

Teachers' Pension Scheme Pension Board (TPSPB)
Information to Members and Communications Sub-Committee

12 June 2019

MINUTES

Present:		
David Trace (Chair)	Member Representative	DT
David Butcher	Employer Representative	DB
Jerry Glazier	Member Representative	JG
Julie Huckstep	Member Representative	JH
Simon Lowe	Employer Representative	SL
Dave Wilkinson	Member Representative	DW
Susan Anyan	Pension Specialist	SA
Neil Crombie	TP Deputy Client Director	NC
Kerry Tate-King	TP Engagement Manager	KTK
Tony Watt	TP Engagement Team	TW
Jo Cole	TP Engagement Team	JC
Anna-Marie Alderson	DfE Contract and Risk Manager	AA
Kathryn Symms	DfE Senior policy and casework manager	KS
Karen Cammack	DfE TPSPB Secretariat (minutes)	
Helen Dady	DfE TPSPB Secretariat (observer)	
Apologies:		
Ian Payne	Employer Representative	
Sue Crane	Senior Contract Manager	

	Item	Action
Agenda item 1	<p>Welcome and Apologies:</p> <ul style="list-style-type: none"> DT welcomed those in attendance, and accepted apologies from Ian Payne and Sue Crane. DT advised that JH would be acting as vice-chair of this sub-committee. <p>Minutes from the previous sub-committee meeting:</p> <ul style="list-style-type: none"> The minutes from the sub-committee meeting of 13 March 2019 were agreed as an accurate record. However, as a matter arising, DT reported his concerns about incorrect messages some independent schools are allegedly giving, including concerns that the scheme cannot meet its commitments and therefore independent schools should leave the TPS. Other sub-committee members reported similar anecdotes and were concerned that issues relating to the pausing of the valuation process may have been used by way of justification. JG noted that 41 independent schools have indicated their intention to withdraw from the scheme; he expressed concern that decisions might be based on incorrect information. The consensus of opinion was that communications are needed to explain that the TPS is not in any difficulty (from a financial or governance perspective) is underwritten by government and 	IM1/120619

	<p>remains affordable.</p> <ul style="list-style-type: none"> • KTK explained some of the strategies already employed by TP to try to communicate with all employers, including independent schools using the employer bulletin, social media and the website (where the GAD valuation report has been posted). TP is also utilising its Employer Relationship Managers (ERMs) and the webinar/seminar programme to cascade accurate information about both valuation and the cost cap to employers. • JC highlighted that TP is planning pro-active communications with the independent sector setting out the process that schools must follow if they are thinking about withdrawing from the scheme, and also highlighting the benefits that members will be losing out on if the employer were to withdraw. A copy of the letter will be shared with sub-committee members. The sub-committee also felt it would be helpful to see the checklist TP has prepared to support this exercise. • The sub-committee discussed whether TP should request that independent schools share the literature they are providing to members about leaving the TPS. In any event, TP will be themselves writing to affected members. • DW flagged that “transferred workers” (e.g. advisory and music teachers being transferred from LGA to private companies) were a further potential group of members causing concern. He asked that TP and DfE note the group for future awareness and planning. NC advised of a current on-going issue where TP/DfE are currently working with the solicitor acting for a Birmingham based function provider on such an issue. • TP will continue to monitor the independent sector closely and continue to work with both the DfE and employers to identify ways in which they can share up to date, accurate information. 	<p>IM2/120619</p> <p>IM3/120619</p> <p>IM4/120619</p>
<p>Agenda item 2</p>	<p>Forward Work Plan Topic: Academy Engagement</p> <ul style="list-style-type: none"> • TW talked the sub-committee through a series of slides which will be made available to sub-committee members electronically. There were several points of note: • There are currently 8,679 Academies/Free Schools, with 2,949 MAT’s. Whilst there is no longer a requirement for schools to convert to academies, academy numbers have steadily increased since their introduction in 2010/11, with around 50-60 new academies opening each month. Based on the information available to TP; at least 40% utilise payroll providers. • The broad mix of single academies, MAT’s and payroll providers sets a number of challenges for TP particularly around obtaining accurate, up-to-date and regular data. • The ongoing churn in the academy sector, whereby academies move in and out of MATs and to/from payroll providers leads to turbulence and therefore risk. • There is a noticeable decline, particularly amongst single academies, of pension knowledge and expertise. Previously large employer groups such as LGAs employed personnel with specific pensions knowledge, but smaller employers are not able to fund such specialists. • Sub-committee members felt that it would be useful for a 	<p>IM5/120619</p>

