THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

JOB DESCRIPTION

Job title	LGPS Independent Person
Directorate	Pension Fund
Grade	£20K per annum

DBS Check Required	None
Justification for DBS	Choose an item.
Politically Restricted	No

Responsible to:	Director of Treasury and Pensions
Employees directly supervised *(if applicable)*:	N/A
Organisational structure chart *(job titles only, no employee names)*	

JOB PURPOSE:

The Independent Person is appointed by the Royal Borough of Kensington and Chelsea, as administering authority for its Pension Fund, under Regulation 53A of the Local Government Pension Scheme Regulations 2013 (as amended). The role supports the LGPS Senior Officer and Pension Fund Investment Committee through independent professional scrutiny and constructive challenge across the Fund's functions.

The role is comparable in purpose to a non-executive director or professional trustee. The Independent Person does not exercise executive or operational authority, make decisions on behalf of the administering authority, or replace the statutory functions of the Committee, LGPS Senior Officer, Section 151 Officer or Local Pension Board. Any formal Committee status is subject to the Council's constitutional arrangements.

DESCRIPTION OF DUTIES:

- Contribute to the development and review of investment, funding, governance, administration, communications, training and responsible investment strategies.
- Scrutinise advice from London CIV, officers, actuaries, investment consultants and other advisers; test assumptions, risks, alternatives and evidence underpinning recommendations.
- Review strategic asset allocation, investment risk, implementation, manager and pool performance, and delivery of the Investment Strategy Statement.
- Support assessment of London CIV as both pool service provider and, where relevant, shareholder relationship, including reporting, escalation and collective oversight.
- Consider actuarial valuations, Funding Strategy Statement, employer contribution policies, liability risks and longer-term funding resilience.
- Challenge administration performance, service standards, data quality, backlogs, member and employer communications, breaches, complaints, cyber resilience and improvement programmes.
- Review governance effectiveness, delegations, decision-making, conflicts, risk management and the implementation of Independent Governance Review action plans.
- Support the Committee's training strategy and identify knowledge gaps affecting significant decisions.
- Monitor progress against agreed strategies, targets and improvement actions; bring significant weaknesses or overdue actions to the attention of the LGPS Senior Officer and Committee.

Meetings, advice and working relationships

- Attend scheduled Investment Committee meetings, ordinarily in person, with appropriate preparation; participate in additional briefings, training and meetings where reasonably required.
- Provide clear, concise and impartial oral or written observations.
- Work primarily with the LGPS Senior Officer and Investment Committee, and engage as appropriate with the Local Pension Board, Section 151 Officer, Monitoring Officer, London CIV and professional advisers.
- Engagement with the Board does not alter its separate statutory scrutiny role.

Independence, conduct and conflicts

- Must be independent of both the Secretary of State and the administering authority
- Maintain actual and perceived independence, disclose and manage conflicts, preserve confidentiality and comply with applicable statutory guidance and Council governance requirements.
- Appointment is conditional upon satisfactory checks concerning current and relevant historic employment, consultancy and other relationships.
- The Independent Person must not assume responsibilities reserved to the Fund's executive officers or appointed professional advisers.

Accountability and appointment arrangements

- The Independent Person is accountable for the quality, independence and timeliness of their own contribution.
- Performance, term, renewal, remuneration, attendance expectations, and termination arrangements will be set out in the approved engagement terms.
- The proposed annual fee is £20,000, subject to approval.
- The appointment is intended to become effective by 31 December 2026, with duties anticipated to commence on 1 January 2027.

Governing framework

Local Government Pension Scheme Regulations 2013 (as amended), including Regulation 53A; Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016; relevant statutory LGPS fund governance guidance; and applicable public law, fiduciary and Council governance requirements.

The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

SELECTION CRITERIA/PERSON SPECIFICATION

Conditions to Note:
The person specification outlines the essential requirements the post holder or applicant must meet to fulfil the role and the duties outlined.

Candidates:
When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:
The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Resilience:
We encourage staff to assist the council during a significant emergency response which will focus on meeting the needs of residents. This may necessitate staff involvement, and in exceptional circumstances, could involve redeployment to support the emergency response.

Informed by our learning from the Grenfell tragedy, senior managers (Head of Service and higher) are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes arranging urgent resources from their own services and rallying staff teams to help residents during their time in need.

Values & Behaviours
The Royal Borough of Kensington and Chelsea have identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	**Equal Opportunities** Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	**Qualifications/Training/Certificates** • An appropriate Pensions Management Institute (PMI) trusteeship qualification, including the Award in Pension Trusteeship, Certificate or Diploma in Professional Trusteeship, or professional trustee accreditation; • Membership of, and accreditation by, the Association of Professional Pension Trustees (APPT); or • Significant relevant pensions experience, particularly across governance and administration, with sufficient breadth to scrutinise investment, funding and risk. • The candidate must personally demonstrate the necessary competence, even where supported by a firm. Other qualifications, including CFA, actuarial, accountancy or investment management qualifications, are relevant supporting evidence but not sufficient on their own.

C	**Skills, knowledge and experience** • Significant relevant experience of pension governance and administration, with sufficient breadth to scrutinise investment, funding, risk and business planning. • Working understanding of the LGPS statutory and governance framework, or a demonstrable ability to apply comparable pensions experience to that framework. • Ability to evaluate complex professional advice, challenge assumptions and assess implications for members, employers and the administering authority. • Understanding of investment strategy and pooling oversight, actuarial funding principles, pension administration and fiduciary governance. • Experience of governance, risk, conflicts of interest, transparent decision-making and professional accountability. • Independent, objective and evidence-led judgement; ability to challenge constructively without assuming executive authority. • Clear oral and written communication with elected members, senior officers and technical advisers. • Integrity, discretion, confidentiality and sound management of actual or perceived conflicts of interest. • Ability to prepare for meetings, prioritise material risks and follow up significant actions. • Commitment to professional development and understanding of the Fund's responsibilities. **Independence and eligibility – mandatory checks** • Candidates must meet the independence requirements of Regulation 53A and statutory guidance. • They must disclose relevant current and historic roles, paid pensions advice, relationships with the administering authority and its advisers, and any other interests that may create actual or perceived conflicts. • Eligibility will be assessed before appointment and monitored throughout the engagement.

OUR VALUES AND BEHAVIOURS

Our values and behaviours underpin everything we do.
They guide our interactions with residents, businesses, visitors, partners and each other.
They are also a measure of how well we've done.

	Our Values & Behaviours
D	**PUTTING COMMUNITIES FIRST** • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work.

	• I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	**RESPECT** • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	**INTEGRITY** • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that:

	• I am told when something is not possible, and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	**WORKING TOGETHER** We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.