

Report to: **Pension Board**

Date: **17 June 2019**

By: **Chief Finance Officer**

Title: **Nomination of Vice Chairs**

Purpose: **To seek nominations for the Vice Chair positions on the Pension Board for approval by Governance Committee**

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## **RECOMMENDATIONS –**

**The Board is recommended to:**

- 1) nominate a Vice Chair from the employer representatives for approval by Governance Committee; and**
  - 2) nominate a Vice Chair from the employee representatives for approval by Governance Committee.**
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## **1. Introduction**

- 1.1. In the interest of maintaining the employer and employee balance on the Board, two vice chairs are appointed to the Pension Board– one from the pool of employees, and one from the pool of employer representatives. The role of vice chair is then rotated between the two from meeting to meeting.
- 1.2. The two vice chair positions are currently vacant and the Board needs to provide nominations for approval by the Governance Committee.

## **2. Supporting information**

- 2.1. There is provision in the terms of reference of the Pension Board for a Vice Chair but this role is currently vacant. 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**”.
- 2.2. In line with the requirement in Regulations that there is equal representation between employers and employees on a Pension Board, the terms of reference set out that the Board shall consist of:
  - a) 3 employer representatives
  - b) 3 scheme member representatives.
  - c) 1 Independent Chair
- 2.3. In order to adhere to the agreed composition of the Board, it was previously agreed 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.
- 2.4. To maintain the balance between employer and scheme member representatives as far as possible it was agreed that the Vice Chair role alternates between an employer representative and a scheme member representative on a meeting by meeting basis. It was also agreed 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.

2.5. In the absence of the Independent Chair at a meeting, the Vice Chair fulfils 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.

2.6. 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.

2.7. 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 16 July 2019 meeting.

### **3. Conclusion and reasons for recommendations**

3.1. The Vice Chair positions on the Pension Board are currently vacant. The Board is recommended to:

- 1) nominate a Vice Chair from the employer representatives for approval by Governance Committee; and
- 2) nominate a Vice Chair from the employee representatives for approval by Governance Committee.

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### **BACKGROUND DOCUMENTS**

None