

Notice of Meeting

Surrey Local Firefighters' Pension Board



Date & time
Friday, 16 October
2015 at 2.00 pm

Place
The Chapel at St
David's, Surrey Fire
and Rescue Service
Headquarters,
Croydon Road,
Reigate, Surrey, RH2
0EJ

Contact
Andrew Spragg
Room 122, County Hall,
Penrhyn Road, Kingston
upon Thames, Surrey KT1
2DN
020 8213 2673

Chief Executive
David McNulty

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Andrew Spragg on andrew.spragg@surreycc.gov.uk.

Board Membership:

Mr Nick Harrison (Employer Representative (Firefighters' Pension Scheme)) (Chairman)
Matthew Baker (Employer Representative (Firefighters' Pension Scheme)) (Vice-Chairman),
Richard Jones (Employee Representative (Firefighter's Pension Scheme)) and Glynn Parry-Jones (Employee Representative (Firefighters' Pension Scheme))

TERMS OF REFERENCE

The role of the Local Firefighters' Pension Board, as defined in the draft Firefighters' Pension Scheme (Amendment) (Governance) Regulations 2015, is to assist the Fire and Rescue Authority Scheme Manager:

- (a) to secure compliance with:
 - (i) the scheme regulations;
 - (ii) any other legislation relating to the governance and administration of the Firefighters' Pension Scheme and any connected scheme;
 - (iii) any requirements imposed by the Pensions Regulator in relation to the Firefighters' Pension Scheme.
- (b) to ensure the effective and efficient governance and administration of the Firefighters' Pension Scheme.

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

3 QUESTIONS AND PETITIONS

To receive any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting (12 October 2015).
2. The deadline for public questions is seven days before the meeting (9 October 2015).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

4 TERMS OF REFERENCE

(Pages 1
- 10)

The Board is asked to **note** its terms of reference (annex 1).

5 POLICY DOCUMENTS

(Pages
11 - 20)

The Board is asked to **note** its Attendance and Knowledge and Understanding Policy (annex 1) and Code of Conduct and Conflict of Interest Policy (annex 2).

6 ATTENDANCE AND KNOWLEDGE AND UNDERSTANDING POLICY

7 DATE OF THE NEXT MEETING

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

Anyone is permitted to film, record or take photographs at council meetings with the Chairman's consent. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that the Chairman can grant permission and those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation

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The Surrey Firefighters' Local Pension Board 16 October 2015

Terms of Reference

1. The Board is asked to **note** its terms of reference (annex 1).
2. The Local Firefighters' Pension Board is established in accordance with section 5 of the Public Service Pensions Act 2013, and draft Regulation 4A of the Firefighters' Pension Scheme (FFPS) (England) Regulations 2014 (as amended).
3. On 17 March 2015, the Council established the Local Firefighters' Pension Board, approved its terms of reference, and delegated the appointment of members of the Local Firefighters' Pension Board to an appointment panel. These appointments were made on 20 August 2015.

Report contact: Andrew Spragg, Scrutiny Officer, Democratic Services

Contact details: andrew.spragg@surreycc.gov.uk 020 8213 2673

Sources/background papers:

Public Service Pensions Act, 2013

Firefighters' Pension Scheme (FFPS) (England) Regulations 2014

Report to Council: Formation of a new Local Pension Board for the Firefighters' Pension Scheme, 17 March 2015

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THE SURREY LOCAL FIREFIGHTERS' PENSION BOARD

TERMS OF REFERENCE



Surrey Local Firefighters' Pension Board

Membership: Total five

Two employee representatives
Two employer representatives
The Local Firefighters' Pension Board may also contain one other independent member

Terms of Reference

1. Introduction

- 1.1 This document sets out the terms of reference of the Local Firefighters' Pension Board of Surrey County Council (the 'Fire and Rescue Authority'), a scheme manager as defined under Section 4 of the Public Service Pension Act 2013.
- 1.2 The Local Firefighters' Pension Board is established in accordance with Section 5 of that Act and under draft Regulation 4A of the Firefighters' Pension Scheme (FFPS) (England) Regulations 2014 (as amended).

