KENT PENSION FUND

GOVERNANCE STRATEGY 2026

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1. INTRODUCTION AND LEGAL REQUIREMENTS

1.1 Kent County Council is the Administering Authority for maintaining and managing the Kent Pension Fund on behalf of its stakeholders; the Scheme Members and Employers participating in the Fund. These responsibilities are primarily set out in the Local Government Pension Scheme (LGPS) Regulations (The Local Government Pension Scheme Amendment) (Governance) Regulations 2026. **Please refer to the KCC's Constitution, which sets out the Fund's Terms of Reference and the governance within which it operates.**

1.2 The Local Government Pension Scheme Regulations 2013, Regulation 55A, requires the Administering Authority to prepare and maintain a 'Governance Strategy' setting out whether the authority delegates its functions, or part of its functions to a committee, a sub-committee, or the LGPS Senior Officer of the authority, and if it does so:

- the terms, structure, and operational procedures of the delegation, including the basis on which substitutes may be permitted to attend or act,
- the frequency of any committee or sub-committee meetings.
- whether such a committee or sub-committee includes representatives of Scheme Employers or Members, and if so, whether those representatives have voting rights, or if no such representatives, or representatives with no voting rights, how the authority will ensure views of scheme employers and members are represented
- how the authority will ensure that it has appointed an independent person in accordance with the regulations
- the extent to which a delegation, or the absence of a delegation, complies with guidance given by the Secretary of State and, to the extent that it does not comply, the reasons for not complying;
- An explanation of how the governance structure and any delegation arrangements adopted by the Administering Authority are designed to secure the effective and efficient administration, governance and investment of the scheme for scheme employers, members and other stakeholders, and
- details of the terms, structure and operational procedures relating to the local pension board

1.3 An Administering Authority must keep its Governance Strategy under review and make such revisions as are appropriate at least once in each valuation period and, following a material change to any of the matters mentioned in the strategy.

1.4 Before preparing or revising a statement under this regulation, an Administering Authority must consult such persons as it considers appropriate.

1.5 An Administering Authority must publish (online) its Governance Strategy under this regulation, and any updates made.

1.6 This document is Kent Pension Fund's Governance Strategy. **Please see other separate policy documents prepared for the Fund, in accordance with Regulation 55A: Kent Pension Fund Training Strategy, Kent Pension Fund Conflicts of Interest Policy.** These documents are part of the Fund's governance framework.

2. ABOUT THE KENT PENSION FUND

2.1 Under the regulations, Kent County Council is required to maintain a pension fund for its employees and those of other scheme employers within its area.

2.2 The Annual Report of Accounts provides the Fund's position at the end of each financial year and references the number of members and employers in the scheme.

3. AIMS AND OBJECTIVES

3.1 In relation to the governance of the Kent Pension Fund, the Fund aims to:

- provide a high-quality service whilst maintaining value for money
- ensure compliance with the LGPS regulations, other relevant legislation, and the Pension Regulator's Codes of Practice
- ensure the Fund is managed, and its services delivered by people who have the appropriate knowledge and expertise
- evolve and look for new opportunities, ensuring efficiency at all times
- act with integrity and be accountable to its stakeholders
- understand and monitor risk and compliance
- continually measure and monitor success against its objectives
- ensure the confidentiality, integrity and accessibility of the Fund's data, systems and services is protected and preserved

4. KENT PENSION FUND GOVERNANCE FRAMEWORK

4.1 The Fund's governance structure relates to the Administering Authority's responsibilities only. Kent County Council is also an employer within the Fund, and a separate governance structure and Scheme of Delegation is in place in relation to Kent County Council's employer pension responsibilities.

