**TPSPB - PROGRESS AGAINST LEGAL REQUIREMENTS**

 **(DETERMINED BY THE PENSIONS REGULATOR’S CODE OF PRACTICE) AT : 26 May 2015**

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| **Subject** | **Requirement** | **Documentation** | **Additional Activities** |  |
| Constitute Board  | Determine MembershipDetermine terms of appointmentDetermine appointment processAppointDetermine process for renewal of appointment / Board refresh | TPSPB Terms of ReferenceTPSPB Terms & ConditionsTPSPB Roles & ResponsibilitiesLetters of contract | Officials drafted paper for consideration by Chair / Board on re-appointment process.Added to appointment information on website | **Complete** |
| Knowledge and training | Board members must be conversant with - the rules of the scheme, documentation recording policy on the administration of the scheme and pensions law.Board members should complete a personal training needs analysis and regularly review their skills.A personal training plan should be used to identify and address skills gaps.The scheme should keep appropriate records of learning activities of both individual members and the as a whole  | Induction day & pre-reading Presentations &background reference documents Signposting to TP and tPR websites for additional learningInaugural Board provided further learning.TPS Reform briefing document shared 15/4/15.Finance Report shared 12/5/15.Familiarisation visit to Capita 20/5/15.Skills matrix developed to record key skills required.Individual training records compiled.Secretariat to hold and manage learning records in respect of both “the Board” and individuals. | All learning material uploaded to Board-only area of TP’s website.Completed skills matrix submitted for 28/2/15.Gap analysis by Secretariat. Familiarisation visit to TP on 20/5/15 | Second iteration to be completed for 31/5/15.Further visit to TP to be considered  |
| Record Keeping | Record date, time, place of meetingsRecord who is invitedRecord attendees (and the capacity in which they attended) and apologies Record all decisions made at the meetingRecord any decisions made outside the meeting (inc date, venue, those involved) | Board confirm that Minutes to be posted on TP’s website – details will include time, date, venue, attendees, apologiesHard copy minutes to be signed by Chair & stored securelySecretariat to hold and publish separate list of attendees for each meetingSecretariat to hold and publish information relating to decisions made inside and outside Board meetings**Record Keeping and Public Information Policy** | Records to be retained for at least 6 years from the end of the scheme year to which they relateSecretariat to determine own processes for record keeping and audit purposes | **COMPLETE** |
| Disclosure & Comms | Record who Board members areRecord who Board members representRecord those matters falling with TPSPB responsibility | Biographies/photos on websiteTPSPB Roles & ResponsibilitiesTPSPB Terms of ReferenceTPSPB Terms & Conditions | Published in Governance specific area of TP’s website –go-live 1/4/15. | **COMPLETE** |
|  | Minutes, Board Papers etc | It is not a requirement to publish minutes but TPSPB will do so as good practiceRedaction may be required for confidential , commercially sensitive info or to meet DPA**Record Keeping and Public Information Policy**  | Upload to website after each TPSPB meetingPolicy articulates what information is to be published and where | **COMPLETE** |
| Conflict of Interest | Scheme manager must be satisfied that Board appointees do not have a conflict of interest and declare dual interests.Terms of engagement to include a clause requiring disclosure of dual interests or responsibilities that could become conflicts Scheme Manager must be satisfied from time to time that TPSPB members do not have a conflict of interest.Register of interests must be maintained also recording dual interestsEstablish a process to manage potential conflicts of interestCapture and record decisions arising from identification of potential conflict of interestidentification, evaluation and management of dual interests and responsibilities with the potential to become conflicts of interest should be part of the scheme risk assessment process | Declaration required as part of recruitment processAppointment letters and process developed to meet this **Register of Interests** will be updated and shared regularly & circulated in advance of each TPSPB meeting**Conflict of Interest Policy**Sets out detail on managing and recording potential conflicts / dual interests | CoI will be a standing agenda item and revisited as necessary depending upon agendaPolicy and Register considered at Inaugural Board.  | Review process after 3/6/15 Board. Update Policy if requiredPolicy requires sign off. |
| Reporting Breaches of the Law | TPSPB members are required to report breaches of the law to the regulator where they have reasonable cause to believe that:a legal duty which is relevant to the administration of the scheme has not been, or is not being, complied with; andthat failure to comply is likely to be of material significance to tPR in the exercise of its functions. | **Reporting Breaches Policy** sets out the legal requirement, tPR guidance and TPSPB process. | Policy reviewed at Inaugural Board.Amendments required to include Board-specific scenarios.  | Requires sign off at 3/6/15 Board |
| Internal Controls & Risk Management | It is the responsibility of the scheme manager to establish and operate adequate internal controls for the purpose of ensuring that the scheme is being run in accordance with both scheme rules and the law. A risk-based approach should be employed to address significant risks that are likely to have a material impact on the scheme. | **Risk Policy**Sets out how risk is identified, managed and mitigated within the TPS | Policy not owned by TPSPB, provided for information.Assurance will be provided through quarterly Board Reports and end of year Assurance statement. | **COMPLETE** |
| Other Policies | TPSPB Performance Management |  | Policies reviewed and signed off at Inaugural Board | **COMPLETE** |
| Outstanding Policies  | Freedom of Information Policy | Awaiting HMT direction |  |  |
| Other Supporting documentation | Legal RequirementsTPSPB Terms of ReferenceTPSPB Expenses PolicyTPS Internal Dispute Resolution PolicyTPS Discretions Process | Completed. Do not require TPSPB sign offPeriodic / regular review and monitoring by Secretariat. Policies updated and cascaded to Board as required.Records maintained for audit purposes | Board members need to be aware /conversantExpenses Policies updated April 2014 to reflect HMT additional requirements. | **COMPLETE** |
| TP’s Supporting Board Documentation  | TP’s Vision document TP’s Engagement StrategyTP’s Reform Communications PlanTP Finance Report | Provided by TP for information purposes | Learning aids | **COMPLETE** |
| Misc | Gifts & Hospitality Register, required to record and G&H received by Board members in relation to that role | Template drafted | To be shared with Board members for quarterly completion | **COMPLETE** |
| Board Documents | Not a legal requirement but useful to capture detail | Example agendasTimetable of eventsBoard Reports (Dashboard, Service Delivery, Finance & Risk and Comms and Engagement) developed.  | Reviewed at Inaugural Board.Further development prior to 3/6/15 BoardOn-going improvement as best practice. | **COMPLETE** |