2. Role of the Local Firefighters' Pension Board

- 2.1 The role of the Local Firefighters' Pension Board, as defined in the draft Firefighters' Pension Scheme (Amendment) (Governance) Regulations 2015, is to assist the Fire and Rescue Authority Scheme Manager:
- (a) to secure compliance with:
- (i) the scheme regulations;
 - (ii) any other legislation relating to the governance and administration of the Firefighters' Pension Scheme and any connected scheme;
 - (iii) any requirements imposed by the Pensions Regulator in relation to the Firefighters' Pension Scheme.
- (b) to ensure the effective and efficient governance and administration of the Firefighters' Pension Scheme.
- 2.2 The Local Firefighters' Pension Board will ensure it effectively and efficiently complies with the Code of Practice on the governance and administration of public service pension schemes issued by the Pension Regulator.
- 2.3 The Local Firefighters' Pension Board will also help ensure that the Firefighters' Pension Scheme is managed and administered effectively and efficiently and complies with the Code of Practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

2.4 The Local Firefighters' Pension Board has power to do anything that is calculated to facilitate or is conducive or incidental to the discharge of any of its functions.

2.5 The Local Firefighters' Pension Board should always act within its terms of reference.

3. Establishment of the Local Firefighters' Pension Board

3.1 The Local Firefighters' Pension Board is established on 1 April 2015 subsequent to approval by Surrey County Council on 17 March 2015.

4. Appointment of members of the Local Firefighters' Pension Board and voting rights of Local Firefighters' Pension Board members

4.1 The composition of the members of the Local Firefighters' Pension Board is as follows:

The Local Firefighters' Pension Board shall consist of at least four members and may contain up to five members. It shall be constituted as follows:

i) Two employer representatives;
ii) Two scheme member (employee) representatives;
iii) The Local Firefighters' Pension Board may also contain one independent member.

4.2 Scheme member and employer representatives shall be appointed in equal number and shall together form the majority of the Local Firefighters' Pension Board's membership.

4.3 No officer or elected member of the Fire and Rescue Authority who is responsible for the discharge of any Scheme Manager functions of the Fire and Rescue Authority under the Regulations may serve as a member of the Local Firefighters' Pension Board.

4.4 Each Local Firefighters' Pension Board member so appointed shall serve for the life of the current Surrey County Council, a defined, fixed period which can be extended for further periods subject to re-nomination.

4.5 Each Local Firefighters' Pension Board member should endeavour to attend all Board meetings during the year. No substitutes will be permitted to attend on behalf of absent Local Firefighters' Pension Board members.

4.7 Each Local Firefighters' Pension Board member should participate in training when required.

4.8 Members of the Local Firefighters' Pension Board shall be appointed by the Scheme Manager (the Appointment Panel) in accordance with the **Appointment and Termination Process**.

4.9 The Appointment Panel shall be made up of the following:

- the Chairman of People, Performance and Development Committee;
- the Strategic Finance Manager (Pension Fund and Treasury);
- the Director of Finance (or her nominee);

- the Director of Legal and Democratic Services (or her nominee);
- the Chief Fire Officer (or his nominee).

4.10 Each employer representative and member representative of the Local Firefighters' Pension Board will have an individual vote on any matter needing a decision. The independent member of the Local Firefighters' Pension Board does not have voting rights. It is expected that the Local Firefighters' Pension Board will, as far as possible, reach a consensus. If a consensus is not reached the Chairman shall have a casting vote in addition to any vote he may have already cast.

5. Appointment and duties of the Chairman and Vice Chairman of the Local Firefighters' Pension Board

5.1 A Chairman and Vice Chairman of the Local Pension Board to be appointed by the Scheme Manager (the Appointment Panel) in accordance with the **Appointment and Termination Process**.

5.2 It will be the role of the Chairman of the Local Firefighters' Pension Board to ensure that all members of the Local Firefighters' Pension Board show due respect for process, that all views are fully heard and considered, and to determine when consensus has been met.

5.3 The full responsibilities of the Chairman of the Local Firefighters' Pension Board are contained in the Chairman of the Local Firefighters' Pension Board description.

5.4 The Vice Chairman shall undertake the duties of the Chairman in the event of the Chairman's absence.

6. Notifications of appointments to the Local Firefighters' Pension Board

6.1 When appointments to the Local Firefighters' Pension Board have been made, the Scheme Manager shall publish the name of the Local Firefighters' Pension Board members, the process followed in the appointment together with the way in which the appointment supports the effective delivery of the purpose of the Local Firefighters' Pension Board.

7. Termination of membership of the Local Firefighters' Pension Board

7.1 Any termination of membership of the Local Firefighters' Pension Board will be in accordance with the **Appointment and Termination Process**.

