

## **Legal Adviser to the Scheme Advisory Board**

### **Proposal for assistance – Instructions for Bidders**

#### **Introduction**

The Firefighters' Pensions (England) Scheme Advisory Board (SAB) is established under the Public Service Pensions Act 2013.

The purpose of the Board is to be both reactive and proactive to carry out the following functions:

- provide advice in response to a request from the Secretary of State on the desirability of making changes to this scheme and any connected scheme.
- provide advice to scheme managers and local pension boards in relation to the effective and efficient administration and management of this scheme and any connected scheme.

More information about the board can be found on the [board website](#).

In support of the Board's work plan it is seeking to appoint a Legal Firm as adviser to the board under [\[4F\(4\)\]](#) to inform the board on legal issues relating to firefighters pensions, and to provide advice on particular matters that may arise from time to time.

#### **The Service**

The successful firm will be required to:

- Attend the board on a quarterly basis, read, prepare, attend and give advice on key matters that arise
- On occasion provide or give input into a report to the board on legal implications
- Provide legal advice to the board

It does not include providing advice on complex matters which would be subject to separate procurement.

#### **Budget**

The Board is working within a fixed budget set by the Home Office with a wide and varied work plan to complete. Bidders should be aware that the value of bids will be an important element in the selection of the successful organisation. The budget for this service is set out below.

## Proposals

Proposals from interested firms should consist of the following elements with each element restricted to no more than 1 side of A4. Further information may be provided as annexes however standard marketing material should not be included. Proposals should be returned no later than 29 March 2018 to [Clair.Alcock@local.gov.uk](mailto:Clair.Alcock@local.gov.uk)

## Elements required

1. **Introduction** - set out the approach you would take to the work and your objectives, in particular how you would seek to work with the Board and manage confidentiality issues, and any conflict of interest arising.
2. **Your pitch** - set out what sets you apart from other firms who may bid for this work in particular your experience, knowledge and expertise of the Firefighters Pension Schemes and Fire Authorities. Please set out the nature and extent of your current involvement with the scheme.
3. **Fee** – the budget for the work is between £10,000-£12,000 per annum.
4. **Expertise of team** - set out the names, job titles and experience of members of your firm who would be involved in delivering this work. Also specify a named lead member for the team who would be responsible for the co-ordination and delivery of the work.
5. **Input from the Board** - set out the input you will require from the Board secretariat and advisors and state if that input will be in the form of face to face meetings or written material.
6. **Conflict of Interest** - How you would address any conflict of interest you have now or if appointed may have in the future

## Timescale

It is expected that the Board will make a decision to appoint a firm in April and the successful firm would be required to attend the SAB meeting on 20 June 2018.

## Board secretariat

27 February 2018