

Annex F – Constitution (SAB)

Remit

The remit of the SAB is:

- To provide advice, on request, to the Secretary of State for the Home Department on the desirability of changes to the police pension schemes.
- 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 scheme 2015 and any statutory pension scheme that is connected with it.
- In addition to the statutory functions the SAB may provide advice to the Secretary of State via correspondence.

The SAB will fulfil the above remit by appropriate means, including:

- Monitoring performance against the cost cap for the police pension schemes
- Benchmarking performance information as appropriate
- Identifying and sharing good practice within the scheme
- Sharing best practice, and limiting the risk of divergence, between police pension schemes in the UK.
- Maintaining dialogue with the Pensions Regulator (TPR) and working to ensure scheme compliance with TPR requirements.
- Maintaining an understanding of policy developments in relation to public sector pension schemes

Purpose

The purpose of the SAB is to be both reactive and proactive. It will seek to encourage best practice, increase transparency and coordinate technical and standards issues.

It will consider items passed to it from the Home Office, the SAB's sub-committees and other stakeholders as well as items formulated within the SAB. It will also provide a UK wide forum for discussion of police pensions issues. Recommendations may be passed to the Home Office or other bodies.

It will have a liaison role with the Pensions Regulator. Guidance and standards may be formulated for local scheme managers and pension boards.

Accountability

The SAB is accountable to the Secretary of State for the Home Department as the responsible authority for the Police Pension Schemes.

Chair

The Chair of the Board shall be independent and appointed as described in the membership table below. Where the Chair is not in attendance at a Board meeting, the Board shall appoint an acting Chair from the present members for the meeting in question. 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.

Observers and Advisers

The SAB will invite representatives from Northern Ireland and Scotland as observers to join in discussion on matters of mutual interest. Meetings may also be attended by advisors who will be invited to assist with the effective operation of the Board. Such persons would not be members of the Board and would act in the interests of the police pension schemes as a whole and not in the interests of any organisation they may represent. Where issues of confidentiality arise the Chair will ensure that appropriate commitments are given by non-members and recorded in the meeting minutes.

Sub-Committees and Working Groups

The SAB may establish sub-committees and working groups as and when required, whether short-term or otherwise. The SAB will be responsible for developing and agreeing the terms of reference and membership of any sub-committees. The SAB 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 SAB.

Secretariat

The secretariat shall be provided by the same secretariat that supports the Police Advisory Board for England and Wales.

Meetings

The SAB 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 SAB members. Except in situations to consider matters of urgency, all meeting dates will be communicated at least one month in advance.

Quorum

The SAB shall require there to be a minimum of 2 employer and 2 employee side representatives in attendance for a meeting to be quorate. Member substitutes will count towards the quorum.

Decision Making Process

The Scheme Advisory Board will achieve agreed and acceptable resolutions through consensus decision making, thereby seeking the consent of all parties. It is therefore inappropriate to establish any voting rights of members. In the event of failing to reach a consensus the Scheme Manager will be informed accordingly and individual or collective submissions may be made.

Review

These terms of reference were reviewed in October 2019. They will be reconsidered no later than October 2024.

Membership

The membership of the SAB is set out below. Other advisors and observers may be invited to attend meetings as agreed by the Chair and members.

Seat	Representing	Appointment/Nominee
Chair	Independent	Secretary of State
Scheme Employers	National Police Chief's Council (NPCC)	Nominated by the individual associations.
	Association of Police and Crime Commissioners (APCC)	Nominated by the individual associations.
Scheme Members	Police Federation of England and Wales (PFEW)	Nominated by the individual associations.
	Police Superintendents' Association (PSA)	
	Chief Police Officers' Staff Association (CPOSA)	
	National Association of Retired Police Officers (NARPO)	
Observers	Scottish Police Federation (SPF)	

	<p>Association of Scottish Police Superintendents (ASPS)</p> <p>Scottish Police Authority (SPA)</p> <p>Scottish Government</p> <p>Superintendents' Association of Northern Ireland (SANI)</p> <p>Police Federation Northern Ireland (PFNI)</p> <p>Northern Ireland Policing Board (NIPB)</p> <p>Department of Justice, Northern Ireland (DOJNI)</p>	
Advisors	<p>Actuarial/legal as required.</p> <p>Police Pension Administrators Technical Working Group</p>	
	Home Office	