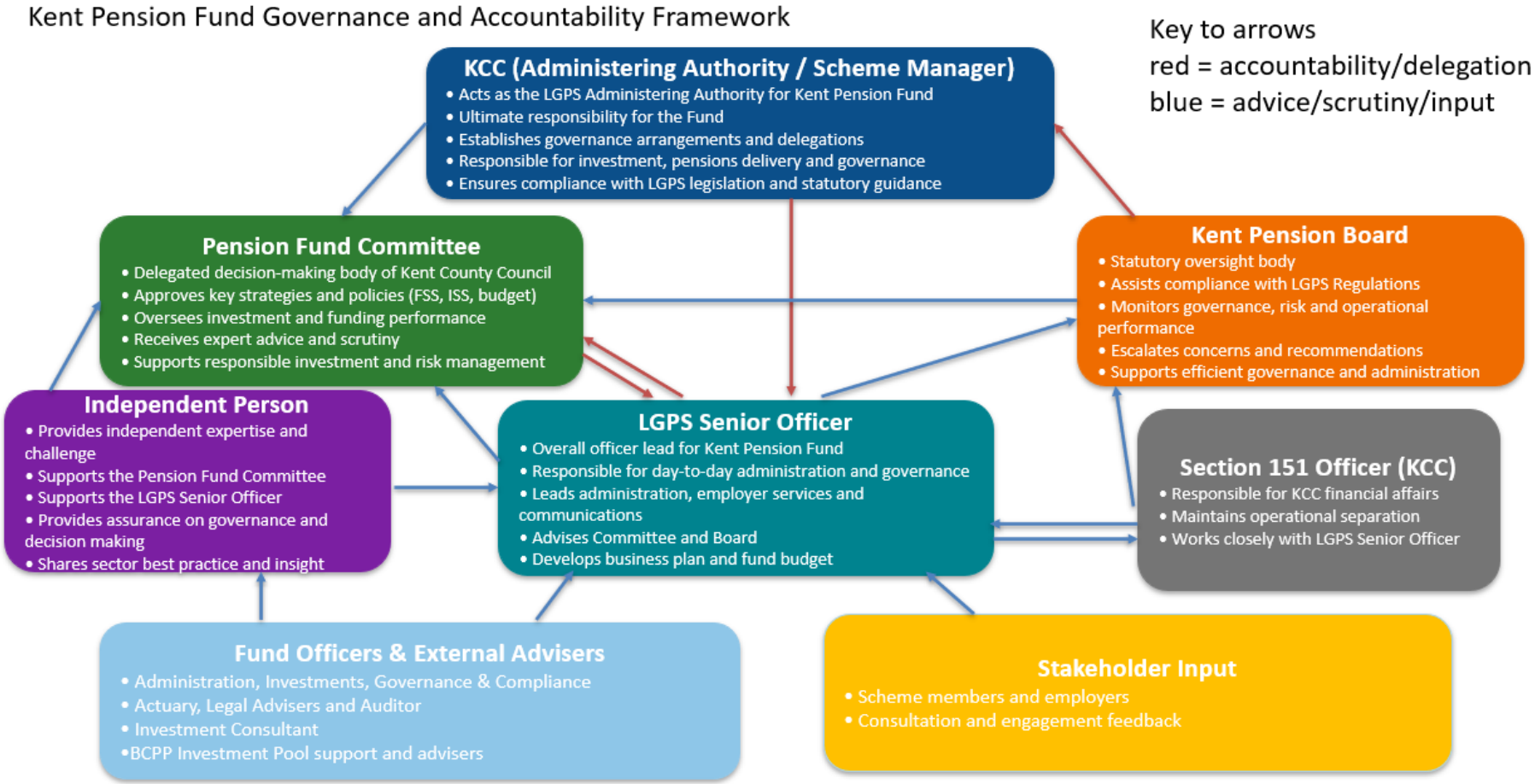
4.2 Full details of the delegations from Kent County Council as Administering Authority are set out in the councils constitution.

4.3 Training and knowledge sharing are vitally important for the Fund's good governance. Please see the full details in the Fund's **Training Strategy**, which outline the Fund's commitment to the statutory requirements.

4.4 **Independent Governance Reviews** will be undertaken as per the statutory requirements. The results of these assessments will be used to strengthen governance within Kent Pension Fund.

4.5 The following is a summary of the organisational and governance structure of the Fund.

Kent Pension Fund Governance and Accountability Framework



5. THE ROLE OF OFFICERS

5.1 The chief officers of Kent County Council have certain statutory and formal responsibilities. Executive powers are delegated to named chief officers (including the LGPS Senior Officer) under the councils constitution. **KCC's constitution sets the parameters within which the officers can implement the Committee decisions and operate the day-to-day business of the Pension Fund.**

6. PENSIONS FUND COMMITTEE – ROLE AND FUNCTION

6.1 **Please see Appendix 1 which sets out the operating terms of the Fund's Pension Committee**. The Pension Fund Committee applies all the powers and duties of Kent County Council (KCC) as the Administering Authority for the Kent Pension Fund (the Fund). The Committee is responsible for:

- monitoring the administration of the Fund, including compliance with Local Government Pension Scheme (LGPS) and other legislation, ensuring that it delivers best value and compliance with statutory and non-statutory best practise guidance where considered appropriate
- determining pension fund policy regarding employer admission and cessation arrangements
- determining, reviewing, and monitoring the Fund's aims, objectives, strategies, compliance statements and procedures relating to the funding strategy, including approving its Funding Strategy Statement
- determining, reviewing, and monitoring the Fund's other aims, objectives, policies, strategies, compliance statements and procedures for the overall management of the Fund, including but not limited to administration, communication, and governance
- setting investment strategy, carrying out regular reviews, and monitoring the Fund's investments
- approving the Investment Strategy Statement
- appointing the Fund's advisers, including actuaries, governance advisers and specialist lawyers (where required) and to periodically review those arrangements
- considering the Fund's financial statements
- approving an Annual Report on the activities of the Fund in line with legislation and guidance

