

Kent Pension Fund

Independent Chair of the Local Pension Board

Directorate: Chief Executive's Department

Division/Section: Finance / Pensions and Treasury

Location: Invicta House, Maidstone

Purpose of the Job:

The role of the Independent Chair is to provide leadership and direction to the Kent Pension Fund Local Pension Board (the Pension Board). The Chair's role is to enable the Pension Board to fulfil its responsibilities in respect of the governance of the Kent County Council Pension Scheme in accordance with the Public Service Pension Scheme Act 2013¹ (PSPA13), legislation governing the Local Government Pension Scheme (LGPS), and the Code of Practice² issued by the Pension Regulator. The Chair will work closely in partnership with the Head of Service and will be expected to use any specific skills, knowledge, or experience to help the pension board reach sound recommendations. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on which the Chair has special expertise.

Main duties and responsibilities:

- providing leadership for the pension board in their role of setting the strategy and policy of the pension board
- chairing and facilitating the board meetings, ensuring that all voices and opinions are heard and judging when consensus is reached
- monitoring that recommendations made at board meetings are implemented
- reviewing and appraising the performance of the pension board
- to receive timely advice on best practice on all new developments relevant to the LGPS and pensions in general and ensure their compliance as appropriate
- ensuring that the board's reporting requirements are met including for example to the Pensions Regulator and the Scheme Advisory Board
- balancing the views and needs of the participating employers and the scheme members
- providing leadership for the Kent Pension Fund in their role of setting the strategy and policy of the board
- liaising with the Head of Pensions and Treasury and other senior staff members to keep an overview of Kent Pension Fund's affairs and to provide support as appropriate
- ensuring that the appropriate equality and diversity rules are adhered to.

About you:

You will be expected to have:

- In depth knowledge and experience of governance or management of work-based pension schemes and the regulatory bodies involved.
- A good knowledge of the Local Government Pension Scheme.
- Prior experience of committee/trustee work.
- Knowledge of the laws relating to pensions.

Appointment Process:

Applications are invited in the form of a CV with an enclosed letter explaining your suitability for the role. Applications should be sent to XXXXX@kent.gov.uk

Timetable

Deadline for applications: 26 September 2025

Interviews (via Microsoft Teams): week commencing 13 October 2025

Panel to consist of Chair of Pension Fund Committee, member of the Pension Board, Head of Pensions and Treasury and Senior Pensions Programme Manager

First meeting of Pension Board as Chair: 25 November 2025

Term of Office:

The Chair is appointed for a three-year term and will be eligible to serve a maximum of two terms.

Conflicts of Interest:

The appointed Independent Chair must have no pre-existing employment, financial or other material interest in either the Administering Authority or any scheme employer in a fund or funds administered by the Administering Authority or would not be a scheme member of the LGPS in a fund administered by the Administering Authority.

Remuneration:

The successful applicant will be expected to attend four in-person meetings of the Board per annum and be available for briefing sessions with Officers and training as and when required. It is anticipated the time requirement may be up to 10 days per annum. An annual allowance of £10,000, plus reasonable travel expenses will be payable to the successful candidate.