



## **Terms of Reference**

### **Efficiency of Local Pension Boards – Sub Committee of the Scheme Advisory Board (Firefighters' Pension Schemes)**

#### **1. Purpose**

- The Sub-Committee is established to support the Scheme Advisory Board (SAB) in its oversight of the effective governance of Local Pension Boards (LPBs) across the Firefighters' Pension Schemes.
- Determine whether Local Pension Boards are operating in accordance with the Public Service Pensions Act 2013 and The Pensions Regulator's Code of Practice.
- Identify, evaluate, and promote examples of good practice in LPB governance and administration.
- Facilitate LPB training.
- Provide clear, evidence-based findings to the Scheme Advisory Board to support consistent, high-quality governance across all LPBs.

#### **2. Objectives**

- Assess compliance of LPBs with the statutory and regulatory framework governing public service pension schemes.
- Review and evaluate how LPBs deliver their responsibilities, including oversight of governance, administration, risk management, and member/employer engagement.
- Identify areas of strong performance, innovation, or measurable improvement that may benefit other LPBs if shared sector-wide.
- Highlight any gaps, weaknesses, or inconsistencies in LPB operation that may require support, guidance, or escalation to the SAB.

#### **3. Reporting and Recommendations**

- The Sub-Committee will prepare formal reports for submission to the Scheme Advisory Board, summarising findings, observations, and recommended good-practice principles.
- Recommendations may include governance improvements, administrative best practices, enhanced training and competency requirements, and opportunities for sector-wide guidance.

## 4. Scope

- The Sub-Committee’s work covers all Local Pension Boards established for the Firefighters’ Pension Schemes in England.
- Its remit includes governance and structure, operational effectiveness, compliance with statutory duties, decision-making transparency, member and employer representation, and engagement with administrators and scheme managers.

## 5. Principles of Operation

- Members will work collaboratively, constructively, and objectively.
- Members will follow relevant governance standards and the principles of public life.
- Findings and recommendations must be evidence-based, fair, and aimed at improving outcomes for scheme members and employers.

## 6. Membership and Quorum

The Sub Committee will consist of appointed SAB members and subject matter experts as required. Quorum will be defined as no fewer than 50% of appointed members present. Substitutions may be permitted where appropriate and declared in advance.

## 7. Meetings

Meeting dates are agreed in advance on an annual basis. Formal notice of meetings is provided in writing, with papers circulated by the end of the working week preceding the meeting.

The Committee will meet four times per year, aligned with the SAB meeting cycle, to ensure timely updates can be provided at each of their meetings. Meetings will be held virtually during normal business hours.

## 8. Secretariat

Secretariat support shall be provided by the Local Government Association

## 9. Monitoring and review

This policy will be reviewed every year or at such times as needed by the Committee secretariat. The next review will be due in March 2027.

## 10. Version Control

Date	Author	Publication	Reason for Change
2017	Board secretariat	V1	N/A
04/03/2026	Board secretariat	V1.2	General review and addition of version control