

Title: Police Pension Board (Officer)**Date:** Wednesday 11th December 2019**Location:** Donaldson Room**Chair:** Ian Perkin**Board Members:**

Ian Perkin, CFO OPCC, (Chairman)

Simon Pater, Federation, (Deputy Chair)

Peter Gillett, Executive Director of Commercial and Financial Services

Daisanne Summersfield, Head of Business Services

Tom Budd, Superintendent's Association

Tony Suter, Scheme Member Representative

Advisors: Kelly Ellison & Jo Langley Surrey/Sussex Police**Minutes:** Rachel Lupanko, Office Manager, OPCC (Notes)**Guests:** Ben Read, Equinity

ITEM	NOTES	ACTIONS / OWNER
1	Welcomes & Apologies: The Chair welcomed CC Gavin Stephens and Tom Budd to his first meeting as the representative for the Superintendents Association. Apologies had been received from Simon Patter, Ben Read and Kelly Ellison. Peter Gillett joined the meeting by telephone.	
2	Conflicts of Interests: No conflicts of interest were recorded. The CC Gavin Stephens and Tom Budd declared an interest in item 9.	
3	Minutes of the 5th of September: The minutes of the 5 th of September were reviewed and approved, the notes taken at the informal meeting held on the 23 rd of October were accepted by the Board as being a true record of that meeting. The comments, actions and updates from the informal meeting are transferred into this record to enable them to be published.	
4	Review of actions and decisions: Action 103 – Increased Reporting Requirements – Dashboard update – BR confirmed that Equinity were still waiting for HO guidance on how they can interact with a HO Dashboard as Police Pension data is held on a secure site – The guidance is not expected before January 2020 - Open.	JG/PG/BR

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4 cont.	Action 104 – Increased Reporting Requirements - Data Scoring & Improvement Plan – BR confirmed that they are still waiting for HO scheme specific data needs to be defined and agreed, once this is available Equinity will be able to programme against these and field testing would take place. This should happen imminently and a report produced in September. A technical working group has been set up at which Equinity represents Surrey Police's interests. There is still no timescale for this yet – No update at this meeting - Open. Action 123 – Scheme Administrator Quarter 2 Report – Helpdesk Statistics (3.4) - Abandoned calls – BR to consider how this information can be captured and presented in the next report – Open Action 131 – Dashboard Update – Web member portal now at sign off stage, Design and Branding workshops to commence early 2020, aiming for portal to be up and running by June 2020 - Open Action 138 – Quick Easy Guide - To look at producing a guide for scheme members – KE, JL & BR will put this together, may need Comms support for design – No update at this meeting - Open Action 139 – Risk & Issue Register - Check certificates provided by Equinity meet the audit requirement under the SLA.- No update at this meeting - Open Action 141 - Scheme Advisory Board Quarterly Letter – July 2019 – Cybercrime Survey - Has been completed and returned in time for the November deadline without PB comments – copy to be circulated to the Board following this meeting - Open Action 142 – Cybercrime Survey - See item - 11 of this agenda - Open Action 143 – Equinity Complaint - JG confirmed that application for IDRPs had been received and progressed through stage 1 of the process – no further contact had yet been received – will update the Board at the January meeting - OPEN Action 144 – Scheme Advisory Board Quarterly Letter – Cyber Security Review - Contact Kevin Courtney at the NPCC to see if any other Forces have already done an assessment. – Not yet done - OPEN Action 145 – Scheme Advisory Board Quarterly Letter – Cyber Security Review - A robust assessment of the system and Business Continuity plans to be carried out – See item 11 of this Agenda - OPEN Action 146 – Scheme Advisory Board Quarterly Letter – Cyber Security Review - A robust assessment of the system and Business Continuity plans to be carried out – OPEN Action 146 – Scheme Advisory Board Quarterly Letter - Response letter to be drafted and sent to the Board Chair to enable him to complete action 142 – Awaiting copy draft letter and of annual survey response - OPEN Action 148 – is a repeat of Action 143 - Closed	JG/BR BR BR/PG/DS JL, KE & BR DS, PG KE JG DS DS DS/PG/BR IP

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	Action 149 – GAD 2016 Valuation Summary - To look at making system improvements to prevent entries from being blank or investigate and update those that fell outside of range. – Update to be given at January 2020 meeting - OPEN. Action 150 – Joint Surrey Sussex Pension Board – See item 6 of this Agenda - OPEN Action 151 – Joint Surrey Sussex Pension Board – Have an ‘in principle’ conversation with Giles York. – Apologies, not done yet, will do so before January’s meeting - OPEN	BR DS GS
5	Risk and Issue Register: The Risk and Issue Register was not reviewed and updated.	
6	Surrey/Sussex Joint Pension Board Proposal: This paper was discussed at the informal meeting in September and has been brought back to this meeting for the Board to make a recommendation to the Scheme Manager. It was noted that Appendix 2 mentioned in the report was missing from the papers and this was because it was not complete. Action 155 – Send Appendix 2 to the Board once completed. Those at the informal meeting in September had agreed that the CC’s and the PCC’s of both Surrey and Sussex would need to be signed up to a joint Board although it was felt that they would be supportive as they already shared an HR and Finance function and had the same Scheme Administrator. It was also agreed that due to the delay in being able to make a formal decision/recommendation time was going to be very tight if a joint Board was to be set up and start in April 2020. DS advised the Board that the Sussex Chair had since been approached on this matter but didn’t feel that the Sussex Pension Board would be in a position to hold a joint Board as early as April 2020. It was agreed that the Surrey Pension Board would continue to meet quarterly until further notice and this would be discussed again later in 2020. A working group could still be set up to discuss how a joint Board would work and to identify who should sit on the Board. 156 – Plan working group sessions for the New Year and send suggestions as to who should take part to both Surrey and Sussex’s Board Chairs.	JG JL

