

# Publication Scheme Under the Freedom of Information Act

August 2024

### Document Control Information

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| Document title   | Publication Scheme Under the Freedom of Information Act |
| Version          | V2  |
| Status           | Draft   |
| Owner            | Head of Governance and Corporate Services               |
| Department       | Resources   |
| Publication date | 07 August 2024  |
| Approved by      | Director  |
| Next review date | September 2025  |

### Version History

| Version | Date        | Detail   | Authors         |
|---------|-------------|--|-----------------|
| V1      | June 2020   | Original Scheme  | Director        |
| V2      | August 2024 | Factual updates and improving clarity re: fee information. | Governance Team |
|         |             |  |                 |

## FREEDOM OF INFORMATION PUBLICATION SCHEME

### 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 23 October 2015. 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 electronic form on request or can be printed or made available to view by arrangement.

### 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

South Yorkshire Pensions Authority was established in April 1988 following the abolition of South Yorkshire County Council and the winding up of the South Yorkshire Residuary Body. The primary function of the organisation is to administer the South Yorkshire Pension Fund within the Local Government Pension Scheme (LGPS). The voting membership of the Pensions Authority is set out in the Local Government Reorganisation (Pensions etc.) (South Yorkshire) Order 1987, under which the Authority was created. This specifies the total voting membership of the Authority as 12: made up of members appointed by each of the four District Councils in South Yorkshire.

We maintain, invest and administer the South Yorkshire Pension Fund (valued at around £11 billion) on behalf of almost 600 contributing employers and around 180,000 members. Predominant amongst the contributing employers are the Metropolitan District Councils of Barnsley, Doncaster, Rotherham and Sheffield, and 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 awarded Charter Mark status for customer service excellence.

Further information on the organisation, its headcount, budget and operating expenditure are available in the Annual Report and Accounts published [here](#).

#### 4. Classes of Information

| Information   | Description  | Format | Charge |
|---|--|--------|--------|
| <b>4.1 Who we are and What we do</b>                    | Constitution   | Online | Free   |
|   | Governance Compliance Statement  | Online | Free   |
|   | Local Code of Corporate Governance   | Online | Free   |
|   | Contact details for members of the Authority and Local Pension Board   | Online | Free   |
|   | Contact information  | Online | Free   |
|   | Organisation structure   | Online | Free   |
| <b>4.2 What we spend and how we spend it</b>            | Revenue Budget and Capital Spending Plans  | Online | Free   |
|   | Medium Term Financial Strategy   | Online | Free   |
|   | Treasury Management Strategy   | Online | Free   |
|   | Statement of Accounts  | Online | Free   |
|   | Annual Governance Statement  | Online | Free   |
|   | Annual Audit Letter  | Online | Free   |
|   | Contracts Register   | Online | Free   |
| <b>4.3 What our priorities are and how we are doing</b> | Corporate Strategy   | Online | Free   |
|   | Annual Report  | Online | Free   |
|   | Human Resources Strategy   | Online | Free   |
|   | ICT Strategy   | Online | Free   |
|   | Equality and Diversity Scheme  | Online | Free   |
|   | Investment Strategy Statement  | Online | Free   |
|   | Actuarial Valuation  | Online | Free   |
|   | Responsible Investment Policy  | Online | Free   |
|   | Climate Change Policy  | Online | Free   |
|   | Quarterly Corporate Performance Report   | Online | Free   |
|   | Quarterly Administration Performance Report  | Online | Free   |
|   | Quarterly Investment Performance Report  | Online | Free   |
| <b>4.4 How we make decisions</b>                        | Quarterly Responsible Investment Update  | Online | Free   |
|   | Schedule of meetings open to the public  | Online | Free   |
|   | Agendas and public reports for meetings of the Authority and its Committees and the Local Pension Board                      | Online | Free   |
|   | Schedules of background papers for meetings open to the public (note background papers themselves available only on request) | Online | Free   |
|   | Funding Strategy Statement   | Online | Free   |

| Information                            | Description  | Format     | Charge |
|--|--|------------|--------|
|  | Corporate Governance and Voting Guidelines   | Online     | Free   |
|  | Consultation and Communication Strategy  | Online     | Free   |
|  | Constitution (Procedural Standing Orders, Financial Regulations and Contract Standing Orders)                      | Online     | Free   |
| <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> ) | Online     | Free   |
|  | Administering Authority Policies   | Online     | Free   |
|  | Employer Pension Policies  | Online     | Free   |
|  | Risk Management Policy   | Online     | Free   |
|  | Anti-Fraud and Corruption Policy Statement   | Online     | Free   |
|  | Whistleblowing Policy Statement  | Online     | Free   |
|  | Freedom of Information Act Publication Scheme  | Online     | Free   |
|  | Customer Charter   | Online     | Free   |
|  | Employment Policies  | Electronic | Free   |
|  | Records Management, Personal Data and Data Protection Policies   | Electronic | Free   |
|  | Charging Policy  | Electronic | Free   |
| <b>4.6 Lists and Registers</b>         | Register of Members Interests (Authority and Local Pension Board)  | Online     | Free   |
|  | Register of Gifts and Hospitality (access on request)  | Electronic | Free   |
| <b>4.7 The Services we offer</b>       | Frequently Asked Questions   | Online     | Free   |
|  | How to complain  | Online     | Free   |
|  | Scheme Member Newsletters  | Online     | Free   |
|  | Details of investments held by the Pension Fund  | Online     | Free   |
|  | Vacancies  | Online     | Free   |
|  | Invitations to Tender  | Online     | Free   |

## 5. How Information is Made Available

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. This information can be obtained by request using the contact details below. If asked, the Authority will also provide information in printed format. 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 this information by contacting the Authority's governance team by email or by post as follows:

**Email:** [InformationGovernance@sypa.org.uk](mailto:InformationGovernance@sypa.org.uk)

**Postal address:**

Governance Team  
South Yorkshire Pensions Authority  
Oakwell House  
2 Beevor Court  
Pontefract Road  
Barnsley  
S71 1HG

## 6. Fees and Charges

Most requests are free of charge. In exceptional circumstances there may be a cost, for example for photocopying and postage, although we try to avoid this where possible and you will be notified in advance if there could be a fee, and we will tell you the amount and how to pay.

## 7. Information Not Covered in the Publication Scheme

Where the Authority holds information that is not listed in the publication scheme, you can request that information under the FOIA.

You can submit such a request using one of the following options:

- Submit the form on our website at: [FOI Request \(sypensions.org.uk\)](http://FOIRequest(sypensions.org.uk))
- By email to: [InformationGovernance@sypa.org.uk](mailto:InformationGovernance@sypa.org.uk)
- By writing to the Governance Team at the postal address shown above.

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

Oakwell House

2 Beever Court

Pontefract Road

Barnsley

S71 1HG

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

Tel: 0300 303 6160

## **9. Making a Complaint or Providing a Compliment**

If you wish to make a complaint about the service you have received or provide feedback about our service, you can do this via our website as follows:

[Complaints \(sypensions.org.uk\)](https://www.sypensions.org.uk/complaints)

[Compliments \(sypensions.org.uk\)](https://www.sypensions.org.uk/compliments)

Alternatively, you may contact our customer services team as follows:

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

Tel: 0300 303 6160