



# **DYFED PENSION FUND PENSION BOARD**

## **TERMS OF REFERENCE & RULES OF PROCEDURE**

Administered by:



## Contents

OVERVIEW .....	3
1. Introduction and General Operating arrangements .....	3
BOARD'S TERMS OF REFERENCE .....	4
2. Terms of Reference .....	4
MEMBERSHIP OF THE BOARD .....	5
3. Membership: Composition .....	5
4. Membership: Appointment of Employer Representative .....	6
5. Membership: Appointment of Scheme Member Representative .....	6
6. Membership: Appointment of Independent Member / Chair.....	6
7. Term of Office .....	7
8. Removal of Members .....	7
9. Resignation of Members .....	7
MEETING ARRANGEMENTS	
10. Role of the Independent Member / Chair .....	8
11. Meetings of the Board .....	9
12. Quorum .....	10
13. Voting .....	10
14. Remuneration and expenses .....	10
15. Budgets .....	11
16. Conflicts of Interest .....	11
17. Knowledge and Skills .....	12
18. Attendance by others .....	13
19. Publication of Board information .....	13
20. Annual Report .....	14
21. Receipt of advice and information .....	14
22. Acting in the interests of the entire Fund .....	15
23. Accountability .....	15
24. Review, Interpretation and Publication of Terms of Reference .....	15
25. Definitions and interpretation .....	16
APPENDIX A – Job Description of the Pension Board Chair.....	17

## **OVERVIEW**

### **1. Introduction and General Operating arrangements**

1.1. The purpose of this document is to set out the Terms of Reference for the Pension Board (the Board) of the Dyfed Pension Fund (the Fund). The Board is established by Carmarthenshire County Council under the powers of Section 5 of the Public Service Pensions Act 2013 and regulation 106 of the Local Government Pension Scheme Regulations 2013. As such, the Constitution of Carmarthenshire County Council does not apply to this Board unless expressly referred to within and permitted by this Terms of Reference.

1.2. The Board will exercise all its powers and duties in accordance with the law and the Terms of Reference.

1.3. The Board shall consist of 7 Members, including 3 Employer Representatives, 3 Scheme Member Representatives and an Independent Member / Chair.

1.4. Carmarthenshire County Council as the Administering Authority shall provide the required support services for the operation and discharge of duties of the Board.

1.5. The Administering Authority and the Board shall, so far as is reasonably practical, ensure at all times that the Board membership meets the requirements of the legislation and the appointed Members have the skills, knowledge and capacity necessary for the Board to discharge its functions effectively.

1.6. The Board is providing oversight and, accordingly, the Board is not a decision making body in relation to the management of the Fund but merely makes recommendations to assist in such management. The Fund's management powers and responsibilities which have been, and may be, delegated by the Council to committees, sub-committees and officers of the Council, remain solely the powers and responsibilities of those committees, sub-committees and officers including but not limited to the setting and delivery of the Fund's strategies, the allocation of the Fund's assets and the appointment of contractors, advisors and Fund managers.

# **BOARD'S TERMS OF REFERENCE**

## **2. Terms of Reference**

2.1. To secure compliance with the LGPS Regulations and any other legislation relating to the governance and administration of the Scheme and any other connected scheme, and any requirements imposed by the Pensions Regulator in relation to the Scheme.

2.2. To ensure the effective and efficient governance and administration of the LGPS by the Fund.

2.3. The Board will ensure that in performing its role it is:

- undertaken effectively and efficiently and
- compliant with relevant legislation and
- undertaken by having due regard to, and in the spirit of, the Code of Practice on the governance and administration of public service pension schemes issued by the Pensions Regulator and any other relevant statutory or non-statutory guidance.

2.4. Board minutes of each meeting must be provided to the subsequent Pension Fund Committee (the Committee) meeting which may contain recommendations to the Committee insofar as they relate to the role of the Board.

2.5. The Board may agree to submit reports to the Committee insofar as they relate to the role of the Board. Any such reports must be provided 10 working days in advance of the next Committee meeting to the Section 151 Officer.

2.6. An annual report of the Board (as prepared by the Independent Member / Chair of the Board), must be provided to the Section 151 Officer, the Head of Administration and Law, the Committee, and be published in the Fund's Annual Report and Accounts.

