Meeting	Scottish Police Pension Board
Meeting date	30 November 2022
Meeting time	14:00
Meeting location	Remote (Microsoft Teams)

Pension Board members	Shirley Rogers	Chair
	Steven Whalley	Vice Chair
	Sharon Dalli	Pension Board Member
	David Christie	Pension Board Member
	Andrew Barker	Pension Board Member
SPPA attendees	David Robb	SPPA Chief Executive
	Karen Morley	SPPA Head of Finance
	Iain Coltman	SPPA Head of Policy
	Garry Cossar	SPPA Head of People, Strategy & Communications
	Hannah Grout	SPPA Risk & Assurance Manager
	Jonathan Sharp	SPPA Data Protection and Information Governance Manager
	David Gunner	SPPA Programme Director
	Jason Grainger	SPPA Project Delivery Manager
	Stuart MacArthur	SPPA Corporate Governance Manager
Apologies	David Hamilton	Pension Board Member
	Darren Paterson	Pension Board Member
	David Ross	Pension Board Member
	David Page	Deputy Chief Officer, Police Scotland
Minutes	Demi Ditchburn	SPPA Governance Lead

1. Welcome and apologies

1.1 The Chair welcomed all attendees and extended the Board's thanks to Craig Gardiner for his work throughout the Interim Chief Operating Officer role.

1.2 The Vice Chair declared an external appointment to the Scottish Borders Council Audit Committee.

P1122.01	SPPA to update the register of interests.
P1122.02	SPPA to invite DCO Page to 2023 meetings.

2. Minutes of the previous meeting

2.1 The Board agreed that the minutes of the previous meeting were a true and correct record.

3. Review of Outstanding Actions

3.1 The Vice-chair led the review of actions. Actions P0622.13, P0922.07, P0922.11, P0622.12, P0922.02, P0922.08, P0922.09, P0922.06 and P0922.10 which had been proposed to close were agreed to be closed.

3.2 It was noted that there were 2 instances on the risk register with no controls confirmed. Action P0622.07 will remain open until controls have been added.

3.3   Whilst it was agreed to close P0922.08, the first section of text in the action summary column will be removed.

3.4   The Chair extended the Board's thanks to all colleagues who had delivered Webinar sessions. The Chair encouraged the Board to raise any ideas for future webinars or development with SPPA.

3.5   New target dates were agreed for the following actions:
- P0622.03 – 16 December 2022
- P0922.01 – 22 February 2023
- P0922.03 – 22 February 2023
- P0922.04 - 22 February 2023
- P0922.05 – 22 February 2023
- P0622.07 - 22 February 2023

4.   Performance and Risk

4.1   SPPA noted the ongoing recruitment exercise for the Chief Operating Officer role. This is currently at sift stage.

4.2   SPPA noted some errors in the Performance Report and a general lack of narrative. A commitment was shared that going forward the Performance Report will include extended narrative over and above presented facts. It was confirmed that Q2 relates to the financial year as opposed to the calendar year (July – September).

4.3   The Board requested clarity around the quality assurance metric and which processes/data this relates to specifically. This initiated discussion within the group around which information should be included in the Performance Report. The Board noted that information that is not useful/relevant to the Board should not be included and SPPA should think about how to rationalise what is reported on.

4.4   The Board noted that data in the Performance Report taken as a whole provides a balanced picture however there are some individual sections that don't truly reflect actual performance.

4.5   The Board suggested that net monthly movement figures in member summary tables include the split into absolute figures i.e. increases and decreases.

4.6   The Chair noted a particular interest in data trends being provided in the Performance Report.

4.7   SPPA noted that the activities within the outcomes of the SLA/PIP are not currently aligned to the SPPA Corporate Plan. A period of re-alignment is currently taking place.

4.8   The Board noted a concern in relation to the annual review of PIP at the end of the year as there has been little movement within 4 of the 5 main areas so far.

4.9   The Board discussed some specific cases, highlighting the need for improvement and focus on service outcomes. The Board expressed disappointment at the lack of progress.

4.10   SPPA acknowledged the slow progress in some areas and the need to actively investigate the specific cases raised. A report is to be provided to the Board outlining progress and lessons learned.

4.11   An employer newsletter was circulated in October with another to follow shortly. This should help further promote auto-enrolment (linked to action P0922.01).

4.12   SPPA noted there is no significant movement within high level risks. A review will take place to work through outstanding actions previously assigned to the COO.

4.13   The Board approved the new risk reporting format although further clarity was requested around current and future mitigations, how mitigations are displayed in the register and a method of assurance that actions are being progressed.

4.14   The Board identified specific risks should be recorded on reliance on employer data for the Remedy 2015 project, annual allowance and members opting out due to the current

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cost of living crisis. It was confirmed the annual allowance and opt-out issues were captured on other parts of the register.

P1122.03	SPPA to assess current performance data/metrics and rationalise those reported on. Things to consider: • Which metrics are useful/relevant to Board scrutiny/discussion • Including narrative and clear definitions for metrics (in particular quality assurance) • Add background/context to charts and graphs • Breaking down net monthly movement figures • Include trend lines where applicable
P1122.04	SPPA to provide report to Board on SLA/PIP outcomes outlining progress and lessons learned
P1122.05	SPPA to actively investigate specific cases raised and report accordingly
P1122.06	SPPA to provide further clarity around the terms current and future mitigations, how these are displayed in the risk register and a method of assurance that actions are being progressed.
P1122.07	SPPA to consider capturing risks on scheme specific register around Remedy 2015 resourcing and reliance on employer data.

