

# WPP Scheme Member Representative on the Joint Governance Committee – Appointment Process and Person Specification

## Appointment Process

The position of the JGC's Scheme Member Representative is open to any existing scheme member representative who is a member of one of the eight local pension boards in Wales.

Each local pension board will be asked to nominate an individual for consideration for the role. A local pension board is not obliged to nominate an individual. A local pension board that does not nominate an individual is not precluded from making a nomination on a future occasion.

All nominees satisfying the training, knowledge and skills requirements will be invited to submit an expression of interest setting out their specific qualities against the specified roles and responsibilities, as detailed below.

The JGC is asked to approve a sub-group of members to undertake the appointment process, including shortlisting applications and conducting interviews, with a recommendation report being taken to a future JGC for approval.

## Person Specification

### Training, knowledge and skills

The Scheme Member Representative must have knowledge and understanding of;

- relevant pensions law;
- the Local Government Pension Scheme and statutory guidance supporting it;
- the policies and processes of the JGC and the WPP.

### Roles and Responsibilities

The role of the Scheme Member Representative will be to;

- assist with the assurance of transparent reporting by the pool;
- assist with ensuring the effective implementation of strategies by pools;
- participate fully in meetings of the JGC except in the casting of a vote;
- act in the interests of all scheme members in each of the welsh LGPS pension funds;
- act as a liaison between the JGC and the local pension boards of the constituent funds by bringing ideas and suggestions from pension boards to the JGC and feeding back on decisions of the JGC to local pension boards;

- from time to time attend local pension boards of the constituent funds to provide updates and reports on the work of the JGC.
- attend training events and accept ongoing training on relevant issues and developments.

The Scheme Member Representative must be able to demonstrate;

- a strong commitment to the role including dedicating time to carry out the required duties;
- a strong commitment to the success of the WPP and the interests of all of its constituent authorities;
- the ability to bring a Scheme member perspective (active, deferred and pensioner) to the work of the JGC;
- an ability to analyse complex information;
- the confidence to challenge, influence, and engage others
- good inter-personal skills;
- the ability to contribute to JGC meetings;
- good financial, investment and LGPS regulations awareness
- sound knowledge of implementing good governance practices
- be an effective communicator and team player that can promote excellent working relationships within the Local Pension Board and gain the confidence of external stakeholders
- the ability to carry out the role to the highest standards and adhere to the Seven Principles of Public Life.

### **Conflicts of Interest**

The Scheme Member Representative must declare on appointment to the JGC, and at any subsequent point, whether they have any conflict of interest in respect of any business being conducted by the JGC.

A conflict of interest is defined as a financial or other interest which is likely to prejudice a person's exercise of functions as a member of the JGC.

### **Attendance**

The Scheme Member Representative is expected to attend all JGC meetings plus any other officially scheduled events. There are typically 4 meetings per annum. In the event of persistent non-attendance, the tenure will be reviewed by the JGC.

### **Tenure**

The initial appointment will be for a 1-year period, after which the JGC has the option to extend the appointment for a further year