2.7. Where the Board considers that a matter brought to the attention of the Committee has not been acted upon or resolved to their satisfaction, the Board will provide a report to the Head of Administration and Law and the Section 151 Officer.

2.8. The Board shall have the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.

## **MEMBERSHIP OF THE BOARD**

### **3. Membership: Composition**

3.1. The Board shall consist of 7 members and be constituted as follows:

- 3 Employer Representatives;
- 3 Scheme Member Representatives;
- 1 Independent Co-opted Member / Chair.

3.2. Substitutes are not permitted.

3.3. The Administering Authority shall make appropriate arrangements, as set out in this document, for the establishment of the membership of the Board.

3.4. No officer or elected member of an administering authority who is responsible for the discharge of any function for the Fund under these regulations (apart from any function relating to Local Pension Boards or the Local Government Pension Scheme Advisory Board) may be a member of the Board.

3.5. The Administering Authority must be satisfied that—

- a person to be appointed as an Employer Representative has the capacity to represent employers on the Board; and
- a person to be appointed as a Scheme Member Representative has the capacity to represent members on the Board.
- a person to be appointed as an Independent Member / Chair has the capacity to represent members on the Board.

3.6. Each Employer and Scheme Member Representative will have an individual voting right. In the event of a tied vote, the Independent Member / Chair will have the casting vote. The Independent Member / Chair will not otherwise have a voting right.

3.7. The Administering Authority must be satisfied that any person to be appointed as a member of the Board does not have a conflict of interest.

3.8. The Section 151 Officer will define and keep under review any eligibility and/or selection criteria that will apply to Board members having due regard to the LGPS Regulations, the Pension Regulator's Code of Practice and other guidance (statutory or otherwise).

#### **4. Membership: Appointment of Employer Representatives**

4.1. Each employer within the Fund will be invited to nominate one representative to represent employers on the Board.

4.2. A closing date for nominations will be a minimum of 2 weeks from the date the invitation is formally made.

4.3. Application packs will be prepared and made available to those who have been nominated.

4.4. The applications will be evaluated by the Administering Authority against an agreed person specification criteria. The Administering Authority will appoint 3 Employer Representatives.

4.5. One Employer Representative will be from Carmarthenshire County Council, as the Administering Authority.

4.6. If no applications are received or if all applications received fall below the minimum eligibility criteria, the Section 151 Officer will take any other action that is considered appropriate to appoint suitable Employer Representatives.

#### **5. Membership: Appointment of Scheme Member Representatives**

5.1. The joint trade unions will be approached to make one nomination of a person to represent scheme members.

5.2. The other Scheme Member Representatives will be selected through an advertised appointment process.

5.3. A closing date for applications will be a minimum of 2 weeks.

5.4. Application packs will be prepared and made available to those who request an application form.

5.5. The applications will be evaluated by the Administering Authority against an agreed person specification criteria and shortlisted accordingly.

5.6. If no applications are received or if all applications received fall below the minimum eligibility criteria, the Section 151 Officer will take any other action that is considered appropriate to appoint suitable Scheme Member Representatives.

#### **6. Membership: Appointment of Independent Member / Chair**

6.1. Given the specialist knowledge and requirements of the role, it is considered appropriate that the Administering Authority appoint a professional independent chair. The appointment of the role is made through a competitive tender exercise and only sufficiently knowledgeable and experienced candidates will be considered for the role.

## **7. Term of Office**

7.1. The Employer Representatives are appointed for a period of three years from the date of establishment of the Board or the date of their appointment if later. This period may be extended to up to five years if agreed by the Section 151 Officer, in particular to assist in continuity of experience on the Board. It will automatically cease if the individual is no longer in the employment of that employer.

7.2. The Scheme Member Representatives are appointed for a period of three years from the date or establishment of the Board or the date of their individual appointment if later. This period may be extended to up to five years if agreed by the Section 151 Officer, in particular to assist in continuity of experience on the Board. It will automatically cease if the individual is no longer a scheme member in the Fund.

7.3. The Independent Member / Chair will be appointed for a period of up to three years from the date or establishment of the Board or the date of their individual appointment if later. This period may be extended to up to five years if agreed by the Section 151 Officer, in particular to assist in continuity of experience on the Board.

