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Committees Manager

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27 June 2025

To: All Members of the Standards Committee

Dear Member,

Standards Committee - Monday, 30th June, 2025

I attach a copy of the following reports for the above-mentioned meeting which were not available at the time of collation of the agenda:

8. NEW ITEMS OF URGENT BUSINESS (PAGES 1 - 30)

Appointment of the Vice Chair of Pensions Committee and Board

This report suggests that the Standards Committee recommend to Council that it regularise the appointment of the Vice Chair of the Pensions Committee and Board.

Yours sincerely

Richard Plummer, Committees Manager

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Report for: Standards Committee

Title: Appointment of the Vice Chair of Pensions Committee and Board

Report authorised by: Fiona Alderman – Assistant Director for Legal and Governance

Lead Officer: Ayshe Simsek - Democratic Services and Scrutiny Manager

Ward(s) affected: N/A

**Report for Key/
Non-Key Decision:** Non key decision

1. Describe the issue under consideration.

- 1.1 To regularise the appointment of the Vice Chair of the Pensions Committee and Board.
- 1.2 Since the formal establishment of the Pensions Committee and Board in July 2016, it has been the practice for the Vice Chair role to be appointed at the Annual Council meeting which is in keeping with the practice for other non-executive Committees.
- 1.3 The terms of reference of the Pensions Committee and Board indicated that the Vice Chair should be appointed by the Pensions Committee and Board at their first meeting of the municipal year, but this rule does not seem to have been taken forward since the establishment of the Board and Committee.
- 1.4 Further to analysis of past Pensions Committee agenda and minutes and consideration of the legislation which enabled Pensions Committee and Board to be established as a body in 2016, there did not seem to be a legal reason for the Vice Chair to be appointed by the Committee and Board and the Annual Council meeting continued in 2025/26 to appoint the Vice Chair with explicit confirmation at the first meeting of the Pensions Committee and Board of this appointment. This was to allow a further consideration of the terms of the reference of the Pensions Committee and Board by the Constitution Working Group and changes to be made on this aspect, if considered appropriate.
- 1.5 Subsequently, there has been consideration of the terms of reference of the Pensions Committee and Board by the Constitution Working Group on the 25th of June and the research completed on this issue set out above which is set out at section 6 of this report. This has led to a recommendation by the Constitution Working Group to delete the reference in the Pensions Committee and Board terms of reference relating to the appointment of the Vice Chair

being appointed by the Committee and Board and for this appointment to continue to be made at Annual Council as the current practice.

2. Cabinet Member Introduction

N/A

3. Recommendations

The Standards Committee is asked to recommend to Full Council:

- 3.1 The deletion of the provision for appointment of the Vice Chair by the Pensions Committee and Board set out at Appendix 2 and for the reasons set out at paragraph 6.11.
- 3.3 To approve the updated terms of reference for Pensions Committee and Board for publication as outlined at Appendix 3.

4. Reasons for decision

- 4.1 To regularise this Vice Chair appointment process and keep to current practice.

5. Alternative options considered.

- 5.1 To not change the Pensions Committee and Board which will lead to further queries and need for clarifications.

6. Background information

- 6.1 Between May 2011 and June 2014, the Pensions function was previously under the remit of Corporate Committee, a non-executive Committee which had many functions including staffing, Treasury Management and Elections. There was then a Pensions Committee established in June 2014 which continued as a Committee of the Council until 11 July 2016.
- 6.2 The Pensions Committee between 2014 and 2015 considered The Public Service Pensions Act 2013 together with the LGPS Regulations 2013 (As amended) which put forward significantly revised, extended and enhanced Governance arrangements for the LGPS. These revisions, at the time, were to come into full effect from April 2015 and have been implemented in 2016.
- 6.3 Under the Public Service Pensions Act 2013 and the LGPS Regulations 2013 (As amended) the decision-making body of an LGPS Fund was the Scheme Manager which in the LGPS was known as the “Administering Authority.” The role of the Administering Authority was usually exercised by a “Pensions Committee” which reported direct to the Council as Pensions cannot be an Executive Function under the Local Authority (Functions and Responsibilities)

(England) Regulations 2000 (As amended). Under the Public Service Pensions Act 2013 and the LGPS Regulations 2013 (As amended) there was a requirement for the establishment of a separate Local Pensions Board whose role was “assisting” the Pensions Committee. The voting membership of a separate Local Pensions Board had an equal number (not less than 4 in total) of Employer and Employee Representatives. The role of the Local Pension Board as defined under Regulation 106(1) of the LGPS Regulations 2013 (As amended) is “assisting” the Administering Authority (Pensions Committee)(a) to secure compliance with— (i) these Regulations, (ii) any other legislation relating to the governance and administration of the Scheme and any connected scheme, and (iii) any requirements imposed by the Pensions Regulator in relation to the Scheme and any connected scheme; and (b) to ensure the effective and efficient governance and administration of the Scheme and any connected scheme.

