

# Operation of Local Pension Boards

## Introduction

The Firefighters' Pension Scheme is a national scheme that is locally administered, with 44 individual scheme managers across England responsible for the management and administration of the scheme.

The Public Service Pensions Act 2013 introduced the requirement for Local Pension Boards from 1 April 2015<sup>1</sup>, and governance expectations have since been strengthened by the Pensions Regulator's General code (in force from March 2024).

This guidance is designed to assist the Scheme Manager in operating and reviewing Local Pension Boards (LPBs) to deliver effective scrutiny, compliance and continuous improvement – including in relation to remedy programmes and data-driven delivery.

## Constitution and Legal Framework

Scheme Managers must establish an LPB in line with the Public Service Pensions Act 2013 and associated scheme governance regulations and operate it within the FRA's wider governance arrangements (including schemes of delegation, FOIA and audit frameworks).

An LPB assists the scheme manager to:

- secure compliance with the Firefighters' Pension Scheme regulations and any connected schemes i.e. FPS 1992 and FPS 2006
- ensure the effective and efficient governance and administration of the Firefighters' Pension Scheme and connected schemes, including effective systems of governance, internal controls, risk management and information security.

In line with the Pension Regulator's General Code, scheme managers should ensure robust recruitment, induction and ongoing learning and development for LPB members, proportionate to scheme risk and complexity.

---

<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2013/25/contents>

The scheme manager needs to carefully consider whether the appointment of its members should be a function undertaken by the scheme manager (for example a decision of the Fire and Rescue Authority) rather than by the delegated officer or pensions committee.

The scheme manager is given power under the regulations<sup>2</sup> to determine the procedures applicable to its Local Pension Board, including voting rights the establishment of sub committees, the formation of joint committees and the payment of expenses. When exercising this power, the scheme manager must do so in accordance with usual local government principles, acting reasonably and within the powers set out in regulations.

## Membership

The regulations<sup>3</sup> allow the scheme manager to determine the membership of the Local Pension Board, including the manner of appointment and removal of Board members and the terms of appointment.

A Local Pension Board must include an equal number of employer and member representatives with a minimum requirement of no less than four in total. Scheme Managers should additionally consider diversity of perspective, continuity and resilience (e.g., Vice-Chair arrangements and succession planning). In addition, the regulations<sup>4</sup> do not preclude that other members may also be appointed to the Board.

Any person who has the capacity to represent members may be a member representative. This can be a scheme member (active, deferred or pensioner) or a union representative, for more information see the [Appointment process](#) section of this guidance.

No officer or member of a Fire and Rescue Authority who is responsible for discharging functions under the FPS regulations may be a member of the LPB (to protect independence of scrutiny).

---

<sup>2</sup> 4) Subject to paragraph (5), a scheme manager may determine the procedures applicable to a local pension board, including as to the establishment of sub-committees, formation of joint committees and payment of expenses.

<sup>3</sup> 4B.—(1) Subject to paragraphs (2) to (4) each scheme manager must determine—

(a) the membership of the local pension board; .

(b) the manner in which members of the local pension board may be appointed and removed; .

(c) the terms of appointment of members of the local pension board.

<sup>4</sup> (2) A local pension board must include an equal number, which is no less than 4 in total, of employer representatives and member representatives and for these purposes the scheme manager must be satisfied that-

(a) a person to be appointed to the local pension board as an employer representative has the capacity to represent the employer; and

(b) a person to be appointed to the local pension board as a member representative has the capacity to represent members.

An employer representative can be a senior strategic officer within the Fire and Rescue Authority or an elected member. For more information see the [Appointment process](#) section of this guidance.

When considering the size of its Local Pension Board, the scheme manager will need to consider several factors including (without limitation):

- The size of any existing governing bodies, such as an advisory panel;
- The number of scheme members for which it is the scheme manager and any collective arrangements in place for them to make decisions or provide input in relation to scheme matters;
- The cost of operating the Board; and
- The existence or proposal to form any other advisory groups

As indicated in the Pensions Regulator's code of practice<sup>5</sup>, the scheme manager should consider providing high quality pre-appointment training to proposed members of the Local Pension Board.

