

# THE SURREY LOCAL PENSION BOARD

## APPOINTMENT AND TERMINATION PROCESS



### Appointment process

#### 1. Employer representatives

1.1 The Scheme Manager will attempt to contact all scheme employers in the Surrey County Council Pension Scheme. They will be informed of the nomination process and issued with a nomination pack. The nomination pack will consist of:

- Employer representative application form;
- Attendance and knowledge and understanding policy;
- Code of conduct and conflict of interest policy;
- Conflict of interest declaration;
- Role description;
- Terms of reference.

1.2 On receipt of applications the nominations will be considered by the Appointment Panel in line with the Appointment process timetable.

1.3 The requirement will be to appoint employer representatives as follows:

- 2 x Surrey County Councillors;
- 2 x representatives to come from nominations from other employers (e.g. District, Borough and Parish Councils, Academies, Police and other scheduled, designated or admitted body employers in the Surrey Pension Fund).

#### 2. Member representatives

2.1 The Scheme Manager will attempt to contact all member representatives. They will be informed of the nomination process and the availability of the nomination pack on the pension website. Communication channels will include:

- A mail shot to all active, deferred and pensioner members;
- Broadcast on the Surrey S-Net;
- Communication to all scheme employers with a template for their web pages;
- A dedicated web page on the Surrey Pension Fund website.

2.2 The Scheme Manager will inform the Trade Union bodies recognised by Surrey County Council (GMB and Unison). They will be informed of the nomination process and issued with a nomination pack. The nomination pack will consist of:

- Member representative application form;

- Attendance and knowledge and understanding policy;
- Code of conduct and conflict of interest policy;
- Conflict of interest declaration;
- Role description;
- Terms of reference.

2.3 On receipt of applications the nominations will be considered by the Appointment Panel in line with the Appointment process timetable.

2.4 The requirement will be to appoint employer representatives as follows:

- 1 x GMB nominated representative;
- 1 x Unison nominated representative;
- 2 x other member representatives.

### **3. Independent representatives**

3.1 Any Independent representatives will be directly appointed by the Appointment Panel through an open and transparent process.

### **4. The Appointment/termination panel**

4.1 The Appointment/termination panel overseeing the process shall consist of the following representatives of the Administering Authority:

- The Chairman of the Pension Fund Board;
- The Director of Finance (or her nominee);
- The Strategic Finance Manager – Pension fund and treasury;
- The Director of Legal & Democratic Services (or her nominee).

### **5. Appointment of Local Pension Board members**

5.1 Appointment of Local Pension Board members will be carried out by the People, Performance and Development Committee following recommendations for the Appointment/termination panel.

5.2 Appointment will be without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

5.3 Appointment will be based on merit and values as measured against the Local Pension Board Member role description.

5.4 The Appointment/termination panel reserves the right to interview candidates at its discretion.

5.5 If an interim vacancy arises during the term of the Local Pension Board the People, Performance and Development Committee will appoint a replacement following a recommendation from the Appointment/termination panel.

## **6. Appointment of the Chairman and Vice Chairman of the Local Pension Board**

- 6.1 Appointment of the Chairman of the Local Pension Board will be carried out by the People, Performance and Development Committee on the recommendation of the Appointment/termination panel.
- 6.2 Appointment of the Chairman of the Local Pension Board will be made without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.
- 6.3 Appointment will be based on merit and values as measured against the Chairman of the Local Pension Board Member role description.
- 6.4 Appointment of the Vice Chairman will be made by the Local Pension Board at its first meeting.

## **7. Responsibility for terminating membership of the Local Pension Board**

- 7.1 The People, Performance and Development Committee will have responsibility for terminating membership of a member of the Local Pension Board on the recommendation of the Appointment/termination panel. This may come under the recommendation of the Chairman of the Local Pension Board.
- 7.2 Circumstances under which membership of the Local Pension Board may be terminated:
  - i) a member representative appointed on the basis of their membership of the scheme no longer being a scheme member of the Fund;
  - ii) an employer representative no longer holding the office or employment or being a member of the body on which their appointment relied;
  - iii) a Local Pension Board member no longer being able to demonstrate to the Scheme Manager their capacity to attend and prepare for meetings or to participate in required training or otherwise to carry out the requirements of the role appropriately;
  - iv) a Local Pension Board member having a conflict of interest which cannot be managed in accordance with the Local Pension Boards Code of Conduct and Conflict of Interest Policy;
  - v) a Local Pension Board member becomes responsible for the discharge of any function of the Administering Authority under the Regulations;
  - vi) the Scheme Manager may at its discretion terminate the membership of a Local Pension Board member if it believes that it appropriate and is consistent with the role of the Local Pension Board to do so.

This page is intentionally left blank