



North East Scotland Pension Fund

nespf

Appointment Process for the Local Pension Board

April 2025

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Document	Appointment Process for Local Pension Board
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Purpose Statement

Under *sections 5(1) and (2) of the Public Service Pensions Act 2013* each Local Government Pension Scheme Manager in Scotland is required to establish a Pension Board. The Pension Board is responsible for assisting the Scheme Manager (Aberdeen City Council as the administering authority) in relation to compliance with Scheme regulations and the requirements of the Pensions Regulator (tPR).

Membership of the Board will at all times consist of equal numbers of member (trade union) representatives and employer representatives (8 in total).

This policy sets out the Scheme Manager's procedures for appointment of representatives to the North East Scotland Pension Fund Pension Board.

Application and Scope

Where required to fill a vacancy or vacancies;

- The Scheme Manager will attempt to contact all employer bodies that participate in the Fund to invite nominations of a suitable representative(s) to be considered for selection as an employer representative on the Pension Board. Information will be provided on the nomination process and a copy of the Pension Board Terms of Reference and a nomination form will be issued. Similarly, to fill a member representative position the Scheme Manager will contact the Trade Unions (GMB, Unison and Unite) to name a representative.
- On receipt of the applications the nominations will be considered. The requirement will be to appoint representatives as follows to ensure the NESPF Pension Board is made up of equal numbers of employer and member representatives:

Employer

- 1 x Aberdeen City Council Councillor
- 1 x Aberdeenshire Councillor
- 1 x The Moray Council Councillor
- 1 x other Scheduled/Admitted Bodies

Member

- 1 x Unison
- 1 x Unite
- 1 x UCATT (now Unite)
- 1 x GMB

- A shortlist of nominees will be drawn up and voting forms issued (where there are multiple nominees for a position).
- Applicants will need to show they have the relevant experience and capacity to serve on the Board, although training will be provided on appointment and will continue to be offered to Board members to support and develop their knowledge and understanding.
- Candidates selected to be either employer representatives(s) or member representative(s) will then be appointed to those roles by the Scheme Manager or by the Pension Board itself on receiving notice of the selected individuals from the Scheme Manager.
- When an agreement has been made on a candidate, the individual will be informed with an appointment letter.
- The appointment will be published on the NESPF website.
- Any individual who is appointed as a member of the Pension Board will receive a copy of the Code of Conduct. They will be required to agree to this by completing an undertaking form. Prior to appointment the individual will be required to declare any conflicts of interests (and this will be subject to annual review).
- The new NESPF Pension Board member will receive induction training from the Scheme Manager as soon as they are available and before attending their first meeting.
- Following appointment, the Fund will arrange for log in details to be issued to the member by secure email to provide access to the secure Pension Board area of the NESPF website and for access to Hymans online Learning Academy.
- Completion of the Hymans and The Pensions Regulator training should be completed in line with the timescales set out in the Training Policy.

Supporting Procedures & Documentation

This process is supported by the wider governance policies of both the administering authority and NESPF including the Conflicts of Interest Policy – Pension Board Members and Terms of Reference for the Pension Board. Further support is provided through the Pensions Regulator’s General Code and various CIPFA guidance.

Responsibilities

Day to day responsibility for the implementation of this policy sits with the Chief Officer-Finance and dedicated staff within the Pensions Team.

The Pensions Committee will review this policy annually, or in the event of a policy revision and taking account of the results from any training needs analysis and emerging issues.

Any questions or feedback on this document should be forwarded to the **Governance Team**:

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