

NORTHERN IRELAND POLICING BOARD

APPOINTMENT OF INDEPENDENT CHAIR, POLICE PENSION BOARD

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INTRODUCTION & ROLE OF POLICE PENSION BOARD

The Northern Ireland Policing Board (the **Policing Board**) is the Scheme Manager for the police pension scheme in Northern Ireland (the **Police Pension Scheme**).

The tenure of the existing Independent Chair of the Police Pension Board (**PPB**) will end in 2023 and the Policing Board is required to appoint a replacement, subject to approval from the Department of Justice.

The role of the PPB is to secure compliance with the various pension regulations impacting on the Police Pension Scheme, any other legislation relating to the governance and administration of the Police Pension Scheme and any requirements imposed by the Pensions Regulator. The PPB also assists the Policing Board, in the performance of its functions as Scheme Manager of the Police Pension Scheme. PPB assists the Board in securing compliance with its legislative requirements and ensuring that the police pension scheme in Northern Ireland is being efficiently and effectively governed and managed. The police pension scheme is a single employer scheme. The Board generally meets on a quarterly basis, per its Terms of Reference which can be found on the Board's [website](#). The PPB operates independently from the Policing Board.

ROLE OF THE INDEPENDENT CHAIR

The Independent Chair of the PPB, with assistance from the PPB Secretariat and others as appropriate, will be responsible for:

- Providing leadership to the PPB and its members and developing the strategy and policy of the PPB.
- Arranging meetings of sufficient frequency (and per the PPB terms of reference) to manage the business of the pension scheme;
- Approving the agenda, draft minutes of the previous meeting and all PPB papers and associated documentation for distribution to the PPB members before each meeting;
- Taking steps to ensure that actions arising from PPB meetings are logged, attributed and monitored and that decisions are properly recorded;
- Preparing for, attending and chairing PPB meetings, ensuring that internal and external requirements for the conduct of meetings are observed, timetables are adhered to, all PPB members are encouraged to participate and that confidentiality is respected;

- Ensuring that the PPB members have appropriate professional advice and sufficient information on all relevant matters to make properly informed decisions;
- Ensuring that the PPB members receive adequate reports which enable them to assess all aspects of the scheme’s operations;
- Arranging for the PPB members to remain fully informed about the administration and governance of the employer;
- Arranging for the induction of new trustees in order that they are prepared to participate in decision making as soon as is necessary (possibly by learning in advance of appointment);
- Evaluating the performance of the PPB members per the PPB Terms of Reference and assisting them in preparing a learning needs analysis and taking steps to ensure that they can fulfil their learning requirements;
- Ensuring the PPB complies with relevant policies including, but not limited to, conflicts of interest and breaches of law;
- Working closely with Policing Board officials and delivering reports, orally and in writing as requested by the Policing Board’s Audit & Risk and Resources Committees; and
- Working and attending meetings with key stakeholders to include employer and employee representatives, staff associations and the Pensions Regulator and Pensions Ombudsman where appropriate.

PERSON SPECIFICATION

Outlined below is a person specification providing information in relation to the qualities expected from the successful candidate to include essential and desirable skills and knowledge.

CRITERIA	ESSENTIAL	DESIRABLE
demonstrable leadership experience in a comparable role with the ability to effectively chair meetings	✓	
articulate in writing and speech	✓	
integrity, strategic vision and good/independent judgement	✓	
ability to help formulate recommendations	✓	
a willingness to devote the necessary time and effort to the duties of the Chair	✓	
good interpersonal skills with the ability to facilitate constructive debate and consensus	✓	
sound knowledge and experience of implementing good governance practices	✓	
understanding of the statutory responsibilities of a public sector pension scheme		✓

knowledge and experience of governance or management of public sector pension schemes and the regulatory bodies involved, ideally within the police sphere		✓
prior experience of public sector pension board membership		✓
prior experience of the law relating to pensions as it applies to the police pension schemes in Northern Ireland		✓
prior experience and knowledge of handling information in line with DPA		✓
experience in audit, risk or financial management and ideally some direct knowledge of police pension schemes and their management		✓

TIME COMMITMENT

The PPB meets in person four times per year. It is important that the Independent Chair is available to attend the Policing Board's premises on a regular basis. In addition to PPB meetings, contact electronically and by telephone is also necessary.

The time commitment is therefore varied however in/around 12 hours per month is standard.

CONTRACT PERIOD

It is envisaged that the contract will commence as soon as possible for an initial four-year period with the potential for a further one-year extension. The successful candidate must be available immediately from the commencement of the date of the contract.

REMUNERATION

The successful candidate will be paid £10,000 per annum plus reasonable expenses on the basis of time commitment detailed above.

SECURITY VETTING

The successful candidate must present themselves for Security Clearance vetting to Counter Terrorism Check (**CTC**) level. Further details in respect of security vetting clearance levels can be found [online](#).

DATA PROTECTION

Any information provided will be handled in line with Data Protection Requirements.

(CM 527140) Appointment of Independent Chair to the Northern Ireland Police Pension Board (April 2023)

HOW TO APPLY

Applicants should prepare a written submission of no more than 4 sides A4, Arial Font 12, setting out how they meet the essential and desirable criteria detailed above to nipbsecretaries@nipolicingboard.org.uk. The closing date for submissions is 5pm on Friday 26 May 2023. If you would like more information about the role please also contact nipbsecretaries@nipolicingboard.org.uk.

Short-listed candidates will be those who demonstrate skills and experience sufficient to meet the essential and desirable criteria. A conversation with a purpose will be held with all short-listed candidates shortly thereafter, under observation from an independent observer.

Appointment of the successful candidate will be subject thereafter to approval from the Department of Justice and successfully completing security clearance. An introduction to the work of the Pension Board, and onboarding support, will be given to the successful candidate, who will also have access to and support from the PPB Secretariat and officials within the Scheme Manager on a regular and ongoing basis.

 028 9040 8500

 information@nipolicingboard.org.uk

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DOCUMENT TITLE

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