

Ayshe Simsek,
Democratic Services
and Scrutiny Manager

020 8489 2929

ayshe.simsek@haringey.gov.uk

18 July 2025

To: All Members of the Full Council

Dear Member,

Full Council - Monday, 21st July, 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:

7. TO RECEIVE THE REPORT OF THE CHIEF EXECUTIVE (PAGES 1 - 14)

To receive a report on change to the political composition and appointments to Committees 2025/26.

9. TO RECEIVE REPORTS FROM THE FOLLOWING BODIES (PAGES 15 - 46)

a) Standards Committee

Yours sincerely

Ayshe Simsek, Democratic Services and Scrutiny Manager
0208 489 2929

This page is intentionally left blank

Report for: Full Council 21st of July 2025

Title: **Political Composition and Appointments to Committees 2025/2026**

Authorised by: Fiona Alderman, Director for Legal and Governance & Monitoring Officer

Lead Officer: Ayshe Simsek Democratic Services and Scrutiny Manager
0208 489 2929 ayshe.simsek@haringey.gov.uk

Ward(s) affected: All

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

1. Describe the issue under consideration.

- 1.1 Council is asked to note the change in the political balance of the Council following the notification of a new constituted Political Group, the Green Socialist Alliance.
- 1.2 The Council is asked to agree the subsequent changes to ordinary Committees membership and composition as a result of the above and consider the reasoning set out at section 4 of this report.

2. Cabinet Member Introduction

N/A

3. Recommendations

- 3.1 Council is asked to:
1. Note the changes to the political balance of the Council set out at paragraph 4.3.
 2. To note the formation and membership of the Green Socialist Alliance set out at section 4.
 3. To agree that Councillor Paton will replace Councillor Dogan on the General Purposes Committee, giving effect to the wishes of the Political Group, and in accordance with paragraphs 4.10, 4.14 and 4.15.
 4. To note that Councillor Collett will continue on the Strategic Planning Committee as a member of the Green Socialist Alliance, giving effect to the wishes of the Political Group.
 5. To note that Councillor Mark Blake will continue on the Licensing Committee as a member of the Green Socialist Alliance, giving effect to the wishes of the Political Group.
 6. To note that Councillor Mason will continue on the Audit Committee as a member of the Green Socialist Alliance, giving effect to the wishes of the Political Group.

4. Background information

4.1 To note that on the 27th of June , Councillor Mark Blake notified the: Monitoring Officer, Democratic Services Manager and Chief Executive in writing that he no longer wished to be treated as a Member of the Independent Socialist Group and wished to be treated as a Green Party Member; This was in accordance with Local Government (Committees and Political Groups) Regulations 1990 –reg. 10(b).

4.2 On the 4th of July 2025, the Proper Officer was notified of the formation of a new Political Group, named the Green Socialist Alliance. The Leader of the Group was notified a Councillor Lotte Collett, and the Deputy Leader was notified as Councillor Mark Blake. The further group members were notified as Councillor Mason and Councillor Paton. This notification was received in accordance with the Local Government (Committees and Political Groups) Regulations 1990 - reg.8(1) 'Constitution of Political Groups', which advises that a political Group shall be treated as constituted when there is delivered to the proper officer a notice in writing which is signed by two or more members of the authority who wish to be treated as a political Group, and complied with the provisions of paragraph (3) as it set out the Leader and Deputy Leader and was signed by the Group Members.

4.3 The political balance of the Council of 57 councillors is as follows:

Labour	45 councillors (78.95 %)
Liberal Democrats	7 councillors (12.28%)
Green Socialist Alliance.	4 Councillor (7.02%)
Independent	1 Councillor (1.75%)

4.4 The Council is required to ensure that appointments to which the statutory political balance rules apply are made in accordance with those rules. The relevant rules are summarised below (see paragraph 4.5). The Annual Meeting of the Council appoints Committees of the Council in accordance with Article 4.02(k) of the Constitution. The Council is required to comply with the provisions of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 in terms of political balance when appointing 'ordinary' Committees – that is, Committees appointed under section 102(1)(a) of the Local Government Act 1972.

