**The City of London Corporation - Local Government Pensions Board**

**Scheme Member Representatives - Job Description and Person Specification**

**Background**

In accordance with the Public Service Pensions Act 2013, the Local Government Pension Scheme Regulations 2013 were amended to require that each administering authority, known as the Scheme Manager, establish a Local Pensions Board responsible for assisting it with:

- securing compliance with the Local Government Pension Scheme Regulations, any other legislation relating to the governance and administration of the Scheme and any connected schemes, and any requirements imposed by the Pensions Regulator.

- ensuring the effective and efficient governance and administration of the Scheme and any connected scheme.

The City Corporation established a Local Government Pensions Board in 2015.

Three Employer Representatives have been appointed. These are:

* James Tumbridge (Common Councillor)
* Mark Wheatley (Common Councillor)
* Paul Wilkinson (City Surveyor)

Three Scheme Member Representatives. These are:

* David Pearson
* Christina McLellan
* Vacancy

The City of London Corporation is an administering authority and is recruiting one Scheme Member Representative to its local Pensions Board. The criteria to be able to serve as a member of the Board, the main duties and responsibilities involved, and the desirable competencies for applicants are detailed below.

Applicants should note that the work of the Local Government Pensions Board is part of a statutory governance framework and membership of the Board carries legal responsibilities from the date of appointment.

**Application Process**

Applications should be made by application form and returned by email to [pensions.board@cityoflondon.gov.uk](mailto:pensions.board@cityoflondon.gov.uk) by 5.00pm Friday 31st March 2023.

Shortlisted applicants will be invited to an interview.

**Criteria**

You must be:

- a current scheme member of the City of London Pension Fund (whether a current employee paying into the Pension Scheme, a past employee with deferred benefits or a current pensioner) to qualify as a **Scheme Member Representative**; or

- have the capacity to represent scheme members.

You must not:

- be an officer or elected Member of the City of London Corporation who has responsibilities for the discharge of any function under the Local Government Pension Scheme Regulations; or

- have a conflict of interest.

Being a member of the Scheme is **not** a conflict of interest. Please contact us for advice and clarification if you believe you may have a conflict of interest, by email to [pensions.board@cityoflondon.gov.uk](mailto:pensions.board@cityoflondon.gov.uk).

We are looking for a person who can demonstrate that they have the capacity to represent the members or employers in the City of London Pension Fund and who will be an effective member of the Local Government Pensions Board, able to carry out the main duties and responsibilitiesof the role. These are detailed below along with the desirable competencies. An induction/training programme will be arranged which must be attended. Term of appointment to the Board will be for a period of four years.

**Main Duties and Responsibilities**

As a Member of the Local Government Pensions Board you will be expected to:

- commit to undertake the role for a term of four years.

- undertake and complete the Pensions Regulator’s online training course in respect of the governance and administration of public sector pension schemes.

- take part in any additional training and development required to obtain and/or maintain the knowledge and understanding required to carry out the role. This will include attendance at training sessions, and continuous professional development. This may also include attendance at conferences and seminars.

You will be expected to prepare for and attend the meetings of the Local Government Pensions Board, participating constructively. This will include:

* reading substantial meeting papers.
* participating in debate.
* challenging others.
* engaging with stakeholders and the participating members or employers as appropriate.

Scheme Member representatives will be expected to assist the Scheme Manager Authority (the City of London Corporation) as detailed in the backgroundsection above. This may include:

* reviewing performance and compliance monitoring reports.
* reviewing management, governance and administration processes.
* assisting with reviewing member communications, Fund policy statements and other documents.
* reviewing financial issues.

You will also be expected to comply and operate within the Local Government Pensions Board’s Terms of Reference and Code of Conduct and have due regard to the ‘Seven Principles of Public Life’, which are:

* Selflessness
* Integrity
* Objectivity
* Accountability
* Openness
* Honesty
* Leadership

**Competencies**

Scheme Member Representatives should meet the criteria set out in the **Criteria** section above and have the capacity to fulfil the duties and responsibilities of the role as set out in the **Main Duties and Responsibilities** section above.

The following competencies are desirable for applicants to have in order to carry out the role effectively. Applicants will be expected to demonstrate these either in their application or at interview, or the ability to quickly gain them.

**Knowledge**

- Knowledge and understanding of the rules of the Local Government Pension Scheme and key policy documents of the Scheme.

- Awareness of the duties and obligations of the Scheme Manager.

- Awareness and knowledge of requirements of the Pensions Regulator and other interested organisations.

- Knowledge and understanding of the law relating to pensions.

**Communications and Leadership**

- Ability to represent the participating Scheme Members at the Local Government Pensions Board meetings.

- Excellent listening, questioning, debating and challenging skills.

- Ability to understand complex documents.

- Ability to speak confidently.

- Ability to write clearly and concisely.

- Ability to use computers and electronic communications.

**Organisational Skills**

- Ability to read and absorb large volumes of information prior to Local Government Pensions Board meetings in order to be prepared.

**Team Working**

- Ability to establish effective working relationships with the other Local Government Pensions Board Members and the Scheme Manager’s Officers and advisors.

**Motivation**

- Ability to commit to and to act with high standards of probity, propriety and governance.

- Ability to accept the legal responsibilities of the role.