- 6.4 There was however a provision under Regulation 106(2) of the LGPS Regulations 2013 (As amended) for the Pensions Committee and Pension Board to be a single body. The former Pensions Committee considered the above options between 2014 to 2015 on how the governance of the Fund might be amended in response to changes arising from the Public Service Pensions Act 2013 and came to the view that, in the case of the Haringey Fund, a combined Pensions Committee and Board would be preferable to continuing with the existing Pensions Committee and establishing a separate Pensions Board.
- 6.5 The Council made an application to the Secretary of State for Communities and Local Government seeking approval for a combined Pensions Committee and Board. Following correspondence between the Council and the DCLG the Council’s application was personally approved on 6 January 2016. The Committee continued to consider draft terms of references for the combined Pensions Committee and Board with the aim of ensuring that the governance and training and experience of Board members was as robust as possible. It is noted that from considering the discussions at the Pensions Committee meetings on the draft terms of reference, that there was not a proposed provision for the Vice Chair to be appointed by the Combined Committee and Board and the minutes of the meetings did not indicate this as a proposal.
- 6.6 The terms of reference attached at Appendix 1 of Combined Pensions Committee and Board indicate that there are 6 Council elected members and 4 non-Councillor voting co-optees who will receive up to £616 per municipal year for participating in Pensions Committee and Board meetings. The Vice Chair role must also be a Council elected member.
- 6.7 It is noted that Regulation 107(4) only has specific requirements as to membership where the Committee and Board are combined. It says that while the Council may appoint councillors to the combined Committee and Board in the usual way, employer and employee representatives have specific rules relating to appointment, namely that there must be no less than 4 members of the Committee divided equally between employer and employee members. Their appointments will only be noted by the Council, but the administering authority must be satisfied that those persons have the capacity to represent members/employees as appropriate.

- 6.8 As employer and employee representatives will be non-councillor members of the combined Committee and Board can vote, by virtue of section 27 of the Localism Act 2011 are treated as co-opted members. The effect of this meant that the Council's Code of Conduct will apply to the employer and employee representatives, and they complete a register of interest form in respect of their interests.
- 6.9 The principle of political balance of council committees set out in section 15 of the Local Government and Housing Act 1989 will apply to the combined Committee and Board. However, provision has been made in section 15 that where the principles on political balance apply, that any seats which are to be filled by the appointment of non-councillors are to be disregarded for the purposes of political proportionality. This would support the appointment of the Vice Chair being a councillor member and indicates that the Vice Chair role would not be taken forward by a non – councillor member.
- 6.10 The minutes of the Pensions Committee indicated that Haringey was one of two authorities in the country taking forward this model. The other local authority was Hampshire County Council, and the terms of reference are attached. These had been reviewed and also do not include provision for the Vice Chair to be appointed by the Pensions Committee and Board.
- 6.11 The Constitution Working Group considered the above background information at their meeting on the 25th of June 2025 and gave key consideration to the following:
- That the vice chair of the Committee had to be a member of the Council.
 - That there was no reasoning in previous minutes or reports for Pensions Committee for the Vice Chair to be appointed by the Committee and Board.
 - That there was no mention in the legislation that the Vice Chair had to be appointed by the Pensions Committee and Board.
 - That Hampshire County Council which has a Combined Pensions Committee and Board, also does not have this provision in their terms of reference or Constitution.
 - Contact with the former Director of Finance who had led and facilitated the compilation of this Combined Pensions Committee and Board model in 2014/15 had no recollection of a requirement for this body to have a Vice Chair appointed by the Committee and Board rather than by Annual Council.
 - That this issue had been previously raised in 2019 and 2020 and needed to be resolved.
- 6.12 Taking account the above, the Constitution Working Group continued to agree that the appointment of the Vice Chair for the Pensions Committee and Board should continue to be appointed at Annual Council in keeping with the practice of other non-executive committees and recommended the terms of reference for Pensions Committee and Board be amended to reflect this.

7. Contribution to strategic outcomes

- 7.1 Having a robust and up to date Constitution is important to maintain the integrity of decision-making processes of the Council.

