

LONDON BOROUGH OF HAMMERSMITH & FULHAM

Report to: Pension Fund Committee

Date: 15/10/2024

Subject: Pension Administration Business Continuity Plan

Report author: Eleanor Dennis, Head of Pensions

Responsible Director: Sukvinder Kalsi, Director of Finance

SUMMARY

This paper sets out the business continuity plan for the pension administration provider LPPA. The Pension Fund Committee is asked to consider and note the contents of this report.

RECOMMENDATIONS

The Pension Fund Committee is asked to note the contents of this report.

Wards Affected: None

Our Values	Summary of how this report aligns to the H&F Values
Being ruthlessly financially efficient	Ensuring good governance for the Pension Fund should ultimately lead to better financial performance in the long run for the Council and the council tax payer.

Financial Impact
None

Legal Implications
None

Risk Implications

The LPPA hold a large amount of fund members' data and their ability to continue to provide the members and the funds with a full service within appropriate timescales relies on the effectiveness of their business continuity plan.

A business continuity plan needs to effectively address risks to the service including disruption to IT services; clearly identify roles and responsibilities for managing,

communicating and resolving incidents and be understood by operational managers; and be tested regularly to verify that the plan works in practice with any areas for improvement identified and addressed promptly.

The Council needs to be satisfied that the business continuity arrangements in place within the LPPA are sufficiently robust to minimise disruption to the service and any impact on the members of the fund should an event occur which invokes the business continuity plan.

Risk implications verified by Moira Mackie, Head of Internal Audit on 4 October 2024.

Background Papers Used in Preparing This Report

None

DETAILED ANALYSIS

Proposals and Analysis of Options

Reasons for Decision

Non Applicable

LIST OF APPENDICES

Exempt Appendix 1 – Introduction to LPPA’s Business Continuity Plan

Exempt Appendix 2 – LPPA Business Continuity Plan