

Minutes**Title: Police Pension Board (Officer)****Date:** Monday 21st of May 2018 at 3pm**Location:** Surrey Police HQ, Portacabin 4**Chair: Simon Patter****Attendees:**

Ian Perkin CFO OPCC, (Chairman)

Simon Patter, (Deputy Chairman)

Paul Bundy Chief Finance Officer Surrey Police,

Bill Davis Head of Employee Services for Surrey & Sussex Police

Jon Savell Superintendents Association

Tony Suter Scheme Member

Guests: David Hewitt and Ben Read from Equinity

Rachel Lupanko Office Manager OPCC (Minutes),

ITEM	NOTES	ACTIONS / OWNER
1	Welcomes & Apologies The Chair welcomed the Members of the Board and David Hewitt and Ben Read from Equinity. Apologies had been received from the Scheme Manager CC Ephgrave who had been unable to attend due to other commitments. The Chair advised the Board that JS was on his way but may be a few minutes late arriving.	
2	Conflicts of Interests: No conflicts of interest were declared.	
3	Minutes of the last meeting: The Board approve the minutes.	
4	Review of actions and decisions: Action 52 – The Scheme of Delegation had been considered by the Sussex Audit Committee on the 14/11/17. Some small changes had been suggested – now with Sussex Audit Committee for final approval and will be distributed to the Board once received. Still with Sussex, IP to ask AB to chase- Open Action 70 – Work is ongoing to ensure records of Officers who have transferred into the scheme are as complete and accurate as they can be – Equinity confirmed that 300 records had been checked to date and 10 discrepancies were found, the new Team Leader Louise Lee is looking into this, DH will update JG once these have been resolved– Open	IP JG DH

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Item 4 cont.	<p>Action 70 continued - The Federation had received contact from an Officer asking how he could challenge his statement as he felt he had lost service days – send information to Equinity so that the records can be checked and the Officer to be asked to submit any evidence he has to back up his claim. - Open</p> <p>Action 72 – Commutation Payments – JG & BD confirmed they had been unable to find a letter from the HO on this subject. DH & BR to see if Equinity have received any guidance from the HO on this subject - Open.</p> <p>Action 82 – A pre contract meeting with Equinity took place on the 25/01/18 and the provision of an annual Audit Report was discussed. The Board will be updated at the next meeting - Open</p> <p>Action 86 – Review of Ill Health Retirement & Injury Awards Update – See item 11 on this agenda. - Open</p> <p>Action 87 – Pension Statement Survey – The survey was complete, the results report to be circulated to the Board – JG apologised that she had not done this – will do so before the next meeting - Open</p> <p>Action 90 – The Risk & Issue Register had been updated to reflect the Boards comments. Shared with Equinity at the meeting to obtain their view of their risk scoring, see item 5 of this agenda – updated – Closed</p> <p>Action 91 – Make changes to the documents as suggested by the Board and publish on the Surrey Police website. – Published - Closed</p> <p>Action 92 – Conflict of Interest Forms for 17/18 to be completed by Board Members and returned to RL – Complete - Closed</p> <p>Action 93 – Complete Work Plan and send copy to RL – Complete - Closed</p> <p>Action 94 – Once complete publish on website – published - Closed</p> <p>Action 95 - Details of contact in Hampshire Police to be sent to BD – done – Closed.</p> <p>Action 96 – Check with the Federation to see if there is any information nationally that reflects the increase in applications across Surrey and Sussex - Graph sent showing medical retirement broken down by Force and year – Surrey’s figures were quite low in comparison to the national picture. - Closed</p> <p>Action 97 – Write to Equinity to inform them of the Boards disappointment regarding their non-attendance at the meeting, confirm the dates of future meetings, query the figures in the SLA’s and ask if they can be given in more detail in the future and ask for more information on the Benefits Statement. Apologies were given by Equinity for not attending the meeting due to prior commitments. Dates of future meetings sent - closed</p> <p>Action 98 – Add Reporting Breaches Update as a standing item on the agenda and amend the TOR accordingly. – Closed</p>	<p>SP</p> <p>JG/ BD / DH / BR</p> <p>JG</p> <p>BD</p> <p>JG</p>

