



Publication  
Scheme  
Under the  
Freedom of  
Information Act  
2000  
June 2020

## **1. Purpose**

The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities. Section 19 of the FOIA requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

The Authority has adopted the Model Publication Scheme approved by the Information Commissioner. It is valid from 1 January 2009. We have used the definition document for Joint Authorities and Boards. All the information in our publication scheme is either available for you on our website [www.sypensions.org.uk](http://www.sypensions.org.uk) or in traditional document form on request.

## **2. Classes of information published by the Authority**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future – this is split into ‘classes’ of information. The ‘classes’ of information currently published are contained in section 4 of this Scheme. Details of how the information is or will be published and any fees charged for information contained in the publication scheme are set out in the same section. The classes in the scheme are split between various main headings. Under each heading there is a list of information which we publish which relates to that function.

## **3. Summary of our functions**

We are responsible for administering the Local Government Pension Scheme in South Yorkshire. The Authority formally consists of 12 Elected Members nominated by the four South Yorkshire district councils. They act as quasi-trustees and have ultimate legal responsibility for the Fund and the services that we provide. High amongst their priorities are the formulation of investment principles and the appointment and monitoring of external advisors and fund managers.

We were set up in 1988, after the abolition of the Metropolitan County Councils in 1986. We maintain, invest and administer the South Yorkshire Pension Fund (valued in excess of £9 billion) on behalf of over 500 contributing employers and around 160,000 members. Predominant amongst the contributing employers are the Metropolitan District Councils of Barnsley, Doncaster, Rotherham and the City of Sheffield, the support staff of the Fire and Police Services.

We administer the Local Government Pension Scheme in accordance with the statutory regulations provided by the Ministry of Housing, Communities and Local Government. We are members of the Local Authority Pension Fund Forum. Since 2004, we have been accredited under the Customer Service Excellence standard.

We have a headcount just over 100 staff and have an annual operating budget of £5.5m (excluding custodian and external management fees, which total another c£53m).

#### 4. Classes of information

Information	Description	Format	Charge
<b>4.1 Who we are and What we do</b>	Constitution	On line	Free
	Governance Compliance Statement	On line	Free
	Local Code of Corporate Governance	On line	Free
	Annual Governance Statement	On line	Free
	Contact details for members of the Authority and Local Pension Board	On line	Free
	Contact information	On line	Free
	Organisation structure	On line	Free
<b>4.2 What we spend and how we spend it</b>	Revenue Budget and Capital Spending Plans	On line	Free
	Medium Term Financial Strategy	On line	Free
	Treasury Management Strategy	On line	Free
	Statement of Accounts	On line	Free
	Annual Governance Statement	On line	Free
	Annual Audit Letter	On line	Free
	Pay Policy Statement	On line	Free
	Contracts Register and Tender Opportunities (through <a href="http://www.yortender.co.uk">www.yortender.co.uk</a> )	On line	Free
<b>4.3 What our priorities are and how we are doing</b>	Corporate Strategy	On line	Free
	Annual Report	On line	Free
	Human Resources Strategy	On line	Free
	ICT Strategy	On line	Free
	Equality and Diversity Scheme	On line	Free
	Investment Strategy Statement	On line	Free
	Actuarial Valuation	On line	Free
	Pensions Administration Strategy Statement	On line	Free
	Responsible Investment Policy	On line	Free
	Climate Change Policy	On line	Free
	Annual Workforce Report (including Gender Pay Gap)	On line	Free
	Quarterly Corporate Performance Report	On line	Free
	Quarterly Administration Performance Report	On line	Free
	Quarterly Investment Performance Report	On line	Free
Quarterly Responsible Investment Update	On line	Free	
<b>4.4 How we make decisions</b>	Schedule of meetings open to the public	On line	Free
	Agendas and public reports for meetings of the Authority and its Committees and the Local Pension Board	On line	Free
	Schedules of background papers for meetings open to the public (note background papers themselves available only on request)	On line	Free
	Funding Strategy Statement	On line	Free
	Corporate Governance and Voting Guidelines	On line	Free
	Consultation and Communication Strategy	On line	Free
	Constitution (Procedural Standing Orders, Financial Regulations and Contract Standing Orders)	On line	Free

Information	Description	Format	Charge
<b>4.5 Our policies and procedures</b>	Local Government Pension Scheme Regulations ( <a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a> )	On line	Free
	Administering Authority Policies	On line	Free
	Employer Pension Policies	On line	Free
	Risk Management Policy	On line	Free
	Anti-Fraud and Corruption Policy Statement	On line	Free
	Whistleblowing Policy Statement	On line	Free
	Freedom of Information Act Publication Scheme	On line	Free
	Customer Charter	On line	Free
	Employment Policies	Electronic	Free
	Records Management, Personal Data and Data Protection Policies	Electronic	Free
<b>4.6 Lists and Registers</b>	Charging Policy	Electronic	Free
	Register of Members Interests (Authority and Local Pension Board)	On line	Free
<b>4.7 The Services we offer</b>	Register of Gifts and Hospitality (access on request)	Paper	Free
	Frequently Asked Questions	On line	Free
	How to complain	On line	Free
	Scheme Member Newsletters	On line	Free
	Details of investments held by the Pension Fund	On line	Free
	Details of shareholder votes cast on behalf of the Authority	On line	Free
	Vacancies	On line	Free
	Invitations to Tender (through <a href="http://www.yortender.co.uk">www.yortender.co.uk</a> )	On line	Free
Details of benefits available through participation in the scheme	On line	Free	

## 5. Requesting Information

The above information is, unless otherwise indicated, accessible through the Authority's website at [www.sypensions.org.uk](http://www.sypensions.org.uk)

Where information is "electronic" it is held by the Authority but not published on the website. If asked, the Authority will also provide information in hard copy. We undertake to provide information of this sort promptly and within five working days as a minimum. If the information could be viewed at our premises, we will contact you within five working days to arrange a mutually convenient time. You can request information through the contact information provided at (8) below.

## 6. Fees and charges

The Authority does not charge for reasonable requests for hard copy information from an individual where the total cost is £10 or less.

**7. Information not in publication scheme**

Where the Authority holds information which is not listed in the publication scheme, you can request that information under FOIA. The Authority will disclose this information within 20 working days, unless it is exempt information, in which case it will state so, and explain its decision. You have the right to request an internal review of this decision, and if you are still not satisfied, to complain to the Information Commissioner.

**8. Review of the publication scheme**

The Authority reviews its Publication Scheme annually. The publication scheme is maintained by:

The Director

South Yorkshire Pensions Authority

Level 8, Gateway Plaza

Sackville Street

Barnsley

S70 2RD

[customerservices@sypa.org.uk](mailto:customerservices@sypa.org.uk)

Tel: 01226 772923

**9. Making a complaint or compliment**

If you wish to make a complaint about the service you have received or provide feedback about our service, you should contact:

The Clerk to the South Yorkshire Pensions Authority

Joint Authorities Governance Unit

Town Hall

Barnsley

S70 2TA

[grichards@sypa.org.uk](mailto:grichards@sypa.org.uk)

Tel: 01226 772806