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Finance

PENSION BOARD

TERMS OF REFERENCE



LEICESTERSHIRE

FIRE and RESCUE SERVICE

protecting our communities

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Leicester, Leicestershire and Rutland Fire Authority

PENSION BOARD - TERMS OF REFERENCE

(Article 7 – agreed by the CFA)

7.1 STATEMENT OF PURPOSE

The purpose of the Board is to assist Leicester, Leicestershire and Rutland Combined Fire Authority (CFA) in its role as the Scheme Manager of the Firefighters Pension Scheme 1992, 2006 and 2014 (Scheme). Such assistance is to:

- a) secure compliance with the Scheme's regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme.
- b) ensure the effective and efficient governance and administration of the Scheme.

7.2 MEMBERSHIP

The Board will comprise an equal number of employer and member representatives with a minimum requirement of no less than four in total.

7.3 SCHEME MEMBER REPRESENTATIVES

2 Scheme Member representatives shall be appointed to the Board jointly by the trades union recognised by the CFA who represent Scheme Members but in default of any such appointments being made the CFA shall invite expressions of interest from Scheme Members and appoint such Scheme Member representatives who it regards as best suited to the role of Board Member.

7.4 EMPLOYER REPRESENTATIVES

- a) 2 Employer representatives shall be appointed to the Board by the CFA.
- b) Employer representatives shall be CFA Members provided they do not exercise delegated responsibility for discharging the Scheme Manager function of the CFA.

7.5 SUBSTITUTES

- a) In the absence of a Scheme Member Representative or an Employer Representatives that Representative may send a suitable substitute in

their place.

- b) A substitute will have the same rights and responsibilities as the Representative for whom they are substituting.

7.6 APPOINTMENT OF CHAIR

The Board shall appoint its own chair for a period of 12 months rotating the appointment between member representatives and employer representatives.

7.7 TERM OF OFFICE

The term of office for Board Members shall be 2 Municipal Years and there shall be no restriction on reappointment at the expiry of a Board Member's term.

7.8 MEETINGS

The Board shall meet 2 times per year.

7.9 QUORUM

A meeting is only quorate when at least 50% of both Scheme Member and Employer representatives are present.

7.10 VOTING

- a) The Board shall as far as possible make any decisions by consensus but where this proves not to be possible the Board may vote upon an issue.
- b) Each Board Member shall have 1 vote but in the event of an equality of votes the Chair shall not have a casting vote and the status quo shall prevail.