

**DRAFT TERMS OF REFERENCE FOR THE LOCAL PENSIONS BOARD OF THE GREATER MANCHESTER
FIREFIGHTER'S PENSION SCHEME**

1. Role of the Pension Board

- 1.1 The role of the Local Pension Board as defined by The Firefighter's Pension Scheme (amendment) (Governance) Regulations 2015 is to assist Greater Manchester Fire and Rescue Service as Scheme Manager to:
- To secure compliance with the Firefighter's Pension Scheme Regulations and any other legislation relating to the governance and administration of the Firefighters' Pension Schemes
 - To secure compliance with requirements imposed in relation to the Firefighters Pension Schemes by the Pensions Regulator
 - Ensure the effective and efficient governance and administration of the Firefighters Pension Schemes
 - Provide the Scheme Manager with such information as it required to ensure that any member of the Pensions Board or person to be appointed to the Pensions Board does not have a conflict of interest.
- 1.2 The Board shall provide an annual report to a full meeting of Greater Manchester Fire and Rescue Authority. The report will include information on the business conducted by the Pensions Board with any risks or concerns identified and mitigation steps proposed. The report will also be published on the Greater Manchester Fire and Rescue Services intranet.
- 1.3 The Pensions 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 Schemes.
 - b) Two scheme member representatives who can demonstrate, their capacity to represent other scheme members, and their knowledge and understanding of the Firefighters Pension Schemes.
 - c) 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.

The Pension Board will initially consist of a total of 4 members. However, this is subject to review and further appointments may be made, if required by the Pensions Board.

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 a further 4 year term 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. **Knowledge and Skills**

A member of the Pension Board will be conversant with the legislation and associated guidance of the Firefighters Pension Schemes and have knowledge and understanding of the law relating to pensions and any other matters which are prescribed in regulations.

6. **Board Meetings and Publication of Board Information**

- 6.1 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.
- 6.2 The agenda and supporting papers shall be distributed to members of the Board 5 working days prior to each meeting.
- 6.3 Pension Board papers, agenda and minutes of meetings will be published on the Greater Manchester Fire & Rescue Service intranet.

7. **Remit of the Board:**

The Board shall:

- Review the Firefighter's Pension Scheme Regulations and any other legislation relating to the governance and administration of the Firefighter's Pension Schemes.
- Provide advice and make recommendations when required, to the Scheme Manager.
- To carry out any other activities relating to the efficient governance and administration of the Firefighters' Pension Scheme.

8. Voting Rights and Decision making

8.1 Only members of the Pension Board who are employer and member representatives will have an individual voting right but it is expected the Pension Board will as far as possible reach a consensus.

8.2 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 Working Group or Pensions Panel.

9. Accountability

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