Nature of the Role of the Ordinary Member of the Victims' Payments Board

As an Ordinary Member of the Victims' Payments Board (VPB) you will have a dual role as both a panel member and a board member. It is important that all members of the VPB play an active role in the work of the Board, attending all Board meetings and ensuring continual learning through participation in panel work and other Board duties.

VPB Panel Member Role

VPB Panels are a core function of the VPB in delivering a service to victims and ensuring the principles of the Troubles Permanent Disablement Payments Scheme are met[1]. As a VPB panel member, you will sit as part of a three-person panel to make determinations on applications brought before the VPB, including Appeals and those determinations that are subject to Review under the Regulations.

Panels of the Victims' Payments Board can include a mix of paper-based considerations with no applicant present, virtual and Oral Hearings with the applicant / appellant present and usually supported by a representative(s) of one of the Victims Welfare Groups.

All panel hearings will be provided with Secretariat support.
The VPB Listings and Determinations Team will send out a monthly calendar, working at least three months in advance, to obtain panel availability. On occasions you may be asked at short notice if you can fill in for a colleague who has had to cancel however, there is no pressure to do so.

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[1] **Principles**
4.—(1) When exercising functions under these Regulations, the Board must have regard to—
(a)the need to prioritise, and be responsive to, the needs of victims of Troubles-related incidents;
(b)the need to be transparent and to communicate effectively with the public and victims of Troubles-related incidents;
(c)the need for the Scheme to be straightforward and simple to navigate;
(d)the need for applications to be determined without delay;
(e)the need for personal data to be handled sensitively.
(2) The duties in paragraph (1) apply only so far as they are relevant in the particular context.

You should expect to receive all papers for panel sittings two weeks in advance.

It is essential that appropriate preparation is completed before each panel hearing – this will involve reading and assimilating papers, unpacking complex legal issues and where possible, highlighting any issues or gaps that might prevent unnecessary adjournments. All members of the panel have an equal contribution to the decision-making process in the determination.

A full suite of training will be provided to all VPB Panel Members with regular updates and communication from the Secretariat team. The training includes:
- VPB Regulations Training
- Wave Trauma
- CEF Board Governance
- Capita Standardisation
- Capacity Awareness
- Reg 19 & 20
- Links GDPR

Shadowing a panel is a key element of the training and a VPB Guidance Pack with essential reading is also issued at induction stage. Attendance at relevant training sessions is compulsory.

Board Duties – Corporate Governance

In addition to fulfilling panel duties, all VPB members are appointed as members of the Board. Membership of the Board includes attendance at quarterly board meetings, usually three virtual and one in-person board meeting per calendar year.

As a member of the Board, you will also support the VPB President in formulating internal policy, operating procedures, standards and guidance. Members will also contribute to business planning and effective risk management for the VPB including compliance with GDPR and Information Security requirements.

Additional, members will have the opportunity to join one of three established Committees which are:
- Business Assurance Committee
- Operational Committee

- Rework Committee

Membership of the Committees is reviewed annually to ensure all members have the opportunity to get involved if they so wish. In addition to the Committee's of the Board, there are subgroups and working groups established to deal with and manage specific issues as and when they arise.

Secretariat of the VPB / TPDP Scheme