

### The Role and Person Specification for Employer and Scheme Member Representatives



#### Summary

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The London Borough of Hackney Pension Fund will appoint two scheme member representatives and two employer representatives to the London Borough of Hackney Pension Fund Board (the “Board”).

Each member will be bound by the Code of Practice governing senior public appointments and will be required to observe the highest standards of impartiality, integrity and objectivity in relation to the service he/she provides to the Board.

#### What are the Roles & Responsibilities of Board Members?

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- ❖ Your role will be to assist the London Borough of Hackney as Administering Authority in its role as Scheme Manager. As a member of the Pension Board you will help ensure that the London Borough of Hackney Pension Fund is managed and administered effectively and efficiently and complies with the Code of Practice on governance and administration of public service pension schemes issued by the Pensions Regulator.
- ❖ You will be expected to represent the Board in contact with a range of stakeholders including employers, members, the LGPS National Scheme Advisory Board, the Pensions Regulator and the Administering Authority
- ❖ Capacity to attend at least two meetings of the Pensions Board a year.
- ❖ You will be expected to pro-actively participate in Board meeting and prepare adequately for meetings including reading papers and attending relevant training.
- ❖ Depending on your role as scheme member representative or employer representative you will be expected to remain impartial and always acting in the best interests of employers/scheme members.
- ❖ Ensuring that you understand the roles and responsibilities of being a Board member and be conversant with the Board’s Terms of Reference.
- ❖ Ensuring compliance with the conflicts of interest policy and reporting any potential conflicts
- ❖ A short guide from the Pensions Regulator on the roles and responsibilities of Board members can be found on their website: <http://www.thepensionsregulator.gov.uk/docs/quick-guide-public-service-pension-board-members.pdf>

## Person Specification – Experience and Skills



### Summary

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We are looking for people with a range of skills and experience as outlined below, we don't expect each individual Board member to necessarily demonstrate all of the skills and experience outlined below, but applicants should be able to meet a large proportion of them or be willing to work towards them.

### Experience

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- ❖ A positive and committed attitude
- ❖ Independent
- ❖ Capacity to bring a fresh external view to oversight and governance of the Pension Fund
- ❖ A track record of personal achievement at a senior level
- ❖ Experience of service delivery including implementing change and risk management strategies
- ❖ Working with auditors and/or regulators in a public or private sector environment
- ❖ Experience of implementing good governance

### Skills

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- ❖ Good communication skills across all levels
- ❖ Good interpersonal skills with the confidence to challenge, influence and engage
- ❖ Sound knowledge and experience of implementing good governance practices in the public and/or private sector or both
- ❖ Good understanding of financial reports and accounts
- ❖ Ability to analyse and evaluate complex issues and information
- ❖ To understand the strategic importance of the Fund's policies
- ❖ Ability to act impartially and to represent the broader interests of scheme members and employers and to gain the confidence of all stakeholders

### Training

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- ❖ Be willing and have the capacity to undertake training in a complex range of pension related matters

### Policy Context

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- ❖ Understand the role of the Board and the role of the Pensions Committee within the regulatory framework
- ❖ The ability to understand the LGPS environment and the relevant legislation including broader pensions legislation
- ❖ Ability to understand the public accountability of the role

## Terms and Conditions

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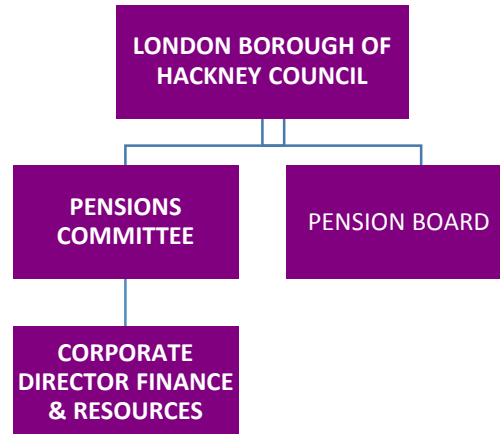
- ❖ The Employer and Scheme Member Representatives will be appointed for a period of three years from the date of establishment of the Pension Board or the date of their appointment if later. This period may be extended to up to four years if jointly agreed by the Appointments Panel
- ❖ Time Commitment – Board Members will be expected to attend a minimum of 2 Board meetings per annum and to have taken the necessary time to read and understand papers.
- ❖ Training – Board Members will also be required to attend the regular training provided to Pensions Committee as part of the standard Pensions Committee agenda as a minimum 4 times a year. Additional training will also be available and this may include daytime training. In addition Pension Board members will be required to demonstrate that they have undertaken the Pensions Regulator Toolkit module: <http://www.thepensionsregulator.gov.uk/public-service-schemes/learn-about-managing-public-service-schemes.aspx>
- ❖ Reimbursement - This is not an employed position and will not attract pension benefits. Expenses incurred in your role and training costs will be paid for including a nominal amount in recognition of your time and service. Payments may be subject to income tax depending on your status.
- ❖ If applicable, your employer will need to allow you time to attend meetings and training and be fully committed to the role.

## Could you be a Pension Board Member for the London Borough of Hackney Pension Fund?

### Where to find more information:



- ❖ Structure of the Pension Fund Governance:



- ❖ Pension Board Terms of Reference – see separate document
- ❖ The Pensions Regulator – Public Sector Pensions Guide  
<http://www.thepensionsregulator.gov.uk/docs/essential-guide-public-service-code.pdf>
- ❖ The Pensions Regulator – Code of Practice Governance and Administration of Public Service Pension Schemes  
<http://www.thepensionsregulator.gov.uk/codes/code-governance-administration-public-service-pension-schemes.aspx>
- ❖ The Pensions Regulator – Public Service Pensions Toolkit  
<http://www.thepensionsregulator.gov.uk/public-service-schemes/learn-about-managing-public-service-schemes.aspx>
- ❖ Pension Fund Report & Accounts 2013/14  
[http://hackney.xpmemberservices.com/Uploads/Files/pension\\_fund\\_annual\\_report\\_and\\_accounts\\_201314.pdf](http://hackney.xpmemberservices.com/Uploads/Files/pension_fund_annual_report_and_accounts_201314.pdf)
- ❖ London Borough of Hackney Pensions Committee Meetings  
<http://mginternet.hackney.gov.uk/ieListMeetings.aspx?CId=499&Year=0>
- ❖ Pension Fund Governance Policy and Compliance Statement  
[http://hackney.xpmemberservices.com/Uploads/Governance\\_Policy\\_and\\_Compliance\\_Statement\\_2015\\_16.pdf](http://hackney.xpmemberservices.com/Uploads/Governance_Policy_and_Compliance_Statement_2015_16.pdf)
- ❖ For more information or to talk to someone about the Pensions Board please contact: Rachel Cowburn [Rachel.cowburn@hackney.gov.uk](mailto:Rachel.cowburn@hackney.gov.uk) 020 8356 2630