



ITEM	NOTES	ACTIONS / OWNER
Item 4 Cont.	<p>Action 72 – Commutation Payments – the Board were advised that this was now not going ahead – Closed.</p> <p><b>Action 82 – Annual Audit Report - BR advised the Board that Equinity needed to understand the Boards Audit Report requirements in more detail as they had not received specific instructions on this. JG confirmed it was written into the new contract that had been agreed with Surrey &amp; Sussex Police. BR confirmed work would have to be undertaken by Equinity to put this in place, he would speak to DH in more detail about this and update the Board at the next meeting. It was noted that for the 18/19 report it would only cover the period from when the new contract came into place onwards. - Open</b></p> <p><b>Action 86 – Review of Ill Health Retirement &amp; Injury Awards Update – more detailed report not yet available, to come to the next meeting - Open</b></p> <p><b>Action 87 – Pension Statement Survey – JG apologised that she had forgotten to circulate the results of the survey after the last meeting, will circulate to the Board and will be discussed at the next meeting - Open</b></p> <p><b>Action 89 – Equinity Business Continuity Plan – JG confirmed that she is still waiting to receive this. BR confirmed that it was an action for DH who has been on annual leave, he would speak to DH and get this sent over. - Open</b></p> <p><b>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 - Open</b></p> <p>Action 100 - Copy of the Internal Dispute Resolution process to be sent to Equinity – JG confirmed that this had been sent - Closed</p> <p><b>Action 101 – Ill Health Retirement &amp; Injury Award Update – To Ask Occupational Health Dept. to provide additional information requested by the Board in the next report and share a copy of the flowchart of the process with the Board Members. The update report received at this meeting did contain some additional information in relation to the numbers of applications per quarter but no information on previous year’s figures was included to enable a comparison to be made. The process flowchart and information on the charges incurred for Deferred Pensions was yet to be provided, – RL to follow up with BD and LM to ask for this information be included in the next quarterly report– Open</b></p> <p>RL confirmed that she had sent the information to BD relating to previous decision by the Board re PMAB Appeal - Closed</p>	<p>BR/DH</p> <p>BD</p> <p>JG</p> <p>BR/DH</p> <p>BR/DH</p> <p>RL/BD/LM</p>

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Item 4 cont.	<p>Action 102 – Increased Reporting Requirements - Cyber Security Training – RL confirmed that the training was due to take place on the 15<sup>th</sup> of August - Closed</p> <p><b>Action 103 – Increased Reporting Requirements - Copy of the Dashboard to be distributed to the Board at the next meeting – JG explained to the Board that report was not available yet as the reporting system was still being built, it should be available at the end of the month and will be discussed at the next meeting - Open</b></p> <p><b>Action 104 – Increased Reporting Requirements - Data Scoring &amp; Improvement Plan – Report to be distributed to the Board once it is available. JG confirmed that this report had been started but was not yet complete – to be brought to the next meeting - Open</b></p> <p>Action 105 – Scheme Administrator Quarter 4 report - Send a list of those currently on a career break to BD – JG confirmed that this had been done – Closed.</p> <p><b>Action 106 - The Chair noted that there were a lot of outstanding Actions, RL to remind the Action owners that it is their responsibility to provide these papers or updates to the Board on time.</b></p>	<p>JG</p> <p>JG</p> <p>RL</p>
5	<p><b>Risk and Issue Register:</b></p> <p>The Risk and Issue Register was reviewed and updates were made to the following:</p> <p>Admin processes failure/maladministration:</p> <ul style="list-style-type: none"> <li>• SLA - This is in place under the new contract – Review June 2019.</li> <li>• Review Independent Audit Report – Included in the SLA for the new contract – review in June 2019</li> <li>• Written reports &amp; quarterly presentations by Scheme Administrator – BR confirmed that Equinity would continue to provide quarterly reports and were planning to attend the Board meetings in person when possible and would join by conference call if this was not possible – review in September 2019</li> </ul>	
6	<p><b>Pension Board Appointments:</b></p> <p>The Chair advised the Board that the Scheme Manager Nick Ephgrave had asked him to serve another 3 years as Chair of the Board and he was happy to do so. The Board welcomed this decision. The CC had also nominated BP and BD to serve another 3 years on the Employee side of the Board and as no other nominations had been received the Chair confirmed that he was happy to accept these nominations. The Chair confirmed that the CC would be asked to nominate Employee side members when the existing Board members 3 year term was up.</p>	
7	<p><b>Breakdown of Pension Board Costs:</b></p> <p>The Board noted the report.</p>	

