

Local Pension Board – Employee Representative Role

Leicestershire County Council is the scheme manager of Leicestershire County Council Local Government Pension Scheme (the Fund).

Role Summary

The role of the Local Pension Board (the Board), as defined by sections 5(1) and (2) of the Public Service Pensions Act 2013, is to assist the Administering Authority as Scheme Manager in ensuring the effective and efficient governance and administration of the Fund. This is on behalf of over 109,000 scheme members. The Board's duties include oversite of the functions of the Fund, including the direction of the Fund and its overall objectives, and the administration of benefits and contributions. These are set out in more detail in the Board's [Terms of Reference](#).

Employee representatives 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 employees, pensioners and deferred members, who are part of the pension scheme.

As such you would have a duty to act impartially and in good faith recognising that the Board 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 Board from time to time in light of guidance from the law.

Appointment

Up to three employee representatives are elected to attend meetings of the Board 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 Board 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 Board has 4 meetings a year, which generally start at 10.00am and finish at around 12noon. These can either be held in person or hybrid.

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 Board 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

All members of the Board must 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 Board in accordance with the [Funds Conflict of Interest Policy](#).

Expenses

The Fund may meet reasonable expenses of members of the Board, 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.

October 2025