

Scheme Advisory Board – Police Pensions

Terms of Reference

Remit

1. The remit of the Scheme Advisory Board (the Board) is:
 - To provide advice to the Minister of Justice on the desirability of changes to the police pension schemes within Northern Ireland.
 - To provide advice (on request or otherwise) to police pension scheme managers and pension boards in relation to the effective and efficient administration and management of the police pension schemes and any statutory pension scheme that is connected with it.

Role

2. The Board is responsible for advising the Minister of Justice in relation to:
 - the desirability of changes to scheme design or regulations;
 - the policy implications of future valuation outcomes; and
 - adjustments to the scheme in the event that costs breach the employer cost cap.

The Board will consider relevant information provided to it by other pensions fora.

Accountability

3. The Board is accountable to the Department of Justice (Northern Ireland) as the Responsible Authority for the Police Pension Schemes.

Chair

4. The Chair of the Board shall be independent and appointed as described in the membership table below. An acting Chair may not be appointed. At all Board meetings, it shall be the duty of the Chair to ensure that all Board members show respect to the process and are provided with equal access to the floor. The Chair shall also determine when consensus has been reached and how to record the conclusion of discussion where consensus was not achieved.

Co-optees

5. The Board may at its discretion co-opt persons in order to assist with the effective operation of the Board. Such persons would not be members of the Board. Where co-optees are invited, they would need to sign up to a confidentiality agreement and statement agreeing to act in the interests of the police pension schemes as a whole and not in the interests of any organisation they may represent.

Sub-Committees and Working Groups

6. The Board may establish sub-committees and working groups as and when required, whether short-term or otherwise. The Board will be responsible for developing and agreeing the terms of reference and membership of any sub-committees. The Board will also be responsible for outlining the purpose of any working group, its membership and detailing when and how that working group should report back to the Board.

Secretariat

7. The secretariat shall be provided by the same secretariat that supports the Policing Advisory Group for Northern Ireland.

Meetings

8. The Board will meet no less than three times a year and may meet more frequently at the request of either the Chair or on the joint request of two or more Board members. Except in situations to consider matters of urgency, all meeting dates will be communicated at least one month in advance. Circumstances may arise where the Chair deems it appropriate to seek the views of members without the need for an exceptional meeting.

Quorum

9. A quorum is the minimum number of members required to be in attendance in order to conduct business effectively. Whilst there is no requirement to have an equal number of employer and member representatives on the Board it is considered appropriate to set a quorum. A meeting will be deemed quorate when the chair, together with a minimum of 1 employer and 1 employee side representative are in attendance. Delegates may not attend on behalf of members however can, by prior agreement of the Chair, attend as observers.

Conflicts of interests

10. The Public Service Pensions Act (Northern Ireland) 2014 requires that members of the Board do not have conflicts of interests. As such all members of the Board will be required to declare any interests and any potential conflicts of interest in line with legal requirements in the Public Service Pensions Act (Northern Ireland) 2014 and The Pension Regulator's code. These declarations are required as part of the appointment process, and regularly thereafter.

11. The secretariat will issue a questionnaire to be completed by Board members to ensure that the Department of Justice can be satisfied that members do not have any conflicts of interest.

Review

12. These terms of reference will be reviewed at least annually.

Membership

The membership of the Board is set out below. Advisors and observers may be invited to attend meetings as agreed by the Chair and will not have voting rights.

Seat	Representative(s)
Chair (NICS Grade 5)	Independent
Employer Nominated Representatives	
Employer	NIPB
Employer	PSNI
Scheme Member Nominated Representatives	
Police Associations	PFNI
	SANI
	CPOSA
	NIRPOA
Advisors	
DOJ	Head of Police HR Branch
	Head of Police Resources Branch
	Police Pensions Official
Others by agreement of the Chair	
Observers (open invitation)	
Chair of the Police Advisory Board for England and Wales	The Pensions Regulator
Devolved governments of Scotland and Wales	Home Office