

**MINUTES OF MEETING OF THE SPPA MANAGEMENT ADVISORY BOARD  
Monday 16 November 2020****Present:**

Penelope Cooper (PC)	SPPA Chief Executive Chair
Helen Mackenzie (HM)	Non-Executive Chair Audit and Risk Committee
Ian Forbes (IF)	Non-Executive Member
Liz Holmes (LH)	Non-Executive Member
Jane Malcolm (JM)	Non-Executive Member
Mark Adderley (MA)	Non-Executive Member
Norman McNeil (NMcn)	Non-Executive Member
Dev Dey (DD)	SPPA Head of Customer Services
Ian Waugh (IW)	SPPA Head of Finance
Stuart MacArthur (SMcA)	SPPA Governance Manager
Andre Morelli (AM)	SPPA Head of Digital Transformation & IT Operations
Matt Valente (MV)	SPPA Head of Business Management
Deborah Sherlock	SPPA Governance - Minutes

**Apologies:**

Tom Nash	SPPA Head of Business Affairs
Lesley Fraser	DG, Organisational Development & Operations

**1. Welcome and Introduction**

- 1a. PC welcomed everyone to the meeting.
- 1b. Apologies received as noted above.
- 1c. There were no changes to committee members' Register of Interests nor were there any declarations of interest in the business to be conducted.

**2. Agency Annual Reports and Accounts****2a. Statement from the CEO**

Penelope Cooper presented the CEO statement to the committee, stating it had been a difficult year with new ways of working remotely and working with other agencies to ensure delivery of the best service to our customers. PC thanked Audit Scotland and all the agency partners in working with the agency to deliver the accounts, which had also been done remotely under difficult circumstances. Thanks also went to the SLT and the Non-Executive members for their support.

## **2b. Minute from CFO**

Ian Waugh presented SPPAs 2019-20 Annual Report and Accounts. He reiterated Penelope Cooper's comments on the difficulties the agency had faced with preparation of the accounts and lessons learned in a new way of remote working with a huge effort from inside and outside the agency. The treasury issued an addendum with the financial reporting manual allowed agencies like SPPA to do an abridged version of the accounts. Thanks to the Non Executives for the contribution with comments and corrections. Amendment points that were raised in the ARC meeting on risk management on pages 9 and 11 are to acknowledge that the workforce plan has not been completed. Narratives on page 78 on balances to external government departments to be made clearer.

## **2c. Recommendations from the Chair of ARC**

Helen Mackenzie reiterated the report from Ian Waugh and the amendments to be made in the report and went on to recommend the Management Advisory Board subject to typographic and minor amendments that they consider the Agency's Annual Report and Accounts, taken as a whole, is fair, balanced and understandable and provides the information necessary for stakeholders to assess the Agency's performance and accountability and therefore recommend that the Chief Executive signs the annual accounts for 2019/2020.

HM highlighted an action from the Audit and Risk Committee meeting held earlier in the day concerning financial strategy had a date of completion of 31 March 2021 this has been agreed to be moved to a later date as PC will be on secondment and there will be a new CFO. This new date will be arranged by management in December 2020.

## **2d. Agency 2019-20 Annual Reports and Accounts**

The committee recommended for future meetings a guidance on internal processes of proof reading and finalising documents to assist board. PC advised that SMcA the Governance Manager is to review this year's process and coordinate with the board a process for next year.

1120.01	SMcA to coordinate the timetable and preparation for ARA papers 2021.
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## **2e. Minuted approval by MAB**

Penelope Cooper formally request that MAB take the recommendation from the Chair of the Audit and Risk Committee and approve the agency annual report and accounts.

The board approved.

### **3. Schemes Annual Reports and Accounts**

#### **3a. Statement from the CEO**

From her earlier statement, PC added her disappointment with the results of the recent annual benefit statement exercise. AM is leading a review of the incident and once a root cause analysis is in place, actions will be put in place to avoid a repeat of the incident.

IF enquired if the ABS incident that had been reported to the Pension Regulator had any findings of enforcement action to the agency. SMcA confirmed that the Regulator was confident in the actions that the agency were taking and no further action was required by the Regulator.

#### **3b. Minute from the CFO**

Ian Waugh highlighted to the board on the difficult year the agency had faced with accounts and budgeting and noted that the agency was well within budget compared with previous years. This is for both sets of accounts due to court cases with an unknown outcome, provisions have been put in place to cover these cases, with possible more in place for 2020/21. Notes from the ARC meeting impact the scheme accounts which are around the Governance statement making it more specific to the individual schemes. Lessons learned from the turnaround will make it easier for next year. IW recommended the accounts to the board.

#### **3c. Recommendation from Chair of ARC**

HM advised the board of ARC's earlier meeting to consider the scheme accounts with a discussion on the relationship of the scheme boards with ARC and MAB which will involve the governance process developing this understanding. HM advised the board that the Audit and Risk Committee approved notification to the Management Advisory Board that they consider the NHSSPS and the STPS annual report and accounts are to be taken as fair, balanced and understandable and provide the information necessary for stakeholders to assess performance and accountability and we support the accountable officers duty to sign the financial statements.

NMcN commented on the Scheme Advisory Board role and why the scheme accounts have come to the MAB for approval; should MAB concentrate on the agency report? PC highlighted that a review of the framework document will be taking place by the Governance Manager.

### 3f. **Approval by MAB**

PC formally request that MAB take the recommendation from the Chair of the Audit and Risk Committee and approve the STPS annual report and accounts.

The board approved

PC formally request that MAB take the recommendation from the Chair of the Audit and Risk Committee and approve the NHSSPS annual report and accounts.

The board approved

No other business was raised. PC thanked everyone for their attendance and the board for their constructive input to the meeting and highlighted that her sabbatical will be for 6 months. The board wished PC the best of luck in her new post. The meeting was closed.

The next Management Advisory Board will be held on Thursday 28 January 2021