

LOCAL PENSION BOARD OF [INSERT ADMINISTERING AUTHORITY] TERMS OF REFERENCE¹

Introduction

1. This document sets out the terms of reference of the Local Pension Board of [INSERT ADMINISTERING AUTHORITY] (the 'Administering Authority') a scheme manager as defined under Section 4 of the Public Service Pensions Act 2013. The Local Pension Board (hereafter referred to as 'the Board') is established in accordance with Section 5 of that Act and under regulation 106 of the Local Government Pension Scheme Regulations 2013 (as amended).
2. The Board is established by the Administering Authority and operates independently of the Committee. Relevant information about its creation and operation are contained in these Terms of Reference.
3. The Board is not a committee constituted under Section 101 of the Local Government Act 1972 and therefore no general duties, responsibilities or powers assigned to such committees or to any sub-committees or officers under the constitution, standing orders or scheme of delegation of the Administering Authority apply to the Board unless expressly included in this document.
4. Except where approval has been granted under regulation 106(2) of the Regulations the Board shall be constituted separately from any committee or sub-committee constituted under Section 101 of the Local Government Act 1972 with delegated authority to execute the function of the Administering Authority.

Interpretation

5. The following terms have the meanings as outlined below:

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| 'the Act' | The Public Service Pensions Act 2013. |
| 'the Code' | means the Pension Regulator's Code of Practice No 14 governance and administration of public service pension schemes. |
| 'the Committee' | means the committee who has delegated decision making powers for the Fund in accordance with Section 101 of the Local Government Act 1972 ² . |

¹ This is a sample Terms of Reference for a local pension board in England and Wales, it must be modified before being used. Options included in this template are not exhaustive but considered by the Shadow Scheme Advisory Board to be potential options. Administering Authorities may choose to go further than the information included in this document. Administering Authorities must read this in conjunction with relevant legislation and the Shadow Scheme Advisory Board's guidance on Local Pension Boards. Footnotes have been added throughout the document to direct the reader to further information; these should be removed when modifying the Terms of Reference for the Local Pension Board.

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| 'the Fund' | means the Fund managed and administered by the Administering Authority ³ . |
| 'the Guidance' | means the guidance on the creation and operation of local pension boards issued by the Shadow Scheme Advisory Board. |
| 'the Regulations' | means the Local Government Pension Scheme Regulations 2013 (as amended from time to time), the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (as amended from time to time) including any earlier regulations as defined in these regulations to the extent they remain applicable and the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended from time to time). |
| 'Relevant legislation' | means relevant overriding legislation as well as the Pension Regulator's Codes of Practice as they apply to the Administering Authority and the Board notwithstanding that the Codes of Practice are not legislation. |
| 'the Scheme' | means the Local Government Pension Scheme in England and Wales. |

Statement of purpose

6. The purpose of the Board is to assist⁴ the Administering Authority in its role as a scheme manager of the Scheme. Such assistance is to:
- (a) secure compliance with the 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 and;
 - (b) to ensure the effective and efficient governance and administration of the Scheme.

² Where a Section 101 Pension Committee isn't the delegated structure used by the Administering Authority relevant amendments will need to be made to this interpretation and references in this document to 'the Committee'.

³ Where an Administering Authority administers more than one Fund appropriate amendments will need to be made.

⁴ Please see paragraph 3.28 of the Guidance for more information on what assisting the Administering Authority means.

Duties of the Board

7. The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of this duty Board members should be subject to and abide by the code of conduct for Board members⁵.

Establishment

8. The Board is established on [INSERT DATE] subsequent to approval by [APPROVING COMMITTEE OR COUNCIL MEETING] on [DATE] of the recommendation to establish contained in [INSERT REPORT REFERENCE]. Subsequent to its establishment, the Board may establish sub-committees.

Membership⁶

9. The Board shall consist of [INSERT NUMBER⁷] voting members, as follows:

[INSERT NUMBER] Member Representatives; and

[INSERT NUMBER] Employer Representatives.
10. There shall be an equal number of Member and Employer Representatives.
11. There shall also be [INSERT NUMBER⁸] other representatives who are not entitled to vote.

