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POLICE ADVISORY BOARD FOR ENGLAND AND WALES

SEVENTEENTH ANNUAL REPORT OF THE INDEPENDENT CHAIR

APRIL 2017 - MARCH 2018

2017-2018

Foreword

The Police Advisory Board for England and Wales (PABEW) was established as a non-departmental public body under section 46 of the Police Act 1964. During the year 2016, the PABEW was reclassified as a Stakeholder Group following a recommendation in the triennial review. Its membership and functions are set out in its constitution, which was revised and agreed in January 2015 and can be found at Annex C. It is tasked to:

- a. advise the Secretary of State on general questions affecting the police in England and Wales;
- b. consider draft regulations which the Secretary of State proposes to make under section 50 or section 52 of the Police Act 1996 with respect to matters other than hours of duty, leave, pay and allowances, or the issue, use and return of police clothing, personal equipment and accoutrements, or the ranks to be held by members of police forces, or the qualifications for appointment and promotion of members of police forces, or periods of service on probation, or the maintenance of personal records of members of police forces and to make such representations to the Secretary of State as it thinks fit;
- c. consider draft regulations which the Secretary of State proposes to make under section 37, 39, 81 or 83 of the Police Act 1997, and to make such representations to the Secretary of State as it thinks fit;
- d. consider draft regulations which the Secretary of State proposes to make under Part 2 of the Police Reform Act 2002, and to make such representations to the Secretary of State as it thinks fit;
- e. consider draft regulations which the Secretary of State proposes to make under section 1 of the Police Pensions Act 1976.
- f. establish the Scheme Advisory Board for the Police Pension Schemes, in accordance with the requirements of s7 of the Public Service Pensions Act 2013.
- g. it may also consider any matter relating to conditions of service (excluding those matters listed in section b above), and any other matter affecting the police which has been referred to it by the Secretary of State, and it will advise the Secretary of State on such matters within any time limit specified by the Secretary of State.

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Introduction

- 1.1 This is the seventeenth Annual Report on the work of the Police Advisory Board for England and Wales (PABEW). It covers the work of the Board from the 1 April 2017 to the 31 March 2018.

What we do

- 1.2 The Board was established by statute to advise the Home Secretary on general questions affecting the police in England and Wales. It fulfils a role comparable to that of consultative bodies found in other fields of employment, and shares with them the objectives of engaging the expertise and experience of managers and staff alike in addressing the challenges of change and reform, and of providing a forum for the resolution of difficulties.
- 1.3 There is a separate Policing Advisory Group for Northern Ireland and a consultative forum for the police service in Scotland; both has its own pensions Scheme Advisory Board.
- 1.4 To ensure a flow of information and ideas in relation to police pensions a Police Pension Consultative Forum meets quarterly with membership drawn from England, Wales, Scotland and Northern Ireland.

2. Working Methods

- 2.1 Much of the substantive work of the Board is undertaken through expert working parties, which give detailed consideration to issues, and make recommendations for decision by the full Board. Board meetings deal directly with straightforward issues, refer matters to expert working parties following initial discussion, and receive and consider reports from working parties. This approach to business enables full meetings to be completed efficiently.
- 2.2 Working parties often include representatives of organisations able to provide specialist knowledge, in addition to representatives of the parties represented on the PABEW. In the period under review, working parties have had the benefit of input from experts drawn from within organisations represented on the PABEW.
- 2.3 Quarterly minutes of the meetings are regularly uploaded to our webpage.
- 2.4 This has been the third year of operation of the Scheme Advisory Board (SAB). We have continued to develop the role of the board, to ensure we are able to seek the information we require, analyse it and provide sufficient and appropriate advice to schemes.

3. Issues and recommendations

3.1 Former officer regulations and the, Police Barred List and Police Advisory List Regulations

The Board was consulted on the former officer regulations and the police barred list and advisory regulations during the Autumn. Much of the substantive work was completed by the Discipline Sub-Committee, whose expertise were invaluable when providing comments to the Home Office.