4.5 These rules provide that seats on 'ordinary' Committees must be allocated in line with the following principles, so far as reasonably practicable:

(a) that not all the seats on a body are allocated to the same political Group.

- (b) that the majority of the seats on the body are allocated to the political Group which has the majority of the Council's membership.
- (c) that, subject to principles (a) and (b) above, the proportion of seats allocated to each political Group out of the total number of seats across all the ordinary Committees of the Council shall be in the same proportion as their share of membership of the Council as a whole; and
- (d) that, subject to paragraphs (a) to (c) above, the number of seats on each individual body shall be allocated to each political Group in the same proportion as their share of membership of the Council as a whole.

4.6 The number of seats currently available on Ordinary Committees is 61.

Alexandra Park and Palace Board -	6 seats
Audit Committee	7 seats
General Purposes Committee	5 seats
Licensing Committee	11 seats
Pensions Committee and Board	6 seats
Strategic Planning Committee	11 seats
Standards Committee	5 seats
Appointments Panel	5 seats
Disciplinary, Grievance and Dismissal Panel	5 seats
Total	61 seats

4.7 As set out on the 19th of May 2025 report on Appointments to Committees ,**49** seats (80.33%) were allocated to the Labour Group, **9 seats** (14.75%) were allocated to the Liberal Democrat Group and **3** seats (4.92%) allocated to the Independent Socialist Group. This met the requirements of the Local Government and Housing Act 1989 Act on proportionality as closely as possible.

4.8 Following the merger of the Independent Socialist Group and Green Party members to form a new political Group, Green Socialist Alliance, and subsequent increase in the percentage proportional membership of the second opposition group, there is a need to consider the Committee composition on Ordinary Committees of the Council, taking account of the principles of the Local Government and Housing Act 1989 set out at paragraph 4.5.

4.9 The seat allocation has been compiled taking account the three political Groups, and the following options were considered:

4.10 Option 1 – (48 seats to Labour, 9 to Liberal Democrat and 4 to Green Socialist Alliance)

To allocate the Labour Group 48 seats ($48/61 \times 100 = 78.69\%$), the Liberal Democrat Group with 9 seats ($9/61 \times 100 = 14.75\%$) and providing the Green Socialist Alliance with 4 seats ($4/61 \times 100 = 6.56\%$) would mean that the Green Socialist Alliance Group would have a 0.46 percent lower proportion of seats than their Council membership($7.02 - 6.56 = 0.46\%$) and Labour would have a 0.26% lower percentage($78.95 - 78.69 = 0.26\%$)and the Liberal Democrat Group would have a 2.47% ($14.75 - 12.28 = 2.47\%$) higher allocation. In this calculation the Labour Group has a closer percentage allocation of seats to their political share of the Council than the Green Socialist Alliance. Therefore, this would closely meet the Local Government and Housing Act 1989 principles (a), (b), and (c).

4.11 Option 2(49 seats to Labour, 9 seats to Liberal Democrat Group and 3 seats to Green Socialist Alliance)

Keeping to the existing allocation of **49 seats (80.33%)** to the Labour Group and **9 (14.75%)** seats allocation to the Liberal Democrat Group and **having 3 seats (4.92%) allocated to the Green Socialist Alliance**, means that the Labour Group have a 1.38% higher allocation($80.33 - 78.95 = 1.38$), the Liberal Democrat Group have a 2.47% higher allocation($14.75 - 12.28 = 2.47$) and the Green Socialist Alliance have a 2.1%($7.02 - 4.92 = 2.1$) lower allocation, and this does not closely meet the Local Government and Housing Act 1989 principle (c).

