

# Warwickshire Fire and Rescue Local Pension Board of the Firefighters' Pension Scheme

## Terms of Reference

4 March 2021

### Recommendation(s)

1. The Local Pension Board of the Firefighters' Pension Scheme ("The Local Pension Board)" comments on the draft updated terms of reference.

### 1. Executive Summary

- 1.1 This report sets out a revised and updated Terms of Reference for the Local Pension Board along with specific protocols for its periodic review in the future. This review actions recommendations from the recent governance review of The Pensions Regulator code of practice requirements.
- 1.2 The Local Pension Board operates within the defined terms of reference which were put in place when the Board was formed in 2015. The key changes to the document are highlighted below:

Section	Change
3.9	Protocol introduced for employer representatives
3.10	Protocol introduced for identifying and selecting employer and member representatives
4.2	Protocol introduced for chairing the board if the Chair is not in attendance
7.4	Protocol introduced for setting the terms of reference for sub-groups
9.1	Meeting frequency updated to quarterly
9.2	Annual schedule of meetings must now include a forward plan of future agenda items
9.4	Protocol introduced for meeting location and timing
9.5	Protocol introduced for exempt / confidential reports
9.6	Protocol introduced for calling special meetings
11.2	Code of conduct updated in respect of County Councillor responsibilities
15.3	Reference added for training costs
15.4	Protocol introduced for claiming expenses
15.5	Protocol introduced for setting budget for Board costs
17	Scope for reporting breaches section broadened to encompass breaches or wider concerns, including specification for reporting to the Scheme Administrator, pension committees and scheme members

### 2. Financial Implications

2.1 None

### **3. Environmental Implications**

3.1 None

### **4. Supporting Information**

4.1 The Terms of Reference have been updated to reflect the use of virtual meetings.

4.2 The Terms of Reference include the Board's Conflict of Interest Policy as Annex A.

### **5. Timescales associated with the decision and next steps**

5.1 The Terms of Reference are required to be approved by the County Council and this will be sought following comments by the Local Pension Board and Staff and Pensions Committee. Revised Terms of Reference will only come into effect following Council approval.

## **Appendices**

1. Appendix 1 – Draft Terms of Reference

## **Background Papers**

1. None

	<b>Name</b>	<b>Contact Information</b>
Report Author	Neil Buxton	neilbuxton@warwickshire.gov.uk
Assistant Director	Andrew Felton	andrewfelton@warwickshire.gov.uk
Lead Director	Rob Powell	<a href="mailto:robpowell@warwickshire.gov.uk">robpowell@warwickshire.gov.uk</a>
Lead Member	Peter Butlin	<a href="mailto:peterbutlin@warwickshire.gov.uk">peterbutlin@warwickshire.gov.uk</a>

The report was circulated to the following members prior to publication:

Local Member(s): None

Other members: N/A