

**Norfolk Pension Fund
Employer and Scheme Member Representatives on the
Norfolk Pension Fund Pensions Oversight Board
Role description**

Summary

The role of a representative on the Norfolk Pension Fund Pensions Oversight Board is to represent the interests of the scheme employers and scheme members within the Fund and channel information back to those persons effectively.

The Representative's aim is to enable the Pensions Oversight Board to fulfil their responsibilities in respect of the governance of the Norfolk 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.

As a full member of the Board, you will play an important part in the governance and administration of the Fund. Scheme members, employers and Norfolk 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.

1. Main Responsibilities of the Representatives

The Board'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 Chair to ensure the effective and efficient governance and administration of the scheme.

2. Duties

Representatives will be required to:

- Prepare for all meetings in advance, including reading all papers and minutes,
- Contribute to setting the agenda for meetings,
- Actively participate in meetings,

- Show respect to other Board members,
- Assist the Chair in the effective running of meetings
- Have due regard for members and employers when making decisions
- Comply with 'seven principles of public life' (the 'Nolan Principles')

3. Conflicts of Interest

Pensions Oversight Board members will be required to adhere to the Boards Conflicts of Interest Policy.

All conflicts of interest must be declared on appointment to the Board and if/when they occur.

4. Training and Knowledge

The degree of knowledge and understanding required is that appropriate for the purposes of enabling the individual properly to exercise the functions of a member of the pension board.

Pensions Oversight Board members will be required to undertake a personal training needs analysis and to regularly review their skills, competencies and knowledge to identify gaps or weaknesses.

Members are expected to attend training opportunities and maintain a wider interest in the subject, beyond formal intervention, in order to provide rigour and challenge to Pension Committee.

Every member of the Pension Board must be conversant with:

- the rules of the scheme, and
- any document recording policy about the administration of the scheme which is for the time being adopted in relation to the scheme

Every member of the Pension Board must have knowledge and understanding of:

- the law relating to pensions, and
- any other matters which are prescribed in regulations

Members of the Pension Board must meet key attendance and training requirements as detailed in the Terms of Reference of the Pension Board.

5. Qualities expected of Representatives

- commitment to the role
- integrity, vision and good/independent judgment
- a willingness to devote the necessary time and effort to their duties as Representatives
- 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 Norfolk Pension Fund Pensions Oversight Board member.

6. Desirable experience and knowledge

- knowledge and experience of governance or management of work based pension schemes and the regulatory bodies involved
- knowledge of the local government pension scheme
- an awareness of the practices and policies about the administration of the LGPS including -
 - Pension fund administration and governance
 - Pension fund investment management
 - Pension fund liability management
- experience of committee/trustee work
- the law relating to pensions
- any matters which are prescribed in regulations.

7. Time Consideration

The Board meets at least 2 times a year. In addition to meetings, contact electronically or by telephone may be necessary. The time commitment for a representative is expected to be 6 days a year on average which will include training.