

SOUTH WALES FIRE & RESCUE AUTHORITY

TERMS OF REFERENCE

FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE

1. Purpose of Committee

1.1	The Committee demonstrates the Authority's commitment to the efficient and effective deployment of public resources and the attainment of related performance targets.	FA 26.03.12 Min No. 131.1
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2. General Authority of the Committee

2.1	The Committee is authorised by the Fire and Rescue Authority to:	FA 26.03.12 Min No. 131.1
2.1.1	investigate or make a detailed examination of any activity within the scope of these Terms of Reference;	FA 26.03.12 Min No. 131.1
2.1.2	take decisions upon any issues within the scope of these Terms of Reference unless the matter requires specific Fire and Rescue Authority approval by virtue of legislative provision(s);	FA 26.03.12 Min No. 131.1
2.1.3	make recommendations to the Fire and Rescue Authority or another committee or working group upon any issue within the scope of these Terms of Reference;	FA 26.03.12 Min No. 131.1
2.1.4	set up working groups or task and finish groups to report to the Committee on specific matters within these terms of reference;	FA 26.03.12 Min No. 131.1
2.1.5	seek any information that it requires to undertake its duties from the relevant Director or Head of Service;	FA 26.03.12 Min No. 131.1
2.1.6	request the attendance of outsiders with relevant experience and expertise if this is considered necessary; and	FA 26.03.12 Min No. 131.1
2.1.7	respond to any consultation by an outside body upon any issue within the scope of these Terms of Reference.	FA 26.03.12 Min No. 131.1

3. General Functions of the Committee

3.1	The Committee is responsible for the planning and management of the Authority's financial resources, including authorising expenditure, virement of funds and donations of equipment or other property within the remit of the Authority's Financial Regulations. It oversees the financial reporting process and provides a detailed examination of financial performance, including the extent that this affects the Authority's exposure to risk and weakens the control environment. The Committee also provides assurance of the adequacy of the risk management framework and the associated control environment.	FA 26.03.12 Min No. 131.1
3.2	Within the scope of the Committee it will also assist the Fire and Rescue Authority in policy and strategy development issues relating to finance, audit, performance management and good governance issues.	FA 26.03.12 Min No. 131.1

4. Specific Functions of the Committee

4.1	The specific functions of the Committee shall be:	FA 26.03.12 Min No. 131.1
4.2	Financial reporting	FA 26.03.12 Min No. 131.1
4.2.1	To review, and challenge where necessary, the Authority's financial statements, interim reports, preliminary projections and related formal statements before clearance by the auditors. Particular attention will be paid to: <ul style="list-style-type: none"> a. critical accounting policies and practices, and any changes in them b. the extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed c. the clarity of reports d. significant adjustments resulting from audit e. compliance with accounting standards f. compliance with other legal requirements. 	FA 26.03.12 Min No. 131.1
4.2.2	To monitor management action in response to issues raised in relation to financial reporting; and	FA 26.03.12 Min No. 131.1
4.3	Internal control and risk management	FA 26.03.12 Min No. 131.1
4.3.1	To review the Authority's procedures for detecting fraud and corruption and whistle blowing and ensure that arrangements are in place by which staff may, in confidence, raise concerns about	FA 26.03.12 Min No. 131.1