7.4. Any Board member may be re-appointed for further terms following an appointment process.

7.5. Term dates may not be exact due to the period of the appointment process. The term of office may therefore be extended for this purpose or other exceptional circumstances by up to twelve months with the agreement of the Section 151 Officer.

## **8. Removal of Members**

8.1. Other than ceasing to be eligible (as set out in point 7 above) a Board member may only be removed from office during the term of appointment by the unanimous agreement of the Section 151 Officer, the Head of Administration and Law and the Independent Member / Chair.

8.2. All Board Members shall observe Carmarthenshire County Council's Code of Conduct for Members and Co-opted Members. Failure to do so will result in removal from the Board.

8.3. The removal of the Independent Member / Chair requires unanimous agreement from the Section 151 Officer and the Head of Administration and Law.

## **9. Resignation of Members**

9.1. Any member may resign at any time, by 3 months notice in writing to the Independent Member / Chair of the Board.

9.2. The Independent Member / Chair may resign at any time, by 3 months notice in writing to the Section 151 Officer.

## **MEETING ARRANGEMENTS**

### **10. Role of the Independent Member / Chair**

10.1. Ensure that all members of the Board show due respect for process, that all views are fully heard and considered and that decisions are democratically made where consensus cannot be reached.

10.2. To uphold and promote the purpose of the Board and to interpret its Terms of Reference when necessary.

10.3. In conjunction with the Section 151 Officer, ensuring that Board members have the knowledge and skills as determined in the Fund's Training Policy and other guidance or legislation and maintain a training record, and do not have conflicts of interest (see 16.5).

10.4. Act as professional adviser for the Board or arrange such advice as required subject to agreement by the Section 151 Officer on such conditions as that officer determines.

10.5. Agree the agenda for each Board meeting.

10.6. Approve minutes for Board meetings.

10.7. Ensure an attendance record is maintained along with advising Carmarthenshire County Council on expenses to be paid.

10.8. Advise Carmarthenshire County Council on an appropriate budget for the Board.

10.9. Write reports required by Carmarthenshire County Council on the work of the Board.

10.10. Liaise with the Treasury and Pension Investments Manager on the requirements of the Board, including advanced notice for Carmarthenshire County Council officers to attend and arranging dates and times of Board meetings.

10.11. Attend Committee meetings as an observer, and report to the Committee on Board issues as necessary.

10.12. Other tasks which may be deemed appropriate by Carmarthenshire County Council for the Independent Member / Chair of the Board.

10.13. Other tasks that may be requested by the members of the Board, within the remit of this Terms of Reference and subject to agreement with the Section 151 Officer.

10.14. To annually review and report on the performance of the Board.



10.15. The decision of the Independent Member / Chair on all points of procedure and order and the Independent Member / Chair's interpretation of the Terms of Reference shall be final.

10.16. Full draft job description can be found in Appendix A.

## **11. Meetings of the Board**

11.1. The Board will normally meet at the offices of the Fund, although the offices of any Employer Representatives could be used with prior agreement of the Independent Member / Chair and at no additional accommodation cost to the Fund. When appropriate, meetings may be held virtually.

11.2. Meetings of the Board will be open to the general public. See point 18 below for further attendance information

11.3. The Board will meet four times in each calendar year. If the Board does not believe that this is sufficient to discharge its duties and responsibilities effectively the Independent Member / Chair can make a request to the Section 151 Officer for approval to hold additional meetings.

11.4. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including video/telephone conferencing and e-mails.

11.5. The Section 151 Officer will agree an agenda with the Independent Member / Chair of the Board prior to each Board meeting. Any member of the Board shall be entitled to request that an item be placed on an agenda for a future meeting, subject to the Independent Member / Chair's approval.

11.6. The agenda and any papers for the Board will be issued at least 3 working days in advance of the meeting except in the case of matters of urgency.

11.7. Draft minutes of each meeting including all actions and agreements will be recorded and circulated to all Board members within 10 working days after the meeting. These draft minutes will be subject to formal agreement by the Independent Member / Chair taking consideration of comments by Board members (which may be done electronically between meetings).

