

ITEM	NOTES	ACTIONS / OWNER
Item 4 Cont.	<p>Action 82 – Annual Audit Report – BR advised the Board that the Equinity Office would now be moving back to Crawley as their London office is about to close due to the landlord wishing to redevelop the site. A new secure area was being built in Crawley to accommodate the team and this also meant that they would now come under the Audit scope of the Crawley office so a report more along the lines of what the Board were expecting should be available next year - Closed</p> <p>Action 86 – Review of Ill Health Retirement & Injury Awards Update – See Item 8 of this Agenda - Open</p> <p>Action 87 – Pension Statement Survey – No results circulated - JG not at this meeting - Open</p> <p>Action 99 – Voluntary Scheme Pays - Equinity to check and see who would be effected by this and provide the information to JG. A paper was to come to the meeting to highlight the numbers involved, the likely costs involved and any risks – No paper yet received from Equinity, BR will chase this up with DH and will be discussed at the next meeting – BR confirmed that letters had been sent out to some members as they are in 2 schemes, this had proved very confusing and had triggered a spate of enquires. This was a lesson learnt and Equinity are aiming to have a clearer approach next year by sending both statements out together in the same envelope with a covering letter to explain why there were two letters. BR confirmed that the Equinity contact desk was not allowed to give financial advice, he was asked if they point people seeking this sort of advice in the direction of the Government website: www.pensionwise.gov.uk as this website had a lot of clear information. BR confirmed that they could add this into the covering letter for next year as this might also reduce the number of queries received - Open</p> <p>Action 101 – Ill Health Retirement & Injury Award Update – see Item 8 of this Agenda - Open</p> <p>Action 103 – Increased Reporting Requirements – Dashboard - BR confirmed that work this was still progressing, currently waiting on some technical issues to be resolved by Surrey/Sussex Police’s ITC Department to enable the two systems to communicate and this had delayed the process slightly – the design and build stage would take approx. 5 months once this other work completed. - Open</p> <p>Action 104 – Increased Reporting Requirements - Data Scoring & Improvement Plan – Data Scoring Report to be distributed to the Board once it is available. - Report not received, JG not at this meeting - Open</p> <p>Action 106 – Actions 7 Decisions – Outstanding Actions - Emails had been sent to remind those with outstanding actions – no response had been received – Closed.</p>	<p></p> <p>BD</p> <p>JG</p> <p>BR</p> <p>BD</p> <p>JG</p> <p>JG</p>

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<p>Item 4 cont.</p>	<p>Action 107 – Pension Board Annual Report - Add Online Portal to Annual Report as a priority for this year and send copy of the report to the Chair of the Scheme Advisory Board and publish on the Surrey Police website – Done - Closed</p> <p>Action 108 – Scheme Advisory Board’s quarterly letter - TPR Performance against 6 key indicators - to check on website for more information – information found and distributed to the Board – information distributed to the Board – Closed.</p> <p>Action 109 – GDPR – Pension Board Privacy Statement - Amend Privacy Statement in line with RL’s comments and send amended version of Privacy Statement to RL for checking – Not yet done - Open</p> <p>Action 110- Privacy Statement – Once agreed distribute final version to the Board and publish online – Open.</p> <p>Action 111 – Add Privacy Statement to the agenda in July 2019 for the Board to review – not yet available – add to Agenda for January 2019</p> <p>Action 112 - Scheme Administrator Quarter 1 Report - Check that the information currently provided in the quarterly report will feed into the new report under the new contact to include July – information included in the Quarter 2 report - complete - Closed</p> <p>Action 113 – Compensation considerations - The 6 Officers whose transfer value had been reduced are to be invited to a briefing within the next few days to advise them of reasons that this error has occurred, the level of compensation range that the Board were able to consider and to answer any questions they may have. They were to be advised that they would be written to individually within the next few days to advise them of their individual level of compensation and their rights of appeal both internally through the Internal Disputes Resolution Process and externally to the Pension’s Ombudsman - Briefing took place on the 10/09/18 - Closed</p> <p>Action 114 – Compensation consideration - Each Officer to be written to individually following the briefing to be advised of their individual compensation amount and their rights of appeal. Letters in the process of being sent - Closed</p> <p>Action 115 - Compensation consideration - The Officer who has lost only 1 days service to be contacted to be advised of the Chief Constable’s decision to gift him the one day’s service. This has been completed by JS – Closed.</p> <p>Action 116 - The 4 Officers who had accrued more service than they had previously been advised to have had corrected Benefit Statements issued to them. – This has been done – Closed.</p>	<p>JG</p> <p>RL</p> <p>RL</p>

