

**NORFOLK FIRE AND RESCUE SERVICE
LOCAL PENSION BOARD
TERMS OF REFERENCE**

Statement of purpose

1. The purpose of the Board is to assist Norfolk County Council (NCC) in its role as a scheme manager of 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 times act in a reasonable manner in the conduct of its purpose. In support of this duty 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) Should be subject to and abide by the code of conduct for members attached at Appendix 1.

Membership

3. The Board will comprise an equal number of employer and scheme member representatives with a minimum requirement of no less than four in total.

Member representatives

4. A minimum of two scheme member representatives shall be appointed to the Board.
5. Scheme member representatives shall either be members of the scheme administered by NCC or have experience of representing pension scheme members in a similar capacity.
6. Scheme 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. A minimum of two employer representatives shall be appointed to the Board.

8. Employer representatives shall be office holders or senior employees of NFRS or have experience of representing scheme employers in a similar capacity. Office holders or employees of NFRS with delegated responsibility for discharging the scheme manager function of NFRS may not serve as employer representatives.
9. Employer representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.
10. Employer representatives shall be appointed by NFRS in a manner which it considers best promotes the purpose of the Board.

Other members

11. NFRS shall appoint to the Board as required other members subject to their number not exceeding the total combined number of employer and member representatives.
12. Any appointments of other members shall have regard to the best interests of the purpose of the Board.

Appointment of chair

13. The NFRS shall appoint a Board appointed chair.
14. The duties of the chair should be in accordance with the duties of a chair within NFRS.

Notification of appointments

15. On appointment to the Board NFRS 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 NFRS 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 NFRS shall ensure that any potential conflict is effectively managed in line with both the internal procedures of NFRS 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 NFRS in line with the requirements outlined in section 2 above. The Board should establish and maintain a policy and framework to address the knowledge and understanding requirements that apply to Board members. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.
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. If Members of the Board do not attend a minimum of three consecutive meetings they will be referred to the Scheme Administrator.
22. Board membership may be terminated 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 that they can attend three consecutive meetings and/or they have no capacity to attend and prepare for meetings or to participate in required training.

Meetings

23. The Board shall as a minimum meet two times per year. Meetings shall normally take place between the hours of 0900 and 1700 Monday to Friday.
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 total number of members required to be present for a meeting to be quorate is two members from either the employer or employee representatives, 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 Scheme Administrator 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 Scheme Administrator 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 means the Firefighters' Pension Scheme 1992, as amended, the Firefighters' Pension Scheme 2006, as amended and the Firefighters' Pension Scheme Regulations 2014 as amended.
32. 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 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.

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