3.2 Capability Dismissal

The Home Office provided the Board with a copy of a pre-consultation version of the draft police (medical) capability dismissal regulations in December 2017. An initial meeting of a technical working group, comprised of members of PABEW and others, took place in February 2018 where the staff associations sought clarification from the NPCC and the HO about the overall policy intention. Following this, it was decided that I would need to independently Chair future working groups, to ensure progress on the draft regulations. It was the view of some PABEW members that a compensation package needed to be considered as part of the policy around capability dismissal. I hope to be able to encourage dialogue and reach agreement, so that the draft regulations can progress.

3.3 Secondments Guidance

PABEW agreed that it would be timely to review the Board's Secondments Guidance, previously published in 2013, and in particular to clarify that the guidance applies to all types of secondments including professional placements to organisations outside of policing. The first working group to review PABEW's secondments guidance was due to take place on 4 June 2018.

3.4 Data Issues

Members of PABEW met in October 2017 as part of a working group to discuss data issues, such as quality and the burden on forces, and looking at ensuring the right data was being collected, to the right standard, in order to inform the PABEW's work as well as that of other groups. The Home Office has continued to arrange these groups, with the NPCC representative as Chair.

3.5 Regulations and Determinations

The Home Office has been providing quarterly updates of outstanding regulations and determinations, via a table, which has been helpful in informing PABEW's future work. The Board has raised concerns over the back log of regulation changes, but they are expected to be consulted on a number of tranches of regulations over the coming months.

3.6 College of Policing

I have been having quarterly meetings with the College of Policing, to ensure the Board are kept informed of work that might fit with their Terms of Reference. The College has also been attending PABEW's quarterly meetings, to keep the Board updated on their work, allowing members to take a view where necessary. This has been working well, and we plan to work more closely with the College's new Governance lead going forward to hopefully establish a consistent process in terms of when the College needs to consult PABEW on certain pieces of work.

3.7 Summary

The measures taken on issues and recommendations brought to the PABEW, highlight the value of member's contributions. This progress also identifies the importance in devolving technical complexities to a working group for them to unlock and report back to wider membership. In our last annual report I had said it had been recognised that we needed to work closer with the College of Policing, and I am pleased that progress has been made.

4. PABEW Discipline Sub-Committee

- 4.1 The PABEW Discipline Sub-Committee has continued its work on police disciplinary and performance arrangements.
- 4.2 At the July meeting, the Committee discussed proposed changes to the Police Oath and to the attestation arrangements, both of which had been sent to the group for consultation earlier in the year. The Home Office explained that since the consultation, there had been no provision in the Queen's Speech for police workforce issues. The Committee agreed to come back to these at a later date, should there be any opportunity for the Home Office to pursue in future.
- 4.3 At the October meeting, the Committee discussed in detail the former office regulations and the police barred list and police advisory list regulations. I subsequently wrote to the Minister on 1 November to set out fully the concerns of the Committee. Through this discussion, the Committee were able to share their views on the impact of these regulations on police officers and police staff, and I am pleased that the Home Office took the time to consider these views and respond substantively both at the meeting and via correspondence on the points raised. These regulations were published in November 2017 and came into effect on 15 December 2017.
- 4.4 During January's meeting, the Committee discussed the College's 'IPLDP-PEQF Transition Guidance,' providing detailed comments about the drafting. Based on concerns expressed by the Committee, the College agreed to make some changes to the guidance to ensure there was clarity around discipline matters.

- 4.5 The Committee has agreed to review the use of Police Regulation 13 following different entry routes into policing at the ranks of constable, inspector and superintendent. It was agreed that the Chair would write to the Complaints and Misconduct portfolio lead at the NPCC, to ask them to work with their stakeholders to look into the issues around the use of the regulation and question whether it was still fit for purpose. I look forward to receiving feedback from the NPCC representative on where the issues lie, so that the Committee can consider the issue and ask the Home Office to take action, if necessary.
- 4.6 The Sub-Committee remains an effective medium to explore how new arrangements relating to police disciplinary , complaints and performance procedures will affect the sector and this role will continue as members will be consulted on substantive changes to the disciplinary system in relation to complaints and misconduct regulations in Autumn this year.

