

# South West Police Pensions Board

**Wednesday, 28 June 2017**

**10.30am arrival for 11.00am**

The Wroughton Conference Room, Divisional HQ Swindon,  
Oxford Road, Gablecross, Swindon SN3 4RB

## Minutes

### **Present:**

Ian Pollitt CBE (Chair)

### Member Representatives:

ACC Sharon Taylor, Devon & Cornwall Police (CPOSA)

Superintendent Gavin Williams, Wiltshire Police (Superintendents' Association)

Inspector Sarah Johnson, Gloucestershire Constabulary (Police Federation)

Paul O'Brien, NARPO

Robin Hobbs, NARPO

### Employer Representatives:

John Jones, Assistant Chief Officer, Dorset Police

Richard Hicks, Dorset Police

Sandy Goscomb, Director of Finance & Resources, Devon & Cornwall Police

Clive Barker, Assistant Chief Officer, Wiltshire Police

Sarah Holbrook, Wiltshire Police

Julian Kern, Director of Resources, Avon & Somerset Police

### **In Attendance:**

Eyan Naylor, Category Manager, SW Police Procurement Department

Julie Taylor, Dorset Police (Secretary)

## **ITEM 1: APOLOGIES**

Peter Skelton, Chief Finance Officer, Gloucestershire Police

Graham Smith, Director of People Services, Dorset Police and Devon & Cornwall Police

## **ITEM 2: INTRODUCTIONS & BACKGROUND**

Ian Pollitt introduced himself and provided a brief outline of his background and experience.

It was explained that under the Public Service Pensions Act 2013 and Police Pension Scheme governance arrangements there is a requirement for two pension boards; the Police Pension Scheme Advisory Board for England and Wales which provides advice to the Home Secretary on matters of policy and finance eg changes to scheme regulations and at local level (the 43 forces in England and Wales) the establishment of a local police pension board

to assist the Scheme Manager with compliance of the Scheme Regulations, the good administration of the scheme and the requirements of The Pensions Regulator. Police Scheme Regulations designate the Chief Officer as Scheme Manager with the responsibility for administering the Pension Scheme in respect of each force.

The decision has been taken in the South West Region to form one Regional Police Pension Board. This will be responsible for the police pension schemes covering Devon & Cornwall, Dorset, Gloucestershire, Avon & Somerset and Wiltshire Constabularies.

The role of the Pensions Board will be to:

- Monitor performance levels of the Pensions Administrators to ensure a good service and equal interpretation of the Regulations is delivered to scheme members;
- Suggest improvements to the service provided as appropriate;
- Liaise with the Police Scheme Advisory Board on matters of national policy.

During discussion it was agreed that the quorum for the Board will be a minimum of 3 employer representatives and 3 member representatives, together with the Chair.

As a general rule the same representatives should attend each Board meeting; if this was not possible a nominated deputy may attend.

Both the nominated representatives and deputies must undertake the relevant training to ensure they have an adequate knowledge to be able to consider issues that arise and challenge decisions/raise queries in relation to the Pension Scheme.

Details of the required training can be found via the following link:

<http://www.thepensionsregulator.gov.uk/public-service-schemes/learn-about-managing-public-service-schemes.aspx#s16692>

Once the training has been completed, a copy of the Development Record should be provided to Julie Taylor ([Julie.taylor@dorset.pnn.police.uk](mailto:Julie.taylor@dorset.pnn.police.uk)).

**ACTION: All Board Members**

### **ITEM 3: CONFLICTS OF INTEREST**

The South West Police Pensions Board Conflicts of Interest policy was circulated as part of the Information Pack. It sets out how the Board will deal with potential and actual conflicts of interest.

This will be a standing agenda item at each Board meeting.

A Conflicts of Interest Register will be available at the October meeting.

There were no Conflicts of Interest declared at the meeting.



**CPOSA:**

ACC Sharon Taylor  
ACC David Lewis (deputy)

Devon & Cornwall  
Dorset

Membership will be for a three year term. A Register of Appointments is required showing the date each member was appointed to the Board. All agreed 28 June 2017 as the date when they commenced as a member of the Board.

John Jones undertook to write to the Scheme Managers with an update from the meeting, including the appointment of the Deputy Chair and members of the Board.

**ACTION: John Jones**

He also undertook to write to the Regional Police and Crime Commissioners (PCCs) who are the Scheme Managers for their respective Chief Constable's pension scheme to [1] inform them of the existence of the Pensions Board; [2] endorse Ian Pollitt's appointment as Chair. **ACTION: John Jones**

Clarification was sought as to whether the Scheme Manager responsibilities of the PCCs included retired Chief Constables who were now pensioners. Ian Pollitt advised that although the Regulations do not expressly cover this point, legal opinion is that the PCC is the Scheme Manager only for the current Chief Constable of each police force and for all other pension members, it is the Chief Constable.

