



**Sussex Police Pension Board  
MINUTES**

**31<sup>st</sup> May 2018 at 10.00am**

**Meeting Room 1, Malling House, Police HQ Lewes**

**ATTENDANCE DETAILS**

<b>Attendee</b>	<b>Role</b>	<b>Attendance</b>
<b>Board Members</b>		
Iain McCulloch (IM)	Chair	Present
Matt Webb (MW)	Member Representative - Police Federation (Deputy Chair)	Present
Bill Davis (BD)	Employer Representative	Dialling In
Daisanne Summersfield (DS)	Employer Representative	Present
D/Supt Carwyn Hughes (CH)	Member Representative - Superintendents Association	Present
Graham Bradley (GB)	Member Representative - North Sussex NARPO	Present
<b>Board Advisers</b>		
Jo Guy (JG)	Advisor - Finance Technical Lead Surry Police	Present
Peter Gillett (PG)	Advisor - CFO Sussex Police	Present
Paul James (PJ)	Advisor - Pensions (CAPITA)	Apologies
Clare Chambers (CC)	Advisor - Pensions (CAPITA)	Apologies
Terry Langworthy (TL)	Advisor - Pensions WSCC	Apologies
Tara Atkins (TA)	Advisor - Pensions WSCC	Apologies
Dave Byles (DB)	Pensions WSCC	Dialling In
<b>Minutes</b>	Emma Chapman	

## **Part 1 - Open Session**

### **1. WELCOME**

IMc confirmed that today's meeting is quorate. Introductions and apologies were provided as detailed on page 1. It was reported Clare Chambers has now resigned from the organisation. Concerns were raised regarding her departure and a request has been made for a report providing reassurance with regards to plans in the interim. IMc agreed to make contact with Katherine Eberhart to highlight the Boards concerns.

IMc asked Board Members whether there were any conflicts of interest to declare. It was confirmed there were no items to declare.

### **2. PENSION ADMINISTRATION REPORT - CAPITA**

Reports were provided summarising activity and performance, detailing caseloads, membership movement and transition dates. There are a number of actions arising from the reports submitted to the previous meeting, which also need re-visiting and therefore remain outstanding. Concerns were raised over lateness in circulation of information, which DS agreed to highlight with TA.

The main focus of work is ensuring the data transfer and associated queries runs smoothly, as well as business as usual. Regular project meetings are in place to monitor and oversee this process.

It was stated LGPS are looking to relocate to Hampshire, for a new supplier. It was unclear as to who the prospective supplier would be, but word of caution was given regarding H3 due to issues raised regarding general service delivery provided. All agreed formal discussions are required surrounding 3<sup>rd</sup> party implications and what our requirements are from LGPS. This is because although the service is outsourced, it still continues to remain responsibility of the board manager.

Police GMP Data -

Concerns were raised due to lack of detail around categories and it was agreed the board requires a better understanding of where we are with GMP. It was stated this information has been requested on a number of occasions which has not been provided, highlighting yet another example of poor service delivery by CAPITA. This could have many implications and impact upon how benefits are paid further down the line.

GB will be providing a paper explaining more about the GMP to ensure individuals are knowledgeable and able to self-check information ensuring they are receiving the correct increases, as there is currently lack of information available. The paper will not be to advise, but just to sign post and will be purely factual.

Action: It was agreed a report would be requested from Simon Gray at CAPITA, which provides more detail behind the figures below. This is to be provided within the next week. An extraordinary meeting will then be arranged once this is received to discuss.

Action: GB will also share a copy of the report he is preparing surrounding GMP for agreement from the Board before final circulation.

The figures provided for the Force regarding GMP are detailed as follows. (not sure this info is required)

**New Police 2006 Scheme (25.9% reconciled):**

Match 39

Cleared 16

Refer to Trustee 1

Query to NICO 118 (Responses now received from NICO and in workplan)

*Total 174*

**Sussex Police Authority (85.5% reconciled):**

Match 3,756

Cleared 950

Refer to Trustee 22

Stalemate 52

Query to NICO 633

Request Backfile 27

Review West Sussex CC 62

*Total 5,502*

Cases to be referred to NICO will be issued shortly. Overdue back files will be chased. Consideration will then be given by CAPITA as to where they will require decisions, this mainly applies to cases where a resolution could not be reached.

**Part 2 - Closed Session****3. MINUTES/ACTIONS FROM PREVIOUS MEETING**

The minutes and actions from the meeting held on 1<sup>st</sup> February 2018 were reviewed and agreed. Please refer to the separate action log for full updates.

