Information Pack for Independent Person to Kent Pension Fund (Home - Kent Pension Fund)

Purpose of this pack

Your application plays a key part in our appointment process. It gives you the opportunity to provide us with key information about your skills, qualifications and experience to help us create a shortlist of candidates to invite for an interview. This information pack provides information on Kent Pension Fund (KPF) and its investment, governance and administration arrangements. The objectives for the role are outlined in Appendix 1. Appendix 2 provides the specification for the role.

Application process

Applicants should submit an email with an attachment explaining how they meet the requirements of the role, along with their motivation for applying (maximum 1,500 words). A separate CV must also be attached.

Applications must be sent no later than 12 noon, Friday 28th August 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 September 2026 (the provisional dates for interview are 9th and 10th September 2026). The interview panel will comprise of Officers from the Fund and Fund Committee Members; full details will be provided to shortlisted candidates.

Background

Kent County Council is the Administering Authority for KPF. The Fund is part of the Local Government Pension Scheme (LGPS). Recent LGPS reforms require the Fund to appoint a named Independent Person. The Independent Person will provide strategic expertise and support to the Pension Fund Committee, which meets in-person four times each year. Additional attendance will be required in relation to other events. It is expected that the total time commitment will be around 12 days per annum. Additional days, should they be needed, will be chargeable at a pre-agreed rate

Prospective applicants should have relevant qualifications, accreditations or significant experience of working directly with UK pension fund trustees in investment, governance and pension administration matters. Applicants should have an in-depth and broad knowledge of the LGPS and must be fully conversant with recent developments in the Scheme.

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 here: https://democracy.kent.gov.uk/mgCommitteeDetails.aspx?ID=128 .

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

There will be no requirement for the Independent Person to routinely attend the Local Pension Board, but it may be appropriate to liaise with the Chair from time-to-time to ensure a broad understanding of the activities of the Board.

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 - Strategic Objectives for the Independent Person

Strategy

- Provide independent expertise and support to the Committee and Senior LGPS Officer on the Fund's overall pensions governance, administration (including funding) and investment approach.
- Scrutinise advice and proposals from Officers, the Fund's suppliers and BCPP to ensure compliance with legislation and regulations to support long-term sustainability. This includes the Fund's Fit for the Future requirements and the Pension Regulator's Code of Practice.
- Contribute to the development of the Fund's strategy.

Monitoring

- Monitor performance across the Fund's governance, administration and investments, highlighting issues requiring attention by the Committee.
- Scrutinise reporting from Officers and BCPP, for clarity, effectiveness, and delivery against objectives.

Risk

- Identify key governance, operational, funding and investment risks and assess the effectiveness of mitigation measures.
- Highlight emerging or systemic risks that could affect the Fund's ability to meet its obligations.

Governance

- Support the Committee in understanding technical information presented by Officers, the Fund's suppliers and BCPP, to enhance effective decision making.
- Strengthen committee capability through undertaking independent training and keeping up-to-date with LGPS developments.
- Provide assurance on governance quality, including pooling arrangements.
- Assist the Fund in responding to the outcomes of Independent Governance Reviews (IGRs)

Appendix 2 - Role and Specification: Independent Person

Appointment: Independent Person to Kent Pension Fund (KPF)
Responsible to: Pension Fund Committee
Overall Purpose: To advise the Pension Fund Committee and Fund Officers on investments, governance, administration and related issues.
Remuneration: £20,000 per annum.

Roles and Responsibilities
The Independent Person will be required to attend meetings of the Pension Fund Committee (currently four a year) in-person at County Hall, Maidstone, Kent. Whilst the venue may change in the future, Pension Fund Committee's meeting venue(s) are expected to remain within the geographical boundary of Kent. In addition, the Independent Person will be expected to attend Investment Sub-group meetings, usually virtual, and adhoc meetings with the Fund's Asset Pool (Border to Coast). In total the expected time commitment will be around 12 days per annum.

Attendance at the above meetings will involve:

• supporting on and contributing to investment, governance and administration policy proposals;
• questioning investment executives, administration executives, fund officers and specialist providers regarding performance, investment, governance and administration activity and the suitability of its strategies;
• the Independent Person may be required to produce written reports for these meetings.

Remuneration and expenses
The annual fee is payable quarterly in arrears. The Fund will reimburse all reasonable costs and expenses.

Competencies

Skills and Experience (essential)
Relevant professional qualification such as PMI trustee qualifications or APPT membership and accreditation, or alternative relevant experience as below
Significant experience in pensions, with a strong understanding of governance arrangements, statutory responsibilities and the operating environment of defined benefit schemes.
Awareness of the LGPS governance and regulatory framework, including the roles of administering authorities, Local Pension Boards, The Pensions Regulator and the Scheme Advisory Board.
Knowledge and experience of relevant local authority custom and practice in the

governance of committees and the role of elected members
Proven independence of thought and judgement, with the confidence to speak openly, challenge constructively and listen to the views of others
Ability to scrutinise and challenge advice provided by Officers, the asset pool, advisers and service providers, ensuring decisions are well-supported and robust.
Experience interpreting and applying legislation, regulation or statutory guidance, with the ability to explain implications clearly and objectively.
Understanding of pension administration processes, including service standards, member and employer obligations, performance reporting, data quality and regulatory compliance.
Understanding of investment governance, including oversight roles, the function of the pool, long-term investment considerations and stewardship obligations.
Strong analytical and evaluative skills, with the ability to assess complex information across investments, governance and administration.
High standards of integrity, impartiality and professionalism

Skills and Experience (preferred)
Experience operating in a non-executive, oversight or assurance role, such as audit committees, trustee boards or governance panels.
Ability to communicate complex concepts simply and clearly, supporting committee understanding through explanation, questioning and constructive challenge.
Experience reviewing performance information, including administrative KPIs, governance action plans, investment reporting and pool-related outputs.
Strong stakeholder engagement skills, with the ability to work collaboratively with Officers, service providers, advisers and committee members while maintaining independence.
Awareness of LGPS pooling, including the role of administering authorities as shareholder/clients and expectations on value for money and oversight.
Ability to form balanced, evidence-based recommendations to support decision-making by the Committee or delegated Officers.

Additional Requirements for the Role
Must not be employed by any organisation providing paid pensions advice to Kent Pension Fund either currently or within the Fund's past 2 valuation cycles.
Independence from the Kent Pension Fund and its participating employers
Must not work for anybody conducting the authority's Independent Governance Review or actuarial valuation.