

**Gloucestershire Local Pension Board
Terms of Reference**

Report of the Director of Finance

1. In accordance with the current terms of reference, the Gloucestershire Local Pension Board is comprised of five members: two employer members, two employee members and an independent chair (currently the Head of Pensions of the Oxfordshire LGPS). The formal quorum for the Board is three members, to include one employer representative and one employee representative.
2. For the first time since the establishment of the Board in 2015, the Boards' last meeting was not quorate, because both of the employee representatives were unable to attend. One of whom has subsequently stepped down from the Board due to ill health. To prevent a repeat of this situation, it is proposed to increase the membership of the Board to seven members (3 employer, 3 employee and the chair), with the formal quorum remaining as three members, to include one employer representative and one employee representative.
3. In addition it is proposed to make a few other changes to the terms of reference of the Board, to improve the effectiveness of the Board.
4. The current terms of reference of the Board are provided as attachment 1 to this paper, with all proposed changes highlighted in "tracked changes".
5. The regulations regarding the methodology for appointing employer and member representatives are clear that it is down to each administering authority to establish an appropriate process. Changes are proposed to section 2 of the terms of reference to make it clear that the scheme manager undertakes the appointments of members to the Board, taking due regard of the appointment guidance set out in the LGPS guidance on the creation and operation of Local Pension Boards.
6. This section is also amended to make it clear that, in order to ensure that effective Board Members are appointed who can demonstrate their capacity to represent other scheme employers or members, wherever possible, a direct appointment process, will be followed. This is in accordance with section 5.25 of the LGPS guidance on the creation and operation of Local Pension Boards, which is provided at attachment 2 to this paper.
7. The other key changes proposed are:

Section 4 – making provision for meetings to go ahead where the chair is not in attendance.

Section 7 – Providing for the payment of reasonable travelling and subsistence expenses.

Section 8 – Formulation of an annual work plan.

8. Under the process set out in paragraph 6 above, working with Peter Clark from Unison, the Scheme Manager has identified two unison members who would be suitable to join the board as employee representatives, and via the Gloucestershire Chief Finance Officers Group the Scheme Manager has identified an appropriate senior officer from one of the District Council's to join as an employer representatives. Once these appointments are made, all of the seven Board Members will be in place.

Recommendation

That the Committee approves the amendments proposed to the terms of reference of the Gloucestershire Local Pension Board, and notes the intended appointments to be made in accordance with the amended terms of reference.

Contact Officer

Mark Spilsbury - Head of Pension Fund (01452 328920)