1. **Introductions and Apologies**
   Apologies were received from Maureen Gibbons.

2. **Discussion**
   AF informed that the minutes of the previous meeting had been shared with Louise Lindsay who relayed to Provost’s Board MM and MC’s concerns regarding timings and their request for the protection of benefits to be extended for a further year to 2019. She confirmed that Provost’s Board had agreed that the full protection period could be extended for a further year up to July 2019.

   MM said that he was pleased to hear that decision. He asked whether it would be the beginning or the end of July.

   AF agreed to check this after the meeting.

   **Action:** AF

   MM recalled that management’s original position was the date of 31st July. He checked his understanding that after the protection period had ended, those particular members would be treated the same as everyone else.

   AF confirmed that was correct.

   MC asked whether the protection applied to all types of retirement, for example, flexible retirement, partial retirement and full retirement.

   **Action:** AF to check with Maureen Gibbons

   MC questioned whether there was a cut-off date by which people needed to inform the College of their intention to retire.

   **Action:** AF to check with Maureen Gibbons

   AF said that there was a need to clarify who people needed to inform about their intention to retire. She advised that some people informed the Pensions Office but not their line manager.

   **Action:** AF to clarify
MM suggested that people should be periodically reminded via a countdown/reminder process.

AF expressed concerns with regards to age discrimination but agreed to give it some thought.  
Action: AF

AF suggested that USS members should be written to jointly from management and the trade unions regarding the outcome of the consultation. She agreed to share with MM and MC a draft version of the letter that management would like to send to ensure that they were comfortable with the content.  
Action: AF

AF asked MM and MC whether they would like the minutes of the meetings to be shared. Both MM and MC had no objection.  
Action: AF

AF advised that the next steps in the process would be to issue information to those members affected. She agreed to confirm to MM and MC when this would happen.  
Action: AF

AF fed back that those who had raised queries so far had been advised that they would be invited to attend a meeting with the Pensions Office in relation to the different options available to them.

MC asked how the contract would be changed.  
Action: AF to confirm