

VERSION 0.4

CIVIL SERVICE PENSIONS BOARD (CSPB) TERMS OF REFERENCE

1. Purpose of the CSPB

- 1.1 The purpose of the Civil Service Pension Board is to promote high standards of administration for the Civil Service pensions arrangements through advising, influencing, challenging and assisting the Scheme Manager in carrying out his or her responsibilities as set out in the Public Service Pension Schemes Act 2013.

2. Roles and Responsibilities

- 2.1 Hold the Cabinet Office to account in the performance of its delegated duties from the Scheme Manager through constructive challenge and the provision of advice on matters concerning the administration of the Civil Service pension arrangements.
- 2.2 Act positively to promote scheme members' interests by holding others to account to ensure:
- Members of the Civil Service pension arrangements receiving their correct benefits on time under the scheme rules and provisions, both for defined benefits and defined contributions.
 - Members receiving a professional and effective service from whatever part of scheme administration that they come into contact with.
- 2.3 Hold others to account to protect the reputation of the scheme for effective administration and for proper use of taxpayers' money in accordance with such good practice guidance as may be issued by the Pensions Regulator.

3. Matters on which the CSPB will provide assistance to the Scheme Manager

- 3.1 The CSPB will provide assistance and advice to the Scheme Manager in the following areas:
- The Cabinet Office's management of the scheme.
 - The performance of the providers to the scheme. These providers will include third party administrators and professional advisers.
 - The selection, appointment and re-appointment of key providers to the scheme.
 - The scheme's audit plan and assurance strategy.
 - The scheme's communication plan and strategy.
 - The scheme's employer engagement plan and strategy.
 - The compliance of employers covered by the Civil Service pension arrangements with their responsibilities under the Participation Agreement for public service employers and the Admission Agreement for public sector employers.

3.2 The matters listed in 3.1 are not exhaustive. The CSPB may provide assistance and advice to the Scheme Manager on other matters if the CSPB judges it to be appropriate in the pursuit of its purpose.

4. Composition

- 4.1 The Minister in his or her capacity as Scheme Manager will appoint the Chair of the CSPB.
- 4.2 The CSPB Chair will be appointed under a Memorandum of Understanding with the Scheme Manager.
- 4.3 All CSPB members, excluding Chair and Non Executive Members (NEMs) will be serving or retired Civil Servants or employees of other appropriate organisations.
- 4.4 The employer members will include the Cabinet Office finance director or equivalent.
- 4.5 Members of the CSPB will represent the interests of all scheme beneficiaries, employers and the Scheme Manager and not simply the interests of the constituency that nominated them.
- 4.6 **Appendix A** sets out the terms and conditions that apply to CSPB members. **Appendix B** concerns Conduct of Business. **Appendix C** sets out the current membership of the CSPB.
- 4.7 The CSPB will at all times act in accordance with the requirements of the Public Service Pensions Act 2013 and any other relevant legislation.

5. CSPB Committees and Sub-Groups

- 5.1 The Chair in consultation with the Board may establish such committees and sub-groups as required. The Chair will agree with Sub Committee Chairs whether or not the sub groups/committees need to have separate Terms of Reference.
- 5.2 The Chair in collaboration with CSPB members will appoint and remove members of the committees/sub groups.
- 5.3 The CSPB Chair will appoint the Chair of each sub committee and sub group.

6. CSPB Reporting

- 6.1 The CSPB will report at least annually, for information purposes, on the activities of the CSPB to the Scheme Manager or as otherwise agreed.

7. CSPB Powers

- 7.1 The CSPB may exercise discretionary powers delegated by the Minister in the Scheme rules or scheme manual.

8. Monitoring Finance and accounting

- 8.1 The CSPB will assist the scheme Accounting Officer by monitoring the performance of the Cabinet Office as it applies to the Civil Service pensions arrangements in

ensuring that Civil Superannuation receives all monies properly and safeguards the regularity and propriety of expenditure in relation to the scheme.

9. Changes to the Terms of reference

- 9.1** The Chair in consultation with the Board may recommend to the Scheme Manager changes to these Terms of Reference and accompanying appendices.