5. Scheme Advisory Board

- 5.1 The Police Pensions Scheme Advisory Board (SAB) is part of the required governance structure for the reformed public service pension schemes under regulation 7 of the Public Service Pensions Act 2013. Schedule 2 of the Act provides that the Home Secretary is the responsible authority who can make and amend the scheme regulations. Under regulation 7 of the Act there must be a scheme advisory board to advise the responsible authority, at the responsible authority's request, on the desirability of changes to the scheme. The governance arrangements also cover the Police Pension Scheme 1987 and the New Police Pension Scheme 2006.
- 5.2 The SAB can provide advice (on request or otherwise) to a scheme manager or to a police pension board in relation to the effective and efficient administration and management of the police pension schemes.
- 5.3 Over the past year, the SAB has kept in regular contact with the Pensions Regulator, to ensure we have been aligning our work with their key priorities: record keeping, internal controls and communications. Following the results of the Pensions Regulator's annual Governance survey, the Board has taken measures to ensure Police Pension Schemes are aware of the Regulator's priorities.
- 5.4 I have been writing, as Chair of the SAB, a letter to scheme managers and pension board chairs, following each of our quarterly Board meetings. This has been to update them on key areas of focus for the SAB, and to encourage better practice across schemes. Kevin Courtney, who was appointed as an NPCC Pensions Adviser,

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organised a very useful training event in May 2017, in which the Regulator discussed the results of their annual Governance survey.

- 5.5 Further training events have taken place since, some in collaboration with the Fire SAB. This has ensured better engagement across pension boards with the SAB and the Pensions Regulator.
- 5.6 The SAB has also been monitoring Annual Reports produced by pension boards, in order to get a sense of the work they have been undertaking. Members of the Board also intend to observe pension board meetings from across England and Wales.
- 5.7 **Treatment of past service costs in relation to Milne v GAD**
Colleagues from the Government's Actuary Department (GAD) attended July's SAB meeting to present a paper on past service costs in the 2016 valuation. The Board were given the opportunity to ask questions and provide comments on the paper.
- 5.8 Following comments from the Board (particularly on the strength of feeling on payments arising), the Home Office advised at January's meeting that they were still in discussions with HMT about the past service costs in conjunction with the wider valuation assumptions. A decision had not been made as quickly as anticipated.
- 5.9 **Pension Calculator**
As of 15 June 2017, the Home Office commissioned the Government Actuary's Department (GAD) to develop a pension calculator. The Home Office agreed to fund the costs of development and ongoing maintenance of the calculator. Members of the SAB had the opportunity to provide comments on an initial version of the calculator and GAD provided responses to comments received at July's meeting. The calculator was published on Gov.uk on 9 March 2018.
- 5.10 **Valuation Assumptions**
GAD presented their paper on valuation assumptions at July's meeting. This set out the actuarial valuation of the scheme as at March 2016. This had two main purposes: one was to determine the rate of employer contributions and the other was to set the employer cost cap, part of the cost control mechanism. GAD explained that the conduct of the valuation was set out in the Treasury directions. It also set actuarial assumptions which were to be used in the valuation. Members of the Board were given the opportunity to provide comments on the assumptions.
- 5.11 Following this, the Home Office advised during January's meeting that they were waiting for Treasury to decide how to take forward the valuation directions, and this had not happened as quickly as expected. The Home Office anticipated they would be able to update the Board at the April meeting, and any impact of the valuation would take place from April 2019.

5.12 **Voluntary Scheme Pays**

Kevin Courtney sent out advice on behalf of the SAB at the beginning of January to scheme managers and forces on Voluntary Scheme Pays. He advised that all the Kier administered groups (except one that had no one affected by it) would adopt Voluntary Scheme Pays, and the Metropolitan police had adopted it fairly widely.

5.13 **Guaranteed Minimum Pension**

Kevin Courtney informed Members at the October meeting that he had received comprehensive information from HM Revenue and Customs which suggested that the larger forces and groups who used common contractors were doing better than those forces who had individual contracts for pensions administration or relied on a local authority.

In the January meeting, the Home Office advised that the Treasury had made a partial announcement in response to the Guaranteed Minimum Pension equalisation and indexation consultation. The announcement stated that the interim measure had been extended until April 2021.

