



Meeting no. 30	Scottish Police Pension Board
Meeting date	01 June 2022
Meeting time	14.00 – 17.00
Meeting location	MS Teams

Other Attendees	Shirley Rogers (SR)	Independent Chair
	Steven Whalley (SW)	Independent Vice Chair
	David Christie (DC)	Pension Board Member
	Sharon Dalli (SD)	Pension Board Member
	Andrew Barker (AB)	Pension Board Member
	Darren Paterson (DP)	Pension Board Member
	David Hamilton (DH)	Pension Board Member
	David Ross (DRs)	Pension Board Member
	David Robb (DRb)	SPPA Chief Executive
Apologies	Craig Gardiner (CG)	SPPA Interim Chief Operating Officer
	Karen Morely (KM)	SPPA Head of Finance, Procurement & Risk
	Paul O'Donnell (PO'D)	SPPA Pension Platform Procurement Manager
	Hannah Grout (HG)	SPPA Risk & Assurance Manager
	Alan Wilkinson (AW)	SPPA Senior Policy Manager
	Stuart MacArthur (SMacA)	SPPA Governance Manager
Minutes	Garry Cossar	SPPA Interim Head of People, Strategy and Communications
	Phil Heywood	SPPA Pension Platform Procurement Senior Manager
	Donald Forbes	SPPA Senior Partnership Manager
	Molly Wyllie	SPPA Governance Lead

1. Welcome, introductions and declarations of interest

- 1.1 SR welcomed everyone to the meeting.
- 1.2 No new conflicts of interest were declared.
- 1.3 Apologies noted as above.

2. Minutes

Minutes from the meeting on 22 February 2022 were adopted without amendment.

3. Review of Outstanding Actions

Actions that were noted as propose to close were reviewed and where appropriate, closure was agreed.

4. CE Remarks

DRb recorded his thanks to everyone who had been involved in the publication of the member Remedy modeller which was now available on the SPPA website.

DRb advised that correspondence from the Police Federation and Association of Police Superintendents, to the Cabinet Minister, Kate Forbes, had led to a meeting with Minister Mr Arthur, to discuss concerns, including 2015 Remedy. The meeting had been useful in clarifying the involvement of SPPA and the dependency on decisions coming from UK Government. It also enhanced understanding of issues involved and what was required by way of support for SPPA. DH agreed that the meeting had been helpful and that this would also be supported by the work ongoing by the Joint Remedy Working Group.

DRb advised that Clare Scott has taken up a new role on the Management Advisory Board so recruitment of a Pension Board Chair and Vice Chair for the Teachers' Pension Board would be underway soon.

5. Performance

5.1 Performance Report

CG advised that the report had now been updated with a revised format and content. He added that the KPIs for 2022-23 were more challenging, functional and scheme specific. DRs commented that the text indicated that 100% of annual benefit (ABS) and allowance statements (AA) were received by members, when in fact this should read that they had been made available. It was agreed that this would be amended.

P0622.01	SPPA to amend performance report to state that 100% of ABS and AA statements were 'made available' to members
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CG agreed to meet with the SLA group to discuss how progress made by the Performance Improvement Plan (PIP) would be included in the Performance Report.

P0622.02	CG to discuss how progress of the PIP would be included in the Performance Report with the SLA group.
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Further discussion was held regarding areas reported, including development of qualitative measurement of member satisfaction, providing comparison year on year, resourcing levels and Member Self Service (MSS) registrations. CG advised that feedback from the Board was welcomed to support further develop the report.

P0622.03	SPPA to report on scheme membership as a % of members and % of MSS take up of members
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5.2 SLA/PIP Groups Update

CG advised that the main focus of the PIP and SLA Group was on performance, adding that there was high demand on the Agency at this time. SD added that the Service Level Agreement Group were supportive of extending the timelines of the PIP to deliver the outcomes agreed.

5.3 Risk Reporting Update

HG reported that there had been no significant movement on risk. SR stated that it would be helpful for the Board to understand more about the risks attached to the Pension Platform Procurement (PPP), taking account of the other high priority projects and the high level of activity reported by SPPA.

P0622.04	SPPA to provide information on risks and mitigations related to the PPP for the next board meeting
P0622.05	SPPA to provide information on risks/mitigations associated with increased volume of activity

HG explained that the risk registers and risk scoring were based on guidance provided by Scottish Government (SG) and that she would circulate this to the Board. Work would continue to finalise risk registers for the next board meeting.

P0622.06	HG to circulate SG risk guidance to board members
P0622.07	HG to finalise risk registers for the next board meeting

6. Projects

6.1 Pension Platform Programme

PO'D provided a summary of the project, which was rated 'green' overall. SR stated that the Board needed to better understand the risks involved in the timing of the project and any impact on the continuation of business as usual. SR asked that the Board receive regular updates and a full report at the next meeting.

