



Meeting no. 30	Scottish Firefighters Pension Board
Meeting date	17 May 2022
Meeting time	10:00 – 13:00
Meeting location	MS Teams

Attendees	William Littleboy (WL)	Chair
	Andy Marchant (AM)	Vice Chair
	Alan Duncan (AD)	Board Member
	Steven Wright (SW)	Board Member
	Ross Haggart (RH)	Board Member
	John McKenzie (JMck)	Board Member
	Gus Sproul (GS)	Board Member
	Scott McCabe (SMcC)	Board Member
Other attendees	David Robb (DR)	SPPA Chief Executive
	Karen Morley	SPPA Head of Finance
	Craig Gardiner	SPPA Interim Chief Operating Officer
	Gary Cossar (GC)	SPPA Interim Head of People, Strategy and Communications
	Phil Heywood (PH)	SPPA Interim Head of Pension Platform Procurement
	Hannah Grout (HG)	SPPA Risk and Assurance Manager
	Trish Brady-Campbell (TB-C)	SPPA Head of User Centred Design
	Alan Wilkinson (AWn)	SPPA Senior Policy Manager
	Stuart MacArthur (SMacA)	SPPA Governance Manager
	Donald Forbes (DF)	SPPA Partnership Manager
Apologies	N/a	
Minutes	Molly Wyllie	SPPA Corporate Governance Lead

1. Welcome and introductions (including declaration of conflict of interest)

WL opened the meeting and welcomed everyone. WL introduced two new Board members: Angus Sproul, FBU Regional Chair and Scott McCabe, Curriculum Head TUC education Centre, City of Glasgow College. Angus and Scott's role is to represent scheme members.

1.1 No conflicts of interest declared.

2.1 Draft minutes from previous meeting

The minutes from the meeting of 15 February 2022 were adopted.

3. Actions outstanding

All outstanding actions were reviewed and closed.

4a. Performance Report

GC advised that reporting had now been improved, taking account of feedback from the Board and the new format provided scheme specific information. GC went through the 2021-22 end of year performance figures. GC explained that the KPI measurements for 2021-22 had been basic due to the lack of a permanent CE. With the appointment of DR, this had been addressed within the 2022-23 Business Plan which had expanded the KPIs to provide a balanced, stronger picture of performance. GC welcomed feedback from Board members regarding the current KPIs.

WL asked what number of staff had returned to office working. GC advised that approximately 10% of staff were back in the office. The office had been re-configured to support staff and hybrid working arrangements. Hybrid arrangements allowed recruitment to attract staff from a wider geographical net.

WL noted that the number of KPI breaches were a concern. CG agreed that some of the KPIs had been too ambitious. The Customer Service area was trialling amended working arrangements and would measure how these performed against the KPI.

SW asked what was planned to reduce the number of seconded roles to less than 5% of headcount. GC advised that work had been undertaken to develop a Workforce Plan by 31 August 2022. Taking account of resource budget, this would allow improved predictability and provide stability.

AM raised a number of questions regarding the Performance Report. Following discussion, it was agreed that AM/CG/JMcK would meet to discuss.

F0522.01	AM/CG/JMcK to meet to discuss questions raised related to the performance report
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4b. Policy Update

AW advised that the IDRP information would form part of the Performance report in future. SMcC noted that there was only one dispute recorded. AW advised that historically numbers were low. This was due, in part, to the size of the scheme and good engagement with scheme members.

4c. Risk Report

HG advised that the Executive Team Risk Register was under review. HG also confirmed that, related to action F0222.02, that spreadsheets were held securely with appropriate checks and controls in place. CG also confirmed that work continued with the supplier to ensure calculations were on the pensions administration system.

JMcK asked what measures were in place to ensure that SPPA were meeting the required legislative requirements for 2015 Remedy, as noted in risk FPB13. HG advised that this was linked to risk FPB8 which related to the Work Force Plan, making sure that experienced staff were deployed. HG also advised that she would be happy to take any feedback/comments.