5.14 **2.25 Commutation**

At the January meeting, the Home Office explained that following the consultation on the 2.25x commutation cap in the Police Pension Scheme 1987, the difference of opinion had been highlighted to Ministers, who had agreed to put the changes on hold until other Statutory Instruments had been laid. Some Members of the Board remain keen that this be utilised, and we have agreed to revisit this at a later date.

5.15 **Papers Presented:** Government Actuary's Department (GAD) 'past service costs in the 2016 valuation' GAD 'valuation assumptions', and Home Office 'Voluntary Scheme Pays' and Home Office 'collection of opt-out data.'

5.16 **Summary:** The four SAB meetings accounted for in this reporting period demonstrate that the Board has made progress in gathering relevant information, enabling us to effectively administer our functions. Kevin Courtney, as an NPCC Pensions Adviser, has continued to remain in close communication with the Pensions Regulator and scheme managers, and has been able to work closely with colleagues from the Fire SAB on joint training events, of which there will be more in future.

6. UK Police Pensions Consultative Forum

6.1 Covering UK-wide interests in pensions related matters the UKPPCF in contrast to the SAB has a more informal role, which facilitates the exchange of ideas and encourages broad discussion amongst members. Substantive proposals are then progressed to the SAB or the PABEW main meeting, or the equivalent bodies in Northern Ireland and Scotland, as appropriate, for formal action.

- 6.2 **Topics Discussed:** Within this reporting period the Forum discussed the following: 2.25 commutation, Survivor Benefit Joint Declaration Forms, Police Injury Benefits and the Police Pension Scheme 2015, Pension Calculator, Adult survivors of recent 2015 scheme transition members, Pensions Dashboard, outstanding amendments to the 1987 and 2006 schemes, Taxation, Ill health retirement, supreme court rulings, general data protection regulations, opt-out data, portability of pensions, annual allowance and updates on the Northern Irish and Scottish pension schemes.
- 6.3 **Papers Presented:** CPOSA/PSA 'Lifetime allowance: taxation of lump sum excess,' Police Scotland 'Annual Allowance, combined scheme breaches,' Home Office 'Voluntary Scheme Pays', Home Office 'collection of opt-out data.'
- 6.4 **Summary:** The wide-ranging nature of discussion within the forum demonstrates that it is effectively carrying out its role as a safe medium in which ideas can be explored and tested and information and issues can be shared.

7. Conclusion

- 7.1 I am pleased that the SAB has been able to work more closely with scheme managers and, in conjunction with NPCC and the Fire SAB, has delivered some successful training events. This has enabled the Boards profile to be raised I look forward to continuing this work.
- 7.2 Through working more closely with the College, PABEW has ensured it has been kept informed of matters which might require consideration, and I believe that helpful feedback has been provided when needed.
- 7.3 As last year, I remain impressed by the constructive nature of the debate and the determination of all to provide sound advice which reflects the experience of those who would manage or be impacted by proposed changes. I am grateful to Members and to those who have contributed on an ad hoc basis for the quality of their contributions and I look forward to continuing this important work.

Elizabeth France
Independent Chair
Police Advisory Board of England and Wales

August 2018

Annex A - Members of the PABEW, 2017-18

Independent Chair

Elizabeth France

Association of Police and Crime Commissioners (APCC)

Andrew Tremayne

Geoff Petty

The London Mayor's Office for Policing and Crime (MOPAC)

Mike Wadham

Chief Police Officers' Staff Association (CPOSA)

Gareth Wilson

(Shabir Hussain)

Police Federation of England and Wales (PFEW)

Andy Fittes

Andy Ward

Rick Nelson

Dave Bamber

Alex Duncan

Police Superintendents' Association of England and Wales (PSAEW)

Dan Murphy

National Police Chief's Council (NPCC)

Francis Habgood

James Hurley

Metropolitan Police Service (MPS)

Mark Pomroy

Metropolitan Police Service – Trade Union Side

Valerie Harris

Police Staff Council – Trade Union Side

Ben Priestley

Note: Members are regularly represented by alternates, the names of whom appear in the relevant quarterly minutes. We also extend a regular invitation to: The College of Policing, the IOPC, and the Association of Special Constabulary Chief Officers.