8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

8.1 Finance

Democratic Services and Scrutiny Team support the Pensions Committee and Board and there are no SRA's assigned to the Vice Chair role of the Pensions Committee and Board.

8.2 Head of Legal and Governance Comments

Legal implications are contained within the body of this report.

Procurement Comments

- 8.10 None

8.11 Equality

There are no equalities considerations as this is this procedural issue.

9. Use of Appendices

Appendix 1 Current Terms of Reference Pensions Committee and Board
Appendix 2 Track Changes Terms of Reference Pensions Committee and Board
Appendix 3 - Updated version of Terms of Reference Pensions Committee and Board for publication
Appendix 4 Hampshire County Council Terms of Reference for Combined Pensions Committee and Board

10. Local Government (Access to Information) Act 1985

Haringey Council Constitution
Hampshire County Council proportionality report
2015 No. 57 Public Service Pensions, England and Wales
The Local Government Pension Scheme (Amendment) (Governance) Regulations 2015

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3. Combined Pensions Committee and Board

The Committee Procedure Rules and Access to Information Rules apply to this Committee and Board except where this would be inconsistent with either these Terms of Reference or the legislation relating to the Committee and Board.

1. Responsibilities

The Pensions Committee and Board has the following functions and responsibilities:

- (a) all the functions which are stated not to be the responsibility of The Executive in Regulation 2 and Schedule 1 paragraph H of The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and in any Statute or subordinate legislation further amending these Regulations relating to those matters concerning the Local Government Pension Scheme.
- (b) Exercising all the Council's functions as "Administering Authority" and being responsible for the management and monitoring of the Council's Pension Fund and the approval of all relevant policies and statements. This includes:
 - (i) Selection, appointment and performance monitoring of investment managers, AVC scheme providers, custodians and other specialist external advisers;
 - (ii) Formulation of investment, socially responsible investment and governance policies and maintaining a statement of investment principles and funding strategy statement;
 - (iii) Determining the allocation of investments between each asset class;
 - (iv) Reviewing specialist external advisers performance;
 - (v) Publicising statements and policy documents as required by legislation, government directives and best practice.
- (c) Monitoring and as appropriate to decide upon Pensions Administration issues.
- (d) Monitoring the Pension Fund Budget including Fund expenditure and actuarial valuations; and to receive the Pension Fund Budget annually.
- (e) Agreeing the admission of bodies into the Council's Pension scheme.
- (f) Receiving actuarial valuations.
- (g) Ensuring that members of the Committee and Board receive appropriate training to undertake their responsibilities.
- (h) Approving the Annual Accounts of the Local Government Pension Scheme and consider recommendations from the Auditor.

- (i) To secure, and to assist in securing compliance with:
 - i) the Regulations,
 - ii) and any other legislation relating to the governance and administration of the Scheme and any connected scheme,
 - iii) any requirements imposed by the Pensions Regulator in relation to the Scheme and any connected scheme, and
- (j) To ensure, and to assist in securing the effective and efficient governance and administration of the Scheme and any connected scheme.

For the avoidance of doubt, none of the functions set out above entail the committee in regulating or controlling the finances of the Council or its area.

2. Membership

2.1 The Committee and Board shall consist of 10 members and be constituted as follows:

Councillors

- (a) Six Councillors appointed by the administering authority

Employer Representatives (co-optees)

- (b) Two representatives who have the capacity to represent scheduled and admitted employers,

Employee Representatives (co-optees)

- (c) Two scheme membership representatives, one being appointed by local trade unions and the other selected from scheme member nominations.

2.2 The Chair and vice chair of the Committee and Board will be Council representatives. The Chair will be appointed by full Council, and the vice chair will be appointed by the Joint Committee and Board.

2.3 The Chair will ensure that meetings are properly conducted, decision making is clear and professional advice is followed. The Chair will monitor the performance and attendance of Committee and Board members and if appropriate make recommendation to terminate appointments in accordance with Section 3 below.

2.4 All members of the Committee and Board will have equal voting rights. The Chair will have a casting vote.

2.5 The Committee and Board may nominate advisers to support them. These

nominees are not Committee and Board members and do not have voting rights.

3. Appointment and removal of Committee and Board Members

a) Council Members:

3.1 The administering authority will appoint and replace as it sees fit, the six councillor members of the Committee.

b) Employer representatives:

3.2 The employer representatives will be nominated by employers other than the Council. If there are more than two nominations a panel consisting of the Chair of the Committee and Board and Chief Financial Officer to the Council will select the representatives to be appointed.

