

## LOCAL PENSION BOARD

### Report of the Pensions Administrator / Manager

2 July 2019

#### DOCUMENTS FOR APPROVAL

##### **1.0 Purpose of Report**

1.1 To obtain Members' approval of the three governance documents outlined below.

##### **2.0 Introduction**

2.1 During the pension board meeting of 27 March 2019 the Pensions Administrator / Manager advised Members that the key governance documents required updating and / or errors correcting.

2.2 It was agreed that the Pensions Administrator / Manager would review and suggest necessary changes along with the Head of Professional Standards.

2.3 Members are asked to consider the revised documents and approve their adoption.

##### **3.0 Terms of Reference**

3.1 The terms of reference has been updated to accurately reflect the recently-agreed number of annual meetings (minimum of one to four) along with other changes including the make-up of member representatives and tenure of the Chair.

3.2 Discussion and agreement is required for points 37 and 38 (regarding the agreement of Minutes).

##### **4.0 Procedure for Reporting Breaches**

4.1 Amendments to this document merely involved making it relevant to the Firefighters' Pension Scheme (rather than the Local Government Pension Scheme).

##### **5.0 Pensions Risk Register**

5.1 The register has been thoroughly reviewed and updated to capture additional items of potential risk. This will be reviewed and revised (if necessary) at each quarterly meeting.

##### **6.0 Recommendations**

6.1 That Members approve the revised governance documents

**David Hood**

Pensions Administrator/ Manager

25 June 2019