

# Terms of Reference for the Local Pension Board of the Firefighters Pension Scheme (Gloucestershire)

## **1. Role of the Pension Board**

1.1 The role of the Local Pension Board as defined by The Firefighters' Pension Scheme (amendment) (Governance) Regulations 2015 is to:

- Assist Gloucestershire County Council as Scheme Manager; –
  - to secure compliance with the Firefighters Pensions Scheme Regulations and any other legislation relating to the governance and administration of the Firefighters' Pension Scheme.
  - to secure compliance with requirements imposed in relation to the Firefighters Pension Scheme by the Pensions Regulator
- Ensure the effective and efficient governance and administration of the Firefighters' Pension Scheme.
- Provide the Scheme Manager with such information as it requires to ensure that any member of the Pension Board or person to be appointed to the Pension Board does not have a conflict of interest.

1.3 The Board shall provide an annual report to a full meeting of Gloucestershire County Council. The report will include information on the business conducted by the Pension Board with any risks or concerns identified and mitigation steps proposed. The report will also be published on the Gloucestershire Fire and Rescue Service intranet.

1.4 The Pension Board will ensure it effectively and efficiently complies with the code of practice on the governance and administration of public service pension schemes issued by the Pensions Regulator.

## **2. Appointment of members of the Pension Board**

2.1 The Pension Board shall consist of 4 members and be constituted as follows:

- a) Two employer representatives who can demonstrate their capacity to represent the employer, and their knowledge and understanding of the Firefighters' Pension Scheme.
- b) Two scheme member representatives who can demonstrate, their capacity to represent other scheme members, and their knowledge and understanding of the Firefighters' Pension Scheme.

c) The Chairman – The Board will appoint a Chairman on an annual basis from amongst the members of the board. The Chairman will have a casting vote in the event of the equality of votes.

### **3. Length of term and removal:**

- 3.1 Each employer representative, and scheme member representative so appointed shall serve initially for a 4 year term, which may be extended for further 4 year terms subject to re-nomination and re-selection.
- 3.2 Board members can be removed on grounds of non attendance, breach of code of conduct and non participation in training.
- 3.3 Each Board member should endeavour to attend all Board meetings during the year and is required to attend at least **one** of the scheduled meetings each financial year. In the event of a Board member failing to do this, or other persistent non-attendance then the tenure of that member should be reviewed by the other Board members.
- 3.4 Other than by ceasing to be eligible, a Board member may only be removed from office during a term of appointment by the unanimous agreement of all of the other members in attendance at the Board Meeting where this is being considered. The removal of the Chairman also requires the consent of the Scheme Manager.

### **4. Quorum**

The Board shall have a formal quorum of **3** members.

Because of the specialist nature of their work, no substitution is permitted.

### **5. Code of Conduct and Conflicts of Interest**

The principles included in the County Council's Member Code of Conduct applies to all members of the Local Pension Board. Likewise, all other relevant County Council policies shall apply to members of the Pension Board.

As a condition of appointment, Board members shall be required to enter into a confidentiality agreement with the County Council.

### **6. Knowledge and Skills**

A member of the Pension Board will be conversant with –

- The legislation and associated guidance of the Firefighters' Pension Scheme
- Any document recording policy about the administration of the Firefighters' Pension Scheme in Gloucestershire.

A member of the Pension Board must have knowledge and understanding of –

- The law relating to pensions, and
- Any other matters which are prescribed in regulations.

## **7. Board Meetings and Publication of Board Information**

- 7.1 The Board shall meet no less than twice per annum. If there is a need for an additional meeting this will be determined by the Chair of the Board.
- 7.2 The agenda and supporting papers shall be distributed to members of the board 5 clear working days prior to each meeting
- 7.3 Pension Board papers, agendas and minutes of meetings will be published on the Gloucestershire Fire and Rescue Service intranet.

## **8. Remit of the Board**

The Board shall:

- i. Ensure the Pension policy documents are in place and have been maintained in accordance with the Firefighters' Pension Scheme Regulations.
- ii. Ensure the Pension internal Risk Register is in place and reviewed at least annually.
- iii. Review the Firefighters Pension Scheme Regulations and any other legislation relating to the governance and administration of the Firefighters Pension Scheme.
- iv. Provide advice and make recommendations when required, to the Scheme Manager.
- v. To carry out any other activities relating to the efficient governance and administration of the Firefighters' Pension Scheme.

## **9. Voting Rights and Decision making**

- 9.1 Only members of the Pension Board who are employer or member representatives will have an individual voting right but it is expected the Pension Board will as far as possible reach a consensus.
- 9.2 A majority of Board members, with a voting right and present at a meeting, will be required to agree any decision of the Board, including any referrals back to the Pensions Committee.

## **10. Accountability**

The Pension Board will be collectively and individually accountable to the Scheme Manager.

## **Definitions**

The undernoted terms shall have the following meaning when used in this document:

“Pension Board” or “Board”	Means the local Pension Board for Gloucestershire County Council as administering authority for the Gloucestershire Firefighters’ Pension Scheme.
“Scheme Manager”	Means Gloucestershire County Council as administering authority of the Gloucestershire Firefighters Pension Scheme
“Scheme”	Means the Gloucestershire Firefighters’ Pension Scheme