3.3 Employer representatives will serve for a period of four years and will be eligible to be re-appointed in accordance with the above processes, subject to compliance with the conditions of appointment.

3.4 Employer representatives will remain as members of the Committee and Board during their appointed term of office unless in the opinion of the administering authority they are not adequately performing their role (including non-attendance at two consecutive meetings), they become incapable of acting, they cease to represent their constituency, they resign or a replacement member is nominated by their relevant nominating body. If an appointment is terminated a new process will commence for the remainder of the term.

c) Employee representatives:

3.5 The employee representatives will be appointed as follows:

- i) one active scheme member representative will be appointed jointly by trade unions who represent working scheme members.
- ii) one pensioner and deferred member representative will be selected through an open invitation to apply.

3.6. If there is more than one nomination for these positions a panel consisting of the Chair of the Committee and Board and Chief Financial Officer to the Council will select the representatives to be appointed.

3.7 Employee representatives will serve for a period of four years and will be eligible to be re-appointed in accordance with the above processes, subject to compliance with the conditions of appointment.

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All appointed members:

3.9 Prospective members of the Committee and Board will be required to demonstrate to the panel consisting of the Chair of the Committee and Board and the Chief Financial Officer that they have the capacity to represent other employers and employees (as appropriate) and that they do not have a conflict of interest. The decision of the panel will be final.

3.10 Each Committee and Board member should endeavour to attend all meetings during the year.

3.11 Other than by ceasing to be eligible as set out above, a Committee and Board member may only be removed from office during a term of appointment by full Council on a recommendation from the panel.

4. Quorum, voting and substitutes

4.1 The Committee and Board shall have a formal quorum of five comprising at least three Council and two employer or employee representatives. Advisers and other nominees do not count towards the quorum. All decisions will be taken by majority of votes, with the Chair having a casting vote when the votes are initially tied unless stated otherwise in these terms, although it is expected that the Committee and Board will, as far as possible, reach a consensus.

4.2 No substitutes shall be permitted for employer and employee representatives.

5. Meetings

5.1 The Committee and Board shall meet sufficiently regularly to discharge its duties and responsibilities. There will be at least four meetings a year, with additional meetings if the Committee and Board so agrees.

5.2 Notice of all meetings will be provided to Committee and Board members at least 30 days in advance, unless agreed otherwise by Committee and Board members.

5.3 The agenda for each meeting will be agreed by the Chair and all papers will be circulated to members in accordance with the Access to Information Procedure Rules.

5.4 A formal record of Committee and Board proceedings will be maintained. Following the approval of the minutes by the Chair, they shall be circulated to all members and published in accordance with the Access to Information Procedure Rules.

5.5 The Committee and Board has the power to set up working groups on whatever terms that it determines and will prepare terms of reference for these entities.

6. Standards of Conduct and Conflicts of Interest

6.1 All members of the Committee and Board, councillors and others, are expected to act at all times within these terms of reference and will be required to comply with both the Members' Code of Conduct and the provisions of the Localism Act relating to Standards. In accordance with section 108 of the Regulations, Committee and Board members must not have a financial or other interest that could prejudice them in carrying out their duties. This does not include a financial or other interest arising merely by virtue of membership of the LGPS.

6.2 Each Committee and Board member must provide the Council with such information as is reasonably required for the purpose of complying with the Members' Code of Conduct and demonstrating that there is no conflict of interest.

7. Budget and Business Plan

7.1 The Committee and Board will prepare a Business Plan and Budget each year.

8. Committee and Board Review Process

8.1 The Committee and Board will undertake each year a formal review process to assess how well it and the members are performing with a view to seeking continuous improvement in performance.

9. Advisers to the Committee and Board

9.1 The Committee and Board may be supported in its role and responsibilities through the appointment of advisers, and shall, subject to any applicable regulation and legislation from time to time in force, consult with such advisers on such terms as it shall see fit to help better perform its duties. Advisers may include:

- i) Officers from the Council's Finance, Human Resources, Legal and other teams as needed;
- ii) An independent Advisor;
- iii) The Fund's Actuary;
- iv) The Fund's Investment Managers and Custodian;
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- vi) Any other appointed advisers.

9.2 Any remuneration to advisors appointed by the Committee and Board must be in

accordance with the Budget.

- 9.3 The Committee and Board shall ensure that the performances of the advisors are reviewed on a regular basis.

