



Border to Coast Joint Committee

Date of Meeting: 16th June 2020

Report Title: Annual Election of Committee Chair and Vice-Chair
Annual Nomination to Border to Coast Board
(for information and read only)

Report Author: Ian Bainbridge, Chair Officer Operations Group

1.0 Executive Summary:

- 1.1 The report to the Joint Committee in March 2020 set out the process by which the Joint Committee would select its Chair and Vice Chair and make a nomination to the Board of Border to Coast for a Non-Executive Director (NED) to sit on the Company Board.
- 1.2 This process was to take place at the end of this June meeting of the Joint Committee. However, as the meeting is now being held by video conference, it has proved necessary to change the proposed approach and to undertake the ballots by email in the days following the meeting.

2.0 Recommendation:

- 2.1 The Joint Committee is recommended to note the report.

3.0 Process to be adopted:

- 3.1 At the March meeting of the Joint Committee a report was presented which set out a process to be followed to elect and nominate candidates and included background details for the roles and responsibilities of the following posts:
 - Chair of the Joint Committee
 - Vice Chair of the Joint Committee, and
 - Partner Fund Nominated Non Executive Director (NED)
 - 3.2 Whilst a process was agreed, which would have been followed at the close of the formal June meeting of the Joint Committee, it has proved necessary to amend this process to take account of the fact the meeting is now taking place by video conference.
 - 3.3 On 19th May 2020 Ian Bainbridge, the Chair of the Officer Operations Group sent an email to all Members of the Joint Committee advising of the need to change from a
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ballot at the end of the Joint Committee meeting and to instead undertake the elections in the days following the Joint Committee by email. This would be essentially the same process used last year for the nomination of a Partner Fund nominated NED.

- 3.4 The email also asked all administering authorities to consider nominations to the posts and asked that these nominations were sent to the Joint Authorities Governance Unit at South Yorkshire by 8th June 2020, who will be co-ordinating this exercise. Candidates were also asked to submit a short supporting statement. For completeness a nil return was also requested from those authorities not nominating anyone.
- 3.5 At the time of writing the report, the details of the candidates are not known but the Joint Committee members should by the time of this meeting, have received a further email from the Joint Authorities Governance Unit at South Yorkshire, providing details of the candidates and further detail on the process to be followed.
- 3.6 It has been previously agreed that any member selected as a NED should not continue to sit on the Joint Committee in a voting capacity. For this reason it is important that the ballot for the nomination to the NED role should be held first in order to determine eligibility for the Chair or Vice-Chair role.
- 3.7 It is considered important that each Partner Fund is provided with the opportunity to be able to take part in the process. This is aided by moving the process for voting to email.
- 3.8 The Joint Committee has previously decided to use the single transferable vote (STV) system for the ballot as this easily allows Partner Fund representatives to participate whether the votes are cast in a meeting, by a proxy or by email.

4.0 Recommendation

- 4.1 The Joint Committee is recommended to note the report.
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Content of an email from Ian Bainbridge to members of the Joint Committee on 19th May 2020 at 14.36pm

Dear Members of the Joint Committee and Officers,

The June meeting of the Joint Committee was scheduled to conclude with the nomination process for a Partner Fund Nominated Non-Executive Director and the annual election of the Chair and Vice Chair of the Joint Committee. However, due to the Covid-19 pandemic the meeting on 16th June will take place virtually (details to follow) which means it will not be possible to undertake these elections at the end of the meeting. Instead, it is proposed that the nomination and elections should take place in the days after the meeting and by email. This is essentially the same approach that was used last year for the nomination of a Non-Executive Director.

As would normally be the case if the process was to be undertaken at the conclusion of the meeting it is necessary for the elections to take place in the following sequence.

1. Nomination of Non-Executive Director
2. Election of Chair of Joint Committee
3. Election of Vice-chair of Joint Committee

This is because the successful nominee for the role of Non-Executive Director will not be eligible to stand for the role of Chair or Vice Chair of the Joint Committee.

Following the nomination of the candidate for the Non-Executive Director role, the nominee will be subject of formal approval by the Border to Coast Board, vetting by the FCA as a “fit and proper person” and finally approval by the Administering Authorities as shareholders before taking up the role.

It should also be noted that the terms of the Inter Authority Agreement prevent a member for holding the position of Chair and Vice Chair for more than two terms. As the current Chair and Vice Chair have been in post or two terms they cannot stand for the post they currently hold. They could however, stand for the other post. For example, the Chair could stand for the post of Vice Chair and vice versa.

The purpose of this email is to alert all Administering Authorities to the upcoming nomination/election process and to ask that any Administering Authority who is intending to put forward candidates, should declare that intention no later than close of business on Monday 8th June by advising the clerk to the Joint Committee (Gill Richards) at the Joint Authorities Governance Unit at South Yorkshire whose email address is:

GRichards@syjs.gov.uk

Attached is a copy of a Nomination Form which should be completed by each Administering Authority. This asks for the name of the candidate and the role for which they are applying. In addition, a short statement should be provided to support each individual candidate (no more than 500 words). If the candidate is applying for more than one role, this should be clearly indicated on the Nomination Form, but please note only one supporting statement should be provided.

It should also be noted that an Administering Authority may nominate different individuals for role of Non-Executive Director and Chair/Vice Chair. If you choose to do this, please note that you still only submit one supporting statement for each candidate.

The list of candidates and supporting statements will be circulated in advance of the June meeting.

Further details will also be supplied of the exact process to be followed and the timing of the nomination and elections.

Attached is a copy of the report to the last meeting of the Joint Committee which sets out further background and a role profile for each of these positions.

I appreciate that the arrangements at each Administering Authority will be different, so I have sent this email to the Members of the Joint Committee, S151 Officers and Pensions Fund Officers and would ask that each Authority co-ordinate the response to this email in line with their own arrangements and ensure that only one response is received from each.

I should be grateful that once you have discussed this matter within your own Administering Authority, that you respond to Gill Richards by **8th June 2020**.

If you have any questions please come back to either myself or Gill.

Regards

Ian

Ian Bainbridge

Head of Pensions

Tyne and Wear Pension Fund

Town Hall and Civic Offices

Westoe Road, South Shields, Tyne and Wear

NE33 2RL

0191 424 4112

Fax 0191 4541796

ian.bainbridge@southtyneside.gov.uk

www.twpf.info