## Equity, Diversity and Inclusion (EDI)

The Scheme Manager should ensure that the operation, membership, and governance of the Local Pension Board (LPB) align with the Fire and Rescue Authority's wider Equality, Diversity and Inclusion duties under the Equality Act 2010. This includes the Public Sector Equality Duty (PSED) to have due regard to eliminating discrimination, advancing equality of opportunity, and fostering good relations.

EDI considerations should be embedded in all aspects of LPB activity, including:

### Board Composition and Recruitment

Appointment processes should be open, transparent, and designed to encourage diverse applicants, recognising the value that different backgrounds, perspectives, and lived experiences bring to effective scrutiny and governance.

The Scheme Manager should consider how to remove barriers to participation—for example, through accessible role profiles, flexible meeting arrangements, and clear communication about expectations.

Monitoring of applicant demographics may be undertaken in line with FRA policies to support continuous improvement in representation (without affecting appointment outcomes).

### Inclusive Meeting Practice

Meetings should be run in a way that enables all members to contribute equally, including consideration of accessibility needs, learning styles, and technology support in hybrid/virtual meetings.

---

<sup>5</sup> <https://www.thepensionsregulator.gov.uk/en/document-library/code-of-practice/the-governing-body/knowledge-and-understanding-requirements/knowledge-and-understanding>

Papers and materials should be written in clear, jargon-free language wherever possible, and any accessibility requirements (e.g., screen-reader compatibility) should be met.

### **Training and Ongoing Development**

Induction and annual training programmes should include content on EDI principles, unconscious bias, and inclusive governance.

Chairs should be supported to foster an inclusive culture in which all members feel confident to challenge, question, and contribute.

### **Decision-Making and Oversight**

When reviewing administration, communications, and member outcomes, the Board should consider whether groups of members may experience different impacts (e.g., part-time workers, retained/on-call firefighters, members with disabilities, or those with different working patterns).

Communications to members should be assessed for accessibility and readability and should avoid assumptions about digital inclusion.

### **Transparency and Accountability**

The Board should periodically review its own effectiveness through an EDI lens, including representation, participation, and whether all voices are equally heard in discussions and decisions.

Where appropriate, the LPB should align with and feed into the FRA's broader EDI strategies, reports, and assurance frameworks.

## **Appointment and selection of Local Pension Board members**

Each employer or member representative on a Local Pension Board must be able to represent employers or members (as appropriate). It is therefore important that the methodology for appointment ensures that representative Board members are truly representative.

All employers and eligible members should have an equal opportunity to be nominated through an open and transparent process, supported by clear role profiles, published selection criteria, and appropriate privacy notices (UK GDPR / DPA 2018).

Recommended appointment controls (added):

- Written undertaking at appointment covering attendance, conflicts, confidentiality, data handling and training commitments.
- Skills/competency assessment against role profile, refreshed periodically.
- Induction within 3 months of appointment and annual training needs analysis.

The Regulations allow the Scheme Manager to determine the appointment of other Local Pension Board members i.e. members who are not there to represent employers or scheme members, for example where a Scheme Manager wishes to appoint an independent chairperson to the Local Pension Board.

## Capacity of Representative Members

The regulations<sup>6</sup> require that the scheme manager must ensure that any person it wishes to appoint as an employer or member representative has the capacity to represent the employer or members (as appropriate).

It will be important to appoint members who have the relevant experience as well as time to commit to attending meetings and effectively representing employers and members (as appropriate).

Relevant experience may include (without limitation) being a member of the Scheme or having experience of representing scheme members in a similar situation for example being a member or trustee of a private sector defined benefit pension scheme.

The Regulations specify that the Scheme Manager must be satisfied that any person it wishes to appoint as a member of a Local Pension Board does not have a conflict of interest and that once appointed continues not have a conflict of interest.

