



## Role of Employer and Member Representative on the Pension Board

### Summary

Gwynedd Pension Fund will appoint three member representatives and three employer representatives to the Gwynedd Pension Fund Pension Board (the "Board").

Each member shall be bound by the Code of Conduct for Gwynedd Council Members in the exercise of its function as a member of the Board, and shall be required to observe the highest standards of impartiality, integrity and objectivity in relation to the service he / she provides to the Board.

### Role and Responsibilities

- Ensure that Gwynedd Pension Fund is administered effectively and that it complies with relevant laws, regulations and codes of practice.
- Represent the Board in relation to a range of relevant parties including: employers, members, LGPS Advisory Board, Pensions Regulator and the administering authority.
- Proactively participate in Board meetings.
- Adequate preparation for meetings and the wider role by ensuring that papers distributed are read in a timely manner; advice and clarification is sought promptly: and that training needs themselves are identified and met through training courses.
- Ensure understanding of role and responsibilities and be fully conversant with the Board's Terms of Reference.
- Ensure that the Board is sufficiently informed to consider all matters brought before them and have the ability to undertake the role.
- Ensure full compliance with regulations regarding the reporting of conflicts of interest.
- Act in accordance with the seven principles of public life and relevant laws and regulations.
- Actively reporting on the Board's performance.
- To act in accordance with the Council's Code of Practice for elected representatives and officers.
- Operate with political impartiality and fulfill the obligations of the Gwynedd Pension Fund Pension Board without regard to contacts outside the Board.



## Person Specification for Employer and Member Representative of the Pension Board

### Summary

In order to operate effectively, the Board will need to have a mix of relevant knowledge and skills. It is not envisaged that each individual member will demonstrate each of the skills and experience separately, but candidates should be able to demonstrate most of those set out below.

### Experience

- Positive and committed attitude.
- Independence of judgment.
- Ability to bring fresh, external opinion to oversee governance.
- Experience of working with changing regimes and risk management.
- Work with auditors and / or regulators in a public or private sector environment.
- Experience of implementing good governance.

### Skills

- Good communication skills across all levels.
- Good interpersonal skills with the ability to provide constructive discussion.
- Knowledge and experience of implementing good governance practices in both the public and / or private sectors or both.
- Understanding of financial reports and accounts.
- Ability to analyse and evaluate complex issues and information.
- Understand the strategic importance of the Fund's policies.

### Training

- Be willing and able to undertake training to fulfill the role.

### **Strategic and Policy Context**

- Recognise and understand the role of the Board and Committee within the regulatory and Political environment.
- Strategic and operational understanding of:
  - The Local Government Pension Scheme and the Local Government environment;
  - Legislation relating to Pension Schemes;
  - Ongoing national discussion on pensions;
- Recognise the public accountability of the role.