

Title: Police Pension Board (Officer)**Date:** Thursday 5th September 2019**Location:** Donaldson Room**Chair:** Simon Pater**Board Members:**

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

John Boshier, Superintendent's Association

Tony Suter, Scheme Member

Advisors: Kelly Ellison & Jo Langley Surrey/Sussex Police**Minutes:** Rachel Lupanko, Office Manager, OPCC (Notes)**Guests:** Ben Read, Equinity

ITEM	NOTES	ACTIONS / OWNER
1	Welcomes & Apologies: The Chair welcomed CC Gavin Stephens and Ben Read from Equinity to the meeting and noted the apologies from Jo Langley.	
2	Conflicts of Interests: No conflicts of interest were recorded.	
3	Minutes of the 25th April & notes of the informal meeting 29th of July 2019: The minutes and informal notes were reviewed, the minutes of the 25 th of April meeting were approved and the informal notes taken at the 29 th July meeting were accepted by the Board as being a true record of that meeting. The actions from the July meeting will be transferred to this record to enable them to be published.	
4	Review of actions and decisions: Action 103 – Increased Reporting Requirements – Dashboard update – BR confirmed that Equinity were still waiting for HO guidance on how they can interact with a HO Dashboard as Police Pension data is held on a secure site – Open.	JG/PG

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4 cont.	<p>Action 104 – Increased Reporting Requirements - Data Scoring & Improvement Plan – BR confirmed that they are still waiting for HO scheme specific data needs to be defined and agreed, once this is available Equinity will be able to programme against these and field testing would take place. This should happen imminently and a report produced in September. A technical working group has been set up at which Equinity represents Surrey Police’s interests. There is still no timescale for this yet - Open.</p> <p>Action 117 – Compensation Considerations –Both outstanding cases have now been dealt with. BR confirmed that It is possible for a short message to be placed on payslips if required in the future. Closed</p> <p>Action 121 - Quick easy guide – Both BR and SP confirmed they had not received a response to their query - Closed – A new action re the quick easy guide to be created see Action 138.</p> <p>Action 123 – Scheme Administrator Quarter 2 Report – Helpdesk Statistics (3.4) - Abandoned calls – BR to consider how this information can be captured and presented in the next report – Open</p> <p>Action 124 - Pension Statement Survey 2019 - Survey Results – added to January’s agenda - Closed</p> <p>Action 125 – Voluntary Scheme Pays – Regular surgeries are being planned where Scheme members would be able to book a time slot in advance and give advance notice of their query. This would enable Equinity to look at the members records and give an informed response. A tax awareness session is also being planned for October and will be targeted at those who may be affected by these changes – Closed</p> <p>Action 126 – Publish the Pension Board TOR on the Surrey Police Website – TOR now available on the Surrey Police Website but the Agenda’s and Minutes from previous meetings have disappeared. Online Team and Scheme Manager informed, copies sent again to the Online Team to publish, check in a few days Now published - Closed</p> <p>Action 127 – Publish Privacy Statement on the Surrey Police Website – Links now working – Closed.</p> <p>Action 128 – Internal Dispute Resolution Procedure (Updated) - Check to see if updated document is available on the Surrey Police website – Link to document now working - Closed</p> <p>Action 131 – Dashboard Update – IT Security issues – See item 14 of this Agenda - Open</p> <p>Action 134 – Joint Pension Governance Event in May - Register DS, PG and SP for this event – Registration complete - Closed</p> <p>Action 135 – Check query re Group Insurance was being dealt with – BR confirmed that this was being dealt with and a meeting is being set up. - Closed</p>	<p>JG/BR</p> <p>BR</p> <p>BR/PG/DS</p>

