

Draft Election Process for Scheduled Bodies Employer Representative (for HE and Other Education Bodies) 2021

Nomination Process

Scheduled Body Employers in the education sector will be contacted and will be invited to work together to identify nominees to fill the vacancy for this representative member of the Pensions Committee.

Criteria for Nomination

A representative who is put forward as a candidate for election must fulfil the following criteria:

- Must be a member of the governing body of the scheduled body
- Must have at least two years left on their expected term of office
- Be nominated by the chair of the governing body (or the vice-chair if the candidate is the chair)

Election Process

First step, week 1 – Write to the nominated contact of each scheduled body (around 100 organisations) to set out the vacant role, the proposed nomination and election process and request agreement to approach to a shared appointment.

Each body is asked to agree to the approach or to raise an objection. Each body is also invited to consider whether to make a nomination for the representative who will take a seat on the Pensions Committee. Nominees are invited to support a statement of up to 200 words about why they wish to be appointed.

Week 6 – Deadline for receipt of comments on the proposed process, nominations and supporting statements. If a majority of responses are in favour of the proposed process, the process will be deemed to be confirmed and an election process will be carried out. If there is a single eligible candidate, they will be deemed to be elected unopposed.

Week 7 – If required, a ballot will be held. An email will be sent to the nominated contact of the scheduled body who will obtain a vote from the governing body. Information about each candidate will be included.

Week 11 – Deadline for votes to be submitted.

Week 12 – Votes counted, if possible allowing observers on behalf of candidates in a room at County Hall, Chichester. The Count will be observed by the Returning Officer for the election, who will declare the result. The results will be emailed to each scheduled body and will be reported to the next meeting of the Pensions Committee.