

**Business Services
Department**

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date
xx October 2017

when responding please contact
Ola Owolabi
direct line 01273 482017

our ref

your ref

Dear,

Re: Appointment of a Scheme Member Representative

There is a need to appoint a replacement for a scheme member representative on the East Sussex Pensions Board, and you are invited to submit an expression of interest detailing how you will satisfy the requirement to represent pensioners as a Scheme Member Representative on the East Sussex Pension Board, and how your skills and experience will meet the challenges of the role.

The Public Service Pensions Bill sets out governance requirements for the Local Government Pension Scheme (LGPS) introduced on 1 April 2015. The bill makes it a mandatory requirement to establish a Pension Board with responsibility for assisting the Scheme Manager (East Sussex County Council) in relation to securing compliance with the scheme regulations and other legislation relating to the governance and administration of the scheme.

The County Council and the Governance Committee have previously agreed the structure and established the Pension Fund Board. The Pension Board is made up of 7 members as follows:

- a. Employer representative x 3;
- b. Scheme member representative x 3;
- c. Independent Chair x 1.

The role is to represent the interests of members within the Fund and as a full member of the Board; you will play an important part in the governance and administration of the Fund. It is therefore important that you fully demonstrate as far as possible how you think you will meet the key requirements of the scheme (pensioner) member representative on the local pension board. While a level of commitment is expected there will be full training and support provided.

This is a voluntary position and offers a great opportunity to contribute at the highest levels in the governance of the Pension Fund and to benefit from your work in helping to ensure that the Fund is well managed.

Additional information about the Pension Board, agenda, notes from previous meetings are available through the link below –

<https://democracy.eastsussex.gov.uk/mgCommitteeDetails.aspx?ID=374>

If interested, I will be grateful if you can provide me with a supporting statement that addresses the key requirements within the attached member's role description. It may be helpful to consider the following types of evidence when formulating your answers:

- How you will have the time to attend meetings;
- How you will give a commitment to attending training;
- How you will represent members of the pension scheme;
- Your commitment for the tenure of the role, i.e., 4 years.

It would be helpful to also detail any knowledge or understanding you have of public sector pension schemes and the Local Government Pension Scheme. This information should be contained in no more than two sides of A4, and can be sent through the post or using the Fund e-mail at escppensionsmanager@eastsussex.gov.uk. Applicants shortlisted for interview will be contacted after the closing date below.

Please note that the submission of your expression of interest with a supporting statement closes on **10 November 2017**.

Yours

Ola Owolabi
Head of Pensions

Encl.

- Scheme Member Representative Role description