

## NOMINATIONS FOR EMPLOYER REPRESENTATIVE TEACHERS' PENSION SCHEME PENSION BOARD

Dear Colleague

The Department for Education is seeking your support in identifying a suitable candidate to sit as an Employer representative on the Teachers' Pension Scheme Pension Board (TPSPB). The appointment will begin in **July 2025**, initially for a period of up to three years.

Pension Boards were introduced in 2015 as a result of the Public Service Pension Act 2013, which set out the requirement to introduce new governance arrangements. The TPSPB came into effect on 1 April 2015 and its role is to support the scheme manager by providing assurance on the way the scheme is being administered and ensuring that the scheme is compliant with relevant legislation.

The successful candidate will not need to be a pension professional but must be able to demonstrate some of those skills and experience set out in the role and person specification attached at Annex A. Individuals are not expected to possess all the skills and knowledge listed, as this document sets out the skill-set across the whole Board. In particular, we are looking for:

- a positive and committed attitude;
- an interest in public and/or private sector pensions;
- good communication and interpersonal skills, including the ability to understand and work with a diverse range of stakeholders\*; and
- the ability to analyse and challenge advice/proposals.

\* in order to ensure that the TPSPB can continue to undertake its role and represent all stakeholders effectively we would particularly welcome applications from members of minority groups.

The management of the teachers' pensions arrangements is an important responsibility, and this is an excellent opportunity to play a vital role in the administration of the scheme.

Further information is provided in the annexes: Annex B has details of the nomination process; Annex C provides more information on the TPSPB; Annex D contains the Terms of Reference for the Board; and annex E is a copy of the seven principles underpinning public life.

We would like interested candidates to complete annexes F, G and H and provide a personal statement of no more than 250 words (Annex J) along with a CV. Applications may be submitted by individuals or through your organisation by **midnight, Friday 16<sup>th</sup> May** to [TPS.Pensionboardsecretariat@education.gov.uk](mailto:TPS.Pensionboardsecretariat@education.gov.uk). Shortlisting is expected to take place during the week commencing 19 May 2025, with a view to informal interviews being held by Teams week commencing 26 May 2025.

We are very grateful for your support in helping us to identify dynamic individuals who will add value to the Board. If you have any questions, please contact the Secretariat email address above.



**John Brown**  
Head of Supplier Management and Secretariat Department for Education

## Role and Person Specification

### Teachers' Pension Scheme Pension Board

**Individual Board Members are not expected to demonstrate all the skills and knowledge set out below, but rather this is a skill-set for the whole Board.**

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| <p><b>Summary</b></p> <p>The Secretary of State has appointed five member and five employer representatives of the Teachers' Pension Scheme Pension Board (TPSPB).</p> <p>Each member will be bound by the Code of Practice governing senior public appointments, and will be required to observe the highest standards of impartiality, integrity and objectivity in relation to the service s/he provides to the TPSPB.</p>   |
| <p><b>Role &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Impartially representing the best interests of scheme members and employers in order to help the scheme manager in ensuring that the TPS is effectively administered and complies with relevant laws and regulations.</li> <li>• Representing the TPSPB, rather than their own organisation, when in contact with a range of stakeholders including: Employers, Members, Ministers, the TPS administrator and other contractors, Department for Education, HM Treasury and the Pensions' Regulator.</li> <li>• Meeting the commitment to 10-20 days activity in relation to the TPSPB by: <ul style="list-style-type: none"> <li>○ Actively participating in meetings of the TPSPB (four per annum).</li> <li>○ Joining and actively participating in one or two sub-committees; meetings take place four times a year.</li> </ul> </li> <li>• Adequately preparing for meetings and the wider role by ensuring that: <ul style="list-style-type: none"> <li>○ All circulated papers are read in a timely manner;</li> <li>○ Expert advice and clarification is requested promptly; and</li> <li>○ Own learning needs are identified and met, including attending any mandatory activities.</li> </ul> </li> <li>• Ensuring own understanding of roles and responsibilities.</li> <li>• Acting in accordance with the seven principles of public life and relevant laws and regulations.</li> <li>• Actively participating in all performance management activities.</li> <li>• Eliciting views from, and sharing feedback with, the sector on Board related matters.</li> </ul> |
| <p><b>Person Specification – Experience and Skills</b></p> <p>In order to operate effectively, the Board must have a mix of Board members that can collectively demonstrate the skills and experience below. It is, however, not envisaged that each individual member will demonstrate all of the skills and experience separately, but applicants should be able to demonstrate the majority of those detailed below.</p>   |

**Experience**

- A positive and committed attitude;
- Independence of judgment;
- The capacity to bring a fresh, external view to decision-making;
- A track record of personal achievement at a senior level;
- Experience of service delivery including implementing change and risk management strategies; and
- Working with auditors and audit committees in a public or private sector environment.
- Must be IT literate, with proficiency in using various software applications, able to join meetings online via Teams, and adapt to new systems.
- Applicants **must not** currently be members of the Scheme Advisory Board.

