

# Staff and Pensions Committee

7 March 2022

## Draft Business Continuity Plan for the Warwickshire Pension Fund

### Recommendation

That the Staff and Pensions Committee notes and comments on the content of the report and the attached draft Business Continuity Plan.

### 1. Executive Summary

- 1.1 This report sets out Warwickshire Pension Fund's plan for dealing with a critical event that may affect the fund's business as usual activities.
- 1.2 Members of the Staff and Pensions Committee are invited to comment on the draft plan in Appendix 1 (note that names and contact numbers have been omitted as this is a public report).

### 2. Financial Implications

- 2.1 There could be significant financial implications for the Fund and its members in the event of a failure to provide the service. For example missing deadlines to make investments may result in the loss of returns, or the loss of a system that needs to be recovered rapidly may come at a significant cost to recover quickly.

### 3. Environmental Implications

None.

### 4. Supporting Information

- 4.1 The plan includes:

The purpose of the plan	<ul style="list-style-type: none"><li>• Robust governance</li><li>• To coordinate the recovery of critical business functions</li><li>• Ultimately to ensure Fund</li></ul>
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	beneficiaries receive payment of their benefits
What is an incident	<ul style="list-style-type: none"> <li>• Defines natural and manmade disruptions that could impact on service provision</li> </ul>
Activating the plan	<ul style="list-style-type: none"> <li>• The administration and investment teams will produce a schedule of critical processes</li> <li>• Crucially, the conception of a Crisis Management Team</li> </ul>

- 4.2 Examples of the circumstances when the plan may be invoked are in Appendix 2.
- 4.3 The Business Continuity Plan will operate alongside the administering authority's Critical Services Business Continuity Plans.
- 4.4 Critical process plans are being drafted by the Pension Administration Service and the Investment Team and these will be available for the final draft of the Business Continuity Plan.

## 5. Timescales associated with the decision and next steps

- 5.1 The draft Business Continuity Plan will be presented to the Local Pension Board at its meeting in April before returning to the Staff and Pensions Committee for approval at its June 2022 meeting.

## Appendices

1. Appendix 1 The draft Business Continuity Plan
2. Appendix 2 Example scenarios

## Background Papers

None

	Name	Contact Information
Report Author	Neil Buxton	neilbuxton@warwickshire.gov.uk
Assistant Director	Andrew Felton	<a href="mailto:andrewfelton@warwickshire.gov.uk">andrewfelton@warwickshire.gov.uk</a>
Strategic Director	Strategic Director for Resources	<a href="mailto:robpowell@warwickshire.gov.uk">robpowell@warwickshire.gov.uk</a>
Portfolio Holder	Portfolio Holder for Finance and Property	<a href="mailto:peterbutlin@warwickshire.gov.uk">peterbutlin@warwickshire.gov.uk</a>

The report was circulated to the following members prior to publication:

Local Member(s): n/a

Other members: n/a