11.8. The minutes may, at the discretion of the Independent Member / Chair, be edited to exclude items on the grounds that they would either 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.

## **12. Quorum**

12.1. All Members of the Board are expected to regularly attend meetings. Records of attendance of all Members will be maintained and reported to the Section 151 Officer on at least an annual basis.

12.2. The minimum attendance for a meeting of the Board to go ahead is when there are at least 4 attendees, including at least:

- one Employer Representative and
- one Scheme Member Representative and
- the Independent Co-opted Member / Chair.

12.3. Subject to agreement by the Independent Member / Chair this could include remote attendance.

## **13. Voting**

13.1. Voting will be by majority.

13.2. Employer and Scheme Member Representatives will each have an individual voting right. In the event of a tied vote, the Independent Member / Chair will have the casting vote. The Independent Member / Chair will not otherwise have a voting right.

13.3. Voting will be by a show of hands.

13.4. The results of any voting outcomes will be reported in the Board minutes.

13.5. Any member of the Board can ask for the way in which they voted to be recorded in the minutes.

## **14. Remuneration and expenses**

14.1 The expenses of the Board are to be regarded as part of the costs of administration of the Fund.

14.2. All Employer and Scheme Member Representatives will be entitled to claim travel and subsistence allowances at the rates contained in the Councillor's & Co-opted Member's Scheme of Allowances.

14.3. The Independent Member / Chair will be entitled to an appropriate fee which will be agreed by the Section 151 Officer as well as travel and subsistence allowances at the rates contained in the Councillor's & Co-opted Member's Scheme of Allowances.

## **15. Budgets**

15.1. The Board is to be provided with adequate resources to fulfil its role. In doing so the budget for the Board will be met from the Fund and determined by:

- The Administering Authority allocating an annual budget which is managed by and at the discretion of the Board.

## **16. Conflicts of Interest**

16.1. A conflict of interest is defined in the Public Service Pensions Act as: "in relation to a person, means 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)."

16.2. Each member of the Board (as well as any other attendees participating in the meeting) will be expected to declare, on appointment and at each meeting, any interests which may lead to conflicts of interest in the subject area or specific agenda of that Board.

16.3. The Independent Member / Chair of the Board must be satisfied that the Board is acting within:

- the conflicts of interest requirements of the Public Service Pensions Act and the LGPS Regulations, and
- in the spirit of any national guidance or code of practice in relation to conflicts of interest of the Board.

16.4. Each member of the Board, or a person proposed to be appointed to the Board, (as well as attendees participating in the meeting) must provide the Independent Member / Chair of the Board with such information as he or she reasonably requires for the purposes of demonstrating that there is no conflict of interest.

16.5. The Section 151 Officer and the Head of Administration and Law will jointly adopt the role of ensuring that the Independent Member / Chair of the Board does not have a conflict of interest in the same way as the Independent Member / Chair does in relation to all other Board members.

## **17. Knowledge and Skills**

17.1. Under the requirements of the Public Service Pensions Act, a member of the Board must be conversant with:

- the legislation and associated guidance of the LGPS, and
- any document recording policy about the administration, funding and investment adopted by the Fund.

17.2. In addition, a member of the Board must have knowledge and understanding of–

- The law relating to pensions, and
- Any other matters which are prescribed in regulations.

17.3. It is for individual Board members (in conjunction with the Independent Member / Chair and Section 151 Officer) 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 Board.

17.4. Board members are required to be able to demonstrate their knowledge and understanding and to refresh and keep their knowledge up to date.

17.5. Board members are therefore required to:

- Participate in training events (a written record of relevant training and development will be maintained).
- Undertake a personal training needs analysis or other method to identify gaps in skills, competencies and knowledge.
- Comply with the Fund's Training Policy insofar as it relates to Board members.

## **18. Attendance by others**

18.1. The following will be entitled to attend Board meetings in an observer capacity:

- Members of the Committee, the Chair of the Committee may report to the Board where necessary,
- the Section 151 Officer, Head of Financial Services, the Treasury and Pension Investments Manager, the Pensions Manager and the Head of Administration and Law,
- other officers or advisers of Carmarthenshire County Council or other employers involved with the management of the Fund subject to approval in advance by the Independent Member / Chair, or on request by the Independent Member / Chair,
- the general public (as observers only).