F0522.02	Board members to forward comments on the Risk Register to HG
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5a. Pension Platform Programme

PH advised that the overall programme status was amber. Two broad aspects to review were Programme readiness and Agency readiness. A copy of the Assurance planning and schedule

had been provided within the report. Recruitment for senior users was underway. Trish Brady-Campbell had joined the Agency and Head of User Centred Design.

TB-C advised that she would be looking at how the platform fits within the operation. The team would be working with users to understand how they use the system. TB-C added that she would be happy to arrange a follow up session for Board members.

WL asked how the Board could support the programme. PH confirmed that Board members input would be sought during the implementation stage. DR commented that implementation may impact performance and that in order to manage expectations it would be helpful to engage with the Board and staff groups early.

5b. Projects Summary

JMcK asked if a plan was in place to deal with the second options exercise for retained duty system members employment tribunal pension claims. AW advised this would be discussed by the Scheme Advisory Board. DF also confirmed that this will come on stream as a project.

5c. McCloud 215 Remedy

CG advised that SPPA was liaising with GAD regarding member modellers. A modeller for 1992 scheme members was due to be issued in June, along with communications. CG confirmed that work was aimed at meeting the October 2023 deadline. The Provision Definition Documents from HMT would be discussed with the Policy team. JMCK asked if the Agency could support a change which brought the deadline forward. CH confirmed that recruitment was underway to tackle the immediate detriment cases.

6a. Governance Update

SMAcA advised that refreshed draft Governance Policies had been circulated to Board members for review. A webinar had been provided recently looking at The Pensions Regulators (TPR) Code of Practice. Further webinars were planned for later in the year. RH asked how Board members could evidence their knowledge and experience. SMAcA commented that a number of activities were available to Board members and that self-learning was also important. Feedback from the recent Knowledge and Understanding questionnaire would be used to inform areas for training or support.

SMAcA advised that the induction pack for new Board members was also being revised and updated. JMCK stated that he had comments on the refreshed policies, review the induction pack and also member information contained on the SPPA website. It was agreed that a separate meeting would be arranged to discuss these items.

F0522.03	SMAcA to meet with JMCK to discuss: <ul style="list-style-type: none">• revised Governance policies• updated Induction pack for new Board members• member information on the SPPA website
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Following discussion it was agreed that Board members provide their comments regarding the Annual Report.

F0522.04	Board members to forward comments about the 21-22 Annual Report to the Chair
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WL advised that a number of items had been raised at recent one to one meetings with Board members. There was a good understanding of the Board role in assisting the Agency. Succession planning was highlighted for consideration.

6b. Finance Update

KM advised that the Finance Update had been reviewed and revised to provide a wider view of activity across SPPA. KM also advised that process costing was under development and would be included in future performance reporting.

7. Any other competent business

7.1 AD asked if it was possible for SPPA to send representatives to attend SFRS recruitment induction and pre-retirement seminars.

F0522.05	SPPA to consider attending SFRS induction and pre-retirement seminars
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8. Date of next meeting

Next meeting scheduled for 30 August 2022.

No other business was raised. WL thanked everyone for their attendance and closed the meeting.

Summary of new actions:

No	Action	Due date
F0522.01	AM/CG/JMcK to meet to discuss questions raised related to the performance report	8 June 2022
F0522.02	Board members to forward comments on the Risk Register to HG	As soon as possible
F0522.03	SMacA to meet with JMCK to discuss: <ul style="list-style-type: none">revised Governance policiesupdated Induction pack for new Board members member information on the SPPA website	8 June 2022
F0522.04	Board members to forward comments about the 21-22 Annual Report to the Chair	As soon as possible
F0522.05	SPPA to consider attending SFRS induction and pre-retirement seminars	As soon as possible

Version Control		
		Version number
Date draft minutes sent to Board	31 May 2022	0.1
Date approved by Board/committee	30 August 2022	1.0
Date of publication	1 September 2022	1.0