



## **STATEMENT OF PURPOSE**

### 1. The Purpose of the Board

- a) provide advice in response to a request from the Secretary of State on the desirability of making changes to the Firefighters Pension Scheme.
- b) provide advice to scheme managers and local pension boards in relation to the effective administration and management of the Firefighters Pension Scheme.

2. When appropriate the Board will also need to advise the Secretary of State of issues that have not been part of a specific request.

## **DUTIES OF THE BOARD**

3. The Board should at all times act in a reasonable manner in the conduct of its purpose of business. In support of this duty Board members:

- a) should always act in the best 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.

## **MEMBERSHIP**

4. The Board should comprise an equal number of up to 7 employer and member representatives plus an independent chair appointed by the Secretary of State.

*(Note: the term member representative is used to refer to those who represent current and former members of the pension scheme(s) and their dependants)*

## **MEMBER REPRESENTATIVES**

5. Member representatives shall be appointed to the Board in accordance with the below.

6. There are currently 7 places which are split between the four trade unions on the basis of 4 seats for the Fire Brigades Union and one each for the Retained Firefighters Union (*Fire and Rescue Services Association*), the Fire Officers Association and the Association of Principal Fire Officers (*Fire Leaders Association*).

7. Each of the four unions should propose their nominated candidate(s).

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

9. Member representatives shall be appointed by the Secretary of State.

## **EMPLOYER REPRESENTATIVES.**

10. Employer representatives shall be appointed to the Board.
11. Employer representatives shall be proposed and selected by the Pensions Team of the Local Government Association with input from the Chair and from the Fire Services Management Committee.
12. Employer representatives must be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.
13. Employer representatives shall be appointed by the Secretary of State.

## **SUBSTITUTIONS**

14. Members of the Board are expected to attend meetings wherever possible. Where attendance is not possible, a substitution may be permitted on an exceptional basis in accordance with this section.
15. Two types of substitutes are recognised:
  - a) **Ad-hoc substitutes**, who may attend a single meeting on behalf of a Board member where attendance by the appointed member is not possible. Ad-hoc substitutes may participate in discussions but shall **not have voting rights** and shall attend by exception only with agreement from the Chair.
  - b) **Nominated substitutes**, who are formally nominated by the relevant nominating body and approved by the Secretary of State. Once approved, nominated substitutes may attend meetings by exception with agreement from the Chair in place of the appointed member and shall have **full voting rights** when acting in that capacity.
16. All substitutes must be named by the appropriate nominating body prior to attendance and must comply with the Board's Terms of Reference and relevant policies.
17. Nominated substitutes are expected to undertake appropriate induction and relevant training, additionally they are to attend Board training sessions where possible. Ad-hoc substitutes should familiarise themselves with relevant Board papers and governance arrangements in advance of attending.

## **APPOINTMENT OF CHAIR and Vice Chair**

18. The Secretary of State shall appoint an independent chair.
19. The Board shall nominate from amongst its members two vice chairs, one representing the employer side and one representing the member side.

20. In the absence or incapacity of the Chair, one of the Vice Chairs shall act as Chair for the meeting. Where both Vice Chairs are present, the acting chair shall be agreed between them.

## **OTHER MEMBERS**

21. The chair of the Firefighters Pension Scheme Advisory Board may with the agreement of the Board appoint a maximum of three persons to be non-voting advisory members of the Board.

22. Any appointments of advisory members shall have regard to the best interests of the Board.

## **POWER TO ESTABLISH SUB-COMMITTEES, PANELS OR GROUPS**

23. The Chair of the Board may with the agreement of the Board establish a sub-committee (or panel) of the Board. The sole purpose of any sub-committee or panel is to provide reports and recommendations to the Board.

24. The Board shall be entitled to establish such sub-committees, panels or groups as it considers necessary to assist in the discharge of its functions. No delegated authority shall be granted to such a sub-committee, panel, or group and the composition of a sub-committee, panel or group shall not be confined to the Members of the Board.

## **CONFLICTS OF INTEREST**

25. All members of the Board must declare to the Secretary of State 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.

26. On appointments to the Board and following any subsequent declaration of potential conflicts of interest the Secretary of State shall ensure that any potential conflict is effectively managed in line with the requirements of [The Pensions Regulator's General Code on conflict of interest for Board members](#).