4.12 Option 3 (49 seats to Labour, 8 seats to Liberal Democrat Group and 4 seats to Green Socialist Alliance)

Keeping to the existing allocation of 49 seats (80.33%) to the Labour Group, and allocating 8 (13.11%) seats allocation to the Liberal Democrat Group and having 4 seats (6.56%) allocated to the Green Socialist Alliance, means that the Labour Group have a 1.38% higher allocation, the Liberal Democrat Group have a 0.83% higher allocation and the Green Socialist Alliance have a 0.46% percent lower allocation, although this would meet Local Government and Housing Act 1989 principles (a) and (b) and (c), it would not meet principle (d) as the Council has 9 ordinary Committees and to not place a Liberal Democrat Councillor on one Committee would mean that there was a Committee without Liberal Democrat representation and would not meet Local Government and Housing Act 1989 principle (d).

4.13 To note that allocating the Green Socialist Alliance two seats on the Licensing Committee would not meet principle (d) as they would have a higher proportion of seats compared to their number of members on the Council.

4.14 Therefore, Option 1 is proposed as this more closely meets Local Government and Housing Act 1989 principles (a), (b), (c). It is proposed allocating the Green Socialist Alliance a seat a on the General Purposes Committee which has a total 5 seats. This would mean that they have 20% of the seats and a higher percentage their proportion of members on the Council. However, this is not

an uncommon consequence when allocating seats to smaller political groups, particularly on Committees with fewer members. A seat on the Alexandra Palace and Park Board is not proposed as membership of this Board also entails becoming a trustee of Alexandra Palace and Park and involves significant duties and obligations under charity and trust law. The annual direction provided from the Chief Executive of the Charitable Trust is that the Council avoids changing their representative members to provide continuity and experience.

4.15 Further to discussions, it is proposed that Councillor Paton replaces Cllr Dogan on the General Purposes Committee as set out at Appendix 1.

Ordinary Committee	Labour	Liberal Democrat	Green Socialist Alliance	Total number of seats
Alexandra Park and Palace Board	5	1	0	6
Audit Committee	5	1	1	7
General Purposes Committee	3	1	1	5
Licensing Committee	9	1	1	11
Pensions Committee and Board	5	1	0	6
Strategic Planning Committee	9	1	1	11
Standards Committee	4	1	0	5
Appointments Panel	4	1	0	5
Disciplinary, Grievance and Dismissal Panel	4	1	0	5
	48	9	4	61

4.16 In calculating the allocation of seats on ordinary Committees, the following bodies were excluded because these bodies are excluded from the statutory rules on political balance:

- The Cabinet.
- The disciplinary pool.
- Licensing Sub- Committees (Licensing Act 2003 and Gambling Committee).
- The Health and Wellbeing Board.
- Overview and Scrutiny Committee

The Cabinet

4.17 The Cabinet is appointed by the Leader and may only comprise councillors from the majority party. It must have between 2 and 9 members in addition to the Leader.

Licensing Sub- Committees (Licensing Act 2003 and Gambling Committee).

4.18 The Licensing Committee establishes the Licensing Sub- Committee of 3 members which will be appointed from a pool of members from the Licensing Committee. The Sub- Committee conducts the same type of business which includes the Gambling Act 2005 applications. The political balance rules do not apply to the Licensing Sub- Committees because they are appointed under the Licensing Act 2003 and so are not ordinary Committees appointed under section 102 of the Local Government Act 1972. However, it is normal practice to establish the Licensing Sub- Committee in accordance with political balance (that is, two Labour and one Liberal Democrat Member) so far as reasonably practicable.

The Health and Wellbeing Board

4.19 The political balance rules are disapplied by the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 (SI 2013/218). Membership of the Health and Wellbeing Board is prescribed at section 194 of the Health and Social Care Act 2012.