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4 Cont.	<p>Action 136 – Adjustments to NI for retired members – Check letters were sent to all those who had been affected by this change – Letters sent and more information can be placed on payslips in future - Closed</p> <p>Action 138 – Quick Easy Guide - To look at producing an idiots guide for scheme members – KE, JL & BR will put this together, may need Comms support for design - Open</p> <p>Action 139 – Risk & Issue Register - Review independent audit reports for administrator’s processes. The certificates submitted by Equinity were noted. Check certificates provided by Equinity meet the audit requirement under the SLA.- See Item 5 of this Agenda - Open</p> <p>Action 140 - Scheme Administrators Quarter 1 Report – Complaint – information sent to BR - See Item 18 of this Agenda - Closed</p> <p>Action 141 - Scheme Advisory Board Quarterly Letter – July 2019 – Cybercrime Survey - Once the repeat questionnaire has been received it is to be sent to the Board for their comments – The repeat questionnaire has been received – still working through it and will send to the Board for their comments once completed. Any comments will then be fed back into the survey - Open</p> <p>Action 142 – Cybercrime Survey - To write to the SAB Chair to confirm that an accurate response was sent originally and give assurance that he has sought and obtained the accurate position in respect of cyber risks as they impact on police pension schemes – See Item 11 on this Agenda - Open</p>	<p>JL, KE & BR</p> <p>DS, PG</p> <p>KE</p> <p>DS/IP</p>
5	<p>Risk and Issue Register:</p> <p>The Risk and Issue Register was reviewed and updated.</p> <p>The Board were advised that the Audit requirement in the SLA was not clearly defined</p> <p>Action 139 –. DS and PG to consider if further independent Audit is required</p>	<p>JG/KE</p>
6	<p>McCloud Judgement:</p> <p>The Board noted the report and were advised that money had been set aside within the Accounts to cover Surrey’s liability. Once national advice and guidance had been received a project team would be set up, this was expected to be a big piece of work. GS advised the Board that the National Police Chief’s Council had voted to join in with the Judges and others legal action.</p>	
7	<p>Pension Board Annual Report & Expenditure Report:</p> <p>RL Confirmed this report had been sent to the Scheme Advisory Board and to the Online Team for publishing on the Surrey Police website. The Board noted the report.</p>	

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8	<p>Ill Health Retirement & Injury Award Update & Injury Award Reviews:</p> <p>When LM had attended the informal meeting she ran through the statistics and explained that the numbers were fairly steady. In 17/18 there had been changes to the SMP and in 18/19 Surrey and Sussex had started collaborating, both of these events had caused a few cases to be slightly delayed and they had then rolled into the following year's statics.</p> <p>Appeals – The Appeals Board provider is currently going through a HO tender process, Occ Health are waiting for confirmation from the HO as to who the provider will be in the future.</p> <p>Injury on Duty reviews – LM had confirmed that they are still waiting for HO guidance following the JR. It had been agreed nationally that the same process should be followed by all forces as the process needed to be transparent and lawful. Bedfordshire had started doing reviews and had had no problems to date. The Met had decided not to carry out reviews as it was not in their best interest as it cost money to go through this process and each case may not produce a cost benefit. If the decision to reduce the IOD benefit was appealed each appeal on average cost from between £8k and 10k so it all has to be taken into consideration. The SMP were trying to make this process watertight and fair before proceeding with the reviews.</p>	
9	<p>Review of Reported Breaches:</p> <p>No breaches had been reported in this period.</p>	
10	<p>Scheme Administrators Quarter 1 Report</p> <p>The Board noted the report and were advised by BR that one to one pension/tax awareness sessions were still in the process of being set up, surgeries are being held at the end of September although no dates for these had yet been agreed. The annual statements had gone out to all members by the due date of the end of August but as these went out in the post there may be some that were delayed. Anyone not receiving their statement by mid-September should contact Equinity directly. Once the online portal becomes available individual log in details would be sent out with an option to opt out of the postal system if members wished.</p> <p>One complaint had been received by Equinity in this period whereby an incorrect calculation had been used when providing a retirement estimate. Compensation of £500 had been offered but not yet accepted. This person may resort to the internal dispute resolution process. KE confirmed that nothing had been received to date that she was aware of.</p> <p>Action 143 – Check with JG to see if IDRPs has been received</p>	KE

