



<b>Meeting</b>	Scottish Firefighters' Pension Board
<b>Meeting date</b>	03 September 2024
<b>Meeting time</b>	10:30-13:30
<b>Meeting location</b>	Virtual

<b>Board members</b>	Andy Marchant (AM)	Board Chair (acting)
	Nicola Hector (NH)	Board Member
	Gus Sproul (GS)	Board Member
	Stephen Wright (SW)	Board Member
	Kenneth Barbour (KB)	Board Member
	Scott McCabe (SM)	Board Member
<b>SPPA attendees</b>		Chief Executive
		Chief Operating Officer
		Programme Director
		Project Manager
		Head of Business Transformation
		Strategic Communications Lead
		Communications and engagement Manager
		Risk Manager
		Corporate Governance Manager
	Chief Financial Officer	
<b>Apologies</b>	Simon Leroux	Board Member
	Liz Barnes (LB)	Board Member
<b>Minute taker</b>		Governance Delivery Lead

## 1. Welcome, Apologies and Declarations of Interest

1.1 The Chair welcomed all to the meeting and concluded there were no declarations of interest raised.

A formal vote of thanks was given to William Littleboy, who has stepped down as Chair of the Board after six years in post. The Board thanks William for all his hard work and wishes him well for the future.

## 2. Minutes of Previous Meeting

2.1 The Minutes of the previous meeting were agreed electronically and are now available on the website.

## 3. Performance, Risk and Projects

### 3.1 Chief Executive Overview

The CEO also noted thanks and appreciation to William Littleboy. His expertise and effort offered to the Board are much appreciated.

The agency is currently facing a challenging time in terms of budgets and is currently in the process of seeking additional funding from the Scottish Government. A lack of appropriate resourcing may mean that the agency is unable to meet certain legal requirements. However, work is ongoing to prioritise key areas of work that will assist in meeting legislative deadlines.

A review of Terms of Reference for all Pension Boards is taking place, to ensure that they can best assist the SPPA deliver its work effectively.

### 3.2 Operations

The SPPA provided an overview of Operations, noting:

- New awards are proceeding, and payments are being made. Satisfaction levels are stable, however do understand that being unable to receive an RSS will prove an issue to members.
- There is likely to be challenging months ahead, with many key timelines for both Booths and Matthews work.

The Board discussed the agency's challenge in receiving accurate members data from employers, to allow the production of ABS/RSS for Remedy impacted members. The SFRS are working to update and check records manually, but with no additional resource to assist. They are aware of the importance of SPPA receiving accurate data to ensure they meet legal requirements. The Board suggested that SPPA CEO could write to SFRS to stress this importance if he felt it necessary. An action was also taken for the Board to discuss with SFRS and report back.

<b>F0924.01</b>	NH to liaise with SFRS finance systems team and express concerns around how long data checks will take and whether further resourcing is needed, and that expected timelines to completion are shared regularly with SPPA. Ensure senior SFRS leaders are aware of the risk that delays in data provision could result in legal breaches by SPPA and ensure the work is given due priority. <i>Update: NH provided update to action on 24 September. Action closed.</i>
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### 3.3 Annual Events

An update was provided to the Board on annual events, again highlighting the difficulties with data for Remedy ABS/RSS. Further to the update meeting with the Board on 15 July 2024, where Board members were provided with an understanding of the impact of the ongoing implementation of 2015 Remedy on annual key exercises, particularly the provision of ABS/RSS, a further update is to be given to the Board on 24 September.

The Agency confirmed that communications would be going out to employers to cascade to members affected by Remedy ABS/RSS.

### 3.4 Remedy

An update was given on Remedy, which included:

- Immediate Choice – good progress being made with automation team and development of calculation process. Around 1,700 members are affected, hoping to commence in October.
- Immediate Detriment – challenge to upload CPD data into the system; quality validation checks are currently taking place. Around 112 members will be inputted manually.
- No Deferred Choice members are adversely affected; 200 processed so far.
- SPPA will keep the Board informed of timelines and dates once confirmed.

