

APPENDIX 1

NOTTINGHAMSHIRE LOCAL PENSION BOARD

CODE OF PRACTICE

Introduction

1. This Code of Practice for Nottinghamshire Local Pension Board was approved by The Nottinghamshire Local Pension Board on [insert date].

Membership

2. The Board shall consist of 8 voting members, as follows:
 - 4 Member Representatives
 - 4 Employer Representatives
3. There shall be an equal number of Member and Employer Representatives.
4. The Board is established under the Public Service Pensions Act 2013 (the Act); the rules of political proportionality relating to bodies established under the Local Government Act 1972 are not applicable.

Member representatives

5. Member representatives shall either be scheme members or have capacity to represent scheme members of the Nottinghamshire Pension Fund (the Fund).
6. Member representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.
7. Substitutes shall not be appointed.
8. A total of 4 member representatives shall be appointed from the following sources:
 - a) The recognised trade unions representing employees who are scheme members of the Fund.
 - b) Staff groups following a transparent selection process which should be open to all Fund members.
 - c) Scheme Pensioners following a transparent selection process which should be open to all Fund members.

- d) Other scheme members following a transparent selection process which should be open to all Fund members.

Employer representatives

9. Employer representatives shall be office holders or senior employees of employers of the Fund or have experience of representing scheme employers in a similar capacity. No officer or elected member of Nottinghamshire County Council who is responsible for the discharge of Nottinghamshire Pensions Committee and its Sub-Committees may serve as a member of the Board.
10. Employer representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.
11. Substitutes shall not be appointed.
12. A total of 4 employer representatives shall be appointed to the Board from any of the following sources:
- a) 1 employer representatives shall be appointed by Nottinghamshire County Council.
 - b) 1 employer representatives shall be appointed by Nottingham City Council.
 - c) 1 large employer representative shall be appointed where all employers will have been asked to submit their interest in undertaking the role of employer representative on the Board.
 - d) 1 small employer representative shall be appointed where all employers will have been asked to submit their interest in undertaking the role of employer representative on the Board.

Appointment of chair

13. A chair shall be appointed for the Board by the employer and member representatives of the Board from amongst their own number.

Terms of Office

14. The term of office for Board members is 4 years.
15. Extensions to terms of office may be made by Nottinghamshire County Council with the agreement of the Board.
16. A Board member may be appointed for further terms of office using the methods set out in paragraphs 8 and 12 above.

17. Board membership may be terminated prior to the end of the term of office due to:
- (a) A member representative appointed on the basis of their membership of the scheme no longer being a scheme member in the Fund.
 - (b) A member representative no longer being a scheme member or a representative of the body on which their appointment relied.
 - (c) An employer representative no longer holding the office or employment or being a member of the body on which their appointment relied.
 - (d) A Board member no longer being able to demonstrate to Nottinghamshire County Council their capacity to attend and prepare for meetings or to participate in required training.
 - (e) The representative being withdrawn by the nominating body and a replacement identified.
 - (f) A Board member has a conflict of interest which cannot be managed.
 - (g) A Board member who is an elected member becomes a member of Nottinghamshire County Council's Pensions Committee or its Sub-Committees.
 - (h) A Board member who is an officer of the Administering Authority becomes responsible for the discharge of any function of the Administering Authority under the Regulations.

Conflicts of interest

18. All members of the Board must declare to the Administering Authority on appointment and at any such time as their circumstances change, any potential conflict of interest arising as a result of their position on the Board.
19. A conflict of interest is defined as a financial or other interest which is likely to prejudice a person's exercise of functions as a member of the Board. It does not include a financial or other interest arising merely by virtue of that person being a member of the Nottinghamshire Pension Scheme (the Scheme).
20. On appointment to the Board and following any subsequent declaration of potential conflict by a Board member, the Administering Authority shall ensure that any potential conflict is effectively managed in line with the requirements of Nottinghamshire County Council's Code of Conduct for Councillors and Co-opted Members.

Knowledge and understanding (including Training)

21. Knowledge and understanding must be considered in light of the role of the Board to assist the Administering Authority. The Board shall establish and maintain a knowledge and understanding framework to address the knowledge and understanding requirements that apply to Board members under the Act. That framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.
22. Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding framework.
23. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

Meetings

24. The Board shall as a minimum meet two times each year.
25. Meetings shall normally take place between the hours of 10am and 4pm at County Hall.
26. The chair of the Board with the consent of the Board membership may call additional meetings. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone conferencing and e-mails.

Quorum

27. A meeting is only quorate when at least 3 voting members are present, including at least one member representative and one employer representative.
28. A meeting that becomes inquorate may continue but any decisions will be non-binding.

Voting

29. Where there is an equal number of votes for and against a motion there will be no casting vote; the motion will be considered defeated.

Public access to Board meetings and information

30. County Councillors and the general public will have rights of access to meetings under the Council's meeting procedure rules.
31. The following will be entitled to attend Board meetings in an observer capacity:
 - (a) Co-Opted Members of the Pensions Sub-Committee and Pensions Investment Sub-Committee,
 - (b) Any person requested to attend by the Board.

Any such attendees will be permitted to speak at the discretion of the Chair.

Expenses and allowances

32. The Administering Authority will meet the expenses of Board members in line with the Administering Authority's policy on expenses as set out in the Councillor's Allowances Scheme.

Budget

33. The Board is to be provided with adequate resources to fulfil its role. In doing so the budget for the Board will be met from the Fund. The County Council will allocate an annual budget which is managed by and at the discretion of the Board.