



<b>Meeting</b>	Scottish Police Pension Board
<b>Meeting date</b>	21 February 2024
<b>Meeting time</b>	14:00
<b>Meeting location</b>	Remote - Microsoft Teams

Pension Board members	Shirley Rogers	Chair
	Steven Whalley	Vice Chair
	Andrew Barker	Pension Board Member
	Darren Paterson	Pension Board Member
	David Christie	Pension Board Member
	Lorna Cunningham	Pension Board Member
	Sharon Dalli	Pension Board Member
Scottish Public Pensions Agency (SPPA) attendees	Alan Paterson (AP)	SPPA Risk & Control Officer
	Christopher Nairns (CN)	Head of Service & Operational Delivery
	Clare Moffat (CM)	SPPA Corporate Governance Manager
	David Gunner (DG)	SPPA Programme Director
	David Robb (DR)	SPPA Chief Executive Officer
	Debbie Trafford (DT)	SPPA Head of People
	Jonathan Sharp (JS)	SPPA Data Protection and Information Governance Manager
	Lorraine Spalding (LS)	SPPA Project communications & Engagement Lead
	Sarah Hunter-Argyle (SHA)	Communications Manager
Apologies	Anna Skowron	Financial Controller
	Brian Jones	Pension Board Member
	Frances Graham	SPPA Chief Operating Officer
	Laura Pacey	Head of Strategy and Communications
Observing	Lisa Cossar	SPPA Corporate Governance Lead
Minutes	Demi Ditchburn	SPPA Corporate Governance Lead

**1. Welcome and apologies**

- 1.1 The Chair welcomed all attendees and noted apologies from AS, BJ, FG and LP.
- 1.2 No new interests were declared.

**2. Minutes of the previous meeting**

- 2.1 The Board raised a few minor amendments to the minutes of the previous meeting and agreed, with these amendments, they were a true and correct record.

**3. Chief Executive Overview**

- 3.1 DR provided an overview of Chief Executive Officer recruitment, noting the Scottish Public Pensions Agency (SPPA) hopes to find a successor by the end of April 2024. Contingencies are in place with colleagues (Chief Operating Officer and Chief Financial Officer) if required.
- 3.2 DR noted the recent budget settlement of £27 million which is a significant drop on the projected out turn. The Agency are focusing on protecting the core business – paying pensions accurately and on time – with the hope to protect investments in data and efficiencies.

3.3 DR noted preparations are underway for the introduction of a 35 hour working week for the Agency in October 2024.

**4. Update from Chair**

4.1 The Chair thanked DR on behalf of the Board for his valued contribution and hard work during his time as Chief Executive Officer within the Agency.

4.2 The Chair reminded Board members to complete recent polls distributed by the Corporate Governance Team to have Police Pension Board representation to attend the SPPA annual business planning workshops where available.

4.3 The Chair noted focus for the Board over the coming months is the production of the Annual Report and completion of 1-2-1 discussion sessions.

**5. Operations**

5.1 CN provided an overview of business as usual:

- Performance has been broadly static with no issues
- Contact metrics remain steady
- Delivery plan is prepared and feeding into Annual Business Plan discussions
- Charter has been shared with representatives from Police Scotland

5.2 CN noted a rise in complaints and Freedom of Information (FOI) requests relating to the Remedy Project. The Board queried whether members were being provided with retirement estimates if retiring within the next 12 months (as noted in para 3.6 of the minute of the last meeting). CN confirmed members are being directed to the online calculator for estimates and improvements in the functionality of this are being progressed

5.3 As part of future development, SPPA aim to introduce a document upload feature and automatic task creation for Police Scotland. The Board requested engagement with the employer around this.

5.4 The Board noted the Agency's intention to transfer away from the SLA and Performance Improvement Plan (PIP), incorporating the elements of this into SPPA's Delivery Plan and Charter. This is still under active discussion and engagement with SPA, with a further session planned for SPPA and employer representatives in March. In particular, the Board feel there is a lack of opportunities for effective joint working in the revised governance framework. DR re-iterated SPPA's commitment to joint working and to progressing the areas identified for improvement in the PIP. The Chair asked SD to keep the Board updated on SPA's position on the outcome of these discussions.

