Hampshire & Isle of Wight FIRE & RESCUE AUTHORITY

Firefighters Pension Board Member Recruitment Policy

Policy number (AP012)

Next Review Due 31/07/2029

1. Purpose

Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) has established a Pension Board in accordance with the requirements of the Public Service Pensions Act 2013.

This policy applies to recruitment activity relating to the membership of the Pension Board of the Hampshire and Isle of Wight Firefighter's Pension Scheme.

It outlines the process for recruiting and appointing Employer Representatives and Scheme Member Representatives to the Pension Board. It ensures that appointments are made in a fair, transparent, and consistent manner.

2. Process

Overview

The role of the Pension Board is to assist Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) as the administering authority of the Hampshire and Isle of Wight Firefighter's Pension Scheme (HIWFFPS).

All appointments to the Firefighters' Pension Board are made by the HIWFRA Full Authority.

The HIWFRA Audit and Governance Committee acts as the Scheme Manager for the HIWFFPS and is responsible for approving this Recruitment Policy.

In accordance with the HIWFRA Constitution and Pension Board's Terms of Reference, membership comprises:

- Employer Representatives
- Scheme Member Representatives

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Scheme Member Representatives

Role

Scheme Member Representatives are appointed for the purpose of representing members of the scheme and any connected scheme.

Eligibility

Scheme Member Representatives must be drawn from:

- Active members
- Deferred members
- Pensioner members

of the Firefighters' Pension Scheme.

Advertising

Vacancies will be advertised as widely as practicable, including:

- Internal communications (e.g. Routine Notice)
- The Service website
- Past Members Association channels

The Role Profile will be included in the advertisement. Applicants will be required to submit their expressions of interest.

Selection Process

- Applications will be shortlisted by officers against defined criteria
- Where there is more than one suitable applicant, shortlisted candidates will be invited to interview

Interview Panel

The interview panel will consist of:

- Two Members of the Audit and Governance Committee
- Chief Financial Officer
- HR Officer

Appointments

- The preferred candidate will be recommended to HIWFRA Full Authority for approval of appointment

Hampshire & Isle of Wight FIRE & RESCUE AUTHORITY

Employer Representatives

Role

Employer Representatives are appointed for the purpose of representing employers for the scheme and any connected schemes.

Eligibility

- One Employer Representative is appointed by HIWFRA Full Authority at its annual general meeting in June from the Fire Authority members
- All other Employer Representatives are appointed in accordance with this Recruitment Policy and must be employees of the Service

Advertising

Vacancies will be advertised internally.

The Role Profile will be included in the advertisement. Applicants will be required to submit their expressions of interest.

Selection Process

- Applications will be shortlisted by officers against defined criteria
- Where there is more than one suitable applicant, shortlisted candidates will be invited to interview

Interview Panel

The interview panel will consist of:

- Chief Financial Officer
- HR Officer

Appointments

The preferred candidate will:

- Be endorsed by the HIWFRS Executive Group, and
- Be recommended to HIWFRA Full Authority for approval of appointment

3. Compliance

In accordance with the Hampshire and Isle of Wight Fire and Rescue Authority's Constitution.

For full details of the requirements relating to the Hampshire and Isle of Wight Firefighter's Pension Scheme, this policy must be read in conjunction with the Terms of Reference for the Pension Board of the Hampshire and Isle of Wight Firefighters' Pension Scheme.

4. Core Code of Ethics

HIWFRA is committed to meeting the principles within the Core Code of Ethics and will ensure that the principles and processes set out in this Policy reflect the requirements of the Code.

5. Governance

HIWFRA has responsibility for the functions of the fire and rescue service as specified in legislation.

HIWFRA delegates the implementation of the processes contained within this Recruitment Policy to HIWFRS Chief Fire Officer, in accordance with its Constitution and the Safety Plan.

6. Appendix

None