

## **Appendix B**

### **Local Pensions Board Appointment Process**

#### **1.0 Introduction**

- 1.1 The role of the Local Pensions Board “The Board” is to assist in the good governance of the scheme through the monitoring of Fund performance and adherence to statutory duties.

#### **2.0 Local Pensions Board Structure**

- 2.1 The Board consists of twelve individual seats. These individual seats are split into six employer representatives and six member representatives. The employer representative seats consist of five seats ([allocated across the Fund’s employer base](#)) and one City of Wolverhampton Councillor. The member representative seats consist of five trade union seats and one City of Wolverhampton Councillor. Each member of the Board has a right to vote on matters brought before it. Further details with regards to the makeup of the Board are included in the Fund’s Representation Policy which is available on the Fund’s website.
- 2.2 Each year, the position of Chair and Vice-Chair is confirmed, with [employer and member representatives taking the positions on rotation](#).

#### **3.0 Appointment process**

- 3.1 The Fund seeks nominations to the Board of two seats on a [biennial basis](#), one member and one employer. This is to ensure fairness of [representation](#) whilst retaining the knowledge and experience of the group.
- 3.2 Every year the two elected Councillors of the administering authority will be selected by the City of Wolverhampton Full Council at the Annual General Meeting held at the beginning of the municipal year.

- 3.3 The process of selecting which individual seat is up for nomination is determined at the Board's meeting in April of any year and is instigated in the following order:
- a) Those members who have been unable to adhere to their responsibilities of attendance and training throughout the year
  - b) Any vacant seats unfilled or vacancies expected to arise before the end of the municipal year
  - c) Rotation based on length of service, one from the employer group and one from the member group
- 3.4 This process allows for natural movement within the Board, affording opportunities for new members whilst retaining knowledge and skills and considering the responsibility of individual members to fulfil their role to a high standard.
- 3.5 [Where required](#), at the [relevant](#) April meeting an Appointments Panel will be formed to consider the nominations for employer representatives obtained through the annual appointments process. The standard structure of the Appointments Panel shall consist of the following:
- Chair,
  - Vice-Chair
  - Director of Pensions
  - Head of Governance and Corporate Services
- 3.6 If the Chair or Vice Chair are up for nomination, their position on the panel shall be conducted by another employer or member representative respectively.
- 3.7 If the Director of Pensions or the Head of Governance and Corporate Services is unable to fulfill their role on the appointments panel, they reserve the right to appoint a nominated officer from West Midlands Pension Fund.

- 3.8 The Fund will produce a nomination pack published on its website and provided to the Fund's employer and members groups to include the following:
- Application Form
  - Terms of Reference
  - Code of Conduct
  - Conflicts of Interest Policy
  - Role Description
- 3.9 On receipt of applications, the nominations will be considered by the Appointments Panel initially by email to generate a shortlist, followed by a formal invite to interview with the Panel.
- 3.10 Should the Fund receive more applications than available posts, the Appointments Panel will be required to select appointed persons to the Local Pensions Board.
- 3.11 The Appointment Panel will be responsible for interviewing applicants and recommending to the Pensions Board persons appointed. Persons to be appointed must be able to fulfil their duties of knowledge and capacity and will be selected in consideration of maintaining a broad representation of the Fund's employer and member group.
- 3.12 It is permissible for current members of the Board to be re-nominated or to reapply for their post. In the event of the re-nomination of members, the Board may decide to appoint without interview.
- 3.13 The Appointments Process will be completed by the start of each municipal year (June).

#### **4.0 Employer Representatives**

- 4.1 As disclosed in section 2.1 the Board has six employer representatives, five of which consist of the Fund's employer base including education authorities, local authorities, scheduled bodies and admitted bodies.

4.2 Following the April meeting, the Fund will communicate openly and engage with its employer groups to seek appropriate nominations. The Fund will endeavor to ensure that all employer groups are represented on the Board but reserve the right to fill vacant seats if an individual from the group cannot be appointed.

## **5.0 Member Representatives**

5.1 As disclosed in section 2.1 the Board has six member representatives, five of which consist of trade union representatives from Unison, Unite and GMB.

5.2 Following the April meeting, the Head of Governance and Corporate Services will approach collectively, the four trade unions and the TUC to seek nominations to the Pensions Board. Communications may also come from the Fund's Governance Team on behalf of the Head of Governance and Corporate Services.

5.3 The trade unions will work together to provide the Fund with nominations to the vacant member positions and will present a preferred candidate to the Appointments Panel.

## **6.0 Failure to Obtain Nominations**

6.1 Should the Fund fail to receive nominations from the employer and member groups, it may approach persons directly to apply for the vacant positions, for example through the employer peer group. Persons approached in this manner will still need to be formally interviewed and recommended by the Appointments Panel.

6.2 Where direct contact is made, persons contacted will be approached in consideration of their ability to meet the legislative requirement of knowledge and capacity and may be approached by recommendation from the Board.

## **7.0 Nominations mid-term**

7.1 In the event that a member of the Board resigns their position, or are removed, before April in any year, the appointments process will be followed at the time the resignation is received.

<b>Version</b>	<b>Author</b>	<b>Document Title</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Next Review</b>
1	Rachel Howe	Local Pensions Board Appointments Policy	Local Pensions Board	9 July 2020	July 2021
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3	Rachel Howe and Hayley Reid	Local Pensions Board Appointments Policy	Local Pensions Board		