

Dear

Police Pension Scheme Regulations

Please find enclosed the latest issue of the Police Pensioners' Newsletter.

Enclosed with the newsletter is a job description and application form concerning the vacant position on the Police Pension Board for Member Representative. If you are interested in joining the Police Pension Board please return the completed application no later than 16 October.

Please note that change of details forms can be accessed via
www.yourpension.org.uk/CityofLondon.

Should you have any queries, do not hesitate to contact on extension or on Alternatively the team can be emailed at pensionspayroll@cityoflondon.co.uk.

Yours sincerely

Police Pensioners' Newsletter



September 2019

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Police Pensions Board

The Board meets three times a year. The Board members are as follows:

Employer Representatives

Alderman Ian Luder (Chairman)
Alexander Barr
Helen Isaac

Member Representatives

Vacant
Timothy Parsons
John Todd (Deputy Chairman)

Minutes and agendas of the meetings are posted to:

<http://democracy.cityoflondon.gov.uk/mgCommitteeDetails.aspx?ID=1206>

Please find enclosed a job description and application form should you wish to be considered for the vacant position on the Pension Board of Member Representative.

Pay Day Schedule for remainder of 2019/2020

| Month | Pay Day |
|---------------|-------------------------------|
| October 2019 | 7 th October 2019 |
| November 2019 | 6 th November 2019 |
| December 2019 | 6 th December 2019 |
| January 2020 | 6 th January 2020 |
| February 2020 | 6 th February 2020 |
| March 2020 | 6 th March 2020 |

Change of Address or Bank Details

It is important to inform us of a change of address as soon as possible in order to prevent correspondence containing financial detail e.g. your P60 going to your old address.

Life Certificates

The changes made this year to improve the Life Certificate process have proved successful with over 98% having been completed and returned. Receipt of these certificates have been acknowledged.

It is not our intention to cause concern and inconvenience to any of our pensioners. However, if a Life Certificate has not been returned we will suspend payment of the pension.

Please note that this only applies to those pensioners living abroad.

Data Protection Act 18 (DPA 18) Privacy Notice 2019

From 25/05/2018, new rules regarding data protection were introduced.

The City holds pensioners' data. We share the data with other organisations e.g. scheme actuaries and HMRC and therefore these new rules apply.

The privacy statement can be found on the website:

<https://www.cityoflondon.police.uk/about-us/your-right-to-information/Pages/Data-protection.aspx>

NARPO – written by David Smith, Secretary

As a recipient of a Police Pension, if you have not already done so, you are entitled to join the National Association of Retired Police Officers (NARPO) so, why not join us. For the past hundred years NARPO has been safeguarding members' rights, well-being and pensions.

As a Member of our Association you and your dependants will have access, whenever needed, to FREE useful advice / guidance on a wide range of issues including Police Pensions, State Pensions, State Benefits, Taxation and a range of Financial or Insurance Services (In particular car, home, health and travel insurance). We also have access to a great range of member- exclusives from discounts on holidays and weekend breaks to special deals on cars and other products.

In addition, as a Member of NARPO you will receive our quarterly magazine, NARPO News and our e-newsletter.

City of London Branch of NARPO organise a number of social events throughout the year at venues that are reserved for our exclusive use, FREE to Members and a guest, where you can re connect with old friends and colleagues.

For many people, retirement from the Police Service doesn't mean closing the door on employment, it provides an opportunity to start a new working life, however, you do not have to wait until your finale retirement to join us because you would be most welcome to join right now and start using the many benefits.

A subscription to City of London Branch NARPO will cost you £21.12 per annum payable at £1.76 per month direct from your Police Pension.

Should you decide to join City of London NARPO just go online at <http://signup.narpo.org>.

Or if need any help contact me at:-
smithdavid291@btinternet.com or 07598 120798

David Smith, Secretary City of London Branch NARPO

National Fraud Initiative – 2019

We are participating in an exercise to promote the proper spending of public money. We are required by law to protect the public funds we administer. We may share information provided to us with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud. The Audit Commission currently requires us to participate in its anti-fraud initiative.

