



LOCAL FIREFIGHTER PENSION BOARD (LFPB)

Local Fire Fighter Pension Board – Updated Constitution

Report of the Scheme Manager

Agenda Item No: 5

Date: 3rd July 2026

Purpose of Report:

To present an updated constitution for the Local Firefighter Pension Board as the existing constitution has not been reviewed for a number of years.

Recommendations:

The Local Firefighter Pension Board is asked to approve the updated constitution.

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1. BACKGROUND

- 1.1 The Local Firefighter Pension Board (LFPB) is responsible for assisting the Scheme Manager in ensuring the effective governance and administration of the firefighter pension schemes. In order to fulfil this responsibility, it is important that Board has a current constitution to ensure it is able to discharge its responsibilities efficiently and effectively in line with legislative and regulatory requirements.

2. REPORT

- 2.1 It is important for the Local Firefighters Pension Board to sustain an up-to-date constitution to ensure legal compliance with statutory regulations, maintain clear boundaries between the board's scrutiny function and decision-making powers, and to prevent conflicts of interest. An accurate framework safeguards members' benefits and enables effective oversight of scheme administration.

2.2 Maintaining a current constitution is supports the following principles:

- 2.2.1 **Legal & Regulatory Compliance:** Local Firefighter Pension Boards operate under frameworks through the Public Service Pensions Act 2013. The governing constitution must reflect these modern statutory duties as well as the standards set by governing bodies like The Fire Fighters Pensions England Scheme Advisory Board and The Pensions Regulator who is responsible for strengthening the governance expectations of Local Firefighters Pension Board as part of the Pensions Regulator's General code (which came in force from March 2024).
- 2.2.2 **Clear Roles and Responsibilities:** The constitution defines the exact Terms of Reference (ToR), outlining how the board assists the Scheme Manager (the Fire and Rescue Authority) in securing the efficient administration of the Firefighters' Pension Scheme (FPS).
- 2.2.3 **Effective Governance & Risk Management:** An updated document provides standard Terms of Reference (ToR) detailing mandatory member training, quorums, and meeting frequencies. It ensures the Scheme operates in line with internal Risk Registers and administration strategies and demonstrates transparent governance.
- 2.2.4 **Conflict of Interest Management:** The constitution establishes rules and processes for declaring and managing member conflicts and ensuring fair and unbiased representation for both scheme employers and employees
- 2.2.5 **Democratic Accountability:** By providing public transparency on how the Local Fire Fighters Pension Board operates, it satisfies public reporting requirements and maintains the trust of both active firefighters and retirees.

2.3 The main updates to the Local Fire Fighters Pension Board Constitution are as follows:

- 2.3.1 Adding arrangements enabling the two largest trade unions to appoint a substitute Scheme Member Representative each.
- 2.3.2 Adding arrangements enabling the Fire Authority to appoint a substitute Fire Authority Member Representative and a substitute Principle Officer.
- 2.3.3 A proposal to increase the number of meetings from 3 to 4 meetings per annum so these take place quarterly as recommended by Pension Regulator.
- 2.3.4 A proposal to update the quorum requirements to 50% of the employer and employee representatives being present to enable meetings to be held regularly to meet the recommendations of the SAB and Pension Regulator.
- 2.3.5 Amendment to provide further detail on the link to the Scheme Advisory Board.
- 2.3.6 The addition of a paragraph on Reforms and Updates
- 2.3.7 The addition of a paragraph on Regulatory Compliance.

3. FINANCIAL IMPLICATIONS

There are no financial implications arising directly from this report.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

This report supports the Board in discharging its duties and the constitution highlights the requirement for members of the Local Fire Fighters Pension Board to be adequately trained to discharge their duties, this is being progressed by the Scheme Manager and will be reported to the next meeting of the LFPB.

5. EQUALITIES AND ETHICAL IMPLICATIONS

There are no direct equalities and ethical implications arising from this report.

6. ENVIRONMENTAL AND SUSTAINABILITY IMPLICATIONS

There are no environmental and sustainability implications arising from this report.

7. LEGAL IMPLICATIONS

The Public Service Pensions Act 2013 introduced a framework for the governance and administration of public service pension schemes. This report fulfils the requirement for the LFPB to have an up-to-date constitution in order that to efficiently and effectively assist the Scheme Manager ensuring effective administration arrangements are in place.

8. RISK MANAGEMENT IMPLICATIONS

The updated constitution is a key element in supporting the Board to understand its roles and responsibilities in assisting the Scheme Manager in ensuring the effective governance and administration of the firefighter pension schemes.

9. RECOMMENDATIONS

The Local Pension Board is asked to approve the updated constitution.

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

LFPB Updated Constitution July 2026.

Previous Constitution can be found here: [NFRS-firefighter-pension-board-constitution.docx](#)

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SCHEME MANAGER