**Skills**

- Good communication skills across all levels;
- Good interpersonal skills with the ability to provide constructive challenge;
- Sound knowledge and experience of implementing good governance practices in the public and/or private sector or both;
- Good understanding of budget forecasting and accounts; and
- Ability to analyse complex information, reach practical decisions and to think strategically.

Additionally, post holders will demonstrate experience and appreciation of the points below.

**Strategic context**

- Empathy with the mission and aspirations of the TPSPB.
- A strategic and operational understanding of:
  - The Teachers' Pension Scheme and the educational environment; and
  - Legislation relating to Pension Schemes.

**Policy context**

- An understanding of policy and public accountability, sound judgement and awareness of political sensitivities.
- A commitment to equality, efficiency and innovation.

**Terms and Conditions**

The initial appointment will be for a period of one to three years, with a time commitment of 10 to 20 days per year. The Board meets three times a year for face-to-face meetings (either in London or Sheffield), with the potential for an additional meeting if required. Sub-committee meetings are held four times a year, twice in Darlington and twice via Teams.

These posts are voluntary, so not remunerated, although travel, subsistence and supply cover costs are met.

**Department / Section**

Department for Education, Early Years and Schools Group.

## PROCESS FOR RECRUITING AN EMPLOYER REPRESENTATIVE TO THE TEACHERS' PENSION SCHEME PENSION BOARD

### Stage 1 – Nomination

The Department will write to member groups on the list of consultees week commencing 05 May 2025 and invite them each to nominate up to two individuals for consideration for membership of the Board. Information will also be placed on TP's website, should any individual wish to put themselves forward for consideration.

The member groups should provide those interested with the information contained within this letter and invite them to apply by submitting a CV and supporting personal statement (Annex J) setting out how they meet the criteria of the role. Applicants are also asked to complete a diversity monitoring form (Annex F), a political activity form (Annex G) and a declaration of interest form (Annex H). Self-nominating individuals will be invited to contact the TPSPB secretariat mailbox ([tps.pensionboardsceretariat@education.gov.uk](mailto:tps.pensionboardsceretariat@education.gov.uk)) for copies of the application pack.

All applications should be submitted to [TPS.Pensionboardsecretariat@education.gov.uk](mailto:TPS.Pensionboardsecretariat@education.gov.uk) by **midnight on 16 May 2025**.

### Stage 2 – Sift

The Department will score applications received against the skills and experience detailed in the role and person specification in order to shortlist candidates, during the week of 19 May 2025.

In the event that insufficient candidates are successful at this stage, the Department will approach member groups to request further nominations, and advertise further.

Due diligence checks will also be carried out on candidates selected for interview.

### Stage 3 - Informal Interview

As good practice, and to identify the best fit for the role, successful candidates will be invited to attend an informal interview expected to take place on week commencing 26 May 2025. Interviews will take place on Teams.

### Stage 4 – Appointment to the Board

Once the successful candidate has been identified, due diligence checks will be completed and the recommendation will be put to the Minister of State for School Standards for a final decision.

The Department will notify candidates of the outcome of their application by the end of June. Unsuccessful candidates may seek feedback on their application.

Pre-employment checks will also be carried out before a formal letter of appointment is issued.

## Teachers' Pension Scheme

### Introduction

The TPS is a defined benefit contributory pension scheme for teachers employed by local authorities, academies, sixth form colleges, FE colleges, and post-92 universities. The TPS is a statutory scheme, with the rules being set down in regulations made by the Secretary of State for Education; it is also governed by over-riding pension related legislation.

The TPS is the second largest occupational pension scheme in England and Wales (only the NHS scheme is bigger) with around two million members (active, deferred or pensioners). Membership is automatic unless a member decides to opt out and less than 1% of members choose to do so.

In line with most public service pension schemes, the TPS is an unfunded scheme in that all contributions received are paid to the Exchequer, as opposed to a fund that is then invested for future members; the Exchequer is responsible for paying benefits to scheme pensioners and their beneficiaries.

### Facts and Figures

The TPS currently has total liabilities of £481bn, and paid pensions to retired members and their beneficiaries totalling £10.4bn last year whilst receiving contributions from current teachers and employers of around £8.7bn - with the balance funded by the Exchequer.

