



The Role and Person Specification for Employer Representatives

Summary

The London Borough of Hackney Pension Fund wishes to appoint an employer representative 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 they provide to the Board.

The issues you will consider may at times be sensitive and complex. You will be required to carry out your duties with the utmost care and attention.

What are the Roles & Responsibilities of Board Members?

- ❖ Your role will be to assist the London Borough of Hackney as Administering Authority in its role as Scheme Manager. As an Employer Representative 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 General Code of Practice 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
- ❖ You must have capacity to attend at least 3 meetings of the Pensions Board a Year. Meetings are held in person, although the facility to join online is also available for those who cannot attend in person
- ❖ You will be expected to pro-actively participate in Board meetings and prepare adequately for meetings; including reading papers and attending relevant training
- ❖ You will be expected to remain impartial and always act in the best interests of the pension fund and its members
- ❖ Ensuring that you understand the roles and responsibilities of being a Representative on the Board and be conversant with the Board’s Terms of Reference

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- ❖ Ensuring compliance with the conflicts of interest policy and reporting any potential conflicts

Person Specification

Summary

We are looking for people with a range of skills as outlined below. We don't expect each individual Board member to necessarily demonstrate all of the skills outlined below, but applicants should be able to meet a large proportion of them or be willing to work towards them. A high degree of pensions knowledge is not required initially, as support is available to gain the required knowledge in the first six months.

Skills

- ❖ Good communication skills with the ability to challenge, influence and engage
- ❖ Willingness to learn
- ❖ Ability to bring a fresh external view to the oversight and governance of the Pension Fund
- ❖ Ability to analyse and evaluate complex issues and information
- ❖ Ability to act impartially and to represent the broader interests of scheme members and employers
- ❖ Ability to work across all levels of an organisation and to gain the confidence of all stakeholders
- ❖ A positive and committed attitude.

Training

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

Policy Context

- ❖ The ability to understand the role of the Board and the Pensions Committee
- ❖ The ability to understand the LGPS environment and the relevant legislation including broader pensions legislation
- ❖ A recognition of the public accountability of the role

Terms and Conditions

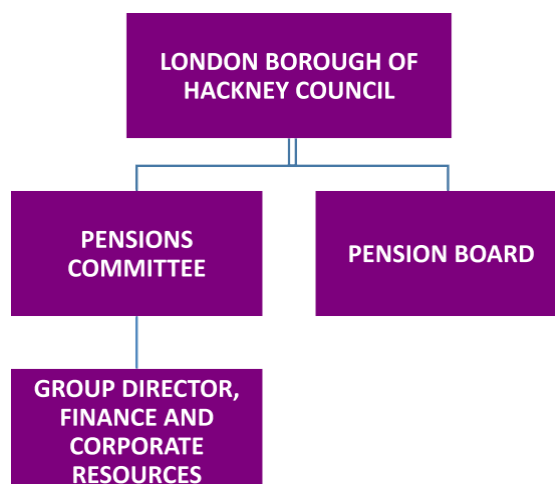
- ❖ **Term** - Employer Representatives will be appointed for a period of 3 years from the date of their appointment. This period may be extended to 4 years if jointly agreed by the Appointments Panel
- ❖ **Time Commitment** – Employer Representatives will be expected to attend a minimum of 3 Board meetings per annum and to have taken the necessary time to read and understand papers
- ❖ **Training** – Employer Representatives will be required to attend regular training sessions, including introductory training. Training will also be provided at Board meetings and Representatives are encouraged to attend the regular training provided to the Pensions Committee. In addition Representatives will be required to demonstrate that they have undertaken the Pensions Regulator Toolkit module:
<https://www.thepensionsregulator.gov.uk/en/public-service-pension-schemes/learn-about-managing-public-service-schemes>
- ❖ **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, unless your employer allows you to undertake this role within your normal working day in which case no allowance will be paid. Any payments made may be subject to income tax depending on your status.

Your employer will need to allow you time to attend meetings and training and be fully committed to the role.

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Where to find more information:

Structure of the Pension Fund Governance:



- ❖ The Pensions Regulator – Public Sector Pensions Guide
<https://www.thepensionsregulator.gov.uk/en/public-service-pension-schemes/further-resources/pension-guides>
- ❖ The Pensions Regulator – Code of Practice
<https://www.thepensionsregulator.gov.uk/en/document-library/code-of-practice>
- ❖ The Pensions Regulator – Public Service Pensions Toolkit
<https://www.thepensionsregulator.gov.uk/en/public-service-pension-schemes/learn-about-managing-public-service-schemes>
- ❖ Pension Fund Report & Accounts
<https://hackneypension.co.uk/documents-library/pension-fund-reports-and-accounts>
- ❖ London Borough of Hackney Pensions Committee Meetings
<https://hackney.moderngov.co.uk/mgCommitteeDetails.aspx?ID=499>
- ❖ London Borough of Hackney Pensions Board Meetings
<https://hackney.moderngov.co.uk/mgCommitteeDetails.aspx?ID=540>
- ❖ Pension Fund Governance Policy and Compliance Statement
<https://hackneypension.co.uk/documents-library/governance-compliance>

For more information, or to talk to someone about the Pensions Board, please contact: Miriam Adams

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