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8	<p><b>Pension Board Annual Report:</b></p> <p>The Board discussed the report and felt that the online portal should be added as a priority for this year. BR advised the Board that the portal was still in the initial design stage, they were waiting for the Surrey Police IT Department to respond re security issues. BR asked the Board if they had any specific requirements as to what the portal should look like and at what level of information should be available. Equinity had off the shelf versions available that it provided to other clients but Surrey and the Met are the forerunners for the Police Service so it could be designed to reflect their individual requirements. The Board felt an off the shelf version would probably be acceptable as they did not want to incur further costs but would be interested to know if the Met had any specific requirements incorporated in their dashboard that might be useful for Surrey to incorporate.</p> <p><b>Action 107 – 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.</b></p>	RL
9	<p><b>Scheme Advisory Board Quarterly Letter:</b></p> <p>The Board noted letter and discussed the following:</p> <p>The HO pension calculator is now available online. The Board were advised that there had been problems with the calculator, it only gave a rough guide so not accurate to the individual, it was publicly available and as we would have our own online portal by the end of the year it was agreed that a link to the HO calculator would not be advertised internally.</p> <p>Performance against 6 indicators – the letter did not say what these were.</p> <p><b>Action 108 – to check The Pension Regulators website for information.</b></p>	PB
10	<p><b>General Data Protection Regulations:</b></p> <p>The Pension Board Privacy Statement was discussed, this had been produced as a joint Surrey/Sussex's Pension Board Privacy Statement and contained some omissions and inaccuracies. The Board had no further comments to add to the amendments already suggested by RL and JG who confirmed that the document was in the process of being amended and would be sent to RL for checking, distribution to the Board and publication on the website within the next 3 weeks. The Board agreed that it would review this document annually.</p> <p><b>Action 109 – Amend Privacy Statement in line with RL's comments and send amended version of Privacy Statement to RL for checking.</b></p> <p><b>Action 110- Distribute final version to the Board and publish online.</b></p> <p><b>Action 111 – Add Privacy Statement to the agenda in July 2019 for the Board to review.</b></p>	JG  RL  RL
11	<p><b>Review of Reported Breaches:</b></p> <p>The Board were informed that no breaches had been reported to the ICO in the last quarter.</p>	

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12	<p><b>Ill Health Retirement &amp; Injury Award Update:</b></p> <p>The Board were disappointed that they had not received all the information they had asked for at the last meeting. The Board reviewed the figures provided and felt that they appeared to show a slight decrease in IHR applications which didn't reflect the information that they had been given previously which indicated that there was a general increase in applications across the county. PB confirmed that from a financial point of view there did appear to be a decrease/slowdown in applications.</p>	BD
13	<p><b>Scheme Administrator Quarter 1 Report:</b></p> <p>.BR spoke to the report and said there had been nothing extraordinary about this last quarter, all SLAs were 100% apart from one which was 98% where one response was a day late and another 2 days late being sent out. The Chair acknowledged the good performance. The Board noted the complaint relating to the fees for pension sharing on divorce and confirmed these were now included in the new contract and were comparable to other providers in the sector. Information on the charges is available if an Officer requests it in advance.</p> <p>TS stated that he was aware of one case where a pension forecast had been requested due to a change in circumstance and this had been provided promptly. TS wanted to put on record his thanks to Equinity for the prompt service in what were difficult circumstances for the Officer involved.</p> <p>It was confirmed that there had been a change to the turnaround time frame in the new SLA, the new contract comes into force on the 01/08/18 so the next quarterly report would need to reflected this but also be able to reflect the existing arrangements for July.</p> <p><b>Action 112 - Check that the information currently provided in the quarterly report will feed into the new report under the new contact to include July.</b></p>	BR
14	<p><b>AOB:</b></p> <p>None</p>	
15	<p><b>Date of the next meeting:</b></p> <p>The date of the next meeting was confirmed as 25/10/18 at 10am.</p>	

Future meetings are planned for:

25/01/19

25/04/19

25/07/19

24/10/19

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

The meeting closed at 11am.

R Lupanko