

THE SCHEME MANAGEMENT BOARD

The Scheme Management Board (SMB), created in April 2010, is responsible for the management and governance of the Civil Service pension arrangements on behalf of the Cabinet Office Accounting Officer, Sir Gus O'Donnell. The SMB operates in a similar way to a private sector pension trustee board.

The SMB comprises:

- a chairperson (voting member)
- one member from either the Cabinet Office or HM Treasury (voting member)
- four members from Participating Employers (voting members)
- four members from the Scheme Membership (nominated by the Council of Civil Service Unions) (voting members)
- two Non Executive Members (non-voting members)

The SMB members usually serve a 5 year term of office, serving a maximum of two terms. All voting members of the SMB must be serving Civil Servants.

The SMB meet at least quarterly, members are expected to attend all meetings, any extraordinary meetings or any appropriate activities. They are not allowed to send representatives on their behalf.

The SMB members represent the interests of all the Schemes' beneficiaries, the Participating Employers and the Accounting Officer and not just the interests of the Employer or Union that nominated them. Members are expected to have a good understanding of the PCSPS and to regularly undergo formal training.

The SMB has two current standing committees. These cover Operations and Risk and are chaired by the two non-executive members, who each have experience in the relevant field.

The main purpose of the SMB is to monitor and make decisions concerning:

- the management of the services provided by MyCSP (this is supported by an Operations Committee)
- the Schemes' risk management framework and internal control procedures (this is supported by a Risk Committee)
- the internal audit programme for all government entities involved in the delivery of services to the Schemes (this is supported by a Risk Committee)
- the strategy for communication to the Scheme members
- the Scheme's finances including the production and audit of the Resource Accounts

The SMB is supported by the Scheme Management Executive. The Executive provides secretariat support to the SMB and its Committees and undertakes the day to day management and governance of the Schemes. The SMB may delegate some of its responsibilities to the Executive from time to time. The SMB (and its Committees) regularly review the work of the Executive. To contact the Executive please email Scheme.ManagementExecutive@cabinet-office.x.gsi.gov.uk

The Scheme Management Board membership:

- **A chairperson** (voting member)

Jonathan Stephens chairs the SMB. He is the Permanent Secretary of the Department for Culture Media and Sport

- **One member from either the Cabinet Office or HM Treasury** (voting member)

Alison Cottrell is Director of Financial Services at HM Treasury, responsible for a range of policy areas across the retail financial services sector. She brings to the Board an understanding of the pensions industry and of broader savings issues, drawing also on previous experience as head of the Treasury's Labour Market Policy team and, prior to joining the Civil Service, in the financial services industry.

- **Four members from Participating Employers** (voting members)

Ann Harris is the Department for Work and Pensions' Director of Investment, change and Business Intelligence. She is experienced in appraising investment proposals, monitoring and analysing information relating to benefits realisation, performance and risk management. Ann is very familiar with governance processes including financial controls, particularly around projects.

Simon Parkes is the Department of Education's Finance and Commercial Director. He has 20 years experience in Government finance. Simon has served as a Pension Fund Trustee for the Chartered Institute of Management Accountants.

Neil Haywood is HR Director, Civil Service Resourcing. Prior to this he was group HR Director at the Ministry of Justice. Neil has a private sector background having been Group HR Director for Serco Group plc, and Gallaher Group plc, as well as Global Head of People Products and Services for Standard Chartered Bank. Whilst working in the private sector, Neil was responsible for running pensions operations in each of these companies.

William Hague is the Director of Civil Service Workforce Reform based in the Cabinet Office. He has responsibility for Civil Service pay, pensions and workforce issues. William was formerly HR Director of the Home Office where he was responsible for the Home Office's Authorised Pensions Administration Centre.

- **Four members from the Scheme Membership** (nominated by the Council of Civil Service Unions) (voting members)

Ian Albert is a member of the Public and Commercial Services Union (PCS) National Executive Committee. He is a trustee for both of the PCS's pension schemes. He also has extensive experience of Government Finance, Accounting and budget monitoring in a range of roles for DWP.

Janice Godrich's role as National President of the PCS requires her to have an extensive overview of pensions as they affect PCS members. She has participated in a number of tendering boards. Janice chairs the PCS National Executive Committee.

Lorimer Mackenzie works for the Scottish Government and is chair of the "FDA"'s national subcommittee on pensions. Lorimer has been a member of the PCSPS Governance Group since its inception in 2008.

John Plant has been a Prospect representative at a national level since 1990 and is currently Vice-President of Prospect's Civil Service Sector. He is employed as an HR Team Leader within the Valuation Office Agency.

- **Two Non Executive Members** (non-voting members)

Robert Branagh is an experienced pensions professional of over 20 years, specialising in administration. Robert has been involved in the administration and running of Public Sector and Local Government pension schemes at an operational, policy and managerial level. He is currently Managing director at RPMI, a company managing the running of the Railways Pension Scheme. Robert also regularly contributes in pension's trade publications and the national press.

Allan Course is an Actuary and has been working in the field of pensions for more than 30 years. He is self-employed and acts as a professional independent trustee for six private sector pension schemes. Prior to becoming a professional trustee, he was a Partner at Watson Wyatt (now Towers Watson), in a world-wide firm of actuaries and consultants, where he specialised in pension scheme governance and risk management.

SMB Operations Committee membership:

Robert Branagh (Chair)
William Hague
Ann Harris
Ian Albert
John Amos (co-opted member)

SMB Risk Committee membership:

Allan Course (Chair)
Simon Parkes
John Plant
Lorimer Mackenzie
Alison Cottrell