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Item 4 cont.	<p>Action 117 - Equinity to be contacted and asked to provide a costed proposal for checking the records of Officers with more than five years to retirement who have transferred in previous pension service who might be similarly affected in that their pension statements may not be accurate – BR not aware of this request - to provide this at the next meeting - Open</p> <p>Action 118 - Speak to contact in the Sussex Pension Board to allow the Sussex Board to be aware of the issue. – IP confirmed that he had written to his counterpart in Sussex - Closed</p>	
5	<p>Risk and Issue Register:</p> <p>The Risk and Issue Register was reviewed and under 'Operational Disaster' the Board acknowledged that they had now received a copy of Equinity's Business Continuity Plan. The register was updated to reflect this and one typo was corrected.</p>	
6	<p>Scheme Advisory Board Quarterly Letter (July 18 and October 18) and NPCC Newsletter and additional documents:</p> <p>The Board noted the contents of the letters and are content they are meeting the Scheme Advisory Board's recommendations for the Board to meet at least quarterly and can show evidence that the six key processes, which the TPR considers indicate good governance and administration, are being adhered to.</p> <p>The Chair of the Scheme Advisory Board had also requested that the Chair of each Pension Board write to her with details of any breaches notified to the Pensions Regulator in relation to the issue of the annual benefit statements this year. The Board acknowledged that no breaches had occurred.</p> <p>Action 119 – Reporting breaches - Write to Chair of the Scheme Advisory Board to confirm that no Breaches have occurred.</p> <p>The NPCC Boardblast newsletter had contained an offer of a half day training session and an update the Board on the latest developments on police schemes and a training session which would be delivered as part of a routine Board meeting. The Board agreed that they would like to take up this offer.</p> <p>Action 120 - Contact Kevin Courtney to arrange an update and training session at a future meeting.</p> <p>SP wondered if the Federation Reps would benefit from attending any training given to the Board as this might help them answer queries from scheme members in relation to their pensions but it was agreed that as this subject is quite complicated a little knowledge might confuse things further.</p> <p>BR confirmed that Equinity had attended pre-retirement training sessions and given out information to scheme members who were approaching retirement. The MET also provide an information booklet to new recruits which Equinity had helped by produce. The Board agreed to consider this as new Members did not always understand the consequences of opting out, leaving the scheme early etc.</p>	<p>IP</p> <p>RL</p>

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Item 6 cont.	<p>The Board were concerned about the cost of developing a booklet and wondered if the information provided to the MET was available to be shared.</p> <p>Action 121 - 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. Update the Board at the next meeting.</p> <p>The Board was assured that there is a Frequently Asked Questions document on the Surrey Police Knowledge base, a process in place within the Recruitment process to highlight the possible tax implications for scheme members taking up a new civilian position within the same organisation following retirement and that the Payroll and Service Centre Teams were able to help with queries.</p> <p>Action 122 – Review opt out form to see if any information need to amended or added.</p>	<p>BR/JG</p> <p>SP/JG</p>
7	<p>Review of Reported Breaches:</p> <p>The Board had not been made aware of any breaches in the last quarter.</p>	
8	<p>Ill Health Retirement & Injury Award Update:</p> <p>The Board received an apology for the delay in providing the information that they had requested. The Board was advised that the number of applications for Ill Health Retirement was broadly comparable with other Forces. A question was raised in relation to protected posts for those unable to continue working as Officers due to ill health or injury. The number of protected posts had fallen due to the general reduction in staff numbers to the point where they were now almost none existent. This was felt to be a national issue not just a Surrey issue and will be discussed further outside of the meeting.</p>	
9	<p>Scheme Administrator Quarter 2 Report:</p> <p>The Board were informed that this had been a busy quarter with the number of calls relating to transfer queries up 20% from the last quarter's figures and 40% up from last years, It was acknowledged that it was likely to be the same for all Police Forces and this was not just a Surrey problem. The statements had all been issued to all scheme members in time to meet the deadline. The Helpdesk Stats (3.4) were discussed in detail and the Board queried why there had been 35 abandoned calls. BR was not aware of any particular reason.</p> <p>Action 123 – Abandoned calls - Analyse the background information that feeds into this report and add more detail to future reports.</p>	BR
10	<p>Any Other Business: None</p>	
11	<p>The date of the next meeting was confirmed as the 24th of January 2019 at 10am.</p>	

Future meetings are planned for:

25/04/19

25/07/19

24/10/19

23/01/20

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

The meeting closed at 11.15am.