10. Knowledge and Skills

- 10.1 Every member of the Committee and Board must be conversant with –

- i) The rules of the LGPS.
- ii) Any document recording policy about the administration of the LGPS which is for the time being adopted by the LB Haringey Pension Fund.

- 10.2 It is for individual Committee and Board members to be satisfied that they have the appropriate degree of knowledge and understanding to enable them to properly exercise their functions.

- 10.3 Committee and Board members are required to be able to demonstrate their knowledge and understanding and to keep these up to date and to maintain a written record of relevant training and development.

- 10.4 The Council will provide a training programme, which all Committee and Board members must attend. Training undertaken will be reported at each meeting.

11. Expense Reimbursement

- 11.1 Remuneration for Employee and Employer Representatives who are not councillors will be limited to a refund of actual expenses incurred in attending meetings and training. Remuneration for councillors will be via the Members Allowances Scheme.

- 11.2 The expenses of the Committee and Board are a part of the costs of administering the Pension Fund.

12. Publication of Committee and Board Information

- 12.1 The Council will publish up to date information on the Council's website including:
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 - The Committee and Board's terms of reference.
 - Papers, agendas and minutes of meetings.

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- (f) Receiving actuarial valuations.
- (g) Ensuring that members of the Committee and Board receive appropriate training to undertake their responsibilities.
- (h) Approving the Annual Accounts of the Local Government Pension Scheme and consider recommendations from the Auditor.

- (i) To secure, and to assist in securing compliance with:
 - i) the Regulations,
 - ii) and any other legislation relating to the governance and administration of the Scheme and any connected scheme,
 - iii) any requirements imposed by the Pensions Regulator in relation to the Scheme and any connected scheme, and
- (j) To ensure, and to assist in securing the effective and efficient governance and administration of the Scheme and any connected scheme.

For the avoidance of doubt, none of the functions set out above entail the committee in regulating or controlling the finances of the Council or its area.

2. Membership

2.1 The Committee and Board shall consist of 10 members and be constituted as follows:

Councillors

- (a) Six Councillors appointed by the administering authority

Employer Representatives (co-optees)

- (b) Two representatives who have the capacity to represent scheduled and admitted employers,

Employee Representatives (co-optees)

- (c) Two scheme membership representatives, one being appointed by local trade unions and the other selected from scheme member nominations.

2.2 The Chair and vice chair of the Committee and Board will be Council representatives. The Chair and vice chair will be appointed by full Council.

2.3 The Chair will ensure that meetings are properly conducted, decision making is clear and professional advice is followed. The Chair will monitor the performance and attendance of Committee and Board members and if appropriate make recommendation to terminate appointments in accordance with Section 3 below.

2.4 All members of the Committee and Board will have equal voting rights. The Chair will have a casting vote.

2.5 The Committee and Board may nominate advisers to support them. These nominees are not Committee and Board members and do not have voting rights.

3. Appointment and removal of Committee and Board Members

a) Council Members:

3.1 The administering authority will appoint and replace as it sees fit, the six councillor members of the Committee.

b) Employer representatives:

3.2 The employer representatives will be nominated by employers other than the Council. If there are more than two nominations a panel consisting of the Chair of the Committee and Board and Chief Financial Officer to the Council will select the representatives to be appointed.

3.3 Employer representatives will serve for a period of four years and will be eligible to be re-appointed in accordance with the above processes, subject to compliance with the conditions of appointment.

3.4 Employer representatives will remain as members of the Committee and Board during their appointed term of office unless in the opinion of the administering authority they are not adequately performing their role (including non-attendance at two consecutive meetings), they become incapable of acting, they cease to represent their constituency, they resign or a replacement member is nominated by their relevant nominating body. If an appointment is terminated a new process will commence for the remainder of the term.

c) Employee representatives:

3.5 The employee representatives will be appointed as follows:

- i) one active scheme member representative will be appointed jointly by trade unions who represent working scheme members.
- ii) one pensioner and deferred member representative will be selected through an open invitation to apply.

3.6. If there is more than one nomination for these positions a panel consisting of the Chair of the Committee and Board and Chief Financial Officer to the Council will select the representatives to be appointed.

3.7 Employee representatives will serve for a period of four years and will be eligible to be re-appointed in accordance with the above processes, subject to compliance with the conditions of appointment.

3.8 Employee representatives will remain as members of the Committee and Board during their appointed term of office unless in the opinion of the administering

authority they are not adequately performing their role (including non-attendance at two consecutive meetings), they become incapable of acting, they cease to represent their constituency, they resign or a replacement member is nominated by their relevant nominating body. If an appointment is terminated a new appointment process will commence for the remainder of the term.

