

Subject	Review of Key Communications - Annual Benefit Statement	Status	For Publication
Report to	Local Pension Board	Date	07/08/2025
Report of	Assistant Director Pensions		
Equality Impact Assessment	Not Required	N/A	
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1 Purpose of the Report

To update members on the information sent to Scheme members on the Annual Benefit Statement to comply with Regulation 89 of the Local Government Pension Scheme Regulations 2013. The statement must be produced by 31 August each year.

2 Recommendations

2.1 Members are recommended to:

- a. **Accept the report with or without comment and indicate any areas where they would like to receive further detail.**

3 Link to Corporate Objectives

3.1 This report links to the delivery of the following corporate objectives;

Customer Focus

To design our services around the needs of our customers, whether scheme members or employers. The report includes reference to feedback from our customers.

Listening to our stakeholders

To ensure that stakeholders' views are heard within our decision-making processes. The report includes information about the engagement with the employers in the scheme and how SYPA can support them to complete their responsibilities.

4 Implications for the Corporate Risk Register

4.1 None.

5 Background and Option

5.1 This report seeks to update the Board on how the Fund complies with its statutory obligation to provide Scheme members with an Annual Benefit statement.

- 5.2 Annual Benefit Statements, see **Appendix A** for a template Deferred Member Annual Benefit Statement, and **Appendix B** for a template Active Member Annual Benefit statement. Statements are uploaded to members online accounts. Members with an email address will be notified that their statement is available to view online.
- 5.3 Members without an email address, but with a mobile number recorded on UPM, will receive a text message to login/register to view their statement.
- 5.4 Paper copy statements are issued in a slightly different format. The hard copy includes nomination details, whereas the online version contains a link to the nomination page on the member's online account. An exercise will be carried out prior to the issuing of statements to ensure we hold the correct mailing preference. Circumstances may have changed, and a paper copy may no longer be required.
- 5.5 The 2025 template statement was issued to the Authority's Focus Group for comment. There were no suggestions for change or improvements.
- 5.6 Further notes to help understand the statement are available on the website along with an ABS video.
- 5.7 Annual Benefit Statement runs are always staggered to help manage member queries.
- 5.8 SYPA active member statements are produced first, so staff can help with testing by checking their own statement.

6 Implications

- 6.1 The proposals outlined in this report have the following implications:

Financial	None
Human Resources	None
ICT	None
Legal	None
Procurement	None

Name Debbie Sharp
Title Assistant Director Pensions

Background papers	
Document	Place of Inspection
None	