

Person Specification – Board Member

Role and responsibilities

As a member of the Pension Board you will help ensure that the Suffolk Pension Fund is managed and administered effectively, efficiently, and complies with the code of practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

The members of the Local Pension Board will assist Suffolk County Council as Administering Authority in its role as Scheme Manager:-

- to secure compliance with the Local Government Pension Scheme (LGPS) regulations and any other legislation relating to the governance and administration of the LGPS
- to secure compliance with the requirements imposed in relation to the LGPS by the Pensions Regulator
- to secure the effective and efficient governance and administration of the LGPS for the Suffolk Pension Fund.
- in such other matters as the LGPS regulations may specify
- to provide the Scheme Manager with such information as it requires to ensure that any member of the Pension Board or person to be appointed to the Pension Board does not have a conflict of interest

Requirements for the role of a Pensions Board Member

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

- You must be a member of the Suffolk Pension Fund or represent an active employer body or other organisation such as a trade union;
- You must have a good knowledge of public sector pensions and the capacity/ability to undertake additional learning specifically with regards to the Local Government Pension Scheme;
- You must be aware of the requirements of The Pension Regulator's public service schemes Code of Practice;
- You should be able to understand complex financial matters and comprehend financial reports and data;
- You must be able to act impartially in the interests of both employers and members;
- You must apply and maintain the highest standards of conduct and "seven principles of public life";

- You must 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;
- You must be able to commit to a term of membership of four years; and
- You must be able to attend up to four meetings each year.

Please note that training will be provided in order to help Board Members meet the requirements of the role, and the essential criteria listed above.