

**Minutes****Title: Police Pension Board (Officer)****Date:** Thursday 25<sup>th</sup> October at 2pm**Location:** Chief Finance Officer's Office**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 &amp; Sussex Police

Jon Savell Superintendents Association

Rachel Lupanko Office Manager OPCC (Minutes),

| ITEM | NOTES   | ACTIONS / OWNER            |
|------|---|----------------------------|
| 1    | <b>Welcomes &amp; Apologies</b><br>The Chair welcomed the Members of the Board. Apologies had been received from Tony Suter and Jo Guy. It was noted that the Scheme Manager CC Ephgrave had intended to come to this meeting but had been unable to so as he is now on annual leave, he is planning to attend the next meeting.  |                            |
| 2    | <b>Conflicts of Interests:</b><br>No conflicts of interest were declared.   |                            |
| 3    | <b>Minutes of the last meeting:</b><br>The Board approve the minutes.   |                            |
| 4    | <b>Review of actions and decisions:</b><br><b>Action 52 - PCC Scheme of Delegation – there had been some changes to the Scheme and the paper was now going to be considered by the Audit Committee on the 14/11/17. If approved at this meeting it will be sent to the Board Members. - Open</b><br><b>Action 70 – Excessive Charges – Awaiting confirmation from JG that she has advised Equinity to go ahead with this piece of work to ensure that the records held are as complete and accurate as could be for those scheme member coming up for retirement or who have transferred into the scheme - Open</b><br><b>Action 70 - A copy of the Tender Framework document had been distributed to the Board. No comments or queries arose from this document –Closed.</b><br><b>Action 71 – All Members bar one have completed their training – Open.</b> | <br>RL<br><br>JG<br><br>JS |

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| Item 4 cont. | <p><b>Action 72 – Commutation Payments – See item 6 on this agenda – Open.</b></p> <p><b>Action 82 – Equiniti Independent Audit Report – See item 5 of this Agenda - Open</b></p> <p>Action 83 – Review of Ill Health Retirement &amp; Injury Awards - See item 8 of this agenda - Closed</p> <p>Action 84 – Equity complaint – A breakdown of the calculations had been received - Closed</p> <p>Action 85 – Equity Report GMPR –see item 12a on this agenda. – 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) Equity Annual Audit Report Response – PB confirmed that he had spoken to Ben Reed outside of the meeting. Ben had confirmed that Swan Lane was not included in the internal audit report and was not in the scope for any future planned Audits but they might yet make a decision to cover this site in the future. The Board noted that ISO certificates provided showed that Equity met the industry required standards and that these certificates covered an 18 month period, what was not clear was how Equity ensured they met those standards. PB reminded the Board that the External Auditors had not made any adverse comments regarding the information provided. RL informed the Board that she had asked JG to establish what the terms of the current contract were in relation to Audit requirements and what the requirements would be under the new tender but had not yet had a response.</p> <p><b>Action 82 – Follow up on current and future contract requirements with JG and disseminate to the Board.</b></p> | RL/JG           |
| 6            | <p><b>Commutation Payments</b></p> <p>BD informed the Board that it had proved difficult to consider under what circumstances the Board might be asked to make a decision on any future commutation payment requests as nothing had yet been written into the Regulations and no further guidance regarding a cap had been forthcoming from the Home Office. The Board noted that there would be tax implications, as a pension is taxable and a commutation payment (up to a maximum of 25% of the total pension fund) would not be and that it would be also be a financial liability for the Force.</p> <p><b>Action 72 - Establish what approach Sussex Pension Board are taking regarding this issue and report back to the Board. It was felt that a joint approach should be considered.</b></p>   | BD              |

