

# Devon and Somerset Fire and Rescue Authority

## Pensions – Roles and Responsibilities

### Scheme Manager (the Authority – delegated to Head of HR)

#### Role

Overall responsibility for the scheme. Scheme Manager may delegate specific activities or functions to other parties, such as administrators. However, it remains accountable for complying with the law and the overall management and administration of their scheme.

#### Responsibilities

- Ensure compliance with scheme regulations and other legislation.
- Manage risks and ensure there are adequate internal controls.
- Ensure that pension board members don't have conflicts of interest.
- Put in place effective dispute resolution procedures.
- Keep records and ensure the quality of member data.
- Communicate information to members including benefit statements.
- Publish information on Local Pension Board
- Meet employer duties related to automatic enrolment.
- Pay contributions in line with requirements in scheme regulations.
- Report late payment of contributions.
- Keep and provide data to administrator.
- Meet the Pensions Regulator's reporting requirements, e.g. completing scheme returns.
- Report breaches to the Pensions Regulator where required.

### Administrator

#### Role

Carry out day-to-day functions of running the scheme for the Scheme Manager.

#### Responsibilities

- Keep records
- Collect contributions.
- Pay net benefits to members.
- Calculate deductions as appropriate and report these to HMRC
- Report breaches to the Pensions Regulator where required

## Local Pension Board

### Role

To assist the Scheme Manager.

### Responsibilities

- To help the scheme manager to comply with Scheme 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.
- To help the Scheme Manager ensure the effective and efficient governance and administration of the Scheme.
- To report breaches of the law to the Pensions Regulator.
- To provide assurance to the Scheme Manager on pensions administration, including monitoring of KPIs.
- To ensure that Board members have requisite knowledge and understanding of: scheme rules; documents setting out scheme administration; policies; and pension law.
- To produce an Annual Report for the Authority.

## Local Pension Board Members

### Role

At all times act in a reasonable manner in the conduct of the Board's purpose.

### Responsibilities

- Act always in the interests of the scheme and not seek to promote the interests of any stakeholder group above another.
- Demonstrate standards of conduct based on the seven "Nolan" Principles of Public Life, modified accordingly and as appended to this document.
- Demonstrate capacity to attend (and complete the necessary preparation for) Board meetings.
- Commit to developing the requisite knowledge and understanding of: scheme rules; documents setting out scheme administration; policies; and pension law and participate in training as required.
- To declare potential conflicts of interest

## Local Pension Board Chair

### **Role**

To plan each meeting effectively and to conduct them according to the constitution; ensuring that matters are dealt with in an orderly and efficient manner; and that there is full participation during meetings.

### **Responsibilities**

- To ensure that all Board members show due respect for process, that all views are heard and considered and that decisions on recommendations are democratically made where consensus cannot be reached.
- To uphold and promote the purpose of the Board and to interpret its Terms of Reference when necessary.
- To ensure that Board members have the knowledge and skills to undertake the role, and maintain a training record.
- To ensure that Board members record conflicts of interest.
- To arrange professional advice for the Board as required, subject to agreement by the Clerk to the Authority.
- To agree the agenda and approve the minutes for Board meetings.
- To write reports as required by the Authority on the work of the Board.
- To annually review the performance of the Board and complete an Annual Report for the Authority.
- The decision of the Chair on all points of procedure, order and the Terms of Reference shall be final.