

**PENSION BOARD – FIREFIGHTERS’ PENSION SCHEMES  
TERMS OF REFERENCE AND ASSOCIATED RULES**

**Responsibilities**

The Pension Board will assist the Scheme Manager (the Fire Authority) to:

- (a) Secure compliance with:-
  - (i) The Firefighters’ Pension Scheme (England) Regulations 2014 – which create the Firefighters’ Pension Scheme 2015 (the 2015 Scheme)
  - (ii) Any other legislation relating to the governance and administration of the 2015 Scheme and any connected scheme, and
  - (iii) Any requirements imposed by the Pensions Regulator in relation to the 2015 Scheme and any connected scheme; and
- (b) Ensure the effective and efficient governance and administration of the 2015 Scheme and any connected scheme.

**Membership of the Board**

Pension Member representatives

- 1. Two pension member representatives shall be appointed to the Board.
- 2. Pension member representatives shall be members of the scheme administered by Cheshire Fire Authority.
- 3. Pension member representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.

Employer representatives

- 4. Two employer representatives shall be appointed to the Board.
- 5. One Member of the Fire Authority will be appointed to act as an employer representative together with an officer of the Authority.
- 6. Employer representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.

**Appointment of Chair**

- 7. The Fire Authority Member appointed to the Board as an employer representative will act as Chair to the Board.

8. If the Chair is unable to attend a meeting of the Board the other employer representative will act as chair at that meeting.
9. The Chair of the Board shall :
  - i. ensure the Board fulfils it's responsibilities as set out in these Terms of Reference
  - ii. ensure that meetings are productive and effective and that opportunity is given for the views of all Board members to be expressed and considered and
  - iii. Seek to reach consensus and ensure that decisions are properly put to a vote when consensus cannot be reached.

### **Conflicts of Interest**

10. All members of the Board must declare to Cheshire Fire Authority on appointment and at any such time as their circumstances change any potential conflict of interest arising as a result of their position on the Board.
11. On appointments to the Board and following any subsequent declaration of potential conflict Cheshire Fire Authority shall ensure that any potential conflict is effectively managed in line with both the internal procedures of Cheshire Fire Authority and the requirements of the Pensions Regulators Codes of Practice on conflict of interest for Board members.

### **Capacity (including Training)**

12. Board members must have the capacity to devote sufficient time and energy to this role. In particular Board members shall attend and participate in training.

### **Board Administration**

13. Meetings will be arranged by the Democratic Services team, who will issue agendas and supporting papers at least seven working days in advance of meetings.
14. The Democratic Service team will also be responsible for taking minutes of the meetings.

### **Term of Office**

15. Members of the Board will be appointed for an indefinite term.
16. Board membership may be terminated prior to the end of the term of office due to:

- i. A member representative appointed on the basis of their membership of the scheme no longer being a member of the scheme or an employee of Cheshire Fire Authority.
- ii. An employer representative no longer holding office or employment with, or being a Member of, Cheshire Fire Authority.
- iii. The representative no longer being able to demonstrate their capacity to attend and prepare for meetings or to participate in required training.

### **Meetings**

- 17. The Board is expected to meet approximately four times per year.
- 18. The Chair of the Board may call additional meetings.

### **Quorum**

- 19. A meeting is only quorate when at least one pension member representative and one employer representative is present.

### **Voting**

- 20. Each member of the Board will have one vote.
- 21. Where an equal number of votes are cast the Chair (or in his or her absence the chair of the meeting) will have a casting vote.

Adopted by the Pensions Board on 6 August 2015