6.2 **Please see Appendix 2 and Appendix 3 which sets out the role of the LGPS Senior Officer and Independent Person, and their interaction with Pension Fund Committee.**

7. MEMBERSHIP OF PENSION FUND COMMITTEE

7.1 The membership of the committee is broken down in the below table:

Voting Members	Members Breakdown	How Nominated or Appointed	Term of office

15 Employer Representatives	11 Members of the County Council (Including Chair)	Appointed by the Council	4 years as appointed at the annual meeting of the Council or as changed from time to time by the Constitution
	3 representatives from the 12 district / borough Councils	Appointed by Kent Leaders Group	4 years from the relevant borough and district elections
	1 Medway Council representative	Nominated	4 years from the relevant Unitary Council elections

Non-voting Members	Members Breakdown	How Nominated or Appointed	Term of office
1 representative of non-local council employers	1 representative of non-local council employers (e.g. Academies, Police, Fire and other scheduled or admitted bodies)	Nominated by other employers in the Fund (e.g. Academies, Police, Fire and other scheduled or admitted bodies)	4 years from date of appointment
3 Member Representatives	1 Pensioner Representative	Invited to apply and selected by a panel comprising the chair of the Pension Fund Committee, the LGPS Senior Officer and the General Counsel (or their nominee)	4 years from date of appointment
	1 Active member Representative	Invited to apply and selected by a panel comprising the chair of the Pension Fund Committee, the LGPS Senior Officer and the General Counsel (or their nominee)	4 years from date of appointment
	1 Trade Union Representative	Nominated by Unison	4 years from date of appointment
1 Independent Person	Independent	Invited to apply and selected by a panel including the chair of the	3 years from the date of appointment

	Pension Fund Committee and the LGPS Senior Officer

8. PENSION FUND COMMITTEE MEETINGS

8.1 The Committee meets 4 or 5 times a year with secretarial support provided by KCC Democratic Services. Browse meetings - Pension Fund Committee - Kent County Council - Council & Democracy

9. QUORUM AND SUBSTITUTES FOR PENSION FUND COMMITTEE

9.1 The Chair of the Committee is one of the 11 County Council representatives and elected by these members only.

9.2 As at October 2026, the political balance of the 11 appointed County Council Representatives is as follows:

- 6 Reform
- 2 Liberal Democrat
- 1 Conservative
- 1 Restore Britan
- 1 Green

9.3 The quorum for a meeting is one third of its total voting membership.

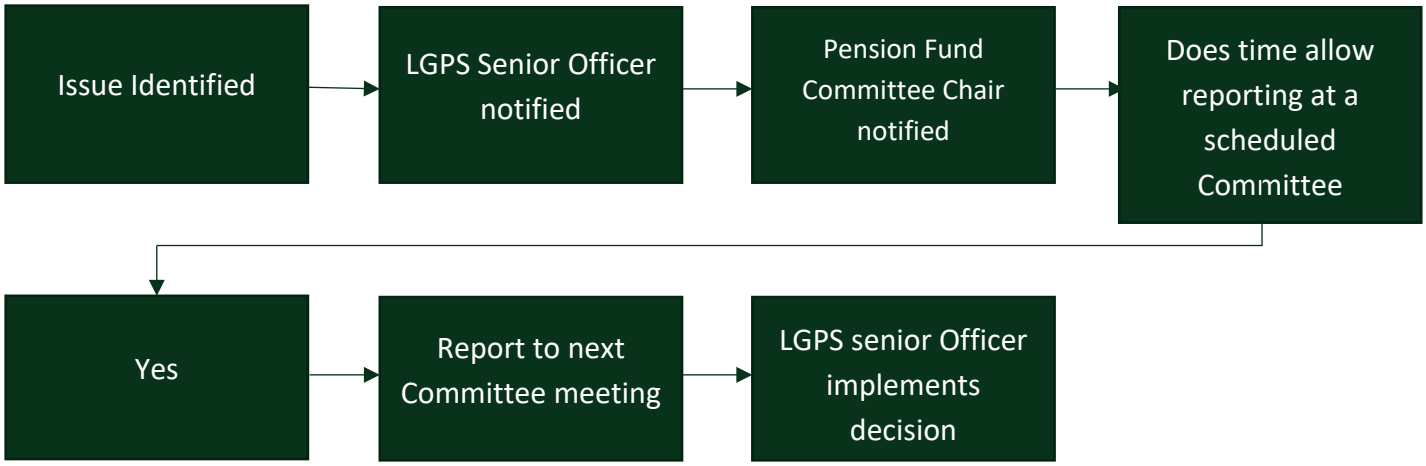
9.4 If a member cannot attend a meeting of the Committee, a nominated spokesperson of their political group or authority may nominate a substitute by written notice to the Clerk.

