

## Staff and Pensions Committee

### Revised Terms of Reference for the Warwickshire Fire and Rescue Local Pension Board

14 June 2021

#### **Recommendation(s)**

1. The Staff and Pensions Committee are invited to review and comment on the updated Terms of Reference for the Warwickshire Fire and Rescue Local Pension Board before forwarding to the Council for approval.

#### **1. Executive Summary**

- 1.1 At its meeting of 4<sup>th</sup> March 2021, the Warwickshire Fire and Rescue Local Pension Board (the Local Pension Board) reviewed and commented upon their proposed updated Terms of Reference (Appendix A)
- 1.2 Item 4 below, details the relevant amendments.

#### **2. Financial Implications**

- 2.1 None.

#### **3. Environmental Implications**

- 3.1 None.

#### **4. Supporting Information**

- 4.1 The Local Pension Board operates within defined terms of reference that were put in place when the Local Pension Board was formed in 2015. The key changes to the document are highlighted in the table below:

<b>Section</b>	<b>Change</b>
<b>3.9</b>	Protocol introduced for employer representatives ceasing to hold office.
<b>3.10</b>	Protocol introduced for identifying and selecting employer and member representatives.
<b>4.2</b>	Protocol introduced for chairing the board if the Chair is not in attendance
<b>7.</b>	Additional clarification around roles of officers and advisers
<b>9.1</b>	Meeting frequency updated to quarterly
<b>9.2</b>	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 for added training costs
15.4	Protocol introduced for claiming expenses
15.5	Protocol introduced for setting budget for Board costs
16	Scope of the reporting breaches section broadened to encompass breaches or wider concerns, including specification for reporting to the Scheme Administrator, pension fund committees and scheme members and employers

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

- 5.1 Following the meeting the Staff and Pensions Committee will refer the Terms of Reference for the Local Pension Board to the Council at its next available meeting.

### Appendices

1. Appendix 1; Terms of Reference for the Warwickshire Fire and Rescue Local Pension Board.

### Background Papers

1. None.

	Name	Contact Information
Report Author	Neil Buxton	neilbuxton@warwickshire.gov.uk
Assistant Director	Andrew Felton	<a href="mailto:andrewfelton@warwickshire.gov.uk">andrewfelton@warwickshire.gov.uk</a>
Lead Director	Strategic Director for Resources	<a href="mailto:robpowell@warwickshire.gov.uk">robpowell@warwickshire.gov.uk</a>
Lead Member	Portfolio Holder for Finance and Property	<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: Will need to fill this in after the chair and vice-chair of SPC have been elected in May