Member representatives

12. Member representatives shall either be scheme members⁹ or have capacity to represent scheme members of the Fund.
13. Member representatives should be able to demonstrate their capacity¹⁰ to attend and complete the necessary preparation for meetings and participate in training as required.
14. Substitutes [SHALL/SHALL NOT] be appointed. Where appointed substitutes should be named and must undertake the same training as full members.
15. A total of [INSERT NUMBER] member representatives shall be appointed¹¹ from the following sources:

⁵ See paragraphs 7.9 to 7.11 of the Guidance for more information on a Code of Conduct for Boards.

⁶ When determining the size of the Board consideration should be given to items noted in paragraphs 5.7 to 5.12 of the Guidance.

⁷ An equal number of member and employer representatives (minimum of 4 in total) shall be appointed as members of the Board.

⁸ This is optional. Delete paragraph 11 if no 'other representatives' are to be appointed as members (or as independent Chair) of the Board.

⁹ Active, deferred or pensioner members

¹⁰ See paragraphs 5.16 to 5.20 of the Guidance which outlines what 'capacity' in this context means.

¹¹ See paragraphs 5.25 to 5.28 of the Guidance for further information on the process for appointing member representatives.

- a) [INSERT NUMBER] member representatives shall be appointed by the recognised trade unions representing employees who are scheme members of the Fund.
- b) [INSERT NUMBER] member representatives shall be appointed by [INSERT NAME OF MEMBER FORUM] where that body is independent of the Administering Authority and open to and representative of all scheme members of the Fund.
- c) [INSERT NUMBER] member representatives shall be appointed following a transparent recruitment process which should be open to all Fund members and be approved by the Administering Authority.

Employer representatives

- 16. Employer representatives shall be office holders or senior employees of employers of the Fund or have experience of representing scheme employers in a similar capacity. No officer or elected member of the Administering Authority who is responsible for the discharge of any function of the Administering Authority under the Regulations may serve as a member of the Board.
- 17. Employer representatives should be able to demonstrate their capacity¹² to attend and complete the necessary preparation for meetings and participate in training as required.
- 18. Substitutes [SHALL/SHALL NOT] be appointed. Where appointed substitutes should be named and must undertake the same training as full members.
- 19. A total of [INSERT NUMBER] employer representatives shall be appointed¹³ to the Board from any of the following sources:
 - a) [INSERT NUMBER] employer representatives shall be appointed by [INSERT NAME OF EMPLOYER FORUM] where that body is open to and representative of all employers in the Fund.
 - b) [INSERT NUMBER] employer representatives shall be appointed following a transparent recruitment process which should be open to all employers in the Fund and be approved by the Administering Authority.
 - c) [INSERT NUMBER] employer representatives shall be appointed by the Administering Authority where all employers will have been asked to submit their interest in undertaking the role of employer representative on the Board.

¹² See paragraphs 5.16 to 5.20 of the Guidance which outlines what 'capacity' in this context means.

¹³ See paragraphs 5.25 to 5.28 of the Guidance for further information on the process for appointing employer representatives.

Other members¹⁴

20. [INSERT NUMBER] other members shall be appointed to the Board by the agreement of both the Administering Authority and the Board.

21. Other members do not have voting rights on the Board.

Appointment of chair¹⁵

22. Subject to the meeting arrangements in paragraphs 35 to 37 below a chair shall be appointed for the Board using one of the processes listed below *[retain/delete as appropriate]*:

- a) *A chair to be appointed by the employer and member representatives of the Board from amongst their own number or on a rotating basis with the term of office shared between an employer and a member representative on an equal basis.*
- b) *An independent chair to be appointed by the Administering Authority but shall count as an 'other' member under paragraphs 20-21 above. In this respect the term independent means having no pre-existing employment, financial or other material interest in either the Administering Authority or any scheme employer in the Fund or not being a member of the Fund. The appointment of the chair shall be subject to the passing of a motion to confirm by a majority of the employer and member representatives of the Board.*

Duties of chair

23. The chair of the Board:

- (a) Shall ensure the Board delivers its purpose as set out in these Terms of Reference,
- (b) Shall ensure that meetings are productive and effective and that opportunity is provided for the views of all members to be expressed and considered, and
- (c) Shall seek to reach consensus and ensure that decisions are properly put to a vote when it cannot be reached. Instances of a failure to reach a consensus position will be recorded and published.

Notification of appointments

24. When appointments to the Board have been made the Administering Authority shall publish the name of Board members, the process followed in the

¹⁴ When considering whether to have other members on the Board regard should be given to the advice provided in paragraphs 5.21 to 5.24 of the Guidance.

