



EAST SUSSEX FIRE AUTHORITY LOCAL FIREFIGHTERS' PENSION BOARD

Employer and Member Representatives Role Description

Summary

The role of a representative on the East Sussex Fire Authority (ESFA) Firefighters' Pension Board is to represent the interests of the employer/ all members within the Firefighters' Pension Scheme and channel information back to those persons effectively.

The Representative's aim is to enable the ESFA Pension Board to fulfil its responsibilities in respect of the governance of the East Sussex Firefighters' Pension Scheme (the Scheme) in accordance with the Public Service Pensions Act 2013, legislation governing the Firefighters' Pension Scheme and the Code(s) of Practice issued by the Pension Regulator.

As a full member of the Board, you will play an important part in the governance and administration of the Scheme. Scheme members and ESFA, as the Scheme Manager, will benefit from the work you do in helping to ensure that the Scheme is well managed.

1. Main Responsibilities of the Representatives

The Board's role is to work closely in partnership and assist the Scheme Manager in relation to the following matters:

- Securing compliance with the scheme regulations and other legislation relating to the governance and administration of the scheme and any statutory pension scheme that is connected with it;
- Securing compliance with requirements imposed in relation to the scheme and any connected scheme by the Pensions Regulator;
- Ensuring any breach of duty is considered and followed under the scheme's procedure for reporting to the Pensions Regulator and to the Scheme Manager;
- Such other matters as the scheme regulations may specify;
- Assisting the Chair to ensure the effective and efficient governance and administration of the scheme.

2. Duties

Representatives will be required to:

- Prepare for all meetings in advance, including reading all papers and minutes
- Contribute to setting the agenda for meetings
- Actively participate in meetings
- Show respect to other Board members
- Assist the Chair in the effective running of meetings
- Have due regard for members and employers when making decisions
- Comply with the Nolan Principles

3. Conflicts of Interest

ESFA Firefighters' Pension Scheme Board members will be required to adhere to the Authority's Conflicts of Interest Policy. All conflicts of interest must be declared on appointment to the Board and if/when they occur.

4. Training and Knowledge

Each Board member must have sufficient understanding of the FPS, the Pension Regulators Code of Practice and other relevant legislation and local policies to enable them properly to exercise the functions of a member of the Board. Board members will be required to undertake a personal training needs analysis and to regularly review their skills, competencies and knowledge to identify gaps or weaknesses.

Board members are expected to attend training opportunities and maintain a wider interest in the subject in order to provide rigour and challenge to the Scheme Manager.

Every member of the Pension Board must be conversant with:

- the rules of the scheme, and
- any policy about the administration of the scheme

Every member of the Pension Board must have an understanding of:

- the law relating to pensions, and
- any other matters which are prescribed in regulations

Members of the Pension Board must meet key attendance and training requirements as detailed in the Terms of Reference of the Pension Board.

5. Qualities expected of Board Members

- commitment to the role
- integrity, vision and good/independent judgment
- a willingness to devote the necessary time and effort to their duties as Representatives
- ability to help formulate recommendations
- good communication skills
- tact and diplomacy
- willingness to speak one's mind and listen to the views of others
- understanding of the legal responsibilities of a Pension Board member.

6. Desirable experience and knowledge

- knowledge and experience of governance or management of work based pension schemes and the regulatory bodies involved
- knowledge of the Firefighters' Pension Scheme
- an awareness of the practices and policies about the administration of the Firefighters' Pension Scheme
- experience of committee/trustee work
- the law relating to pensions
- any matters which are prescribed in regulations.

7. Time Consideration

The Board meets a minimum of twice a year. In addition to meetings, contact electronically or by telephone may be necessary.

The time commitment for a representative is expected to be 6 days per year on average which will include training.