

## **Judicial Pension Board - Administration Committee Terms of Reference**

### **1. Purpose**

- 1.1. The Judicial Pension Board Administration Committee (the “**JPB AC**”) is a committee of the Judicial Pension Board (the “**JPB**”), the governing body of the Judicial Pension Schemes (the “**JPS**”).
- 1.2. The purpose of the JPB AC is to:
  - 1.2.1. oversee JPS administration services;
  - 1.2.2. ensure effective governance, administration and reporting procedures are in place and that management information is monitored and regularly reviewed; and
  - 1.2.3. oversee and monitor the development and implementation of effective policies and ensure those policies are reviewed and/or tested regularly.

### **2. Composition**

- 2.1. The JPB AC will consist of at least three Members drawn from the JPB.
- 2.2. Additional or replacement JPB AC Members will be appointed at the discretion of the JPB. The JPB will also nominate the Chair of the JPB AC.
- 2.3. In the absence of the JPB AC Chair, the remaining Members present shall elect one of their number to chair the meeting.
- 2.4. A JPB AC Member will cease to be a JPB AC Member on ceasing to be a JPB Member, on removal by the JPB or by giving one month’s written notice to the JPB that he/she wishes to resign as a JPB AC Member.

### **3. Secretariat**

- 3.1. Ministry of Justice (the “**MoJ**”) Judicial Pensions will provide secretariat services to the JPB AC and may participate in and contribute to discussions.

### **4. Other Attendees and Advisers**

- 4.1. Any other JPB Member may attend JPB AC meetings.
- 4.2. Advisers to the JPB may attend all or part of any meeting as and when the JPB AC feels it is appropriate. These advisers may participate in and contribute to discussions.
- 4.3. JPB AC may also invite presentations from such other persons as they decide in the furtherance of their role.

### **5. Meetings and Quorum**

- 5.1. The JPB AC shall meet quarterly or at other such times as the Chair, or any other JPB AC Member, requires. If necessary, the meetings may be held by conference call.
- 5.2. Meetings of the JPB AC shall be summoned by the Secretariat of the JPB AC at the request of any of its Members or the JPB.
- 5.3. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed shall be circulated by the Secretariat to each Member of the JPB AC and any other person required to attend no later than one week before the date of the meeting. Supporting papers shall be sent to JPB AC Members and to other attendees as appropriate, at the same time.
- 5.4. The Secretariat shall minute the proceedings and decisions of all meetings of the JPB AC, including recording the names of those present and in attendance.

5.5. Minutes of JPB AC meetings shall be given to the Chair within two weeks of the meeting for approval. Minutes will then be circulated promptly by the Secretariat to all Members of the JPB AC.

5.6. A majority of JPB AC Members shall constitute a quorum. Where the JPB AC consists of an even number of Members, half of the Members will constitute a quorum.

## **6. Conflicts of Interest**

6.1. Each Member of the JPB AC will consider and declare at the start of each JPB AC meeting any new actual or potential conflict of interest or any significant change in any previously declared actual or potential conflict of interest. Any such actual or potential conflict of interest will be dealt with in accordance with the conflicts of interest policy in place for the JPS.

6.2. Any adviser or other person present at a JPB AC meeting will also consider and declare at the start of the meeting any new actual or potential conflict of interest or any significant change in any previously declared actual or potential conflict of interest.

## **7. Reporting to the JPB**

7.1. The JPB AC will provide copies of the minutes of each meeting to the JPB.

## **8. Delegated Authority and Responsibilities**

### **8.1. Administration**

The JPB AC has delegated authority from the JPB to oversee JPS governance and administration activities. JPB AC responsibilities include:

8.1.1. overseeing JPS administration activities carried out by the JPS third party administrator ((the “**TPA**”) currently Xafinity Punter Southall Administration), the MoJ and/or other third parties by:

8.1.1.1. reviewing report produced by the TPA (which are produced at least quarterly), considering any service delivery or performance concerns and recommending any remedial action(s) required;

8.1.1.2. recommending, where appropriate, changes to governance and/or administrative practice to administration service providers;

8.1.1.3. undertaking any actions necessary to correct any administration errors that may be identified as a result of the JPB AC or MoJ oversight.

8.1.2. considering the impact of legal and/or regulatory changes on the JPS governance and administration arrangements. This may include referring matters requiring further consideration to the JPB and/or the Judicial Pension Scheme Advisory Board and/or the MoJ.

### **8.2. Administration Procedures**

The JPB AC has delegated authority from the JPB to monitor JPS administration good practice and ensure effective monitoring procedures are in place. The JPB AC responsibilities include:

8.2.1. reviewing regularly the administration procedures for the JPS, as appropriate, including administration guides and modes of operation;

8.2.2. considering proposals from MoJ arising from changes to pensions regulation, legislation and Pensions Regulator codes of practice in respect of JPS administration;

8.2.3. recommending to the JPB changes, where appropriate, to key JPS and JPB policies and procedures to ensure good administration practice.

8.2.4. reviewing the risk register in advance of the JPB’s quarterly meetings;

8.2.5. have oversight of JPS risk and assurance procedures and reporting.

## **9. Amendment and Review of Terms of Reference**

9.1. The JPB AC will review these Terms of Reference annually and consider whether the powers and duties delegated to it are sufficient for it to fulfil the purpose specified at paragraph 1 above. The JPB AC will report to the JPB with any suggestions for amendments to its delegated authorities and responsibilities.

9.2. These Terms of Reference may be amended by the JPB, having first consulted with the JPB AC, as it deems appropriate.

These Terms of Reference, having been reviewed, were adopted by the JPB following their meeting 11<sup>th</sup> September 2019.