

Minutes**Title: Police Pension Board (Officer)****Date:** Thursday 24th January 2019 at 10am**Location:** Donaldson Room**Chair:** Ian Perkin**Attendees:**

Ian Perkin, CFO OPCC, (Chairman)

Simon Pater, Federation, (Deputy Chair)

Peter Gillett, Executive Director of Commercial and Financial Services

Daisanne Summersfield, Head of Employee Services

Tony Suter, Scheme Member

Advisors: Jo Guy & Kelly Ellison

Rachel Lupanko, Office Manager OPCC (Minutes)

Guests: Ben Read, Equinity

ITEM	NOTES	ACTIONS / OWNER
1	<p>Pension Board Appointments:</p> <p>The Chair Ian Perkin reminded the Board that in July 2018 the Scheme Manager Chief Constable Nick Ephgrave had reappointed him as Chair for a further 3 years. As Paul Bundy and Bill Davis had now moved on to do other things within the organisation the Scheme Manager nominated Peter Gillett and Daisanne Summersfield to replace them on the Board. The Scheme Manager had also confirmed that he was happy to nominate Tony Suter to serve a further 3 years on the Board. The Chair confirmed he was happy to accept these nominations and welcomed the new members to the Board and congratulated Tony on his reappointment.</p> <p>The Board also welcomed Kelly Ellison who is the Pension Officer for Surrey and Sussex Police. Kelly will be attending future meetings of the Board as an advisor.</p>	
2	<p>Welcomes & Apologies:</p> <p>The Chair welcomed the Board, the advisors and Ben Read from Equinity to the meeting. Apologies had been received from the Scheme Manager CC Ephgrave who is on annual leave and the Superintendent's Association Member Jon Savell who has been promoted to Temp Assistant Chief Constable and has had to suspend his membership of the Association during the period he had been asked to act up. Jon had asked Detective Chief Superintendent John Boshier to represent him at this meeting but due to the short notice John was also unable to attend due to a prior commitment and had sent his apologies.</p>	

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3	<p>Conflicts of Interests: No conflicts of interest were declared.</p>	
4	<p>Minutes of the 25th October 2018: The Board approved the minutes</p>	
5	<p>Review of actions and decisions:</p> <p>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 there are just 8 cases remaining where there are discrepancies in the records, JG to look at these in more detail – this work has now been completed see item 10 on this agenda - Closed</p> <p>Action 70 - 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. – investigation complete - Closed</p> <p>Action 86 – Review of Ill Health Retirement & Injury Awards Update –See Item 13 of this Agenda - Closed</p> <p>Action 87 – Pension Statement Survey — An update was provided to the Board meeting and included in the papers. Although the survey had gone out to Officers from Surrey and Sussex only 45 had responded of which 12 were from Surrey. The Board were concerned with the low response and wanted to know if there were other ways to educate Officers. DS confirmed Workshops are being planned and any suggestions as to what should be included in these workshops should be sent direct to her. The new online portal and revamped statements should also help. The Board will review the survey results in 2020 - Closed</p> <p>Action 124 - Pension Statement Survey 2019 - Survey Results Report to be provided as an Agenda item for January 2020 meeting - Open</p> <p>Action 99 – Voluntary Scheme Pays – the NPCC Police Pension Update of September 2018 had contained information on VSP and this was recirculated to the attendees at the meeting. The Board noted that provision will now be made for VPS within the Regulations. Scheme Managers may determine the date by which a VSP election should be made. The minimum tax charge payable under VSP is £1,000 and there is no discretion available to Scheme Managers to allow lower amounts although the Regulations will provide for VSP where a tax charge arise across 2 schemes or under a lower Annual Allowance, such as the Tapered Annual Allowance. BR confirmed that letters had been sent to Officers who were affected by this but it was a complicated subject and Officers were struggling to understand why they had to pay tax. Any queries should be directed to BR at Equinity - Closed</p> <p>The Board felt they would benefit from some further training on this subject.</p> <p>Action 125 – Voluntary Scheme Pays - Kevin Courtney at the NPCC and the National Federation office to be contacted to see if they are able provide training or are aware of any training available. - OPEN</p>	<p>JG/KE/RL</p> <p>DS/SP</p>

