Judicial Pension Board - Administration Committee Terms of Reference

1. Purpose

1.1. The Judicial Pension Board Administration Committee (the "**JPBAC**") 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 JPBAC is to:

1.2.1. support the JPB in facilitating effective governance, administration and reporting procedures are in place, and that management information is monitored and regularly reviewed; and

1.2.2. make recommendations to the JPB to assist the scheme manager in ensuring compliance with legal duties and regulatory standards, while providing oversight for key governance and regulatory initiatives and projects.

2. Composition

2.1. The JPBAC will consist of at least three Members drawn from the JPB.

2.2. Additional or replacement JPBAC Members will be appointed at the discretion of the JPB. The JPB will also appoint the Chair of the JPBAC.

2.3. In the absence of the JPBAC Chair, the remaining Members present shall elect one of their number to chair the meeting.

2.4. A JPBAC Member will cease to be a JPBAC 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 JPBAC and may participate in and contribute to discussions.

4. Other Attendees and Advisers

4.1. Any JPB member or adviser to the JPB may attend all or part of JPBAC meetings, participating in and contributing to discussions, as deemed appropriate by the JPBAC.

4.2. JPBAC may also invite presentations from such other persons as they decide in the furtherance of their role.

5. Meetings and Quorum

5.1. The JPBAC shall meet quarterly or at other such times as the Chair, or any other JPBAC Member, requires.

5.2. Meetings of the JPBAC shall be summoned by the Secretariat of the JPBAC at the request of any of its Members or the JPB.

5.3. Unless otherwise agreed, notice of each meeting confirming the venue (virtual, in person or hybrid), 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 JPBAC, including recording the names of those present and in attendance.

5.5. Minutes of JPBAC meetings shall be given to the Chair within two weeks of the meeting for approval. Minutes will then be promptly uploaded to the Microsoft Teams Channel.

5.6. A majority of JPBAC Members shall constitute a quorum. Where the JPBAC 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 JPBAC will consider and declare at the start of each JPBAC 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 JPB.

6.2. Any adviser or other person present at a JPBAC 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 JPBAC minutes will be made available to the JPB.

8. Delegated Authority and Responsibilities

8.1. Administration

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

8.1.1 overseeing JPS administration activities carried out by the JPS third party administrator ((the "TPA") currently XPS Administration LTD), the MoJ and/or other third parties by:
  8.1.1.1. reviewing reports 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. providing oversight where necessary to correct any administration errors that may be identified as a result of the JPBAC 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. Governance and Compliance

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

8.2.1. considering proposals from MoJ arising from changes to pensions regulation, legislation and Pensions Regulator codes of practice in respect of JPS administration. Including, but not limited to, the Pensions Dashboards Programme and The Pensions Regulator General Code of Practice; and
8.2.2. recommending to the JPB changes, where appropriate, to key JPS and JPB policies and procedures to ensure good administration practice.

9. Amendment and Review of Terms of Reference

9.1. The JPBAC 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 JPBAC, as it deems appropriate.

These Terms of Reference, having been reviewed, were adopted by the JPB following their meeting **10th March 2026**