An individual's ability to properly represent the interests of employers or members (as appropriate) and channel information back to those persons effectively should also be a key factor in selecting members of the Local Pension Board. This needs to take account of the wide range of membership to ensure all employers and all members are represented.

## Appointment of other members

The requirement for capacity does not apply to other (i.e. non-representative) members appointed by the Scheme Manager. Nevertheless, the Scheme Manager should have an open and transparent process for the appointment of such members.

Capacity to understand is likely to be a factor the Scheme Manager will consider when considering who to appoint as non-representative Board members.

The regulations<sup>7</sup> specifies that non representative board members do not have a right to vote.

## Appointment of a Chair

The appointment of a chair or deputy chair (where appropriate) is not prescribed by the Regulations. It will be for the Scheme Manager to decide the process for the

---

<sup>6</sup> 2) A local pension board must include an equal number, which is no less than 4 in total, of employer representatives and member representatives and for these purposes the scheme manager must be satisfied that—

(a) a person to be appointed to the local pension board as an employer representative has the capacity to represent the employer; and .

(b) a person to be appointed to the local pension board as a member representative has the capacity to represent members.

<sup>7</sup> (5) No member of a local pension board shall have a right to vote on any question unless that member is an employer representative or a member representative

appointment/s. Consideration should be given to the following options of appointment:

**Option 1:** An independent chair and deputy chair (where appropriate)

In this respect the term independent means having no employment, financial or other material interest in a Fire and Rescue Authority or not being a member of the scheme administered by the Authority.

Appoint an independent chair and deputy chair (where appropriate from a short list by:

- An open recruitment process
- The employer and member representatives on the Board following their first meeting
- a panel appointed by the Authority and drawn in equal number from representatives of the Authority and scheme members.

**Option 2:** Board appointed chair

- Appoint a chair and deputy chair (where appropriate) by the employer and member representatives of the Board from amongst their own number.
- This could be on a rotating basis with the term of office shared between an employer and a member representative on an equal basis.

**Option 3:** Fire and Rescue Appointed Chair

The Fire and Rescue Authority appoint a chair and deputy chair (where appropriate).

An example role description is available in [Appendix A](#).

## Appointment process

The methodology for appointing employer and member representatives is not prescribed by the Regulations. It will therefore fall to each Scheme Manager to establish an appropriate process. Options may include (but are not limited to):

### Direct appointment process

Selecting employer representatives through existing employer forums, for example political groupings or officer representative bodies.

Selecting member representatives through existing representative organisations for example recognised trade unions, staff committees, member representative committees and voting at member AGMs.

### Two stage nomination and selection process

Scheme Managers may wish to consider methodologies used by private sector trust-based schemes to appoint member-nominated trustees (“MNTs”). MNTs must be selected as a result of a process which involves some or all of the members of the scheme.

Seeking nominations by advertising in local newspapers and on websites.

Developing a shared pool of Local Pension Board members or potential members with neighbouring Scheme Managers.

The appointment process should be designed to attract people with relevant experience. This could be achieved through publicising the new role and when making future appointments, publicising vacancies as they arise. Scheme Managers should use a variety of routes to encourage people to become involved. Role specifications should be created to assist with assessing whether an individual has the capacity and understanding for the role.

When selecting members, proper regard must be given to the obligations of the Scheme Manager in relation to equal opportunities in any recruitment process. In practice, this means having an open transparent process, with a role specification. Depending on the appointment process used by the Scheme Manager, it may also be necessary to have a formal interview process before appointments are made. The interview process should assess the ability of the individual to meet the requirements of the role and make appointment on merit.

An example role description has been provided in [Appendix B](#).

An example role advert has been provided in [Appendix C](#).

It is also important to ensure that those who are appointed have a range of experience so that there is a good balance and breadth of experience on the Local Pension Board.

