

**Minutes****Title: Police Pension Board (Officer)****Date:** Thursday 17<sup>th</sup> of July 2017 at 10am**Location:** Chief Finance Officer's Office**Chair:** Ian Perkin**Attendees:**

Ian Perkin CFO OPCC, (Chairman)

Huw Williams Federation, (Deputy Chairman)

Paul Bundy Chief Finance Officer Surrey Police,

Bill Davis Head of Employee Services for Surrey &amp; Sussex Police

Jon Savell Superintendents Association

Tony Suter Scheme Member

Rachel Lupanko Office Manager OPCC (Minutes),

Jo Guy Technical Lead Surrey Police.

ITEM	NOTES	ACTIONS / OWNER
1	<b>Welcomes &amp; Apologies</b> The Chair welcomed the Members of the Board and Simon Patter from the Federation who will be taking over from Huw Williams as Federation Rep as of the next meeting. There were no apologies to record. It was noted that the Scheme Manager CC Ephgrave had intended to attend this meeting but due to operational demands had been unable to. CC Ephgrave is planning to attend the next meeting.	
2	<b>Conflicts of Interests:</b> No conflicts of interest were declared.	
3	<b>Minutes of the last meeting:</b> The Board approve the minutes.	
4	<b>Review of actions and decisions:</b> <b>Action 52 - PCC Scheme of Delegation – paper going to the Audit committee in September for approval – will be distributed to the Board following approval - Open.</b> <b>Action 70 – Excessive Charges – See item 15 of this agenda – Open.</b> <b>Action 71 - Online Pension Regulator training for Pension Board Members – Most Members have completed this online training and a couple have almost completed it. Members who have not yet completed their training or submitted their certificates to the Board Administrator must do so before the next meeting – Open.</b> <b>Action 72 – Commutation Payments – Paper to come to next meeting – Open.</b> <b>Action 74 – Equiniti Independent Audit Report – see item 5a of this agenda – Open.</b>	RL  JG  BD, JS, CP  JG  JG

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Item 4 cont.	<p><b>Action 75</b> – Budget fees and expenses – see Item 7 of this Agenda – Closed.</p> <p><b>Action 78</b> – Publish Members Declaration of Interest forms – Done – Closed.</p> <p><b>Action 79</b> – Auto enrolment – Confirmation was given to the Board that a global message had gone out to all Officers regarding Auto Enrolment which raised quite a few queries, these have now all been dealt with – Closed.</p> <p><b>Action 81</b> – Equiniti Widow’s Pension Query – when David Hewitt joined the meeting for item 10 he confirmed that the wording of the letter had been softened and the Board thanked David and his team for doing for this. It was also confirmed that Equiniti’s contact details had been distributed by email to all Members of the scheme – Closed.</p>	
5	<p><b>Risk and Issue Register:</b></p> <p>The Risk and Issue Register was reviewed and updated by the Board.</p> <p>a) Equinity Annual Audit Report Response – The response received from Ben Read, Service Delivery manager at Equiniti, had not been as expected. The Board were surprised to learn that the Equiniti Department dealing with Surrey Police Pensions (Swan Lane) did not fall within the scope of Equiniti’s internal audit, although assurances had been given that Equiniti followed the Pensions Regulator’s Code of Practice, had clear policies and procedures in place which were reviewed annually and that Swan Lane was ISO9001 and ISO27001 accredited. This omission had been attributed to the office move this year but the Board still felt this was a little odd. A report on Equiniti’s Business Control Procedures had also been sent and distributed to the Board outside of the meeting.</p> <p>When David Hewitt joined the meeting for item 10 he was asked to comment on the response received from Equinity. David was unaware of this issue and will look into it further and report back to the Board at the next meeting.</p> <p><b>Action 82 – Follow up this response with Equiniti and report back to the Board at the next meeting.</b></p> <p>Periodic review of suppliers – Is underway see item 15 of this Agenda – to be reviewed July 18.</p>	PB/DH
6	<p><b>The Pensions Regulator – Governance &amp; Admin Survey 2016</b></p> <p>A letter had been received from the Chair of the Scheme Advisory Board raising concerns regarding the lack of engagement by the Scheme Managers and Pension Board Chairs in responding to the survey. Jo Guy confirmed that she had completed this survey on behalf of the Scheme Manager and Pension Board Chair and that Surrey Police have good key internal processes in place as required. The Board acknowledged that they also have clear constitutional policies and procedures in place and although not all Members have completed the online training the majority of the Board are fully aware of their roles and responsibilities under the scheme. It was agreed that any future surveys will be completed by a Board Member.</p>	

