Attendees:

Clare Scott (CS)	Chair
Ray Martin (RM)	Vice Chair
Drew Morrice (DM)	Board member
John Crichton (JC)	Board member
David McGinty (DMcG)	Board member
Brian Cookson (BC)	Board member
Graham Hutton (GH)	Board member
Sharon McKenzie (SMcK)	Board member
Peter Smith (PS)	Board member
Cllr David Illingworth (DI)	Board member
Leah Franchetti (FC)	Board member
Dev Dey (DD)	SPPA Head of Customer Services
Gerry McGarry (GMcG)	SPPA Customer Services Manager
Stuart MacArthur (SMacA)	SPPA Governance Manager
Iain Coltman (IC)	SPPA Senior Policy Manager
Clare Moffat (CM)	SPPA Governance Delivery Lead
Deborah Sherlock (DS)	SPPA Governance - minutes

Apologies:

Cllr Charles Buchan (CB)	Board member
Matt Valente (MV)	SPPA Head of Business Management

1. Welcome, introductions and conflicts of interest

1.1 CS opened the virtual meeting at 10:00 and welcomed everyone. The board introduced themselves to Clare Moffat, the new Governance Delivery Lead for the SPPA Teachers' and NHS Pension Boards.

1a Apologies were as noted above.

1b No conflicts of interest declared.

Board Changes

1c CS advised there were no membership updates to the board, there are still 2 vacancies which be discussed later in the Governance update paper. A new member joining the board from COSLA is still outstanding and discussion to develop a protocol for board recruitment.

2a. Draft minutes from meeting of 15 July 2020

The minutes from the meeting of 15 July 2020 were adopted without amendment.

2b. Action Points

Outstanding actions were discussed and the following noted:

- **T13.02 21/8/19 – remains open**
- **T15.03 27/2/19 – remains open**
- **T17.03 28/8/19 – remains open**
  Sub group report included in July 2020 meeting.
- **T17.10 28/8/19 – closed**
  Added to agenda planner (quarterly).
- **T18.02 27/11/19 – closed**
  Added to agenda planner.
- **T18.03 27/11/19 – remains open**
- **T18.05 27/11/19 – closed**
- **T18.06 27/11/19 –closed**
  Annual Allowance Report included in July 2020 meeting.
- **T19.01 25/2/20 – remains open**
- **T19.02 25/2/20 – remains open**
- **T19.03 25/2/20 – closed**
  GMcG will update in paper
- **T19.04 25/2/20 – closed**
- **T19.05 25/2/20 – closed**
  Comments received form part of the Governance review of the Terms of Reference.
- **T22.01 15/07/20 – closed**
  Added to agenda planner & Senior Relationship Manager job description circulated
- **T22.02 15/07/20 – closed**
- **T22.03 15/07/20 – closed**
- **T22.04 15/07/20 – remains open**
- **T22.05 15/07/20 – remains open**
- **T22.06 15/07/20 – closed**
  Added to agenda planner.
- **T22.07 15/07/20 – closed**
- **T22.08 15/07/20 – closed**
- **T22.09 15/07/20 – remains open**
- **T22.11 15/07/20 – closed**
- **T22.12 15/07/20 – remains open**
- **T22.14 15/07/20 – remains open**
- **T22.16 15/07/20 – closed**
- **T22.17 15/07/20 – closed**
- **T22.18 15/07/20 – closed**

The Chair requested all members complete the TPR toolkit. The board questioned the value of this action if the toolkit content has not been updated from previous years. SMacA suggested toolkit should serve as annual knowledge refresher for all members, confirmed training is a priority going forward and explained other training tools to supplement the toolkit will be discussed later.

BC requested update on T22.11 regarding ill health retirement timescales. GMcG confirmed update is on now SPPA website to advise members if their GP is unavailable, they can provide a covering letter with their application form to begin the process and timescales may be extended for submission of evidence from medical professionals. This is considered on a case by case basis.

CS explained the agenda planning document will be kept up to date and requested the following items be added to the planner to schedule discussions on topics currently listed as action points:

1020.01	Opt outs to be added to be added to the agenda planning

1020.02	I-connect to be incorporated into the data quality updates quarterly

3. Pension Board Responsibilities Update

RM advised on the issues on individual obligations and board obligations. He highlighted there are 2 vacancies on the board and suggested the board encourage a university representative to take a place. He also highlighted some board members have not received induction training and suggested consideration be given to scheme/board specific training with a designated trainer, rather than all together.