An example Personal Specification is available in [Appendix D](#)

### **Making appointments**

As noted in other sections, the appointment process provides an ideal opportunity for the Scheme Manager to obtain confirmation from the appointee in the form of a written undertaking that they understand the requirements of the role and to commit to those requirements, for example by:

- disclosing all dual interests and responsibilities which have the potential to become conflicts of interest;
- committing to attend a minimum number of meetings a year;
- committing to undertake and attend the necessary knowledge and understanding training; and
- undertaking to abide by the Board's terms of reference and wider constitutional documents.

### **Term of office**

Consideration should be given to the term of office so that experience is retained on the Local Pension Board. This could be by a proportion of members retiring on a rolling basis so that the Local Pension Board has the benefit of gaining new members with new experience whilst also retaining existing experienced members

and stability for the Local Pension Board. However, it is recognised that this may not be possible due to local governance arrangements.

The ability of members to seek re-appointment for a further term needs to be considered. Given the complexity of the subject matter there is a case for renewing membership over an extended period.

## **Termination**

As well as dealing with the terms of appointment, the Scheme Manager should also consider the circumstances in which a member of a Local Pension Board should cease to be a member.

Clearly this will arise at the expiry of a member's term of office, although there may well be other circumstances in which a member's term of office may end, for example the Scheme Manager should consider suitable provisions if:

- a member has a conflict of interest which cannot be managed in accordance with the Board's conflicts policy;
- a member dies or becomes incapable of acting;
- a member who is a member of the Fire and Rescue Authority is appointed to a Pensions Committee;
- a member is appointed to the role of an officer of the Fire and Rescue Authority with responsibility for the discharge of functions under the Regulations;
- a member wishes to resign, for example how much notice should be given and in what form;
- a representative member ceases to represent his constituency, for example if a member representative ceases to be in scheme employment; and
- a member fails to attend meetings or otherwise comply with the requirements of being a Board member, for example fails to attend the necessary knowledge and understanding training. The Scheme Manager should consider who would decide this, whether the member should be given an opportunity to change their behaviour and how much notice should be given and in what form. Where issues of this nature arise, the chair of the Local Pension Board should have lead responsibility for an initial informal discussion with the member about the concerns. It would be helpful for the chair of the Local Pension Board to be supported and advised by professional advisers with that discussion. This could be an officer of the Fire and Rescue Authority provided there was no conflict of interest. The matter could also be raised with any body which had nominated the individual for appointment.

Where a vacancy arises for a representative member mid-term, the Scheme Manager should consider the process to be used to fill that vacancy.

## **Conflicts of Interest**

Managed in line with FRA procedures and Section 5 of the Public Service Pensions Act 2013, and consistent with the Pensions Regulator's General Code. Conflicts should be recorded in a register, reviewed at each meeting, and managed with clear mitigations.

## Knowledge and Understanding

The Board should maintain a structured learning programme (including induction, annual refresher and role-specific modules). Any available LGA/SAB training should be supplemented as needed to address local risks, remedy activity and governance gaps.

Minimum training management controls:

- Annual training plan approved by the LPB and shared with the Scheme Manager.
- Individual training logs maintained and reviewed at least annually.
- Evidence of knowledge maintenance for all members, including Chair/Vice-Chair.

## Meetings, Transparency and Decision-making

Agendas and papers should be published on the Authority website unless they contain exempt/confidential information (LGA 1972 Schedule 12A) or personal/sensitive data protected under UK GDPR and the Data Protection Act 2018. Minutes should be published within an agreed timeframe, with open and closed sections clearly separated.

Hybrid/virtual meetings: LPBs may meet in person or virtually. Meeting procedures should ensure equal participation, secure information handling and accurate minute-taking regardless of format.

## Core oversight Areas

LPBs should have routine access to performance, risk and compliance information, including administrator KPIs/SLAs, breaches logs, risk register updates, internal control assurance, audit actions, data quality metrics, and member communications assurance.