10. COMMITTEE MEETING GUIDELINES

10.1 All decisions of the Committee must be taken in accordance with the decision-making procedures set out in KCC's Constitution.

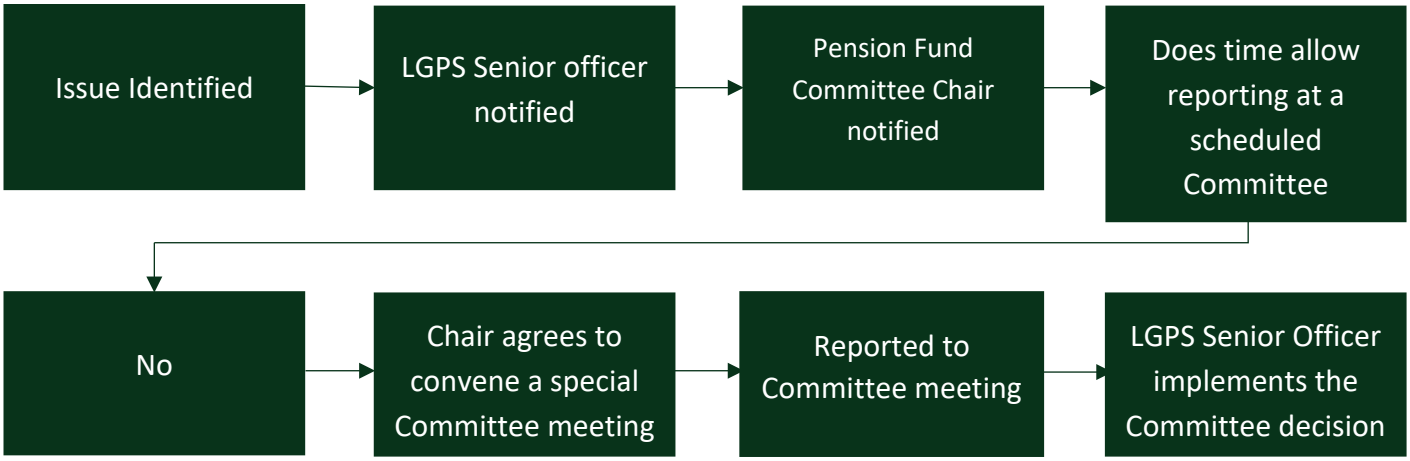
10.2 Scheduled Committee meeting cycle:

- The Committee meets 4/5 times a year, which includes a meeting in February which is available for other purposes or items. Additional meetings may be called as required.
- The majority of decisions required to be made by the Pension Fund Committee are tabled sufficiently in advance to allow Members to receive appropriate briefings and make the decision within the normal meeting cycle.
- At least 5 clear working days are required for the notice of meetings, publication of the agenda and reports.
- The following process is used when there is time to allow a decision to be made at the next scheduled Committee:



10.3 Special/urgent meetings (extraordinary meetings)

- The Fund recognises that good governance requires that on occasion the Committee can respond to urgent matters by taking decisions promptly outside of the scheduled meeting cycle. On such occasions the following processes may be adopted.
- At least 5 clear working days are required for the notice of meetings, publication of the agenda and reports. The process to be used when the Chair agrees to convene a special Committee meeting:



10.4 Shorter notice of meetings

- A meeting may be convened at shorter notice than 5 working days and a copy of the agenda and associated reports must be available to Members when the meeting is convened. Where an item is added to the agenda after it is published then an amended agenda and any report must be available when that item is added to the agenda.

10.5 Delegation to officers

- All decisions must be made at formal meetings and cannot be made for example by email.
- Should a decision be required before the next formal meeting is scheduled or it is not possible to convene a special meeting then according to the constitution decisions relating to the County Council's Pension Fund may be delegated to the LGPS Senior Officer by the Pension Fund Committee.
- The Committee may discuss an issue and resolve that a delegation be made to the LGPS Senior Officer, after consultation with the Chair of the Pension Fund Committee in respect of a future decision. This decision should then be reported to the next scheduled committee meeting.
- The Council scheme of delegation is set out in Section 10 of the Constitution. This scheme also sets out the process for urgent decisions where it had not been possible to put a delegation in place by the Committee.

