

Managing Risk and Internal Controls Sub-Com Board Meeting:

29 March 2017

MINUTES

Present:		
Jerry Glazier (Chair)	Member representative	JG
Geoff Ashton	Independent Pensions Specialist	GA
David Butcher	Employer representative	DB
Peter Springhall	DfE Senior Finance and Risk Manager	PS
David Heslop	TP Client Director	DH
Deborah Knight	DfE Finance Manager	DK
Fiona Laundry	DfE Secretariat	FL
Sue Crane	DfE Senior Contract Manager (observer)	SC
Richard Lees	DfE Contract Manager and sub-committee point of contact (observer)	RL
Apologies :	Lee Probert, employer representative	LP
	Dave Wilkinson, member representative	DW

	Item	Action
Agenda item 1	<p>Attendance / apologies</p> <ul style="list-style-type: none"> The Chair welcomed the Board and accepted apologies from Lee Probert and Dave Wilkinson. Thanks were given to TP / DfE colleagues for arranging the meeting. 	
Agenda Item 2	<p>Actions from previous meeting</p> <ul style="list-style-type: none"> PS advised that three out of the four actions are closed. The outstanding action is from a previous Board member requesting additional analysis on demographics. The committee agreed that this action was no longer beneficial and is now closed. 	
Agenda Item 3	<p>Feedback / questions on strategic risk register</p> <ul style="list-style-type: none"> PS focused on the Risk Register inviting the sub-committee to feedback and ask questions. DB highlighted that the dashboard included risks that are not included on the strategic risk register. DH advised the sub-committee that the information on the dashboard also includes priority risks from the operational risk register DH to look at how the operational risks could be summarised and presented on the risk register, will feedback to sub-committee at the next meeting. 	AP01/290317
Agenda Item 4	<p>Membership and contributions reconciliation</p> <ul style="list-style-type: none"> NC led the discussion by advising the sub-committee that a team (the Data Group) in Capita get together on a monthly basis to discuss reconciliation which is then fed back to DfE on a quarterly basis. The Chair expressed an interest in how TP keeps member 	

	<p>records up to date.</p> <ul style="list-style-type: none"> • NC informed the sub-committee that employers provide TP with Annual Service Returns (ASR), which include service and salary information per member, and is used to update member records. • NC mentioned that via My Pension Online (MPO) members were now able to access their individual records by logging into their account on the website. This enabled members to notify TP should there be discrepancies on their record. • NC confirmed that processes to obtain and record data are in place and are in line with tPR standards. • The Chair queried what impact it has on the scheme should member data be incorrect or none existent and how does TP determine the impacts. • DH advised that auditors (Deloitte) ask TP to demonstrate, on an annual basis, how member data is captured and recorded efficiently and effectively. • DH advised that at present it is difficult to keep track of member movement however, MDC will improve this and will give a better understanding of member details. • NC added that TP are able to predict member behaviour and trends by looking at historic data in the previous year's statistics. • NC stated that it is difficult to trace older members compared to new and active members. • GA queried whether there was enough information for TP to determine member benefit entitlements and payments. • NC assured that the overall figures are issued to GAD and OBR. • NC updated the sub-committee on Monthly Data Collections (MDC) advising them that 15% of employers are now live on TP's website. Future developments on the website include members being able to see a breakdown of contribution amounts. • NC advised that the 2yr project with Government Actuary's Department (GAD) on career average has finally been signed off and the outcome of this is joint data accounts. The report and evaluation is with GAD for review. • NC highlighted that historically it has been difficult to determine which members are active and what the definition of an active/non-active member is. • NC advised that TP are now working closely with payroll providers in order to extract member information accurately. NC specified that bigger providers tend to hold more relevant information about its members. • DH acknowledged that it has been and will continue to be difficult to extract data from employers due to Academisation and cost cuts in schools reducing admin staff. • The Chair expressed concern about the number of teachers who do not know their benefit entitlements • NC advised that TP are developing and maintaining good working relationships with payroll providers. • NC gave an update that the interim audit has been brought 	
--	---	--

	<p>forward and that Deloitte are looking at where member information has been sifted. NC also advised that it has been challenging to meet Deloitte standards on extracting data due the high volume and member movements over a 2yr period.</p>	
Agenda Item 5	<p>Discussion / agreement on top of three recommendations on risk section of dashboard.</p> <ul style="list-style-type: none"> • The sub-committee are in agreement with current highlighted risks on dashboard. • PS advised that the risks are areas of focus however, can be reviewed at any given time. 	
Agenda Item 6	<p>Update on Winter OBR</p> <ul style="list-style-type: none"> • PS led by advising the sub-committee that the financial Winter cycle was complete and that Spring and Summer OBR forecasting is underway. The Autumn cycle is next to be commissioned. • PS advised that OBR visited TP in Dec 2016. Discussions took place on improvements and MDC which gave OBR confidence and assurance about TP's approach. The visit went very well with OBR reporting that they were impressed with what they had seen. • PS advised that OBR had upheld TPS as an exemplar for scheme returns in terms of quality and accuracy. DH went on to update that this year OBR partnered TPS with another scheme, that is not as advanced as the TPS in terms of forecasting and data quality, to help share good practice and raise standards. • The Chair congratulated TP on its good practice, stating that it was an excellent outcome for the scheme. 	
Agenda Item 7	<p>Update on 2017 accounts production</p> <ul style="list-style-type: none"> • DH advised that Deloitte's recent visit to TP confirmed they are happy with TP's audit processes and outcomes. • Discussions on 2018 audits are currently taking place with Deloitte. • DH informed the sub-committee that scheme overpayments and debt has increased up to £15.5m due to the re-marriage exercise. • The Chair accepted very positive and clear report. 	
Agenda Item 8	<p>AOB</p> <ul style="list-style-type: none"> • The sub-committee highlighted that data protection regulations are facing changes from May 2018. DH confirmed this is on TP's radar. • The sub-committee requested TP to generate a report on the data protection project. 	AP02/290317
Next meeting	<ul style="list-style-type: none"> • The next Sub-Committee meeting will take place on 14 June 2017 at Lingfield Point, Darlington. 	

Minutes agreed (Chair):

A handwritten signature in black ink, appearing to read "James Glasgow". The signature is written in a cursive, slightly slanted style.

Date: 06/04/2017

Confirmed by circulation to sub-committee members on 6 April 2017