P0622.08	SPPA to provide more regular updates regarding the PPP and report in full at the next board meeting
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6.2 2015 Remedy

CG confirmed that the members' pension modeller had been published on the website. CG recorded his thanks to those from Police Scotland who had been instrumental in making this happen. Further updates to the modeller were planned to be published in June.

CG advised that recruitment was underway to identify immediate detriment cases. SD welcomed the Health Check and would welcome a Gateway Review, given the significance of this change for the scheme, challenging timescales and dependencies. SD also reminded that employer engagement on the progress of remedy was important.

P0622.09	SPPA to share the Health Check and Gateway Review with the Board
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DP asked for more information about the quality assurance process built into the AA/ABS exercises and the board welcomed the proposed new approach

P0622.10	SPPA to provide information about the ABS/AA quality assurance process to the board.
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7. Other Board Business

7.1.1 Governance Update

SMacA highlighted a number of items from the update, including that further webinars from Police and Finance were planned for later in the year, SPPA's compliance with the Pension Regulators Code of Practice and Governance supporting policies.

DH raised concern regarding wording within the refreshed Code of Conduct. Following lengthy discussion, it was agreed that feedback received would be taken into account and the finalised policies would be circulated to the Board.

DC asked if the Board could receive the minutes from the Management Advisory Board (MAB) and Audit and Risk Committee (ARC) earlier (as current version of the MAB meeting on the website were dated January 2022). SMacA advised that the minutes from these forums were adopted at the following meeting, but agreed to raise the question at the next round of boards.

P0622.11	SMacA to check if minutes from MAB and ARC can be signed off earlier and circulated to the Board
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SMacA asked if the Board would now adopt the finalised Terms of Reference. The Board agreed without further amendment.

The Board welcomed the new format of the papers presented at this meeting.

7.2 Finance Report

KM advised that the report had been revised and updated to provide more transactional information. DC suggested that more trend analysis would be helpful. DC also advised that the Scottish Police Authority (SPA) was responsible for providing Police Annual Accounts and would be happy to present key financial metrics at the September meeting.

P0622.12	DC to provide summary of key SPA financial metrics for the next meeting
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7.3 Annual Report 2021-22

SR thanked SW and the Governance team for their work in providing a draft Pension Board Annual Report. Following discussion, it was agreed that input from Board members would be sought prior to creating the 2022-23 draft report. The Board agreed to approve the 2021-22 Annual Report.

P0622.13	Board to discuss format and content of the 2022-23 Annual Report
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7.4 1-2-1 Conversations

SR thanked everyone for their time spent in conversation. A number of themes had emerged from these conversations:

- an invitation be extended to the Chief Constable to attend the next Board meeting as an observer
- concern raised to understand the changes to the pensions administration system
- concern raised about the high turnover of staff
- training and induction for Board members
- offers of advice and input from Board members not being taken up

SR commented that commitment from Board members was clear from these conversations and that these would help shape the focus of the Board going forward.

7.5 Horizon Scanning

Following discussion a number of items were raised:

- regular updates regarding progress and impact of PPP
- MSS to maintain momentum and engagement with members to sign up and use the platform
- How quality of service can be improved and member satisfaction measured
- The link between Policy and how it impact on members, employers and SPPA operationally

8. Any other competent business

No other business was raised.

9. Date of future meetings:

- 21 September 2022
- 23 November 2022

No	Action	Target Date
P0622.01	SPPA to amend performance report to state that 100% ABS and AA statements were made available to members	21/9/22
P0622.02	CG to discuss how progress of the PIP would be included in the Performance Report with the SLA Group	21/9/22
P0622.03	SPPA to report on scheme membership as a % of members and % of MSS take up of members	21/9/22
P0622.04	SPPA to provide information on risks and mitigations related to PPP for the next board meeting	21/9/22
P0622.05	SPPA to provide information on risks/mitigations associated with increased volume of activity	21/9/22
P0622.06	HG to circulate SG risk guidance to board members	1/7/22
P0622.07	HG to finalise risk registers for the next board meeting	21/9/22
P0622.08	SPPA to provide regular updates regarding the PPP and report in full at the next board meeting	21/9/22
P0622.09	SPPA to share the Health Check and Gateway Review with the Board	21/9/22
P0622.10	SPPA to provide information about the ABS/AA quality assurance process to the board	21/9/22
P0622.11	SMacA to check if minutes from MAB and ARC can be signed off earlier and circulated to the Board	21/9/22

P0622.12	DC to provide summary of key SPA financial metrics for the next meeting	21/9/22
P0622.13	Board to discuss format and content of the 2022-23 Annual Report	31/12/22

Version Control		
		Version number
Date minutes sent to Board	30 June 2022	V0.1
		V0.2
Date approved by board/committee	21 September 2022	
Date of publication	29 September 2022	