Ian Pollitt advised that one of the requirements of The Pensions Regulator was for minutes of Board meetings to be published. Following discussion on the best method of circulating information to members/pensioners it was agreed that one Force would host a website on behalf of the Region, with a link to the website being published as appropriate. Examples of documents which could be placed on the website included: Minutes of the meetings; bios of Board members; an annual report on the Board's business.

Sandy Goscomb nominated Devon & Cornwall to set up and host a website on behalf of the Region. **ACTION: Sandy Goscomb**

**ITEM 7: THE PENSIONS REGULATOR**

The Pensions Regulator is the body that regulates occupational and personal pension schemes provided through employers. It has a number of regulatory tools, eg codes of practice to enable it to meet its statutory objectives of protecting the benefits of pension scheme members and promoting and improving the standard of the administration of work based pension schemes.

Earlier in the year The Pensions Regulator undertook a survey of all public service pension schemes, including police schemes, the results of which can be located at: <http://www.thepensionsregulator.gov.uk/docs/public-service-research-2017.pdf>

Ian Pollitt encouraged all to read the Executive Summary as there were a number of items which the Board should be aware of/monitor eg: poor engagement; poor record keeping; poor compliance; poor communication.

## South West Audit Partnership (SWAP): Dorset and Devon & Cornwall Pensions Board Audit

An audit of the governance of the SW Pension Board was undertaken earlier in the year with a report providing detail of the outcomes and recommendations being published in March 2017.

The Chair highlighted the following which had already been covered by the discussions of the Board:

- The need for a training record to be maintained to demonstrate that members of the Board had undertaken appropriate training.
- Declaration of interest record.
- Publication of Board minutes.

John Jones suggested inviting SWAP to undertake a follow up audit (Q1 2018/19). This was supported by the Board. **ACTION: John Jones**

### **ITEM 8: BOARD CONSTITUTIONAL DOCUMENTS**

An information pack containing the following was handed to members:

- Terms of Reference
- Conflicts of Interest Policy
- Knowledge and Understanding Policy
- Undertaking from New Board Members

The Chair encouraged all members to familiarise themselves with these documents.

### **ITEM 9: BUDGET AND SECTION 22**

John Jones undertook to produce a report setting out a proposed budget for the next meeting. **ACTION: John Jones**

Following an enquiry by the Chief Constable of Devon & Cornwall Police as to whether a Section 22A was required for the creation and management of the Regional Police Pension Board, discussion took place the outcome being that once a risk register was in place and a budget set, if any significant issues were identified then a discussion could take place in relation to whether a S22A was required.

Sandy Goscomb to report back to the Director of Legal Services, Devon & Cornwall and Dorset. **ACTION: Sandy Goscomb**

The Chair undertook to draft a risk register. **ACTION: Ian Pollitt**

### **ITEM 10: PENSION SCHEME ADMINISTRATORS – PERFORMANCE**

The Chair stated that he would like to see the Pension Scheme Administrator performance data presented at each Board meeting.

Richard Hicks advised that a separate forum, including a Pensions Administrator rep, met on a regular basis looking at contract compliance and KPIs.

Sandy Goscomb advised that notice had been served on the current Pensions Administrator who looked after Devon & Cornwall, Dorset, Wiltshire and Gloucestershire informing that the current contract (due to expire in October) would not be renewed. It was noted that separate contractual arrangements are in place for Avon & Somerset who are served by Peninsula.

Eyan Naylor advised that a meeting had taken place with the Pensions Administrator and discussion held in relation to key service requirements for the handover and transfer of data to the new Pensions Administrator once in place. All recognised that continuity of service through this change was crucial.

## **ITEM 11: REPRESENTATIVES OF PENINSULA AND CAPITA**

Rachel Lamb – Peninsula Pensions ) attendance via telephone  
Paul James – Capita )

The Chair asked the following three questions:

1. Progress on the production of the Annual Benefit Statements
2. Progress on the production of the Pension Savings Statements
3. Auto Enrolment – are statistics available to show the number of opt outs

### **Rachel Lamb – Peninsula Pensions**

1. ABS work is being prioritised, on schedule to issue by the end of August as per the statutory requirements.
2. On target to meet the deadline of 6 October.
3. Will provide opt out details.

Data quality checks are being undertaken, no major issues have arisen.

The Chair thanked Rachel Lamb for joining the meeting, who then left.

### **Paul James – Capita**

1. All data received, validation of data being undertaken, improved processes have been put in place for the production of the ABS this year and therefore do not expect any problems in meeting the statutory end of August deadline.
2. Separate project team dealing, aware of the requirements and the deadline.
3. Will provide opt out details.

John Jones highlighted the problems experienced in Dorset in relation to the production of the ABS last year. Paul James confirmed that lessons had been learned and as previously mentioned, more control of the management and validation of data had been built into the process. It was noted that a separate commitment had been given to Dorset concerning earlier issue of ABS.

The Chair thanked Paul James for joining the meeting, who then left.

## **ITEM 12: GUARANTEED MINIMUM PENSION (GMP)**

Lynne Stewart-Brindle, Head of Capital Partnerships, joined the meeting and gave an overview of the requirements of and timescales for the GMP.

