

LOCAL PENSION BOARD OF COUNTY DURHAM AND DARLINGTON FIRE AND RESCUE AUTHORITY

TERMS OF REFERENCE

Statement of purpose

1. The purpose of the Board is to assist County Durham and Darlington Fire and Rescue Authority (CDDFRA) in its role as the Scheme Manager for the Fire Fighters Pension Scheme. Such assistance is to:
 - (a) Secure compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme; and
 - (b) Ensure the effective and efficient governance and administration of the Scheme.

Duties of the Board

2. The Board should at all time act in a reasonable manner in the conduct of its purpose. In support of this duty Board members will:
 - (a) always act in the interests of the scheme and not seek to promote the interests of any stakeholder group above another; and
 - (b) be subject to and abide by the relevant codes of conduct for members and employees.

Membership

3. The Board will comprise of an equal number of employer and member representatives with a minimum of no less than four in total.
4. At a meeting on 12 February 2015 the Combined Fire Authority (CFA) in its role as the Scheme Manager agreed the establishment of the Pension Board and agreed the following member and employer representation. Membership of the Board will be reviewed annually at the annual general meeting of the CFA.

Scheme Member representatives

5. Three scheme member representatives shall be appointed to the Board. These representatives shall be members of the scheme administered by County Durham and Darlington Fire and Rescue

Authority. Two member representatives will be nominated by the Fire Brigades Union (FBU) and one by the Fire Officers Association (FOA).

6. Member representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.

Employer representatives

7. Three employer representatives shall be appointed to the Board. Employer representatives shall be Fire Authority Members and a senior manager employee of CDDFRA. Fire Authority Members or employee of CDDFRA with delegated responsibility for discharging the scheme manager function of CDDFRA may not serve as an employer representative.
8. Employer representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.
9. Employer representatives shall be appointed by CDDFRA in a manner which it considers best promotes the purpose of the Board.

Other members

10. At the meeting on 12 February 2015 CDDFRA, exercising its role as the Scheme Manager, took the decision not to appoint other members to the Board at this time.
11. This decision will be reviewed annually at the annual general meeting of the CFA.
12. Any appointments of other members shall have regard to the best interests of the purpose of the Board

Appointment of chair

13. The appointment of the Chair will be a decision of CDDFRA. This will be reviewed annually or earlier if issues arise with the availability of the Chair to attend meetings.

Notification of appointments

14. On appointment to the Board CDDFRA shall publish the name of the appointees, the process followed in the appointment together with the way in which the appointments support the effective delivery of the purpose of the Board.

Conflicts of interest

16. All members of the Board must declare to CDDFRA on appointment and at any such time as their circumstances change any potential conflict of interest arising as a result of their position on the Board.
17. On appointments to the Board and following any subsequent declaration of potential conflict CDDFRA shall ensure that any potential conflict is effectively managed in line with both the internal procedures of the Authority and the requirements of the Pensions Regulators codes of practice on conflict of interest for Board members.

Knowledge and understanding (including Training)

18. Knowledge and understanding must be considered in light of the role of the Board to assist CDDFRA in line with the requirements outlined in section 1 above. The Board should establish and maintain a policy and framework to address the knowledge and understanding requirements that apply to Board members.
19. Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding policy and framework.
20. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

Term of office

21. Term of Office should be in accordance with the committee cycle of CDDFRA which is currently annual.
22. Board membership may be terminated prior to the end of the term of office due to:
 - (a) A member representative appointed on the basis of their membership of the scheme no longer being a member of the scheme;
 - (b) A member representative no longer being a member of the body on which their appointment relied;
 - (c) An employer representative no longer holding the office or employment or being a member of the body on which their appointment relied;
 - (d) The representative no longer being able to demonstrate their capacity to attend and prepare for meetings or to participate in required training.

Meetings

23. The Board shall as a minimum meet twice per year, although the frequency will be reviewed regularly. The meetings will normally take place between the hours of 09:00 and 17:00. The frequency of meetings will be reviewed on a regular basis.
24. The chair of the Board with the consent of the Board membership may call additional meetings. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone conferencing and e-mails.

Quorum

25. The minimum number of members required to be present for a meeting to be quorate is one employer and one member representative plus the chair.

Voting

26. The Chair shall determine when consensus has been reached.
27. Where consensus is not achieved this should be recorded by the Chair.
28. In support of its core functions the Board may make a request for information to the Finance and General Purpose Committee with regard to any aspect of the scheme manager function. Any such a request should be reasonably complied with in both scope and timing.
29. In support of its core functions the Board may make recommendations to the Finance and General Purpose Committee which should be considered and a response made to the Board on the outcome within a reasonable period of time.

Interpretation

30. In these terms 'the Scheme' means the Firefighters' Pension Scheme.
31. In these terms 'regulations' include the Firefighters' Pension Scheme 1992, as amended, the Firefighters' Pension Scheme 2006, as amended, the Firefighters' Pension Scheme Regulations 2014 (2015 Firefighters Pension Scheme) as amended, , the Pension Regulators Codes of Practice as they apply to the scheme manager and pension board and any other relevant legislation applying to the Scheme.