**4. BOARD MEMBER TRAINING**

Board member training was discussed.

Action: JG will forward a copy of the training log so that EC can keep a central record of all board member training.

Action: It was also agreed GDPR training available on the website for completion by members should be added to the log, including details of the half day training session held for board members on 5<sup>th</sup> April.

Action: BD referred to training which has taken place for Surrey Pension Board and agreed to forward details, which will also be included on the log.

**5. PENSION SCHEME - REGULATORY AND COMPLIANCE REPORT**

The above report was circulated to Board members. JG summarised key points within the report.

**6. PENSIONS TRANSFER PROJECT**

DS provided a summary to the Board of progress made to date, surrounding preparations for the transfer over to Equiniti. It has presented some challenges and has made a significant impact on resourcing. Maintaining relationships has been and will continue to be key during this period. Progress has been positive and the project remains on track.

The first data transfer has taken place, with another planned in? This will require physical attendance in Sheffield due the sensitivities involved.

DS is in progress of negotiating the contract start date for July 1<sup>st</sup> - for the payroll run element, although we need to remain mindful there will be an interim period whilst the shut down and handover process takes place. Contingency plans have been developed around this.

Action: Possible risks around meeting payroll deadlines for July should be added to the risk register.

Comms have been circulated internally, although GB expressed disappointment due to NARPO not circulating any of the advice he had provided to members? It was agreed this is difficult to mitigate as we are not always sighted, to enable us to be sure the relevant information is communicated in the right way. It was suggested it could be worthwhile testing on a selection of members?

Action: Further consideration will be given and comms will be drafted in order to provide reassurance and to address expectations. We need to be realistic with the timescales given. (does this related to ABS?)

Annual Benefit Statements -

Discussion took place regarding the delays faced with publishing this years statements. All agreed sufficient time should be given, to allow Equiniti time to process data and complete the transfer process. The Board agreed they would be willing to accept delay in publishing annual benefits, if it means things are delivered correctly and as accurately as possible - taking into account previous errors made by WSCC. We will strive for a date at the end of October, bearing in mind other competing demands such as the annual allowance. It was queried whether consideration could be given to prioritising the issue of statements by rank i.e. focussing on Supts initially to allow them to complete tax returns. After further debate it was agreed it would be difficult and unfair to prioritise some individuals over others.

Decision: The Board agreed to option 3, subject to consultation with TPR. Which would involve WSCC/Capita proving the EOY data and the calculations for the CARE scheme to assist Equiniti with the reconciliation process, using their own templates. It is accepted this does carry some risks for members as they will not get an ABS statement by 31<sup>st</sup> August, but with specific comms which Equiniti will help to draft, this should alleviate immediate concerns. A new deadline would therefore be proposed for 31<sup>st</sup> December. DS will follow this up outside of the meeting and provide an update on outcomes following further discussions.

Action: A formal letter will be sent to CAPITA once the contract has concluded to obtain confirmation that they are no longer in possession of any data. Although there may still remain some data which has not been reconciled - by exception. An interim and final check will be made to provide reassurance.

## **7. WORK PLAN**

A summary was provided of work planned over the next 12 month period. As previously discussed, the main bulk of work has been dedicated to the preparation of the pensions transfer.

It was confirmed an update has been provided by the Home Office since preparing the initial work plan, advising that commutation will be withdrawn, as there is no business case to provide funding.

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## **8. RISK REGISTER**

The register was circulated. ABS currently presents the main risk, which will continue to be reviewed. Combine with issues to manage and provided better oversight??

## **9. LOCAL PENSION BOARD GOVERNANCE EVENT**

Notes and actions emerging from the above were circulated, which took place on 9<sup>th</sup> May. Actions emerging have been highlighted with JG to progress on behalf of the Board.

IMc stated the event was well represented and the topics covered reinforce that we have good processes in place as a force, with regular meetings and TOR in place. Another key item covered related to Cyber threats which has a key link with GDPR.

It was agreed once Equiniti have formally taken over the contract, further consideration will be given to combine Surrey and Sussex Boards. This will be re-visited in the Spring to allow time for the transfer to take effect and business as usual to return to normal. Discussion also took place to explore appointing a pensions expert as an independent member to chair future meetings.

Action: EC to transfer pensions governance event actions over to the Boards main action log.

