

**Membership**

There are 11 members including:

<b>All Voting* Members</b>	<b>How Nominated or Appointed</b>
7 Members of the Council	Appointed by the Council
1 Member Councillor representing Borough, City and District Councils in Essex	Nominated by Essex Borough and District Leaders/Chief Executives
1 Member Councillor representing Southend on Sea and Thurrock Unitary Councils	Nominated jointly by and from either Southend-on-Sea and Thurrock Councils
1 member representing other Employing Bodies	Nominated by other employers at the employer forum or such other process as agreed by the Chairman and the Director for Essex Pension Fund and must be in the employment of or hold office in relation to an EPF employer.
1 member representing Scheme Members	Nominated by Unison and must be a member of the Essex Pension Fund

\*voting is subject to other provisions within this document.

The Constitution does not permit non Essex County Council members to have substitutes.

**Term of office**

<b>Members</b>	<b>Term of office</b>
7 Members of the Council	1 year as appointed at the annual meeting of the Council or as changed from time to time by the Constitution.
1 Member Councillor representing Borough, City and District Councils in Essex	4 years from the relevant Borough, City and District Council elections.
1 Member Councillor representing Southend on Sea and Thurrock Unitary Councils	4 years from the relevant Unitary Council elections.
1 member representing other Employing Bodies	6 years from date of appointment.
1 member representing Scheme Members	6 years from date of appointment.

The term of office may be extended by up to six months if considered necessary for the purpose for the appointment process, for example, due to the timing of local authority elections, with the agreement of the Director for Essex Pension Fund.

Any Board member may be re-appointed for further terms following the appropriate appointment process.

A member may resign by giving notice to the Director for Essex Pension Fund and shall cease to be qualified to be a member of the Pension Strategy Board if they cease to hold the office or employment which qualifies them for the role.

**Essex Pension Fund Advisory Board**

Members of the Pension Advisory Board are permitted to attend the Pension Strategy Board, including during any items of private business. Comments may also be made by these persons subject to permission to speak being granted by the Chairman. In accordance with the Fund's Conflicts of Interest Policy, a member of the Pension Advisory Board may be asked to leave the room during an item where they have a potential conflict of interest.

## **Role and Function**

The Board will exercise on behalf of the Council all of the powers and duties of the Council in relation to its functions as Administering Authority of the Essex Pension Fund except where they have been specifically delegated by the Council to another Committee or to an officer. Its principal aim is to consider pensions matters with a view to safeguarding the interests of all pension fund members. In doing so, the Board will take account of advice from the Director for Essex Pension Fund and the Fund's professional advisers.

The role of the Board will include the following specific functions:

- (i) to monitor and oversee the work of the Essex Pension Fund Investment Steering Committee through its quarterly reports;
- (ii) to ensure the proper administration of the Fund, including compliance with the Local Government Pension Scheme and other legislation, ensuring that it delivers best value and compliance with statutory and non-statutory best practice guidance where considered appropriate;
- (iii) to determine, review and monitor the Fund's aims, objectives, strategies, compliance statements and procedures relating to the funding strategy, including approving its Funding Strategy Statement;
- (iv) to make arrangements for the actuarial valuation, ongoing monitoring of liabilities and to undertake any asset/liability and other relevant studies as required;
- (v) to determine, review and monitor the Fund's policy in regard to employer admission and cessation arrangements;
- (vi) to determine, review and monitor the Fund's other aims, objectives, policies, strategies, compliance statements and procedures for the overall management of the Fund, including but not limited to administration, communications and governance;
- (vii) to determine how the various administering authority discretions are operated for the Fund;
- (viii) to agree Administering Authority responses to consultations by Central Government, professional and other bodies;
- (ix) to consider any views expressed by employing organisations and staff representatives;
- (x) to both appoint and terminate the appointment of the Fund's advisers, including actuaries, governance advisers and specialist lawyers (where required) and periodically to review those arrangements;
- (xi) to agree the Fund's business plans and monitor progress against them;
- (xii) to consider the Fund's financial statements and to approve an Annual Report on the activities of the Fund in line with legislation and guidance; and
- (xiii) to agree a Knowledge and Skills Policy and ensure its requirements are adhered to.

No matters relating to Essex County Council's responsibilities as an employer participating in the Essex Pension Fund are delegated to the Pension Strategy Board.

**Officers**

The Board may delegate a range of its functions to one or more officers of the Administering Authority. The Board will be responsible for outlining expectations in relation to reporting progress of delegated functions back to the Pension Strategy Board. Any delegations the Board makes to officers should be notified to the Council's Monitoring Officer.

**Quorum**

A meeting of the Pension Strategy Board shall only be quorate when:

- i) At least 4 members are present, and
- ii) At least 3 of the members present are Essex County Council members.

**Chairman**

- (i) Only members of Essex County Council may be the Chairman and Vice-Chairman.
- (ii) The Chairman will be elected by the County Council at the annual meeting.
- (iii) The Vice-Chairman will be elected annually by members of Essex County Council at the Board.

**Training**

The Essex Pension Fund has a dedicated Knowledge and Skills Policy which applies to all members of the Board and which includes the expectation to attend regular training sessions in order they may maintain an appropriate level of knowledge and skills to perform their role effectively.