RM noted the annual performance review of each board member highlighted in amber. The Chair confirmed that these reviews will be carried out during November 2020 with a call to each member to discuss a range of issues and the effectiveness of the board overall.

The pension board obligations are highlighted red, with responsibilities to support the employers and agency with workshops to develop communications and take feedback to members. The board require SPPA to confirm how this will go forward.

RM noted the issue of receiving data, particularly unconfirmed leavers and new starts, outlined GMcG will present a paper to the board and highlighted the board's offer to help with submission of employer data to SPPA.

RM commented the board had not been involved in the valuation process but had views on how the results were communicated, what the potential consequences were and the possible effect on employers.

RM highlighted the board should be informed on progress with retendering the Heywood contract, the possible change to the I-connect data collection system and the solution going forward.

RM stated the board have a responsibility to report breaches and proposed a breaches log be put in place and presented at each meeting, for the board to consider the level of assessment and agree if it is amber or red. RM reiterated this is a duty of the board and as individuals, yet at present all breach assessment is determined by SPPA and the board should have sight of a breach log.

BC acknowledged the role and responsibilities of Scheme Advisory Board (SAB) in the valuation process but highlighted the board could also participate in the process to consider impact of decisions on scheme membership and prepare in advance. SMacA advised the training sessions scheduled with GAD in December may help. The Chair explained the board had discussed the lack of communication between the Pension Board and SAB so she planned to reach out to SAB to improve communication and build process before the next valuation.

DM noted the board had not been updated on scheme eligibility progress which the SAB were possibly taking legal advice on. Following discussion, RM agreed this should be added to the Pension Board obligations paper.

1020.03	SMacA to facilitate meeting between Pension Board Chair and SAB

4. Working Group – Employer 2020 Year End Data Submissions and Annual Benefit Statement Production

RM advised the group had not met but questions had been raised around the ABS issues, which will be covered by GMcG's data update, discussions with COSLA on data submissions and what processes can be put in place to improve data submissions at year end and going forward. RM suggested in future the working group may benefit from having more regular meetings from April to June to focus on annual returns rather than throughout the year.

GMcG advised plans to strengthen communication with employers through engagement with COSLA and access to payroll managers throughout the year. He committed to update the board with progress, and advised the first meeting is scheduled to take place in the next week. Every effort would be made by SPPA to ensure employers submitted accurate data by the financial year end. RM thanked GMcG for this initiative and noted thought should also be given to include independent schools and universities. GMcG advised that historically a university representative participated in a technical working group and agreed it would now be helpful for a university representative to join the board.

5. Customer Service

5.(a) Dashboard
GMcG advised there had been a considerable spike in phone calls and emails received in the last quarter, so Customer Services reorganised to accommodate these changes to ensure the average time for answering calls remained low. Recent business planning sessions highlighted the need for staff training - for both managers and administrators – to enable Quality Support Coaches (QSCs) to provide support to help eliminate payment errors and increase the new payment accuracy. GMcG explained that a single death-in-service case in August lowered the KPI by 20% and transfers staff were reallocated to support the critical call line which negatively impacted the transfer KPIs.
DI asked how the customer quality experience was being measured. GMcG commented this is not currently illustrated and DD added that SPPA randomly select calls to rate against a quality score card to assess customers' journeys to resolution. He proposed to share this information with the board going forward.

1020.04	DD to provide customer experience quality analysis

RM expressed disappointment that death-in-service KPI dropped to 80% and suggested this should be monitored even if it was only one case. GMcG agreed these cases are priority and explained progress can be delayed when awaiting information from third parties. CS commented the complaints KPI was red and requested the board have feedback on emerging themes, and how these are being addressed. BC asked the board's recognition of additional challenges due to the pandemic be recorded and appreciation of the additional work the agency has undertaken to continue providing a high quality service to customers.

1020.05	GMcG to provide a breakdown of complaints analysis

CS queried the outstanding workload and asked where this is shown. GMcG suggested this could be considered for the dashboard at a later date, along with other boards' feedback to maintain standard dashboard representation.

5(b) Customer Service Update including ABS
DD advised the summer retirals workflow was different than expected this year, with lower application volumes received initially followed by a delayed influx of applications, plus late applications, but confirmed 1300 applications were processed with payments made on time. A risk-based checking method has been successfully implemented in Awards teams which has increased delivery and this method will be extended across other work areas. DD added significant resources remain dedicated to the ABS recovery exercise.