Appendix A

TERMS AND CONDITIONS OF CSPB MEMBERSHIP

1. With the exception of the Cabinet Office Finance Director, CO Civil Service Pensions Director, GIAA Pensions Directors appointments to the CSPB are personal. There can be no alternate representation for any member of the CSPB.
2. Each member will be expected to attend all scheduled CSPB meetings. Where ad hoc meetings are called, all CSPB members should make best efforts to attend.

Appointment and Removal

3. Scheme Employers will nominate Employer Representative candidates to be selected. Nominations may be sought in writing from employers.
4. The Minister's delegated official will seek nominations for Member Representative candidates through appropriate means. This may include selecting members from scheme membership and approaching relevant unions, federations and staff associations with a request to nominate candidates who are scheme members to be put forward for consideration. Nominations will be sought in writing from those approached.
5. The Scheme Manager will approve the appointments of Chair and NEMs.
6. Members may resign from the CSPB by giving a minimum of three months' notice in writing to the Chair.

Terms of Office

7. A single term of office for each CSPB member (apart from CO Finance Director or equivalent, CO Pensions Director, GIAA Director) will last for a period between three and five years, with each member serving a maximum of two terms unless otherwise agreed.
8. Exceptionally, the Chair, in consultation with Board members and the Chief People Officer (Cabinet Office), may remove members from the Board.

Induction and Training

10. CSPB members will receive induction training to gain an up-to-date and working knowledge of the Civil Service pension arrangement.
11. Members should ensure that they are conversant with scheme documents and have appropriate knowledge and understanding of the scheme rules and the principles of Civil Service Pension Scheme and Civil Servants and Others Pension Scheme. The members must keep their knowledge up to date and maintain a written record of their relevant training and development. The CSPB secretariat will also maintain a written record of their relevant training and development.

Appendix B

CONDUCT OF BUSINESS

1. The CSPB Secretariat will aim to circulate all papers at least one week in advance of any meeting. Draft minutes will be forwarded to the Chair for agreement within five working days and thereafter circulated for comment to CSPB members and formally agreed at the following meeting.
2. The CSPB will meet at least quarterly. In the unusual circumstances that the Chair cannot attend he/she will nominate another Board member to chair on his/her behalf. If the Chair or his/her representative is not present within fifteen minutes of the time appointed for holding the meeting the members present may choose one of their number to be Chair of the meeting.
3. To be quorate there needs to be two employer and two member representatives in attendance as well as two NEM representatives.
4. The CSPB can decide to ask officials from the Cabinet Office, the scheme's professional advisers, representatives from third party suppliers, including the scheme administrator, and any other person to attend its meetings as it sees fit.
5. It is the Chair's responsibility to ensure that all members are given the opportunity to contribute fully to all discussions and that the views of the Board are accurately and appropriately reported back to the Cabinet Office Chief People Officer and Scheme Manager. When a recommendation is sought from the Board, the Board will try to reach a consensus view. Where it is not possible to reach a consensus the Chair will ensure that the full views of the Board members are reflected in his/her update to the Cabinet Office Chief People Officer and Scheme Manager.

Appendix C – CSPB Membership as at 17th January 2019

1.	Margaret Edwards	Non Executive Independent Chair
2.	Ian Albert	Member nominee – PCS
3.	David Howdon	Member nominee – FDA
4.	Neil License	Member nominee – PCS
5.	Vacant	Member nominee
6.	Mervyn Thomas	Employer nominee - Cabinet Office
7.	Guy Lester	Employer nominee - Cabinet Office
8.	Jonathan Russell	Employer nominee - VOA
9.	Teresa Newell	Employer nominee - FCO
10.	Sir Adrian Johns	Non Executive Member
11.	Allan Course	Non Executive Member
12.	Lesley Davie	Non Executive Member
13.	Debra Soper	Ex Officio Member - CO
14.	Tim Le Mare	Ex Officio Member - GIAA

	Scott Spencer	CSPB Secretary
	Tess Schmigylski	Secretariat