

Policy & Procedure for Recruitment to the Cumbria Pensions Committee and Cumbria Local Pension Board

Introduction:

This paper sets out the process for appointment and recruitment for members of the Pensions Committee and Local Pension Board of Cumbria Pension Fund. This process is compliant with the requirements as detailed within the Pension Regulator's General Code of Practice.

The process for removing members of the Pensions Committee and Local Pension Board is detailed in the Fund's Conflicts of Interest policy.

The Fund's remuneration policy for the Pensions Committee and Local Pension Board is included in the Governance Policy (to be added from March 2025).

Cumbria Pensions Committee:

As detailed in Westmorland and Furness Council's constitution, the membership of the Cumbria Pensions Committee ("the Committee") is comprised of:

- 8 Members of Westmorland & Furness Council;
- 3 co-opted Members of Cumberland Council; and
- 2 employee representatives (one appointed by GMB and one appointed by UNISON).

The Chair and the Vice Chair are appointed annually by Westmorland & Furness Council. The Chair of the Committee will not be a Cabinet Member.

It is the responsibility of each Council to appoint relevant Members to the Committee and similarly it is the responsibility of GMB and Unison to appoint their representatives to the Committee.

Fund Officers will ensure that all new members of the Committee receive appropriate induction training prior to their first formal meeting and have access to on-going training throughout their tenure with the Fund.

Named reserves or substitutes to the Pensions Committee are appointed by their respective Council in the same way as substantive members of the Committee.

Cumbria Local Pension Board:

In accordance with Westmorland and Furness Council's constitution, the membership of the Cumbria Local Pension Board ("the Board") is comprised of:

- 1 independent member (non-voting), appointed as Chair;
- 3 scheme employer representatives (allocated: 1 to Westmorland and Furness Council, 1 to Cumberland Council, and 1 for all other employers within the Cumbria Pension Fund); and
- 3 scheme member representatives (selected to ensure all membership groups within the Fund are covered).

The Vice Chair of the Board is elected annually by the three scheme member representatives and the three scheme employer representatives.

Named reserves or substitutes are permitted and will be sought for each of the scheme member and scheme employer representatives.

Appointment of Independent Chair:

The Independent Chair to the Local Pension Board shall be appointed on a four-year term. This is a remunerated role and, as such, appointment will be through a formal tender process. Additionally, the Fund will promote this role widely through social media, e.g. LinkedIn etc, and wider contacts in the sector.

Applicants will be required to apply setting out their suitability and skills matching to a specific role profile.

The Independent Chair will be appointed by the S151 Officer (or deputy), the Monitoring Officer (or deputy) and an existing member of the Board. The appointment will be agreed by that panel.

Appointment of Council Employer Representatives:

It is the responsibility of the respective Council to appoint their representative to the Local Pension Board and any reserve.

Selection of Non-Council Employer Representative:

Where a vacancy for a non-council employer representative arises, Fund Officers will contact all employers of the Fund (excluding the two Councils) by e-mail seeking applications for the role. The role will also be advertised on the Fund's website.

The selection process undertaken will be as set out in Appendix 1.

Selection of Scheme Member Representatives:

When advertising for scheme member representatives and reserves, Fund Officers will consider the most appropriate route to advert balancing cost, timeframe and the exposure required to attempt to appoint an appropriate member. Options for advertising the vacant role(s) may include (but not be limited to):

- Fund's website
- E-mail to scheme members (where an e-mail address is held by LPPA)
- Mailshot to all scheme members
- Social media e.g. LinkedIn etc.

The selection process undertaken will be as set out in Appendix 1.

Appointment and Selection of Reserves:

Named reserves or substitutes are permitted and will be sought for each of the scheme member and scheme employer representatives. The training and support provided to reserve members is the same as for substantive members so as to enable appropriate substitution where a full member is unable to attend meetings on a temporary or extended basis. Having trained reserve members also ensures succession planning to maintain the skills and competencies required by the Board to operate effectively.

The appointment and selection process for reserves to the Board is the same as for its substantive members.

Remuneration:

The Administering Authority has elected to provide the Chair of the Pensions Committee with a Special Responsibility Allowance for their role. No other specific remuneration is provided to members of the Committee in addition to their Member allowance from their respective authority.

With the exception of the independent Chair of the Board, no remuneration will be awarded to Board members.

Any reasonable expenses incurred by an individual in their role as a member of the Pensions Committee or Local Pension Board will be reimbursed by the Fund.

APPENDIX 1

Local Pension Board - Membership Appointment Process:

It is the responsibility of the Senior Manager - Cumbria Pension Fund to instigate the appointment process for non-Council employer and scheme member representatives to the Board. The Director of Resources (S151 Officer) is responsible for making a decision to appoint representatives to the Board following the conclusion of the appointment process.

The Administering Authority must ensure that each person appointed to the Local Pension Board has, or has the ability, to develop the relevant knowledge and the capacity to represent the employers or members (as appropriate) of the Pension Fund. Whilst it is preferable that new appointees to the Board already have this level of skills and knowledge, the Fund also accepts applicants who have limited knowledge of the LGPS but are keen to develop their skills through training opportunities.

Procedure for Appointing a Non-Council Employer Representative and Scheme Member Representatives:

The selection of Board Members (other than scheme employers representing Councils) will be through an application process. Applicants will be required to outline their suitability for the role and also detail any potential conflicts of interest. This selection process will ensure an open and transparent selection process and to ensure appointed members have, or have the capacity to develop, appropriate skills and knowledge to undertake the role of Board member.

Board members are expected to serve a four-year term. There are no limitations on the number of terms that can be served. Prior to the end of a Board Member's term of office, Fund Officers will advertise the role for a replacement seeking to ensure continual membership of the Board.

Non-Council Employer Representatives

Fund Officers will contact all employers of the Fund (excluding the two Councils) by e-mail seeking applications for the role. The role will also be advertised on the Fund's website.

Should more than one appropriate applicant apply for the role, an interview process may be considered necessary. In such instances, the appointment panel will consist of the Section 151 Officer (or deputy), Monitoring Officer (or deputy) and a member of the Board.

The final decision on the appointment of a scheme employer representative is that of the Director of Resources (S151 Officer).

Scheme Member Representatives

When advertising for scheme member representatives and reserves, Fund Officers will consider the most appropriate route to advert balancing cost, timeframe and the exposure required to attempt to appoint an appropriate Board member. Alternative options may include (but not be limited to):

- Advertising on the Fund's website
- E-mail to scheme members (where an e-mail address is held by LPPA)
- Mailshot to all scheme members
- Social media e.g. LinkedIn etc.

In advertising the role, Officers will aim to seek inclusivity offering opportunities to all scheme members and will aim for a diverse spread of members with varied technical skills, experience and background. Additionally, the advert will include details of the expected level of training required to undertake the role effectively and request details from applicants of any potential conflicts of interest.

Officers will ensure that the application process is open for an appropriate period of time to enable potential applicants to become aware of the advert and consider their suitability for the role.

Following the closing date, Officers will review applications and, if required, arrange interviews.

Where an interview process is required, the appointment panel will consist of the Section 151 Officer (or deputy), Monitoring Officer (or deputy) and a member of the Board.

Prior to appointment to the Board, new members will be required to sign up to the Board's Code of Conduct and Conflicts of Interest Policy.

Reserve Members

The appointment process for named reserves or substitutes to the Board is the same as for substantive members. Where possible, advertisements for reserve members will aim to run alongside advertising for substantive members of the Board so as to reduce costs and officer time.

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