5.   Project Updates

Pension Platform Programme
5.1   SPPA updated on progress:
  • Currently in implementation phase where various workshops are taking place to map out functional and non-functional requirements
  • Until requirements are confirmed the project is at amber status
  • Contract sign off was originally scoped for December although this deadline maybe too ambitious at this stage
5.2   The Board requested information around what the new contract will mean for the police scheme specifically i.e. improvements, impact on membership etc.
5.3   SPPA agreed to review communication around the project and how best to deliver updates on project status and requirements.

P1122.08	SPPA to review communication around the PPP project and how best to deliver updates on project status and requirements and in particular, the Board requested information around what the new contract will mean for the police scheme specifically i.e. improvements, impact on membership etc

2015 Remedy
5.4   SPPA highlighted Iain Coltman as the newly appointed Senior Responsible Owner for the project. The project is trending amber overall. SPPA plan to use employer newsletters for updates on the project in the future, as well as dedicating a space to Remedy information on the SPPA website.
5.5   The Board requested an update on immediate detriment which SPPA agreed to share when available, after the follow up meeting likely to take place later in the year.
5.6   The Board requested a copy of the Digital Assurance Office (DAO) report on the project however SPPA are not able to share this as it is owned by DAO. It was requested that SPPA request permission to share this from DAO or provide a summary of key recommendations/actions, if possible.

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P1122.09	SPPA to request permission to share Remedy 2015 report from DAO or provide a summary of key recommendations/actions, if possible.

Other Project Updates

5.7   The Board noted a staging date for the Pensions Dashboard project of 30 September 2024, and asked SPPA to comment on their readiness to meet this date. SPPA noted that there were no concerns that the deadline would be "disproportionately burdensome" so there are no intentions to defer at this stage, although this could change as the project progresses.

5.8   The Board noted that linking the dependencies, risks and impact on business as usual between projects would be helpful going forward.

P1122.10	SPPA to include narrative/data linking the dependencies, risks and impact on business as usual between projects in project reports.

The meeting paused for a short break: 15:20-15:30

6.   Other Board Business

Governance

6.1   SPPA noted that a self-assessment survey, knowledge and understanding survey and annual declaration of interests would be issued before the end of the year. It was agreed that results from surveys would be shared in some capacity at the next Board meeting in February 2023 and would be available to include in the annual report.

6.2   The Chair encouraged frankness and openness when completing the surveys and thanked the Corporate Governance Manager for hard work on this over his time in the role.

6.3   SPPA noted that through relationship supervision The Pensions Regulator has requested a roadmap with timelines and milestones of a plan for data management including large programmes such as Remedy etc. Senior resource has been dedicated to this and updates will be provided as it progresses.

6.4   The Board requested the date of the latest TPR Scheme Return and data scoring. The latest Scheme Return was submitted on 16 November 2022. The score for common data was 99% and the score for conditional data was 77%. Further information was requested on the conditional data score.

6.5   The Chair thanked all members for their meeting attendance records and noted a concern that changes in the structure of the Scottish Police Federation may impact attendance/representation going forward.

P1122.11	SPPA to circulate a copy of latest Scheme Return
P1122.12	SPPA to provide further information on conditional data score and the benchmarking for this (it was agreed the information provided could be added into the minute)

Horizon Scanning

6.6   SPPA noted that the current fiscal climate is tight. There are increasing cost pressures such as rising inflation that will be a challenge to build into finances over the next couple of years. The current speed we are planning for project delivery is likely to be impacted by this and discussions around prioritisation will need to take place.

6.7   The Board acknowledged the current fiscal challenges and offered support around prioritisation conversations, especially in working groups.

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6.8 The Board requested assurance around inflation estimates within projects. It was noted modelling software is used to calculate outcomes for this and there are no concerns.

7.   Any Other Competent Business

Overview – Key SPA Finance Metrics
7.1 DC noted that the Scottish Police Authority (SPA) 2021-22 Annual Report and Accounts (ARA) have now been published on the SPA website.
7.2 DC discussed the Scottish Government grant system and noted that grants are made up of 2 components. The first component is the quantum of employer contributions. The second component is deficit which is fluid and driven by expenditure.
7.3 SPPA and the Board thanked DC for the report and discussion.

Cyber Governance Audit
7.4 The Chair requested assurance that SPPA are confident they have the right systems in place to
    • protect data from any potential breaches
    • respond to a breach accordingly and recover
7.5 SPPA noted confidence levels are high due to external validation through the audit process on routine practices. Phishing is the main area of concern. This is monitored vigilantly and awareness sessions are carried out often to inform colleagues on this.
7.6 The Board offered to assist with cyber awareness/ training sessions where applicable.
7.7 SPPA noted actions outlined in the report are currently in progress and roles and responsibilities will be included in the incident response plan.

Pensions Dashboards Regulations
7.8 SPPA noted a further report will be provided with project updates when this has progressed.

8.   Next meeting
8.1 22 February 2023.

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Summary of new Actions

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Version Control		
		Version number
Date minutes sent to chair	13 December 2022	0.1
Date approved by chair	14 December 2022 10 February 2023	0.2 0.3
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