ITEM	NOTES	ACTIONS / OWNER
<p>Item 5 Cont.</p>	<p>Action 101 – Ill Health Retirement & Injury Award Update – see Item 13 of this Agenda - Closed</p> <p>Action 103 – Increased Reporting Requirements – Dashboard update – See Item 14 of this agenda - Open</p> <p>Action 104 – Increased Reporting Requirements - Data Scoring & Improvement Plan – See Item 14 of this agenda - Open</p> <p>Action 109 – GDPR – Pension Board Privacy Statement – See Item 8 of this Agenda – Closed</p> <p>Action 110- Privacy Statement publish online – See Item 8 of this Agenda - Closed</p> <p>Action 111 – Add Privacy Statement to Agenda for January 2019 – See Item 8 of this Agenda – Closed</p> <p>Action 117 – Compensation Considerations – An update given – See Item 10 of this Agenda - Closed</p> <p>Action 119 – Reporting breaches - Write to Chair of the Scheme Advisory Board to confirm that no Breaches have occurred – letter sent – Closed.</p> <p>Action 120 – NPCC Boardblast - Update and training session arranged for the next Board meeting - Closed</p> <p>Action 121 - Scheme Advisory Board Quarterly Letter (July 18 and October 18) and NPCC Newsletter and additional documents - Quick easy guide – Look into the possibility of the information provided by Equinity to the MET being shared and consider the cost implications of producing a quick easy guide for scheme members – BR advised the Board that this guide had not been provided by Equinity but if the Board required Equinity could work with JG to provide this service.</p> <p>Kevin Courtney to be contacted to see if there is any advice on what qualifies as good practice.</p> <p>Action 122 – Review opt out form to see if any information need to amended or added – the Board were advised that the review had been completed in November 2018, the same form is now being used by both Surrey and Sussex - Closed</p> <p>Action 123 – Scheme Administrator Quarter 2 Report – Helpdesk Statistics (3.4) - Abandoned calls - Analyse the background information that feeds into this report and add more detail to future reports. No changes had been made to this report see item 14 on this Agenda - Open</p>	<p>JG</p> <p>JG</p> <p>JG/BR</p> <p>DS</p> <p>BR</p>
<p>6</p>	<p>Risk and Issue Register:</p> <p>The Risk and Issue Register was reviewed and updated. The Board were advised that under ‘Operational Disaster’ the headings ‘Cyber Security’ and ‘Data Breaches’ had been added. The Board agreed with the scoring that had been applied to these headings as although the likelihood of them occurring was low, the severity and impact would be high.</p> <p>Member data incomplete or inaccurate – not know at this address returns – BR confirmed that Equinity were able to use and external tracing agency if required.</p>	

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7	<p>Annual Review of Constitutional Documents: The documents were reviewed and approved by the Board, the only change had been to the TOR to reflect the new Board members job titles no other changes were made.</p> <p>Action 126 – Publish the Pension Board TOR on the Surrey Police Website</p>	RL
8	<p>Pension Board Privacy Statement: The Board reviewed and approved the Privacy Statement, no amendments were made.</p> <p>Action 127 – Publish Privacy Statement on the Surrey Police Website</p>	RL
9	<p>Internal Dispute Resolution Procedure (Updated): The Board were informed that this document had been amended to reflect the changes in The Pension Advisory Services responsibilities. The Board noted the change.</p> <p>Action 128 – Check to see if updated document is available on the Surrey Police website</p>	KE
10	<p>Compensation Consideration Update: The Chair informed the Board that the ten scheme members who had errors in their benefit statements had been contacted. The four who had received a positive correction to their statement had been notified and corrected statements issued. Compensation had been offered to the six members with negative corrections to their statements, four had accepted this compensation offer and been paid, one member had advised he was taking further legal advice and one had not responded, a chasing letter had been sent to this one individual.</p> <p>There had been one further case whereby it had been identified that AVC payments had not been made, compensation had been offered, accepted and paid.</p> <p>Action 117: Further update to be given to the Board when the final two cases completed</p>	IP
11	<p>NPCC Boardblast Newsletter (December 2018): The Board noted the contents of the Newsletter.</p>	
12	<p>Review of Reported Breaches: The Board had not been made aware of any breaches in the last quarter.</p>	
13	<p>Ill Health Retirement & Injury Award Update: The Board noted the information provided. DS advised the Board that Louise Monk from the Occupational Health Team would be happy to attend the meetings in future to talk through her report. Actions 86 and 101 which were assigned to BD and had been passed on to DS are to be closed and a new action created.</p> <p>Action 129 – The Boards requirements to be discussed with Louise Monk outside of the meeting.</p>	DS/RL

Future meetings are planned for:

25/07/19

24/10/19

23/01/20

23/04/20

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

The meeting closed at 11.15am.