

**NI Teachers' Pension Scheme
Pension Board
Secretariat
Terms of Reference**

1. Scope of the NI Teachers' Pension Scheme Pension Board Secretariat (Secretariat)

- 1.1 The Secretariat will have responsibility for providing support to the NI Teachers' Pension Scheme Pension Board (the Board), its Chair, and any sub-committees that the Board establishes.
- 1.2 The Secretariat will provide support to the Chair in matters relating to management of Board members.
- 1.3 The Secretariat will be a Departmental responsibility.

2. Roles and Responsibilities

- 2.1 With agreement of the Chair and the other Board members, arrange quarterly Board meetings, including logistics.
- 2.2 Arrange any additional Board meetings, if and when required.
- 2.3 Circulate papers in advance of meetings and other times as required by the Chair and the Board.
- 2.4 Prepare draft meeting agendas taking account of the Scheme's annual activities (e.g. Resource Accounts, Forecasts, Audit Reports), as appropriate.
- 2.5 Ensure that the Board receives regular reports [via service providers or sub-committees] that enable them to assess all aspects of the scheme's operations.
- 2.6 Draft the minutes of the meeting, forward, for agreement by the Chair, within ten working days and thereafter circulate to Board members in a timely manner.
- 2.7 Ensure that decisions, particularly those taken between meetings, are properly recorded and referred to in the subsequent meetings.
- 2.8 Advise the Chair whether the Board is properly constituted at all times.

- 2.9 Maintain a register of interests of Board members. Identify in advance agenda items that may raise conflict of interest for some members and seek advice from the Chair about mitigating actions to avoid conflicts of interest materialising. Capture and record in the departmental electronic records management system (i.e. HP Records Manager (HPRM) – formerly TRIM) all decisions on managing potential conflicts of interests.
- 2.10 Record in HPRM agreed minutes with any other relevant papers as determined by the Board. Facilitate the retention of the records of Board meetings and decisions indefinitely, or as determined by the Board.
- 2.11 Ensure that actions arising from Board meetings are logged, attributed and monitored.
- 2.12 Ensure there is a procedure in place for receiving, checking and processing all Board member expense claims.
- 2.13 Maintain a list of documents that the Board members must be conversant with to carry out their role and ensure that Board members have access to this list.
- 2.14 Ensure that the Board has copies of appropriate professional advice and other information, as directed by the Chair, in order to make properly informed decisions.
- 2.15 Facilitate the training / knowledge management framework for the Board, including maintaining a record of the training undertaken by the Board.
- 2.16 Arrange pre-appointment training for Board members, including mentoring sessions with existing Board members; establish a Training Needs Analysis for each Board member; maintain a record of the training undertaken by individual Board members.
- 2.17 Ensure Board members are aware of the arrangements for reporting breaches, the legal requirements and the Pension Regulator's (TPR) guidance relating to reporting breaches.
- 2.18 Carry out administrative requirements in respect of any complaints.
- 2.19 Ensure that any significant events relating to the Scheme which the Chair requires to be reported are advised to the relevant authority in accordance with legislative/regulatory requirements.
- 2.20 On behalf of the Board, ensure that any administrative returns are forwarded to the relevant authority.

2.21 Process reimbursement of Board member expenses in line with current policy.

2.24 Publish and keep up to date on DE website information on:

- Employment, job title and any other relevant position held by each Board member;
- The appointment process, as advised by the Department, for the Chair and Pension Board members;
- Any specific roles and responsibilities allocated by the Chair to individual Board members; and
- Board papers, register of interests, policy documents, agendas, minutes of meetings (suitably redacted) etc., as requested by the Chair.