¹⁵ This is not a regulatory requirement under the LGPS Regulations 2013 as amended. The appointment of a Chair is a decision to be made locally, where a Chair is appointment this section should be amended as appropriately. For more information see paragraphs 5.37 to 5.40 in the Guidance.

appointment together with the way in which the appointments support the effective delivery of the purpose of the Board.

Terms of Office¹⁶

25. The term of office for Board members is [INSERT NUMBER] years.
26. Extensions to terms of office may be made by the Administering Authority with the agreement of the Board.
27. A Board member may be appointed for further terms of office using the methods set out in paragraphs 15 and 19.
28. Board membership may be terminated prior to the end of the term of office due to:
 - (a) A member representative appointed on the basis of their membership of the scheme no longer being a scheme member in the Fund¹⁷.
 - (b) A member representative no longer being a scheme member or a representative of the body on which their appointment relied.
 - (c) An employer representative no longer holding the office or employment or being a member of the body on which their appointment relied.
 - (d) A Board member no longer being able to demonstrate to [INSERT ADMINISTERING AUTHORITY] their capacity to attend and prepare for meetings or to participate in required training.
 - (e) The representative being withdrawn by the nominating body and a replacement identified.
 - (f) A Board member has a conflict of interest which cannot be managed in accordance with the Board's conflict policy.
 - (g) A Board member who is an elected member becomes a member of the Committee.
 - (h) A Board member who is an officer of the Administering Authority becomes responsible for the discharge of any function of the Administering Authority under the Regulations.

Conflicts of interest¹⁸

29. All members of the Board must declare to the Administering 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.
30. A conflict of interest is defined as a financial or other interest which is likely to prejudice a person's exercise of functions as a member of the Board. It does not include a financial or other interest arising merely by virtue of that person being a member of the Scheme.

¹⁶ See paragraphs 5.29 and 5.30 of the Guidance which outlines points to consider when setting out the term of office for Board members. In particular consideration should be given to allowing members to retire on a rolling basis to ensure experience is retained.

¹⁷ This includes active, deferred and pensioner members.

¹⁸ See section 7 of the Guidance for more information on Conflicts of Interest.

31. On appointment to the Board and following any subsequent declaration of potential conflict by a Board member, the Administering Authority shall ensure that any potential conflict is effectively managed in line with both the internal procedures of the Board's conflicts policy and the requirements of the Code.

Knowledge and understanding (including Training)¹⁹

32. Knowledge and understanding must be considered in light of the role of the Board to assist the Administering Authority in line with the requirements outlined in paragraph 6 above. The Board shall establish and maintain a Knowledge and Understanding Policy and Framework to address the knowledge and understanding requirements that apply to Board members under the Act. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.
33. Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding policy and framework.
34. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

Meetings

35. The Board shall as a minimum meet [INSERT NUMBER] times²⁰ each year.
36. Meetings shall normally take place between the hours of [INSERT TIME] and [INSERT TIME] at [LOCATION].
37. The chair of the Board with the consent of the Board membership may call additional meetings. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone conferencing and e-mails.

Quorum

38. A meeting is only quorate when at least 50% of both member and employer representatives are present.
39. A meeting that becomes inquorate may continue but any decisions will be non-binding.

Board administration

¹⁹ See section 6 of the Guidance for more information on Knowledge and Understanding.

²⁰ See 5.35.11 in Guidance for more advice on the number of meetings to hold each year.

40. The Chair shall agree with [INSERT OFFICER ACTING AS BOARD SECRETARY] (the 'Board Secretary') an agenda prior to each Board meeting.
41. The agenda and supporting papers will be issued at least [INSERT NUMBER] working days (where practicable) in advance of the meeting except in the case of matters of urgency.
42. Draft minutes of each meeting including all actions and agreements will be recorded and circulated to all Board members within [INSERT NUMBER] working days after the meeting. These draft minutes will be subject to formal agreement by the Board at their next meeting. Any decisions made by the Board should be noted in the minutes and in addition where the Board was unable to reach a decision such occasions should also be noted in the minutes.
43. The minutes may with the agreement of the Board, be edited to exclude items on the grounds that they would either involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act and/or they represent data covered by the Data Protection Act 1998.
44. The Board Secretary shall ensure that Board members meet and maintain the knowledge and understanding as determined in the Board's Knowledge and Understanding Policy and Framework and other guidance or legislation.
45. The Board Secretary shall arrange such advice as is required by the Board subject to such conditions as are listed in these Terms of Reference for the use of the budget set for the Board.
46. The Board Secretary shall ensure an attendance record is maintained along with advising the Administering Authority on allowances and expenses to be paid under these terms.
47. The Board Secretary shall liaise with the Administering Authority on the requirements of the Board, including advanced notice for officers to attend and arranging dates and times of Board meetings.