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	possible improprieties in matters of financial reporting, financial control or any other matters;	
4.3.2	To review management's and the internal auditor's reports on the effectiveness of the systems for internal financial control, financial reporting and risk management;	FA 26.03.12 Min No. 131.1
4.3.3	To monitor the integrity of the Authority's internal financial controls;	FA 26.03.12 Min No. 131.1
4.3.4	To review and approve the Authority's assurance statements, including the Statement on Internal Control, and be satisfied that these properly reflect the risk environment and any actions required to improve it;	FA 26.03.12 Min No. 131.1
4.3.5	To assess the scope and effectiveness of the systems established to identify, assess, manage and monitor financial risks; and	FA 26.03.12 Min No. 131.1
4.3.6	To review and approve the Authority's Corporate Risk Register.	FA 26.03.12 Min No. 131.1
4.4	Internal Audit	FA 26.03.12 Min No. 131.1
4.4.1	To review and approve the internal audit programme for the Authority and to ensure that the internal audit function is adequately resourced;	FA 26.03.12 Min No. 131.1
4.4.2	To receive a report on the results of the internal auditors' work on a periodic basis;	FA 26.03.12 Min No. 131.1
4.4.3	To receive the annual report of the internal auditor;	FA 26.03.12 Min No. 131.1
4.4.4	To review and monitor action taken by departments as a result of the internal auditor's findings and recommendations;	FA 26.03.12 Min No. 131.1
4.4.5	To monitor and assess the role and effectiveness of the internal audit function in the overall context of the Authority's risk management system; and	FA 26.03.12 Min No. 131.1
4.4.6	Where necessary, direct action to be taken as a consequence of an internal audit report.	FA 26.03.12 Min No. 131.1
4.4.7	To meet with the internal auditors without management present on an annual basis.	FA 26.03.12 Min No. 131.1
4.5	External Audit and Inspection	FA 26.03.12 Min No. 131.1

4.5.1	To oversee the Authority's relations with the external auditor;	FA 26.03.12 Min No. 131.1
4.5.2	To approve the terms of engagement and the remuneration to be paid to the external auditor in respect of audit and inspection services provided;	FA 26.03.12 Min No. 131.1
4.5.3	To review with the external auditors, the findings of their work, including, any major issues that arose during the course of the audit and have subsequently been resolved and those issues that have been left unresolved; key accounting and audit judgments; levels of errors identified during the audit, obtaining explanations from managers and, where necessary the external auditors, as to why certain errors might remain unadjusted;	FA 26.03.12 Min No. 131.1
4.5.4	To review and monitor action taken by departments as a result of the external auditor's findings and recommendations;	FA 26.03.12 Min No. 131.1
4.5.5	Where necessary, direct action to be taken as a consequence of an external audit report;	FA 26.03.12 Min No. 131.1
4.5.6	To assess, at the end of the audit cycle, the effectiveness of the audit process by: <ol style="list-style-type: none"> 1. reviewing whether the auditor has met the agreed audit plan and understanding the reasons for any changes, including changes in perceived audit risks and the work undertaken by the external auditors to address those risks; 2. consideration of the robustness and perceptiveness of the auditors in: <ol style="list-style-type: none"> a. their handling of the key accounting and audit judgment identified and b. in responding to questions from the audit committees, and c. in their commentary, where appropriate, on the systems of internal control. 3. obtaining feedback about the conduct of the audit from key people involved; and 	FA 26.03.12 Min No. 131.1
4.5.7	To review and monitor the content of the external auditor's management letter, in order to assess whether it is based on a good understanding of the Authority's business and establish whether recommendations have been acted upon and, if not, the reasons why they have not been acted upon.	FA 26.03.12 Min No. 131.1
4.5.8	To meet with the internal auditors without management present on an annual basis.	FA 26.03.12 Min No. 131.1
4.6	Performance Management Quarterly performance and statistics reports will be provided in	FA 26.03.12 Min No. 131.1