5(b) Business Planning highlights/Priorities

DD confirmed recent business planning sessions highlighted three areas of priority:
1. **learning and development** for the team leaders and QSCs to ensure they have sufficient knowledge to support and manage their teams remotely
2. **identify and eliminate single points of failure** to ensure work can be completed when individuals are absent or on leave
3. **a workflow redesign** to assist reporting by allowing managers to accurately understand at any stage what the teams are working on.

5(b) Homeworking Update

DD advised that homeworking will continue until at least the end of this financial year. Managers are attending courses to support staff to cope with remote working, particularly isolation and stress during the winter months which had affected staff absence.
DM queried how rising staff sickness data is being collated, how the SG is managing this, and suggested the board would find tabulated statistics useful. DD replied that SPPA's own HR team gathered the data and, in coordination with SG, action taken to address this across all SG departments. DD confirmed training courses are being made available to managers to understand effective ways to support for staff in a virtual environment and HR expertise is also available. DD agreed to investigate if information is available across SG on absences due to working remotely and wider lessons being learned. CS suggested staff absence rates could be added to the dashboard going forward.

1020.06	SPPA to obtain MI on staff absences for the board's next meeting (SPPA and SG) and consider adding to dashboard

5(b) Successes and Achievements

DD advised that over 45,000 customer emails have been answered, and SPPA are looking at how customers want to connect with the agency, e.g. webchat, and how customer insight (which will be drawn from a planned customer survey) will help develop what the service should look like and what will work for our customers.   DD also highlighted 7,400 critical calls have been answered, and outlined the next quarter may be more challenging for the wellbeing of our staff.

5(b) Customer First - Critical Tasks: Critical Call and Email Response

GMcG reiterated the phone service is limited to critical calls only and suggested the increased enquiries were partly due to ABS queries. He confirmed the resourcing of the call line and email responses is closed monitored.

5(b) Customer First – New Pensions and Deaths

GMcG highlighted coordination of resources resulted in delays to process transfers, as well as the work patterns in transfers team where 70% of staff are part-time. DD reminded the board that the estimate team were redeployed to focus on critical work areas but hoped the team will reconvene to resume the estimate service as BAU between end of November and December 2020.   The process was changed in February 2020 to only provide customers who did not receive an ABS with an estimate, which must be requested by email. Members who received an ABS use the figures provided in the statement as their estimate.

5(b) Overpayments

GMcG reported 97% of all overpayments are death overpayments and presented the range of areas where non-death overpayments occurred. 60% of these non-death overpayments occurred as a result of third party error, 30% official error by duplicate payment and 10% caused by using incorrect information. GMcG confirmed QSCs actively monitored all errors and initiated rectifying action.

5(b) *Summer Retirals Exercise*

GMcG advised 1354 applications were received March-August 2020, with a 99.6% increase of applications between 15 June and 22 August, so additional resources were reorganised to reduce pressure on staff and ensure payments were made on time, where possible.
DMcG acknowledged how well SPPA managed to overcome the challenges of late applications particularly with the schools reopening early 10 August 2020.   GMcG highlighted there were fewer retirals in 2019 and 2020 than anticipated and cautioned this may result in high volumes being received in 2021.

5(b) Operational Excellence

Annual Benefit Statements

GMcG advised that 71,655 ABS statements were made available on the web by the target date of 25 September 2020, with 1506 were still to be run at the time the presentation was prepared. Since then a further 596 benefit statements have been uploaded and today a further 801 statements should be uploaded leaving less than 100 to be uploaded by 30 October 2020 to complete the ABS exercise.

DM asked if the lessons learned from the problems encountered was available and asked why some members received the same data as last year without a letter to explain why 'old' figures were used. GMcG explained that the statements are run on bulk calculations across all data sets and this included cases where some employers had not yet updated current information so the calculation system had to pick up the previous year's data. SPPA plan to engage with employers to encourage the uploading of the required data in time. DD advised there is a root cause paper being produced as part of the investigation to understand what went wrong with the statements, and committed to present this report to the board when it is available.

JC asked why SPPA changed the ABS process in the current crisis. DD reported that the process relied on staff working in the office to connect to the network to run the required data reports. This would have put staff at risk so it was necessary to change the process. DD advised for next year, SPPA must find a contingency which works and can be delivered remotely.

Annual Allowance

GMcG advised the project team identified 1300 individuals who may be at risk of breach. Following investigation, this was reduced to 600. These 600 cases now require bulk process calculations to establish if a breach has occurred. GMcG advised Heywood are supporting the additional work to run these calculations and expected the software to be loaded imminently.

