

Essex Pension Fund Strategy Board	PSB 07c
Date: 17 March 2021	

Essex Pension Fund Advisory Board (PAB) Recruitment

Report by the Compliance Manager

Enquiries to Amanda Crawford on 03330 321763

1. Purpose of the Report

- 1.1 To notify the Board of a current vacancy on the Essex Pension Fund Advisory Board (PAB) and to outline the proposed recruitment process for the Board's consideration.
- 1.2 In addition, to notify the Board of the upcoming vacancy on the PAB for the Scheme Member representative (UNISON) and the process.

2. Recommendations

- 2.1 That the Board **agrees**:
 - for Fund Officers to commence the recruitment process for a Scheme Member representative;
 - the proposed timetable for the recruitment; and
 - for Fund Officers to liaise with UNISON to establish whether they re-appoint the current incumbent or nominate a new Member, for a term up to six years.
- 2.2 That the Board note:
 - the resignation of a Scheme Member representative on the PAB and the subsequent vacancy;

- the Membership of the of the Appointment's Panel in line with the PAB's Terms of Reference; and
- the content of the report.

3. Background

- 3.1 The PAB is appointed by Essex County Council as its Local Pensions Board in accordance with section 5 of the Public Service Pensions Act 2013 and Part 3 of the Local Government Pension Scheme Regulations 2013.
- 3.2 In line with the PAB's Terms of Reference, it shall consist of nine members and be comprised of:
- i. Four employer representatives made up of one from each of the following groups of employers in the Essex Pension Fund:
 - Essex County Council (an elected member);
 - the District, City and Borough Councils of Essex (an elected member);
 - Southend-on-Sea and Thurrock Unitary Authorities (an elected member);
 - all other employers;
 - ii. four scheme member representatives of which:
 - one will be nominated by the trade unions; and
 - the rest will be drawn from the total Essex Pension Fund active, deferred and pensioner membership;
 - iii. one independent Chairman.

4. Proposed Process for the Scheme Member Representative

- 4.1 A resignation from a Scheme Member representative has resulted in a vacancy and a recruitment process is therefore now required.
- 4.2 An Appointment's Panel should be set up in line with the PAB's Terms of Reference to include:
- the Chairman of the PSB;

- the Scheme Member representative from the PSB; and
- the Interim Director for Essex Pension Fund.

Advice from the Independent Governance & Administration Adviser (IGAA) may be sought if required.

- 4.3 The Scheme Member representative will be appointed through a clear and transparent process via advertisement through various communication media.

5. Timetable

- 5.1 The proposed timetable for the Scheme Member representative recruitment has been detailed below:

Date	Action	Owner
17 March 2021	PSB agree the panel, timetable and process	PSB
End March 2021	Advertising of vacancy via: <ul style="list-style-type: none"> • Employer communications; • Essex Pension Fund Website news item; and • Essex County Council Intranet news item. 	Fund Officers
Week Commencing 19 April 2021	Closing of advertisement and internal sifting	Fund Officers
26 April 2021	Interview by the Appointments Panel	Chairman and Fund Officers
May 2021	Confirmation of appointment of Scheme Member representative	Fund Officers
June 2021	Carry out induction training	Fund Officers
07 July 2021	1 st PAB Meeting	New Scheme Member Rep

- 5.2 Once the Board have agreed to proceed with the proposed process, the Compliance Manager for the Fund will commence the necessary recruitment arrangements.

6. Proposed Process for the Scheme Member (UNISON) Representative

- 6.1 The existing four-year term for the Scheme Member representative provided by UNISON expires end of August 2021.
- 6.2 It is proposed that Fund Officers start the discussions with UNISON to establish if the current incumbent would be reappointed for a further term of up to six years or if they intend to nominate another individual for the position on the PAB. If the latter, this early agreement would enable induction training to be delivered to the new Member in time for the 22 September 2021 meeting.
- 6.3 With approval from the Board, Fund Officers will contact the UNISON Regional Contact to seek their preference.

7. Link to objectives

- 7.1 Act with integrity and be accountable to our stakeholders.
- 7.2 Ensure the Pension Fund is managed and its services delivered by people who have the appropriate knowledge and expertise.

8. Risk Implications

- 8.1 Without full membership of the PAB, the Fund are in breach of the Public Service Pensions Act 2013 and therefore are at risk of not fulfilling their duties as advisers to the PSB.
- 8.2 Links to Risk Register include:
- Failure of governance arrangements to match up to statutory requirements and recommended best practice leads to financial loss and reputational damage; and

- A lack of expertise, insufficient knowledge and maintenance of the PSB, ISC and PAB arising out of high turnover and/or changes within the LGPS benefit structure, regulations and associated directives/deliverables.

9. Communication Implications

- 9.1 The advert for the Scheme Member representative will be advertised via Employer communications, along with news items on the Essex Pension Fund website and the Essex County Council Intranet.
- 9.2 Other than ongoing reporting to the Board, there are no further communication implications.

10. Finance and Resource Implications

- 10.1 The process will be carried out in the main by Fund Officers but there may be a requirement for advice from the Fund's IGAA. This advice will be met within the proposed 2021/22 Budget.

11. Background Papers

- 11.1 Essex County Council Constitution and the Essex Pension Fund Advisory Board Terms of Reference therein.