

# Local Pension Committee – Employee Representative Role

## Role Summary

The Local Pension Committee (the Committee) plays a vital role in safeguarding and managing the Leicestershire County Council Pension Fund (the Fund) to ensure that pensions and lump sum benefits can be paid to Fund members. This is on behalf of 200 employers and over 100,000 scheme members. The Committee's duties include oversight of the functions of the Fund and its investment, funding, administration and approach to climate change. These are set out in more detail in the Committee's [Terms of Reference](#).

Employee representatives have the right to speak in meetings, but do not have the right to vote. You will not be responsible for communicating with pension scheme members, but you will play an important part in the governance of the Fund in ensuring that it is well managed by asking questions, making comments and suggestions on behalf of all the employees, pensioners and deferred members in the pension scheme.

As such you would have a duty to act impartially and in good faith recognising that the Committee is subject to a fiduciary duty to act in the best interests of employers and Fund members. This will be in accordance with the advice provided to the Committee from time to time in light of guidance from the law.

## Appointment

Up to three employee representatives are elected to attend meetings of the Committee, and must be members of the Fund in either an active, deferred or retired member capacity.

Employee representatives are appointed by a vote at the Fund's Annual General Meeting and will normally serve a term of three years, and are free to stand for re-election, subject to remaining a member of the Fund.

A reserve employee representative shall also be appointed at the Fund's AGM. The reserve representative will act as a substitute at meetings of the Committee where an elected employee representative is unable to attend.

## Meeting attendance

The Pension Fund has no ability to compel an employer to release an employee so that they can fulfil the responsibilities of a representative but will

use its influence to recommend that facility time is granted to staff representatives. It is, however, for individuals to come to an arrangement with their employer if they are interested in fulfilling the role.

The Local Pension Committee has 5 meetings a year, generally between 9.30-12.30 held at County Hall.

The Investment Sub-Committee also has a position which will be attended on a rotational basis by Employee Representatives. The Investment Sub-Committee 4 meetings are scheduled a year from 10am-12noon.

### **Skills Required**

You do not need to be a pensions expert, but you must be either a current, deferred or retired member of the Leicestershire County Council Pension Fund. You also need an interest in seeing that the Fund is well run, as well as a willingness to learn about the Fund and how it works.

In support of this all members on the Committee are required to undertake induction training before taking up their role and to adhere to the [Fund Training Policy](#), and to undertake such other training as Leicestershire County Council considers appropriate. This includes completion of Hymans Online Training Modules within six months of appointment.

### **Conflict of Interests**

You will be required to complete a conflict of interest form on appointment, and at any such time as their circumstances change, setting out any potential conflict of interest arising as a result of their position on the Committee in accordance with the [Fund's Conflict of Interest Policy](#).

### **Expenses**

The Fund may meet reasonable expenses of members of the Committee, such as the cost of any training events and travelling expenses that are associated with the training. Such expenses will be met by the Fund and have regard to Leicestershire County Council Members' Allowance Scheme

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