

NORTH WALES FIRE AND RESCUE AUTHORITY
LOCAL PENSION BOARD (FIREFIGHTERS' PENSIONS SCHEMES)
CONFLICTS OF INTEREST POLICY

1. INTRODUCTION

- 1.1 There is a requirement for both members of the Local Pension Board (LPB) and those who may advise the LPB not to have a conflict of interest. It is, however, important to note that the issue of conflicts of interest must be considered in the light of the LPB's role in assisting the Scheme Manager (the North Wales Fire and Rescue Service) in securing compliance with the Firefighters' Pension Scheme(s) regulations.
- 1.2 The LPB does not make decisions in relation to the Scheme(s) and, therefore, it is not anticipated that significant conflicts will arise. Nevertheless, this Policy has been drafted to assist in the effective identification, monitoring and management of conflicts of interest.
- 1.3 This Policy sets out to meet the requirements that specifically apply by virtue of the Public Service Pensions Act 2013 ("the Act") and the Pension Regulator's Code of Practice on the Governance and Administration of Public Service Pension Schemes. A copy of this Code can be viewed by following the link below:

<http://www.thepensionsregulator.gov.uk/codes/code-governance-administration-public-service-pension-schemes.aspx#s16845>

2. IDENTIFYING CONFLICTS OF INTEREST

LPB Members

- 2.1 For the purposes of a member of the LPB, a conflict of interest is defined in section 5(5) of the Act as a "financial or other interest likely to prejudice the way in which someone carries out their role as a member of a pension board". It further specifies that a conflict **does not** include a financial or other interest arising merely by virtue of that person being a member of a relevant pension scheme.
- 2.2 Therefore, a conflict of interest may arise when a member the LPB must fulfil their legal duty to assist the Scheme Manager and, at the same time, they have:
- a separate personal interest (financial or otherwise); or
 - another responsibility in relation to that matter, giving rise to a possible conflict with their first responsibility as a member of the LPB.
- 2.3 The Scheme Manager must satisfy itself that those appointed to the LPB do not have an actual conflict of interest at the time of appointment and thereafter "from time to time". This will be achieved by regular monitoring and review of the declarations of interest register.
- 2.4 There is a corresponding duty on any person who is proposed to be appointed, or an appointed member of the LPB, to provide the Scheme Manager with such information as it may require to be satisfied that there are no conflicts of interest. LPB members will also have the responsibility to anticipate potential conflicts of interest in relation to plans for future LPB activity.
- 2.5 A Declaration of Interests Form and a Register of Interests have been developed in support of the above and are appended to this document, for information.

2.6 Some examples of how a conflict of interest may arise specifically in relation to a LPB member include:

- (a). a finance officer appointed as a member of the LPB may, from time to time, be required to take or scrutinise a decision which may be, or appear to be, in opposition to another interest or responsibility. For example, they may be required as a LPB member to scrutinise a decision which involves the use of departmental resources to improve scheme administration, whilst at the same time being tasked, by virtue of their employment, with reducing departmental spending.
- (b). a LPB member who works closely with the Scheme Manager's internal audit function may be required, as part of their work, to audit the administration of the Firefighters' Pension Scheme(s). For example, the employee may become aware of confidential breaches of law which have not yet been brought to the attention of the LPB.
- (c). an employer representative (elected Member) who also works in the private sector, may also have a conflict of interest by virtue of their being a decision-maker in their own workplace. For example, they may work for a company to which the Scheme Manager has outsourced its pension administration services and the Board is reviewing the standards provided by it.

LPB Advisers

- 2.7 Conflicts of interest may also arise in respect of Advisers to the LPB. For example, an Adviser may have a conflict of interest if he or she (or the same company) is also advising the Scheme Manager. The risk to the LPB is that the Adviser does not provide, or is perceived not to have provided, independent advice.
- 2.8 Where there is likely to be a conflict of interest in giving advice, the LPB should consider carefully whether it is appropriate to appoint the Adviser in the first place. It may also be necessary to consider carefully whether they should take steps to remove the Adviser who has already been appointed.