7.2 Membership of the Local Firefighters' Pension Board may be terminated due to:

- i) a member representative appointed on the basis of their membership of the scheme no longer being a scheme member of the Fund;
- ii) an employer representative no longer holding the office or employment or being a member of the body on which their appointment relied;
- iii) a Local Firefighters' Pension Board member no longer being able to demonstrate to the Scheme Manager their capacity to attend and prepare for meetings or to participate in required training or otherwise to carry out the requirements of the role appropriately;

- iv) a Local Firefighters' Pension Board member having a conflict of interest which cannot be managed in accordance with the Local Pension Boards **Code of Conduct and Conflict of Interests Policy**;
- v) a Local Firefighters' Pension Board member becomes responsible for the discharge of any function of the Scheme Manager under the Regulations;
- vi) the Scheme Manager may at its discretion terminate the membership of a Local Firefighters' Pension Board member if it believes that it appropriate and is consistent with the role of the Local Firefighters' Pension Board to do so.

8. Conflict of Interests

- 8.1 The Scheme Manager will approve a **Code of Conduct and Conflict of Interest policy** which will be adopted by the Local Firefighters' Pension Board and which members of the Local Firefighters' Pension Board will need to abide by. Members of the Local Firefighters' Pension Board will provide any information the Scheme Manager reasonably requires from time to time to ensure that members do not have a conflict of interest.

9. Knowledge and Skills

- 9.1 In accordance with section 248A of the Pensions Act 2004 ("the 2004 Act"), every individual who is a member of a Local Firefighters' Pension Board must be conversant with:
- i) the regulations governing the FFPS; and
 - ii) any document or policy about the administration of the Fund.
- 9.2 Local Firefighters' Pension Board members should also have a knowledge and understanding of:
- i) the law relating to pensions; and
 - ii) such other matters as may be prescribed.
- 9.3 Local Firefighters' Pension Board shall adhere to the Scheme Manager's **Attendance and Knowledge and Understanding Policy** to address the knowledge and skills requirements that apply to Local Pension Board members under the 2004 Act.
- 9.4 It is for individual Local Firefighters' Pension Board members to ensure they have the appropriate degree of knowledge and understanding to enable them to properly exercise their functions as a member of the Local Pension Board.
- 9.5 In line with this requirement Local Firefighters' Pension Board, members are must be able to demonstrate their knowledge and understanding and to refresh and keep their knowledge up to date. Local Firefighters' Pension Board members are therefore required to maintain a written record of relevant training and development.
- 9.6 Local Firefighters' Pension Board members will undertake a personal training needs analysis and regularly review their skills, competencies and knowledge to identify gaps or weaknesses. Local Pension Board members will comply with the Scheme Manager's **Attendance and Knowledge and Understanding Policy**.

10. Local Firefighters' Pension Board Meetings: Notice and Public Access to Pension Board Meetings and Information

- 10.1 There will be a sufficient number of meetings to enable the Local Firefighters' Pension Board to discharge its functions effectively, as decided by the Chairman of the Local Firefighters' Pension Board with the consent of the Local Firefighters' Pension Board members, and at least one Local Firefighters' Pension Board meetings a year.
- 10.2 The Scheme Manager shall give notice to all Local Firefighters' Pension Board members of every meeting of the Local Pension Board, which will be held in public (apart from confidential matters). All members will normally be sent an agenda and papers at least five working days before the meeting unless an urgent meeting is required.
- 10.3 Any meeting of the Local Firefighters' Pension Board will include provision for confidential matters or matters that would involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the local Government Act 1972 to be dealt with privately in Part 2 and any documents in connection with such matters will be dealt with confidentially.
- 10.4 The Scheme Manager shall ensure that a formal record of Local Firefighters' Pension Board proceedings is maintained. Following the approval of the minutes by the Chairman of the Local Firefighters' Pension Board, they shall be circulated to all members.
- 10.5 All agendas, reports and minutes will be available on the website except for any confidential or exempt matters.
- 10.6 The Local Firefighters' Pension Board may exclude items in agenda, reports and minutes on the grounds that disclosure would involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it is deemed confidential for the purpose of Section 100A(2) of that Act and/or it represents data covered by the Data Protection Act 1998.
- 10.7 In accordance with the Public Service Pensions Act 2013, the Scheme Manager shall publish information about the Local Firefighters' Pension Board to include:
- i) the names of the Local Firefighters' Pension Board members and their contact details;
 - ii) the representatives of employers and members of the Local Firefighters' Pension Board;
 - iii) the role of the Local Firefighters' Pension Board;
 - iv) the Terms of Reference.