5.5 The Board discussed how SPPA can take on board lessons learnt on the communication and engagement principles around the changes to the estimates process. DR noted the Agency are taking lessons learnt through the Remedy project seriously and confirmed the Agency are currently meeting all statutory requirements.

5.6 SD queried what employer engagement had been made on the data errors within the employer submissions, referenced in the paper. CN advised SPPA were investigating these items on the premise there were some minor irregularities. It was agreed that CN would contact SD offline to discuss this.

**POST MEETING UPDATE:** CN has since clarified that the data queries were routine and as such did not require to be raised through the recent Police Employer Technical Forum prior to the Board meeting.

5.7 CN gave a forward view of work within Operations including the launch of member webforms planned for March and noting an ongoing resource challenge. The group discussed portal sign ups and SPPA agreed to provide an overview of signups over the last 12 months.

5.8

P0224.01	SPPA to engage with the employer around future development including document upload feature and automatic task creation
P0224.02	CN to pick up with SD offline about data errors – <b>Now closed</b>
P0224.03	SD to update board on SPA’s position on the proposed transition from SLA/PIP.
P0224.04	CN to confirm base timescale for operations data provided in papers – likely to be quarter to quarter
P0224.05	SPPA to look at rate of increase of portal sign ups over the last 12 months and provide forward view

**6. Annual Business Plan**

- 6.1 DR provided an overview of ongoing work around the Agency’s Annual Business Plan noting this is on track to be finalised in April.
- 6.2 The Chair noted successes of the Agency over the past year and encouraged the Agency to include these in the plan.
- 6.3 The group discussed the new web form functionality due to go live in March. SPPA agreed to provide the Board with an outline of the web form content.

P0224.06	SPPA to provide the Board with an outline of web form content
----------	---

**7. External Engagement**

- 7.1 LS provided an overview of external engagement work noting:
  - Feedback and thanks to the Board for their participation in recent Remedy communications sub groups
  - A series of simplified fact sheets are in production
  - A short video is in production to help members understand more about Remedial Service Statements (RSS)
  - A review of the current communications plan in place for the Police Pension Scheme is planned shortly
- 7.2 The Chair noted a marked improvement in the communications strategy of the Agency over the last 4 years and thanked LS for their effort and engagement with this.

**8. Data Protection and Risk**

- 8.1 JS provided an overview of work taking place within Risk over the last quarter.
- 8.2 AP provided an overview of the risk registers noting the Agency are looking at different ways to present information that allows Pension Boards as much oversight as is appropriate without a lot of duplication.
- 8.3 The group discussed target scores. The Board requested that any new risks or those out with tolerance be flagged in future updates to draw the Board’s attention to these in particular.
- 8.4 JS gave an overview of a draft Contract Management Checklist. This will be used for key contracts with suppliers that process personal data on the Agency’s behalf and is not specific to a scheme.
- 8.5 The Chair noted a marked improvement in the risk section of Board updates over the last couple of years and thanked JS and AP for their effort and engagement with this.

P0224.07	SPPA to add risk scores to police risk register
P0224.08	SPPA to highlight in risk report new risks and risks outside tolerance

**9. Corporate Governance**

- 9.1 CM noted extensions to Member tenures.

- 9.2 CM gave an overview of The Pensions Regulator (TPR) engagement and Code of Practice noting the Agency are working on:
  - 7 must have requirements
  - 19 should have requirements
- 9.3 TPR General Code is planned to come into effect by 27 March 2024. SPPA are currently reviewing the General Code against the current Code and are planning a workshop with Pension Boards when this is live.
- 9.4 CM noted the importance of board member responses to annual exercises, encouraging members to complete recently circulated surveys within timeline provided to ensure SPPA could include all member feedback when analysing.
- 9.5 The Chair thanked the Corporate Governance Team for their support over the last few months.

**10. Programme and Projects**

**10.1 2015 Remedy**

- 10.1.1 DG gave an overview of the current status of the project highlighting:
  - progress with the production of RSS
  - ongoing work with the Scottish Government Automation Team
- 10.1.2 The group discussed the current contract for software provision and noted updates from the Joint Remedy Working Group would be helpful to provide the Board with more detail given the significance of this programme. SPPA agreed to provide key summaries from group discussions.

