

Local Pensions Board Terms of Reference

CURRENT TERMS OF REFERENCE	AMENDED TERMS OF REFERENCE	AMENDMENTS
1. Introduction		
1.1 Dorset & Wiltshire Fire and Rescue Authority (DW FRA) has established a Pension Board in accordance with the requirements of the Public Service Pension Act 2013.	1.1 Dorset & Wiltshire Fire and Rescue Authority (the Authority) has established a Pension Board in accordance with the requirements of the Public Service Pension Act 2013.	“DWFRA” changed to “the Authority”
2. Role and Powers of the Dorset & Wiltshire Fire Fighters’ Local Pension Board		
<p>2.1 In relation to the Fire Fighters Pension Schemes (FFPS), the role of the board is to assist the Scheme Manager to comply with its governance and administration requirements, being:</p> <ul style="list-style-type: none"> • secure compliance with the Schemes and associated regulations • managing risks and ensuring there are adequate internal controls • ensure the effective and efficient governance and administration of the Schemes • to consider how discretionary and other pension related issues are being addressed • to present an annual report to the Authority on the exercises of its functions. 	<p>2.1 In relation to the Fire Fighters Pension Schemes, the role of the board is to assist the Scheme Manager to comply with its governance and administration requirements, being:</p> <ul style="list-style-type: none"> • secure compliance with the Schemes and associated regulations • managing risks and ensuring there are adequate internal controls • ensure the effective and efficient governance and administration of the Schemes • to consider how discretionary and other pension related issues are being addressed • to present an annual report to the Authority on the exercises of its functions. 	“FFPS” removed

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2.2 The 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.	2.2 The 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.	
<p>3. Members of the Dorset & Wiltshire Fire Fighters’ Local Pensions Board</p>		
<p>3.1 The Board shall consist of 8 members and be constituted as follows:</p> <ul style="list-style-type: none"> • 4 Member (councillor) representatives; • 4 scheme member (employee/retiree) representatives. <p>and members will normally have a period of office for 4 years (although it was noted that FA members are appointed every year and changes may be required for FA members for political or administrative reasons.</p>	<p>3.1 The Board shall consist of eight members and be constituted as follows:</p> <ul style="list-style-type: none"> • four employer representatives (two Authority Members and two officer representatives); • four employee scheme member representatives (combination of employee and retiree representatives) <p>and members will normally have a period of office for four years (although it was noted that Authority Members are appointed every year and changes may be required to Authority Members for political or administrative reasons.</p>	<p>Board membership requirements amended as a consequence of the reduction in Authority membership to 18.</p> <p>“FA” changed to “Authority”</p>
<p>3.2 The Chairman of the Board will be elected by the Board at the first meeting of the board following the Annual General meeting of the DW FRA in each year, and the Vice Chairman of the Board will be elected by the first meeting of the Board following the annual General Meeting of the DWFRA in each year (apart from the term of office, where Board members will sit for 18 months, as the Board was established in November).</p>	<p>3.2 The Chairman of the Board will be elected by the Board at the first meeting of the Board following the Annual General meeting of the Authority in each year, and the Vice Chairman of the Board will be elected by the first meeting of the Board following the Annual General Meeting of the Authority in each year.</p>	<p>“DWFRA” changed to “the Authority”</p> <p>Bracketed wording now removed as Board is established.</p>

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3.3 The Chairman and Vice Chairman of the Board will alternate between employer and scheme representatives each year (if the Chairman is a scheme representative then the vice Chairman will be an employer representative and vice versa).		The Board do not consider this requirement to be necessary.
3.4 The employer representatives will be appointed by DWFRA at its Annual General Meeting.	3.3 The employer representatives will be appointed by the Authority at its Annual General Meeting.	“DWFRA” changed to “the Authority”
3.5 Scheme member representatives will be appointed by the Authority by seeking expressions of interest. They must be active, deferred or pensioner members of the FFPS.	3.4 Employee/retiree representatives will be appointed by the Authority by seeking expressions of interest. They must be active, deferred or pensioner members of the Fire Fighters Pension Schemes, or representatives with a keen interest in firefighter pensions.	“FFPS” changed to “Fire Fighters Pension Schemes” “or representatives with a keen interest in firefighter pensions.” added to allow scope for other representatives should there be insufficient interest from active, deferred or pensioner members
3.6 Employer representatives and scheme member representatives will remain as members of the Board during their appointed term of office unless they become incapable of acting, cease to represent their constituency, resign by giving written notice to the Chairman of the DWFRA or are removed from the Board pursuant to Paragraph 4 of the Board’s Code of Conduct (page 7).	3.5 Employer representatives and employee/retiree representatives will remain as members of the Board during their appointed term of office unless they become incapable of acting, cease to represent their constituency, resign by giving written notice to the Chairman of the Authority or are removed from the Board - pursuant to Annex A of the Board’s Code of Conduct.	“DWFRA” changed to “the Authority” Reference to Code of Conduct updated
3.7 Employer representative and scheme member representative may also be removed from office during their term of appointment by majority decision of a quorate meeting of the Pension Board if they do not comply with the requirements of paragraph 3.6.		3.5 and Code of Conduct provides sufficient scope for removing representatives