All appointed members:

- 3.9 Prospective members of the Committee and Board will be required to demonstrate to the panel consisting of the Chair of the Committee and Board and the Chief Financial Officer that they have the capacity to represent other employers and employees (as appropriate) and that they do not have a conflict of interest. The decision of the panel will be final.
- 3.10 Each Committee and Board member should endeavour to attend all meetings during the year.
- 3.11 Other than by ceasing to be eligible as set out above, a Committee and Board member may only be removed from office during a term of appointment by full Council on a recommendation from the panel.
- 4. Quorum, voting and substitutes
 - 4.1 The Committee and Board shall have a formal quorum of five comprising at least three Council and two employer or employee representatives. Advisers and other nominees do not count towards the quorum. All decisions will be taken by majority of votes, with the Chair having a casting vote when the votes are initially tied unless stated otherwise in these terms, although it is expected that the Committee and Board will, as far as possible, reach a consensus.
 - 4.2 No substitutes shall be permitted for employer and employee representatives.
- 5. Meetings
 - 5.1 The Committee and Board shall meet sufficiently regularly to discharge its duties and responsibilities. There will be at least four meetings a year, with additional meetings if the Committee and Board so agrees.
 - 5.2 Notice of all meetings will be provided to Committee and Board members at least 30 days in advance, unless agreed otherwise by Committee and Board members.
 - 5.3 The agenda for each meeting will be agreed by the Chair and all papers will be circulated to members in accordance with the Access to Information Procedure Rules.
 - 5.4 A formal record of Committee and Board proceedings will be maintained. Following

the approval of the minutes by the Chair, they shall be circulated to all members and published in accordance with the Access to Information Procedure Rules.

- 5.5 The Committee and Board has the power to set up working groups on whatever terms that it determines and will prepare terms of reference for these entities.

6. Standards of Conduct and Conflicts of Interest

- 6.1 All members of the Committee and Board, councillors and others, are expected to act at all times within these terms of reference and will be required to comply with both the Members' Code of Conduct and the provisions of the Localism Act relating to Standards. In accordance with section 108 of the Regulations, Committee and Board members must not have a financial or other interest that could prejudice them in carrying out their duties. This does not include a financial or other interest arising merely by virtue of membership of the LGPS.

- 6.2 Each Committee and Board member must provide the Council with such information as is reasonably required for the purpose of complying with the Members' Code of Conduct and demonstrating that there is no conflict of interest.

7. Budget and Business Plan

- 7.1 The Committee and Board will prepare a Business Plan and Budget each year.

8. Committee and Board Review Process

- 8.1 The Committee and Board will undertake each year a formal review process to assess how well it and the members are performing with a view to seeking continuous improvement in performance.

9. Advisers to the Committee and Board

- 9.1 The Committee and Board may be supported in its role and responsibilities through the appointment of advisers, and shall, subject to any applicable regulation and legislation from time to time in force, consult with such advisers on such terms as it shall see fit to help better perform its duties. Advisers may include:

- i) Officers from the Council's Finance, Human Resources, Legal and other teams as needed;
- ii) An independent Advisor;
- iii) The Fund's Actuary;
- iv) The Fund's Investment Managers and Custodian;
- v) The Fund's Investment Consultant; and
- vi) Any other appointed advisers.

- 9.2 Any remuneration to advisors appointed by the Committee and Board must be in accordance with the Budget.

9.3 The Committee and Board shall ensure that the performances of the advisors are reviewed on a regular basis.

10. Knowledge and Skills

10.1 Every member of the Committee and Board must be conversant with –

- i) The rules of the LGPS.
- ii) Any document recording policy about the administration of the LGPS which is for the time being adopted by the LB Haringey Pension Fund.

10.2 It is for individual Committee and Board members to be satisfied that they have the appropriate degree of knowledge and understanding to enable them to properly exercise their functions.

10.3 Committee and Board members are required to be able to demonstrate their knowledge and understanding and to keep these up to date and to maintain a written record of relevant training and development.

10.4 The Council will provide a training programme, which all Committee and Board members must attend. Training undertaken will be reported at each meeting.

11. Expense Reimbursement

11.1 Remuneration for Employee and Employer Representatives who are not councillors will be limited to a refund of actual expenses incurred in attending meetings and training. Remuneration for councillors will be via the Members Allowances Scheme.