18.2. Any such attendees (excluding the general public) will be permitted to speak at the discretion of the Independent Member / Chair.

## **19. Publication of Board Information**

19.1. In accordance with the Public Service Pensions Act, Carmarthenshire County Council is required to publish information about the Board including:

- who the Board members are,
- representation on the Board,
- the role of the Board,
- these Terms of Reference.

19.2. In accordance with good practice, Carmarthenshire County Council may publish other information relating to the Board as considered appropriate from time to time and which may include:

- the agendas and minutes,
- training and attendance logs,
- an annual report on the work of the Board.

19.3. All or some of this information may be published using the following means or other means as considered appropriate from time to time:

- on the Fund website,
- on the Carmarthenshire County Council website,
- within the Fund Annual Report and Accounts,
- within the Fund's Governance Policy and Compliance Statement.

19.4. Information may be excluded on the grounds that it would either 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.

## **20. Annual Report**

20.1. The Board must produce an annual report of the Board's work throughout the year.

20.2. The annual report must be provided to the Section 151 Officer, the Head of Administration and Law, the Committee, and will be published in the Fund's Annual Report and Accounts.

## **21. Receipt of advice and information**

21.1. Board members will receive the final reports, minutes and agendas relating to all Committee meetings and the Independent Member / Chair will be required to attend Committee meetings as an observer in person or virtually.

21.2. Insofar as it relates to the role of the Board, it may also;

- request and receive information and reports from the Committee or any other body or officer responsible for the management of the Fund,
- Examine decisions made or actions taken by the Committee or any other body or officer responsible for the management of the Fund.

21.3. Any further requests for information and advice are subject to the approval of the Section 151 Officer who will be required to consider positively all reasonable requests in relation to the role of the Board whilst being mindful of value for money.

## **22. Acting in the interests of the entire Fund**

22.1. Though members of the Board include representatives of specific categories of stakeholder (i.e. scheme members and employers) each member is required to have due regard to the Role of the Board as outlined in this Terms of Reference.

22.2. All members are expected to work jointly in the best interest of the entire Fund, rather than representing the interest of any individual stakeholders.

22.3. This should not prevent Members from sharing their knowledge on how matters might impact specific stakeholders of the Fund.

## **23. Accountability**

23.1. The Board will be collectively and individually accountable to Carmarthenshire County Council as Administrating Authority of the Fund.

## **24. Review, Interpretation and Publication of Terms of Reference**

24.1. The Terms of Reference have been agreed by Carmarthenshire County Council. The Council will monitor and evaluate the operation of the Board and may review this Terms of Reference from time to time.

24.2. This Terms of Reference will be incorporated into the Council's Constitution and will be publicly available as part of the Constitution as defined in the Council's Constitution and may be amended by the same means as permitted for the Constitution.

24.3. It will also form part of the Fund's Governance Policy and Compliance Statement which will be made available in accordance with the requirements of the LGPS Regulations.

## 25. Definitions and interpretation

Points of interpretation:

All references to officers are to officers within Carmarthenshire County Council unless otherwise stated.

The undernoted terms shall have the following meaning when used in this document:

<i>"Pension Board" or "Board"</i>	The Pension Board for the Dyfed Pension Fund as required under the Public Service Pensions Act 2013
<i>"Fund" or " Pension Fund"</i>	Dyfed Pension Fund
<i>"the LGPS Regulations"</i>	The Local Government Pension Scheme Regulations 2013 (as amended)
<i>the Public Service Pensions Act</i>	The Public Service Pensions Act 2013 (as amended)
<i>"Scheme Manager"</i>	Carmarthenshire County Council as administering authority of the Dyfed Pension Fund.
<i>"Chair"</i>	The appointed Chairperson of the Pension Board
<i>"LGPS"</i>	The Local Government Pension Scheme
<i>"Scheme"</i>	The Local Government Pension Scheme
<i>"Capacity"</i>	To have the time and resources to attend meetings, training, etc



## **APPENDIX A**

### **Job Description for the Pension Board Chair**

#### **Role Summary**

The role of the Chair is to provide leadership and direction to the Board.

