



# **THE KENT LOCAL PENSION BOARD**

## **APPOINTMENT AND TERMINATION PROCESS**

### **Appointment of members of the Board**

1.1 The Board shall be constituted as follows:

- Employer representatives
  - 2 x Kent County Councillors
  - 2 x other employer representatives to come from nominations from other employers in the Fund (e.g. District, Borough and Parish Councils, Academies, Police, Fire and other scheduled or admitted body employers in the Kent Pension Fund).
- Member representatives
  - 1 x Unison nominated representative
  - 3 x other member representatives, at least one staff and one pensioner representative is desirable.
- The Board may also contain other members
  - 2 x members from an external source (to be recommended by the appointments panel).

### **2. Employer representatives**

- 2.1 Kent County Council representatives will be appointed by the Council.
- 2.2 The Scheme Manager will invite all other scheme employers in the Kent County Council Pension Scheme to submit a nomination for the role of employer representative.
- 2.3 Nominations will not be accepted from district / borough councillors who are also County Councillors
- 2.4 On receipt of applications the nominations will be considered by the Appointments Panel who will make a recommendation to the Scheme Manager.

### **3. Member representatives**

- 3.1 Unison representative: the Scheme Manager will inform Unison of the nomination process and provide them with the nomination pack.

3.2 Other member representatives: the Scheme Manager will attempt to contact all members to inform them of the nomination process and the availability of the nomination pack on the pension website. Communication channels will include:

- A mail shot to all active, deferred and pensioner members;
- Broadcast on the Kent KNet;
- Communication to the Kent Active Retirement Fellowship
- Communication with all scheme employers with a template for their web pages;

3.3 The nomination pack will consist of:

- Member representative application form
- Conflict of interest declaration
- Role description
- Board terms of reference and Code of conduct and conflict of interest policy
- Fund training policy

3.4 On receipt of applications the nominations will be considered by the Appointments Panel.

#### **4. The Appointments Panel**

4.1 The panel overseeing the appointments and termination process shall consist of the following representatives of the Administering Authority:

- The Chair of the Pension Fund Committee
- The Corporate Director of Finance (or their nominee)
- The Head of Pensions and Treasury
- The General Counsel (or their nominee)

#### **5. Appointment of Local Pension Board members**

5.1 The Scheme Manager will appoint members of the Local Pension Board in line with the recommendations of the Appointments Panel.

5.2 Appointment will be without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

5.3 Appointment will be based on merit and values as measured against the Local Pension Board Member role description.

5.4 The Appointments panel reserves the right to interview candidates at its discretion.

- 5.5 If an interim vacancy arises during the term of the Local Pension Board the Scheme Manager will appoint a replacement following a recommendation from the Appointment/termination panel.

**6. Responsibility for terminating membership of the Local Pension Board**

- 6.1 The Scheme Manager will have responsibility for terminating membership of a member of the Local Pension Board on the recommendation of the Appointments panel. This may come under the recommendation of the Chairman of the Local Pension Board.
- 6.2 Circumstances under which membership of the Local Pension Board may be terminated:
- They have a conflict of interest which cannot be managed in accordance with the Board's conflicts policy
  - A member dies or becomes incapable of acting
  - A member of the Board is appointed to the Pension Fund Committee.
  - A member is appointed to the role of an officer of the Administering Authority with responsibility for the discharge of functions under the Regulations
  - A member resigns
  - A representative member ceases to represent his constituency, for example if an employer representative leaves the employment of his employer and therefore ceases to have the capacity to represent the Fund's employers; and
  - A member fails to attend 2 consecutive meetings or otherwise comply with the requirements of being a Board member, for example fails to attend the necessary knowledge and understanding training.