11.2 The expenses of the Committee and Board are a part of the costs of administering the Pension Fund.

12. Publication of Committee and Board Information

12.1 The Council will publish up to date information on the Council's website including:

- The names and information of the Committee and Board members.
- The Committee and Board's terms of reference.
- Papers, agendas and minutes of meetings.

Part 1: Chapter 8

Pension Fund Panel and Board

The Pension Fund Panel and Board

Terms of Reference

1. Introduction

- 1.1. Hampshire County Council has appointed a combined Pension Fund Panel and Board for Hampshire and delegated to it responsibility for its statutory functions as the administering authority for the Hampshire Pension Fund and its responsibilities in respect of operating a Pension Fund Board for Hampshire.

2. Composition

- 2.1. The Pension Fund Panel and Board for Hampshire includes within its membership:
 - Nine elected members from the Administering Authority.
 - Three employer representatives appointed in accordance with the Hampshire Pension Panel and Board Representation Policy approved by the Pension Fund Panel and Board from time to time.
 - Three scheme Member representatives appointed in accordance with the Hampshire Pension Panel and Board Representation Policy approved by the Pension Fund Panel and Board from time to time.
- 2.2. The Administering Authority members will be appointed by Hampshire County Council. The nomination process for the employer and scheme member representatives is contained in the Representation Policy and they will be appointed by the County Council in accordance with that Policy.
- 2.3. Employer representatives and scheme member representatives should remain as members of the Pension Fund Panel and Board during their appointed term of office unless in the opinion of the County Council they are not adequately performing their role, they become incapable of acting, they cease to represent their constituency, they resign by giving written notice to the Proper Officer of the County Council, a replacement

member is nominated by their relevant nominating body or they are removed from the Panel and Board pursuant to Paragraph 6.8.

- 2.4. Each employer and scheme member representative should endeavour to attend all Panel and Board meetings during the year and are required to attend at least 2 meetings each year.

3. Appointment of Substitute Members

- 3.1. **Allocation** - As well as allocating seats on the Pension Fund Panel and Board, the County Council will at the Annual General Meeting of the County Council in each year appoint a designated Substitute Member for each Scheme and Employer member of the Pension Fund Panel and Board.
- 3.2. **Powers and duties** - Substitute Members will have all the powers and duties of the designated Scheme and employer Members of the Board.
- 3.3. **Substitution** - Substitute Members may attend meetings in that capacity only:
 - a. to take place of the designated Scheme and Employer Member for whom they are the designated substitute;
 - b. where the Member for whom they are the designated substitute will be absent for the whole of the meeting; and
 - c. after notifying Democratic and Member Services (on behalf of the Chief Executive) before the scheduled start of the meeting of the substitution.

4. Voting rights

- 4.1. All members of the Panel and Board, including all the Employer and Scheme Member representatives shall have full voting rights.
- 4.2. Any independent advisers appointed by the Panel and Board are invited to attend all meetings of the Pension Fund Panel and Board but independent advisers will not be a member of the Pension Fund Panel and Board and have no voting rights.

5. Role of the Pension Fund Panel and Board

- 5.1. In its role as the Pension Fund Panel for the Hampshire Pension Fund the Pension Fund Panel and Board is responsible for the County Council's statutory functions as administering authority of the Hampshire Pension Fund under the Local Government Pension Scheme Regulations and associated legislation under sections 7, 12 and 24 of the Superannuation Act 1972. This includes dealing with all matters arising that relate to the Hampshire Pension Fund, including the management and investment of the Fund.
- 5.2. In its role as the Pension Board for the Hampshire Pension Fund the Pension Fund Panel and Board is responsible for assisting Hampshire County Council as the administering authority of the Hampshire Pension

fund to secure compliance with the Local Government Pension Scheme Regulations 2013 and any other legislation relating to the governance and administration of the Local Government Pension Scheme ('LGPS'), for securing compliance with requirements imposed in relation to the LGPS by the Pensions Regulator and for ensuring the effective and efficient governance and administration of the Hampshire Pension Fund.

- 5.3. When acting in its capacity as the Pension Fund Board the Pension Fund Panel and 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.