CS asked whether a regulatory breach occurred, if any of the 600 individuals had breached their AA and not been informed by 6 October 2020. SMacA confirmed the scheme regulations state that this would be a reportable breach and SPPA will take action to report this to the regulator, as agreed by SLT and in parallel with the reporting required by HMRC. CS outlined this technicality should have been included in the paper to advise the board and asked that the report to the regulator is shared with the board. RM added this was an example of why the board needed sight of a breaches register.

1020.07	SPPA to notify the board of all reports to Regulator and share the reports with the board

GMP

RM asked if HMRC had contacted the agency to check the data on GMPs as he is aware HMRC have contacted other schemes. GMcG advised this had not been requested to date.

5(c) Data Review

GMcG advised that a meeting is scheduled with nationwide payroll managers, organised by SMcK and COSLA, to discuss issues with updated data being sent to SPPA to enable delivery of accurate benefit statements to their employees. This engagement will allow employers to share some of the issues and how best to go forward with delivering information and SPPA intend to forge a direct relationship with employers to quickly resolve any issues that arise. DM welcomed the increased interaction with employers to avoid breaches caused by employers not providing information which affects the board. DM credited the board for their work to assist SPPA resolve the ABS issue at 31 August 2020 and requested the board be updated on ABS status at 31 October 2020 target date.

1020.08	SPPA to update the board on data progress at 31 October 2020

GMcG outlined he intended to create a rolling programme of engagement with employers, with meetings three times a year, to understand the database for that employer to try to avoid any issues in the future. JC referred to Table 3 on page 4 of the *Data update* paper and asked if councils not listed have no data issues and have good practice. RM confirmed that the councils not listed have zero outstanding cases and reminded the board of the need for data from universities and independent schools.

CS commented that employers should be held to account to provide accurate and timely data. SMcK confirmed the networking group should improve relationships and help establish the best way forward to work together.
CS asked that the working group make contact with GMcG and SMcK on the progress being made by the networking group.

1020.09	Data working group to schedule progress update with GMcG and SMcK following networking group's first meeting in October 2020

6. Policy Update

6.1 IDRP Statistics

IC invited questions regarding IDRPs from the board. No questions were raised.

9.2 Sargeant/McCloud Appeal Case

IC advised the HM Treasury's 3-month consultation on the remedy the age discrimination from the 2015 reforms ended on 11 October.   SPPA responded to the consultation and SPPA Policy team supported the coordination of a response from the Teachers SAB. HM Treasury received 3,100 replies from across public service and from individual members and the UK Government are expected to set out a formal position to rectify the discrimination in January 2021.

In the meantime, SPPA are participating in cross-UK steering groups, litigation groups and technical working groups across Whitehall departments, devolved administrations and Treasury. A project management coordination group has just started which SPPA feed into. Over the course of 2021 it is anticipated primary legislation to the passage of a bill in the second half of 2021 will make changes to The Public Service Pension Act 2013. The secondary legislation, which is the scheme-specific legislation, will follow on and where possible SPPA will develop draft legislation concurrent to primary legislation and where possible, will consult on this legislation. It is the ambition to have it in force by 2022.

Within SPPA a project is being set up for this work and a project manager has been appointed to lead the project team. SPPA have already engaged with Heywood, software supplier, and IC anticipated that the project team will provide future updates.

SMcK enquired if SPPA were involved with SG colleagues on any ongoing employment tribunal cases. IC confirmed there is a dedicated resource within SG Legal Directorate who is managing the employment tribunal cases on behalf of the Scottish Ministers and SPPA contribute to the litigation process.

CS asked for a brief update on the Teachers SAB response to the consultation. IC confirmed that a letter was sent by the Chair in which the SAB expressed that neither of

the two proposals - immediate choice or deferred choice underpin - would satisfactorily address the discrimination.   IC offered to approach the joint SAB Chairs to share this response with the board. The board welcomed this and CS explained the board plan to make contact with SAB to build connections.

1020.10	IC to approach SAB Chair to request permission to share the SAB response to HMT consultation

The meeting paused for a break at 11:50 and resumed at 12:00.

7. Business Management Risk Update

CS commented the lengthy risk papers were issued very late and the board should not be put under pressure to review papers at short notice. She expressed concern the board had not had an update on risk for some time and was disappointed that MV was unable to attend the meeting today to update on risk and the development of a breach register.