Oversight expectations:

- Internal controls: review adequacy of controls over administration, payments, record-keeping and change management.
- Cyber & information security: ensure assurance processes exist for FRA systems and third-party administrators, including incident response and supplier assurance.
- Remedy programmes: oversight of delivery risks and controls relating to McCloud/Sargeant remedy, Matthews remedy and related statements, communications and calculations.
- Pensions dashboards: monitor readiness activities impacting data quality, matching and member communications.
- Breach assessment and reporting: ensure an effective process exists to assess and report material breaches to the Regulator.

## Data protection and Information Governance

The LPB must operate in compliance with UK GDPR and the Data Protection Act 2018. The LPB should follow FRA policies on information security, retention, acceptable use, and data breach reporting, and ensure personal data is minimised in meeting papers wherever possible.

## Terms of Reference

The Scheme Manager when establishing its Local Pension Board should create terms of reference for the Board. The terms of reference are the rules setting out how the Board will be constituted and operate on a day to day basis.

The Regulations<sup>8</sup> set out that a Local Pension Board shall have the general power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions. However, as a minimum a Board's terms of reference should include areas such as:

**Function of the Board** – The terms should set out the function of the Board to assist the Scheme Manager to secure compliance and ensure the effective and efficient governance and administration of the Scheme.

**Membership** – This should include the number of each category of Board member (including other representatives), the appointment and selection process, term of office and procedures for termination of office.

**Code of Conduct** – The terms of reference should refer to the requirement for the Local Pension Board to have a code of conduct for its members and that members of the Board should abide by the code.

**Voting Rights** – The terms should set out the voting rights of the Board members and whether members have equal voting rights and whether the chair (if relevant) has a casting vote.

**Conflict of Interests** – The terms should refer to the requirement for the Board to always act within the terms of reference. The Local Pension Board should have a conflicts policy for its members and that members should abide by the policy and provide information that the Scheme Manager may reasonably require from time to time to ensure that members do not have a conflict of interest.

**Appointment of a Chair/Vice-Chair** – the Chair should have the same powers and duties as any other Chair within the Authority's governance arrangements. The terms should specify whether the Board is to have a chair and/or vice-chair, how they are appointed and whether the chair is to be given a casting vote. The Chair's responsibilities will include ensuring that the Board meets its purpose, that meetings are properly conducted, decision making is clear and professional advice is followed. It will also set out the role of the chair in agreeing the agenda and approving the

---

<sup>8</sup> (6) A local pension board shall have the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.

minutes for each meeting. The Chair will also be responsible for ensuring that Board members have the knowledge and understanding required by the regulations and review and report on the performance of the Board as agreed with the Scheme Manager.

**Role of Advisors** – The terms should set out the role of professional advisers, or other advisors to the Board and the process for their appointment and agreeing their fees. In addition, the process for the Board accessing existing advisors to the Scheme Manager should also be set out. Scheme Managers may wish to use a shared pool of potential members, for example having access to an agreed pool of senior pension officers from other (possibly neighbouring) authorities.

**Role of Officers** – The terms should set out the role of officers of the Scheme Manager to the Board, for example in the provision of secretariat services to the Board.

**Administration, Papers, Communication and Obtaining Information** – The terms should specify the terms for notice of Board meetings, the circulation of papers in advance of meetings, how meetings are to be run, the decision-making process, recording minutes of meetings, a procedure for dealing with urgent items of business and the publication of information if considered relevant. In addition, where specific information may be required by the Board details of where such information may be obtained from should be provided to the Board. As a Board of the Fire and Rescue Authority which is a FOIA public authority, minutes should be carefully dealt with and separated as appropriate into open and closed business, so that open minutes can be promptly published in the Fire and Rescue Authority's FOIA publication scheme.

**Number of Meetings** – The terms should specify whether there should be a minimum number of meetings in a year. The Pensions Regulator recommends that a governing body should meet at least quarterly<sup>9</sup>. There should also be an ability for a specified number of Board members or the Scheme Manager to require a special meeting to be convened on notice.