The scheme is funded via member and employer contributions. Employee contribution tiers and employer contributions rates are set by the Secretary of State based on advice from the scheme's actuary (the Government Actuary's Department (GAD)). They also undertake regular valuations of the scheme, in line with directions set by HM Treasury. GAD calculate what the scheme's liabilities and assets are, based on a notional fund, and what contributions need to be paid by teachers and their employers in order to keep the notional fund in balance.

Capita have held the contract to administer the Teachers' Pension Scheme since 1996. The current contract was awarded in March 2011, is due to end in September 2025 and has a total value of £166m. The contract is for the full administration of the scheme on behalf of the Secretary of State – though separate contracts exist for things like medical advice (ill health cases) and actuarial support. Tata Consultancy Services (TCS) has been awarded the contract and transition is currently underway to move to the new supplier from 1 October 2025.

### Background and recent reforms

In response to increasing longevity and rising costs, significant changes were made to the Scheme arrangements from 2007, these included raising the age at which benefits are available in full (Normal Pension Age) to 65 for new entrants.

However, the cost of the TPS (and the other public service schemes) continued to grow and in 2010 the Independent Public Service Pensions Commission (IPSPC), chaired by Lord Hutton, was set up to undertake an independent review of public service pensions. The IPSPC concluded that the 2007 reforms had not gone far enough and made recommendations about how such pensions can be made sustainable and affordable, while remaining fair to the workforce and the taxpayer. Those recommendations formed the basis of discussions with the unions and employers, and public consultation, which ultimately led to the reformed arrangements that were introduced in April 2015.

The 2015 reforms saw the introduction of a career average pension scheme for teachers and a further change to normal pension age so that it coincides with state pension age. The scheme also introduced new member flexibilities to assist members in planning for their retirement,

### **Recent legal challenges**

Since the introduction of the career average scheme, there have been a number of further changes to ensure the scheme adheres to the equalities laws. In particular, two Supreme Court cases highlighted scheme rules that are incompatible with EU equalities rules.

In 2016, the Brewster case brought about changes to the rules that determine whether an unmarried partner is eligible for survivor benefits. It was determined that an unmarried member should not be required to nominate a partner in order for the benefits to be payable so long as other conditions are met.

In 2017, a further Supreme Court decision in the Walker case, confirmed that provisions for the payment of survivor benefits to couples in same sex marriages and civil partnerships were incompatible with EU equalities laws. The decision confirmed that those in same sex marriages and civil partnerships must be treated in the same way as those in opposite sex marriages. As a result of this decision the government changed the provisions for all public sector pension schemes so that all survivors from same sex marriages and civil partnerships are treated equally to the female survivor from an opposite sex marriage. A further challenge (Goodwin) was brought in relation to the benefits provided to the male surviving partner of female members. The challenge was conceded in 2020, with the department agreeing that this change would provide equalised survivor benefits for all legally recognised relationships.

In developing the new Career Average Pension schemes, following Lord Hutton's review in 2011, the government included an element of protection for those members closest to normal pensions age (NPA) and who, it was argued, were less able to change their retirement plans. The protection ensured that all those who were within 10 years of NPA, as of 31 March 2012, would remain in the final salary scheme until they retired, or otherwise were out of the scheme for a period of more than 5 years. In addition, any active member who was within 13.5 years of their NPA as of this date would remain in the final salary scheme for an extra period, determined by their age, before transitioning to the Career Average Scheme.

In 2016, the Fire Brigades Union and a group of Judges brought separate cases against the Home Office and Ministry of Justice, respectively, arguing that the transitional provisions were discriminatory on the grounds of age, gender and race.

Following an extensive legal battle, the Court of Appeal decided that, having introduced the protections, the government should have justified the discriminatory impact, but that it had failed to do so, and therefore justification on the grounds of legitimate aims must fail. As a result, the court dismissed any further deliberation over the question on proportionality of means, and remitted the matter back to the Employment Tribunal to consider the remedy.

Legal advice confirmed that, although the case was initially brought in relation to the Firefighters' and Judicial schemes, the court's decision reads across to all public sector schemes. As a result of this decision, the government was required to provide a remedy that compensated all scheme members in relation to that discrimination and to eliminate future discrimination.

The department has worked with other government departments to develop proposals to address the discrimination. HMT consulted on these in July 2020 and in February 2021, HMT announced that schemes will adopt the Deferred Choice Underpin (DCU) as the remedy to address the discrimination.

