

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Pension Fund Panel
Date:	15 June 2012
Title:	Pensioners' representative – arrangements for appointment
Reference:	4028
Report From:	Director of Corporate Resources

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1. Executive Summary

- 1.1 The purpose of this report is to set out the process for the selection of the pensioners' representative from 1 April 2013.
- 1.2 The report details the progress that has been made to date with inviting pensioners to nominate themselves if they are interested in the role. It also considers the selection process that will be undertaken to appoint a pensioners' representative from 1 April 2013 onwards.

2. Background

- 2.1. The Panel agreed in June 2011 to extend Mr E.W. Hughes' appointment as the pensioners' representative until 31 March 2013. The Panel also asked the Director of Corporate Resources to investigate how pensioners could be given an opportunity to put themselves forward to be the representative in future.
- 2.2. It was reported to the Panel on 18 May 2012 that Mr Hughes has indicated that he does not plan to seek an extension of his appointment after 31 March 2013.

3. Request for nominations

- 3.1. To minimise on costs of communicating with the 30,000 pensioners, a notice was included with the P60 tax forms that were sent to pensioners at the end of April 2013. The notice provided information about the position of pensioners' representative and asked pensioners who are interested in becoming the representative to contact the Director of Corporate Resources. A closing date of 15 June 2012 was given, for pensioners to

express an interest in the position. At the time of writing, 24 pensioners have expressed an interest in becoming the representative.

4. Selection process

- 4.1. After the closing date, an application form will be sent to all pensioners who have expressed an interest. This form will gather further information about the applicants, including their reasons for applying for the position and the qualities they believe they will bring to the role. It will also give an opportunity to disclose any relevant knowledge and previous experience they have. A template application form is attached as Appendix 1.
- 4.2. A set of criteria for assessing the applicants is being developed but will include matters such as those listed below.
 - The applicant should be a direct and full time pensioner of the Hampshire Pension Fund (ie, not somebody who is in receipt of a pension as a widow, widower or dependant and not in any paid employment)
 - the applicant should be able to demonstrate that they have some financial or administrative experience to indicate that they will be able understand and contribute to the matters dealt with by the Panel. Full training will be provided
 - the applicant must have internet access
 - applicants will not be considered if they have been chief officers of Hampshire County Council in the last 5 years.
- 4.3. If the Panel agrees, the Director of Corporate Resources will consider the application forms against the agreed criteria and use this to produce a shortlist of about 6 applicants. The Director will consult with the Chairman concerning the outcome.
- 4.4. It is proposed that the shortlist will then be invited to an interview with Panel members. This could be the full Panel (although the number of Panel members might make that a daunting experience for the pensioners) or the Panel's existing informal sub-group, or another selection of Panel members if the Panel wishes. The existing sub-group is Councillors Kemp-Gee, Thacker, Dash and Giddings and existing pensioners' representative, Mr E.W. Hughes. The Director of Corporate Resources will provide officer support for the process.
- 4.5. If a sub-group of the Panel conducts the interviews, the sub-group would make a recommendation to the full Panel about the appointment of the pensioners' representative. Alternatively, the Panel may wish to delegate authority to the Director of Corporate Resources to decide on the preferred candidate in consultation with the Chairman, taking into account the views of the Panel sub-group.
- 4.6. The appointment will need to be formally made by the full County Council.
- 4.7. A possible timetable for the process could be:

Expression of interest by pensioners	15 June 2012
Application forms sent to those who have expressed an interest in the role	w/c 25 June 2012
Closing date for return of application forms	23 July 2012
Shortlisting exercise complete	August 2012
Shortlisted applicants interviewed by sub-group and preferred candidate selected	September 2012
Full County Council meeting approves the recommended appointment	29 November 2012

5. Reappointment

- 5.1. It is proposed that the period of appointment will be for four years from 1 April 2013 to 31 March 2017. At the end of this four year period, the selection process would need to be repeated to allow all pensioners the opportunity to apply for the position of pensioners' representative. The 1994 appointment was intended to be for 'an indefinite period' but that is no longer considered to be best practice.
- 5.2. The Panel may wish to consider whether the appointed pensioners' representative should be allowed to apply for reappointment at the end of the proposed four-year term to 31 March 2017. The options could include:
- restricting the pensioners' representative to just one four-year term
 - allowing reappointment for two four-year periods (similar to the US President), following a full selection process to allow other pensioners to put themselves forward
 - allowing unrestricted reappointments, subject to a full re-selection process.

6. Recommendations

- 6.1. That the Director of Corporate Resources be authorised to consider the application forms and shortlist the applicants, consulting with the Chairman concerning the outcome.
- 6.2. That the Panel decide whether the full Panel, the Panel's existing informal sub-group, or another selection of Panel members interview the shortlisted applicants.
- 6.3. That the Director of Corporate Resources be authorised to decide on the preferred candidate in consultation with the Chairman, taking into account the views of the Panel sub-group.
- 6.4. That the Panel decide whether the appointed pensioners' representative should be allowed to apply for reappointment at the end of the proposed

four-year term to 31 March 2017, and whether they should be restricted to two four-year terms of appointment.

CORPORATE OR LEGAL INFORMATION:**Links to the Corporate Strategy**

This proposal does not link to the Corporate Strategy but, nevertheless, requires a decision because actions are required to appoint a representative of pensioners for the Pension Fund Panel.
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Other Significant Links

Links to previous Member decisions:		
<u>Title</u>	<u>Reference</u>	<u>Date</u>
Direct links to specific legislation or Government Directives		
<u>Title</u>	<u>Date</u>	

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

IMPACT ASSESSMENTS:

1. Equalities Impact Assessment:

- 1.1. Equality objectives are not considered to be adversely affected by the proposals in this report.

2. Impact on Crime and Disorder:

- 2.1. The proposals in this report are not considered to have any direct impact on the prevention of crime.

3. Climate Change:

- a) How does what is being proposed impact on our carbon footprint / energy consumption?

No specific impact.

- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

No specific impact.

**Pension Fund Panel
Pensioners' Representative from April 2013**

Application form

Name _____

Address

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Telephone _____

Do you have internet access? Yes / No

Email address _____

Last employer and occupation during pensionable service with the
Hampshire Pension Fund

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Please summarise your reasons for applying for this position, the qualities
you would bring to the role and what you would wish to achieve if
appointed.

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