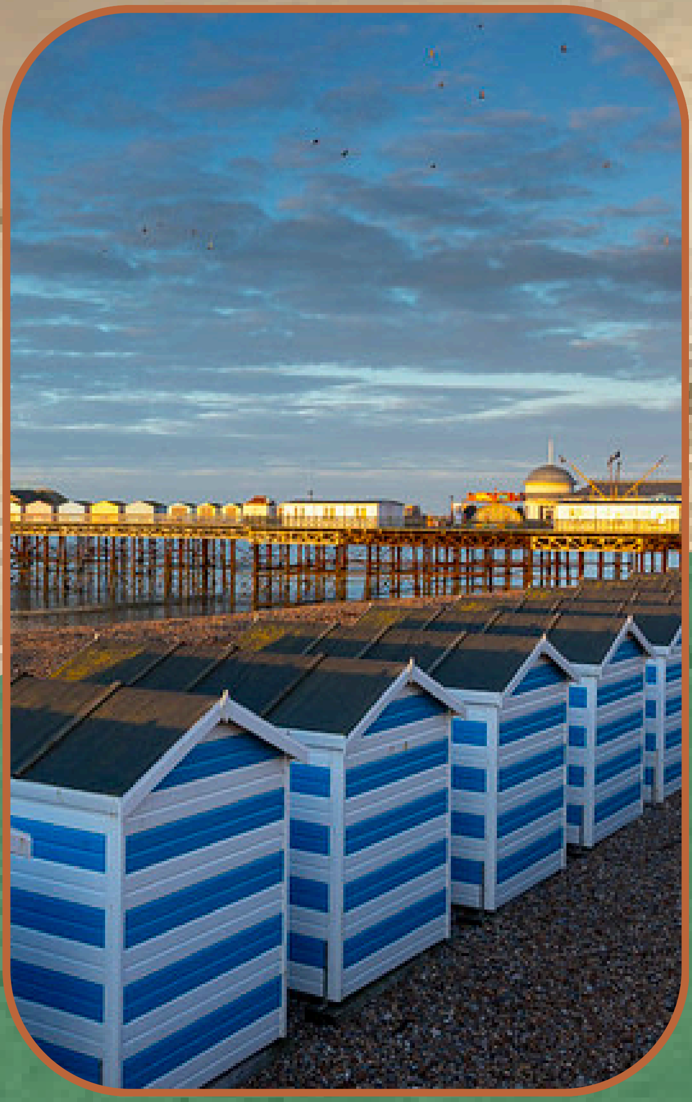
East Sussex Pension Fund

# Appointment of Independent Person

East Sussex Pension Fund is seeking an Independent Person to provide advice on Local Government Pension Scheme governance, administration and investments



# About

## East Sussex Pension Fund

East Sussex Pension Fund is part of the Local Government Pension Scheme (LGPS) which is a national pension scheme for people working in local government or working for other employers that participate in the scheme.

**“Pensions are our passion”**


More than 100 employers participate in the Fund

More than 93,000 members (25,000 active members, 41,701 deferred members and 26,841 pensioner members) - as of 31 march 2025

As at the most recent triennial valuation, the Fund Actuary determined the Fund to be 117% funded. The full valuation report can be found on the Fund’s website

A shareholder in the Border to Coast Pensions Partnership Ltd investment pool, and has begun the process of transitioning assets from the ACCESS investment pool, as part of the government’s Fit for the Future reforms

East Sussex **Pension Fund**

# Purpose of the Independent Person

This role has been created in response to the Government's Fit for the Future reforms.

The Independent Person will provide objective and independent insight, drawing on their professional experience to support informed, evidence-based decision making that reflects the long-term interests of members, employers and other stakeholders.

The introduction of an Independent Person is a key element of the enhanced governance framework for the LGPS. The role is intended to strengthen independent oversight, provide constructive challenge, and offer assurance across all aspects of the Fund's activities, including investment strategy, funding arrangements, administration, governance, and pooling activities. Through this appointment, the Fund will benefit from increased transparency, stronger decision-making, and enhanced accountability, further reinforcing the effectiveness of its existing governance arrangements.

# Role overview

The Independent Person will play a key role in supporting the Pension Committee and Senior Officer by providing independent and professional expertise to support scrutiny and challenge in line with statutory guidance and best practice.

A key aspect of the role is to support the Pension Committee and Senior Officer in maintaining high standards of governance by promoting transparency, constructive challenge and effective scrutiny of investment, funding and administration matters. The Independent Person will help ensure that risks and opportunities are appropriately considered and that decisions are robust and well-founded.

The role also supports the Fund in meeting statutory and regulatory requirements, as well as recognised LGPS good practice. Through independent oversight and challenge, the Independent Person will help ensure the Fund operates effectively, responsibly and in accordance with its legal and fiduciary responsibilities.

The Independent Person will work within an established governance framework and contribute to a culture of accountability, continuous improvement and sustainable outcomes for both scheme members and employers.

# Person Specification

We are seeking candidates with a strong track record in pension governance, trusteeship, investment oversight, and scheme administration.