11. Quorum

- 11.1 The Local Firefighters' Pension Board shall have a quorum of no fewer than two members which should always include the Chairman or the Vice Chairman, at least one employer representative and at least one member representative.

12. Local Firefighters' Pension Board Costs and Budget

- 12.1 The Local Firefighters' Pension Board is to be provided with adequate resources to fulfil its role. In doing so the budget for the Local Firefighters' Pension Board will be met from the Scheme Manager.
- 12.2 The Local Firefighters' Pension Board will seek approval from the Strategic Finance Manager, Pension Fund and Treasury for any expenditure it wishes to make.

13. Core functions of the Local Firefighters' Pension Board

- 13.1 The first core function of the Local Firefighters' Pension Board is to assist the Scheme Manager 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.
- 13.2 The second core function of the Local Firefighters' Pension Board is to ensure the effective and efficient governance and administration of the Scheme.
- 13.3 In support of its core functions the Local Firefighters' Pension Board may request information from the Scheme Manager with regard to any aspect of the Scheme Manager function. Any such request should be reasonably complied with.
- 13.4 The Local Firefighters' Pension Board may make recommendations to the Scheme Manager. These recommendations should be given due consideration and a response made to the Local Firefighters' Pension Board within a reasonable period of time.

14. Reporting arrangements

- 14.1 The Local Firefighters' Pension Board should report to the Scheme Manager in the first instance.
- 14.2 On receipt of a report from the Local Firefighters' Pension Board the Scheme Manager should consider and respond to the Local Firefighters' Pension Board within a reasonable period of time.
- 14.3 Where the Local Firefighters' Pension Board is satisfied that there has been a breach of regulation which is reported to the Scheme Manager and is not been rectified within a reasonable period of time the Local Firefighters' Pension Board has a duty to escalate this perceived breach.
- 14.4 The appropriate internal route for escalation is the Strategic Finance Manager, Pension Fund and Treasury.
- 14.5 The Local Firefighters' Pension Board may report concerns to the FFPS Scheme Advisory Board subsequent to the internal route for escalation.
- 14.6 Local Firefighters' Pension Board members are subject to the requirement to report breaches of law to the Pensions Regulator under the Act and the Code and the whistle blowing policy of the Administering Authority.

15. Local Firefighters' Pension Board Review Process

15.1 The Local Firefighters' Pension Board will undertake each year a formal review process to assess how well it and the members are performing with a view to seeking continuous improvement in the Local Firefighters' Pension Board's performance.

16. Advisors to the Local Firefighters' Pension Board

16.1 The Local Firefighters' Pension Board may be supported in its role and responsibilities through the appointment of advisors and shall, subject to any applicable regulation and legislation from time to time in force, consult with such advisors to the Local Firefighters' Pension Board and on such terms as it shall see fit to help better perform its duties including:

- i) any Governance Adviser;
- ii) the Scheme Manager;
- iii) other advisors as approved by the Scheme Manager.

16.2 The Local Firefighters' Pension Board shall ensure that the performances of the advisors so appointed are reviewed on a regular basis.

17. Code of Conduct

17.1 The Scheme Manager will approve a Code of Conduct and Conflict of Interest policy which will be adopted by the Local Firefighters' Pension Board and which members of the Local Firefighters' Pension Board will need to abide by.

18. Data Protection and Freedom of Information

18.1 The Local Firefighters' Pension Board and its members will need to comply with the Scheme Manager's Data Protection and Freedom of Information Policy.

19. Accountability

19.1 The Local Firefighters' Pension Board will be collectively and individually accountable to the Scheme Manager and to the Pensions Regulator.

20. Acceptance and Review of Terms of Reference

20.1 These Terms of Reference will be reviewed on each amendment to those parts of the Regulations covering Local Firefighters' Pension Board.

20.2 The Terms of Reference was adopted on 17 March 2015.

20.3 Version 2 of the Terms of Reference was adopted on 28 September 2015.

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**The Surrey Local Firefighters' Pension Board
16 October 2015
Policy Documents**

1. The Board is asked to **note** its Attendance and Knowledge and Understanding Policy (annex 1) and Code of Conduct and Conflict of Interest Policy (annex 2).
2. These two policies have been approved by the Scheme Manager. Under the Surrey Local Firefighters' Pension Board terms of reference, Members of Board are required to adhere to these policies.
3. The Board is invited to ask questions on any point requiring clarification.

