

Changes to the job description of the Chairman of the Pension Advisory Board

(additions shown in bold, italic text, deletions struck through.)

West Sussex ~~County Council~~ Pension Fund

Job description for the Pension Advisory Board Chairman

Role Summary

The role of the Chairman is to provide leadership and direction to the Pension Advisory Board.

The Chairman's aim is to enable the Pension Advisory Board to fulfil their responsibilities in respect of the governance of the West Sussex ~~County Council~~ Pension Fund (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.

You will play an important part in the governance and administration of the Fund. Scheme members, employers and West Sussex County 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 should carry out your duties with the utmost care and attention.

The Chairman's 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.

The Chairman will be expected to use ~~any~~ **their** specific skills, knowledge or experience to help the Pension Advisory Board reach sound recommendations. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board in which the Chairman has special expertise.

In addition to the general responsibilities of a Pension Advisory Board member, the Chairman has a number of tasks specific to their role.

1. Main Responsibilities of the Chairman

- ~~providing leadership for the Pension Advisory Board in their role of setting the strategy and policy of the board~~
- **ensuring the Board carries out the functions set out in the Pension Advisory Board terms of reference**
- planning the annual cycle of board meetings and setting the agendas
- chairing and facilitating the board meetings ensuring **meetings are productive and effective and** that **there is opportunity for** all voices and opinions are **to be** heard and judging when consensus is reached
- monitoring that recommendations made at board meetings are implemented
- ~~liaising with the Executive Director Corporate Resources and Services and other senior paid staff member to keep an overview of the pension department's affairs and to provide support as appropriate~~
- **working with the Director of Finance and Support Services and senior officers of the Fund to support the activities of the Board**
- reviewing and appraising the performance of the board
- to receive timely advice on best practice on all new developments relevant to the LGPS and pensions in general and ensure their compliance as appropriate
- ensuring that the board's reporting requirements are met including for example to the Pensions Regulator and the Scheme Advisory Board
- balancing the views and needs of the participating employers and the scheme members
- **preparing a draft Pension Advisory Board Annual Report, Business Plan and Budget in conjunction with officers**
- ensuring that the appropriate equality and diversity rules are adhered to.

Training and knowledge and skills

- ***maintaining an up to date knowledge and understanding of matters which affect the LGPS both directly and indirectly***
- ensure that all new board members fully understand and appreciate their role and responsibilities
- ensure that appropriate knowledge and skills of all board members is measured, monitored and maintained to have a relevant understanding of pensions law and working knowledge of the LGPS and its documentation
- ensure that all board members are developed both as a group and as individuals, to enable them to perform their duties effectively
- ensure that the ongoing training on relevant issues and developments **is available and** meets the needs of the board members.

2. Qualities expected of the Chairman

- proven leadership skills with the ability to effectively chair meetings
-

- articulate in writing and speech, including preparing formal papers and speaking at public occasions
- sufficient gravitas and sensitivity to operate effectively at all levels internally and externally
- commitment to the role
- ***inclusive*** leadership
- integrity, strategic vision and good/independent judgement
- a willingness to devote the necessary time and effort to their duties as Chairman
- ability to help formulate recommendations
- good communication skills
- tact and diplomacy
- willingness to speak one's mind and listen to the views of others
- understanding of the legal responsibilities and liabilities of a Pension Advisory Board member

3. Desirable experience and knowledge

- knowledge and experience of governance or management of work based pension schemes and the regulatory bodies involved
- a good knowledge of the local government pension scheme
- an awareness of the document recording policy about the administration of the LGPS which is for the time being adopted by the Fund
- prior experience of committee/trustee work
- the law relating to pensions
- any matters which are prescribed in regulations.

4. Time consideration

The Pension Advisory Board meets at least ~~3~~ **4** times a year.

It is important that the Chairman is able to visit the ***Council*** office(s) and be available to the Scheme Manager on a regular basis.

In addition to board meetings and training sessions, contact electronically or by telephone will be necessary.

The time commitment for the Chairman is expected to be 1 day per month, on average.