The DCU remedy means impacted members will choose between final salary and career average benefits for their service accrued during the remedy period (1 April 2015 – 31 March 2022) at the point they retire, based on known facts and certainty.

HMT also confirmed that the final salary scheme will close to further accrual on 31 March 2022, when all active members will move to the career average scheme on 1 April 2022, thus ensuring equal treatment.

The Public Service Pensions and Judicial Offices Bill was introduced to the House of Lords on 19 July 2021 to provide general powers to make necessary changes and is expected to receive Royal Assent in March 2022. Other powers to deal with tax issues for this work are contained in 2021-22 Finance Bill, which is also progressing through Parliament. DfE will then be required to make changes to TPS regulations once these powers are in place.

## **Teachers' Pension Scheme Pension Board**

### **Background**

The Public Service Pensions Act 2013 required the Secretary of State, as scheme manager of the Teachers' Pension Scheme, to establish a Pension Board. The TBSPB is responsible for providing assurance on the effectiveness of the arrangements for administering the scheme to the Secretary of State. The Board thereby provides the Secretary of State, scheme members, scheme employers, taxpayers and others with additional assurance that the scheme is being efficiently and effectively administered. The Board was formally established on 1 April 2015.

The TPSPB comprises, an independent Chair, an independent Pension Specialist, five member representatives, five employer representatives and two senior DfE officials. Board members are appointed for up to three years, with a maximum of two appointments. The remit of the Board is to represent the entire membership and/or employers irrespective of their sponsoring organisation.

The TPSPB meets quarterly in London, with quarterly sub-committee meetings being held in Darlington – although presently these meetings are carried out electronically through Teams.

### **Role and Responsibilities**

The TPSPB is responsible for assisting the scheme manager in securing compliance with the Teachers' Pension Scheme Regulations, any other legislation relating to the governance and administration of this and any connected scheme, and requirements imposed by the Pensions Regulator in relation to this, and any connected scheme.

The Board specifically provides challenge, oversight and assurance to the scheme manager, and in turn to members and employers, that the scheme is being administered effectively. The Board is therefore responsible for challenging whether issues and risks are being managed, and making recommendations on appropriate action.

The Board has established four sub-committees to enable them to better support their challenge and oversight role.

- Service Delivery and Maintenance of Data
- Managing Risk and Internal Controls
- Information for Members and Communications
- Transition Sub-Committee

Following the awarding of the contract to TCS, a Transition sub-committee has been set up to provide assurance to the Board that the transition to the new supplier and any commercial activities are being managed successfully.

The Secretary of State remains responsible for determining administrative arrangements and scheme policy and there is a separate Board, the TPS Advisory Board, consisting of representatives from member and employer stakeholders, which exists to provide the Secretary of State with advice on policy changes he chooses to consult them on.



# TEACHERS' PENSION SCHEME PENSION BOARD

## TERMS OF REFERENCE (from January 2025)

### 1. Scope of the Teachers' Pension Scheme Pension Board (TPSPB)

1.1 The TPSPB has a statutory responsibility for assisting the scheme manager in relation to securing compliance with –

- a) The Teachers' Pension Scheme Regulations 2014;
- b) any other legislation relating to the governance and administration of the Teachers' Pension Scheme and any connected scheme; and
- c) requirements imposed by the Pensions Regulator in relation to the Teachers' Pension Scheme and any connected scheme.

1.2 The TPSPB will provide assurance on the effectiveness of the arrangements for managing the scheme to the Scheme Manager, ensure that it remains at the forefront of public service pension scheme administration and meets the changing needs of members and employers.

To achieve this, the TPSPB will:

- a) in their role as a strategic Board, contribute towards setting the strategic direction of the administration, as delivered by its service providers and Department for Education (DfE) officials;
- b) be forward thinking and able to clearly articulate the vision for the administration of the Teachers' Pension Scheme (TPS);
- c) assess the effectiveness and efficiency of the scheme administration;
- d) consider opportunities to enhance the range and quality of services offered by the scheme; and
- e) assess the arrangements for ensuring scheme performance, continuous improvement, value for money, risk management and compliance with statutory requirements.

1.3 The TPSPB may also carry out additional duties as the scheme manager sees fit, from time to time.

### Connected and Unconnected schemes

1.4 A connected scheme, for the purposes of the Board's responsibilities, is another statutory pension scheme that is connected, within the meaning of section 4(6) of the Public Service Pensions Act 2013, with this scheme.

1.5 A connected scheme will therefore include the schemes provided for under the Teachers' Pension Scheme Regulations 2010.