3. MONITORING AND MANAGING POTENTIAL CONFLICTS OF INTEREST

- 3.1 In order for the Scheme Manager to fulfil its obligations to ensure the LPB members do not have a conflict of interest, the LPB must include an item on conflicts of interest at each meeting and also in its Annual Report.
- 3.2 The LPB is required to maintain a written register of dual interests and responsibilities which have the potential to become conflicts of interest, which may adversely affect members' or advisers' suitability for the role. Each member (as well as any attendees participating in the meeting) will be expected to declare, on appointment and at each meeting, any matter which may lead to conflicts of interest. Such a conflict could be in relation to a general subject area or to a specific agenda item of a LPB meeting. A form for the declaration of such interests at appointment, together with a register in which interests declared at LPB meetings, have been developed. [Completed Declaration of Interest forms and the Register of Interests disclosed at meetings are available to view on the LPB website].
- 3.3 The Chair of the LPB must be satisfied that the LPB is acting within:
- the conflicts of interest requirements of the Public Service Pensions Act 2013 and the pension scheme regulations, and

- in the spirit of any national guidance or code of practice in relation to conflicts of interest for LPB members.
- 3.4 Each LPB member, or a person proposed to be appointed to the LPB (as well as any attendees participating in the meeting) must provide the Chair of the LPB with such information as he or she reasonably requires for the purposes of demonstrating that there is no conflict of interest.
 - 3.5 LPB members are required to have a clear understanding of their role and the circumstances in which they may find themselves in a position of conflict of interest, and should know how potential conflicts should be managed.
 - 3.6 The LPB is required to evaluate the nature of any dual interests and responsibilities, assess the impact on operations and governance were a conflict of interest to materialise and seek to prevent a potential conflict of interest becoming detrimental to the conduct or decisions of the LPB. The LPB may consider seeking independent legal advice from the Scheme Manager's Monitoring Officer, or external advisers where necessary, on how to deal with these issues, if appropriate.
 - 3.7 Individual members of the LPB must know how to identify when they have a conflict of interest which needs to be declared and which may also restrict their ability to participate in meetings or decision-making. They also need to appreciate that they have a legal duty under the Regulations to provide information to the Scheme Manager in respect of conflicts of interest.
 - 3.8 The member concerned will need to consider how any conflict can best be managed in order to comply with the statutory requirements. Options may include:
 - (a) the member withdraws from the discussion on the relevant item(s); or
 - (b) the member resigns from the LPB if the conflict is so fundamental that it cannot be managed in any other way.

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LOCAL PENSIONS BOARD (FIREFIGHTERS PENSIONS SCHEMES)
REGISTRATION OF INTERESTS FORM

I,[insert full name],
am:

Tick as appropriate

- an officer involved in the management
- Pension Board Member

for the North Wales Fire and Rescue Authority Firefighters' Pensions Schemes. I now set out below, under the appropriate headings, those interests which I am required to declare under North Wales Fire and Rescue Authority Local Pensions Board (Firefighters' Pensions Schemes) Conflicts of Interest Policy.

I have put "none" where I have no such interests under any heading.

Responsibilities or other interests that could result in a conflict of interest (please list and continue overleaf if necessary):

(A) *Relating to me*

(B) *Relating to family members or close colleagues*

Declaration of Other Appointments

In addition to the declaration overleaf, I list below any appointments that I hold that may be considered as potentially related:

Undertaking

I declare that I understand my responsibilities under the North Wales Fire and Rescue Authority Local Pensions Board (Firefighters' Pensions Schemes) Conflicts of Interest Policy. I undertake to notify the Scheme Manager of any changes in the information set out above.

Signed _____ Date _____

Name (PLEASE PRINT IN CAPITAL LETTERS)

