**TPSPB - PROGRESS AGAINST LEGAL REQUIREMENTS**

**(DETERMINED BY THE PENSIONS REGULATOR’S CODE OF PRACTICE) AT : 25 NOVEMBER 2015**

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| **Subject** | **Requirement** | **Documentation** | **Additional Activities** |  |
| Constitute Board | Determine Membership  Determine terms of appointment  Determine appointment process  Appoint  Determine process for renewal of appointment / Board refresh | TPSPB Terms of Reference  TPSPB Terms & Conditions  TPSPB Roles & Responsibilities  Letters of contract | Officials drafted paper for consideration by Chair / Board on re-appointment process.  Added to appointment information on website  Successful extension to appointment of Independent Pension Specialist Autumn 2015 – wef 1 Dec 2015. | **Complete** |
| Knowledge and training | Board members must be conversant with  - the rules of the scheme,  - documentation recording policy on the administration of the scheme  - 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 learning (including e-learning modules)  Inaugural Board provided further learning.  TPS Reform briefing document shared 15/4/15.  Finance Report shared 12/5/15.  Assurance note circulated 18/6/15  Familiarisation visits to Capita 20/5/15 and 5/8/15.  Arrangements made for TPAF / TPARG update and opt out data to be circulated as and when (first circulation July/August 15).  **Skills matrix** developed to record key skills required.  Individual training records created.  Secretariat has created and will manage **learning records** in respect of both “the Board” and individuals. | Full suite of learning material uploaded to Board-only area of TP’s website to include all induction materials and all documents and useful information provided as learning tools since then. (November 2015)  Completed skills matrix submitted for 28/2/15.  Initial Gap analysis.  Discussion at 9/9/15 Board meeting to determine further learning needs (subsequent to completion of skills matrix.  TPSPB meeting in December in Darlington to include engagement workshop, MPO walk-through and site visit of TP’s new premises.  March 2016 Board to include presentation by GAD  Second iteration completed for 30/10/15.  Further **needs analysis** completed October / November 2015.  Shared with Board members November 2015 with signposting of solutions for outstanding learning requirements.  Further consideration of learning needs in 2016.  Formal consideration of the skills matrix annually (June). | **On-going** |
| Record Keeping | Record date, time, place of meetings  Record who is invited  Record attendees (and the capacity in which they attended) and apologies  Record all decisions made at the meeting  Record any decisions made outside the meeting (inc date, venue, those involved) | Board confirm “open reporting” to be adopted. Minutes and reports to be posted on TP’s website – details will include time, date, venue, attendees, apologies  Hard copy minutes to be signed by Chair & stored securely  Secretariat to hold and publish separate list of attendees for each meeting  Secretariat to hold and publish information relating to decisions made inside and outside Board meetings  **Record Keeping and Public Information Policy**  **TP’s Website with dedicated TPSPB area** | Records to be retained for at least 6 years from the end of the scheme year to which they relate  Secretariat to determine own processes for record keeping and audit purposes  Audit schedule created Sept 15, to include annual, twice yearly and monthly checks | **Complete** |
| Disclosure & Comms | Record who Board members are  Record who Board members represent  Record those matters falling with TPSPB responsibility | Biographies/photos on website  TPSPB Roles & Responsibilities  TPSPB Terms of Reference  TPSPB Terms & Conditions | Published in TPSPB specific area (within Governance) 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 practice  Redaction may be required for confidential , commercially sensitive info or to meet DPA  **Record Keeping and Public Information Policy** | Upload to website after each TPSPB meeting  Policy 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 interests  Establish a process to manage potential conflicts of interest  Capture and record decisions arising from identification of potential conflict of interest  identification, 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 process  Appointment 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 agenda  Policy and Register considered at Inaugural Board.  On-going discussion re wording of Declaration of Interests form. Data obtained from tPR & other schemes for final decision at 9/9/15 Board meeting.  Review process after 3/6/15 Board. Update Policy if required  Policy and Declaration form updated Oct 15 to reflect revised wording from 9/9 Board.  Consolidated register of interests prepared for December 2015 Board.  Register to become standing agenda item and be formally reviewed annually. | **Complete** |
| 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; and that 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. Completed. Revisions signed-off at 3/6/15 Board meeting. | **Complete** |
| 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.  Assurance learning aide compiled for Board 18/6/15.  Refreshed and circulated November 2015. | **Complete** |
| Other Policies | TPSPB Performance Management | Sets out the process for annual appraisal for Board members. | Policies reviewed and signed off at Inaugural Board  Board refresh note, setting out options for re-appointment or recruitment prepared for Chair/Board | **Complete** |
| Outstanding Policies | Freedom of Information Policy | Awaiting HMT direction |  |  |
| Other Supporting documentation | Legal Requirements  TPSPB Terms of Reference  TPSPB Expenses Policy  TPS Internal Dispute Resolution Policy  TPS Discretions Process | Completed. Do not require TPSPB sign off  Regular review and monitoring by Secretariat as part of internal audit process.  Policies updated and cascaded to Board as required. | Board members need to be aware /conversant  Expenses Policies updated April 2014 to reflect HMT additional requirements.  Refreshed November 2015 | **Complete** |
| TP’s Supporting Board Documentation | TP’s Vision document  TP’s Engagement Strategy  TP’s Reform Communications Plan  TP Finance Report | Provided by TP for information purposes | Learning aids (accessible on Board area of TP’s website) | **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 twice yearly completion in July and January. | **Complete** |
| Board Documents | Not a legal requirement but useful to capture detail | Example agendas  Timetable of events  Standard Board Reports (Dashboard, Administration, Finance, Risk & Audit and Engagement) developed (will be prepared and submitted for each Board meeting) | Reviewed at Inaugural Board.  Further development prior to 3/6/15 Board  On-going improvement as best practice. | **Complete** |

NB: An audit schedule has been set up by the Secretariat for annual review of all Policies and both the Public and Board areas of TP’s website to ensure information remains accurate and up-to-date. Secretariat will also audit expenses, correspondence and gifts and hospitality returns.