



Department
for Education

Teachers' Pension Scheme Pension Board

Public Information Policy and Internal Record Keeping Process

December 2020

Pension Board Public Information Policy & Internal Record-Keeping Processes.

1. Lord Hutton recommended the establishment of Pension Boards for all public sector pension schemes to give scheme members, taxpayers and others confidence that the schemes are being efficiently and effectively administered. Those recommendations have been implemented in the Public Service Pension Act 2013.
2. Under the Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014, and The Pension Regulator's Code of Practice (no 14) - Governance and Administration of public service pension schemes, processes and procedures for assessing adherence to record-keeping regulations must be established.
3. In order to ensure that scheme members and interested parties can establish that their scheme meets these criteria, the Pensions Regulator (TPR) has set out in the Code of Practice (no 14) which information about the Pension Board must be published and kept up to date.
4. The Code of Practice also sets out which information and Board records need to be retained. In practical terms the records that the Pension Board are expected to retain and the information that needs to be published are generally the same.
5. To meet these requirements, the following Teachers' Pension Scheme Pension Board (TPSPB) information will be both published and maintained:
 - ❖ who the members of the Pension Board are;
 - who the Board members represent;
 - any specific roles and responsibilities of individual Pension Board members; and
 - the Pension Board appointment process(es)
 - ❖ the matters falling within the Pension Board's responsibility;
 - the full terms of reference for the Pensions Board, including details of how it will operate.
 - ❖ the date, time and place of Pension Board meetings;
 - The names of those invited, those that attended (and the capacity in which they attended), and those that sent apologies;
 - ❖ All decisions made by the Pension Board.
 - ❖ Records of key discussions where appropriate (this may include topics such as compliance with policies in relation to the administration of the scheme)
6. In order to ensure a clear and transparent audit trail is maintained, scheme managers must also keep records relating to any decision taken by members of the Pension Board other than at a Board meeting, or decisions taken by a committee or sub-committee. The records must include the time, date and place

of the decision as well as the names of Board members participating in the decision.

7. The Pensions Regulator also suggests that schemes may choose to share additional information such as decisions taken and records of meetings. The TPS will publish such information, where the Chair and Board deem it appropriate. This may include :
 - Board papers;
 - Board agendas; and
 - Board minutes, including decisions made.
8. The TPS may also publish other information as requested by the Board, or under a freedom of information request.
9. Board papers, agendas, minutes or other information will be redacted, where appropriate, to ensure that confidential and commercially sensitive information is removed in accordance with the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR), which came into effect on 25 May 2018 and which regulates the collection, storage, and use of personal data.
10. Information will be kept up to date, and records maintained, by the Secretariat.

Internal Record Keeping Process

11. The Secretariat for the TPSPB will hold responsibility for keeping records. The above records will be held electronically, in a secure government system, and, where appropriate, in hard copy format, which will be stored in a secure, locked cabinet.
12. In addition to the records that the Pension Board is required to hold, the TPSPB will adopt the practice of open reporting where practical and will retain records, and publish information that the Code of Practice sets out as a recommendation for best practice – this will include Board minutes.
13. Board records will be published on the governance section of Teachers' Pensions website. The Secretariat will create records using tables and/or spreadsheets. These will be updated regularly – at least following each Board meeting.
14. Prior to publication, Pension Board minutes will be redacted as appropriate in order to ensure that confidential and commercially sensitive information is removed in accordance with the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR).
15. Pension Board records (including details of meetings and decisions made) must be retained for at least 6 years from the end of the scheme year (1 April to 31 March) to which they relate. However, in practice records may be retained longer (sometimes indefinitely) as decisions may have ramifications beyond 6 years, and may be queried during future iterations of the administration contract.

Publishing Information

16. The TPS has established a dedicated area of the Teachers' Pensions (TP) website (the governance section) to collate and share information. Information will be regularly added. However, Board and sub-committee minutes will be ratified at subsequent meetings and so will be added 3 months after the date of the actual meeting. The Board Secretariat will liaise with TP to populate the website and ensure it is regularly updated.

Other Legal Requirements

17. The TPS will need to comply with any other legal requirements relating to the publication of information about governance and administration. In particular, HM Treasury directions may require the scheme manager to publish information about scheme administration and governance and may set out how this information is to be published (Pension Act 2013 Section 15).

Pension Board Correspondence

18. The department has a standard process for responding to correspondence; Board correspondence will be handled in accordance with this.

19. Although it is not normally part of the Chair's role to respond to correspondence, there may be circumstances that warrant a reply. This will be decided on a case by case basis in consultation with the Chair, and will not normally relate to individual cases. In practice, the Secretariat will draft responses for the Chair's signature, and will capture the information on the department's electronic mail-handling system.

20. The Secretariat will liaise with the Chair, where correspondence relates to the operation or conduct of the Board.

21. The department will respond on behalf of the Board to any FOI requests.

Press Enquiries

22. Any approach to members of the Board by journalists should be referred to the Secretariat, and reported to the Chair. These enquiries will be handled by the department's Press Office in consultation with the Secretariat and the Chair.

Requests to Board Members

Any requests either to attend meetings, or make presentations, on behalf of the Board, received by individual Board members, should be forwarded to the Chair and the department who will determine which Board member will attend. As a general rule, presentations on the role of the Board should follow a standard format, irrespective of the audience for the presentation.