Report contact: Neil Mason, Senior Advisor (Pension Fund and Treasury)

Contact details: T: 020 8213 2739 E: neil.mason@surreycc.gov.uk

Sources/background papers:

The Surrey Local Firefighters' Pension Board: Terms of Reference

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THE SURREY FIREFIGHTER'S PENSION SCHEME LOCAL PENSION BOARD

ATTENDANCE AND KNOWLEDGE AND UNDERSTANDING POLICY



1. Attendance

- 1.1 Local Firefighters' Pension Board members shall endeavour to attend at least one Local Firefighters' Pension Board meeting per year.
- 1.2 Local Firefighters' Pension Board members should also commit sufficient time in order to prepare for meetings and obtain and keep under review their knowledge and understanding.

2. Knowledge and understanding requirements

2.1 Legislative requirements

- 2.1.1 In accordance with the Pensions Act 2004 every member of the Surrey Local Firefighters' Pension Board must be conversant with:
 - The rules of the Firefighters' Pension Scheme (FFPS) (the FFPS Regulations);
 - Any document recording policy about the administration of the Surrey FFPS which is for the time being adopted in relation to the Surrey FFPS.
- 2.1.2 Local Firefighters' Pension Board members should also have knowledge and understanding of:
 - The law relating to pensions;
 - Such other matters as may be prescribed.
- 2.1.3 Members of the Local Firefighters' Pension Board should be aware that their individual legal responsibility begins from the date they take up their role on the Board.
- 2.1.4 It is for individual Local Firefighters' Pension Board members to ensure they have the appropriate degree of knowledge and understanding to enable them to properly exercise their functions as a member of the Local Pension Board.
- 2.1.5 Local Firefighters' Pension Board members are required to be able to demonstrate their knowledge and understanding and to refresh and keep their knowledge up to date. Local Firefighters' Pension Board members are therefore required to maintain a written record of relevant training and development.
- 2.1.6 Local Firefighters' Pension Board members will undertake a personal training needs analysis and regularly review their skills, competencies and knowledge to identify gaps or weaknesses.
- 2.1.7 Local Firefighters' Pension Board members will comply with this Attendance and knowledge and understanding policy.

2.2 Key areas of knowledge and understanding of the law relating to pensions

2.2.1 Examples of knowledge and understanding of the law relating to pensions:

- Background and understanding of the legislative framework of the FFPS;
- General pension legislation applicable to the FFPS;
- Role and responsibilities of the Local Firefighters' Pension Board;
- Role and responsibilities of the Fire and Rescue Authority;
- Tax and contracting out;
- Role of advisors and key persons;
- Key bodies connected to the FFPS

3. Induction training

3.1 Local Firefighters' Pension Board members must complete induction training within the first three months of their appointment. This consists of an online training course provided in a **Public Sector Toolkit** by the Pensions Regulator (TPR) as part of **TPR Trustee Toolkit** <https://trusteetoolkit.thepensionsregulator.gov.uk>

3.2 The Public Sector Toolkit

3.2.1 The Public Sector Toolkit tests knowledge of the four key areas of **TPR Code of practice no. 14, Governance and administration and public service pension schemes**:

- Governing your scheme;
- Managing risk
- Administration; and
- Resolving issues.

3.2.2 The Public Sector Toolkit includes seven online learning modules that must be completed successfully to pass the induction training. The seven Public Sector Toolkit compulsory modules are:

- Conflicts of interest;
- Managing risk and internal controls;
- Maintaining accurate member data;
- Maintaining member contributions;
- Providing information to members and others;
- Resolving internal disputes;
- Reporting breaches of the law.

3.2.3 The Scheme Manager will provide support to Local Firefighters' Pension Board members in completing these compulsory modules through an in-house training session, at a date(s) to be agreed by the Local Firefighters' Pension Board at its first meeting.

4. Ongoing training and development to meet knowledge and understanding requirements

4.1 It is recommended that, initially, Local Firefighters' Pension Board members use the Public Sector toolkit to assess their own training needs. The Scheme Managers can then work with members, both individually and collectively, to identify how best to meet any skills/knowledge gaps.

