

Minutes

Title: Police Pension Board (Officer)**Date:** Wednesday 20/01/16 at 2pm**Location:** Donaldson Room, Mount Browne**Chair:** Ian Perkin**Attendees:**

Ian Perkin CFO OPCC, (Chairman)

Bill Davis Head of Employee Services Surrey & Sussex,

Paul Bundy Chief Finance Officer Surrey Police,

Chief Superintendent Charlie Doyle Superintendents' Association,

Huw Williams Federation, (Deputy Chairman)

Tony Suter Scheme Member,

Rachel Lupanko Office Manager OPCC (Minutes),

Jo Guy Technical Lead Surrey Police.

ITEM	NOTES	ACTIONS / OWNER
1	Apologies The Chair welcomed the attendees to the Pension Board and noted there were no apologies.	
2	Conflicts of Interests: The Chair asked if anyone wished to declare a conflict of interest – none were declared.	
3	Minutes of the last meeting: The Board were happy to accept the minutes.	
4	Review of actions and decisions: Action 30 – Protected Pension Age/ Tax issue. The Board were informed that a Deed of Agreement has now been drawn up. - Closed.	
	Action 35 – Injury Award Review - The Board were informed that revised HO guidance has now been received. Action – Check with Occ Health re Legal advice.	BD
	Action - Copy of the HO guidance to be sent to the PCC.	BD
	Action 39 – Police Pension Injury Awards & ESA – There was no further update to this action, the Board agreed that ESA was not currently a deductible from Injury Awards and that any tax liability would be the responsibility of each individual as it is a personal matter with HMRC. Further information on ESA's to be given to the Board at the next meeting	HW

ITEM	NOTES	ACTIONS / OWNER
	Action 44 - Guaranteed Minimum Pension Reconciliation – Closed	
	Action 48 –Pension Payment – Action closed	
	Action 49 – Support Board Members with a range of tools to improve understanding of Pension Benefits –The Board agreed expert advice will be sought when required – Closed	
	Action 50 – Appropriate terminology to replace ‘fund’ within TOR – Have been rewritten. – Closed	
	Action 51- Gain update for actions owned by DM – The Board were informed that Jo Guy would be the new technical lead for Surrey Police – Closed	
	Action 52 – PCC’s Scheme of Delegation – The Board were informed that this is expected to be completed after the PCC elections in May.	
	Action 53 – Pension Board Training and Costs - Sussex had confirmed they were happy to attend the training and share the associated costs but unfortunately had been unable to send anyone to the joint training session held on the 13/01/16. Any future planned training will be offered to Sussex – Closed	
	Action 54 – GAD commutation Factors, communications to affected retired officers - All except 7 people affected had now received their letters, BD thanked JG for her assistance with this matter	
	Action 55 – Response to letter sent to CC in relation to GAD – IP confirmed that the letter had been sent – Closed	
	Action 56 – GMP Reconciliation issue – BD confirmed that this work was complete – Closed	
	Action 57 – Table of Compliance – Policies in regards to Conflicts of Interest – the Conflicts of Interest document had been written and now formed part of the draft Constitutional documents for the Board to be discussed in Item 5 – Closed	
	Action 58 – Equinity Quarterly Report – a copy of the last report received had been obtained and will now be discussed under item 6 - Closed	
	Action 59 – Future Board - The Board were disappointed to learn that although Equinity had been contacted by RL & JG and invited to attend the meeting they had not felt able to attend. Action 59– Invite Equinity to the next Board meeting Action 59 - The current contract to be checked re sanctions for non-attendance at Board meetings. To be added to new contract when it is tendered.	JG/IP JG/IP
	Action 60 – Agenda Standing Items – The TOR now contain standard agenda items – Closed	

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	<p>Action 61 – Pension Advisor Role - The Board were disappointed to learn that that the person recruited for this role had since declined the position.</p> <p>Action - Current contract with Pension specialists to be looked at to see if it can be extended to provide advice to the Board as and when required.</p> <p>Action 62 – Legal Advice re Commutation and HMRC scheme sanction charge. No response received from the Met.</p> <p>Action – to be followed up</p>	
5	<p>Constitutional Documents:</p> <p>The Board had received training from pension specialists the previous week and the specialists had offered to look over the draft Constitutional documents to make sure they were fit for purpose; these were sent and had arrived back the morning of the Board meeting with a few slight changes/recommendations on 5 of the Constitutional documents; Terms of Reference, Knowledge and Understanding, Exclusion Notice, the Reporting Procedure and Conflict of Interest Form.. These changes/recommendations were accepted by the Board except for the recommendation regarding the Conflicts of Interest Form which the specialists had felt wasn't necessary, but the Board disagreed because they want to be as open and transparent as possible and decided they would complete the forms.</p> <p>All of the other draft constitutional documents were adopted by the Board unchanged.</p> <p>Action – all members to print, complete and sign the Conflicts of Interest form and return to RL as soon as possible.</p> <p>Members Handbooks - The Board were informed that these Handbooks would consist of copies of all the adopted Constitutional documents, Board Member contact details and current conflict of interest forms. If anything else was felt to be required it could be added at a later date.</p> <p>Action – Handbooks to be made up and distributed to the Board Members.</p> <p>Risk Register – The Risk Register was scored and will become a set item on the agenda to be considered at each meeting.</p>	<p>PB</p> <p>All</p> <p>RL</p>
6	<p>Equity Paymaster Quarter 2 Report:</p> <p>The Chair advised the Board that this item would be discussed in Part Two of the meeting as the report received had contained personal information.</p>	
7	<p>Complaints:</p> <p>The Board were not aware of any recent complaints and agreed to keep a log of any future complaints received.</p>	

ITEM	NOTES	ACTIONS / OWNER
8	<p>Any Other Business:</p> <p>a) HO letter re cessation of contracting out of additional State Pension. The Board noted the information received from the HO and that all members of the Police Pension scheme will be affected by this change. The Board agreed to wait for the letter from the Department for Work and Pensions (DWP) which will set out the duties of Surrey Police as an employer with regard to notifying employees before deciding on the best method for disseminating the information.</p> <p>b) Internal Dispute Resolution Process. The Chair confirmed that he had asked Sussex if they would provide an appeals panel from their Pension Board if Surrey were happy to reciprocate. Sussex had confirmed they were happy to do this.</p>	
9	<p>Date of next meeting: 20/04/16 at 2pm in the Mason Room at Police HQ</p>	
10	<p>Exclusion Notice: <i>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 paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act.</i></p>	

The meeting closed at 3.45pm.