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7	Ill Health Retirement & Injury Award Update & Injury Award Reviews: LM had attended the informal meeting in September and had spoken to her paper. She had advised the Board that the 2 Appeals that had been set to take place on that day did not go ahead as the appeals had been withdrawn and there were 2 more Appeals planned for December. DuoDiamond had been appointed by the Home Office to carry out the PMAB appeals in the future, no costing structure had yet been issued and no guidance on Injury on Duty Award Reviews had yet been issued. Equinity had been requested to provide a list of all those in receipt of an Injury On Duty award and this was being worked on. Action 153 – To follow up on the request for information of who was in receipt of an Injury On Duty Award – it was confirmed that this information had now been received - CLOSED	
8	Review of Reported Breaches: No breaches were reported in the period between July and December. At the informal meeting the Board had been informed by BR that there had been a problem with some of the Sussex Officers Pension Statements going to previous addresses with some of these statements having already been returned. The ICO had been informed and a report had been sent, Equinity were waiting for the ICO's response. This problem had occurred due to a process failure, and it was confirmed that there are two slightly different process for Surrey and Sussex, whilst Surrey has an automated interface which reduces the risk of errors, Sussex does not. BR had stated that all stakeholders involved had reacted quickly and the information held within Equinity's computer system had since been corrected. Replacement statements had been sent out to all those affected. Those individuals who were the subject of the Data Breach had been notified and offered CIFAS monitoring which Equinity had agreed to fund for a period of 3 years. It was felt the risk to each of the individuals was low, lessons had been learnt and had been shared, work was continuing on the Portal which would prevent this from happening in the future.	

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9	Scheme Advisory Board Quarterly Letter – October 2019 The Board had been in receipt of the letter at the informal meeting in September and noted the following: McCloud case – DS had confirmed that this was being considered at a national level so plans could be made once the outcome was known. BR had informed the Board that Equinity administered several schemes that may be affected by this ruling. A workshop was to be held to consider what will need to be done and an impact assessment carried out. At today's meeting DS had confirmed that she now sat on a National Steering (Remedy/implementation) group which had just met. Another meeting was planned for January. Approx. 1000 people had been transferred from the old scheme in Surrey and Sussex and might be affected. It was acknowledged that it might take up to 2 years to sort everything out. At the informal meeting the Board had also discussed the Pension Regulator (TBR) scheme return. At today's meeting KE confirmed that the TPR's scheme return had been sent in time to meet the November deadline. Action 157 – Send copy of the return to the Board Members following this meeting	KE
10	NPCC Boardblast: The Board noted the information supplied by Kevin Courtney and it was confirmed that it had been arranged for Kevin to attend the next Board meeting on the 23/01/20 to give the Board an update on the legal issues as of item 9 and to give a National update. Action 158: JL confirmed that KE had attended the pension and tax event that had taken place on the 12/11/19 and would update the Board at the next meeting.	KE
11	Assessment of Cyber Security Arrangements: This paper had been discussed at the September meeting and KE had confirmed that they have considered what controls were already in place and had pulled together everything they feel they need to do. Was still waiting for assurances from Equinity as to their Cyber Security standards. DS confirmed that she had still not yet completed action 144 but would do so following this meeting. Cyber Crime Training had been arranged for the Board on the 19/11/19 and IP confirmed he had attended and found it most interesting and helpful. This training had been offered to the Sussex Pension Board Members and a couple of them had attended. DS & PG confirmed that there was another session planned in Sussex tomorrow which they planned to attend. Action 159: Arrange Cyber Crime Refresher Training for 2020	RL

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12	Scheme Administrators Quarter 2 Report At the informal meeting BR had informed the Board that the number of calls had risen in this last quarter, mostly due to queries relating to the Pension Statements that were sent out in August. There was to be one change to the Team. Jane Webb was moving to look after the MET and a new Team Leader was to be appointed for Surrey. 3 SLA's had been missed in this period, this related to 9 cases but the delay in responding had only been by a couple of days. Benefit Statement Query types (3.3) – The Board had requested that the chart be amended to include comparison figures for previous years. Action 154 - Add comparison figures into the next quarterly report. The Board has also been informed that there had been one complaint in this period in relation to a pension transfer – a refund had been given and this was now resolved.	BR
13	Dashboard Update: Still waiting for HO Guidance	
14	AOB At the informal meeting LM had informed the Board that Dan Gillard, the new Head of Occ Health, was learning what his role involved. Dan had raised a query regarding Capitalisation tax which PG confirmed he would answer outside of the meeting.	
15	Date of the next meeting: The date of the next meeting was confirmed as the 23rd of January 2020 at 10am.	

The meeting closed at 3.55pm.

Future meetings are planned for:

23/04/20

23/07/20

22/10/20

28/01/21

These dates may be subject to change, for more information please contact Rachel Lupanko on 01483 630200.