1.6 Although catering for the people of the same description as provided for in the Teachers' Pension Scheme Regulations 2014, the scheme established to provide additional voluntary contributions, and currently provided by the Prudential assurance company, is not a connected scheme. This has been set out in the regulations and therefore falls outside the responsibilities for this Board.

## **2. Roles and Responsibilities**

- 2.1 The principal role of the Board is to monitor the operational delivery of the scheme, including assessing the effectiveness of relevant control mechanisms.
- 2.2 The Board will provide close scrutiny of the level and quality of services provided for the membership by the administrator and other relevant service providers directly involved in the operational delivery of the scheme.
- 2.3 The TPSPB will review audit plans and audit reports reporting on their effectiveness.
- 2.4 The TPSPB will provide assurance that an effective risk management strategy is in place for the administrative delivery of the scheme and internal controls are adequate.
- 2.5 The TPSPB will provide views on scheme strategy where this will aid the scheme administration; and will monitor achievement against the six strategic objectives, as agreed by the Board, the Department and the administrator.
- 2.6 The TPSPB will add to the process whereby assurance is provided to the Accounting Officer (Permanent Secretary), members and employers regarding the effective financial management of the TPS, through reviewing the TPS Governance Statement, which is produced as part of the annual accounting process. The TPSPB's responsibilities for providing assurances on financial issues focus on the processes for contributions collection, pension calculations and pension payments. The Board is not responsible for the preparation and review of accounts, with the exception of its role regarding the TPS governance statement.
- 2.7 The TPSPB will review that benchmarking in the TPS is in line with regulatory requirements (e.g. The Pensions Regulator (tPR)).
- 2.8 The TPSPB will provide assurance that the development of processes and systems incorporate any new statutory requirements.
- 2.9 The TPSPB will provide assurance that the arrangements for the maintenance and management of data are effective.
- 2.10 The TPSPB will respond to any requests/directions made of it by the Pensions Regulator.
- 2.11 The TPSPB will provide assurance that the approach developed by the administrator for reporting breaches of the law to the regulator, when they have reasonable cause to believe that:
  - a) A legal duty which is relevant to the administration of the scheme has not been, or is not being, complied with; and
  - b) The failure to comply is likely to be of material significance to the regulator in the exercise of any of its functions;is compliant with the regulator's requirements.

## **3. Composition**

- 3.1 The TPSPB will comprise scheme member representatives, employer representatives, an independent chair, an independent pension specialist and a DfE senior official. The chair and pension specialist will be independent of those at 3.3 & 3.4.
- 3.2 All non-DfE appointments to the Board will be made by the scheme manager.
- 3.3 The Board will have up to five scheme member and five scheme employer positions, selected by an interview panel following open advertisement.

- 3.4 The TPSPB will have one DfE member. The DfE member will be either Deputy Director or Director level from the contract management area that manages the scheme (Teachers and Tutors Directorate). The DfE member will have full member rights with the exception that DfE members will not vote. DfE members will be referred to as "Participators" in official minutes and other documentation.
- 3.5 Members of the TPSPB will represent the interests of all of the schemes' beneficiaries, scheme employers and the Accounting Officer and not simply the interests of the constituency that nominated them.
- 3.6 Appendix A gives the Terms and Conditions that apply to TPSPB members.

#### **4. Meetings**

- 4.1 Frequency: The TPSPB will meet quarterly (to be edited after restructure discussion) and at such other times as the Chair decides is necessary. Wherever possible at least seven days' notice will be given of any non-scheduled meeting.
- 4.2 Recordings: All TPSPB meetings will be recorded for the purposes of assisting the secretariat team in drafting the minutes. The recordings will be retained by the Secretariat until ratification at the subsequent Board meeting..
- 4.3 Format: Meetings can be conducted in person or via Teams, as decided by the Chair. If the Chair is not present within fifteen minutes of the time appointed for holding the meeting, the Deputy Chair, the Pensions Specialist Board member, will chair the meeting.
- 4.4 Quorum: Six members of the TPSPB will represent a quorum for meetings. The Board members must include at least two employer representatives and two member representatives. However, in the event of an extraordinary or emergency meeting, the Chair may invite fewer members, but will ensure that employers and members are represented.
- 4.5 Attendance: The TPSPB can decide to ask its professional advisers, representatives from third party suppliers, including the scheme administrator, and any other person to attend its meetings as it sees fit. The Board can invite non-members for specific purposes.
- 4.6 Matters Arising\_: In the event that an issue arises for which a vote is required, all Board members will have a single vote. In the case of an equality of votes the Chair will have a casting vote. The TPSPB may agree on an issue outside of a meeting if the majority of voting members confirm their agreement either in writing or by electronic mail. Any such vote will be as valid and effective as if it had been passed by a meeting of the TPSPB.
- 4.7 Papers: The Board Secretariat should circulate all papers at least one week in advance of any meeting (unless a shorter period is agreed by the Chair).
- 4.8 Where the DfE becomes aware of a serious service issue, the Secretariat will discuss with the Chair and agree how the information will be shared with the rest of the Board.
- 4.9 Minutes: Draft minutes are to be forwarded to the Chair for agreement within ten working days and thereafter circulated to TPSPB members. Minutes will be ratified at the subsequent Board meeting.