**Location and time of meetings** – The terms should specify any restrictions in relation to the time (for example, during working hours only), and location of meetings and whether the meetings are to be public or not. Decisions about the time and location of meetings should be made whilst also being aware of the capacity requirements placed upon Board members.

**Quorum** – The terms should specify a quorum for meetings and in particular whether the quorum should include a minimum number of employer and member representatives.

**Attendance Requirements** – The terms should specify the requirements for attending meetings and the consequences of continued failure to attend Board meetings.

---

<sup>9</sup> <https://www.thepensionsregulator.gov.uk/en/document-library/code-of-practice/the-governing-body/board-structure-and-activities/meetings-and-decision-making>

**Role of Substitutes** – The terms should specify whether members are allowed to send substitutes to meetings where they are unable to attend themselves. This may be more appropriate for employer and member representatives. Training requirements should also be considered where substitutes are permitted.

**Creation of Working Groups/Sub-Boards** – The terms should specify whether the Board has the power to set up working groups or sub-boards and if so on what terms (including terms of reference for those working groups or sub-boards).

**Allowances/Expenses** – The terms should specify the policy in relation to the payment of allowances and expenses to Board members.

**Budget** – The terms of reference should also set out a process for the Local Pension Board to have access to a budget for specified purposes, for example seeking professional advice, training for members, accommodation costs or meeting the costs of any claim for expenses.

**Knowledge and Understanding** – The terms should refer to the requirement for the Board to have a policy and framework to meet the knowledge and understanding requirements of the regulations and the Pensions Regulator Code of Practice<sup>10</sup>.

**Reporting** – The terms should include arrangements for the reporting of information to the Scheme Manager, including direct reporting arrangements where the Board has material concerns.

**Data Protection** – The terms should take account of the Fire and Rescue Authority's role as a 'data controller' under data protection legislation and any policies, such as a data protection policy, with which it must comply (as well as ensuring personal data processing by the Local Pension Board is within the Fire and Rescue Authority's notification registered with the Information Commissioner from time to time (which should be reviewed and updated as necessary)).

The terms of reference should be approved by the Scheme Manager. The terms of reference should also be formally adopted by the Local Pension Board once it is established. This would normally be expected to occur at the Board's first meeting.

A template terms of reference is published in the 'resources' section of the [FPS Board](#) website.

## Policy Documents

In addition to the terms of reference a Board is likely to have other key documents which would be included in its wider constitution. These may include:

- Term of Reference (reviewed at least annually)
- Code of conduct
- Conflicts policy and register
- Knowledge and understanding policy, Training Plan and Logs
- Risk Register/Risk Management Framework

---

<sup>10</sup> <https://www.thepensionsregulator.gov.uk/en/document-library/code-of-practice/the-governing-body/knowledge-and-understanding-requirements>

- Information Security and Data Governance policies (including third-party assurance)
- Administrator performance reporting framework (KPIs/SLAs and action tracking)

## **Resources for boards**

In order to help boards work effectively, we would like to remind boards that resources for local pension boards including a breach assessment template, template agenda and template terms of reference are available on [www.fpsboard.org](http://www.fpsboard.org) under the Local Pension Boards tab.

## Appendix A

### Chair of the Local Pension Board — Role Description

#### Local Pension Board Chair

Firefighters' Pension Scheme (FPS)

#### Purpose of the Role

The Chair provides leadership to the Local Pension Board, ensuring effective governance, high-quality scrutiny, and constructive challenge. They are responsible for ensuring the Board operates efficiently and transparently, and in accordance with all relevant pension's legislation and local governance arrangements.

#### Key Responsibilities

##### Leadership & Governance

- Provide clear direction and leadership to the Board.
- Ensure the Board fulfils its role of assisting the Scheme Manager.
- Promote high standards of integrity, governance, and decision making.
- Promote an inclusive culture where all Board members feel able to contribute and challenge constructively.
- Ensure compliance with FPS regulations, TPR expectations, and local policies.