4.2 It is suggested that there are three main ways in which knowledge and skill levels can be increased:

- Use of on online resources provided by TPR and the Local Government Association (LGA);
- Scheme Manager led training sessions or specific training as part of the Local Firefighters' Pension Board meeting agenda;
- Courses and seminars organised by LGA and other experts, details of which will be circulated to Local Firefighters' Pension Board members as they arise.

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THE SURREY FIREFIGHTER'S PENSION SCHEME LOCAL PENSION BOARD

CODE OF CONDUCT & CONFLICT OF INTEREST POLICY



1. Code of conduct

1.1 As members of a publicly funded body with a responsibility to discharge public business members the Local Firefighters' Pension Board should have the highest standards of conduct.

1.2 Local Firefighters' Pension Board members should have regard to the Seven Principles of Public life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

1.3 In accordance Local Firefighters' Pension Board members should:

- Act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
- You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- When carrying out your public duties you must make all choices on merit and must be impartial and seen to be impartial.
- You must co-operate fully with whatever scrutiny is appropriate to your role.
- You will on occasions be privy to confidential and sensitive information, such as personal information about someone, or commercially sensitive information which, if disclosed, might harm the commercial interests of the Council or another person or organisation. This information must not be revealed without proper authority.
- You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

- You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.
- In addition to compliance with the Surrey Local Firefighters' Pension Board Code of Conduct & Conflict of Interests Policy, you will sign adherence to the Conflict of Interest Declaration and declare any further potential conflicts of interest that may arise once appointed as a member ;
- You should comply with the Surrey Local Firefighters' Pension Board Code of Conduct & Conflict of Interests Policy in addition to existing compliance with any Councillor or Officer Codes of Conduct that may apply to you.

2. Conflict of interest

- 2.1 The Public Service Pensions Act 2013, Section 5(4) requires that any member of a Pension Board must not have a "conflict of interest", which is defined in Section 5(5) as a "financial or other interest which is likely to prejudice the person's exercise of functions as a member of the board, but does not include a financial or other interest arising merely by virtue of membership of the scheme or any connected scheme."
- 2.2 A conflict of interest exists where there is a divergence between the individual interests of a person and their responsibility towards the Local Pension Board, such that it might be reasonably questioned whether the actions or decisions of that person are influenced by their own interests. A conflict of interest would prejudice an individual's ability to perform their duties and responsibilities towards the Local Pension Board in an objective way.
- 2.3 An example of a potential conflict of interest could be:
- A Local Pension Board member may be required to review a decision which may be, or appear to be, in opposition to another interest or responsibility; e.g(s):
 - a review of a decision which involves the use of departmental resource in the function of the Local Pension Board, whilst at the same time being tasked with reducing this departmental resource by virtue of their employment;
 - a Local Pension Board member could also be employed or have an interest in either privately or as part of the Council in a service area of the Council for which the Local Pension Board has cause to review;
 - an independent member of the Local Pension Board may have a conflict of interest if they are also advising the Scheme Manager.
- 2.4 All Local Firefighters' Pension Board members are required to complete the **Surrey Local Firefighters' Pension Board Conflict of interest declaration** before they are appointed to the Local Firefighters' Pension Board.
- 2.5 All appointments to the Local Firefighters' Pension Board should be kept under review by the Local Firefighters' Pension Board.
- 2.5 It is the duty of any appointed Local Firefighters' Pension Board member to declare any potential conflict of interest. This declaration should be made to the Chairman of

the Local Firefighters' Pension Board in the first instance or to the Scheme Manager and recorded in a register of interests.

- 2.7 The Local Firefighters' Pension Board shall identify and monitor any potential conflict of interests in a register of interests. The register of interests should be circulated to the Local Firefighters' Pension Board and Scheme Manager for review and publication.
- 2.8 If the Local Firefighters' Pension Board suspects any conflict of interest it should report its concerns to the Scheme Manager.
- 2.9 When seeking to prevent a potential conflict of interest becoming detrimental to the conduct of decisions of the Local Firefighters' Pension Board, the Local Firefighters' Pension Board should consider obtaining legal advice when assessing its course of action and response. The Local Firefighters' Pension Board may wish to consult the Director of Legal and Democratic Services in the first instance.
- 2.10 Education on identifying and dealing with conflict of interest will be included as part of the training requirement in the Attendance and knowledge and understanding policy.

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