Overview and Scrutiny Committee

4.20 Principles (a), (b) and (d) of the rules apply to the Overview and Scrutiny Committee by virtue of section 9FA(6)(b) of the Local Government Act 2000. However, because the Committee is established under the Local Government Act 2000, it is not an ordinary Committee appointed under section 102 of the Local Government Act 1972 and so it is not included in the political balance calculations for the total number of seats on ordinary Committees (principle c). As such, the Overview and Scrutiny Committee must be balanced, but on an individual basis.

4.21 Changes to appointments can be made at any stage during the municipal Year with the changes being reported to the Council as appropriate.

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

- 5.1 There are no financial implications arising from the report.

Director of Legal and Governance & Monitoring Officer

- 5.2 The report sets out those Council bodies to which the political balance rules apply. The 1989 Act requires political balance in the distribution of seats on Committees to be undertaken “so far as is reasonably practicable” thus recognising that a mathematically precise split between political parties cannot always be achieved.
- 5.3 In section 15 of the Local Government and Housing Act 1989, principle (b) states that a party with a majority on full Council shall have a majority of seats on each individual body. This principle takes precedence over principles (c) and (d) which require political Groups to be represented on the ordinary Committees taken as a whole and on the bodies individually in proportion to their representation on Full Council.
- 5.4 Principle (c) concerning proportionate allocation of seats across all the ordinary Committees of the council takes precedence over the principle (d) concerning proportionate allocation on any individual body.
- 5.5 There is no requirement to offer a seat to a single member as they do not constitute a "political Group" under the definition in the Local Government (Committees and Political Groups) Regulations 1990 (S.I. 1553) Regulation 8.

6. Use of Appendices

Appendix 1 - Appointments to Committees 2025/26

7. Local Government (Access to Information) Act 1985

- 7.1 Background documents:
- *Appointments to Cttees 2024-25*
 - *Haringey Council's Constitution*
- 7.2 The background papers are located at George Meehan House 294 High Road Wood Green, London N22 8HQ.
- 7.3 To inspect them or to discuss this report further, please contact Ayshe Simsek on 0208 489 2929.

This page is intentionally left blank

COMMITTEE & MEMBERSHIP	NO. OF MEMBERS	SUBORDINATE BODIES
Alexandra Palace & Park Board Cllr Ibrahim(Chair) Cllr O'Donovan(Vice Chair) Cllr Stennett Cllr Elliott Cllr Buxton Cllr da Costa	6 Members Proportional split: 5 Lab 1 Lib Dem Plus: 2 non-voting Members from Consultative Committee. 1 Observer (Chair of the APP Statutory Advisory Cttee) <i>Members of the Cabinet may not sit on the Board in accordance with the advice of the Charity Commission.</i>	Alexandra Palace Consultative Committee Same membership as appointed to the Board sits as members of Consultative Committee Plus up to 30 outside Representatives Chair appointed by Consultative Committee at first meeting
		Alexandra Palace & Park Panel 3 Members of the Panel, proportional split: 2 Lab 1 Lib Dem
		Alexandra Palace & Park Consultative Forum 4 Members of the Forum, proportional split: 3 Lab 1 Lib Dem Plus 4 Trade Union Representatives
Audit Committee Cllr Dogan(Chair) Cllr Brennan (VC) Cllr Jameson Cllr Diakides Cllr Worrell Cllr Rossetti Cllr Mason	7 Members Proportional split: 5 Lab 1 Lib Dem 1 Green Socialist Alliance	
Health & Well Being Board Cabinet Member for Climate Action, Environment and Transport(Nominated by the Leader) Cabinet Member for Health, Social Care and Wellbeing (Chair)	<u>Non-voting reps:</u> LB Haringey: Director of Adult & Health Service Director of Children's Services Director of Public Health Haringey Clinical Commissioning Group: Vice Chair Chief Officer	

