

PENSION FUND COMMITTEE

6 JUNE 2025

FIREFIGHTERS' PENSION SCHEME APPEALS COMMITTEE

Report by the Executive Director of Resources & Section 151 Officer

RECOMMENDATION

1. **The Committee is RECOMMENDED to approve the following:**

- i) **Firefighters' Pension Scheme Appeal Committee Terms of Reference;**

Firefighters' Pension Scheme

Introduction

2. The report presents draft Terms of Reference for establishing a Firefighters' Pension Scheme Appeals Committee.
3. One of the functions of Pension Fund Committee is to assist the Scheme Manager (Oxfordshire County Council) in administering the various Firefighter Pension Schemes. This is achieved by providing governance and by scrutiny of policies, pension documentation, decisions and outcomes. As part of this function, it is necessary to have appropriate scheme documentation in place to ensure efficient administration of the Scheme.
4. Pension Fund Committee has delegated authority to make decisions on behalf of the Scheme Manager.
5. Pension schemes are required to maintain a formal complaints procedure, this is called the Internal Dispute Resolution Procedure (IDRP) see appendix 1, which outlines this process for the Firefighters' Pension Scheme.

Firefighters' Pension Scheme IDRP

6. Firefighters' Pension Scheme Appeal Committee Terms of Reference:
 - i) This document sets out the function and responsibilities of the Appeals Committee when considering a stage 2 IDRP.
 - ii) The draft document is comprehensive and covers all the necessary requirements in order to make a determination on a stage 2 appeal. Stage 2 is where a decision has already been taken by the Chief Fire Officer (or a person specified by the Chief Fire Officer at stage 1 of the IDRP) and the

scheme member or interested party does not agree with the stage 1 decision.

iii) The draft Firefighters' Appeal Committee Terms of Reference can be seen in appendix 2.

7. The Committee is recommended to approve the Terms of Reference for Firefighters' Pension Scheme Appeal Committee. This will enable any stage 2 complaints to be considered and an outcome provided.

Lorna Baxter

Executive Director of Resources & Section 151 Officer

Contact Officer: Mark Smith, Head of Pensions, 01865 328734,
mark.smith@oxfordshire.gov.uk

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