Annex B - Members of the SAB, 2017-18

Independent Chair

Elizabeth France

Association of Police and Crime Commissioners (APCC)

Andrew Tremayne

Geoff Petty

Chief Police Officers' Staff Association (CPOSA)

Gareth Wilson

(Shabir Hussain)

Police Federation of England and Wales (PFEW)

Andy Fittes

Andy Ward

Police Superintendents' Association of England and Wales (PSAEW)

Dan Murphy

National Police Chief's Council (NPCC)

Francis Habgood

James Hurley

National Association of Retired Police Officers (NARPO)

Steve Edwards

Note: Members are regularly represented by alternates, the names of whom appear in the relevant quarterly minutes. We also extend a regular invitation to: The Scottish Government, The Police Federation of Northern Ireland, the Department of Justice, Northern Ireland, Police Scotland, the Scottish Police Federation and the Northern Ireland Policing Board.

Annex C – Attendance at PABEW Meetings, 2017-18

Four quarterly Board meetings were held over the period covered by this Report. No extraordinary meetings of the Board were called. As well as the members listed in Annex A, meetings were attended by Home Office officials, advisers to constituent organisations, members of the secretariat and observers.

Representation at meetings was as follows:

28 April 2017

Chair

The London Mayor's Office for Policing and Crime - 0

Metropolitan Police Service - 1

Association of Police and Crime Commissioners – 1

Police Federation of England and Wales – 1

Police Superintendents' Association – 2

Chief Police Officers' Staff Association – 1

Police Staff Council Trade Union Side – 0

National Police Chief's Council - 1

Metropolitan Police Service Trade Union Side – 1

Observers/in attendance – 7

TOTAL - 16

26 July 2017

Chair

The London Mayor's Office for Policing and Crime - 0

Metropolitan Police Service – 1

Association of Police and Crime Commissioners – 1

Police Federation of England and Wales – 2

Police Superintendents' Association – 2

Chief Police Officers' Staff Association – 1

Police Staff Council Trade Union Side – 0

Metropolitan Police Service Trade Union Side – 1

Observers/in attendance – 7

TOTAL – 16

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26 October 2017

Chair

The London Mayor's Office for Policing and Crime - 0

Metropolitan Police Service – 0

Association of Police and Crime Commissioners – 0

Police Federation of England and Wales – 4

Police Superintendents' Association – 3

Chief Police Officers' Staff Association – 2

Police Staff Council Trade Union Side – 1

Metropolitan Police Service Trade Union Side – 1

Observers/in attendance – 5

TOTAL – 17

31 January 2018

Chair

The London Mayor's Office for Policing and Crime - 0

Metropolitan Police Service - 1

Association of Police and Crime Commissioners - 1

Police Federation of England and Wales – 1

Police Superintendents' Association - 1

Chief Police Officers' Staff Association – 2

Police Staff Council Trade Union Side - 0

Metropolitan Police – Trade Union Side - 1

Observers/in attendance – 7

TOTAL - 15

Annex D - Attendance at SAB Meetings, 2017-18

Four quarterly Board meetings were held over the period covered by this Report. No extraordinary meetings of the Board were called. As well as the members listed in Annex B, meetings were attended by representatives from devolved administrations, advisers to constituent organisations, the secretariat and observers.

Representation at meetings was as follows:

8 May 2017

Chair

National Police Chief's Council – 2

Association of Police and Crime Commissioners – 1

Police Federation of England and Wales – 1

Police Superintendents' Association – 2

Chief Police Officers' Staff Association – 1

National Association of Retired Police Officers – 1

Home Office - 2

Observers/in attendance – 12

TOTAL - 23

31 July 2017

Chair

National Police Chief's Council – 2

Association of Police and Crime Commissioners – 1

Police Federation of England and Wales – 1

Police Superintendents' Association – 1

Chief Police Officers' Staff Association – 1

National Association of Retired Police Officers - 1

Home Office - 4

Observers/in attendance – 9

TOTAL – 21

9 October 2017

Chair

National Police Chief's Council – 1

Association of Police and Crime Commissioners – 1

Police Federation of England and Wales – 1

Police Superintendents' Association – 1

Chief Police Officers' Staff Association – 1

National Association of Retired Police Officers - 1

Home Office - 4

Observers/in attendance – 3

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TOTAL – 16

25 January 2018

Chair

National Police Chief's Council – 2

Association of Police and Crime Commissioners – 1

Police Federation of England and Wales – 2

Police Superintendents' Association – 2

Chief Police Officers' Staff Association – 1

National Association of Retired Police Officers - 0

Home Office - 5

Observers/in attendance –5

TOTAL - 19

Annex E – Constitution (PABEW)

1. The Police Advisory Board for England and Wales ("the Board") will be established in accordance with this constitution. This constitution takes effect from 27 January 2015 all previous constitutions are revoked from that date.