ITEM	NOTES	ACTIONS / OWNER
Item 4 Cont.	Action 99 – Voluntary Scheme Pays – see item 6 of this Agenda	
5	<p>Risk and Issue Register:</p> <p>The Risk and Issue Register was reviewed and some changes were made. It was confirmed that both Surrey Police and Equinity have Business Continuity plans in place.</p> <p>Action 89 – A copy of Equinity’s Business Continuity Plan to be sent to JG</p> <p>Fraud/Fraudulent behaviour – JG confirmed that there was a fraud monitoring process in place and to date there had been no issues.</p>	DH/BR
6	<p>Voluntary Scheme Pays (VSP)</p> <p>The Board felt it would be unable to make a recommendation to the Scheme Manager on the limited information that had been provided. No further guidance had been forthcoming from the Home Office and Equinity confirmed that they had received no further information regarding this either.</p> <p>Action 99 – Equinity to check and see who would be effected by this and provide the information to JG. A paper to come to the next meeting to highlight the numbers involved, the likely costs involved and any risks.</p>	DH / BR JG
7	<p>Widows Pension Entitlement Queries:</p> <p>NARPO had recently flagged an issue whereby inadequate retention of important pension records had led to incorrect calculations of widows pensions. This related to the option given to Officers back in 1972 to uprate their widows pension at the rate of a third to a half.</p> <p>Equinity confirmed that 160 people had raised a query with their help desk regarding this issue. Only 5 cases were found to have no paperwork to back up the claims. The Board were advised that JG had decided to allow these cases to be uprated at an overall annual cost of £14,437. No further queries had been received.</p>	
8	<p>Guaranteed Minimum Pension Reconciliation:</p> <p>Equinity confirmed that they had over the last few months been working on reconciling Surrey’s records with the HMRC, they had raised a number of queries with the HMRC but it was taking a long time to get a response. As and when individual responses were received the records would be updated accordingly. A monthly GMP reconciliation report was sent to JG. It was noted that Surrey are a lot further ahead with this process than other schemes as some had not yet started this process which had to be completed by December 2018. The timescale and costs involved were as yet unknown until the final numbers affected are known.</p>	
9	<p>Review of Reported Breaches:</p> <p>The Board were informed that no breaches had been reported to the ICO in the last quarter.</p>	

ITEM	NOTES	ACTIONS / OWNER
10	<p>Review of Internal Dispute Resolution Process: The Board reviewed the document and no changes were made. To be reviewed again in April 2019.</p> <p>Action 100 - Copy of IDR process to be sent to Equinity</p>	JG
11	<p>Ill Health Retirement & Injury Award Update: The Board reviewed the figures provided and felt it would be useful to be able to compare it with data from comparable years. The Board would also like to understand the length of the process from start to finish.</p> <p>The PMAB appeals costs were discussed, BD confirmed that currently no request was made by Surrey for the applicant to pick up the cost of the appeal if it was unsuccessful.</p> <p>Action 101 – Ask Occupational Health Dept. to provide additional information requested by the Board in the next report and share a copy of the flowchart of the process with the Board Members.</p> <p>Previous decision by the Board relating to PMAB Appeal costs to be sent to BD.</p> <p>The Board were informed that Injury on Duty reviews were to commence in September 2018 although the process, timescales and resources for this were still to be worked through.</p>	BD RL
12	<p>Increased Reporting Requirements:</p> <p>a) GDPR – All Board Member apart from TS would be required to complete the NCALT GDPR online training, provided by the Collage of Policing, once it became available. TS was offered one to one training but confirmed that he was well aware of the GDPR requirements through other roles. Equinity confirmed that their staff team had been required to do online training and were also to receive further training sessions. Contracts have been amended to make sure they are GDPR compliant.</p> <p>b) Cyber Security – Equinity confirmed that they had Cyber Security processes in place. The Board were informed of some training being provided by the South East Regional Organised Crime Unit which the OPCC had already received. This training had been very informative. The Board felt they would benefit from this training and Equinity indicated that they would also like to attend. It was agreed that if it was possible to arrange it would also be offered to the Sussex Pension Board.</p> <p>Action 102 – Ask SEROCU if they would be willing to provide training to the Board. If so check to see if Sussex Pension Board would like to take part in a joint training session and arrange a date and time for the training.</p> <p>c) Dashboard – JG apologise that she had not brought copies of the Dashboard to the meeting.</p> <p>Action 103 – Copy of the Dashboard to be distributed to the Board following the meeting.</p>	RL JG

ITEM	NOTES	ACTIONS / OWNER
12 cont.	<p>d) Data Scoring & Improvement Plan – JG apologised that she did not have a data scanning report to give to the Board at the meeting. The Board agreed that they would not be able to work on an improvement plan until this information was available.</p> <p>Action 104 – Report to be distributed to the Board once it is available.</p> <p>To be added to the Agenda for the next meeting.</p>	<p>JG</p> <p>RL</p>
13	<p>Scheme Administrator Quarter 4 Report:</p> <p>DH from Equinity spoke to the report – 99.2% of the SLA had been met DH acknowledged that of the ones that didn't meet the SLA, the person should have received a holding letter acknowledging receipt of their enquiry and staff were now aware that they should do this.</p> <p>Career Breaks – The Board noted that there were currently 36 members of staff on a career breaks. BD would like to better understand these figures as it would have a cost implication and an impact on other HR considerations.</p> <p>Action 105 – Send a list of those currently on a career break to BD</p>	<p>JG</p>
14	<p>AOB:</p> <p>Police Pension Challenge issue – The Board were informed that there had been no agreement yet. Equinity confirmed that they had received a flurry of applications The solicitors involved seem to feel they had enough to make a case but it was noted that if successful the Home Office will appeal.</p>	
15	<p>Date of the next meeting:</p> <p>The date of the next meeting was confirmed as 26/07/18 at 10am. DH & BR stated that they would attend in person if possible.</p> <p>JS advised the Board that he would be on annual leave for this meeting and gave his apologies.</p>	

Future meetings are planned for:

25/10/18

25/01/19

25/04/19

25/07/19

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

The meeting closed at 4.15pm.