



**HAMPSHIRE**  
PENSION FUND

# Hampshire Pension Fund Representation Policy



Hampshire  
County Council

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## The Pension Fund Panel and Board

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 duties in operating a Pension Fund Board for Hampshire.

### **Composition**

The Pension Fund Panel and Board include within its membership:

- Nine elected members from the Administering Authority.
- Three employer representatives are 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 are appointed in accordance with the Hampshire Pension Panel and Board Representation Policy approved by the Pension Fund Panel and Board from time to time.

Hampshire County Council will appoint the Administering Authority members. The nomination process for the employer and scheme member representatives is contained in this Representation Policy, and the County Council will appoint them 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 according to [Paragraph 6.8 of Part 1: Chapter 8 of Hampshire County Council's Constitution - conflicts of interest](#).

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 two meetings each year.



## 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 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 the 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 from 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 Pension Fund Panel and Board meetings, 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 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.

## **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 LGPS Regulations. The Employer and Scheme Member Representatives will ensure that the views of the employers/scheme members they represent are considered in the decisions made in discharging the Panel and Board's responsibilities.



**Application and Nomination Routes**

To achieve 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.

| Employer Representatives             | Scheme Member Representatives      |
|--------------------------------------|------------------------------------|
| A – Unitary Authority Representative | C – Active Member Representative   |
| B – District Council Representative  | C – Deferred Member Representative |
| C – Other Employer Representative    | C – Pensioner Representative       |

| Substitutes                          |                                  |
|--------------------------------------|----------------------------------|
| A – Unitary Authority Representative | C – Scheme Member Representative |

**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.

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 represent and 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 panel and board representative.

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 officers of the Pension Fund will assess, and shortlisted applicants will be invited to interview in the 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   |
|-------------------------|--|
| <b>Active members</b>   | Working for an employer in the Pension Fund and contributing to the Fund                   |
| <b>Deferred members</b> | Not yet retired and in receipt of a pension but who has previously contributed to the Fund |
| <b>Pensioners</b>       | In receipt of a pension from the Fund  |

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 of one further four-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 five 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.

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