

Report to: **Pension Board**

Date: **16 November 2017**

By: **Chief Finance Officer**

Title: **Proposals for a Vice Chair of the Pension Board**

Purpose: **To seek agreement on the proposals for a Vice Chair of the Pension Board; and to agree nominations for approval by Governance Committee**

RECOMMENDATIONS –

The Board is recommended to:

- 1) agree to the proposals set out in the report that the Vice Chair position alternates at each meeting between an employer and scheme member representative;**
 - 2) agree that the employer representatives nominate a Vice Chair for approval by Governance Committee;**
 - 3) agree that the scheme member representatives nominate a Vice Chair for approval by Governance Committee; and**
 - 4) agree whether the employer or scheme member representative acts as the Vice Chair for the 8 February 2018 Board meeting and that the role alternates on a meeting by meeting basis thereafter.**
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1. Introduction and supporting information

1.1 There is provision in the terms of reference of the Pension Board for a Vice Chair but this role has not yet been appointed to. The terms of reference of the Pension Board state in paragraph xxxiv (attached as Appendix 1) that “four of the voting members of the Pension Board shall represent the quorum for Board meetings to discharge business. **The Chair or Vice Chair must be present for any meeting to proceed**”. This means that there is currently a risk that a meeting of the Board would not be able to proceed if the Independent Chair is unable to attend for any reason.

1.2 The terms of reference of the Board set out that the Board shall consist of:

- a) 3 employer representatives
- b) 3 scheme member representatives.
- c) 1 Independent Chair

In order to adhere to the agreed composition of the Board, it is proposed that the Vice Chair is nominated from existing employer and scheme member representatives, rather than an additional Board Member being appointed as the Vice Chair.

1.3 To maintain the balance between employer and scheme member representatives as far as possible it is proposed that the Vice Chair role alternates between an employer representative and a scheme member representative on a meeting by meeting basis. It is also proposed that the

balance between scheme member and employer representatives is maintained by the Vice Chair having a vote when acting as the Chair of a meeting but not a casting vote.

1.4 In the absence of the Independent Chair at a meeting, the Vice Chair will fulfil the role of the Independent Chair (as set out in paragraph xvii of the terms of reference) to:

- Settle with officers the agenda for a meeting of the Board
- Manage the meetings to ensure that the business of the meeting is completed
- Ensure that all members of the Board show due respect for process and that all views are fully heard and considered
- Strive as far as possible to achieve a consensus as an outcome
- Ensure that the actions and rationale for decisions taken are clear and properly recorded.

1.5 The Vice Chair will have the same expense reimbursement, remuneration and allowances entitlements as existing Board members as set out in paragraph xxix of the terms of reference. This is in line with the entitlements of vice chairs on other East Sussex County Council committees.

1.6 The terms of reference require that “all appointments to the Board shall be by the Governance Committee under delegated authority from the County Council, including the Independent Chair and Vice Chair”. Therefore, the Board will need to nominate members to the Vice Chair position for the Governance Committee to agree at its January 2018 meeting.

2. Conclusion and reasons for recommendations

2.1. The Vice Chair position on the Pension Board is currently vacant. In order to fill the position and maintain as far as practicable the balance between employer and scheme member representatives it is recommended that the Board:

- 1) agree that the Vice Chair position alternates at each meeting between an employer and employee representative;
- 2) agree that the employer representatives nominate a Vice Chair for approval by Governance Committee;
- 3) agree that the scheme member representatives nominate a Vice Chair for approval by Governance Committee; and
- 4) agree whether the employer or scheme member representative acts as the Vice Chair for the 8 February 2018 Board meeting and that the role alternates on a meeting by meeting basis thereafter.

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BACKGROUND DOCUMENTS

None