6. Conflicts of Interest

- 6.1. In addition to the obligations on Members of the Pension Fund Panel and Board under the County Council's Member's Code of Conduct arising out of their position as either members or co-opted members of the County Council the following provisions apply.
- 6.2. No member of the Panel and Board may participate in any business of the Panel and Board if they have a financial or other interest which is likely to prejudice a person's exercise of functions as a member of the Panel and Board (this does not include a financial or other interest arising merely by virtue of membership of the Scheme or any connected Scheme) ('Conflict of Interest').
- 6.3. All Panel and Board members must before becoming a member of the Panel and Board declare any potential Conflict of Interest to the Monitoring Officer of the County Council.
- 6.4. After appointment all Panel and Board members must within 14 days of becoming aware of any new potential Conflict of Interest declare that potential Conflict of Interest to the Monitoring Officer of the County Council.
- 6.5. A member of the Panel and Board must at any time provide the Monitoring Officer of the County Council with such information as he or she requires for the purpose of establishing whether or not the Panel or Board member has a Conflict of Interest.
- 6.6. A Panel and Board member should disclose any Conflict of Interest in any business of the Panel and Board either at the commencement of the meeting, the commencement of the consideration of the item or when the Conflict of Interest becomes apparent.
- 6.7. If a Panel and Board member has a Conflict of Interest in any business of the Board then that Member may not participate in any discussion of, vote on or discharge any function in relation to the matter. In addition the Panel and Board member should withdraw from the room where the meeting is being held.
- 6.8. Any alleged non-compliance with this paragraph 5 shall be referred to the County Council's Conduct Advisory Panel for consideration and in the event that the Conduct Advisory Panel find that a member of the Panel and Board has failed to comply with the provisions of this

paragraph then the Conduct Advisory Panel may recommend to the County Council that the Member is to immediately cease to be a member of the Panel and Board or take such other action as the Conduct Advisory Panel regard as appropriate which can include but is not limited to requiring the member to apologise or requiring the member to undertake such training as the Panel believe is appropriate.

7. Knowledge and Skills

- 7.1. A member of the Panel and Board must have knowledge and understanding of:
 - the law relating to pensions, and
 - any other matters which are prescribed in Regulations.
- 7.2. The County Council has therefore adopted the requirements of the CIPFA Pensions Finance Knowledge and Skills Framework recognising the importance of ensuring that all staff and members charged with the financial management and decision making with regard to the Hampshire Pension Fund are fully equipped with the knowledge and skills to discharge the duties and responsibilities allocated to them.
- 7.3. Members of the Pension Fund Panel and Board are required to acquire and maintain the appropriate level of expertise, knowledge and skills as set out in the CIPFA Pensions Finance Knowledge and Skills Framework in order to remain members of the Panel and Board.
- 7.4. A formal training plan for the Pension Fund Panel and Board is prepared every year to identify and meet the training needs for the Panel and Board as a whole and for individual members. The plan reflects the recommended knowledge and skills level requirements set out in the CIPFA Pensions Finance Knowledge and Skills Framework.

8. Publication of Pension Fund Panel and Board information

- 8.1. Details of the Pension Fund Panel and Board are published on the County Council's website, including:
 - The names and details of the members of the Pension Fund Panel and Board
 - How the Scheme members are represented on the Panel and Board
 - The responsibilities of the Panel and Board as a whole
 - The Terms of Reference and policies of the Panel and Board and how they operate
 - The appointment process for the Employer and Scheme members of the Panel and Board
 - Who each Employer and Scheme member represents

- Any specific roles and responsibilities of individual Board Members
- 8.2. The procedure for the publication of Pension Fund Panel and Board meeting information and reports is contained in Part 3 Chapter 4 Paragraph 2 of the County Council's Constitution.

9. Reporting Breaches

- 9.1. Any potential or actual non compliance with a duty relevant to the administration of the LGPS which is likely to be of material significance to the Pensions Regulator in the exercise of any of its functions that comes to the attention of the Panel and Board shall be dealt with in accordance with the Protocol for Reporting Breaches agreed from time to time by the Panel and Board.

10. Deputations

- 10.1. Deputations to the Pension Fund Panel and Board or to a sub-committee of the Pension Fund Panel and Board will be permitted in accordance with the following procedures:
- 10.1.1. Deputations shall consist of not more than four people who shall be local government electors for the administrative area of Hampshire County Council, or who shall be active, deferred or pensioner members of the Local Government Pension Scheme.
 - 10.1.2 Officers of the County Council shall not be permitted to make a deputation under
 - 10.1.1 unless their deputation is being made in their personal capacity as an active, deferred or pensioner member of the Local Government Pension Scheme and not as an officer of the County Council.
 - 10.1.3 Save as set out in 10.1.1 and 10.1.2, all rules and procedures set out in the County Council's Standing Orders at Part 3 Chapter 1 of the Constitution shall apply to all deputations to the Pension Fund Panel and Board or a sub-committee of the Pension Fund Panel and Board.

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