2a	<p>representative of ESFA (Education and Skills Funding Agency) to attend either a MR&IC, IM&C or TPSPB meeting to hear the concerns of Board members. DfE will take this forward.</p> <ul style="list-style-type: none"> • Outcome Measure 11 looks at how Employers engage with TPS. Some of the data is collected anonymously, so it is not possible to extract academy-specific figures. However, KTK agreed to circulate the questions used to measure OM11. • General email addresses (e.g. admin@) do not meet the email standards required (by GDPR) and so a high number of addresses are suppressed by the system. An assigned contact name is required for these generic inboxes and TP is working to obtain the data, e.g. by cross referencing against other data bases. The sub-committee agreed to keep this on the agenda so that progress can be monitored and TP will share with JH details of the email address protocols for generic inboxes. • The sub-committee discussed a range of possible options and ideas to increase communications with, and engagement from, employers, particularly independent schools, including how it might be possible to “mandate” the provision of information such as key contacts and non-generic email addresses. • As a medium-term solution TP is developing the portal to prompt employers to provide data and is considering introducing a web-form that will automatically open when data is missing e.g. on log-in to trigger employers to complete. A supporting education piece via the employer portal to maximise reach, is also planned. TP will keep the sub-committee updated regarding progress on portal development. • TP continue to work with the DfE Academies team to influence the academy process and incorporate information on the TPS into key documentation, e.g. developing forms and checklists to increase the references to TPS as part of the transition process. • DW suggested utilising Regional School Commissioners and ascertaining what they may be able to do to raise the profile of the TPS. • Ongoing challenges include liaising with employers to identify the primary points of contact within Academies/MATs on pension matters; achieving more effective communications with MATs and payroll providers and using opportunities presented by the academy on-boarding process to gather information. • TP’s future plans include: developing the employer portal functionality; adding further supporting resources to the website; continuing to enhance the employer bulletin with sector-specific stories; working with focus groups to improve engagement and working with DfE on educating academies to develop their understanding of the scheme. • DT thanked TP for an interesting and informative presentation and noted that the presentation had shown that the concerns that the sub-committee had raised were correct. • The sub-committee agreed that the forward work plan item for the next meeting should be valuation communications. 	<p>IM6/120619</p> <p>IM7/120619</p> <p>IM8/120619</p> <p>IM9/120619</p> <p>IM10/120619</p>
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Agenda item 3	<p>Review of actions – 13 March 2019 sub-committee (Paper 3): IM4/130319</p> <ul style="list-style-type: none"> • KTK noted that the Valuation Communications Strategy is work in progress, and should be ready to be shared at the next sub-committee meeting. <p>AP1/100419</p> <ul style="list-style-type: none"> • KTK confirmed that the next member bulletin would include some wording to explain the differences between DC and DB schemes and this would be shared at the next sub-committee meeting. • DW suggested that some members may be delaying applying for their pensions because of concerns regarding the paused cost cap rectification exercise. The sub-committee agreed that there is an important message to be cascaded to members not to defer applying for pension benefits. 	<p>IM11/120619</p> <p>IM12/120619</p>
Agenda item 4	<p>Review of Papers (4,5,6,7):</p> <ul style="list-style-type: none"> • The quarterly report was well received as being helpful and informative to members. • AA drew the sub-committee’s attention to page 5 of the report and the table setting out achievement against Outcome Measures (OM) 2 and 3 in particular. She noted the very strong performance this quarter for OM2 and confirmed that DfE are confident that the OM3 target will be exceeded within the current contract year. General feedback confirmed that members are happy with, and understand, the communications received. • AA also highlighted page 6 of the report and OM11 results, which shows a very strong performance this quarter. Employer webinars and seminars have been particularly well received. 	
Agenda item 5	<p>Issues to report to TPSPB:</p> <p>The sub-committee agreed to highlight the following issues to the TPSPB meeting in July:</p> <ul style="list-style-type: none"> ○ Communications and engagement with Academies; the importance of data and TP developments that support this. ○ The proposal to invite ESFA to attend either TPSPB, MR&IC or IM&C sub-committee meetings, to hear the concerns noted above (re agenda item 2). ○ The ongoing topic of valuation communications 	
Agenda item 10	<p>AOB (paper 9):</p> <ul style="list-style-type: none"> • SA advised that she is unable to attend the September sub-committee meetings. 	
<p>The next meeting will take place on 25 September 2019, at Lingfield Point, Darlington.</p>		

Minutes agreed (Chair): David Trace Date: 19 June 2019

Confirmed by circulation to sub-committee members on 19 June 2019

Ratified at sub-committee meeting on 25 September 2019