#### **5. Sub-Committees**

- 5.1 The TPSPB may establish such sub-committees as it sees fit.
- 5.2 The TPSPB will agree, and can amend, each sub-committee's Terms of Reference.

- 5.3 The TPSPB will appoint and remove members of the sub-committees.
- 5.4 Following prior agreement with the Scheme Manager, the TPSPB may co-opt persons who are not voting members of the TPSPB to serve on its sub-committees. Such persons need not be representatives of members, employers or the DfE.
- 5.5 The Chair of the TPSPB may determine who is to act as chair and vice- chair of each sub-committee but can also delegate that decision to each sub-committee. However, where there is no consensus amongst the members of the sub-committee the TPSPB Chair will decide.
- 5.6 All member and employer representatives on the TPSPB will be expected to sit on and actively participate in at least one sub-committee; this will contribute towards the expected 10-20 days' commitment agreed upon appointment.
- 5.7 Where sub-committees are established, they will provide update reports (written or verbal) to the TPSPB quarterly meetings. (should this be changed as the IMC/MRIC and SDMOD will now be a written update provided by Secretariat)

## **6. Authorities and Restrictions**

- 6.1 The TPSPB may consider and propose to the scheme manager amendments to the commercial agreements in place with the various service providers.
- 6.2 If required and appropriate, the TPSPB may be given authority by the scheme manager to work directly with the relevant service providers to address and resolve issues which it identifies. This authority will also be subject to the existing contractual agreements and requirements relating to public sector procurement.
- 6.3 The DfE will remain responsible for all contractual agreements and any proposed changes, and for the commissioning of any additional work by third parties. The DfE will consult and take into consideration the views of the TPSPB on matters that will materially affect the cost and /or the range and quality of services provided by the administration.

## **7. Reporting**

- 7.1 The Chair of the TPSPB will report annually to the Scheme Manager on the Board's level of assurance about the activities and achievements of the TPSPB against the statutory requirements.

### TERMS AND CONDITIONS

1. With the exception of the DfE representatives, appointments to the TPSPB are personal. There can be no alternate representation for any member of the TPSPB. Posts are not remunerated other than expenses with the exception of the Chair and Independent Pension Specialist.
2. Each member is required to attend all scheduled TPSPBs and their allocated scheduled sub-committee meetings and details of attendance at meetings will be published in the Annual Review and on the website. Where ad-hoc meetings are called, all TPSPB members who are invited to attend should make best efforts to attend.
3. Employer and member representatives are expected to commit 10-20 days per year to TPSPB activities. This to include membership of, and active participation in, at least one sub-committee and attendance at learning and development events.
4. TPSPB members must agree that information provided or gleaned in the course of their duties as a member of the Board (which will include confidential/personal information) will not be used for purposes outside of the delivery of the Board's function.

### Appointment and Removal

5. Chair: The Chair will be appointed by the scheme manager and will be independent of employer and member groups.
6. Member representatives and Employer representatives will be appointed as described in the TPSPB main terms of reference.
7. Independent Pension specialist: The Independent Pension Specialist will be appointed by the scheme manager, following an open / targeted recruitment process, and will be independent of both member and employer groups.
8. DfE Participators: These will be appointed by the Department's Permanent Secretary, or other delegated DfE official, based on roles as Directors or Deputy Directors in the relevant contract management area.
9. Members may resign from the TPSPB by giving a minimum of three months' notice in writing to the Chair.
10. The Chair will undertake performance management of each Board member annually and can recommend to the scheme manager the removal of a Board member or the non-renewal of their appointment.

### Terms of Office

11. The appointment of non-DfE Board members will be for a one to three-year term. Board members will not hold office for more than two terms.

12. The tenure of the DfE representative appointments will coincide with the time the individual holds the relevant DfE post or such other tenure as determined by the Permanent Secretary.

### **Induction and Training**

13. TPSPB members will complete induction activities to gain an up-to-date and working knowledge of the TPS pension arrangements.