### 3.5 Pension Platform Programme (PPP)

It was noted that SPPA are reviewing elements of the PPP project which can be paused to allow support for Remedy, however aware that there are other elements which will still need to be delivered; including return to legacy work and the next legislative deadline which will be the Dashboard.

There are currently no timescales for the new portal and a demonstration of Engage will be given to the Board later, when closer to the go live dates.

### 3.6 Booth and Matthews update

A project board has been set up to look at how Booth and Matthews impact's members, with Board member, Gus Sproul, sitting on this Board. There is now an easier pathway to Matthews pages on the SPPA website and this has been well received by members. It was noted that clearer signposting to the Booth information pages on the website would also be helpful.

<b>F0924.02</b>	SPPA to review the Booth information on SPPA website and ensure clear signposting to these pages.
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### 3.7 External Engagement

SPPA's new Strategic Communications Lead introduced himself to the Board and noted how he is looking forward to working with the Pension Boards, focusing on how to build and improve communication plans.

An update was given on member numbers, digital experience and member engagement (webinars). The Board were also updated on the new approach to newsletters; and detailed feedback on these will be provided at future meetings.

### 3.8/3.9 Risk/Data Protection

The Board discussed the highest risk, which is the current payment portal. The contract for this system will conclude in January 2025, however the new system does not currently have scope to deal with SPPA payroll. This is being investigated as a priority with Scottish Government, with an extension to the current contract being considered in the interim.

### 3.10 Corporate Governance

An update on Governance was provided, focusing on the new TPR code of practice, which came into force in March 2024. Currently developing a new tool to assist in effectively record TPR compliance with the Pension Boards.

A formal welcome was made to Kenneth Barbour, a newly appointed Board member. It was also noted that Board membership will be reported at Board meetings 6-monthly going forward.

### 3.11 Finance

An update on overpayments and age of debt outstanding was given to the Board.

<b>F0924.03</b>	SPPA to clarify to the Board, in relation to finance reports, who the third party are when discussing 'third party errors' and ensure future Board papers clearly note this. <i>Update: clarification given to Board on 04 September 2024. Action Closed.</i>
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#### **4 Other Board Business**

##### **4.1 Horizon Scanning**

There were no further items for noting.

#### **5 Review of Outstanding Actions**

##### **5.1 Review of action points**

The action points were reviewed, and the following were approved to close during the meeting:

##### **F0323.07**

##### **F0529.01**

The remaining actions were updated as follows:

- **F1223.02 - SPPA Digital Communications Team to determine if data can be provided on the number of individuals who have provided personal email addresses either instead of or in addition to their employment email address. Update:** SPPA to continue to pick up on communications to ensure we get the correct email addresses. Remain open for review at next Board meeting.
- **F0529.02 - SPPA's Employer Relationship Manager (job-share) to attend next Firefighters' Pension Board meeting. Update:** Unfortunately, there is a clash with pre-planned leave but will carry this forward to the next board meeting.
- **F0529.03 - SPPA to send draft videos, relating to campaign to support members in terms of RSS, to Gus and Kenny who will seek feedback from members. Update:** Link to video issued 13 August with commitment to further engage. Remain open to take any further feedback onboard.

#### **6 Any other business**

##### **6.1 Any other business**

There was no other business discussed.

#### **Date of next meeting**

The next meeting will take place on 27 November 2024, 10:30-13:30

## Summary of new Actions

<b>F0924.01</b>	NH to liaise with SFRS finance systems team and express concerns around how long data checks will take and whether further resourcing is needed, and that expected timelines to completion are shared regularly with SPPA. Ensure senior SFRS leaders are aware of the risk that delays in data provision could result in legal breaches by SPPA and ensure the work is given due priority. <i>Update: NH provided update to action on 24 September. Action closed.</i>
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Version Control		
		Version number
Date first draft minutes sent to chair	26 September 2024	V1.0
Date final draft approved by chair	26 September 2024	V1.0
Date approved by Board	10 October 2024	V1.1
Date of publication	11 October 2024	V1.1