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3.8 Each Board member should endeavour to attend all Board meetings during the year and is required to attend half of the meetings held in each year.	3.6 Each Board member should endeavour to attend all Board meetings during the year and is required to attend half of the meetings held in each year.	
4. Quorum		
4.1 Half of the member of the Board will represent a quorum for Board Meetings, with a need of 2 Member and 2 employee representatives present.	4.1 The quorum for a meeting is four members of the Board and shall consist of two employer and two employee/retiree representatives.	Minor wording change
4.2 In the absence of both the Chairman and the Vice-Chairman the members of the Board shall appoint a chairman for that meeting who shall while presiding have any power of duty of the Chairman in relation to the conduct of the meeting.	4.2 In the absence of both the Chairman and the Vice-Chairman the members of the Board shall appoint a chairman for that meeting who shall, while presiding, have any power of duty of the Chairman in relation to the conduct of the meeting.	
5. Advisers to the Board		
5.1 The Board will be supported in its role and responsibilities by officers of DWFRA and it will consult with officers to help better perform its duties. In the event that specialist professional is not available from the officers of DWFRA then the Board may ask to seek independent professional advice through the appointment of advisers on their behalf, subject to financial and legal considerations.	5.1 The Board will be supported in its role and responsibilities by officers to the Authority and it will consult with officers to help better perform its duties. If a specialist professional is not available from the officers to the Authority then the Board may ask to seek independent professional advice through the appointment of advisers on their behalf, subject to financial and legal considerations.	“DWFRA” changed to “the Authority” and other minor wording change

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6. Knowledge and Skills		
<p>6.1 A member of the Board must be conversant with:</p> <ul style="list-style-type: none"> • The legislation and associated guidance of the FFPS. • Any documents recording policy about the administration of the FFPS for DWFRA. 	<p>6.1 A member of the Board must be conversant with:</p> <ul style="list-style-type: none"> • The legislation and associated guidance of the Fire Fighters Pension Schemes • Any documents recording policy about the administration of the Fire Fighters Pension Schemes for the Authority. 	<p>“FFPS” changed to “Fire Fighters Pension Schemes”</p> <p>“DWFRA” changed to “the Authority”</p>
<p>6.2 A member of the Board must have knowledge and understanding of:</p> <ul style="list-style-type: none"> • Law relating to pensions, and • Any other matters which are prescribed in regulations. 	<p>6.2 A member of the Board must have knowledge and understanding of:</p> <ul style="list-style-type: none"> • Law relating to pensions, and • Any other matters which are prescribed in regulations. 	
<p>6.3 A member of the Board representing employers of scheme members must have the relevant experience and capacity to represent employer and scheme members respectively on the Board.</p>	<p>6.3 A member of the Board representing employers of scheme members must have the relevant experience and capacity to represent employer and scheme members respectively on the Board.</p>	
<p>6.4 Notwithstanding the requirements set out above, it is anticipated that training will be given to Board Members to help them fulfil their role and to keep them updated on changes in the FFPS.</p>	<p>6.4 Notwithstanding the requirements set out above, it is anticipated that training will be given to Board members to help them fulfil their role and to keep them updated on changes in the Fire Fighters Pension Schemes.</p>	<p>“FFPS” changed to “Fire Fighters Pension Schemes”</p>

