

Essex Pension Fund Board	EPB/36/11
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Arrangements for Employer Forum and Election of Smaller Employing Bodies Representative

Joint Report by the Head of Investments and the Secretary to the Board

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1. Purpose of the Report

- 1.1 To advise the Board of the arrangements for the Essex Pension Fund Employer Forum and the election of the Smaller Employing Bodies representative.

2. Recommendation

- 2.1 That the arrangements of the Essex Pension Fund Employer Forum and the election of the Smaller Employing Bodies representative be noted.

3. Essex Pension Fund Employer Forum

- 3.1 Each year we try to hold a Forum for the Fund Employers in order to bring them up to date with developments in regard to the Fund and to consult with them on any matters on which we require their input.
- 3.2 The next Forum is to be held on the morning of Friday 20 January 2012 in the Council Chamber at County Hall. Registration and refreshments will be provided between 10.00 and 10.30am. There should be time both before the start of the formal presentations and afterwards for delegates, speakers and members of the Board to mingle and exchange views. All members of the Board are therefore encouraged to attend.

4. Election of Smaller Employing Bodies Representative

- 4.1 At its meeting on 9 March 2011, the Board considered a review of its effectiveness. One of the outcomes of this was that the Board agreed to increase its membership by two, from 12 to 14, to allow for an additional representative of Unitary Authorities and a representative of Smaller Employing Bodies (ie those which are not Councils or Police or Fire Authorities and are not already represented).
- 4.2 A four-stage process for selection of the Smaller Employing Bodies Representative has been agreed by the Chairman of the Board and is as follows:

1. Letter to eligible employers calling for nominations

A pack will be sent to all eligible employers. This will contain a nomination form with provision for a nominee, second and two approvers, and for the person nominated to sign to say that they accept the nomination. The pack will provide clear information concerning the level of commitment required and the arrangements for reimbursing costs. It will also stress the requirement for nominees represent all smaller employing bodies and to act in the best interests of the Fund as whole and all of its stakeholders.

2. Receipt of nominations and nominees' statements (by Friday 30 December)

Nominations will consist of a completed nomination form together with a brief written statement from the nominee illustrating how they fill the requirements of the role.

3. Postal ballot by eligible employers

A ballot paper, copies of the nominees' statements and a return envelope will be sent to all eligible employers. The deadline for the receipt of votes will be 5.00pm on Monday 16 January and the system of voting will be first past the post. Votes will be counted by the Governance Team and the result announced at the Employer Forum on 20 January.

4. Tie break procedure

In the event of a tie, the candidates concerned will be asked to address eligible employers at the Employer Forum, following which there will be a

vote by show of hands, identified by a voting card provided during the registration process.

- 4.3 The term of office for the person elected will be 2 years, until the Employer Forum in 2013.

5. Link to Essex Pension Fund Objectives

- 5.1 Holding an Employer Forum and making arrangements for the Board to include a representative of Smaller Employing Bodies in its membership will assist the Board in achieving the following Fund objectives:
- Ensure the Pension Fund is managed and its services delivered by people who have the appropriate knowledge and expertise
 - Act with integrity and be accountable to our stakeholders for our decisions, ensuring they are robust and well based

6. Risk Implications

- 6.1 Failure to include a representative of Smaller Employing Bodies in the Board's membership would result in non-compliance with statutory guidance on the governance of LGPS Funds.

7. Communication Implications

- 7.1 Holding an Employer Forum facilitates effective communication between the Fund and its employers.
- 7.2 The result of the election of the Smaller Employing Bodies Representative will be communicated to those employers which were eligible to vote.

8. Finance and Resources Implications

- 8.1 Budgetary provision will need to be made for the payment of appropriate expenses to the Smaller Employing Bodies Representative.

9. Background Papers

- 9.1 None