

Appointment of employer representatives to PSB and PAB

Annex B

- i. Initial term 2 years extendable to 4 years.
- ii. Director of EPF to check no conflict of interest for any proposed candidate.
- iii. **Essex County Council (ECC)** – give notice to the leader now to provide two additional elected councillors, one for the PSB/ISC and one for the PAB – noting that they may wait until after elections (7th May) – PSB/ISC place to be filled before PAB – ECC to make own arrangements for selection of representatives
- iv. **Borough, City & District Councils** – give notice now to provide two elected councillors (currently Cllr Archer for Maldon District and Cllr Galley for Chelmsford City), one for the PSB and one for the PAB (cannot both come from same borough/city/district) – noting that they may wait until after elections (7th May) – PSB/ISC place to be filled before PAB – Borough, City & District Councils to make own arrangements for selection of representatives
- v. **Unitary Councils** – give notice now to provide two elected councillors (currently Cllr Woodley for Southend-on-Sea and Cllr Rice for Thurrock), one for the PSB and one for the PAB (cannot both come from same unitary council) – noting that they may wait until after elections (7th May) – PSB/ISC place to be filled before PAB – Unitary Councils to make own arrangements for selection of representatives
- vi. **Other employers** (sectors are: Police, Fire, Academies, Universities and Colleges, Transferee Admission Bodies, Community Admission Bodies, Town & Parish Councils) – request nominations (one for PSB and one for PAB) – nominations to be supported by declaration from own employer – if more than two candidates coming from at least two different employers then first past the post e-voting / employers’ forum voting (depending on timetable) required:
 - First round of e-voting determines other employers representative for PSB
 - Eliminating any nomination from the same employer as the other employers representative for PSB, second round of voting determines other employers representative for PAB
- vii. First round could be by email, second round if required at employers’ forum.
- viii. If any representative resigns during 4 year term, a new representative should be found for the balance of the 4-years term in the case of ECC, Borough, City & District Councils and Unitary Councils. A new other employers representative could commence a new 4-year term.

Appointment of scheme member representatives to PSB and PAB

- ix. Initial term 2 years extendable to 4 years.
- x. Director of EPF to check no conflict of interest for any proposed candidate.
- xi. **Trade union representatives** – request unions to provide two candidates, one for PSB and the other for the PAB.
NOTE: K Blackburn’s current 4 year term on the Pension Board expires 25/9/2015.
- xii. **3 scheme member representatives** for the PAB only drawn from actives, deferreds and pensioner membership the appointment of which shall be arranged as follows:
 - each nominee should be supported by 4 nominations and if an active member a declaration of support (e.g. to allow time off) from their employer;
 - panel consisting of PAB chairman, a member of the GWG and 1 ECC officer to have a discussion with nominees so that nominees can be sure of their commitment and that the panel can be satisfied that they meet the capacity requirement

- if more than three candidates, then panel to select three on basis of wanting distribution across actives, deferreds, pensioners, employer type and geography;

The above will go forward as proposition in papers to 4th March PSB meeting.

Communicating to employers and scheme members and implementation timetable

- xiii. David Tucker (employers) and Matt Mott (scheme members) to come up with timetable to include:
- Communication to employers in respect of both employer and scheme member representatives (active members)
 - Communication to all scheme members
 - Use of messages on payslips, deferred annual benefit statements, pensioner newsletter (avoiding additional postage costs), website (link to microsite covering details), intranets, leaflets, e-mail cascades and advertisement in Essex Chronicle, Cllr Bass on Essex Radio;
 - Other employers' representative voting
 - Panel interview for scheme member representatives
 - Induction training (shared PSB/PAB) and/or first meeting of PAB before 1 August 2015.
- xiv. Note details of what is required communication wise can be taken from guidance on tPR website, PAB's ToR and Annex, job descriptions drawn up for representatives etc.

Timetable and communications etc. to be shared via slideshow at 4th March PSB meeting.

Other actions

- xv. Meeting timetable for PAB in its first 12 months.