

Cornwall Pension Fund

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

In accordance with the Public Service Pensions Act 2013 (PSPA13), Cornwall Pension Fund (the Fund) has established a pension board with effect from 1 April 2015. We are now looking for individuals who wish to sit on the new pension board and represent the Fund's 45,000 plus members. To apply for this role you must be either an active member of the Fund, drawing a pension from the Fund or have a deferred benefit from a previous period of Fund membership.

As a scheme member representative on the pension board, you will play an important part in the governance and administration of the Fund, taking into account the views of the scheme members. The participating employers, members of the Fund and Cornwall 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 will be required to carry out your duties with the utmost care and attention.

Role Summary

The role of the scheme member representative will be to assist the Fund in complying with legislation relating to its governance and administration, its own rules and any requirements of The Pensions Regulator.

Members of the pension board must 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 Employee Representative

You must provide the Scheme Manager with any information required so that they can be satisfied that you do not have a conflict of interest. If you become aware of a possible conflict of interest involving yourself or another pension board member or prospective member, you should ensure that the Scheme Manager is aware. Anyone with a conflict of interest may not be appointed to the pension board or will be asked to resign.

You must have the capacity to attend regular meetings and training sessions and represent all members of the Cornwall Pension Fund.

You are expected to be available to attend all pension board meetings and substitutions are not allowed. There will be at least 2 meetings per annum. In the event of consistent non-attendance, the tenure will be reviewed by the Chair to the pension board in liaison with the Scheme Manager.

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 the statutory guidance supporting it. Your responsibilities start from the day of appointment. Although a considerable amount of knowledge is required to fulfil your duties, you will be supported throughout by the Cornwall Pension Fund, which will provide a comprehensive training programme designed to help you meet the requirements of the role.

You will also need to know the documented administration policies and have 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 in order to ensure 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 initially be for a 2 year period that is extendable to 4 years. Notice of resignation must be given to the Chair of the pension board and must not be less than 1 month.

Expenses

Allowances and expenses will be in accordance with established practice for the committees of Cornwall Council.