11. LOCAL PENSION BOARD – ROLE AND FUNCTION

11.1 A Local Pension Board (the Board) was established in 2015 in accordance with regulation 106 of the LGPS 2013 regulations. Its purpose is to assist Kent County Council as the Administering Authority for the Kent Pension Fund to secure compliance with the 2013 regulations and to ensure the effective and efficient governance and administration of the scheme. The role of the Board, as defined by Regulation 106 of the Local Government Pension Scheme Regulations 2013 is to assist the County Council as Administering Authority:

(a) to secure compliance with:

(i) the scheme regulations

(ii) any other legislation relating to the governance and administration of the LGPS Scheme and any connected scheme

(iii) any requirements imposed by the Pensions Regulator in relation to the LGPS Scheme

(b) to ensure the effective and efficient governance and administration of the LGPS Scheme.

11.2 The Board will ensure it effectively and efficiently complies with the Code of Practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

11.3 The Board will also help ensure that the Kent Pension Fund is managed and administered effectively and efficiently and complies with the Code of Practice on the governance and administration of public service pension schemes issued by the Pension Regulator.

11.4 The Board has power to do anything that is calculated to facilitate or is conducive or incidental to the discharge of any of its functions. **Please see appendix 4 which sets out the Board's operational arrangements.**

12. MEMBERSHIP OF PENSION BOARD

12.1 Membership of the Pension Board is made up as follows:

Members	Members Breakdown	Nomination or Appointment Process
4 Employer representatives	2 drawn from the County Council	Appointed (not members of Pension Fund Committee)
	2 Members representing other employers (e.g. District, Borough and Parish Councils, Academies, Police, Fire and other scheduled or admitted body employers in the Kent Pension Fund)	Nominated by other employers in the Fund
4 Scheme member representatives	1 Trade Union representative	Nominated by Unison
	3 other representatives (at least one employee and one pensioner representative is desirable)	Appointed by the Scheme Manager following the approval of their nomination by the Appointments Panel made up of the following: - Chair of the Pension Fund Committee, - LGPS Senior Officer - the General Counsel (or their nominee)
1 Independent Member	1 member from an external source	Appointed by the Scheme Manager following the approval of their nomination by the Appointments Panel

13. TERMS OF OFFICE FOR PENSION BOARD MEMBERS

13.1 Membership will be for 4-year renewable periods with a maximum of 8 years.

14. MEETING CYCLE FOR PENSION BOARD

14.1 The Board meets quarterly. The LGPS Senior Officer will be responsible for providing professional advice to the Board and secretarial support will be provided by KCC Democratic Services. Find out about the board meetings including unrestricted meeting papers.

15. QUORUM FOR PENSION BOARD

15.1 The Board shall have a quorum of a third of the membership, or no fewer than 3 Members which should always include the Chair or the Vice Chair, at least 1 employer representative and at least 1 member representative.

16. SUBSTITUTES FOR PENSION BOARD

16.1 Each Board member should endeavour to attend all Board meetings during the year. Substitutes are allowed for 2 member representatives and for 2 employer representatives providing they undertake the training and development.

17. INVESTMENT POOLING

17.1 Kent Pension Fund has historically participated in the ACCESS Pool in line with LGPS investment pooling requirements. Following consideration of the Government's "Fit for the Future" reforms and the evolving requirements for LGPS asset pooling, the Fund decided to join the Border to Coast Pensions Partnership.

17.2 The Fund is currently undertaking a phased transition of assets from ACCESS-managed investment arrangements to Border to Coast investment vehicles. This transition is being implemented over an agreed programme to ensure continuity of investment management, effective risk control and best value for scheme members and employers.

17.3 The Pension Fund Committee receives regular reports on the progress of asset transitions, pool governance arrangements, performance and costs, ensuring effective oversight throughout the migration process.

18. BORDER TO COAST PENSIONS PARTNERSHIP

18.1 Border to Coast Pensions Partnership is made up of 18 Local Government Pension Scheme Administering Authorities:

- Bedfordshire Pension Fund
- Cambridgeshire Pension Fund
- Cumbria Pension Fund
- Durham County Council
- East Riding Pension Fund
- East Sussex Pension Fund
- Essex Pension Fund
- Hertfordshire Pension Fund
- Kent Pension Fund
- Lincolnshire Pension Fund
- Northamptonshire Pension Fund
- North Yorkshire Pension Fund
- South Yorkshire Pension Authority
- Surrey Pension Fund
- Teesside Pension Fund
- Tyne and Wear Pension Fund

- Warwickshire Pension Fund
- West Sussex Pension Fund

18.2 Border to Coast is responsible for implementing the Fund's Investment Strategy Statement through the pooled investment arrangements.

