



THE KENT LOCAL PENSION BOARD

LOCAL PENSION BOARD MEMBER ROLE DESCRIPTION

Key features and functions of the role

Your role as a member of the Kent Local Pension Board will be to assist the Scheme Manager in ensuring that the scheme complies with legislation relating to its governance and administration in line with the Public Sector Pension Scheme Act 2013, the Local Government Scheme (LGPS) Regulations 2013 (As amended) and any requirement of The Pensions Regulator.

Key features of the role will include (but not be restricted to) the:

- Review of management, administrative, governance and investment procedures;
- Review of the compliance of scheme employers with their duties;
- Review of documents required by the Regulations;
- Review of scheme member and employer communications;
- Review of complaints received by the Scheme Manager and the application of the Internal Dispute Resolution Procedure and Pension Ombudsman referrals where appropriate;
- Review of the exercise of employer and administering authority discretions;
- Review of the Pension Fund risk register;
- Review of the adherence of subjects to their legal duty to report items of administration that have a 'material significance' to The Pensions Regulator.

Key responsibilities of the role

- You will be required to comply with the Scheme Manager's training policy;
- You will sign and comply with the Kent Local Pension Board Code of Conduct and Conflict of Interest Policy;

Qualities and skills required for the role

You should be able to demonstrate the following essential qualities and skills required to undertake this role:

- To be able to interpret, assess and where necessary critique management information and reports;
- To be able to make objective recommendations, ensuring that you are at all times working in the best interests of the Scheme Manager;
- To already possess or show an aptitude to develop a sound knowledge and understanding of the LGPS Regulations and The Pension Regulator's Code of Practice

Experience and knowledge that will support this role

- Knowledge and experience of governance or management of pension schemes;
- An awareness of key aspects of the administration of the LGPS;
- Prior experience of committee work.

Term of office

The term of office will be 4 years.