##### Meetings

- Set agendas in consultation with the Scheme Manager.
- Ensure papers are clear, timely, and relevant.
- Chair meetings effectively, ensuring all members contribute.
- Ensure accurate minutes and actions are produced and followed up.

##### Engagement & Relationships

- Act as the main contact point between the LPB and the Scheme Manager.
- Encourage constructive challenge and evidence based discussion.-based discussion.
- Represent the LPB in relevant forums if required (e.g., at FRA committees).

##### Training & Development

- Lead the Board's focus on maintaining knowledge and understanding.
- Ensure new members receive induction training.
- Support ongoing development and maintain a personal training log.

## **Skills & Attributes**

- Strong leadership and facilitation skills
- Ability to build consensus while encouraging robust scrutiny
- Sound judgment and strategic thinking
- Excellent communication and interpersonal skills
- Understanding of governance, risk, and scrutiny (pensions knowledge desirable)

## **Time Commitment**

- **3-4 meetings per year**, plus agenda planning, training, and informal liaison with officers.

## Appendix B

### Local Pension Board – Role Description

#### Firefighters' Pension Scheme (FPS)

##### 1. Role Purpose

The purpose of the Local Pension Board (LPB) is to assist the Scheme Manager (the Fire and Rescue Authority) in ensuring the Firefighters' Pension Scheme is governed and administered effectively and in compliance with all relevant requirements. LPB members support high standards of stewardship and help ensure that scheme members and employers receive an efficient, transparent, and high-quality pension service.

---

##### 2. Key Responsibilities

###### 2.1 Assisting the Scheme Manager

LPB members are expected to assist the Scheme Manager with:

- Ensuring compliance with FPS regulations, overriding pensions law, and relevant guidance from the Home Office, Pensions Regulator (TPR), and the Scheme Advisory Board.
- Ensuring administration processes are effective, accurate, and timely.
- Monitoring internal controls and risk management arrangements.
- Supporting continuous improvement in governance standards.

###### 2.2 Monitoring Scheme Administration

- Reviewing performance reports from the pensions administrator, including KPIs, data quality, and casework.
- Monitoring the handling of breaches and identifying whether a breach of law is material and reportable to TPR.
- Supporting actions to improve data quality and record-keeping.
- Reviewing member communications for accuracy, clarity, and regulatory compliance.

###### 2.3 Policy and Governance Oversight

- Considering whether local policies (e.g., IDRPs, discretions, conflicts of interest, risk register) are up to date and functioning effectively.
- Contributing to annual governance reviews and self-assessments.

- Ensuring that any recommendations arising from audits or reviews are monitored and implemented.

## **2.4 Representation and Engagement**

- Acting in the collective interests of the scheme membership and employer(s).
- Providing informed challenge and scrutiny while remaining constructive and respectful.
- Ensuring that decisions and discussions are evidence-based and recorded accurately in board minutes.-based and recorded accurately in board minutes.
- LPB members should support inclusive governance principles, recognising and valuing diverse perspectives, and ensuring that scrutiny and decision-making consider the needs of different groups of scheme members

## **2.5 Training and Competency**

All LPB members must:

- Have, or be committed to developing, sufficient knowledge and understanding of the FPS regulations, governance framework, and pensions administration.
- Complete initial induction training and ongoing development (e.g., TPR toolkit, SAB guidance, LGA training).
- Maintain a personal training log and actively participate in LPB learning programmes.

---

## **3. Required Skills and Attributes**

LPB members should demonstrate:

- Commitment to high quality public service and good governance.
- Ability to analyse information, challenge constructively, and make objective judgements.
- Strong communication and interpersonal skills.
- Respect for confidentiality and data protection requirements.
- Ability to work collaboratively as part of a board.

There is **no requirement to be a pensions expert**, but members must be willing to learn and maintain the required level of understanding.

