

Wiltshire & Swindon Fire Authority

Local Pension Board - Terms of Reference

Statement of purpose

1. The purpose of the Local Pension Board (“the Board”) is to assist Wiltshire & Swindon Fire Authority (“the Authority”) in its role as a Scheme manager of the Firefighters’ Pension Scheme (“the Scheme”). Such assistance is to:
 - a) Secure compliance with the relevant 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 times act in a reasonable manner in the conduct of its purpose. In support of this duty the persons appointed to be members of the Board (“Board members”):
 - a) Should act always in the interests of the Scheme and not seek to promote the interests of any stakeholder group above another.
 - b) Are subject to and must comply with Wiltshire Fire and Rescue Service’s code of conduct for employees and/or, as the case may be, the Authority’s code of conduct for members.

Membership

- 3 The Board will comprise two employer representatives and two representatives of members of the Scheme.

Representatives of Scheme members

- 4 Two representatives of members of the Scheme administered by the Authority shall be appointed to the Board.
- 5 They should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.

Employer representatives

- 6 Two employer representatives shall be appointed to the Board.
- 7 Employer representatives shall be office holders or senior employees of the Authority (which for the avoidance of doubt includes the Wiltshire Fire and Rescue Service). Office holders or employees of the Authority with delegated responsibility for discharging the Scheme manager function of the Authority may not serve as employer representatives.
- 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 the Authority in a manner which it considers best promotes the purpose of the Board.

Other members

- 10 No other members shall be appointed to the Board by the Authority or the Board. Persons other than Board members, Scheme manager and Board advisers may be invited at the Board's discretion to attend meetings of the Board as observers.

Appointment of Chairman

- 11 The Authority shall appoint the Chairman of the Board from amongst the employer representatives.

Notification of appointments

- 12 The Authority shall from time to time publish the names of the persons appointed to the Board, 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 and Code of Conduct

- 13 All Board members must declare to the Authority on appointment, and at such time as their circumstances change, any potential conflict of interest arising as a result of their position on the Board.
- 14 The Board shall establish a code of conduct which shall include (i) a policy on conflicts of interest and (ii) a requirement for Board members to have regard to such codes of conduct as may be applicable to them as the employer or an employee.

- 15 Any potential conflict of interest shall be managed in line with the Board's policy, the requirements of the Pensions Regulator's codes of practice on conflict of interest for Board members, and such other guidance as may be relevant.
- 16 The Secretary to the Board shall maintain a register in which shall be recorded all declared known or potential conflicts of interest.

Knowledge and understanding (including training)

- 17 The Board shall establish and maintain a policy and framework to address the knowledge and understanding requirements applicable to the Board members. The policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is reviewed and updated.
- 18 Board members shall attend and participate in training arranged in order to meet and maintain requirements set out in the Board's knowledge and understanding policy and framework.
- 19 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

- 20 The term of office of Board members shall be a 12 month period commencing 1st April 2015.
- 21 Board membership shall be terminated prior to the end of the term of office due to :
- a) A Board member appointed on the basis of his/her membership of the Scheme ceasing to be a member of the Scheme; or
 - b) A Board member ceasing to be a member of the body or organisation on which his/her appointment to the Board relied; or
 - c) An employer representative ceasing to hold office or ceasing to be in the employment or ceasing to be a member of the body on which his/her appointment to the Board relied; or
 - d) A Board member no longer being able to demonstrate his/her capacity to attend and prepare for meetings or to participate in required training.

Meetings

- 22 The Board shall meet a minimum of two times per year.
- 23 The Chairman of the Board may call additional meetings. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via remote communication between Board members, including telephone conferencing and e-mails.
- 24 The Board may at its discretion permit the public to attend all or part of a meeting of the Board. Where a part or the whole of a meeting is to be open to the public, the statutory provisions regarding public access to meetings of the Authority shall apply.
- 25 The Clerk to the Authority shall provide the secretariat for Board meetings.

Quorum

- 26 The number of members required to be present for a meeting to be quorate is two one of whom shall be an employer representative and one a representative from members of the Scheme.

Voting

- 27 The Chairman shall determine when consensus has been reached.
- 28 Where consensus is not achieved, the Chairman should ensure this is recorded in the minutes of the meeting.
- 29 In support of its core functions the Board may make a request for information to the Brigade Manager People & Development (to whom the Authority has delegated the functions of Scheme manager) with regard to any aspect of the Scheme manager function. Any such request should be reasonably complied with in both scope and timing.
- 30 In support of its core functions the Board may make recommendations to the Authority's Brigade Manager People & Development which should be considered and a response made to the Board on the outcome within a reasonable period of time.

Finance

- 31 The Board shall approve an annual budget to meet the expenses of the Board (e.g. for training and professional advice).

Interpretation

32 In these Terms of Reference, 'relevant regulations' means the Firefighters' Pension Scheme 1992, as amended, the Firefighters' Pension Scheme 2006, as amended, the Firefighters' Pension Scheme Regulations 2014 as amended, the Firefighters' Pension Scheme (Amendment) (Governance) Regulations 2015, such Pension Regulator's Codes of Practice as may apply to the Scheme manager and the Board and any other relevant legislation applying to the Scheme and Local Pension Boards.

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