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11	<p>Scheme Advisory Board Quarterly Letter – July 2019</p> <p>The Board noted the letter and the Chairs comments relating to slide 10 re the cybercrime survey results. When the survey was originally completed cybercrime was not on the risk register as a separate issue but had since been added and this risk is reviewed at each meeting. In her letter, the SAB Chair had recommend that Scheme managers should now commission a robust assessment of their individual Schemes in order to take a holistic and structured view of the issue, to ensure systems integrity and to ensure that any reputational risk of police systems being vulnerable to cyber-attack was minimised.</p> <p>Action 144 - Contact Kevin Courtney at the NPCC to see if any other Forces have already done an assessment?</p> <p>Action 145 - A robust assessment of the Cyber Security system and Business Continuity plans to be carried out.</p> <p>Action 146 – Letter to drafted and sent to the Board Chair to enable him to complete action 142.</p> <p>The Board were advised that a further Cyber Crime training session had been arranged for the OPCC, staff team and members would be welcome to attend.</p> <p>Action 147 – Cybercrime training - send invite to the OPCC Cyber Crime Training session that has been arranged for the 19th of November to the Board Members.</p>	<p>DS</p> <p>DS/PG/BR</p> <p>DS</p> <p>RL</p>
12	<p>NPCC Boardblast Newsletter and NPCC letter re Cyber Security Issues:</p> <p>The Board noted the newsletter and as discussed for item 11 actions 144, 145, 146 and 147. DS PG and BR to consider outside of this meeting the current Cyber Security systems in place and update IP so he can send a letter of reassurance to the Chair of the SAB.</p>	
13	<p>GAD 2016 Valuation Summary</p> <p>The valuation survey was discussed, the Board were reminded that this valuation had been based on a template that had been completed using the HR payroll information, this data underwent standard checks to confirm its validity and reliability and any that failed these checks made up the 5% that had been excluded. It was felt that supporting comments may have been missed when completing the template and this had caused the exclusions.</p> <p>Action 149 – To look at making system improvements to prevent entries from being blank or investigate and update those that fell outside of range.</p>	DS/JG/KE

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14	<p>Dashboard Update:</p> <p>BR advised the Board that the low level document had now been signed off and a resource allocated for the build. The design of the portal was being worked on and they were working on a timescale of the end of September. A working group is to be set up to look at branding and Officers would be asked to join and give feedback. The Board were informed that a penalty of £640.08 per month was being credited back to Surrey Police as of April 2019.</p>	
15	<p>Any Other Business:</p> <p>The Board and Scheme Manager were advised that the Chairman is due to retire in March 2020 and a new Pension Board Chair would need to be appointed in time for the April 2020 meeting, the Deputy Chair would also be retiring in July 2020. The option of having a joint Board with Sussex had been discussed by the Board in the past but had not been deemed sensible at that time as Sussex had a different Scheme Administrator. Sussex now use Equinity as their Scheme Administrator and the Board were in agreement that a recommendation should be put to the Scheme Manager that as of April 2020 a Joint Surrey Sussex Board should be considered by the Scheme Manager. DS advised the Board that she was already doing a piece of work around what a joint Surrey/Sussex Board might look like and would share it with GS and the Board once completed.</p> <p>Action 150 – Once completed share with the CC and Board Members the report on what a joint Surrey/Sussex Pension Board might look like.</p> <p>Action 151 – Have an ‘in principle’ conversation with the CC of Sussex Police</p>	<p>DS</p> <p>GS</p>
16	<p>Date of the next meeting:</p> <p>The date of the next meeting was confirmed as the 23rd of October at 2pm</p>	
17	<p>Exclusion Notice:</p> <p>The Exclusion Notice was read out by the Chair of the meeting. There were no members of the public at the meeting.</p>	
18	<p>Equinity – Pension overpayment Update:</p> <p>At the informal meeting in September SP had advised those at the meeting that the Federation had received an application for a Death grant when an overpayment of a pension had been made by Equinity and then clawed back the following month leaving the widow with only £151 for the month. Details were sent to BR following this meeting to enable him to investigate why this had occurred. BR explained that this had occurred due to the timeliness of stopping the pension payment and partly due to a new staff/training issue. This had been addressed and Equinity are looking at the process as a whole to see if it can be improved.</p>	

The meeting closed at 3.15pm.

Future meetings are planned for:

23/01/20

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