



# **Fife Pension Board – Nominations and Appointments Process for Members**

## Introduction

Fife Council operates a Pensions Committee, comprising nine elected members to facilitate the effective management and administration of Fife Pension Fund.

The Council is also required to establish and maintain a Pension Board, for the purposes of assisting with the ongoing compliance of the fund and is constituted under the provisions of the Local Government Pension Scheme (Governance) (Scotland) Regulations 2015 (the 2015 Regulations) and sections 5 (1) and (2) of the Public Service Pensions Act 2013.

This guidance sets out how Fife Council will support the nomination and appointment of Employee and Employer Representatives to the Pension Board.

## Pension Board Membership

The Pension Board consists of an equal number of representatives nominated by scheme employers and relevant trade unions, drawn from Fife Council and scheduled or admitted bodies in the membership of the fund. Pension Board representatives must not participate in or act as members of the Pensions Committee. Local Authority employer representatives will normally be elected members of the Council.

The Pension Board is made up of eight representatives; four employer and four member (trades unions).

## Trade Union Members

The Board will have four trade union representatives appointed by the trade unions as follows:

GMB	1
UNISON	2
Unite	1

Each of the trade unions will arrange their own selection process after consultation with the Scheme manager. The Scheme manager will confirm the appointment once satisfied that the person to be appointed does not have a conflict of interest.

## Employer Members

The Board will have two local authority representatives and two representatives from the Fund's other employers as follows:-

<b>Employer</b>	
Fife Council	2
Scheduled bodies and Admitted bodies	2

Employer members will be either councillors or, in the case of other employers, board members or similar, based on largest participation in the Fund by employer and with a view to achieving breadth of representation over time. Nominations will be invited for a representative. The Scheme manager will confirm the appointment once satisfied that the person to be appointed does not have a conflict of interest.

Employer representatives and employee representatives will otherwise carry out their role and be appointed and removed in accordance with the Constitution. The term of appointment to the Pension Board will normally be four years. Board members may be reappointed to serve further terms.

Trade unions may withdraw and replace their nominated representatives from time to time by giving reasonable notice to the scheme manager. The replacement representative would be required to undertake the relevant training prior to appointment.

A named substitute can be appointed for their representative. The term of any substitute appointment would cease when the relevant pension board member's appointment ends. Substitutes must undertake the same training as Pension Board representatives and therefore be invited to all training events.

## **Nomination and Appointment Process**

The Scheme Manager will contact all employer bodies that participate in the Fund to invite nominations of a suitable representative(s) to be considered to fill a vacancy as an employer representative on the Pension Board. Similarly, to fill a vacancy as a member representative, the Scheme Manager will contact the Trade Unions.

Applicants will be required to provide a brief biography, demonstrating they have the relevant experience to serve on the Board and will be required to declare they have no conflicts of interest. This will assist the Scheme Manager to ensure that no member of the Pension Board has a conflict of interest. Guidance on Conflicts of Interest is set out in Appendix 1(a).

Where there are multiple nominees for a position from employer nominations (Scheduled and Admitted Employers), Scheme employers would be invited to vote on the position(s) from a shortlist of nominees.

Details of appointments will be published on the Fife Pension Fund website.

Board Members / Pension Board representatives are required to adhere to the [Model Code of Conduct](#) as specified by Scottish Government which sets out the principles which members of the Pension Board are expected to follow to fulfil their legal obligations.

Induction training will be provided on appointment and in accordance with the [Training Policy](#), Training will continue to be offered to Board members to support and develop their knowledge and understanding and to fulfil their obligation to undertake no less than two days (14 hours) of training in each financial year. Members of the Pensions Board will be invited to attend the same training sessions as the Pension Committee. Non-compliance of training will be reported to the body who nominated the representative.

Legal & Democratic Services

Date – 14 December 2023