



<b>Meeting no. 31</b>	Scottish Firefighters Pension Board
<b>Meeting date</b>	22 November 2022
<b>Meeting time</b>	10:00-13:00
<b>Meeting location</b>	Remote

<b>Board members</b>	Andy Marchant	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
<b>SPPA attendees</b>	David Robb (DR)	SPPA Chief Executive
	Garry Cossar (GC)	SPPA Head of People, Strategy & Communications
	Iain Coltman (IC)	SPPA Head of Pension Policy
	Karen Morley (KM)	SPPA Head of Finance
	Paul O'Donnell (PD)	SPPA Pension Platform Senior Project Manager
	Jason Grainger (JG)	SPPA Project Delivery Manager
	Hannah Grout (HG)	SPPA Risk and Assurance Manager
	Stuart MacArthur (SMacA)	SPPA Corporate Governance Manager
	Jonathan Sharp (JS)	SPPA Data Protection and Information Governance Manager
	Donald Forbes (DF)	SPPA Senior Partnership Manager
	Demi Ditchburn (DD)	SPPA Governance Delivery Lead
	<b>Apologies</b>	William Littleboy (WL)
<b>Minute taker</b>	Clare Moffat	SPPA Governance Delivery Lead

**1. Welcome and apologies**

- 1.1 The Chair welcomed all attendees and the Board noted apologies.
- 1.2 There were no conflicts of interest declared.

**2. Minutes of the previous meeting**

- 2.1 The Board agreed that the minutes of the previous meeting held on 30 August 2022 were a true and correct record.

**3. Review of Outstanding Actions**

- 3.1 Actions were reviewed and discussed during the meeting. Wording was amended on F0822.01 and F0822.02. All outstanding actions proposed for closure were agreed to be closed with the exception of:

F0822.01 – action wording to be amended to include new request for data to show the number of registered members and of those, how many have accessed the portal since ABS made available. It was noted SPPA is not yet able to produce the MI around MSS as originally requested by the Board.

#### 4. Performance and Risk Update

- 4.1 The Board noted the improved easy-to-read performance data and narrative, and discussed
- customer satisfaction data gathering via analysis from User-Centred Design initiative and employer newsletters
  - expansion of SPPA's digital proposition including promotion of customer portal to increase awareness and self-service.
- 4.2 SPPA welcomed the support of employers and member organisations to encourage scheme membership to engage via digital access and share communications. The Board requested SPPA provide information on plans for promotion of 2023 ABS to maximise engagement and how to overcome incorrect or incomplete email addresses on member records.
- 4.3 The Board noted the new format of the risk reporting and agreed risks to be investigated should be those within the Board's role and responsibilities.
- 4.4 SPPA confirmed an update should be available at the next meeting on the legal challenge to cost cap direction including remedy costs and consider if appropriate to capture any resource risk on ET risk register as a result of resolution of Booth case (pensionable allowances).
- 4.5 SPPA advised a breach was reported to TPR and noted the Board wish to see breach log updates regularly.

T1122.01	SPPA provide information on plans for promotion of 2023 ABS to maximise engagement
T1122.02	SPPA to outline plans on how to overcome incorrect or incomplete email addresses on member records

#### 5. Project updates

##### **Pension Platform Programme (PPP)**

- 5.1 The Board considered PPP update and thanked SPPA for clear reporting.

##### **2015 Remedy Project**

- 5.2 The change of Senior Responsible Officer for 2015 Remedy was noted and timescales, communication mechanisms and ongoing collaboration work with Home Office and CLASS group was reported. SPPA agreed to share timetable of rectification work when more definitive timescales were finalised; once system developments were known.
- 5.3 SPPA advised meetings with HMT and HMRC were ongoing regarding the resolution of immediate detriment, any outstanding cases would be considered on a case by case basis.
- 5.4 SPPA requested the Board's support with feedback on communication of 2015 Remedy through several forums including employer newsletters, direct letters to members, information hub, plus internal communication avenues.
- 5.5 Employer and member representatives offered to meet with 2015 Remedy project team to discuss best means to communicate with members and raise awareness.

##### **Project Summary Report**

- 5.6 The Board asked SPPA to add a brief headline of each project's purpose in future Project Summary reports.

##### **Post Incident Report (ABS Data Breach)**

- 5.7 SPPA reported the root cause of the ABS data breach was corrupt data from employer payroll file and the Board noted the actions taken including the strict adherence to the incident management process. This incident demonstrated SPPA's reliance on data

provided by employer and need to reduce manual intervention on data wherever possible.

- 5.8 SPPA has undertaken a consensual audit of Data Protection compliance by ICO and will share the audit report at the next meeting.

T1122.03	SPPA to schedule meeting with employer and members representatives to discuss best means to communicate with members and raise awareness.
T1122.04	SPPA to share the report of audit of Data Protection compliance by ICO

## 6. Other Board business

### **Governance update**

- 6.1 A summary of governance activities was provided which highlighted:

- Board training webinars
- Annual Board exercise to complete surveys for self-assessment, knowledge and understanding and submit declarations of interests
- Ongoing TPR supervision
- Board membership and proactive succession planning

## 7. AOCB

### **Cyber Security Audit**

- 7.1 The Board thanked SPPA for sharing the output of the planned audit by SG Internal Audit team.

### **Booth case**

- 7.2 SPPA confirmed:

- Proposal expected to be approved by Project Implementation Board soon
- Project Manager will meet with SFRS representative to take forward
- PMO will provide future updates on progress within Project Summary.

## 8. Next meeting

- 8.1 2023/4 meeting dates now confirmed with next meeting scheduled for 2 March 2023.

- 8.2 The Board requested members focus on attending one future face to face meeting. The Chair asked SPPA to circulate a poll to determine which date works best for an in-person meeting and encourage board members to promptly complete to enable the appropriate arrangements be made.

T1122.05	SPPA to circulate a poll to determine which date works best for an in-person meeting 2023/24
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**Meeting ended: 11:30**

## Summary of new Actions

F1122.01	SPPA provide information on plans for promotion of 2023 ABS to maximise engagement
F1122.02	SPPA to outline plans on how to overcome incorrect or incomplete email addresses on member records
F1122.03	SPPA to schedule meeting with employer and members representatives to discuss best means to communicate with members and raise awareness.
F1122.04	SPPA to share the report of audit of Data Protection compliance by ICO
F1122.05	SPPA to circulate a poll to determine which date works best for an in-person meeting 2023/24

Version Control		
		Version number
Date minutes sent to chair	6 December 2022	0.1
Date approved by chair	6 December 2022	0.1
Date approved by Board/committee	2 March 2023	0.2
Date of publication	6 March 2023	0.2