	the first instance to the Fire and Rescue Authority for consideration. Fire and Rescue Authority will refer any issues or trends they require more detailed scrutiny upon to this Committee and these specific functions should be read in this context where appropriate.	
4.6.1	To review, monitor and challenge the performance monitoring framework;	FA 26.03.12 Min No. 131.1
4.6.2	To consider and challenge the performance review systems and targets, including the Welsh Assembly Government strategic and core indicators, and ensure that they are implemented and monitored for use by the Authority;	FA 26.03.12 Min No. 131.1
4.6.3	To promote a focus on performance targets and the validation of the underpinning data;	FA 26.03.12 Min No. 131.1
4.6.4	To advise on the setting of relevant performance indicators and targets in annual plans and corporate strategies, and monitor their progress	FA 26.03.12 Min No. 131.1
4.6.5	To identify and review areas of performance in need of improvement	FA 26.03.12 Min No. 131.1
4.6.6	To ensure delivery of the Authority's Risk Reduction Plan's aims, targets and results; and	FA 26.03.12 Min No. 131.1
4.6.7	To receive all external reports on the performance of the Authority, consider and recommend to the Authority action plans relating to these reports and to monitor progress against approved action plans.	FA 26.03.12 Min No. 131.1
4.7	Wales Programme for Improvement & the Local Government Measure	FA 26.03.12 Min No. 131.1
4.7.1	To review, approve, challenge (where necessary) and monitor the Performance and Improvement Plan;	FA 26.03.12 Min No. 131.1
4.7.2	To review, approve, challenge (where necessary) and monitor Operational Assurance Self Assessment	FA 26.03.12 Min No. 131.1
4.7.3	To receive periodic reports on the performance management of relevant areas of the Service; and	FA 26.03.12 Min No. 131.1
4.7.4	To consider comparative studies including benchmarking and best practice.	FA 26.03.12 Min No. 131.1

4.7.5	To review and challenge (where necessary) the arrangements in place to secure continuous improvement of service delivery.	FA 26.03.12 Min No. 131.1
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SOUTH WALES FIRE & RESCUE AUTHORITY

TERMS OF REFERENCE

HR AND EQUALITIES COMMITTEE

1. Purpose of Committee

1.1	The Committee demonstrates the Authority's commitment to ensuring that the Service has a well-equipped, skilled and motivated workforce that is able to work safely and whose composition reflects the diverse communities it serves.	FA 26.03.12 Min No. 131.1
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2. Terms of Reference

2.1	The Committee is authorised by the Fire and Rescue Authority to:	FA 26.03.12 Min No. 131.1
2.1.1	Monitor staff work/ life balance, working conditions and well-being, including the monitoring of absence.	FA 26.03.12 Min No. 131.1
2.1.2	Monitor the implementation and operation by Service of Human Resources and Equality frameworks, policies and procedures, and ensure that action is taken where appropriate.	FA 26.03.12 Min No. 131.1
2.1.3	Where Service or statutory proceedings so provide for up to three members to act as an Appeals Committee at the request of the Director of People Services or Monitoring Officer.	FA 26.03.12 Min No. 131.1
2.1.4	Monitor the implementation and operation of the training and development function of the Service and Member training and development to include their implementation and achievement of the Member Charter.	FA 26.03.12 Min No. 131.1
2.1.5	To become familiar with the relevant Pension arrangements and requirements for the Service and to review scrutinise and challenge where necessary the arrangements the Service has in place to ensure Pension Scheme compliance.	FA 26.03.12 Min No. 131.1
2.1.6	To become familiar with the pay, remuneration and terms and conditions of employment utilized by the Service and to consider and make recommendations to the Fire and Rescue Authority on the statutory content of the Pay Policy Statement each year.	FA 26.03.12 Min No. 131.1

2.1.7	Set up working groups or task and finish groups to report to the Committee on specific matters within these terms of reference.	FA 26.03.12 Min No. 131.1
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SOUTH WALES FIRE & RESCUE AUTHORITY

TERMS OF REFERENCE

STANDARDS COMMITTEE

1.	Promoting and maintaining high standards of conduct by Councillors and Co-opted Members.	FA 26.03.12 Min No. 131.1
2.	Assisting Councillors and Co-opted Members to observe the Members Code of Conduct.	FA 26.03.12 Min No. 131.1
3.	Advising the Authority on the adoption or revision of the Members Code of Conduct.	FA 26.03.12 Min No. 131.1
4.	Monitoring the operation of the Members Code of Conduct.	FA 26.03.12 Min No. 131.1
5.	Advising, training or arranging to train Councillors and Co-opted Members on matters relating to the Members Code of Conduct.	FA 26.03.12 Min No. 131.1
6.	Granting dispensations to Councillors relating to interests set out in the Members Code of Conduct.	FA 26.03.12 Min No. 131.1
7.	Dealing with any reports from a case tribunal or interim case tribunal, and any report from the monitoring officer on any matter referred to that officer by the Local Commissioner in Wales.	FA 26.03.12 Min No. 131.1
8.	Review, monitor and challenge the content and effectiveness of the Authority's policies, procedures, guidance notes and other documents designed to prevent breaches of the Bribery Act 2010 within the Organisation and to make recommendations to improve these to reduce the risks to the Authority.	FA 26.03.12 Min No. 131.1