Public access to Board meetings and information

48. The Board meetings can be open to the general public (unless there is an exemption under relevant legislation which would preclude part (or all) of the meeting from being open to the general public).
49. The following will be entitled to attend Board meetings in an observer capacity: [*retain/delete as appropriate*]
 - (a) *Members of the Committee,*
 - (b) *Any person requested to attend by the Board.*

Any such attendees will be permitted to speak at the discretion of the Chair.

50. In accordance with the Act the Administering Authority shall publish information about the Board to include:
- (a) The names of Board members and their contact details.
 - (b) The representation of employers and members on the Board.
 - (c) The role of the Board.
 - (d) These Terms of Reference.
51. The Administering Authority shall also publish other information about the Board including:
- (a) Agendas and minutes
 - (b) Training and attendance logs
 - (c) An annual report on the work of the Board to be included in the Fund's own annual report.
52. All or some of this information may be published using the following means or other means as considered appropriate from time to time:
- (a) On the Fund's website.
 - (b) As part of the Fund's Annual Report.
 - (c) As part of the Governance Compliance Statement.
53. Information may be excluded on the grounds that it would either involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act and/or they represent data covered by the Data Protection Act 1998.

Expenses and allowances²¹

54. The Administering Authority [SHALL/MAY] meet the expenses of Board members up to [INSERT NUMBER] per meeting or in line with the Administering Authority's policy on expenses as set out in [INSERT NAME OF EXPENSES POLICY].
55. The Administering Authority [SHALL/SHALL NOT] pay allowances for Board members [INSERT AS APPROPRIATE].

Retain or remove as appropriate:

- a) the Administering Authority shall pay allowances for Board members who are office holders up to [INSERT NUMBER] per meeting or in line with*

²¹ Provision for the payment of expenses and allowances is a decision to be made locally by each Administering Authority. Full consideration should be given to information in Guidance - see section 9 and paragraphs 5.18 and 5.35.17 for more information. Administering authorities should aim to ensure that no Board member is either better or worse off as a result of fulfilling their duties as a member of the Board.

[INSERT ADMINISTERING AUTHORITY]'s policy on allowances as set out in [INSERT NAME OF ALLOWANCES POLICY].

- b) the Administering Authority shall pay allowances for Board members who are employees of scheme employers up to [INSERT NUMBER] per meeting or in line with the Administering Authority's policy on allowances as set out in [INSERT NAME OF ALLOWANCES POLICY] provided that the member is attending the meeting in their own time.*
- c) the Administering Authority shall reimburse scheme employers in respect of Board members who are their employees if the member has been granted paid time off to prepare for and attend the meeting.*
- d) the Administering Authority shall pay allowances for other Board members (including the chair) up to [INSERT NUMBER] per meeting or in line with the Administering Authority's policy on allowances as set out in [INSERT NAME OF ALLOWANCES POLICY].*

Budget

56. The Board is to be provided with adequate resources to fulfil its role. In doing so the budget for the Board will be met from the Fund and determined by:

Choose one of the options below to retain:

- a) The Administering Authority will allocate an annual budget which is managed by and at the discretion of the Board.*
- b) The Board will to seek approval from the Administering Authority for its budget on an annual basis. The budget will be managed by and at the discretion of the Board.*
- c) The Board will seek approval from [INSERT SECTION 151 OFFICER OR OTHER CHIEF OFFICER] for any expenditure it wishes to make.*

Core functions²²

57. The first core function of the Board is to assist²³ the Administering Authority in securing compliance with the 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. Within this extent of this core function the Board may determine the areas it wishes to consider including but not restricted to:

Retain or remove as appropriate:

- a) Review regular compliance monitoring reports which shall include reports to and decisions made under the Regulations by the Committee.*
- b) Review management, administrative and governance processes and procedures in order to ensure they remain compliant with the Regulations, relevant legislation and in particular the Code.*

²² In determining the role of the Board, further information can be found in paragraphs 3.27 to 3.29 of the Guidance.