Functions

2. In accordance with section 63 of the Police Act 1996, the Board will: -
 - h. advise the Secretary of State on general questions affecting the police in England and Wales, and
 - i. consider draft regulations which the Secretary of State proposes to make under section 50 or section 52 of the Police Act 1996 with respect to matters other than hours of duty, leave, pay and allowances, or the issue, use and return of police clothing, personal equipment and accoutrements, or the ranks to be held by members of police forces, or the qualifications for appointment and promotion of members of police forces, or periods of service on probation, or the maintenance of personal records of members of police forces and to make such representations to the Secretary of State as it thinks fit;
 - j. consider draft regulations which the Secretary of State proposes to make under section 37, 39, 81 or 83 of the Police Act 1997, and to make such representations to the Secretary of State as it thinks fit;
 - k. consider draft regulations which the Secretary of State proposes to make under Part 2 of the Police Reform Act 2002, and to make such representations to the Secretary of State as it thinks fit;
 - l. consider draft regulations which the Secretary of State proposes to make under section 1 of the Police Pensions Act 1976.
3. The Board will establish the Scheme Advisory Board for the Police Pension Schemes, in accordance with the requirements of s7 of the Public Service Pensions Act 2013.
4. The Board may also consider any matter relating to conditions of service (excluding those matters listed in section b above) and any other matter affecting the police which has been referred to it by the Secretary of State, and it will advise the Secretary of State on such matters within any time limit specified by the Secretary of State.

The Secretary of State

5. The Secretary of State may attend any meetings of the Board.

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6. The Secretary of State may in a matter of serious national importance to the police service direct the Board to consider and seek to reach agreement on such matters as he or she may specify.
7. The Secretary of State may in a matter of serious national importance to the police service set a deadline for the Board to complete consideration of such matters as he or she may specify
8. The Chair of the Board will submit an annual report on the work of the Board to the Secretary of State. Before doing so the Chair will consult the constituent parts of the Board about the proposed report.

Membership

9. The Board will consist of: -
 - A Chair appointed by the Secretary of State;
 - Members nominated by the Secretary of State;
 - Three representatives of the Association of Police and Crime Commissioners;
 - One representative of the London Mayor's Office for Policing and Crime;
 - Two representatives of the National Police Chiefs' Council of England & Wales (to include the Metropolitan Police Commissioner);
 - One representative of the Chief Police Officers' Staff Association;
 - Two representatives of the Police Superintendents' Association;
 - Five representatives of the Police Federation of England & Wales;
 - One representative from the Trade Union Side of the Police Staff Council;
 - One representative from the Trade Union Side of the Metropolitan Police Whitley Council.

Others may be invited to attend and contribute as appropriate.

Meetings

10. All meetings of the Board will be called by the Chair with appropriate notice to the members concerned.
11. The Board will normally meet four times a year.
12. The Board may establish working parties to address specific issues as it thinks fit.
13. A member of the Board may request the consideration by a meeting of the Board of any matter specified by them and may submit to the Chair papers relating to that or any other matter covered by the remit of the Board as defined in paragraphs 2 and 3.

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.

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

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. 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

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consensus has been reached and how to record the conclusion of discussion where consensus was not achieved.

Co-optees

The SAB 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

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

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These terms of reference were reviewed in October 2015, following the initial six months of the SAB's existence and periodically thereafter.

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	
	Association of Police and Crime Commissioners	Nominated by the individual associations.
Scheme Members	Police Federation of England and Wales	
	Police Superintendents' Association	
	Chief Police Officers' Staff Association	
	National Association of Retired Police Officers	
Advisors	Actuarial/legal as required.	
	Home Office	