

Independent Person

Role Profile and Person Specification

Statutory appointment under regulation 53A of the Local Government Pension Scheme Regulations 2013

1. Role information

Item	Detail
Appointing body	Gloucestershire Pension Committee, acting on behalf of the Administering Authority.
Status	Independent external appointment under contract. The appointee is not an employee of the Council by virtue of this appointment.
Committee status	Not a member of the Pension Committee; no voting rights and no delegated decision-making authority.
Initial term	Three years, subject to satisfactory performance and the contractual terms.
Accountable to	Gloucestershire Pension Committee.
Key relationships	LGPS Senior Officer; Committee Chair and members; Local Pension Board Chair; Section 151 Officer; Fund officers; LGPS Central; professional advisers.
Indicative commitment	Approximately 15 to 20 days a year, including preparation, meetings, training and proportionate ad hoc support.
Location	Normally Shire Hall, Gloucester, with remote activity, where appropriate and permitted.
Remuneration	Applicants will be invited to propose their fee as part of the application process. The agreed remuneration will be set out in the final contractual arrangements.

2. Background

Gloucestershire County Council is the Administering Authority and Scheme Manager for the Gloucestershire Pension Fund. The Pension Committee exercises the pension functions delegated to it under the Council Constitution and acts in the best interests of the Fund's employers and members, having regard to relevant legislation, statutory guidance, fiduciary duties and public law responsibilities.

The Committee comprises seven County Councillor members, two Employer Representatives and two Scheme Member Representatives. All eleven members have voting rights. The Independent Person sits outside that membership and provides independent professional expertise, scrutiny, constructive challenge and assurance.

The Fund participates in LGPS Central. The Pension Committee retains responsibility for the Investment Strategy Statement, strategic asset allocation and strategic oversight. LGPS Central provides principal investment strategy advice and implements the approved strategy within the regulatory and contractual framework.

3. Purpose of the role

To support the Gloucestershire Pension Committee and LGPS Senior Officer by providing independent professional expertise, scrutiny, constructive challenge and assurance across the full range of delegated Pension Fund functions, including investment strategy, governance, funding and administration.

The role supports accountable, well-evidenced decision-making and continuous improvement. It does not replace the responsibilities of the Administering Authority, Pension Committee, LGPS Senior Officer, statutory officers, Local Pension Board or appointed professional advisers.

4. Principal responsibilities

4.1 Decision-making and governance

- Provide objective and impartial insight to the Pension Committee and LGPS Senior Officer.
- Scrutinise reports, proposals and professional advice, testing the evidence, assumptions, options, risks and implementation arrangements.
- Support the development and review of strategies and policies for which the Committee is responsible.
- Challenge whether governance structures, delegations, controls, decision records and assurance arrangements operate effectively.
- Contribute to consideration and monitoring of action plans arising from Independent Governance Reviews.
- Raise material governance or compliance concerns through the Fund's documented escalation arrangements.

4.2 Investment strategy and pooling

- Support development and review of the Investment Strategy Statement and strategic asset allocation.
- Scrutinise investment objectives, risk, performance, costs, responsible investment and stewardship.
- Scrutinise advice provided by LGPS Central and any other permitted professional adviser.
- Support monitoring of LGPS Central's implementation of the Fund's investment strategy and service delivery.
- Support scrutiny of the Fund's distinct client, investor, shareholder and collective oversight arrangements.
- Provide challenge without acting as the Fund's regulated investment adviser or taking investment decisions.

4.3 Funding and employer matters

- Support scrutiny of the Funding Strategy Statement and triennial valuation.
- Challenge whether actuarial assumptions, funding risks and employer implications are explained clearly.
- Support consideration of employer participation, contribution strategy, admissions, cessations and employer risk.
- Consider the interaction between funding, investment strategy, cash flow and long-term sustainability.

4.4 Administration and member outcomes

- Support scrutiny of administration performance, service standards, data quality and key performance indicators.
- Consider compliance with statutory deadlines, scheme regulations and regulatory expectations.
- Scrutinise employer performance, member communications and service improvement.
- Consider cyber security, business continuity, systems resilience and third-party delivery.
- Challenge whether administration is effective, efficient and provides value for money.

4.5 Business planning, resources and performance

- Support scrutiny of the Fund's business plan, budget and resource arrangements.
- Challenge whether the Fund has sufficient capacity, capability and access to professional advice.
- Support monitoring of delivery against objectives, performance indicators and service standards.
- Support scrutiny of procurement, contract management and supplier performance where relevant to Committee responsibilities.