## **10. ANNUAL REPORT**

Discussions took place with regards to preparation and planning for publication of the up and coming annual report. The report for the previous year was also circulated as a point of reference. The CC is attending September's meeting and all agreed it would be good to be in a position to have the report finalised for that meeting. IMc stated he is keen to open up this year's report for wider contribution by Board members and welcomed any input.

Action: IMc will use last year's annual report template as a basis for this year's report, which will be circulated for input and feedback from Board Members. This will be reviewed at the planning meeting on 16<sup>th</sup> August.

Action: EC to review records for accuracy of board member attendance to meetings throughout the year.

## **11. PENSION BOARD FOCUS GROUP**

Details were provided from the internal focus group which took place on 5<sup>th</sup> April. TOR was updated and re-circulated following discussion at that focus group. It was highlighted the majority of information remains unchanged with exception to appendix A - which outlines the functions of the Board. A section will also be added detailing requirements and standards of monitoring reports provided by Equiniti going forward.

Action: The TOR was agreed today and will be included in the new annual report for final agreement and sign off by the CC at the meeting in September.

Action: JG to transfer actions from the Focus Group to the Boards main action log.

## **12. GDPR**



Include content here from GBs email

## **13. CONSIDERATION OF ACTIONS IN ADVANCE TO NEXT MEETING**

Discussion took place regarding proposed items in advance to the next meeting. The main action log will incorporate all new actions agreed at today's meeting.

## **14. SUSSEX NARPO BRANCHES**

GB outlined for the Board the existing working relationships between the Sussex NARPO Branch Secretaries and Capita, which essentially consists of two key areas.

Firstly, supporting the collection of NARPO subscriptions in the February of each year collected direct from the pension payments from those members in receipt of Sussex Police Pensions, together with the provision of a follow up report used for reconciliation purposes by the Branch Secretaries.

Secondly, the provision of a point of contact with the Capita/WSCC Pension Team for ad hoc queries on behalf of the Branch or occasionally individual Branch Members.

On the first point, each Branch seem to operate slightly different processes in their relationship with Capita and the collection of subscriptions. On the second point the relationship with two points of contact in Capita appeared to become informal and rely very much upon the goodwill of the Capita staff who were formally WSCC employees before being TUPE'd over to Capita.

Enquiries with the Surrey NARPO Branch Secretary revealed that this working relationship with Equiniti whilst very good, the subscription collection processes has been through some iterations and is still subject of development into a final workable solution.

GB recently met with all the Sussex Branch Secretaries and the respective Chairs at one of their regular joint meetings. It was agreed that GB should become a member of that meeting, as link between the Pensions Board and retired member feedback and also take the lead on progressing the future working relationships between the Sussex NARPO Branches and Equiniti.

Given that the Surrey Pension scheme is also being, and will continue to be, administered by Equiniti, GB put forward a proposal that a joint meeting of both Sussex and Surrey NARPO Branch Secretaries together with Equiniti should take place following the transition, possibly in September or early October, to map out and agree the working relationship processes going forward.

Action: The Board members supported this proposal and JG took the action to progress the meeting arrangements.

## **15. AOB**

MW raised the matter surrounding the treatment of temporary salaried officers and the issue of salaries being made pensionable.

This has been having an impact regarding correct contributions. Work has been ongoing to rectify the problems which currently sits with payroll, who are trying to identify and reconcile. We are still unclear as to the extent of the problem and it was flagged there could be some duplication of numbers. It is estimated there are around 3,637 cases, which could date back to February 2012. It was suggested DS may have better oversight of this matter as the payroll function sits under her portfolio as Head of SBS.

Action: IMc to seek a formal update on reassurance and status of this issue, which has been ongoing for a long period of time. This will be re-visited as a possible agenda item for September's meeting. This will also be placed on the risk register.

87 Scheme -

MW provided brief details of a case which has been brought to his attention, involving anomaly over payments to spouse (survivor's pension). Consideration is being given to overall legislation and possible changes in order to bring more in line with other existing schemes as current rules are very archaic.

MW stated that the purpose of bringing to the Board today was to discuss current arrangements and agree how the particular case he is currently dealing with is responded to. It is generally the appointed scheme manager who makes a decision on cases, which in this force sits with the CC. The CC has therefore requested recommendations from the Board to facilitate his decision. Although it is accepted these cases are few and far between.

All agreed the Board requires more information in order to gauge how many this could apply to and whether there may be further financial implications.

Action: A decision could not be reached today and it was agreed MW would provide further details for formal decision at the next meeting. Consideration is also be given to aligning with Surrey processes.

**Next Meeting - 5<sup>th</sup> September**