Havering
LONDON BOROUGH

GOVERNANCE COMMITTEE
26 November 2025

Subject Heading:	**PENSION COMMITTEE – STAFF MEMBER VOTING RIGHTS**
SLT Lead:	Gavin Milnthorpe Deputy Director, Legal Services 01708 432838
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Policy context:	A well run Council that delivers for People and Place.
Financial summary:	There are no financial implications arising from this report.

The subject matter of this report deals with the following Council Objectives

People - Things that matter for residents

Place - A great place to live, work and enjoy

Resources - A well run Council that delivers for People and Place. X

SUMMARY

1. The Council's Pension Committee is currently comprised of: "7 Councillors, one co-opted Member and two non-voting observers."

2. In September 2023, Governance Committee considered whether to allow a Trade Union representative a vote at Pension Committee. Whilst that proposal was not agreed, Governance Committee agreed to the principle that a staff representative

should be granted a vote at Pension Committee, on the understanding that the staff representative could well be a trade union representative (but need not necessarily be).

3. This paper contains detail as to that proposal.

4. Governance Committee is therefore asked to decide whether or not to recommend the proposal to Full Council for approval.

RECOMMENDATIONS

5. Governance Committee is asked to decide either that:

   (a) No change be made to the constitution; OR

   (b) That the Monitoring Officer be asked to make the necessary amendments to the Constitution so as to allow voting rights for a duly elected staff representative.

6. In the event that Governance Committee adopts the recommendation at 5(b) above, the revised Constitution shall be submitted to Full Council for approval.

REPORT DETAIL

7. The Pension Committee is currently comprised of: 7 Councillors, one co-opted Member and two non-voting observers.

8. The two non-voting observers are appointed by the trade unions. These appointees have no voting rights but are present during all discussions including those concerning any exempt business. The trade union attendees undertake the same level of training as members of the Pension Committee and have a good level of attendance.

9. Many other councils do allow for one or more staff representative with voting rights. (Details of which are shown in the previous Governance Committee report on this matter).

10. A summary of proposed change to the constitution are shown in the attached Schedule 1.

11. The views of Governance Committee are therefore invited.

11a. In the event that the proposal is approved by Governance Committee, and thereafter Full Council, a process to identify the staff representative will be commenced as set out in Schedule 2.

IMPLICATIONS AND RISKS

Equalities implications and Risks

12. None.

Legal implications and Risks

13. There are no legal implications arising directly from recommendations in this report.

14. The Pensions Committee is responsible for the management of the Council's Pension Fund investment portfolio and may take decisions on those matters that are not the responsibility of the Executive under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 relating to matters concerning the Local Government Pension Scheme.

Financial implications and risks:

15. There are no financial implication arising from contents of this report.

Human Resources implications and risks:

16. The recommendations made in this report do not give rise to any identifiable HR risks or implications that would affect either the Council or its workforce.

Environmental and climate change implications and risks

17. None.

BACKGROUND PAPERS

Governance Committee agenda and papers from 26 September 2023.

Schedule 1

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Pensions Committee
See annex 3
7 Councillors, one co-opted Member, one staff representative (with voting rights) and ~~two~~ one non-voting ~~observers~~observer.

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3.3 Although not strictly a Member~~s~~ of the Committee, in accordance with the Constitution, ~~two~~ one representative~~s~~ of the ~~staff~~ Officers ~~are~~ is appointed by the unions to attend and contribute to meetings of the Committee. The~~se~~ appointee~~s~~ ~~have~~ has no voting rights but ~~are~~ is present during the discussion of any exempt business.

3.3a The Officers shall be entitled to elect a representative who shall become a full member of the Committee and shall exercise full voting rights on their behalf.

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(b) The trade unions representing staff who are members of the Council's pension fund may between them appoint ~~two~~ one representative~~s~~ who shall be entitled to attend and speak at meetings of the Pension Committee, but not to vote. The representative~~s~~ shall be entitled to remain should the public be excluded on the grounds that exempt information is to be considered.

(c) The Officers shall be entitled to elect a representative who shall become a full member of the Pension Committee and shall exercise full voting rights on their behalf.

Schedule 2

Staff Representative Election Process – Havering Pension Committee

1. Eligibility and Nomination

Eligibility: Any Havering employee who is a member of the pension fund may nominate themselves.

Exclusion: No officer or elected member responsible for discharging any function of the Council (as administering authority) may serve as the staff representative.

Nomination Method: Interested staff must submit a nomination via email to the designated contact point, including a brief statement of interest.

2. Role Promotion and Awareness

To ensure wide visibility and accessibility, the role will be advertised using multiple channels:

- Initial Promotion (Minimum 4 Weeks Lead-In Time)
- Email to Staff: Details of the role, benefits, requirements, election process, and how to express interest.
- Intranet: A dedicated page with further details, including compliance statements and links to relevant resources.
- Staff Newsletter: Inclusion in the next edition.
- News Section on Intranet: Highlighted announcement.
- Off-Network Staff: Managers will share the opportunity directly with their teams.
- Follow-Up Promotion (After 2 Weeks if Interest is Low)
- Director Cascade: Directors will be asked to promote the opportunity within their teams.
- Chief Executive’s Newsletter: Inclusion to reach all staff.
- All-Staff Email: A reminder and encouragement to participate.

3. Selection Process

All nominations and supporting statement of interest shall be presented to the Pension Committee. The Committee may (in its discretion) reject a proposed representative where it is satisfied that the nominee could not carry out the training referred to below or is manifestly unsuitable for the role (such discretion to be exercised in exceptional circumstances only).

If more than one eligible nominee completes the training:

Voting Mechanism

- Online Voting: A secure digital platform will be used for staff with network access.

- Manual Voting: Paper ballots will be distributed to off-network staff via their managers, with clear instructions and a deadline for submission.

Voting Period

- Voting will be open for two weeks, with reminders sent midway through the period.

Vote Counting and Result Announcement

- Votes will be counted by (or on behalf of) the Monitoring Officer).

- The elected representative will be announced via:
    - Email
    - Intranet
    - Staff newsletter

4. Training Requirement

All nominees must complete the mandatory training required of Pension Committee members before attending Committee in an official capacity.