

Hampshire Pension Fun – Representation Policy

The Pension Fund Panel and Board¹

The 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.

Composition

The Pension Fund Panel and Board 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.

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.

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 6.8².

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.

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Appointment of Substitute Members

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.

Powers and duties

Substitute Members will have all the powers and duties of the designated Scheme and employer Members of the Board.

Substitution

Substitute members may attend meetings in that capacity only:

- to take place of the designated Scheme and Employer Member for whom they are the designated substitute.
- where the member for whom they are the designated substitute will be absent for the whole of the meeting.
- after notifying Democratic and Member Services (on behalf of the Chief Executive) before the scheduled start of the meeting of the substitution.

Voting rights

All members of the Panel and Board, including all the Employer and Scheme Member representatives shall have full voting rights.

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.

Scheme Member and Employer Representatives

The objective of the Scheme Member and Employer Representation Policy is that the Hampshire Pension Fund has Scheme Member and Employer Representatives who are most able to contribute to the governance of the Pension Fund and represent the broadest range of the Pension Fund's scheme members and employers.

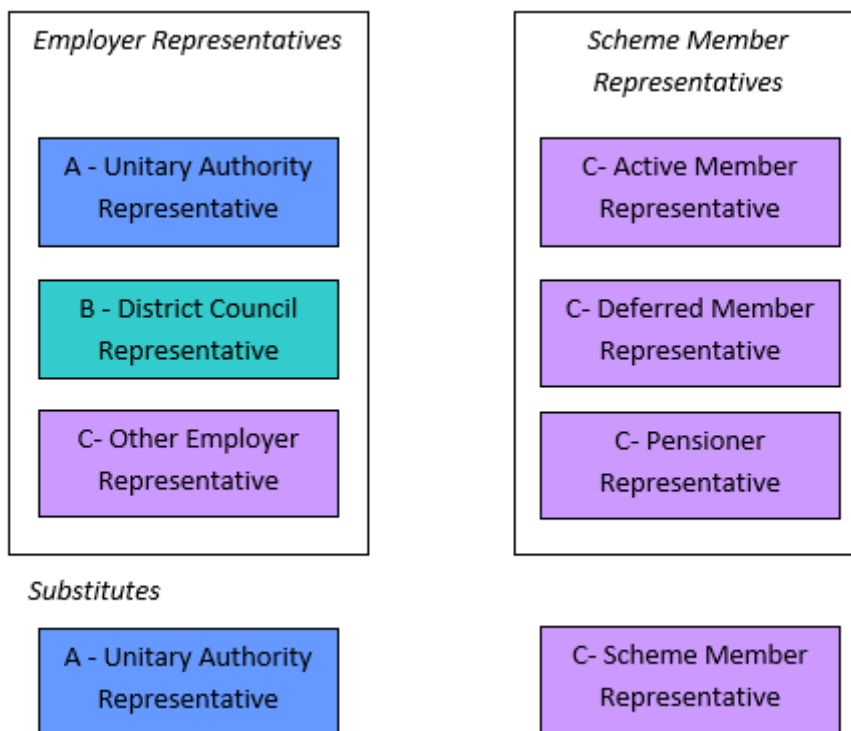
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Role of the Employer and Scheme Member Representatives

As members of the Hampshire Pension Fund Panel and Board, Employer and Scheme Member Representatives will be part of the committee responsible for the administration of the Local Government Pension Scheme (LGPS) in Hampshire and securing compliance with the Local Government Pension Scheme Regulations. The Employer and Scheme Member Representatives will be charged with ensuring that the views of the employers/scheme members that they represent are considered in the decisions made in discharging the Panel and Board’s responsibilities.

Application and Nomination Routes

In order to achieve the aim of having a broad representation of the Pension Fund’s scheme members and employers the representative roles will be categorised as follows, with different appointment processes (A to C) for each, which are set out below.



A – Unitary Authority Representative

Each Unitary Authority of Southampton City Council and Portsmouth City Council will nominate an elected member to serve as their representative on the Panel and Board. The representative seat will rotate between the two cities each **municipal year**, with the city with the non-serving representative fulfilling the role of substitute Employer Representative.

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Unitary Authority Representatives shall serve on the Panel and Board for as long as they continue to be an elected member of the city they are representing and they continue to receive the Unitary Authority’s nomination.

B – District Council Representative

The Hampshire and Isle of Wight Local Government Association (HIOWLGA) will nominate an elected member from one of the 11 District Councils in Hampshire to serve as their representative on the Panel and Board.

The District Council Representative can serve for a maximum of 8 years as long as they remain an elected member of a District Council in Hampshire and continue to receive the nomination of HIOWLGA.

C – Other Employer Representative and Scheme Member Representatives

Applications will be sought by the Hampshire Pension Fund for the other representative roles on the Panel and Board. Prospective applicants will be asked to complete a written application which will be assessed by officers of the Pension Fund and shortlisted applicants will be invited to interview as a final stage of the application process.

To meet the aim of ensuring broad representation from employers and scheme members priorities will be assigned in appointing to the following roles:

- An Employer Representative from one of the large constituent groups amongst the Fund’s employers, such as the education sector or community admission group.
- A Scheme Member Representative from each of the three groups of members:

Representing	Representative will be
Active members	Working for an employer in the Pension Fund and contributing to the Fund
Deferred members	Not yet retired and in receipt of a pension but who has previously contributed to the Fund
Pensioners	In receipt of a pension from the Fund

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A representative selected through an application process can serve for a 4-year term as long as they can continue to represent the employer/scheme member group from which they originally came. At the end of their 4-year term an Employer or Scheme Member Representative can apply again, and if successful serve a maximum one further 4 year term.

Criteria for the selection of Employer or Scheme Member Representatives

Within the priorities for representation from Employer and Scheme Member Representatives the following criteria will be used in the application process to select representatives:

- Able to represent either all employers or all scheme members.
- Has the capacity to be a member of the Pension Fund Panel and Board.
- Excellent communication and listening skills and the ability to work as part of a group.
- Good analytical skills, an aptitude for taking on new information and a commitment to continuous personal development.
- Highly numerate, ideally with a background in the Financial Sector.
- An awareness of pension fund and investment issues.
- Has no conflict of interest in holding or having held a senior management post at the Administering Authority, or a role in administering the Pension Fund; either currently or in the last 5 years.

Approval of appointments

As a committee of Hampshire County Council all appointments to the Pension Fund Panel and Board via all three of the routes above (A, B and C) will be approved by the County Council according to its constitution.