19. BORDER TO COAST JOINT COMMITTEE

19.1 The Joint Committee (JC) is constituted from all 18 Partner Fund pension committee chairs (or an alternate councillor nominated by the Partner Fund) and meets quarterly. The Committee's Chair and Vice Chair are elected by the Committee Members on a biennial basis. 2 scheme member representatives attend as non-voting Members to make the Committee aware of scheme member views on issues it is considering and to enable feedback to scheme members on its decisions and debates. Scheme member representatives are elected by Partner Fund pension boards, with each board able to nominate 1 candidate from its scheme member representatives for periods of 3 years with no term limits. To be eligible, an individual must be a member of one of the Partner Funds and a scheme member representative on a Partner Fund pension board. The JC has been appointed by the 18 Administering Authorities under s102 of the Local Government Act 1972, to exercise specific functions in relation to the pooling of LGPS assets.

19.2 The primary purpose of the Joint Committee is to oversee the investment performance of the collective investment vehicles operated by Border to Coast and the delivery of investment-related services provided to the Partner Funds. It acts as the principal forum through which Partner Funds engage collectively with Border to Coast, helping to shape its strategic direction and ensuring that the company continues to meet the needs of its investors and shareholders.

19.3 The Joint Committee is further supported by Administering Authority LGPS Senior Officers, Monitoring Officers and the Officer Operations Group (OOG), which is constituted from designated officers from each Partner Fund. These groups meet to discuss issues and input to elected members and the Pool as required. The OOG works collaboratively to carry out due diligence over the Company's investment capabilities. To support this, Investment and Responsible Investment sub-groups of the OOG have been established. The OOG and its respective sub-groups each meet quarterly, part attended by representatives of the Company and part in closed session.

19.4 The Border to Coast Customer Relationship Management (CRM) team provides the day-to-day support for running of the Pool and acts as the primary interface between Border to Coast and its Partner Funds. The team is responsible for maintaining strong stakeholder relationships, coordinating engagement and communications, supporting governance activities, and ensuring Partner Fund requirements and perspectives are reflected in Border to Coast's strategic and operational decision-making

20. APPROVAL AND REVIEW

20.1 The regulations require that consultation is required as part of the preparation of this Governance Strategy with such persons as the Administering Authority 'considers appropriate'. Consequently, Officers of Kent Pension Fund consulted with Pension Board and Pension Fund Committee prior to preparing this policy, when it was acknowledged that the 2026 fund governance reforms required new policy requirements. A draft of this

Governance Strategy was taken to Pension Board on 25 November 2026 for scrutiny. A final draft was taken to Pension Fund Committee on 15 December 2026 for approval. The Fund's Pension Board includes employer and scheme member representatives. The Fund's Committee includes employer and scheme member representative and the Fund's Independent Person.

20.2 This Governance Strategy will be updated to include any recommendations identified during Independent Governance Reviews. In addition to this, this Governance Strategy will be formally reviewed and updated if the governance arrangements or other matters included within it merit reconsideration. Furthermore, in any event, the review cycle of this Governance Strategy will not exceed 3 years.

APPENDIX 1: PENSION FUND COMMITTEE OPERATING TERMS

1.1 Please refer to KCC's Constitution.

1.2 Members are expected to attend at least 2 meetings of the Committee per year.

1.3 Dual membership with the Local Pensions Board and Pension Fund Committee is not permitted.

1.4 Kent Pension Fund Committee - decision making procedure:

- Identify/clarify the issue.
- Conflicts of interest have been declared and recorded in the minutes.

Committee Members may have other roles and responsibilities which cause them to have other personal, business, or other interests which could affect their fiduciary duty to act in the best interest of the Fund. By declaring these conflicts and recording them in the minutes of the meeting, it provides an accurate record and clarity around who was involved in the decision.

- Review all available information and supporting papers from officers relevant to the decision which needs to be made.

The Council's Constitution requires that decisions are made based on all relevant information/evidence. By reviewing supporting papers from the finance function, the Committee is ensuring that it follows procedure and continues to represent good practice. This also allows for decisions to be made using accurate, up-to-date, unbiased information, ensuring the Committee is acting in the best interests of the Fund.

APPENDIX 2: LGPS SENIOR OFFICER (EXTRACT TAKEN FROM STATUTORY GUIDANCE 'LOCAL GOVERNMENT PENSION SCHEME: FUND GOVERNANCE' - SECTION 3, JUNE 2026)

1.1 Regulation 53A of the LGPS Regulations 2013 requires every Administering Authority to have an LGPS Senior Officer. The LGPS Senior Officer is responsible for ensuring the Administering Authority is appropriately managed and resourced in respect of all matters of the Scheme. This includes administration, investment and governance. This guidance constitutes the guidance referred to in regulation 53A.