SOUTH WALES FIRE & RESCUE AUTHORITY

TERMS OF REFERENCE

FINANCE, ASSET & PERFORMANCE MANAGEMENT WORKING GROUP

1. Purpose of the Working Group

1.1	The working group demonstrates the Authority's commitment to the efficient and effective deployment of public resources and assets and to give assurance that available funding and assets are utilised as efficiently and effectively as possible to protect the level of service offered to the public within the core priorities defined by the Fire and Rescue Authority. It also demonstrates the Authority's commitment to the efficient and effective management of its performance.	FA 06.02.12 Min No. 99.2 FA 26.03.12 Min No. 131.1 AGM 11.06.12 Min No. 10 DCS Del 6.1.6 (iii) (exc. 01.08.12)
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2. Specific Responsibilities of the Working Group

2.1	To review, and challenge where necessary, the make-up of the Authority's revenue and capital budget with a view to cost reduction or value enhancement. Particular attention will be paid to: <ol style="list-style-type: none"> a. the clarity of budget headings b. the statutory requirements of the Authority to deliver a service to the public of South Wales c. the national commitments of the Authority to deliver a service on strategic issues such as national resilience d. the relationship of the budget with key corporate documents of the Authority e. carrying out spending reviews of budgets to enable assessments of current spending policy against future financial predictions of the organisation within the Medium Term Financial Strategy f. reviewing past performance of selected budget areas when assessing current and future years requirements g. reviewing the budget setting process for revenue and capital budgets for improvements that could be made for future years. 	FA 26.03.12 Min No. 131.1 AGM 11.06.12 Min No. 10 DCS Del 6.1.6 (iii) (exc. 01.08.12)
2.2	To review, monitor and challenge where necessary, the management of the Authority's assets. Particular attention will be paid to: <ol style="list-style-type: none"> a. the statutory requirements of the Authority to deliver a service 	FA 26.03.12 Min No. 131.1 AGM 11.06.12

	<p>to the public of South Wales</p> <p>b. the statutory requirements of the Authority of running an organisation (including health and safety management)</p> <p>c. the relationship of our assets with key corporate documents of the Authority</p> <p>d. carrying out specific reviews of the Authority's performance in the management of its assets</p> <p>e. to consider and challenge the performance review systems and targets</p> <p>f. to consider collaborative opportunities for the Authority in the management of its assets.</p>	<p>Min No. 10</p> <p>DCS Del 6.1.6 (iii) (exc. 01.08.12)</p>
2.3	<p>To review, monitor and challenge how the Authority manages its performance and how this is presented in a meaningful way to the public and its stakeholders. Particular attention will be paid to:</p> <p>a. The statutory requirements for monitoring</p> <p>b. The performance management frameworks that the Authority needs to work within</p> <p>c. The information that stakeholders and the public will find meaningful and useful</p> <p>d. The improvement that the Service requires to improve service delivery, efficiency and increase safety for the public and fire fighters</p> <p>e. Benchmarking data for similar FRS's across the United Kingdom and across Wales where appropriate</p> <p>f. How performance information is best presented to different audiences</p> <p>g. Provisional statutory annual targets set by internal management.</p>	<p>FA 06.02.12</p> <p>Min No. 99.2</p>