4.6 Meetings and professional development

- Attend scheduled Pension Committee meetings and additional meetings, briefings or training where reasonably required.
- Read agenda papers and supporting material in advance and identify issues requiring clarification or challenge.

- Participate constructively, objectively and in a politically impartial manner.
- Maintain knowledge and understanding appropriate to the role and keep a record of continuing professional development.
- Provide periodic feedback on governance effectiveness and the contribution of the role.

5. Role boundaries

The Independent Person:

- is not a member of the Pension Committee and has no vote;
- has no delegated decision-making authority;
- does not manage Fund officers, advisers or service providers;
- does not replace the leadership and management responsibilities of the LGPS Senior Officer;
- does not replace the Committee's responsibility for reserved strategic decisions;
- does not replace the Local Pension Board's statutory assistance role or the Section 151 Officer's statutory responsibilities;
- does not act as the Fund's actuary, auditor, legal adviser or regulated investment adviser;
- does not exercise the Administering Authority's shareholder rights; and
- must not undertake the Fund's Independent Governance Review while holding this appointment.

6. Person specification

6.1 Essential qualifications or experience

Applicants must demonstrate at least one of the following:

- a relevant Pensions Management Institute qualification, including the Award in Pension Trusteeship, Diploma in Professional Trusteeship, Certificate in Professional Trusteeship or accreditation for professional trustees;
- membership of and accreditation by the Association of Professional Pension Trustees; or
- significant and relevant pensions experience sufficient to perform the full scope of the role.

6.2 Essential knowledge and experience

- Significant senior-level experience of pensions.
- Knowledge of pension governance and the responsibilities of governing bodies.
- Experience across, or ability to scrutinise effectively across, investment, funding, governance and administration.
- Experience of analysing complex professional advice and providing constructive challenge.
- Understanding of fiduciary duties, public law considerations, risk management, internal control and assurance.
- Experience of supporting committees, boards, trustees, elected members or equivalent decision-makers.
- Understanding of investment pooling and the distinct roles of asset owner, client, shareholder and investment manager.
- Capacity to prepare for meetings, attend as required and undertake associated training.

6.3 Desirable experience

- Recent LGPS or other public service pension experience.
- LGPS investment-pool governance.
- Local government governance and democratic decision-making.
- Large and complex defined benefit pension arrangements.
- Pension administration, actuarial funding, governance review or governance improvement.
- Organisational transformation or local government reorganisation.

6.4 Skills and behaviours

- Independence, impartiality and sound professional judgement.
- Integrity and commitment to high standards of public governance.
- Confidence to provide constructive challenge at senior level.
- Ability to analyse and explain complex matters clearly and concisely.
- Strong listening, communication and interpersonal skills.
- A collaborative, non-political approach while maintaining independence.
- Discretion, respect for confidentiality and willingness to raise material concerns.

7. Independence and conflicts of interest

Applicants must satisfy the independence requirements in the statutory LGPS Fund Governance Guidance in force at the date of appointment and disclose all actual, potential and perceived conflicts. The eligibility assessment will include the applicant and, where relevant, the legal entity employing or providing the applicant.

- The appointee must not be employed by a legal entity that currently provides disqualifying paid pensions advice to the Fund, conducts the Fund's Independent Governance Review or undertakes its actuarial valuation.
- The applicable statutory restrictions and look-back periods must be satisfied and documented.
- Connections with Gloucestershire County Council, the Fund, participating employers, LGPS Central, advisers, providers and other LGPS appointments must be declared.
- Conflicts must be updated whenever circumstances change and reviewed periodically.
- A material change affecting independence may require withdrawal from a matter or termination of the appointment.

8. Appointment and contractual arrangements

- Selection will follow an open, fair and transparent process.
- The role must be undertaken by one named individual, whether appointed directly or supplied by a firm.
- The written contract will cover scope, term, fees, attendance, confidentiality, information access, conflicts, performance review, termination and business continuity.
- Appointment will be subject to satisfactory references and appropriate due diligence.
- The Committee will periodically review contribution, attendance and continuing independence.
- Any reappointment will follow an appropriate process. Service approaching or exceeding nine years will be considered against the statutory guidance and the UK Corporate Governance Code.

9. Approval and document control

Item	Detail
Document owner	LGPS Senior Officer
Approval body	Gloucestershire Pension Committee
Status	Approved
Version	1.0
Date	29 September 2026
Review	Before each recruitment and following material legislative or governance change

