



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 shall at all times try to attend however on exception substitutes should be allowed.
15. Substitutes should be named by the appropriate nominating body.
16. Substitutes should comply with the terms of reference and attend all training sessions where possible.

APPOINTMENT OF CHAIR

17. The Secretary of State shall appoint an independent chair. In the event of incapacity of the Chair, a vice chair or other substitute should be chosen to chair each meeting as required.

OTHER MEMBERS

18. 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.
19. Any appointments of advisory members shall have regard to the best interests of the Board.

POWER TO ESTABLISH SUB-COMMITTEES OR PANELS

20. 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.
21. The Board shall be entitled to establish such sub-committees or 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 or panel, or group and the composition of a sub-committee or panel shall not be confined to the Members of the Board.

CONFLICTS OF INTEREST

22. 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.

23. 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)

24. 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.

25. 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.

26. 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

27. 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)

28. 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

Notice of meetings is given in writing with papers targeted for distribution by at least the end of the working week prior to 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.

29. 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.

30. 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.

31 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.

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

QUORUM

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

DECISIONS

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

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

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

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

EXPENSE REIMBURSEMENT

36. 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.

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

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

INTERPRETATION

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

40. 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

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

Reviewed: March 2025

Next review due: March 2026