---

## **4. Time Commitment**

- Attendance at **a minimum of three to four meetings per year** (frequency set locally).

- Preparation time for each meeting, including reviewing papers and completing required training.
  - Participation in periodic workshops, audits, or governance reviews as needed.
- 

## **5. Conflicts of Interest**

LPB members must:

- Disclose any actual or potential conflicts of interest.
  - Comply with the LPB's Conflict of Interest Policy and Code of Conduct.
  - Act impartially and in the best interests of the scheme's governance, not personal or sectional interests.
- 

## **6. Term of Appointment**

Terms are typically **2–4 years**, renewable depending on local arrangements, performance, and ongoing training compliance.

---

## **7. Remuneration and Expenses**

Remuneration (if any) is set by the Scheme Manager.

Reasonable expenses for travel or training attendance will normally be reimbursed.

## Appendix C

### Recruitment Style Advert (Public Facing)

#### **\*\*Local Pension Board Member**

Firefighters' Pension Scheme (FPS)\*\*

The Fire and Rescue Authority is seeking motivated individuals to join its **Local Pension Board (LPB)**. This is an important governance role supporting the effective administration of the Firefighters' Pension Scheme.

#### **About the Local Pension Board**

The LPB helps the Scheme Manager ensure the scheme is run properly, efficiently, and in compliance with pension regulations and governance requirements. It provides scrutiny, challenge, and support to ensure members receive a high quality pension service.

#### **Key Responsibilities**

- Assist the Authority in complying with FPS regulations and pensions law.
- Review administration performance, ensuring accuracy, timeliness, and strong data quality.
- Support good governance, including risk management, policies, and internal controls.
- Engage constructively in meetings, providing informed scrutiny and challenge.
- Maintain required knowledge and understanding through mandatory training.

#### **Who We're Looking For**

You do not need to be a pensions expert. We welcome applications from individuals who can bring:

- Strong analytical and communication skills
- Integrity, impartiality, and a commitment to good governance
- Ability to work collaboratively as part of a board
- Willingness to undertake regular training

#### **Time Commitment**

- Typically **3–4 meetings per year**, plus training and preparation time.
- Meetings are usually during office hours.

#### **Term**

Appointments are usually for **2–4 years**.

## **Expenses / Remuneration**

Reasonable travel and subsistence expenses will be reimbursed. Remuneration, if offered, is determined locally.

If you are committed to supporting strong governance and want to help ensure the Firefighters' Pension Scheme is managed effectively, we would welcome your application.

We welcome applications from individuals of all backgrounds and are committed to ensuring diversity and inclusion within the Local Pension Board.

## Appendix D

### Person Specification (Template)

#### Local Pension Board – Person Specification

##### Essential Criteria

Area	Requirements
<b>Knowledge &amp; Understanding</b>	Willingness to develop knowledge of the FPS, pensions administration, and governance.
<b>Analytical Skills</b>	Ability to review detailed information, question constructively, and understand risks.
<b>Communication</b>	Clear communicator, able to contribute to discussions and listen to others.
<b>Integrity</b>	High ethical standards; committed to acting in accordance with conflicts of interest requirements.
<b>Equity, Diversity and Inclusion</b>	Commitment to inclusive governance and awareness of the diverse needs and experiences of scheme members.
<b>Team Working</b>	Ability to work effectively as part of a board, respecting diverse views.
<b>Commitment</b>	Willingness to attend meetings, complete training, and prepare thoroughly.

##### Desirable Criteria

Area	Requirements
<b>Pensions or financial knowledge</b>	Experience of pension schemes, finance, HR, or governance.
<b>Public sector experience</b>	Understanding of Fire & Rescue Services or public service governance.
<b>Scrutiny/Board Experience</b>	Experience serving on a committee, board, or governance body.
<b>Risk Management</b>	Understanding of risk registers or internal controls.

## **Eligibility Requirements**

- Must not have a conflict of interest that would impair the role.
- Must meet any local eligibility requirements (e.g., for member/employer representation).