CS advised that MV recently held a briefing with Chairs and Vice Chairs of the Pension Boards to discuss positive developments on risk framework and development of risk registers, with the same papers provided that were issued for this meeting. CS hoped MV would also have updated the board with progress on the production of a breach log and requested the minutes record this disappointment and asked SPPA to arrange a briefing before the end of the year to provide a comprehensive update for the board, preferably in November 2020. SMacA explained this would be dependent on the appointment date of the new SPPA Risk & Assurance Manager.

DM welcomed this approach and asked if there was a process to enable boards to collectively influence the final outcome of the risk management process. SMacA advised he could not comment as this is the first of the autumn pension board meetings and asked an action be raised to set up a briefing session as a forum for board members to feed into.

1020.11	SPPA to organise a risk management briefing for the board by end of 2020, preferably in November 2020

BC supported an interim special meeting as preparation and focus on risk management is required, before the year end, and suggested members should submit feedback and questions before the interim meeting. He also encouraged a combined approach with other pension boards. CS confirmed SPPA plan to develop scheme-specific risk registers, in addition to strategic and corporate risk registers, and advised SPPA not to take too complex an approach to ensure the register is helpful.

8. Governance Update

Recruitment

8.1 SMacA welcomed Clare Moffat to the Governance team, who will take the lead with governance for Teachers and NHS. Molly Wyllie will take the lead with governance with Fire and Police.
Recruitment is ongoing externally for the Agency & Relationships role which mainly focuses on corporate boards.

Training

8.2 SMacA advised a training induction pack will be delivered by the end of November 2020. This pack was circulated to the Chairs and Vice Chairs of the board for comments and feedback. Once final changes based on this feedback are made, the pack will be presented to new board members as induction training and will serve as refresher training for existing board members along with TPR Toolkit. SMacA requested that members attest they have reviewed and completed this, which will be captured as part of the board training record.

The training pack with be supplemented with webinars as the current restrictions do not allow an annual conference to take place. The first webinar was held with the Pension Regulator on their governance and administration survey. Webinars with GAD are scheduled for December 2020, which will give the boards an introduction to their scheme. SMacA anticipated 4-6 webinars will be available over the course of 2021 on different subjects which, along with the toolkit and induction pack, will provide a full training programme. JC asked if the first webinar was recorded and suggested that a library is created, which would be available for new members. SMacA advised SPPA hope do this in future but unfortunately a technical issue did not allow recording of the first webinar.

Membership

8.3 SMacA confirmed membership update on current members and tenures will be included in the governance paper going forward. In July the tenure rules were reviewed and brought into line with TPR recommendations with the maximum tenure increasing from 6 years to 8 years. Members will be contacted in the next few months regarding renewal or the option to extend their membership. CS commented her intention to develop a protocol but suggested when standing down, board members could contact the appropriate union or organisation to nominate a replacement.

8a. Terms of reference

SMacA advised the governance team had reviewed the terms of reference and, with engagement with Chair and Vice Chair, made some technical and practical changes. The board have been presented with a marked up version of the paper and a clean version for the approval and going forward, the board will review the terms of reference on an annual basis. CS supported the new version. DM requested a minimum of three meetings per year, not two meetings as proposed. The board supported this and approved the document, subject to this amendment.

1020.12	The board agreed to a minimum of 3 meetings per year to be added to the Terms of Reference

8b. Teachers' Pension Board Annual Report

CS advised the board that the annual report had been revised with some adjustments to format, structure and layout, and contained the draft text prepared by George Brechin before his retirement. CS highlighted ABS figures are outstanding in section 4 on page 4. The board agreed the new format and approved the 2019-20 Annual Report, subject to the addition of the outstanding figures.

1020.13	Final ABS figures to be added to section 4 on page 4 of Annual Report

9. Board Effectiveness

CS thanked the board for their responses to the survey, which was based on TPR trustee questions, and highlighted what the board felt should be discussed, which included risk awareness, virtual meetings, frequency of face-to-face meetings and late papers.

SMcA suggested that, as home working is likely to continue to March 2021 at the earliest, the board plan to meet virtually in February 2021 with summer 2021 likely to be the earliest face-to-face meeting.

PS commented on risk which has not yet been addressed and suggested a more in-depth risk session should be organised, separate to the board meeting due to time constraints, to help the board understand how SPPA has assessed risks and understand the principal risks facing the scheme. CS suggested this could be investigated after the briefing requested to take place November/December 2020.

