



**Hampshire
& Isle of Wight**
FIRE & RESCUE AUTHORITY

HIWFRA Firefighters Pension Board

Purpose: Approval

Date: **12 October 2023**

Title: **SUCCESSION PLAN AND BOARD DIVERSITY REPORT**

Report of Chief Fire Officer

SUMMARY

1. The Hampshire and Isle of Wight Fire and Rescue Authority's (HIWFRA) Constitution contains the Terms of Reference of the HIWFRA Firefighters Pension Board. It includes that the Pension Board member appointments are for a time-limited period. To ensure effective forward planning, it is proposed that work is undertaken to review the appointment process, including its member diversity and create a succession plan. It is accepted that many of the elements which may be needed, already exist. In this case, it is proposed to review these elements and cite their location within the succession plan.
2. To enable the safe and successful future management of the scheme some key aspects should be considered, and the purpose of this report is to set out some of these matters and seek support of the Pension Board to act to develop and document these matters appropriately. A report setting out these matters with actions will come back to the Pension Board in due course.

BACKGROUND

3. Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) has established a Pension Board in accordance with the requirements of the Public Service Pensions Act 2013.
4. The role of the Pension Board is to assist HIWFRA as the administering authority of the HIWFFPS, and to ensure the effective and efficient governance and administration of HIWFFPS by the Authority.

HIWFRA FIREFIGHTERS' PENSIONS BOARD

5. The Pension Board assists HIWFRA by acting in an advisory capacity. It is collectively and individually accountable to HIWFRA and its Standards & Governance Committee which has the delegated authority to act as the Scheme Manager for the HIWFFPS.
6. The Board meets at regular intervals throughout the year with a total of 4 meetings a year.
7. Its purpose is to ensure that the scheme complies with relevant legislation and is alert to changes, to respond to The Pensions Regulator (TPR) on matters arising and guide the Scheme Manager with new policies and interpretations of existing policies. The Pension Board Terms of Reference are agreed by the HIWFRA and set out in its Constitution.

PENSION BOARD MEMBERSHIP

8. There are 8 members in total, 4 members are appointed as employer representatives, and 4 members are appointed as scheme member representatives in accordance with the recruitment terms agreed by the committee with responsibility for scheme management (such as they must be active, deferred or pensioner members of the HIWFFPS).
9. The Pension Board appointments are made by HIWFRA.

KNOWLEDGE AND SKILLS OF BOARD MEMBERS

10. It is essential that board members have a suitable mix of experience and backgrounds to bring their knowledge, experience, and judgements forward. This diversity of experience and background are critical to an effective board and should be an essential part of the succession plan.
11. There are some essential elements which board members must have which are suggested by TPR. These include personal skills and knowledge and understanding of pensions legislation and guidance.
12. Such things may include:
 - Knowledge of pension scheme rules
 - Knowledge of policies:
 - Conflicts of interest and the register of interests
 - Record keeping

- Internal dispute resolution
 - Reporting breaches
 - Maintaining contributions to the scheme
 - The appointment of Board members
- Understanding of the law related to the pension scheme
 - Understanding of the risk register/assessment
 - Personal qualities based on the Nolan principles

SUPPORTING OUR SAFETY PLAN AND PRIORITIES

13. The proposal in this report aligns to our Safety Plan and priorities including our people, public value and high performance.

RESOURCE IMPLICATIONS

14. it is anticipated that existing resources from within HIWFRS will be able to support and achieve this proposal, without additional resources or cost.

IMPACT ASSESSMENTS

15. Should impact assessments be required, this will be considered as part of the work to be undertaken, should members approve this proposal.

LEGAL IMPLICATIONS

16. This proposal is in support of the fundamental role of the Pension Board to assist HIWFRA as the administering authority of the HIWFFPS, and to ensure the effective and efficient governance and administration of HIWFFPS by the Authority, and the requirements of the Public Service Pensions Act 2013.

RISK ANALYSIS

17. The time limiting factor and personal circumstances of board members, risks vacancies being experienced and an ineffective board developing. A succession plan will limit this risk to maintain high performing support to the scheme manager.

CONCLUSION

18. It is proposed that work is commissioned by the HIWFRA Firefighters' Pension Board, to create a succession plan. It is accepted that many of

the elements which may be needed, already exist. In this case, it is proposed to review these elements and cite their location within the plan.

19. A succession plan considering aspects of diversity of experience and background, together with appropriate skills and knowledge will bring this to one place to enhance the chance of good application.
20. A succession plan which considers the diversity of the Pension Board in addition to the future make up of members, benchmarked against TPR recommendations, will enhance, and protect the effectiveness of the Pension Board in achieving its requirements to advise the Scheme Manager.

RECOMMENDATION

21. That the HIWFRA Firefighters' Pension Board approves the proposal to bring a report setting out a succession plan for review at a future meeting.

BACKGROUND PAPERS

[Our fire authority - Hampshire & Isle of Wight Fire & Rescue Service, Official website of Hampshire & Isle of Wight Fire & Rescue Service \(hantsfire.gov.uk\)](http://www.hantsfire.gov.uk)

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