3. How the Working Group Will Discharge it's Responsibilities

3.1	Scrutiny of the Medium Term Financial Plan	FA 26.03.12 Min No. 131.1
3.2	Scrutiny of Budget Holders	AGM 11.06.12 Min No. 10
3.3	Scrutiny of Capital and Revenue budget monitoring reports	
3.5	Scrutiny of the Asset Management Strategy	DCS Del 6.1.6 (iii) (exc. 01.08.12)
3.5	Scrutiny of Land and Buildings Management Plan	
3.6	Scrutiny of ICT Management Plan	FA 06.02.12 Min No. 99.2
3.7	Scrutiny of Fleet and Vehicles Management Plan	
3.8	Scrutiny of the Plant and Equipment Management Plan	

3.9	Scrutiny of the Minor Assets Management Plan	
3.10	Reports to the Finance, Audit and Performance Management Committee	
3.11	Scrutiny of relevant performance data and information, frameworks and guidance	
3.12	Scrutiny of examples of notable practice	
3.13	Use of lay advisors if appropriate to advise in key areas (e.g. WLGA; WAO)	
3.14	Scrutiny of internal and external audit reports for Performance and Risk Management.	

**SOUTH WALES FIRE AND RESCUE AUTHORITY
LOCAL PENSION BOARD**

TERMS OF REFERENCE AND DELEGATED AUTHORITIES

1. Purpose of the Working Group

1.1	The purpose of this document is to set out the Terms of Reference for the Local Pension Board of the South Wales Fire and Rescue Authority (Firefighters' Pension Fund). Appendix 'A' establishes the relationship between the Fire and Rescue Authority and the Local Pension Board).	FA 16.03.15 Min No. 60.5
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2. Role of the Local Pension Board

2.1	The role of the Local Pension Board as defined by Sections 5 (1) and (2) of the Public Service Pensions Act 2013, is to:	FA 16.03.15 Min No. 60.5
2.1.1	<p>Assist the South Wales Fire and Rescue Authority as Scheme Manager:</p> <ul style="list-style-type: none"> • To secure compliance with the Firefighters' Pension Scheme(s) regulations and any other legislation relating to the governance and administration of the Firefighters' Pensions Scheme(s) • To secure compliance with requirements imposed in relation to the Firefighters' Pension Scheme(s) by the Pension Regulator • In such other matters as the Firefighters' Pension Scheme(s) regulations may specify 	FA 16.03.15 Min No. 60.5
2.1.2	Secure the effective and efficient governance and administration of the Firefighters' Pension Scheme(s) for the South Wales Fire and Rescue Authority (Firefighters' Pension Fund)	FA 16.03.15 Min No. 60.5
2.1.3	Provide the Scheme Manager with such information as it requires to ensure that any member of the Local Pension Board or person to be appointed to the Local Pension Board does not have a conflict of interest.	FA 16.03.15 Min No. 60.5
2.2	The Local 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.	FA 16.03.15 Min No. 60.5
2.3	The Local Pension Board will also help ensure that the	FA 16.03.15

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	Firefighters' Pension Scheme(s) are 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.	Min No. 60.5
2.4	The Local Pension Board shall meet sufficiently regularly to discharge its duties and responsibilities effectively.	FA 16.03.15 Min No. 60.5

3. Appointment of Members of the Local Pension Board

3.1	<p>The process for selecting members of the Local Pension Board is set out below.</p> <p>The Local Pension Board shall consist of up to 9 members and be constituted as follows:-</p> <p>(a) 4 employer representatives (b) 4 scheme member representatives (c) 1 independent member selected by Scheme Manager</p>	FA 16.03.15 Min No. 60.5
3.2	Scheme member and employer representatives shall be appointed in equal number and shall together form the majority of the Local Pension Board's membership.	FA 16.03.15 Min No. 60.5
3.3	The Chair of the Local Pension Board will be the Fire and Rescue Authority Deputy Chair person. It will be the role of the Chair to ensure that all members of the Board show due respect for the process, that all views are fully heard and considered and to determine when consensus has been met.	FA 16.03.15 Min No. 60.5
3.4	In the first year of the Local Pension Board, the employer and scheme member representatives shall serve for a mixed tenure of X years. <i>Fire and Rescue Authority members appointed remain members as long as they are eligible.</i>	FA 16.03.15 Min No. 60.5
3.5	Each Board member should endeavour to attend all Local Pension Board meetings during the year. In the event of consistent non-attendance by any Board member, then the tenure of that membership should be reviewed by the other Board members in liaison with the Scheme Manager.	FA 16.03.15 Min No. 60.5
3.6	Other than by ceasing to be eligible as set out above, a Board member may only be removed from office during a term of appointment by the unanimous agreement of all of the other members. The removal of the independent member requires the consent of the Scheme Manager.	FA 16.03.15 Min No. 60.5
3.7	The Local Pension Board may, with the approval of the Scheme	FA 16.03.15

