

# CAMBRIDGESHIRE PENSION FUND

Pension Fund Board

28 January 2022

Report by: Head of Pensions

Subject	Cambridgeshire Pension Fund Business Continuity Plan
Purpose of the Report	To present the Cambridgeshire Pension Fund Business Continuity Plan
Recommendations	The Pension Fund Board are asked to review the plan
Enquiries to:	Joanne Kent, Governance and Regulations Manager, <a href="mailto:joanne.kent@westnorthants.gov.uk">joanne.kent@westnorthants.gov.uk</a>

## 1. Background

- 1.1 An updated Business Continuity Plan (BCP) covering the Fund's governance and administration was required following the creation of the new unitary authority (and administering authority), West Northamptonshire Council on 1 April 2021 to ensure the arrangements previously in place remain so to support the delivery of the Pensions Service.
- 1.2 In addition, it is now business as usual to ensure that the Fund's external suppliers such as those that provide and host the pensions administration and payroll platform, regularly supply detailed confirmation that they have satisfactorily carried out disaster recovery and penetration testing.

## 2. Review of the Cambridgeshire Pension Fund Business Continuity Plan

- 2.1 A corporate BCP template was acquired from West Northamptonshire Council (WNC) and has been completed to reflect the new arrangements within WNC and to look at wide range of scenarios such as loss of premises and loss of IT.
- 2.2 Board members are asked to review the BCP located in appendix 1 of this report and provide comments for consideration by Officers.
- 2.3 Once finalised the BCP will formally be adopted by the Pensions Service and submitted to West Northamptonshire Council to form part of the corporate plan.
- 2.4 The Board are asked to note that personal information such as staff contact details have been redacted from the BCP to ensure that this information remains available only to individuals that will be required to use it for the purposes of a BCP event.

## 3. Relevant Pension Fund Objectives

To have robust governance arrangements in place, to facilitate informed decision making, supported by appropriate advice, policies and strategies, whilst ensuring compliance with appropriate legislation and statutory guidance.
To manage the Fund in a fair and equitable manner, having regard to what is in the best interest of the Fund's stakeholders, particularly the scheme members and employers.
To ensure the relevant stakeholders responsible for managing, governing and administering the Fund, understand their roles and responsibilities and have the appropriate skills and knowledge to ensure those attributes are maintained in a changing environment.
To continually monitor and measure clearly articulated objectives through business planning.
To continually monitor and manage risk, ensuring the relevant stakeholders are able to mitigate risk where appropriate.

#### 4. Risk Management

4.1 The Pension Fund Committee and Pension Fund Board are expected to monitor Pension Service performance and act accordingly if service standards are not being met.

4.2 The mitigated risks associated with this report has been captured in the Fund's risk register as detailed below –

Risk	Residual risk rating
Unable to deliver pension services due to an inadequate business continuity plan.	Green

4.3 The full risk register can be found - [Key documents \(CCC\) - Cambridgeshire and Northamptonshire LGPS](#)

#### 5. Communication Implications

<a href="#">Direct communications</a>	The BCP will be shared with West Northamptonshire Council to ensure it operates as a corporate document effectively.
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#### 6. Finance & Resources Implications

6.1 There are no financial and resource implications associated with this report.

#### 7. Legal Implications

7.1 Not applicable

#### 8. Consultation with Key Advisers

8.1 Consultation with the Fund's advisers was not required for this report.

#### 9. Alternative Options Considered

9.1 Not applicable

## 10. Background Papers

10.1 None

## 11. Appendices

11.1 Appendix 1 The Cambridgeshire Pension Fund Business Continuity Plan

Checklist of Key Approvals	
Has this report been cleared by Head of Pensions?	Mark Whitby – 17/01/2022