

London Borough of Havering Pension Fund

The role and responsibilities of the scheme member representative on the local pension board

In accordance with the Public Service Pensions Act 2013 (PSPA13), the London Borough of Havering Pension Fund (the Fund) has established a local pension board.

As a scheme member representative on the local pension board, you will play an important part in the governance and administration of the Fund, acting on behalf of scheme members. The participating employers, scheme members and the London Borough of Havering 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 matters you will consider may at times be sensitive and complex. You are required to carry out your duties with the utmost care and attention.

Role Summary

The role of the scheme member representative is 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 local 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 the Scheme Manager 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 the Scheme Manager
- Such other matters as the scheme regulations may specify.
- Assisting the Scheme Manager to ensure the effective and efficient governance and administration of the scheme.

Responsibilities of the Scheme Member Representative

You are required to complete a 'Register of Interests' document. If you become aware of a possible conflict of interest you should seek advice from the Council's Monitoring Officer. 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 5 meetings per annum and you are required to attend at least 4 meetings each year, 1 of which must be the Annual Meeting. Board members are not allowed to send a substitute in their absence. In the event that a Board member fails to attend 3 consecutive meetings, that individual will automatically be disqualified, unless the failure was due to some reason approved by the Board before the date of the 3rd consecutive meeting.

Training and knowledge and skills

The law requires you to have knowledge and understanding of relevant pensions law and to 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 should 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.

Notice of resignation must be given to the Chair of the pension board and must not be less than 1 month.