²³ Please see paragraph 3.28 of the Guidance for more information on what assisting the Administering Authority means.

- c) *Review the compliance of scheme employers with their duties under the Regulations and relevant legislation.*
- d) *Assist with the development of and continually review such documentation as is required by the Regulations including Governance Compliance Statement, Funding Strategy Statement and Statement of Investment Principles.*
- e) *Assist with the development of and continually review scheme member and employer communications as required by the Regulations and relevant legislation.*
- f) *Monitor complaints and performance on the administration and governance of the scheme.*
- g) *Assist with the application of the Internal Dispute Resolution Process.*
- h) *Review the complete and proper exercise of Pensions Ombudsman cases.*
- i) *Review the implementation of revised policies and procedures following changes to the Scheme.*
- j) *Review the arrangements for the training of Board members and those elected members and officers with delegated responsibilities for the management and administration of the Scheme.*
- k) *Review the complete and proper exercise of employer and administering authority discretions.*
- l) *Review the outcome of internal and external audit reports.*
- m) *Review draft accounts and Fund annual report.*
- n) *Review the compliance of particular cases, projects or process on request of the Committee.*
- o) *Any other area within the statement of purpose (i.e. assisting the Administering Authority) the Board deems appropriate.*

58. The second core function of the Board is to ensure the effective and efficient governance and administration of the Scheme. Within this extent of this core function the Board may determine the areas it wishes to consider including but not restricted to:

- a) *Assist with the development of improved customer services.*
- b) *Monitor performance of administration, governance and investments against key performance targets and indicators.*
- c) *Review the effectiveness of processes for the appointment of advisors and suppliers to the Administering Authority.*
- d) *Monitor investment costs including custodian and transaction costs.*
- e) *Monitor internal and external audit reports.*
- f) *Review the risk register as it relates to the scheme manager function of the authority.*
- g) *Assist with the development of improved management, administration and governance structures and policies.*
- h) *Review the outcome of actuarial reporting and valuations.*
- i) *Assist in the development and monitoring of process improvements on request of Committee.*
- j) *Assist in the development of asset voting and engagement processes and compliance with the UK Stewardship Code.*

k) Any other area within the statement of purpose (i.e. ensuring effective and efficient governance of the scheme) the Board deems appropriate.

59. In support of its core functions the Board may make a request for information to the Committee with regard to any aspect of the Administering Authority's function. Any such request should be reasonably complied with in both scope and timing.
60. In support of its core functions the Board may make recommendations to the Committee which should be considered and a response made to the Board on the outcome within a reasonable period of time.

Reporting²⁴

61. The Board should in the first instance report its requests, recommendations or concerns to the Committee. In support of this any member of the Board may attend a Committee meeting as an observer.
62. Requests and recommendations should be reported under the provisions of paragraphs 59 and 60 above.
63. The Board should report any concerns over a decision made by the Committee to the Committee subject to the agreement of at least 50% of voting Board members provided that all voting members are present. If not all voting members are present then the agreement should be of all voting members who are present, where the meeting remains quorate.
64. On receipt of a report under paragraph 63 above the Committee should, within a reasonable period, consider and respond to the Board.
65. Where the Board is not satisfied with the response received it may request that a notice of its concern be placed on the website and in the Fund's annual report.
66. Where the Board is satisfied that there has been a breach of regulation which has been reported to the Committee under paragraph 63 and has not been rectified within a reasonable period of time it is under an obligation to escalate the breach.
67. The appropriate internal route for escalation is to the Monitoring Officer and/or ~~[DELETE AS APPROPRIATE]~~ the Section 151 Officer (as appropriate).
68. The Board may report concerns to the LGPS Scheme Advisory Board for consideration subsequent to, but not instead of, using the appropriate internal route for escalation.

²⁴ See section 8 of the Guidance for more information on Reporting.

69. Board members are also subject to the requirements to report breaches of law under the Act and the Code [and the whistleblowing provisions set out in the Administering Authority's whistle blowing policy].

Review of terms of reference

70. These Terms of Reference shall be reviewed on each material change to those part of the Regulations covering local pension boards and at least every [INSERT NUMBER] years.

71. These Terms of Reference were [adopted/ last reviewed on [INSERT DATE]].

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Signed on behalf of the Administering Authority

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Signed on behalf of the Board

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