



Glasgow City Council

Strathclyde Pension Fund Board

Report by Director of Strathclyde Pension Fund

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Item 5

<19 June 2017>

Adoption of Constitution

Purpose of Report:

To present a constitution for the Strathclyde Pension Fund Pension Board. The proposed constitution is based on the model constitution published by the Scottish Ministers and referred to in the scheme regulations. This has been amended to reflect the local arrangements for the Strathclyde Pension Fund.

Recommendations:

The Board is asked **to Approve and Adopt** the constitution in line with regulation 6(7) of the Local Government Pension Scheme (Governance) (Scotland) Regulations 2015.

Strathclyde Pension Fund Pension Board Constitution

1. Introduction

The Strathclyde Pension Fund Pension Board is established under the provisions of the Local Government Pension Scheme (Governance) (Scotland) Regulations 2015.

2. Responsibilities

The Pension Board is responsible for assisting the Scheme Manager (Glasgow City Council) in relation to compliance with scheme regulations and the requirements of the Pensions Regulator.

3. Membership

3.1 Trade Union Members

The Board will have 4 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.

3.2 Employer Members

The Board will have 3 local authority representatives and 1 representative from the Fund's other employers. Employer members will be either councillors or, in the case of other employers, board members or similar. The employers with the largest participation in the Fund, excluding the Scheme manager, will each be invited to nominate a representative. The Scheme manager will confirm the appointment once satisfied that the person to be appointed does not have a conflict of interest.

3.3 Term of Appointment

Term of appointment to the Pension Board will normally be concurrent with the council election cycle. Board members may be reappointed to serve further terms. Trade unions and employers may withdraw and replace their nominated representatives from time to time by giving reasonable notice to the scheme manager.

4. Conduct of Board Members

Pension Board representatives are required to adhere to the Model Code of Conduct as specified by the Scottish Government (details can be found at: <http://www.scotland.gov.uk/Topics/Government/local-government/governance/ethical-standards/codes>)

5. Pension Board Chair

The Pension Board will appoint its chair from its own membership. The chair will rotate on an annual basis in accordance with the regulations. The chair will regulate the conduct of the Board during board meetings.

6. Administration

Pension Board administration will be carried out by the Scheme Manager. All reasonable administration costs will be met by the Fund.

7. Joint Secretaries

The role of Joint Secretary for the Pension Board will be undertaken by two officers who are appointed by the Scheme Manager and the relevant Trade Unions. The Joint Secretaries' role is to liaise with Pension Board members and other colleagues to support the smooth operation of Pension Board meetings and to assist in the resolution of any issues arising within normal Pension Board meetings or processes.

8. Advisers

Advisors may attend meetings of the Pension Board (at the discretion of the Chair as to numbers) but they shall not be members of the Pension Board.

9. Conflicts of Interest

Potential conflicts of interest will be managed in accordance with the regulations and with guidance provided by the Pension Regulator. No person may be appointed to the Pension Board that has a significant conflict of interest. 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 Pension Board. It does not include a financial or other interest arising merely by virtue of that person being a member of the scheme or any connected scheme for which the board is established. All Board members will be required to make a declaration of interests and a Register of Interests will be maintained by the Scheme Manager.

10. Committee Meetings

As provided in the regulations it will be normal practice for the Pension Board to meet at the same place and at the same time as the Strathclyde Pension Fund Committee and to consider the same agenda. The Convener of the Committee will act as chair of both meetings. Meetings will be conducted in accordance with Glasgow City Council's Committee Standing Orders so far as relevant. Members of both the Committee and the Board may participate in any discussion, but the final summation and any decision will be reserved to members of the Committee.

11. Pension Board Meetings

To facilitate the smooth running of the Committee meeting, the Board will also meet in advance of the Committee (normally one week in advance). The Pension Board chair will chair this meeting. The Scheme manager will provide a venue and ensure that the Committee agenda and papers and its appropriate officers and advisers are available to the Board for this meeting. Any Board business which is not part of the committee agenda may also be considered at this meeting.

12. Disagreements

Disagreements between the Scheme Manager and the Pension Board will be managed in accordance with the regulations.

13. Training

A programme of training for the members of the Board will be agreed and implemented and reviewed annually. The Scheme Manager will keep a current list of the documents with which they consider pension board members need to be conversant to effectively carry out their role and will ensure that both the list and the documents are accessible. The Scheme Manager will maintain a Training Log for Pension Board members.

14. Information

The Scheme Manager and Pension Board will together ensure that information is published about the activities of the board including its constitution, appointments process, membership, roles and responsibilities, and minutes.
