

Local Pension Board

Scheme Member Representative

The Wiltshire Pension Fund administrates the Local Government Pension Scheme on behalf of over 67,300 members, managing assets of over £2.4 billion to fund the future liabilities of benefits.

In accordance with the Public Service Pensions Act 2013 (PSPA13), the Wiltshire Pension Fund (the Fund) has established a pension board to provide oversight of the Fund's governance & administration arrangements which as a scheme member representative you will play an important part in maintaining, taking into account the views of the scheme members.

The participating employers, members of the Fund and Wiltshire Council, as the Administering Authority (known as the Scheme Manager under PSPA13) for the Fund, will benefit from the work you do in helping to ensure that the Fund is well managed.

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.

Role Summary

The role of the member representative will be to ensure the Fund is complying with legislation relating to its governance and administration, its own rules and any requirements of The Pensions Regulator.

The aim is to enable the pension board to fulfil their responsibilities in respect of the governance of the Fund in accordance with the Public Service Pension Scheme Act 2013 (PSPA13), legislation governing the Local Government Pension Scheme (LGPS) and the Code of Practice issued by the Pension Regulator.

Your role is to work closely in partnership and assist Wiltshire Council in relation to the following matters:

- Securing compliance with the scheme regulations and other legislation relating to the governance and administration of the scheme and any statutory pension scheme that is connected with it;
- Securing compliance with requirements imposed in relation to the scheme and any connected scheme by the Pensions Regulator;
- Ensuring any breach of duty is considered and followed under the scheme's procedure for reporting to the Pensions Regulator and to Wiltshire Council
- Such other matters as the scheme regulations may specify.
- Assisting the Wiltshire Council to ensure the effective and efficient governance and administration of the scheme.

Responsibilities of the Scheme Member Representative

You must provide Wiltshire Council with any information required so that they can be satisfied that you do not have a conflict of interest. If you become aware of a possible conflict of interest involving yourself or another pension board member or prospective member, you should ensure that Wiltshire Council is aware. Anyone with a conflict of interest may not be appointed to the pension board or will be asked to resign.

You are expected to be available to attend all pension board meetings. There will be at least 4 meetings per annum. In the event of consistent non attendance, the tenure will be reviewed by the Chair to the pension board in liaison with Wiltshire Council.

Training and knowledge and skills

The law requires that once in post that you have the knowledge and understanding of relevant pensions law and have a working knowledge of the Local Government Pension Scheme and statutory guidance supporting it. Your responsibilities start from the day of appointment.

You will also need to know the documented administration policies and a working knowledge of policies about investment governance.

You will need to be aware of the range and extent of pensions law that applies to the Local Government Pension scheme and have enough understanding of the law to recognise when and how it impacts on your responsibilities.

You will have your knowledge and skills measured, monitored and maintained to have a relevant understanding of pensions law and working knowledge of the LGPS and its documentation.

You will be expected to accept ongoing training on relevant issues and developments that meet your needs to ensure that you are able you to perform your duties effectively.

You will be expected to invest sufficient time in your learning and development and keep records of your learning achievements.

Tenure

Your initial appointment will be for a 4 year period on a rolling appointment basis but not exceeding 10 years.

Notice of resignation must be given to the Chair of the pension board and must not be less than 3 month.

Expenses

Expenses only incurred in attending pension board meetings will be reimbursed while other expenses incurred in performing other duties as a pension board member will only be reimbursed if first agreed with the Scheme Manager.

Time Commitment

The time commitment is expected to be approximately 8-10 days per year which includes meetings and training.

Nomination Process

All nominations will initially be scored against the criteria highlighted in the personal specification, below, with the highest scorers being recommended to Wiltshire Council for approval. However in the event that there are more suitable candidates than there are vacancies, those candidates will be asked to put their names forward for a ballot which will be voted on by the active membership of the Pension Fund.

PERSON SPECIFICATION: Member Representative

CRITERIA	ESSENTIAL	DESIRABLE
To be an active / pensioner scheme member of the Wiltshire Pension Fund or capacity to represent these groups	Yes	
Capacity		
<ul style="list-style-type: none"> Ability to attend at least 4 meetings per annum 	Yes	
<ul style="list-style-type: none"> Able to adequately prepare & read meetings paper 	Yes	
<ul style="list-style-type: none"> Ability to represent & act in best interests of scheme members (active / deferred / pensioners) organisations 	Yes	
<ul style="list-style-type: none"> Willing to communicate & brief scheme members (active / deferred / pensioners) as required 	Yes	
<ul style="list-style-type: none"> Willing to attend all induction & follow an on-going training programme 	Yes	
<ul style="list-style-type: none"> Able to commit at least 8-10 days per year 	Yes	
Skills & Experience		
<ul style="list-style-type: none"> Good communications skills 		Yes
<ul style="list-style-type: none"> Willingness to act in collaboration 		Yes
<ul style="list-style-type: none"> Being impartial with the ability to make strategic decisions 		Yes
<ul style="list-style-type: none"> Previous experience on a decision making committee 		Yes
<ul style="list-style-type: none"> Relevant knowledge (familiarity with the LGPS or other pension scheme) 		Yes
<ul style="list-style-type: none"> Competency in financial, pensions, legal or administration skills. 		Yes
<ul style="list-style-type: none"> Experience of oversight and governance 		Yes