For this initiative, we are providing pensioners' details so that they can be compared to information provided by other public bodies. This will ensure, for example, that no pensions are being paid to persons who are deceased or no longer entitled, and that occupational pension income is being declared when housing benefit is applied for.

Occasionally genuine errors occur and, although extremely rare, previous exercises have uncovered such instances. These exercises, therefore, help promote the best use of public funds protecting both the scheme member and the Pension Fund itself.

Payslips

Please be reminded that payslips are only sent out if there is a difference in your net pay of £2 or more from the previous pay period. However, the March payslip is always sent to you in order that you have your taxable pay and tax paid to date figures should you need them e.g. for self-assessment purposes. The April payslip also goes out to most pensioners because it includes the pensions increase amount. As the increase is from part way through April, the May payslip will also be sent to those pensioners receiving the increase as this will be the first full month at the new rate.

Should you need copy payslips for a specific one-off reason e.g. mortgage applications, these can be provided by the Pensions Payroll Team.

CITY OF LONDON PENSION OFFICE CONTACTS **Telephone 020 7332 followed by the following extension**

☎ Claire O'Malley 0207332 1370 – claire.o'malley@cityoflondon.gov.uk

☎ Julia Olayiwola 0207332 3982 – julia.olayiwola@cityoflondon.gov.uk

General Office Email: pensionspayroll@cityoflondon.gov.uk

Pensions Website – www.yourpension.org.uk/cityoflondon

✉: Pensions Manager, City of London, Guildhall, PO Box 270, London EC2P 2EJ
(The Pensions Office is located in the North Wing, Guildhall)

The City of London Police Pensions Board

Scheme Member Representatives - Job Description and Specification

Background

In accordance with the Public Service Pensions Act 2013, the Police Pension Scheme Regulations have been amended to require that each Scheme Manager (for the purpose of the Act this is the City of London Court of Common Council), establish a Pension Board responsible for assisting it with:

- ☐ securing compliance with the Police Pension Scheme Regulations, any other legislation relating to the governance and administration of the Scheme and any connected schemes, and any requirements imposed by the Pensions Regulator.
- ☐ ensuring the effective and efficient governance and administration of the Scheme and any connected scheme

The City of London Corporation is an administering authority and is now recruiting one Member representative to its Police Pensions Board. The criteria to be able to serve as a member of the Board, the main duties and responsibilities involved and the desirable competencies for applicants are detailed below.

Applicants should note that the work of the Pension Board is part of a statutory governance framework and membership of the Board carries legal responsibilities from the date of appointment.

Application process

Applications should be made by application form and returned to the address provided on the form (postal or email) by **Wednesday 16 October 2019**.

Criteria

You must be:

- ☐ an active, deferred or pensioner member of the City of London Police Pension Fund to qualify as a **scheme member representative**,
- ☐ have the capacity to represent scheme members.

You must not:

- ☐ be an officer or elected Member of the City of London who has responsibilities for the discharge of any function under the Police Pension Scheme Regulations (apart from as a member of the Pension Board if successful in your application)
- ☐ have a conflict of interest.

Being a member of the Scheme is not a conflict of interest. Please contact us for advice and clarification if you believe you may have a conflict of interest at alistair.maclellan@cityoflondon.gov.uk.

We are looking for people who can demonstrate that they have the capacity to represent the members in the City of London Police Pension Scheme and who will be an effective member of the Local Pension Board, able to carry out the main **duties and responsibilities** of the role. These are detailed below along with the desirable **competencies**.

Appointments will be for a period of four years.

Main Duties and Responsibilities

As a Member of the Pension Board you will be expected to:

- ☐ commit to undertake the role for a term of four years
- ☐ take part in training and development and to obtain and/or maintain the knowledge and understanding required to carry out the role.