ITEM	NOTES	ACTIONS / OWNER
<b>Item 6 cont.</b>	<p>The report flagged the lack of attendance of Scheme Managers at Board meetings – it was confirmed that the Chief Constable had intended to attend this Board meeting but due to another commitment had been unable to do so. CC Ephgrave has confirmed he will attend the meeting in October and is fully sighted on all planned dates of future meetings and receives copies of all Board papers.</p> <p>The report also highlighted that 18% of members had not received their Annual Benefit Statement by the statutory deadline. This had proved to be a tall task for Surrey last year with 200 Members not receiving their statements on time. This was due to incomplete or inaccurate information that had been inherited by Equiniti in the original transfer of data. It was expected to be a much smoother process this year and access to statements is due to move online in the near future.</p>	
<b>7</b>	<p><b>Breakdown of Pension Board Costs 16/17:</b></p> <p>The costs were noted by the Board and will be reviewed annually.</p>	
<b>8</b>	<p><b>Review of Ill Health Retirement &amp; Injury Awards – Update:</b></p> <p>This report highlights the numbers of Officers who have applied for Ill Health Retirement or an Injury on Duty Award in the first quarter of this financial year and thanks were extended to Rachel Lupanko and Louise Monk from Occupational Health for putting this report together for the Board.</p> <p>The Board were advised that there has been a steady increase in applications over the years and this increase is expected to continue in the future. Although the reasons for this is not known, efforts are being made outside of the Board meeting to better understand the drivers behind the increase and to help with the management and planning for this in the future. Bill Davis confirmed that he also sits on the Sussex Pension Board and the figures are comparable between the two Forces.</p> <p>The Board were informed there is a cost burden of £11,000 to Surrey Police for every Police Medical Appeal Board (PMAB) that takes place even if the officer is not successful, although an Officer can only apply to the PMAB if there is new medical evidence that wasn't available during their original assessment or if they felt there was an incorrect prognosis by the FMO or SMP. The Board acknowledged that Appeals were few and far between and those that had occurred in the last few years had not been vexatious. Huw Williams confirmed that the Federation subsidise the Officer's PMAB costs but that the funding criteria for this was changing.</p> <p>The Board noted the report.</p> <p><b>Action 83 – Add report as a standing item on all future Agendas</b></p>	<b>RL</b>
<b>9</b>	<p><b>Any other business:</b></p> <p>None</p>	

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10	<p><b>Equity Report – Quarter 1</b></p> <p>David Hewitt from Equiniti joined the meeting by telephone and spoke to the report. It was noted that there were more work items than the last quarter and this was due to a bulk update request.</p> <p>2.2 – all actions were complete.</p> <p>2.3 – had been updated with all senior administrators now included on the list.</p> <p>3 – one SLA had not been passed. This was due to a complicated retirement set up that took 2 days longer to process than usual, but the Member had still received his notification 10 days prior to retirement.</p> <p>3.2 – A new helpdesk system is now in place and has hopefully fixed any issues. David was asked if he would be able to provide information on those queries that that are resolved in the first instance, David confirmed that these are not logged separately at the moment but could easily be logged and would appear in the next quarterly report.</p> <p>3.3 – Call types – the General Query category had been removed as it was being use as a catch all and some calls were recorded in this category in error, additional categories had now been added.</p> <p>4.2 – No new complaints had been logged in this quarter. The Federation had received one complaint regarding tapering and Huw will forward details of this to David outside of this meeting.</p> <p>5.3 to 5.9 these figures are normal and don't fluctuate much.</p>	
Item 11	<p><b>Exclusion of Press and Public:</b></p> <p>The Board noted the report:</p> <p>Under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.</p>	
12	<p style="text-align: center;"><b>Part Two – In Private</b></p> <p><b>Equiniti Complaint – Update:</b></p> <p>David confirmed that this complaint has now been dealt with, a revised payment has gone out and a letter has been sent to the Member with a detailed breakdown of the calculations.</p> <p><b>Action 84 – A copy of the breakdown of the calculations to be sent to Ian Perkin</b></p>	DH

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13	<p><b>Equiniti Costing:</b></p> <p>The Board noted the costs involved in completing this piece of work and agreed that the work needed to be done to ensure the records held by Equiniti were as complete and accurate as could be. As it only applied to a limited number of active members, whose membership was processed before Equiniti took over the administration for Surrey Police, the cost involved was not excessive.</p> <p><b>Action 70 – Advise Equiniti to go ahead with this piece of work.</b></p>	JG
14	<p><b>Equiniti – Guaranteed Minimum Pension Reconciliation Report:</b></p> <p>The Board noted the report, David apologised as he had not had site of this report as he had been away on annual leave. The Board asked David if they could receive an updated version of the report for the next meeting.</p> <p><b>Action 85 – Provide the Board with an updated version of this report at the next meeting.</b></p> <p>David Hewitt left the meeting at this point.</p>	DH
15	<p><b>Contracted Supplier – Tender Update:</b></p> <p>The Board were advised that the process of tendering for a new supplier is well under way, a paper had gone to the Joint Procurement Board for Surrey and Sussex who had agreed that a joint procurement bid would go ahead.</p> <p><b>Action 70 – Circulate copy of contract to Board Members for their consideration.</b></p> <p><b>Any concerns or queries to be raised through Rachel who will feed them back to Jo.</b></p>	JG  AII / RL
	<p>The Chair informed the Board that this was Huw Williams' last meeting and thanked Huw for his constructive and knowledgeable input to the meetings. The Board acknowledged Huw's contribution and wished him all the best for the future.</p>	

The date of the next meeting is 25/10/17 at 2pm.

The meeting closed at 11.30am