What the role covers

1.2. The LGPS Senior Officer is responsible for all aspects of managing the LGPS within the Administering Authority. They should be a visible, accountable leader within the Administering Authority. Their responsibilities include, but are not limited to:

- responsibility for the day-to-day management of the Administering Authority across all pension functions, including (but not limited to) investments, administration, funding, and governance and communications
- ensuring compliance with scheme regulations, statutory guidance, other relevant legislation and The Pension Regulator's General Code

- responsibility for key performance indicators (KPIs) and ensuring high-quality service to scheme members
- ensuring that draft strategies such as the Investment Strategy Statement, Funding Strategy Statement and Administration Strategy, are prepared in accordance with legislation and guidance (the final strategy is a delegated responsibility of the Pension Committee or officer)
- responsibility for implementing strategies approved by the Pension Committee (with the exception of the Investment Strategy Statement, which is implemented by the relevant asset pool company)
- responsibility for the administration of the scheme
- responsibility for meeting expectations for timely and accurate pension payments
- responsibility for effective contract management, managing suppliers and holding them to account for performance
- responsibility for robust monitoring and review of employer risk, participation in the fund and importance of clear, timely communications with employers
- ensuring that LGPS functions are well resourced and structured
- responsibility for the LGPS workforce and safeguarding the fund from being impacted by policies implemented by the AA
- ensuring that LGPS functions deliver good value for money
- ensuring that the decision-making body – be it a pension committee or delegated to an officer - has access to adequate professional advice on all areas, including actuarial, governance, legal and procurement advice
- ensuring that the local pension board is adequately resourced to carry out its role effectively as assisting the scheme manager
- ensuring a training needs analysis is undertaken by those covered by the Training Strategy including Committee Members, and the recommendations implemented
- identifying and managing risks to the Administering Authority with a strong culture of risk management
- supporting the effective governance of the Administering Authority and appropriate implementation of the governance strategy in accordance with guidance
- ensuring that the Administering Authority carries out Independent Governance Reviews as required by regulation 116A of the LGPS Regulations 2013 and develops an action plan in response to any recommendations or findings
- representing the interests of the LGPS fund within the local authority's senior leadership team; working with senior stakeholders and ensuring that plans, policies, and resource allocation by the local authority's senior leadership team take into account the requirements and duties associated with the LGPS fund

- ensuring that the Administering Authority participates appropriately in the governance structures of the investment pool as shareholder or client representative, depending on the governance set up of the pool
- monitoring the pool's performance in implementing of the investment strategy and whether the collective pool oversight process is meeting the requirements of the Administering Authority

1.3. The LGPS Senior Officer has a responsibility to ensure that LGPS functions are well resourced and structured. The LGPS Senior Officer is responsible for drawing up the fund's budget and business plan and then agreeing it with the Pension Committee. Both the Pension Committee (or equivalent) and LGPS Senior Officer must be satisfied with the resource and budget allocated to deliver the LGPS service over the time period set out in the business plan. Pension fund budget-setting should be entirely separate from that of the local authority and should not be subject to any resource or budget restrictions that may apply across other functions of the local authority, as all Administering Authority costs are met by the fund itself.

1.4. The LGPS Senior Officer should have a direct relationship with the Independent Person and the Pension Board chair, in order to draw on their expertise and consider any recommendations or concerns they may raise.

1.5. Where the administering authority chooses to delegate pensions functions to an officer, it should be to the LGPS Senior Officer. Senior officers should be involved in the development and approval of all fund strategies including the Funding Strategy Statement and Investment Strategy Statement, although the final approval of such strategies is still for the Pension Fund Committee.

APPENDIX 3: INDEPENDENT PERSON (EXTRACT TAKEN FROM STATUTORY GUIDANCE 'LOCAL GOVERNMENT PENSION SCHEME: FUND GOVERNANCE' - SECTION 4, JUNE 2026)

1.1 Regulation 53A of the LGPS Regulations 2013 requires every Administering Authority to appoint an Independent Person to support the LGPS Senior Officer and the pensions committee or equivalent officer(s) that the Administering Authority delegates its pension functions to. Regulation 53A also requires the appointment to be in accordance with guidance issued by the Secretary of State.

What the role covers

1.2 The Independent Person's role is to support the LGPS Senior Officer and support and contribute to pension committees - where these exist - or support delegated officers, where not.

1.3 The Independent Person should support pension committees by providing independent and professional expertise including to support committees to scrutinise and challenge the advice they receive. The role is similar to that of a Non-Executive Director or Professional Trustee. Their responsibilities cover all functions of the pension committee or its equivalent, including decisions on investment strategy, governance, administration and the role of the Administering Authority as a shareholder or client of its asset pool company.

