

County Council

1 July 2021

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

Recommendation

That the Council approve the revised Terms of Reference for the Warwickshire Fire and Rescue Local Pension Board as set out in the appendix.

1. Executive Summary

- 1.1 The Warwickshire Fire and Rescue Service Local Pension Board (the Local Pension Board) was set up in 2015 to assist Warwickshire County Council in ensuring that it is complying with relevant laws and regulations in the governance and operation of the Firefighter Pension Schemes. The operations of the Local Pension Board are guided by Terms of Reference which should be reviewed and updated from time to time.
- 1.2 This review of the Terms of Reference has regard to relevant guidance issued by the Scheme Advisory Board for the Firefighter Pension Schemes and the draft has been reviewed and commented on by the Fire and Rescue Local Pension Board and the Staff and Pensions Committee.

2. Financial Implications

- 2.1 None.

3. Environmental Implications

- 3.1 None.

4. Supporting Information

- 4.1 The key changes to the document are highlighted below:

Section	Change
3.9	Protocol introduced for employer representatives ceasing to hold office.

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.	Additional clarification around roles of officers and advisers
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 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 approval by the County Council the Terms of Reference will be fully adopted and published.

Appendix

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

Background Papers

None.

	Name	Contact Information
Report Author	Chris Norton Neil Buxton	chrisnorton@warwickshire.gov.uk neilbuxton@warwickshire.gov.uk
Assistant Director	Andrew Felton	andrewfelton@warwickshire.gov.uk
Lead Director	Strategic Director for Resources	robpowell@warwickshire.gov.uk
Lead Member	Portfolio Holder for Finance and Property	peterbutlin@warwickshire.gov.uk

The report was not circulated to members prior to publication.