

Suffolk Pension Fund Committee

Report Title:	Suffolk Pension Fund Administration Policy
Meeting Date:	24 February 2016
Chairman:	Councillor Peter Bellfield
Director:	Geoff Dobson, Director of Resource Management Tel. 01473 264347
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Brief summary of report

1. This report provides an updated Administration Policy document for the Suffolk Pension Fund.

Action recommended

2. The Committee is asked to consider and approve the Administration Policy document.

Reason for recommendation

3. The Fund must maintain and publish an up to date Administration Policy, to set out the quality and performance standards expected of scheme employers in the fund as well as Suffolk County Council in its role as administering authority.

Alternative options

4. There are no alternative options.

Main body of report

5. The Administration Policy is reviewed every three years. The Suffolk Pension Fund last updated its Administration Policy in November 2012. This document included both the Administration policy and the Fund's communication strategy.
6. A revised Administration Policy document can be found in **Appendix 1**. This document takes into account the changes that were brought about by the Local Government Pension Scheme (LGPS) Regulations 2013 and has been sent out to all employers in the Fund for consultation.
7. A separate document covering the Fund's Communication Strategy will be brought to the June Pension Fund Committee meeting. This will allow time for the Pension Board to consider its own communications plans and for these to be incorporated in the document.

Sources of further information

- a) Regulation 59 of the Local Government Pension Scheme (LGPS) Regulations 2013.