Capita had sent to each Force a report providing details of the current situation, an estimate of fees and recommended next steps.

Forces need to consider how to take forward the GMP exercise and how it will be funded. The exercise needs to be completed by December 2018.

The Chair thanked Lynne Stewart-Brindle, who then left.

Further discussion then noted that GMP is the responsibility of the Scheme Managers and not the Pensions Administrator though the work to complete this exercise on behalf of the forces could form part of the contract with the current, new Pensions Administrator or another party from the market place.

The Chair said that in due course the Board would need to consider what communications should be sent to members explaining GMPs as currently HM Revenue & Customs intend to write to those scheme members with a GMP detailing the value of their entitlement and there was a risk this would create confusion if not placed in context.

Richard Hicks undertook to produce a briefing report on GMP for the upcoming Directors of Finance meeting. **ACTION: Richard Hicks**

## **ITEM 13: REGIONAL PENSIONS ADMINISTRATION – PROCUREMENT PROCESS**

Eyan Naylor provided the following update:

- Tender returns – 28 June 2017
- Tender valuation – 5 July 2017
- Leader bidder presentations – 12 July 2017
- Award of tender – from 13 July 2017
- Go live – 19 January 2018

## **ITEM 14: SECTION 22 AGREEMENT**

Covered at Item 9

## ITEM 15: KNOWLEDGE OF BOARD MEMBERS

Appropriate training needs to be undertaken by all Pension Board members who are legally required to have knowledge of the Pension Scheme to be able to consider issues that arise and challenge decisions/raise enquiries.

Eversheds have provided training in the past and those present thought it worthwhile to invite them to attend a future Board meeting to provide training to the new members of the Board and as a refresher for those that have been involved with the Board previously. The Chair agreed to contact Eversheds. **ACTION: Ian Pollitt**

The Chair commended use of the internet such as the Pensions Regulator site which could provide a sound helpful understanding of pension matters and obligations.

[\[http://www.thepensionsregulator.gov.uk/public-service-schemes/learn-about-managing-public-service-schemes.aspx#s16692\]](http://www.thepensionsregulator.gov.uk/public-service-schemes/learn-about-managing-public-service-schemes.aspx#s16692)

## ITEM 16: NPCC AND SCHEME ADVISORY BOARD CONFERENCE FOR POLICE PENSION SCHEME MANAGERS AND CHAIRS OF LOCAL PENSION BOARDS – 31 MAY 2017

The Chair provided a brief overview of the day:

Role of the Scheme Advisory Board  
Police Governance  
Outcome of The Police Regulator Survey  
Pensions Ombudsman  
Next Steps for Pensions Boards

## ITEM 17: SUMMARY OF ACTIONS

- i. All members to undertake necessary training. Once completed, a copy of the Development Record to be sent to Julie Taylor ([Julie.taylor@dorset.pnn.police.uk](mailto:Julie.taylor@dorset.pnn.police.uk))  
**ACTION: All Board Members**
- ii. John Jones undertook to write to the Scheme Managers with an update from the meeting, including the appointment of the Deputy Chair and members of the Board.  
**ACTION: John Jones**
- iii. John Jones to write to the Regional Police and Crime Commissioners (PCCs) who are the Scheme Managers for their respective Chief Constable's pension scheme to [1] inform them of the existence of the Pensions Board; [2] endorse Ian Pollitt's appointment as Chair. **ACTION: John Jones**
- iv. Sandy Goscomb nominated Devon & Cornwall to set up and host a website on behalf of the Region. **ACTION: Sandy Goscomb**
- v. Membership – Superintendents' Association: Superintendent Gavin Williams to nominate a deputy. **ACTION: Gavin Williams**

- vi. Board members to make themselves familiar with the documents contained in the information pack. **ACTION: All Board Members**
- vii. John Jones undertook to produce a report setting out a proposed budget for the next meeting. **ACTION: John Jones**
- viii. Sandy Goscomb to report back to the Director of Legal Services, Devon & Cornwall and Dorset on the outcome of the discussions relating to the production of a Section 22A. **ACTION: Sandy Goscomb**
- ix. The Chair undertook to draft a risk register. **ACTION: Ian Pollitt**
- x. Richard Hicks undertook to produce a report on the GMP for the Directors of Finance meeting to be held on 20 July 2017. **ACTION: Richard Hicks**
- xi. Eversheds have provided training in the past and those present thought it worthwhile to invite them to attend a future Board meeting to provide training to the new members of the Board. The Chair agreed to contact Eversheds. **ACTION: Ian Pollitt**

#### **ITEM 18: VENUE FOR FUTURE MEETINGS**

It was agreed that the hosting of the SW Police Pension Board will rotate between the five Forces within the Region.

Julian Kern offered Avon & Somerset to host the next meeting.

#### **ITEM 19: DATE OF NEXT MEETING**

12 October 2017

10.30am arrival for 11am start