

Information Pack for Scheme Member Representative for Pension Board, Kent Pension Fund ([Home - Kent Pension Fund](#))

Purpose of this pack

Your Expression of Interest plays a key part in our appointment process. This information pack provides information on Kent Pension Fund (KPF) and its investment, governance and administration arrangements. Further information about the role of Scheme Member Representative for Pension Board is provided via links in Appendix 1.

Expressions of Interest

Any scheme member of Kent Pension Fund interested in applying for this role should send an email with an Expression of Interest, outlining their motivation for applying, skills, qualifications and experience (maximum 1,500 words).

Applications must be sent no later than 12 noon, 6 November 2026. Applications and any queries about the role must be sent to:

- Kathryn.Harris@kent.gov.uk (Business Management Officer at KPF)

cc'ing

- Emma.green2@kent.gov.uk (Senior Governance & Programme Manager at KPF)

Shortlisted candidates will be invited to attend a MS Teams video call interview in mid/late November 2026. The interview panel will include Officers from the Fund; full details will be provided to shortlisted candidates.

Background and role of Scheme Member Representative for Pension Board

Kent County Council is the Administering Authority for KPF. The Fund is part of the Local Government Pension Scheme (LGPS). Our Scheme Member Representatives provide valuable input that helps shape the Fund. Our Pension Board meets about four times each year during the day, during the working week. **The role of Scheme Member Representative for Pension Board is not paid and is undertaken on a voluntary basis. Expenses are paid. These include travel agreed in advance.** It is a non-decision-making role. There is no requirement to chair meetings

There is an expectation for Scheme Member Representative for Pension Board to actively contribute to meetings. For example, to ask questions about information provided by Officers and in the agenda packs. There is also an expectation to complete training. The Scheme Member Representative will join other representatives on the Board. These include Member and Employer Representatives, and elected Councillors

Prospective applicants should have an interest in Kent Pension Fund and a willingness to learn about the Fund, but they are not expected to have expert knowledge of pensions or the LGPS. We welcome expressions of interest from **current, deferred, and pensioner members of the Kent Pension Fund.**

The Local Government Pension Scheme

KPF is one of 87 separate Funds making up the LGPS in England and Wales. Since April 2014, the LGPS has been a Career Average Revalued Earnings (CARE) scheme with an accrual rate of 1/49. Members who have been in the scheme for a longer time, may also retain defined benefits accrued under previous schemes with accrual rates of 1/80 and 1/60 depending upon their dates of active membership in the scheme. More information about member benefits of the LGPS scheme can be found here: [LGPS Regulations and Guidance](#)

KPF

KPF is one of the largest funds within the LGPS, with assets of over £9bn. The Fund provides pension savings for around 200,000 members and has over 600 contributing employers. Investment management is implemented by Border to Coast Pension Partnership, where the Fund is joined by 17 other LGPS Funds. Pensions Administration, Fund Governance and Investment services are delivered in-house by a team of around 120 dedicated Fund officers.

As of 31 March 2025, the Fund is 104% funded.

Fund Governance

The Fund has a broad suite of policies and strategy documentation: [Policies - Kent Pension Fund](#). The Fund has a Committee and a Board with different members on each. Both Committee and Board meet quarterly.

The Committee has decision making and oversight powers. The terms of reference and membership of the Fund's Committee can be viewed on the [Committee details page](#)

The Board is in place to assist in securing compliance, effective governance and administration. Details about the Fund's Board can be viewed here: [Browse meetings - Pension Board - Kent County Council - Council & Democracy](#)

The Scheme Member Representative for Pension Board is expect to attend the quarterly Pension Board meetings, but not the Fund's Committee meetings.

Investment Management Service

KPF joined Border To Coast Pension Partnership (BCPP) investment pool in 2026. BCPP is authorised and regulated by the Financial Conduct Authority (FCA). Kent's Pension Fund Committee is responsible for approving the Fund's Strategic Asset Allocation which is then delegated to BCPP for implementation through the provision of pooled investment services. BCPP has created a suite of pooled investment vehicles across a range of asset classes to manage clients' assets. The Fund is in the process of transitioning its assets to BCPP.

Pension Administration

Pension Administration is carried out by a dedicated in-house team of specialist Officers. The Fund manages its own contribution collection processes from employers.

Appendix 1 - Further information for applicants interested in the role of Scheme Member Representative for Pension Board

[Terms of reference for the Pension Board, including code of conduct and conflict of interest \(opens in new window\) \(PDF, 300.3 KB\)](#)

[Pension-Board-members-appointment-and-termination-process.pdf](#)

[Pension Board - membership role description](#)

[Kent-Pension-Fund-Training-Strategy.pdf](#)

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