This will include:

- attendance at training sessions
 - undertaking continuous professional development, including reading and may include
 - attendance at conferences and seminars
- ☐ prepare for and attend the meetings of the Pension Board, participating constructively.

This will include:

- reading substantial meeting papers
 - participating in debate
 - challenging others
 - engaging with stakeholders and the participating members or employers as appropriate
- ☐ assist the Scheme Manager authority as detailed in the **Background** section above.

This may include:

- reviewing performance and compliance monitoring reports
 - reviewing management, governance and administration processes
 - assisting with reviewing member communications, Fund policy statements and other documents
 - reviewing financial issues
- ☐ comply and operate within the Pension Board's Terms of Reference and Code of Conduct and have due regard to the 'Seven Principles of Public Life' being:
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership

Competencies

You must meet the criteria set out in the **Criteria** section above and have the capacity to fulfil the duties and responsibilities of the role as set out in the **Main Duties and Responsibilities** section above.

The following competencies are desirable for applicants to have in order to carry out the role effectively. Applicants will be expected to demonstrate these either in their application or at interview, or the ability to quickly gain them.

Knowledge

- ☐ Knowledge and understanding of the rules of the Police Pension Scheme and key policy documents of the Scheme
- ☐ Awareness of the duties and obligations of the Scheme Manager
- ☐ Awareness and knowledge of requirements of the Pensions Regulator and other interested organisations
- ☐ Knowledge and understanding of the law relating to pensions

Communications and Leadership

- ☐ Excellent listening, questioning, debating and challenging skills
- ☐ Ability to understand complex documents
- ☐ Ability to speak confidently
- ☐ Ability to write clearly and concisely
- ☐ Ability to use computers and electronic communications

Ability to represent the participating Scheme members or employers as appropriate at the Pension Board meetings

Organisational Skills

- ☐ Ability to read and absorb large volumes of information prior to Pension Board meetings in order to be prepared for its meetings

Team Working

- ☐ Ability to establish effective working relationships with the other Pension Board members and the Scheme Manager's officers and advisors.

Motivation

- ☐ Ability to commit to and to act with high standards of probity, propriety and governance.
- ☐ Ability to accept the legal responsibilities of the role.

The City of London Police Pension Fund Police Pension Scheme – Police Pensions Board

Application Form for Scheme Member

The information provided in this application will be used to assess your suitability for the role. Therefore, please supply relevant information that demonstrates how you think you meet the key requirements of the role of Scheme Member representative on City of London Police Pensions Board.

There is one vacancy on the Board. Where there are more than three applicants the information provided on this application form will be used to create a shortlist for interview. It is therefore advisable that you carefully read the attached Job Description and Specification and ensure that you can provide sufficient evidence of the abilities, skills, competencies and experience required for the role.

Whilst relevant competencies and a high level of commitment are expected, there will be full training provided.

Whilst completing your application you should consider the following types of evidence:

- What you can offer and how you will represent members of the pension scheme.
- Your commitment to the tenure of the role (4 years) and the required training.
- Will you have time to attend meetings (3 each year).

It would also be helpful to detail any knowledge or understanding you have of public sector pension schemes and the Police Pension Scheme.

When you have completed the application please send it by post to:

Alistair MacLellan
Town Clerk's Department
Guildhall
PO Box 270
London
EC2P 2EJ

Or by email to alistair.maclellan@cityoflondon.gov.uk.

Closing date for applications is Wednesday 16 October 2019.

The City of London Police Pension Fund
Police Pension Scheme – Police Pensions Board
Application Form for Scheme Member

Your Personal Details

| | |
|------------|--|
| Name: | |
| Address: | |
| | |
| | |
| Post Code: | |
| Telephone: | |
| E-Mail: | |

Signature: Date:

Please outline in no more than 500 words why you are applying for the position of scheme member or employer representative on the City of London Police Pensions Board.

Continue on next page.