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**REPORT FOR: Pension Board**

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<b>Date of Meeting:</b>	5 February 2024
<b>Subject:</b>	Recruitment to Board vacancy – Active Scheme Member
<b>Responsible Officer:</b>	Sharon Daniels, Interim Director of Finance and Assurance
<b>Exempt:</b>	No
<b>Wards affected:</b>	Not applicable
<b>Enclosures:</b>	None.

## **Section 1 – Summary and Recommendations**

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This report updates the Board on the steps being taken to fill the vacant position on the Board.

### **Recommendations:**

The Board is requested to note the report.

## **Section 2 – Report**

1. The Pension Board's terms of reference set out its role, responsibilities, and the membership of the Board. The Board is constituted to have five members, drawn from various groups of people, as follows
  - 2 Employer representatives – one each from
    - The Administering Authority (Harrow Council) - currently represented by Councillor Patel,
    - other scheduled and admitted bodies (i.e. other employers who are participants in the Fund in accordance with the LGPS Regulations) – currently Dr Radford represents this group.
  - 2 Scheme Member representatives – one each from
    - active members
    - pensioners - Mr Balabanoff currently represents this group
  - 1 Independent member (currently Mr Harbord)

Elected Members and officers involved in the management and administration of the Fund are not permitted to become Board members. The legislation requires equal numbers of representatives of scheme members and employers respectively.

2. There has been a vacancy for an “active” scheme member representative since April 2023.
3. Whilst the Board has continued to be correctly constituted, and if three of its current members are in attendance, the meetings are quorate, clearly this position is far from ideal, and needs to be rectified.
4. As indicated in paragraph 1 above, the vacancy can only be filled by people who meet the particular criteria. With that in mind the following steps will be taken in respect of the vacancy.
5. The active scheme member may be employed by any of the scheme employers. Roughly two thirds of active members are employed by Harrow Council, although a number of these will be in community schools. Therefore, to seek nominations we will do the following:

- Corporate Leadership group members will be asked to consider nominating a member of staff from within their teams to this role, and emails sent to representatives of the two trade unions (Unison and GMB).
  - contact community schools to ask them to make their staff who are LGPS scheme members aware of the vacancy
  - Contact the “non LBH” to employers detailed in 5 to ask them to draw the scheme member vacancy to the attention of employees who are scheme members.
6. At the time of drafting this report, the above communications had not just been sent out. Officers will provide an update on progress at the meeting.
7. Assuming one or more nominations are received, these will be considered and if one or both appointments can be made, an appropriate recommendation made to the next available Council meeting.

## **Legal Implications**

8. There are no direct legal implications arising from this report.
9. The terms of reference for the Board include the Board’s role as set out in the following paragraphs.
10. The role of the Board, as defined by sections 5(1) and (2) of the Public Service Pensions Act 2013, is to assist the Administering Authority (London Borough of Harrow) as Scheme Manager in ensuring the effective and efficient governance and administration of the Local Government Pension Scheme (LGPS) including:
- securing compliance with the LGPS regulations and other legislation relating to the governance and administration of the LGPS;
  - securing compliance with requirements imposed in relation to the LGPS by the Pensions Regulator; and
  - such other matters the LGPS regulations may specify.
11. The Administering Authority retains ultimate responsibility for the administration and governance of the scheme. The role of the Board is to support the Administering Authority to fulfil that responsibility.
12. In its role, The Board will have oversight of the administration of the fund including:
- a. The effectiveness of the decision making process
  - b. The direction of the Fund and its overall objectives
  - c. The level of transparency in the conduct of the Fund’s activities
  - d. The administration of benefits and contributions
13. The Board will provide the Scheme Manager with such information as it requires to ensure that any Member of the Board or person to be appointed to the Board does not have a conflict of interest.

14. The Board will ensure it effectively and efficiently complies with the Code of Practice on the Governance and Administration of Public Service Pension Schemes issued by the Pensions Regulator. It will help to ensure that the Fund is managed in the same way.
15. The Board shall meet sufficiently regularly to discharge its duties and responsibilities effectively.

## **Financial Implications**

16. Whilst the performance and effective controls of the fund managers is of paramount importance in the performance of the Pension Fund, there are no financial implications arising from this report.

## **Risk Management Implications**

17. The Pension Fund's Risk Register is reviewed regularly by both the Pension Fund Committee and by the Board. The next review is elsewhere on this agenda.
18. There are no specific risk management implications arising from this report. The level of risk to which its investments are exposed is a key component in developing the Fund's investment strategy.

## **Equalities implications / Public Sector Equality Duty**

19. Was an Equality Impact Assessment carried out? No
20. There are no direct equalities implications arising from this report.

## **Council Priorities**

21. The performance of the Pension Fund directly affects the level of employer contribution which then, in turn, affects the resources available for the Council's priorities.

## **Section 3 - Statutory Officer Clearance**

**Statutory Officer: Sharon Daniels**  
Signed by the Chief Financial Officer

**Date: 26 January 2024**

**Statutory Officer: Sharon Clarke**  
Signed on behalf of the Monitoring Officer

**Date: 25 January 2024**

**Chief Officer: Sharon Daniels**  
Signed on behalf of the Corporate Director

**Date: 26 January 2024**

## **Mandatory Checks**

**Ward Councillors notified: Not Applicable**

## **Section 4 - Contact Details and Background Papers**

**Contact:** Jeremy Randall - Interim Pensions Manager  
Email: [Jeremy.Randall@harrow.gov.uk](mailto:Jeremy.Randall@harrow.gov.uk)  
Telephone 020 8736 6552

**Background Papers:** None