1.4 The Independent Person's duties should include, among other things:

- to support and contribute to the development of all strategies for which the pension committee is responsible
- to scrutinise any advice given to the committee, whether from the pool or any other organisation or individual
- to help monitor and assess performance against targets set in LGPS strategies, including administrative performance and the pool's implementation of the investment strategy, and help monitor whether the collective pool oversight process is meeting the requirements of the Administering Authority
- to support consideration of the committee's governance arrangements, including any action plans arising from Independent Governance Reviews
- to contribute in any other way appropriate to the authority's LGPS functions

1.5 The Independent Person should provide additional scrutiny and challenge, by virtue of their being fully independent from the Administering Authority.

APPENDIX 4: PENSION BOARD OPERATING TERMS

1. Appointment and duties of the Chair and Vice Chair

1.1 A Chair could be elected by the Board from among the Board membership based on their skills and is not restricted to being a Councillor.

1.2 One of the independent Members may be appointed as Chair if authorised by the Scheme Manager.

1.3 The Vice Chair of the Board to be elected by the Board.

1.4 The Chair is responsible for ensuring that meetings are properly conducted, decision making is clear and professional advice is followed. The Chair is also responsible for agreeing the agenda and approving the minutes for each meeting.

1.5 The Vice Chair shall undertake the duties of the Chair in the event of the Chair's absence.

2. Notifications of appointments

2.1 When appointments to the Board have been made, the Scheme Manager shall publish the name of the Board Members, the process followed in the appointment together with the way in which the appointment supports the effective delivery of the purpose of the Board.

3. Termination of membership of the Board

3.1 Any termination of membership of the Board will be in accordance with the Appointment and Termination Process.

3.2 Membership of the Board may be terminated due to:

• They have a conflict of interest which cannot be managed in accordance with the Board's conflicts policy

• A member dies or becomes incapable of acting

• A member of the Board is appointed to the Pension Fund Committee.

• A member is appointed to the role of an officer of the Administering Authority with responsibility for the discharge of functions under the Regulations

• A member resigns

• A representative member ceases to represent his constituency, for example if an employer representative leaves the employment of his employer and therefore ceases to have the capacity to represent the Fund's employers; and

• A member fails to attend 2 consecutive meetings or otherwise comply with the requirements of being a Board member, for example fails to attend the necessary knowledge and understanding training.

4. Board Meetings: Notice and Public Access to Board Meetings and Information

4.1 The Board is considered a committee of local government and therefore the usual provisions about transparency in respect of access to information and reports will apply.

4.2 The Scheme Manager shall give notice to all Board Members of every meeting of the Board, which will be held in public (apart from confidential matters). All Members will normally be sent an agenda and papers at least 5 working days before the meeting unless an urgent meeting is required.

4.3 Any meeting of the Board will include provision for confidential matters or matters that would involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 to be dealt with privately in Part 2 and any documents in connection with such maters will be dealt with confidentially.

4.4 The Scheme Manager shall ensure that a formal record of Board proceedings is maintained. Following the approval of the minutes by the Chair of the Board, they shall be circulated to all Members.

4.5 All agendas, reports and minutes will be available on KCC's website except for any confidential or exempt matters.

4.6 In accordance with the Public Service Pensions Act 2013, the Administering Authority shall publish information about the Board to include:

- the names of the Board Members and their contact details;
- the representatives of employers and Members of the Board;
- the role of the Board;
- operating arrangements for the Board

5. Board Costs and Budget

5.1 The Board is to be provided with adequate resources to fulfil its role. In doing so, the budget for the Board will be met from the Kent Pension Fund.

5.2 The Board will seek approval from the LGPS Senior Officer for any expenditure it wishes to make.

6. Reporting Arrangements

6.1 The Board should report to the Kent Pension Fund Committee in the first instance.

6.2 On receipt of a report from the Board, the Kent Pension Fund Committee should consider and respond to the Board within a reasonable period of time.

6.3 Where the Board is satisfied that there has been a breach of regulation which is reported to the Kent Pension Fund Committee and is not rectified within a reasonable period of time the Board has a duty to escalate this perceived breach

6.4 The appropriate internal route for escalation is via the LGPS Senior Officer.

6.5 The Board may report concerns to the LGPS Scheme Advisory Board subsequent to the internal route for escalation.

6.6 Board Members are subject to the requirement to report breaches of law to the Pension Regulator under the Act and the Code,

7. Board Review Process

7.1 The Board will undertake each year a formal review process to assess how well it, and the Members are performing with a view to seeking continuous improvement in the Board's performance.

8. Advisors to the Board

8.1 The Independent Member of Pension Board will be responsible for providing professional advice to the Board. Secretarial support will be provided by KCC Democratic Services.

8.2 The Board may be supported in its role and responsibilities through the appointment of advisors and shall, subject to any applicable regulation and legislation from time to time in force, consult with such advisors to the Board and on such terms as it shall see fit to help better perform its duties.