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	Manager, co-opt persons who are not members of the Board to serve on sub-committees, particularly where this would add skills and experience. The maximum number of co-opted members to a committee shall be 6 years with an option for a further 4. Notwithstanding the appointment of co-opted members, the majority of the Board shall be comprised of employer and Scheme member representatives, represented in equal number.	Min No. 60.5
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4. Quorum

4.1	At least four people must be present, including the Chair and at least half members present are employee representatives. Advisers and co-opted persons do not count towards the quorum.	FA 16.03.15 Min No. 60.5
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5. Conflicts of Interest

5.1	The policy for identifying conflicts of interest is set out in a separate statement.	FA 16.03.15 Min No. 60.5
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6. Local Pension Board Review Process

6.1	The Local Pension Board will undertake each year a formal review process to assess how well it and its committees, and the members are performing with a view to seeking continuous improvement in the Board's performance. <i>Annual report to Fire and Rescue Authority.</i>	FA 16.03.15 Min No. 60.5
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7. Advisers to the Local Pension Board

7.1	The Local Pension Board may make use of advisers from time to time, subject to any applicable regulation and legislation in force, but this will be optional resource subject to budget agreements.	FA 16.03.15 Min No. 60.5
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8. Knowledge and Skills

8.1	A member of the Local Pension Board must be conversant with:- (a) The legislation and associated guidance of the Firefighters' Pension Scheme(s) (b) Any document recording policy about the administration of the Firefighters' Pension Scheme(s) which is for the time being adopted by the South Wales Fire and Rescue Authority (Firefighters' Pension Fund).	FA 16.03.15 Min No. 60.5
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8.2	A member of the Local Pension Board must have knowledge and understanding of:- <ul style="list-style-type: none"> • The law relation to pensions, and • Any other matters which are prescribed in regulations 	FA 16.03.15 Min No. 60.5
8.3	It is for the individual Local Pension Board members to be satisfied that 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.	FA 16.03.15 Min No. 60.5
8.4	In line with this requirement, Pension Board members are required to be able to demonstrate their knowledge and understanding and to refresh and keep their knowledge up to date. Pension Board members are therefore required to maintain a written record of relevant training and development.	FA 16.03.15 Min No. 60.5
8.5	Local pension Board members will undertake a personal training needs analysis and regularly review their skills, competencies and knowledge to identify gaps or weaknesses.	FA 16.03.15 Min No. 60.5
8.6	Local Pension Board members will comply with the Scheme Manager's training policy.	FA 16.03.15 Min No. 60.5

9. Local Board Meetings – Notice and Minutes

9.1	The Scheme Manager shall give notice to all Local Pension Board members of every meeting of the Pension Board.	FA 16.03.15 Min No. 60.5
9.2	The Scheme Manager shall ensure that a formal record of Local Pension Board proceedings is maintained.	FA 16.03.15 Min No. 60.5
9.3	Following the approval of the minutes by the Chair of the Local Pension Board, they shall be circulated to all members.	FA 16.03.15 Min No. 60.5
9.4	There will be two Local Pension Board meetings per year, with the option to call more as required.	FA 16.03.15 Min No. 60.5

