Meeting	Scottish Teachers Pension Board	
Meeting date	28 February 2024	
Meeting time	10:30 - 13:30	
Meeting location	Hybrid	

Board members	Mark Cook	Chair
	Richard Giles	Vice Chair
	Andy McGoff (AM)	Board Member
	Cllr Brian McGinley*	Board Member
	Dave McGinty* (DMc)	Board Member
	Drew Morrice (DM)	Board Member
	Graham Hutton	Board Member
	Kirsty Robb	Board Member
	Louise Wright* (LW)	Board Member
	Stuart Hunter* (SH)	Board Member
Apologies	Frances Graham	SPPA Chief Operating Officer
	Maureen Kennedy	Board Member
	Leah Stalker	Board Member
SPPA attendees	Alan Paterson* (AP)	Risk & Control Officer
	Clare Moffat (CM)	Corporate Governance Manager
	Christopher Nairns (CN)	Head of Service & Operational Delivery
	David Gunner* (DG)	Programme Director
	David Robb (DR)	Chief Executive
	Debbie Trafford* (DT)	Head Of People
	Jonathan Sharp* (JS)	Data Protection and Information Governance Manager
	Kashif Hanif* (KH)	Financial Accountant
	Laura Pacey* (LP)	Head of Strategy & Communications
Observing	Lisa Cossar*	SPPA Governance Delivery Lead
Minute taker	Demi Ditchburn	SPPA Governance Delivery Lead

* attended remotely

1. Welcome and apologies

1.1 The Chair welcomed all attendees and noted apologies for FG and MK.

1.2 No new interests were declared.

2. Minutes of the previous meeting

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

2.2   The Chair noted minutes are to be approved electronically between meetings going forward.

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. Discussions are ongoing for the Agency around reviewing charges and other income opportunities. The Board requested an update on the outcome of these discussions.

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

3.4   The group discussed staffing and potential challenges with budget cuts.

3.5   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.

T0224.01	SPPA to provide a summary of budget discussion outcomes

4.   Operations

4.1   CN provided an overview of performance over the last quarter and shared lessons learnt through the latest Annual Benefit Statements (ABS) project.

4.2   The group discussed employer engagement. CN noted the Agency are planning to assess communications and how these are circulated, to maximise response rates.

4.3   The group discussed online services and how Board members can support to increase the number of digital users. KR offered support to share this type of communication within the COSLA newsletter.

4.4   GH noted some personal experience around communications with the Agency. This discussion is to be taken offline.

4.5   The group discussed future membership data and potential issues with rising rates.

T0224.02	SPPA to review communications with employers and method of circulation
T0224.03	GH and CN to discuss personal communications experience offline

5.   Corporate Governance

[Due to a scheduling conflict this section of the agenda was discussed earlier than originally planned]

5.1   CM noted extensions to member tenures. The team will follow these up in due course.

5.2 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

5.3 The Board discussed TPR General Code, which is planned to come into effect by 27 March 2024. SPPA are currently reviewing the General Code against the current Code.

5.4 CM provided an overview of recent breach reports submitted to TPR noting no further information has been requested.

5.5 Board members were encouraged to complete live polls including annual exercises.

5.6 DR noted thanks to CM and the Corporate Governance Team for support over the past few months whilst facing some challenges.

6. Strategy and Communications

6.1 LR gave an overview of External Engagement over the last quarter noting:
- Ongoing work with Boards to create communication strategies
- Employer newsletters were issued W/C 19 February
- 3 webinars were held with 85% of attendees noting they would recommend

6.2 The group discussed webinars and how SPPA could record question and answer sessions in a different format to enable them to be shared publicly. SPPA agreed to look into this.

6.3 The group discussed newsletters and resourcing.

T0224.04	SPPA to look into providing question and answer session content in another format

7. Risk

7.1 JS provided an overview of work taking place within Risk over the last quarter.

7.2 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. Risk champions are now in place in all teams.

7.3 The group discussed risk controls. AP agreed to update the controls for the highest risk (budget).

T0224.05	AP to update register with more info on controls

The meeting paused for a short break 12:00 – 12:15

8. Data Protection

8.1 JS provided an overview of data protection noting:
- No new high level risks
- Cyber security week – training on enabled fraud, phishing and ransomware taking place

8.2 The group discussed statistics around cyber security training and the Agency's cyber security plan. JS agreed to share the Incident Management Process which outlines this. JS noted technical colleagues would be able to provide an update on PEN testing.

| T0224.06 | SPPA to share the Incident Management Process and highlight which areas relate to the Agency's Cyber Security Plan |
| T0224.07 | SPPA to share an update on PEN testing |

9. Programme and Projects

Pensions Platform Project (PPP)

9.1.1 DG provided an overview of the project highlighting:
- Successful migration
- Challenges around budget constraints
- An update on data in preparation for the Dashboard Project

9.2 The group discussed a relaunch of the online portal service. This is currently planned for October 2024.

9.3 The group discussed the status of the project and next steps. The Agency are planning to run a small pilot, of which lessons learnt will be used to produce a plan for the broader project. DG agreed to share an update on the pilot for the next meeting.

| T0224.08 | SPPA to share an update on the iConnect pilot planned for PPP |

2015 Remedy

9.4 DG gave an overview of the project highlighting
- an amber/ green status
- an update on progress with Remedial Service Statements (RSS)
- ongoing work with the Scottish Government Automation Team

9.5 DR requested that Board members feedback common themes / questions that are filtering through networks.

9.6 The group discussed staffing and workload with DG noting plans are in place to reduce impact on Operations as much as possible.

Finance

9.7 KH gave an overview of finance over the last quarter highlighting:
- How SPPA have performed within budget
- Successful audit of scheme and laying of accounts before Parliament in December 2023

9.8 The group discussed financial performance over the last quarter.

Horizon Scanning

9.9   The group discussed employer rates and feedback from independent schools on this.

9.10   The Pensions Dashboard Project is due to come into effect from 31 October 2025.

9.11   The current Scottish Government have committed to produce a series of discussion papers about aspects of the prospects for Scotland in an independent state, 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.

9.12   The Chair thanked the Vice Chair on behalf of the Board for his valued contribution and hard work during his time on the Board.

T0224.09	SPPA to share advice circulated to independent schools re. employer rates

10.   Review of Outstanding Actions

10.1   The group discussed open actions and the best way to move forward. It was decided that a session would take place outside of the meeting to review the action tracker.

T0224.10	SPPA to arrange a session with the Teachers Pension Board Chair to review action tracker and progress/close actions as appropriate

11.   Next meeting

11.1   The Chair thanked all in attendance and brought the meeting to a close at 13:37.

11.2   The next meeting will take place on 6 June 2024.

Summary of New Actions

T0224.01	SPPA to provide a summary of budget discussion outcomes
T0224.02	SPPA to review communications with employers and method of circulation
T0224.03	GH and CN to discuss personal communications experience offline
T0224.04	SPPA to look into providing question and answer session content in another format
T0224.05	AP to update register with more info on controls
T0224.06	SPPA to share the Incident Management Process and highlight which areas relate to the Agency's Cyber Security Plan
T0224.07	SPPA to share an update on PEN testing
T0224.08	SPPA to share an update on the iConnect pilot planned for PPP
T0224.09	SPPA to share advice circulated to independent schools re. employer rates
T0224.10	SPPA to arrange a session with the Teachers Pension Board Chair to review action tracker and progress/close actions as appropriate

Version Control		
		Version number
Date minutes sent to chair	12 March 2024	V1.0
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