14. Members will be conversant with scheme documents and have appropriate knowledge and understanding of the scheme rules and the principles of TPS funding. The members must keep their knowledge up to date and maintain a written record of their relevant training and development.



## THE SEVEN PRINCIPLES UNDERPINNING PUBLIC LIFE (previously known as the “NOLAN PRINCIPLES”)

In 1995, the Committee on Standards in Public Life defined seven principles, which should underpin the actions of all who serve the public in any way. These are:

### 1. **Selflessness**

Holders of Public Office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

### 2. **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

### 3. **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### 4. **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### 5. **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### 6. **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### 7. **Leadership**

Holders of public office should promote and support these principles by leadership and example.

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity. All candidates who put themselves forward for public appointment must be able to demonstrate their commitment to the principles and values of public service.



## Diversity Monitoring Form

- *The Department for Education is committed to pursuing equality of opportunity and to the principles of public appointments based on merit with independent assessment, openness and transparency of process.*
- *Monitoring the recruitment and selection procedures is one way of helping to ensure that there is no discrimination in the way we take people on.*
- *The ethnic origin and disability information you give us will be treated as confidential and will be used for monitoring purposes only.*

*It will not determine your suitability for appointment*

- *Please use CAPITAL letters and black ink.*
- *Where tick boxes appear, please tick the one that applies.*

### Personal Details

|  |  |
|--|--|
| Title (Please specify eg, Dr, Ms, Sir, Mr) | <input style="width: 100%;" type="text"/>  |
| Surname                                    | <input style="width: 100%;" type="text"/>  |
| First Name(s)                              | <input style="width: 100%;" type="text"/>  |
| Gender                                     | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say |

### Please enter your date of birth

|               |   |   |   |   |
|---------------|---|---|---|---|
| Date of Birth | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
|---------------|---|---|---|---|

|  |                             |  |
|--|-----------------------------|--|
| <b>Disability</b>                              |                             |  |
| Do you consider yourself to have a disability? |                             |  |
| <input type="checkbox"/> Yes                   | <input type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |

|   |                                 |  |
|---|---------------------------------|--|
| <b>What is your religion or belief?</b> |                                 |  |
| <input type="checkbox"/> Buddhist       | <input type="checkbox"/> Jewish | <input type="checkbox"/> Other:            |
| <input type="checkbox"/> Christian      | <input type="checkbox"/> Muslim | <input type="checkbox"/> None              |
| <input type="checkbox"/> Hindu          | <input type="checkbox"/> Sikh   | <input type="checkbox"/> Prefer not to say |

|   |  |                                  |
|---|--|----------------------------------|
| <b>What is your Sexual Orientation?</b> |  |                                  |
| <input type="checkbox"/> Bisexual       | <input type="checkbox"/> Heterosexual      | <input type="checkbox"/> Gay Man |
| <input type="checkbox"/> Gay Woman      | <input type="checkbox"/> Prefer not to say |                                  |

### Ethnicity

Please look at all of the descriptions of race or ethnic origin listed below. When you have read them all, please tick the **one** box that most accurately describes you.

|  |                          |
|--|--------------------------|
| <input type="checkbox"/> <b>White</b>  |                          |
| British or Mixed British   | <input type="checkbox"/> |
| English  | <input type="checkbox"/> |
| Irish  | <input type="checkbox"/> |
| Scottish   | <input type="checkbox"/> |
| Welsh  | <input type="checkbox"/> |
| <input type="checkbox"/> White – Other: specify if you wish.....                     |                          |
| <input type="checkbox"/> <b>Black</b>  |                          |
| Caribbean  | <input type="checkbox"/> |
| African  | <input type="checkbox"/> |
| <input type="checkbox"/> Black – Other: specify if you wish.....                     |                          |
| <input type="checkbox"/> <b>Asian</b>  |                          |
| Indian   | <input type="checkbox"/> |
| Pakistani  | <input type="checkbox"/> |
| Bangladeshi  | <input type="checkbox"/> |
| East African   | <input type="checkbox"/> |
| <input type="checkbox"/> Other: specify if you wish.....                             |                          |
| <input type="checkbox"/> <b>Mixed Ethnic Background</b>                              |                          |
| Asian and White  | <input type="checkbox"/> |
| Black African and White  | <input type="checkbox"/> |
| Black Caribbean and White  | <input type="checkbox"/> |
| Any Other Mixed Ethnic background: specify if you wish                               | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Chinese</b>  |                          |
| Any other Chinese background: specify if you wish                                    | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Any other Ethnic Background: specify if you wish....</b> |                          |
| <input type="checkbox"/> <b>Prefer Note to say</b>                                   |                          |





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## Political Activity Declaration Form

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**All** applicants for a public appointment should complete the question below. This question is asked as it enables the monitoring of political activity of candidates for a public appointment in so far as it is already in the public domain. Neither activity nor affiliation is a criterion for appointment (except where statute dictates specific representation).