P0224.09	SPPA to provide more detail and include key summaries from Joint Remedy Working Group discussions in future remedy agenda items.
----------	--

**10.2 Pensions Platform Programme (PPP)**

- 10.2.1 DG provided an overview of the project highlighting:
  - successful migration
  - progress on data preparation
- 10.3 The group discussed the functionality of software for employers. DG requested that the Board provide feedback on functionality that would be beneficial to the employer, for the Agency to raise during further discussions with the provider.
- 10.4 The group discussed the Pensions Dashboard Project. This is due to come into effect from 31 October 2025.
- 10.5 The group discussed data security and AI. SPPA agreed to provide an update on this.

P0224.10	Board members to provide feedback on software functionality that would be beneficial to the employer
----------	--

P0224.11	SPPA to provide an update on data security and AI.
----------	--

**11. Horizon Scanning**

- 11.1 The Board discussed agenda planning and requested the following topics be added to the agenda for the next meeting:
  - Pension Input aggregation
  - Lifetime Allowance tax charge on lump sum changes.
  - Agenda Planning refresh
- 11.2 It was noted an update from Scheme Advisory Board meetings would be beneficial to the Board.
- 11.3 DR noted the current Scottish Government's commitment to produce a series of discussion papers about aspects of the prospects for Scotland in an independent state,

**OFFICIAL**

including a paper on pensions. The SPPA have provided input to the current draft, which is due to go live in the next couple of months.

P0224.12	SPPA to add impact analysis of Pension Input Aggregation to next agenda (June 2024)
P0224.13	SPPA to add impact analysis of Lifetime Allowance to next agenda (June 2024)
P0224.14	SPPA to meet with Chair/Vice-Chair to agree cycle of reports/adding horizon scanning/SAB discussions to agenda

**12. Review of Outstanding Actions**

- 12.1 The Vice-chair led the review of actions and reminded SPPA to provide reforecast dates for actions which were not completed.
- 12.2 Actions P1123.02 and P1123.04 which had been proposed to close were agreed to be closed.
- 12.3 New target dates and updates should be provided for the following actions:
  - P1122.07 – SPPA to share the 2015 Remedy project RAID risk log to reflect the risks being managed
  - P1123.01 – SPPA to circulate current management structure
  - P1123.03 – SPPA to provide a more detailed report on third parties and how they manage data risk

**13. Any Other Competent Business**

- 13.1 The Chair noted a desire to hold the next meeting in person and encouraged Members to attend on site where possible.

**14. Next meeting**

- 14.1 The Chair thanked all in attendance and closed the meeting at 16:45.
- 14.2 Next meeting – 5 June 2024

**Summary of new Actions**

P0224.01	SPPA to engage with the employer around future development including document upload feature and automatic task creation
P0224.02	CN to pick up with SD offline about data errors POST MEETING update added to close
P0224.03	SD to update board on SPA's position on the proposed transition from SLA/PIP.
P0224.04	CN to confirm base timescale for operations data provided in papers – likely to be quarter to quarter
P0224.05	SPPA to look at rate of increase of portal sign ups over the last 12 months and provide forward view
P0224.06	SPPA to provide the Board with an outline of web form content
P0224.07	SPPA to add risk scores to police risk register
P0224.08	SPPA to highlight in risk report new risks and risks outside tolerance
P0224.09	SPPA to provide more detail and include key summaries from the Joint Remedy Working Group discussions in future remedy agenda items.
P0224.10	Board members to provide feedback on software functionality that would be beneficial to the employer
P0224.11	SPPA to provide an update on data security and AI.

**OFFICIAL**

P0224.12	SPPA to add impact analysis of Pension Input Aggregation to next agenda (June 2024)
P0224.13	SPPA to add impact analysis of Lifetime Allowance to next agenda (June 2024)
P0224.14	SPPA to meet with Chair/Vice-Chair to agree cycle of reports/adding horizon scanning/SAB discussions to agenda

<b>Version Control</b>		
		Version number
Date minutes sent to chair	6 March 2024	V1.0
Date approved by chair	15 March 2024	V1.0
Date approved by Board/committee	24 April 2024	V3.0
Date of publication	26 April 2024	V3.0