Applicants should be able to demonstrate at least one of the below:

Qualifications from Pensions Management Institute (PMI) – the award in pension trusteeship, diploma in professional trusteeship, certificate in professional trusteeship, accreditation for professional trustee

Accreditation from the Association of Professional Pension Trustees (APPT)

Chartered Financial Analyst (CFA) or Fellow of the Institute of Actuaries ("FIA")

# Some of the key responsibilities of the role include:

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| **Participation** | In person attendance at Pension Committee, providing independent insight, constructive challenge, and informed commentary to support effective decision-making. Virtual attendance at Investment and administrationistration Working Groups (4 per year each). |
| **Independent Approach** | Provide impartial, evidence-based advice and challenge, helping to ensure decisions are objective, well-informed and aligned with the Fund's best interests. |
| **Scrutiny** | Independently assess and challenge reports, recommendations and advice provided by the Fund's professional advisers, actuary, investment managers and LGPS pool, ensuring assumptions, risks and alternative options are fully considered. |
| **Oversight** | Support the Committee and officers in monitoring investment performance, reviewing pooling governance and operational arrangements, assessing pension administration effectiveness, and evaluating the Fund's approach to risk management. |
| **Engagement** | Review the Independent Governance Review findings and challenge proposed improvement actions, supporting the Committee and officers to ensure governance improvements are implemented promptly and effectively. |
| **Strategic Support** | Support the development and review of the Fund's strategic documents, including the Investment Strategy Statement, Funding Strategy Statement, Governance Strategy, administration Strategy and Training Strategy, providing independent challenge to ensure they are effective, compliant and fit for purpose. |
| **Integrity and Standards** | Uphold high standards of integrity, independence and professionalism, ensuring decisions and contributions are free from conflicts of interest and focused on the best interests of scheme members and employers. |
| **Collaboration** | Develop and maintain constructive relationships with key stakeholders, including the LGPS Senior Officer, Pension Committee Chair and Local Pension Board Chair, to support effective governance and collaborative decision-making. |

# Key skills

**Some of the key skills applicants should hold include:**

## Constructive Challenge

The confidence and ability to provide effective challenge, scrutinising assumptions, recommendations and risks in a thoughtful and constructive manner. They must be capable of questioning proposals and decisions objectively, ensuring robust governance and informed decision-making, while remaining focused on achieving positive outcomes for the Fund and its stakeholders.

## Analysis and Communication

Strong analytical skills, with the ability to assess complex financial, actuarial and governance information and reach sound, evidence-based conclusions. Communicates clearly and effectively, both verbally and in writing, and contributes constructively to Committee discussions while articulating independent views with confidence.

## Professionalism

Act with integrity, independence and professionalism, maintaining transparency, managing conflicts of interest appropriately, respecting confidentiality, and upholding the high ethical standards expected of an LGPS governance role.

## Independence

Maintain the highest standards of independence and propriety, avoiding any actual or perceived conflicts of interest that could undermine their ability to provide objective oversight and effective stewardship on behalf of East Sussex Pension Fund and its stakeholders.

# Key considerations

Please note, the Independent Person is not an employee of East Sussex County Council.

## Remuneration

Remuneration will be agreed in the terms of the service contract and will reflect the responsibilities of the role and prevailing market rates. Reasonable costs will also be met by the Fund.

Please email Susan Greenwood, Head of Pensions to discuss further:
Susan.Greenwood@eastsussex.gov.uk

## Time commitment

Required to attend all meetings of the Pension Committee (4 per annum) in person, held at County Hall, Lewes, East Sussex.

Attendance at Administration and Investment Working Group as required (remote meetings)

Occasional ad-hoc remote meetings with officers

Expected to attend training sessions arranged by the Fund

Appointed for a fixed period of three years

## Application Process

Applicants should provide a covering statement demonstrating how the role requirements are met along with a CV. Responses will be used to shortlist applicants. Applicants will be required to attend an informal interview prior to appointment.

The deadline for receipt of applications is 5pm on 7 September with an interview expected to take place in late September/early October.

Applications should be emailed to PensionFundGovernance@eastsussex.gov.uk

## Applicant Restrictions and Conflict of Interest

Applicants must not be employed by have a contractual relationship with, or hold a financial interest in any organisation that provides paid services to the Fund. This includes providers of pension advisory, actuarial, investment consultancy, Independent Governance Review (IGR), or similar professional services.
Candidates must declare any actual or potential conflicts of interest and take appropriate steps to manage them.

# Local Government Pension Scheme

The Local Government Pension Scheme (LGPS) is a defined benefit, career average revalued earnings scheme, which in England and Wales is administered through 86 local Funds serving around 6.9 million members.

Further information about its benefits can be found on the LGPS member website. Information about the Scheme's regulations and resources can be found on the LGPS regulations and guidance website.

The East Sussex Pension Committee has responsibility for the management of the Fund. The Committee consists of 5 County Councillors, the makeup of which reflects the overall political balance of the council. The East Sussex Pension Board assist the Pension Committee in running the Fund by providing oversight on the work undertaken by the Fund.

This includes commenting on the work of the Committee and Officers and making recommendations to the Committee on all aspects of the Fund. The Board is made up of 7 members, with 1 independent chair, 3 employer representatives and 3 member representatives.

# Pension Committee


The current full terms of reference for the Committee can be found in the East Sussex County Council constitution.

The East Sussex Pension Board supports the Pension Committee in running the Fund by providing oversight of the work undertaken by the Fund and providing challenge and scrutiny to officers and Pension Committee.
A request has been made to the Secretary of State for Housing and Local Government to merge the Pension Committee and Pension Board.

The responsibilities held by the Committee include, but are not limited to:

- Ensuring the Fund is administered, managed and pension payments are made in compliance with the regulations and having regard to statutory guidance
- Determining the Fund's aims and objectives, strategies, statutory compliance statements, policies and procedures for the overall management of the Fund
- Making arrangements for actuarial valuations, ongoing monitoring of liabilities and undertaking any asset / liability and other relevant studies
- Ensuring risk management arrangements are in place, considering and making recommendations in relation to the internal audit strategy and internal audit report pertaining to the management of the Fund and reviewing its findings

East Sussex Pension Fund

Images courtesy of Explore Kent and East Sussex County Council