The Chair's aim is to enable the Board to fulfil their responsibilities in respect of the governance of the Dyfed Pension Fund (the Fund) in accordance with the Public Service Pension Scheme Act 2013 (PSPA13), legislation governing the Local Government Pension Scheme (LGPS) and the Code of Practice issued by the Pension Regulator.

You will play an important part in the governance and administration of the Fund. Scheme members, employers and Carmarthenshire County Council, as the Administering Authority (known as the Scheme Manager under PSPA13) for the Fund, will benefit from the work you do in helping to ensure that the Fund is well managed.

The issues you will consider may at times be sensitive and complex. You should carry out your duties with the utmost care and attention.

The Chair's role is to work closely in partnership and assist the Scheme Manager in relation to the following matters:

- securing compliance with the scheme regulations and other legislation relating to the governance and administration of the scheme and any statutory pension scheme that is connected with it
- securing compliance with requirements imposed in relation to the scheme and any connected scheme by the Pensions Regulator
- ensuring any breach of duty is considered and followed under the scheme's procedure for reporting to the Pensions Regulator and to the Scheme Manager
- such other matters as the scheme regulations may specify.
- assisting the Scheme Manager to ensure the effective and efficient governance and administration of the scheme.

The Chair will be expected to use any specific skills, knowledge or experience to help the Board reach sound recommendations. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board in which the Chair has special expertise.

In addition to the general responsibilities of a Board member, the Chair has a number of tasks specific to their role.

## **Main Responsibilities of the Chair**

- providing leadership to Board members in their role of setting the strategy and policy of the Board
- planning the annual cycle of Board meetings and setting the agendas
- chairing and facilitating the Board meetings ensuring that all voices and opinions are heard and judging when consensus is reached
- attendance at the Annual Consultative Meeting
- providing a submission to the Fund's annual report
- monitoring that recommendations made at Board meetings are implemented
- liaising with the Treasury and Pension Investments Manager and Pensions Manager to keep an overview and provide support as appropriate
- reviewing and appraising the performance of the Board
- to receive timely advice on best practice on all new developments relevant to the LGPS and pensions in general and ensure their compliance as appropriate
- ensuring that the Board's reporting requirements are met including for example to the Pensions Regulator and the Scheme Advisory Board
- balancing the views and needs of the participating employers and the scheme members
- training, knowledge and skills
  - ensure that all new Board members fully understand and appreciate their role and responsibilities
  - ensure that appropriate knowledge and skills of all Board members is measured, monitored and maintained
  - to have a relevant understanding of pensions law and working knowledge of the LGPS and its documentation
  - in conjunction with the Section 151 Officer, ensuring that all Board members are developed both as a group and as individuals, to enable them to perform their duties effectively
  - ensure that the ongoing training on relevant issues and developments meets the needs of the Board members.

## **Qualities expected of the Chair**

- proven leadership skills with the ability to effectively chair meetings
- articulate in writing and speech, including preparing formal papers and speaking at public occasions
- sufficient gravitas and sensitivity to operate effectively at all levels internally and externally
- commitment to the role
- leadership
- integrity, strategic vision and good/independent judgement
- a willingness to devote the necessary time and effort to their duties as Chair
- ability to help formulate recommendations
- good communication skills
- tact and diplomacy
- willingness to speak one's mind and listen to the views of others
- understanding of the legal responsibilities and liabilities of a Board member

## **Desirable experience and knowledge**

- knowledge and experience of governance or management of work-based pension schemes and the regulatory bodies involved
- a good knowledge of the LGPS
- an awareness of the document recording policy about the administration of the LGPS which is for the time being adopted by the Fund
- prior experience of committee/trustee work
- the law relating to pensions
- any matters which are prescribed in regulations.

## **Time consideration**

- The Board meets four times in each calendar year
- Attendance at Committee meetings as an observer either in person or virtually
- It is important that the Chair is able to visit the office(s) and be available to the Scheme Manager when necessary
- In addition to Board meetings, contact electronically or by telephone will be necessary
- The time commitment for the Chair is expected to be 10 days per annum, on average

## **Remuneration**

The Chair will be entitled to an appropriate fee which will be agreed by the Section 151 officer as well as travel and subsistence allowances at the rates contained in the Councillor's & Co-opted Member's Scheme of Allowances.