10. Remit of the Local Pension Board

10.1	The Local Pension Board must assist the Scheme Manager with such other matters as the scheme regulations may specify. It is for scheme regulations and the Scheme Manager to determine precisely what the Local Pension Board's role entails.	FA 16.03.15 Min No. 60.5
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11. Standards of Conduct

11.1	<p>The role of Local Pension Board members requires the highest standards of conduct and therefore the ‘seven principles of public life’ will be applied to all Local Pension Board members. There are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.</p>	FA 16.03.15 Min No. 60.5
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12. Decision Making

12.1	<p>Each member of the Local Pension Board will have an individual voting right but it is expected the Local Pension Board will as far as possible reach a consensus. The Chair of the Local Pension Board will have the final ‘casting’ vote which will be reported to the Scheme Manager.</p>	FA 16.03.15 Min No. 60.5
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13. Publication of Local Pension Board Information

13.1	<p>Scheme members and other interested parties will want to know that the South Wales Fire and Rescue Authority (Firefighters’ Pensions Fund) is being efficiently and effectively managed. They will also want to be confident that the Local Pension Board is properly constituted, trained and competent in order to comply with scheme regulations, the governance and administration of the scheme and requirements of the Pension Regulator.</p> <p>Up to date information will be posted on the South Wales Fire and Rescue Authority website. (<i>Pensions page</i>)</p>	FA 16.03.15 Min No. 60.5
13.2	<p>The names and information of the Local Pension Board members</p> <ul style="list-style-type: none"> • How the scheme members are represented on the Pension Board • The responsibilities of the Local Pension Board as a whole • The full terms of reference and policies of the Pension Board and how they operate • The Pension Board appointment process (as per independent member of Standards Committee) • Who each individual Pension Board member represents • Any specific roles and responsibilities of individual Pension Board members 	FA 16.03.15 Min No. 60.5
13.3	<p>Local Pension Board papers, agendas and minutes of meetings will be published on the South Wales Fire and Rescue Authority website. These may at the discretion of the Scheme Manager be edited to exclude items on the grounds that they would either</p>	FA 16.03.15 Min No. 60.5

	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.	
13.4	The Scheme Manager will also consider requests for additional information to be published or made available to individual scheme members to encourage scheme member engagement and promote a culture of openness and transparency.	FA 16.03.15 Min No. 60.5

14. Accountability

14.1	The Local Pension Board will be collectively and individually accountable to the Scheme Manager.	FA 16.03.15 Min No. 60.5
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15. Expense Reimbursement (Remuneration and Allowances)

15.1	Members allowance will be XXXX. South Wales Fire and Rescue Authority – independent members will claim as per South Wales Fire and Rescue Authority agreed rates for independent members.	FA 16.03.15 Min No. 60.5
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16. Reporting Breaches

16.1	Any breach brought to the attention of the Local Pension Board, whether potential or actual, shall be dealt with in accordance with the procedure set out in a separate policy document., and would be dealt with through the appropriate channels currently in existence.	FA 16.03.15 Min No. 60.5
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17. Interpretation

17.1	Any uncertainty or ambiguity or interpretation required relating to any matters contained in this document shall be resolved by reference to the Scheme Manager.	FA 16.03.15 Min No. 60.5
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18. Definitions

18.1	The term 'Local Pension Board' means the Local Pension Board for the South Wales Fire and Rescue Authority, administering authority for the South Wales Fire and Rescue Authority (Firefighters' Pension Fund) as required under the Public Service Pensions Act 2013.	FA 16.03.15 Min No. 60.5
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18.2	Scheme Manager' means the South Wales Fire and Rescue Authority as the administering authority for South Wales Fire and Rescue Authority (Firefighters' Pension Fund)	FA 16.03.15 Min No. 60.5
18.3	'Chair' refers to duties to be performed, or authorities exercised, by the Chair.	FA 16.03.15 Min No. 60.5
18.4	'Scheme' means the Firefighters' Pension Scheme 1992 and New Firefighters Pension Scheme 2015.	FA 16.03.15 Min No. 60.5