## **KNOWLEDGE AND UNDERSTANDING (INCLUDING TRAINING)**

27. Knowledge and understanding must be considered in light of the role of the Board to assist the Local Pensions Boards. The Board should establish and maintain a policy to address the knowledge and understanding requirements that apply to Local Pension Board members. That policy shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.

28. 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.

29. 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.

## **TERMS OF OFFICE**

30. Terms of Office shall be in accordance with the terms of the members appointed by the Secretary of State. Where no fixed term has been included in the Terms of Office, Board Members should nonetheless agree to periodic due diligence checks being made on behalf of the Secretary of State. New terms of office shall be for a maximum of 4 years; employer representatives and member representatives may seek re-election for a subsequent term (s) of office if nominated by either the Local Government Association or appropriate Trade Union and confirmed by the Secretary of State)

31. Board membership may be terminated prior to the end of the term of office due to:

- a) a member representative no longer being a member of the body on which their appointment relied
- b) an employer representative no longer holding the office or employment or being a member of the body on which their appointment relied. This shall include where the original appointment was made in accordance with party political lines which have since been redrawn.
- c) the Member no longer being able to demonstrate their capacity to attend and prepare for meetings or to participate in required training
- d) intentional failure to declare a conflict of interest
- e) substantial lack of attendance at the board
- f) failure to comply with the code of conduct
- g) a trade union giving written notice that it is changing or amending its member representative nomination
- h) LGA giving written notice that it is changing or amending its employer representative nomination.

## **MEETINGS AND CONDUCT OF BUSINESS**

32. Notice of meetings is given in writing with papers distributed one working week in advance of the meeting.

There is a standing agenda for Board meetings and where additional items need to be discussed these will be agreed in advance between the Chair and the Secretariat. The agenda will include consideration of the necessary policies and tools to ensure good governance and Board Effectiveness, including a business plan and risk register. It will also include such reports as are necessary for the Board Members to ensure that they are aware of issues affecting the administration and management of the Firefighters Pension Scheme.

The Board will also review the annual budget and the implications of this for the levy.

33. The Board as a minimum meet 4 times a year. Meetings shall normally take place between the hours of 10.30 am and 3.00 pm.

34. The Chair of the Board with the consent of the Board membership may call additional meetings. Urgent business of the Board between meetings may only be conducted via communications between members of the Board including

telephone/video conferencing and emails if there are no objections from any Board Member. Where the Board is replying to official consultations, the draft response should be circulated in advance to all Board Members for their comments.

35 The LGA will provide regular updates to stakeholders on the work of the Board and on any guidance that it is agreed should be published.

36. Minutes of the meetings will be prepared and may be published subject to confidentiality considerations.

## **QUORUM**

37. The Board shall require at least 5 Voting Members to be present plus the Chair for a meeting to be quorate.

## **DECISIONS**

38. The Chair shall determine when consensus has been reached.

39. In the event consensus is not achieved the Board shall vote.

40. In the event of a vote, each member of the Board will use one vote. The Chair does not have a casting vote.

41. In a tie position the position of the Board will be recorded to the Secretary of State.

## **EXPENSE REIMBURSEMENT**

42. No basic allowance is payable to Board members other than the Chair although employer and scheme member representatives shall be entitled to claim travelling allowances.

43. All travel claimed for by Board members shall be standard class only.

44. The Chair is appointed by the Secretary of State as a paid office holder.

## **INTERPRETATION**

45. In these terms the Scheme means the Firefighters Pension Scheme

46. In these terms 'regulations' include the Firefighters Pension Scheme 1992 as amended, the Firefighters Pension Scheme 2006 as amended, which include special Firefighter members as modified by SI 2014/445 the Firefighters Pension Scheme Regulations 2014 as amended The Firefighters Compensation Scheme (England) Order 2006 as amended, the Pensions Regulators Code of Practice as they apply to the Scheme manager and pension board and any other relevant legislation applying to the Scheme.

## **SECRETARIAT**

47. Secretariat support shall be provided by the Local Government Association

**Reviewed:** June 2026

**Next review due:** March 2027