

# The PENSIONS Advisory Service

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## **Board Terms of Reference**

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1. To define and direct the overall strategy for TPAS.
2. Within the overall strategy, to develop other strategies and policies as it thinks fit
3. To promote the interests of TPAS.
4. To be the ultimate decision making body for TPAS.
5. To establish such committees as it thinks fit and to define objectives, powers and limitations of these committees.
6. To receive reports from its committees.
7. To appoint and, if appropriate, dismiss the Chief Executive.
8. To delegate such powers as it sees fit.
9. To approve the three year Corporate Plan, the Annual Business Plan and Annual Bid for Funding.
10. To approve the Annual Directors' Report and Financial Statements.
11. To appoint members of the Board in accordance with the Articles of Association.
12. To comply with relevant legislation and the TPAS Memorandum and Articles of Association.
13. To act as the ultimate authority for disciplinary appeals.
14. To ensure TPAS complies with the Framework Document between TPAS and the DWP.
15. To monitor the effectiveness of corporate governance throughout the organisation and to monitor its own performance.

### **Chairman**

The Chairman of TPAS will normally chair meetings. In his/her absence, the Deputy Chairman of TPAS will act as Chairman. In the absence of both the meeting will be chaired by any non-executive member of the Board. If there is more than one non-executive Board member present they should agree among themselves who is to chair the meeting.

### **Voting**

All members of the Board are eligible to vote on resolutions put to the Board. In the event of a vote any resolution must be passed by a simple majority. If the voting is tied the Chairman of the meeting will have a deciding vote. All decisions will be recorded.

### **Quorum**

The quorum for a meeting is four.