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| 7    | <p><b>NPCC Pension Advisor Guidance</b></p> <p>PB confirmed that this was a new role that had been created by the NPCC specifically to enable Scheme Managers to receive consistent guidance and advice and make Force Pension Boards across the country more streamlined. The Board saw this as a positive move and noted the reports.</p>  |                 |
| 8    | <p><b>Review of Ill Health Retirement &amp; Injury Awards – Update:</b></p> <p>The Board noted that there had been five further applications for ill health retirement in the last quarter making a total of fourteen this year. BD confirmed that work was ongoing on across Surrey and Sussex to understand the reasons for the increase in applications for both ill health retirement and injury awards. It was not clear from this report how many of the 8 officers who had been identified as being likely to be ill health retired might be also requesting an injury on duty award. The Board were reminded that Injury Awards were given to compensate for loss of earnings and placed a financial liability on the Force. PB confirmed that a charge was placed in the budget each year (£2m) to cover the cost, but under the new scheme the liability had increased to 3 times the annual salary so this figure may need to be revised in the future.</p> <p><b>Action 86 – Speak to Louise Monk to establish how many of the 8 likely to be ill health retired might also request an injury award Also request a report to come to the Board at the next meeting with more detailed information regarding the growth in numbers.</b></p> | BD              |
| 9    | <p><b>Any other business:</b></p> <p>Pension Board Training - The NPCC Police Pension Advisor had sent an open invitation to Board Members to attend a Barnett-Waddingham tax awareness session designed to improve awareness around the evolving area of reward and remuneration for senior offices and the issues that might arise from this. IP, SP and JG are confirmed bookings for the January 2018 session. JS is unable to go in January so may attend the November 2017 session.</p>  |                 |
| 10   | <p><b>Equity Report – Quarter 2</b></p> <p>a) David Hewitt from Equiniti joined the meeting by telephone and spoke to the report. It was noted that there had been a big increase in the number of calls to the help desk in September. DH confirmed that there had been a big jump in calls this year, this was mostly due to queries relating to the pension statements that had been sent out in August and three quarters of these queries were resolved immediately over the phone. JG had sent an email to update the Board to say that a survey will be going out to all Officers in the next two weeks to ask them about the quality of their pension statement and results of this survey will be shared with the Board at the next meeting.</p>  |                 |
|      | <p><b>Action 87 - Report on survey results to come to the Board at the next meeting</b></p>  | JG              |

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| 10 Cont. | <p>b) Group Insurance – Retired Officers Query – Concerns had been raised through the Federation as it appeared as though some newly retired Officers had not had their insurance payments deducted from their first month’s pension and the retired Officers had concerns that their insurance policy may not be valid during this period. David explained that there had been no contract breach, Equinity always tried to make the payments in time but in this case the changes had come thorough just as they were reaching the payment cut off period with the insurance company and so these payments had been missed. David has now instructed senior members within the team to make manual checks on the data the day before the payment cut off period.</p> <p><b>Action 87 – Speak to Philip Williams to confirm that individual officers have cover. Let David Hewitt know if a back payment is required.</b></p>  | SP              |
| 11       | <p><b>Exclusion of Press and Public:</b><br/>The Board noted the report:<br/>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> <p>Paragraph 1 – Information relating to any individual.</p> <p>Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>   |                 |
| 12       | <p style="text-align: center;"><b>Part Two – In Private</b></p> <p>a) <b>Equinity – Guaranteed Minimum Pension Reconciliation Report.</b><br/>David confirmed that Ben had sent JG an update on this report. This was a management report and not intended for the Board.</p> <p>b) <b>Equiniti Complaint – Update:</b> The Board had been made aware of two Officers who had contacted Equinity because they were not happy with the annual benefit statement they had received. The Board questioned David as to when this was recorded as a complaint as these didn’t appear to be recorded in the SLA targets. David explained that the first contact was treated and recorded as a query, only if the scheme member was not happy with the response they had received might it then be recorded as a complaint. Both these queries had been resolved with one officer now in receipt of 4 statements. The other one had been caused by conflicting data in the system that they were still trying to understand and had been solved by a manual work around.</p> |                 |

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| 13   | <b>Contracted Supplier – Tender update.</b><br>An update had been received from JG to say the process is going well and there is a meeting in the diary in November to enable an evaluation process to take place. |                 |

The date of the next meeting is 23/01/17 at 10am.

Future meetings are planned for:

26/04/18

26/07/18

25/10/18

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

The meeting closed at 3.20pm.