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7. Board Meetings		
7.1 There will be a minimum of two Board meetings a year and additional Board meetings may be called by the Chairman of the Board, when required. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone or video conference and e-Mail.	7.1 There will be a minimum of two Board meetings a year (ideally four) and additional Board meetings may be called by the Chairman of the Board, when required. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board, including telephone or video conference and e-mail.	“(ideally four)” added
8. Voting		
8.1 Each member of the Board will have an individual vote and items will be decided by a simple majority of members attending the meeting, but it is expected the Board will as far as possible reach a consensus. The Chairman shall determine when consensus has been reached.	8.1 Each member of the Board will have an individual vote and items will be decided by a simple majority of members attending the meeting, but it is expected the Board will as far as possible reach a consensus. The Chairman shall determine when consensus has been reached.	
8.2 In support of its core functions, the Board may make a request for information from the Scheme Manager, with regard to any aspect of the scheme manager’s function. Any such request should be reasonable and complied with in both scope and timing.	8.2 In support of its core functions, the Board may make a request for information from the Scheme Manager about any aspect of the Scheme Manager’s function. Any such request should be reasonable and complied with in both scope and timing.	Minor wording change
8.3 In support of its core functions the Board may make recommendations to the Scheme Manager which should be considered, and a response made to the Board on the outcome within a reasonable period of time.	8.3 In support of its core functions the Board may make recommendations to the Scheme Manager which should be considered, and a response made to the Board on the outcome within a reasonable period of time.	

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9. Standards of Conduct		
<p>9.1 The role of Board members requires the highest standards of conduct and therefor the 'seven principles of public life' apply to all Board members, these are:</p> <p>Selflessness Integrity Objectivity Accountability Openness Honesty Leadership</p>	<p>9.1 The role of Board members requires the highest standards of conduct and therefor the 'seven principles of public life' apply to all Board members, these are:</p> <p>Selflessness Integrity Objectivity Accountability Openness Honesty Leadership</p>	
<p>9.2 The Code of Conduct for Board Members set out in Annex A shall apply to all members of the Board. Members of the Board who are also a member of other authorities also remain bound by the Member's Code of Conduct of their own authority.</p>	<p>9.2 The Code of Conduct for Board Members set out in Annex A shall apply to all members of the Board. Members of the Board who are also a member of other authorities remain bound by the Member's Code of Conduct of their own authority.</p>	
<p>9.3 The Code of Conduct also includes information on conflicts of Interests that Board Members must adhere to and the procedure for dealing with any non-compliance with the Code of Conduct.</p>	<p>9.3 The Code of Conduct also includes information on conflicts of interests that Board Members must adhere to and the procedure for dealing with any non-compliance with the Code of Conduct.</p>	

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10. Publication of Pensions Board Information		
<p>10.1 Up to date information will be posted on the Authority's website showing:</p> <ul style="list-style-type: none"> • the names and information will be posted on the Board members. • how the scheme members are represented on the Board. • the responsibilities of the Board as a whole. • the full terms of reference and policies of the Board and how they operate. 	<p>10.1 Up to date information will be posted on the Authority's website showing:</p> <ul style="list-style-type: none"> • the names and information will be posted on the Board members. • how the scheme members are represented on the Board. • the responsibilities of the Board as a whole. • the full terms of reference and policies of the Board and how they operate. 	
11. Accountability		
<p>11.1 The Board will be collectively and individually accountable to the Authority.</p>	<p>11.1 The Board will be collectively and individually accountable to the Authority.</p>	
12. Reporting Breaches		
<p>12.1 Any potential or actual Breach that comes to the attention of the Board shall be dealt with in accordance with the Breaches Policy as set out in Annex B.</p>	<p>12.1 Any potential or actual Breach that comes to the attention of the Board shall be dealt with in accordance with the Breaches Policy as set out in Annex B.</p>	
13. Expense Reimbursement		
<p>13.1 No basic allowance is payable to Board members although employer and scheme member representatives shall be entitled to claim Travelling Allowances on the terms set out in the then current Member's Allowance scheme, or DWFRS employees scheme as appropriate.</p>	<p>13.1 No basic allowance is payable to Board members although employer and scheme member representatives shall be entitled to claim Travelling Allowances on the terms set out in the then current Member's Allowance scheme, or the Dorset & Wiltshire Fire and Rescue Service (the Service) employees' scheme as appropriate.</p>	<p>"DWFRS" changed to "Dorset & Wiltshire Fire and Rescue Service's (the Service)"</p>

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14. Interpretation		
14.1 Any uncertainty or ambiguity or interpretation required relating to any matters contained in this document shall be resolved by reference to the Authorities Monitoring Officer.	14.1 Any uncertainty or ambiguity or interpretation required relating to any matters contained in this document shall be resolved by reference to the Authority's Monitoring Officer.	