PS explained he found the board's three hour virtual meetings to be too long and suggested they should be no longer than two hours. He also commented that he looked forward to face-to-face meetings resuming. SMcA suggested that future face-to-face meetings could possibly be held in Edinburgh to reduce travel time. CS agreed that a combination of virtual and face-to-face meetings could be explored in future.

Several board members highlighted their disapproval of late board papers and it was agreed that if late papers are received in future, the Chair or Vice Chair will decide if the item will be cancelled or included in the meeting.

Learning and development resources was also mentioned in the survey and CS noted positive feedback on webinars held so far.

CS requested views to increase diversity of the board's membership and established only two board members are active members of the scheme. DM and PS suggested when the board send letters to constituent bodies requesting nominations, the letters should also encourage diversity. CS confirmed this would be considered when developing recruitment protocols.

CS highlighted the challenges of building relationships in the current virtual environment and reminded the board she was always available for discussion and welcomed open discussions.

BC disliked the response structure of the effectiveness survey and suggested response options should be agree, unsure or disagree and with comments box for text.

JC commented it would be useful to receive feedback from SPPA on the effectiveness of the board to reflect on the assistance the board is providing and RM suggested this feedback should include how the board is perceived across SPPA, including those in SPPA who do not attend board meetings. SMacA welcomed this from an agency perspective and agreed to pursue.

1020.14	SPPA to provide effectiveness feedback to the board

10. Agenda Planner

CS explained the new agenda planner, devised to provide discipline and ensure that the right issues are being discussed with the right frequency. Board feedback on the planner was positive but concerns were raised regarding the length of the meetings to accommodate the number of proposed items. JC suggested shorter virtual meetings could held more frequently. SMacA highlighted concerns with preparation time required to provide papers for additional meetings and DD added that it may be difficult to cover more meetings across four pension boards. CS advised the agenda planner is a working document which will evolve.

11. Any other competent business

BC raised the challenge of new members joining the board under the current virtual format. CS advised other boards have organised a buddy from the board to assist the new member which could be explored. SMcA supported the creation of a buddy system.

JC raised concern the identity an individual employer had not been shared with the board following the previous meeting because this was deemed business-sensitive information. JC asked who made this decision as he felt the information should have been shared with the Chair and Vice Chair, who should have then decided whether this share this with the board. CS confirmed she had raised this question with SPPA and following discussion, agreed it is an agency decision. CS explained knowing the name of the school would not have helped the board but could have been damaging to the school in question if it had been publicised. DM suggested the legislation should have been appended and the board be appraised at an early stage in such situations. DI opined this information should remain confidential and as the board's role is strategic, the board did not need to know this information.

CS requested a list of employers and their membership would be helpful to see who is in the scheme.

1020.15	SPPA to prepare a list of employers and their scheme membership for the board

12. Arrangements for future meetings

CS advised that the next meeting is 18 February 2021, thanked the board for their contributions and closed the meeting at 13:00.

Summary of new actions:

Action ref mmyy.no	Page	Action	Assigned to
1020.01	3	Opt outs to be added to be added to the agenda planner for discussion	CM
1020.02	3	I-connect to be incorporated into the data quality updates	CM
1020.03	4	Facilitate meeting between Pension Board Chair and SAB	SMacA
1020.04	4	Provide customer experience quality analysis	DD
1020.05	5	Provide complaints analysis	GMcG

1020.06	5	SPPA to obtain MI on staff absences for the board's next meeting (SPPA and SG) and consider adding to dashboard	DD
1020.07	7	Notify the board of all reports to Regulator and share reports	SMacA
1020.08	8	Update the board on data progress at 31 October 2020	GMcG
1020.09	8	Data working group to schedule progress update with GMcG and SMcK following networking group's first meeting in October 2020	GMcG
1020.10	9	Request permission to share the SAB response to HMT consultation	IC
1020.11	9	SPPA to organise a risk management briefing for the board by end of 2020 (preferably in November 2020)	SMacA
1020.12	10	Update Terms of Reference to reflect minimum of 3 pension board meetings per year	CM
1020.13	10	Update ABS figures on section 4 on page 4 of Annual Report	CM
1020.14	11	SPPA to provide effectiveness feedback to the board	SMacA
1020.15	12	SPPA to prepare a list of membership and employers for the board	SMacA

These minutes were approved on 18 February 2021 as a correct record of the meeting held on 27 October 2020.