If you are successful, the information provided will be published with the announcement of your appointment.

Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. Name the party or body for which you have been active. If you have been or are an Independent or have sought or obtained office as a representative of a particular interest group, you should state this. You should tick all relevant categories.

- a.  Obtained office as a Local Councillor, MP, MEP, etc.  
 Stood as a candidate for one of the above offices.  
 Spoken on behalf of a party or candidate.
- b.  Acted as a political agent.  
 Held office such as a Chair, Treasurer, or Secretary of a local branch of a party.  
 Canvassed on behalf of a party or helped at elections.  
 Undertaken any other political activity which you consider relevant.
- c.  Made a recordable donation to a political party.<sup>1</sup>
- d.  None of the above activities apply.

<sup>1</sup> The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from any individual totalling more than £5,000 in any calendar year, or more than £1,000 if made to a subsidiary accounting unit such as a constituency association, local branch, women's or youth organisation). These provisions became effective from 16 February 2001.

Details of your involvement

Name of party for which  
activity undertaken

**DECLARATION:**

I declare that the information given on this form is complete and correct to the best of my knowledge. I have read the information pack and can confirm that I am eligible to be considered for appointment to this body. I also certify that I will immediately inform the Department of any changes to circumstances that affect the answers I have given.

Signature

Print Name

*This part of the form is for monitoring purposes only and therefore will be detached from your application and will not be seen by any selection panels. However, it is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you should include it separately in the main body of your application*

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**TEACHERS' PENSION SCHEME PENSION BOARD**

**Explanatory Note:** The Public Service Pensions Act 2013, Section 7(4) requires that any member of the Teachers' Pension Scheme Pension Board must not have a conflict of interest, which is defined as a "financial or other interest which is likely to prejudice the person's exercise of functions as a member of the Board, but does not include a financial or other interest arising merely by virtue of membership of the scheme or any connected scheme."

This questionnaire has been designed to help potential Board members and the Department for Education ensure that the conflict of interest requirement in the Public Service Pensions Act 2013 is fulfilled.

**Conflict of interest questionnaire for all candidates applying to be appointed to the TPSPB.**

1. Name of candidate:

2. Are you currently in receipt of a Teacher's Pension? YES NO

*If your answer to one or more of question numbers 4, 6 and 9 below is YES, the appointing authority may conclude you have a potential conflict of interest for the purposes of this role, subject to your responses to the remaining questions.*

3. If you are currently in paid employment, what is your job title and the name of the organisation you work for:

4. Do you believe that your duties in the paid employment in question 3 above create a potential conflict of interest for you? YES NO

5. If your answer to 4 above was NO, what are your grounds for believing this:

6. A conflict of interest could arise if a member of your immediate family was employed in the pensions or related industries, such as the life insurance industry. Does such a situation exist in your immediate family? YES NO

7. If your answer to question 6 above was YES, do you believe that this creates a potential conflict of interest for you? YES NO

8. If your answer to 7 above was NO, what are your grounds for believing this?

9. You or your immediate family may have personal investments in the shares of pension providers or life assurance providers. Does such a situation exist for you? YES NO

10. If your answer to question 9 above was YES, do you believe that this creates a potential conflict of interest for you? YES NO

11. If your answer to question 10 above was NO, what are your grounds for believing this?

12. Do you have any other commitments, connections or responsibilities which could be reasonably perceived to be relevant to the role for which you have applied? If so, please specify them below, and be aware that they may be published in a public Register of Interests of Board members:

Thank you for completing this questionnaire.

\* "immediate family" is defined in this questionnaire as a partner or spouse with whom you have regular contact



Department  
for Education

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Please complete a personal statement in support of your application, along with a CV. This statement should be no more than 250 words and set out the relevant skills and experience you would contribute to the TPSPB, particularly in the area of service delivery. You may wish to consider:

- Communication and interpersonal skills (including the ability to understand and work with a diverse range of stakeholders)
  - Leadership and teamwork skills and experience
  - The ability to analyse and challenge advice/proposals
- 

**DECLARATION:**

I declare that the information given is complete and correct to the best of my knowledge. I have read the information pack and can confirm that I am eligible to be considered for appointment to this body. I also certify that I will immediately inform the Department of any changes to circumstances that affect the answers I have given.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_