COMMITTEE & MEMBERSHIP	NO. OF MEMBERS	SUBORDINATE BODIES
<p>Cabinet Member for Children, Schools & Families (nominated by Leader of the Council)</p> <p>North Central London Clinical Lead</p> <p>Chair, Healthwatch Haringey</p>	<p>Voluntary Sector Rep: Bridge Renewal Trust Chief Executive</p> <p>Haringey Local Safeguarding Children Board Chair</p> <p>N.B. Any additional persons appointed to the HWB either by the local authority or the HWB will be on a non-voting basis.</p>	
<p>Licensing Committee</p> <p>Cllr Abela(Chair) Cllr Peacock(VC) Cllr Amin Cllr Bartlett Cllr Gunes Cllr Harrison-Mullane Cllr Rice Cllr Small Cllr Weston</p> <p>Cllr da Costa Cllr M Blake</p>	<p>11 Members</p> <p>Proportional split</p> <p>9 Lab</p> <p>1 Lib Dem</p> <p>1 Green Socialist Alliance</p> <p><u>N.B. The Membership of the Licensing Sub-Committee may comprise any three members of the Licensing Committee</u></p>	<p>Licensing Sub Committee</p> <p>3 Members, proportional split:</p> <p>2 Lab</p> <p>1 Lib Dem</p>
<p>Overview and Scrutiny Committee</p> <p>Cllr White(Chair) Cllr Connor (Vice Chair) Cllr Small Cllr Lawton Cllr Gunes</p>	<p>5 Members</p> <p>Proportional split: 4 Lab 1 Lib Dem.</p> <p>Plus co-opted Education representatives.</p>	<p>Scrutiny Review Panels</p> <p>The Chair of each of the Scrutiny Review Panels shall be a member of the OSC, to be determined by the OSC at their first meeting.</p> <p><i>The Mayor or Members of the Cabinet may not be Members</i></p> <p>The composition of each Scrutiny Review Panel shall be between 3 and 7 members, and be politically proportionate as far as possible (including the Chair).</p> <p>If there is a Children and Young People's Scrutiny Review Panel, the membership shall include the statutory education representatives of OSC. The education representatives would also attend the</p>

COMMITTEE & MEMBERSHIP	NO. OF MEMBERS	SUBORDINATE BODIES
		Overview and Scrutiny Committee meetings where reports from a relevant Scrutiny Review Panel are considered.
Combined Pensions Committee and Board Cllr Dunstall(Chair) Cllr Bevan(VC) Cllr White Cllr Lawton Cllr Iyngkaran Cllr da Costa	6 Members and 4 voting co-opted members Proportional split: 5 Lab 1 Lib Dem. <u>Co-optees:</u> 2 employer representatives, being 1 from LB Haringey and 1 from other scheduled and admitted employers 2 scheme member representatives, being 1 active and 1 pensioner & deferred members	
Strategic Planning Committee Cllr B Blake (Chair) Cllr Bevan(VC) Cllr Bartlett Cllr Amin Cllr Brennan Cllr Rice Cllr O'Donovan Cllr Ibrahim Cllr Worrell Cllr Emery Cllr Collett	11 Members Proportional split: 9 Lab 1 Lib Dem 1 Green Socialist Alliance <i>N.B. The Membership of the Planning Sub-Committee will be the same as the Strategic Planning Committee and will be appointed at its first meeting after Annual Council.</i>	Planning Sub-Committee 11 Members, proportional split: 9 Lab 1 Lib Dem 1 Green Socialist Alliance
Standards Committee Cllr Ali (Chair) Cllr B Blake Cllr Dogan Cllr Simmons- Safo	5 Members Proportional split: 4 Lab 1 Lib Dem	Standards Assessment Sub-Committee Standards Hearing Sub-Committee

