the CP have not been approved by JAG and therefore have been presented to the Board for information.

## **2. BACKGROUND**

- 2.1 The Pensions Administration Strategy is made under Regulation 59 of The Local Government Pension Scheme Regulations 2013.
- 2.2 In line with these regulations West Yorkshire Pension Fund (WYPF), Lincolnshire Pension Fund (LPF), Hounslow Pension Fund (HPF) and Barnet Pension Fund (BPF) employers have been consulted on the strategy, and a copy will be sent to the secretary of state once approved by JAG.
- 2.3 The strategy outlines the processes and procedures to allow WYPF, LPF, HPF, BPF and employers to work together in a cost-effective way to administer the LGPS whilst maintaining an excellent level of service to members and employers. It recognises that working co-operatively and collaboratively will be key to achieving these aims.
- 2.4 The charges in Appendix B and C have been updated to reflect the increased costs of pensions administration (10% increase).
- 2.5 The Communications policy is published as a requirement under regulation 61 of the Local Government Pension Scheme Regulations 2013.
- 2.6 The policy has been prepared to meet our objectives about how we communicate with key stakeholders. WYPF currently administers the Local Government Pension Scheme (LGPS) for over 800 employers and have over 100,000 active members in the LGPS. We also administer the Legacy Councillor Pension Scheme and the Firefighters' Pension Schemes both old and new for a number of fire authorities. This policy will be effective from April 2024 and is reviewed annually.

## **3. OTHER CONSIDERATIONS**

None

**4. FINANCIAL & RESOURCE APPRAISAL**

Sufficient budget to ensure adequate resources are available to meet the requirements of the Pensions Administration Policy and the Communications Policy.

**5. RISK MANAGEMENT AND GOVERNANCE ISSUES**

None

**6. LEGAL APPRAISAL**

None

**7. OTHER IMPLICATIONS**

**7.1 SUSTAINABILITY IMPLICATIONS**

None

**7.2 TACKLING THE CLIMATE EMERGENCY IMPLICATIONS**

None

**7.3 COMMUNITY SAFETY IMPLICATIONS**

None

**7.4 HUMAN RIGHTS ACT**

None

**7.5 TRADE UNION**

None

**7.6 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

None

**8. NOT FOR PUBLICATION DOCUMENTS**

None

**9. OPTIONS**

None

**10. RECOMMENDATIONS**

It is recommended that the Pension Administration Strategy and the Communications Policy 2024 be noted.

**11. APPENDICES**

Appendix A – Pensions Administration Strategy  
Appendix B – Communications Policy

**12. BACKGROUND DOCUMENTS**

None