



THE LONDON BOROUGH
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The London Borough of Bromley – Local Pension Board

Role Description & Person Specification

The London Borough of Bromley – Local Pension Board Member: Role Description and Personal Specification

Role and responsibilities of the Pension Board member

The members of the Local Pension Board will be accountable to the London Borough of Bromley (Scheme Manager) and will:

- provide scrutiny of the Local Government Pension Scheme (in both administration and investment) and ensure that it is effective, efficient and fully compliant with scheme regulations, relevant legislation and the requirements of the Pensions Regulator.
- provide evaluations of the governance, delivery and monitoring mechanisms of the London Borough Bromley's Pension Fund, and recommend improvements where required so that members and employers interests are safeguarded.
- ensuring any breach of duty is considered and followed under the scheme's procedure for reporting to Scheme Manager and ultimately to the Pensions Regulator if required.
- ensure the scheme administrator supports members with a range of tools to improve their understanding of their pension benefits.
- review the London Borough Bromley Pension Fund Annual Report.
- such other matters as the scheme regulations may require.
- assisting the Scheme Manager to ensure the effective and efficient governance and administration of the scheme.
- any other duties required by the Scheme Manager to assist in the effective administration of the London Borough Bromley Pension Fund.

Qualities required for the role of a Pension Board member

To be considered, you must be able to demonstrate that you have the qualities, skills and capacity to meet all the essential criteria for appointment, these are:

- to be able to objectively assess and scrutinise the governance arrangements of the Bromley Pension Fund, in both administration and investments. To offer different perspectives, constructive suggestions and improvement recommendations where appropriate
- to be able to present an objective opinion on all material presented to the Board, ensuring that you are working in the best interests of all Scheme members or employers, as appropriate, at all times

- to have or develop a sound knowledge and understanding of scheme regulations, relevant legislation and the Pensions Regulator's public service schemes Code of Practice
- be an effective communicator and team player to promote excellent working relationships within the Local Pension Board and gain the confidence of its stakeholders including the Scheme manager
- be able to represent either Members or Employers (dependent on their designation), and pass information both to and from their representative groups.

Time Commitment

- Members will be required to commit to a minimum annual meeting and up to four meetings (subject to agreement of all Members) of the Board.
- Members must be able to further commit to an additional two days per annum for training. However, in addition Members must undertake a self analysis of their training needs and where appropriate act independently to fill the knowledge gaps identified. This may include but not be limited to, online learning tools, reading of the subject matter, attendance at forums and training events.
- Members should also endeavour to attend as many meetings of the Pension Investment Sub-Committee and where appropriate the General Purposes and Licensing Committee as observers, to aid them in their role.
- Members should spend time preparing for meetings. This may include but is not limited to, reading of regulations and guidance, seeking views of those whom they represent (members or employers), reviewing employer and administering authority policies and reviewing the Pension Fund communications policy and documentation.

Tenure

Tenure period for board members will be a period of four years. Board members may express an interest for reselection following the end of each tenure period.

Conflicts of Interest

Bromley Local Pension Board members will be required to adhere to the Councils Conflicts of Interest Policy. All conflicts of interest must be declared on appointment to the Board and if/when they subsequently occur.