COMMITTEE & MEMBERSHIP	NO. OF MEMBERS	SUBORDINATE BODIES
Cllr Emery		
<p>General Purposes Committee</p> <p>Cllr Johnson(Chair) Cllr Carroll(VC) Cllr Ali Cllr Dogan</p> <p>Cllr Barnes Cllr Paton</p> <p><i>In accordance with Section 12 of the Local Government Act 1989, the Council's interests should not be represented in negotiations on council employees' terms and conditions by Members who are Local Authority employees or Trade Union employees or officials either directly or indirectly</i></p>	<p>5 Members</p> <p>Proportional split: 3 Lab 1 Lib Dem 1 Green Socialist Alliance</p>	<p>Officers below Director level Dismissal Appeals Panels</p> <p>3 Members from the pool</p> <p>2 Lab & 1 LD</p> <p>All Councillors will be eligible to sit on these Panels, subject to having undertaken the necessary training</p> <p>Pool of Chairs (Labour)</p> <p>Cllr Amin Cllr Adamou Cllr Brabazon Cllr Rice Cllr Peacock Cllr Weston Cllr Small Cllr Dunstall Cllr Jameson Cllr Johnson</p> <p>Labour Group</p> <p>Cllr Bevan Cllr Opoku Cllr Stennett</p> <p>Cllr Dogan Cllr Carroll</p> <p>Lib Dem Group</p> <p>Cllr da Costa Cllr Connor</p>
<p>Appointments Panel Cllr Ahmet(Chair)</p>	<p>5 Members</p>	<p>Cabinet Members will substitute on this panel in accordance with their portfolio area.</p>

COMMITTEE & MEMBERSHIP	NO. OF MEMBERS	SUBORDINATE BODIES
Cllr Johnson (Vice Chair) Cllr Carroll Cllr Carlin Cllr Isilar - Gosling	Proportional split: 4 Lab 1 Lib Dem	CWG and Standards Committee agreed that Chair is the Leader of the Council and Vice chair is the Chair of General Purposes Committee
Disciplinary, Grievance and Dismissal Panel Cllr Ahmet(Chair) Cllr Johnson (Vice Chair) Cllr Carroll Cllr Carlin Cllr Barnes	5 Members Proportional split: 4 Lab 1 Lib Dem	CWG and Standards Committee agreed that Chair is the Leader of the Council and Vice chair is the Chair of General Purposes Committee

This page is intentionally left blank

REPORT OF STANDARDS COMMITTEE 01/2025/26**FULL COUNCIL 21 July 2025**

Chair: Councillor Ibrahim Ali

1. INTRODUCTION

- 1.1 This report arises from the Standards Committee meetings held on the 30th of June 2025 and asks Full Council to consider the following:
- 1.2 To regularise the appointment of the Vice Chair of the Pensions Committee and Board.

At our meeting on the 30th of June 2025, we were asked to consider the provision in the Council's Constitution on the Appointment of the Vice Chair of Pensions Committee and Board. We noted that since the formal establishment of the Pensions Committee and Board in July 2016, it had 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.

However, 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.

We noted that 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.

Following 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 the attached 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.

We discussed the benchmarking exercise that had been undertaken to compare with other local authorities and noted that there was no legal requirement for the appointment of the Vice-Chair to the Pensions Committee and Board to be made by

the Combined Committee and Board . we further noted that the Council's proposed procedure would be in line with other comparable local authorities.

WE RECOMMEND FULL COUNCIL

1. The deletion of the provision for appointment of the Vice Chair by the Pensions Committee and Board set out at Appendix 3 and for the reasons set out at paragraph 6.11 in the attached Standards Committee report of the 30th of June 2025 at Appendix 1.
2. Approve the updated terms of reference for Pensions Committee and Board for publication as outlined at Appendix 4.

Appendices

Appendix 1 - Standards Committee Report 30th of June 2025

Appendix 2 Current Terms of Reference Pensions Committee and Board

Appendix 3 Track Changes Terms of Reference Pensions Committee and Board

Appendix 4 - Updated version of Terms of Reference Pensions Committee and Board for publication

Appendix 5 Hampshire County Council Terms of Reference for Combined Pensions Committee and Board

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

This page is intentionally left blank

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.

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.

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 *and vice 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.

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.

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 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.

This page is intentionally left blank