

Local Government Pension Scheme (LGPS)

National Pension Officer Group

Terms of Reference

1. Approval

These terms of reference were approved by 'standing members' of the National Pension Officer Group at the meeting held on 7 February 2025.

2. Purpose

The purpose of the National Pension Officer Group is to:

- provide advice and guidance to LGPS regional pension officer groups (POGs), administering authorities, local pension boards and pension committees, especially with regard to legislation that is open to different interpretations. References in this document to POGs also refer to representatives of the Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC).
- consider the general direction and content of the statutory framework of the LGPS in England & Wales, Scotland and Northern Ireland.
- liaise, as and when required, with Scheme Advisory Boards by way of the Local Government Pensions Committee (LGPC).
- liaise, as and when required, with the responsible authority - LGPS England & Wales - Ministry of Housing, Communities & Local Government on behalf of Secretary of State, LGPS Scotland - Scottish Public Pensions Agency on behalf of Scottish Ministers, LGPS Northern Ireland - Department for Communities
- liaise, as and when required, with other government departments (e.g. HMRC, DWP etc) in matters pertaining to the LGPS.
- assist with the development of consistent standards and improve the quality of information available to LGPS scheme managers.
- voice the views of LGPS scheme managers in consultation with stakeholders or when a change to the LGPS is being considered.
- appoint representatives to serve on other bodies.

The National Pension Officer Group will not:

- provide legal advice
- undertake risk management.

3. Membership principles

The National Pension Officer Group shall consist of:

Standing members

Standing members are members because they have been elected as representatives by their respective regional pension officer groups (POGs). Each POG (excluding the Scottish and Northern Irish POG) may nominate up to two members. Scotland and Northern Ireland may nominate up to one member each.

Standing members may nominate a substitute to attend in their place from their POG.

The standing members may determine which bodies may nominate representative members.

Representative members

Representative members are members because they represent a government department or local government body, these are:

- Local Government Pensions Committee (LGPC)
- Local Government Association (LGA)
- Ministry of Housing, Communities and Local Government (MHCLG)
- Scheme Advisory Board (England & Wales) (SAB)
- Scottish Public Pensions Agency (SPPA)
- Department for Communities (Northern Ireland)

Ad hoc members

Ad hoc members are persons who are invited to attend by the National Pension Officer Group and may include such organisations, bodies or individuals as the group deem to be appropriate for the efficient functioning of the group or to generally assist LGPS colleagues in the devolved administrations. Examples include but are not limited to actuaries and software providers.

4. Voting rights

Only standing members have voting rights.

Voting will be according to regional pension officer group so there will be a maximum of 10 votes across the National Pension Officer Group.

National Pension Officer Group decisions are normally reached by general agreement of the standing members present as determined by the Chair, unless a vote is requested by any standing member. In the latter case the vote shall rest upon a simple majority of those regional pension officer groups present and will normally be conducted by a show of hands. In the event of a tie, the Chair shall have an additional casting vote. The vote shall normally be recorded in the minutes.

5. Officers

The group shall have three officers:

- Chair
- Vice Chair
- Secretary.

Each post-holder will be appointed by election, with each POG having a single vote. Voting shall take place either at the relevant National Pension Officer Group meeting, by email or by other method. In the event of a tie, the outgoing Chair will have the casting vote.

The Chair and Vice Chair are elected for the duration of their membership of their POG with their tenures limited to a duration of three years from their first meeting as Chair and Vice Chair. Neither postholder may serve two consecutive terms in the same post.

6. Subgroups

Standing members of the National Pension Officer Group may, from time to time, decide to form a subgroup or subgroups of the National Pension Officer Group.

Generally, any subgroup will be formed for the purpose of examining in more detail any subject that the National Pension Officer Group wishes to be considered.

The terms of reference for any subgroup will be decided by the standing members of the National Pension Officer Group at the meeting in which the subgroup is proposed.

Membership of the subgroup will also be determined by the standing members of the National Pension Officer Group at the meeting in which the subgroup is proposed.

Any subgroup can be dissolved at any time by the standing members of the National Pension Officer Group at any meeting of the National Pension Officer Group by a simple majority of the standing members.

7. Publication

The National Pension Officer Group is not affiliated with the Local Government Pensions Committee (LGPC), though its agenda and minutes are published on the LGPC websites: www.lgpsregs.org and www.scotlgpsregs.org.

8. Absences and Substitutions

Procedure for issuing apologies for absence

If a member of the group is unable to attend a National Pension Officer Group meeting, they should provide apologies for absence prior to the meeting to the Chair and Secretary.

Procedure for nominating a temporary substitute member

If a member of the group wishes to nominate a substitute in their place, they should provide the name and email address of the substituted member prior to the meeting to the Chair and Secretary.

Procedure for permanently replacing a member

If a member of the group is to be permanently replaced by another individual, they should provide the name and email address of the new member to the Chair and Secretary.