



Independent Person Candidate Recruitment Pack Brent Pension Fund

The Brent Pension Fund

The Brent Pension Fund is part of the Local Government Pension Scheme (LGPS) and is administered by the London Borough of Brent. The Fund provides pension benefits for more than 22,000 current and former employees of Brent Council and participating employers. The Fund is overseen through established governance arrangements, with responsibility for investment, funding and administration sitting with the Council's Pension Fund Sub-Committee.

Managing assets of approximately £1.5bn, the Fund has a long-term responsibility to ensure pension benefits are paid when due. The Fund aims to achieve this through strong governance, prudent funding and investment strategies, effective risk management and high-quality pension administration.

The Fund is overseen by the Pension Fund Sub-Committee and Brent Pension Board. The Sub-Committee is responsible for the management and administration of the Pension Fund on behalf of Brent Council. It is supported by the Pension Board which assists the Council with the governance and administration of the Fund. Together, they help ensure the Fund operates in the best interests of its members and employers and remains financially sustainable for the long term.

Background to the Appointment

As part of national reforms across the Local Government Pension Scheme (LGPS), Brent Council is required to appoint an Independent Person to the Pension Board. The role is intended to provide independent, expert oversight and challenge across investment, governance, administration, and funding matters. The Independent Person will complement and add value to advice received from the Fund's appointed professional advisers (including the officers, actuary and LGPS pool).

For further information visit [Local Government Pension Scheme: fund governance - GOV.UK](https://www.gov.uk/government/organisations/local-government-pension-scheme/about/fund-governance)

The Role

The Independent Person will provide independent professional expertise, scrutiny and constructive challenge across investment, governance and administration. The role will support the Fund in maintaining effective governance, meeting its statutory and regulatory responsibilities, and responding to ongoing LGPS reforms.

The role will work particularly closely with the Chair of the Pension Fund Sub-Committee, Chair of the Pension Board and Senior LGPS Officer, while engaging with officers and advisers as necessary.

The Independent Person will complement, rather than replace, the responsibilities of the Pension Fund Sub-Committee, Pension Board, Senior LGPS Officer and existing governance arrangements. The role is advisory and non-voting, with no delegated decision-making authority, and covers the full range of Pension Fund Sub-Committee functions, including investment strategy, governance, administration and the Fund's relationship with its asset pool company, London CIV.

The role is similar in nature to that of a Non-Executive Director or Professional Trustee. The Independent Person will be appointed as an officeholder and not as an employee, worker, consultant or contractor of Brent Council.

The duties include but are not limited to:

- Supporting and contributing to the development of all strategies for which the Pension Fund Sub-committee is responsible
- Scrutinising any advice given to the committee, whether from the pool or any other organisation or individual
- Monitoring and assessing performance against targets set in LGPS strategies, including administrative performance and the pool's implementation of the investment strategy, and helping monitor whether the collective pool oversight process is meeting the requirements of the administering authority
- Monitoring and assessing performance against targets of the committee's governance arrangements, including any action plans arising from Independent Governance Reviews
- Support the Committee's oversight of the Fund's risk management framework and provide challenge on the identification, management and reporting of key risks.
- Providing independent support and advice to the Senior LGPS Officer and wider pensions team where functions have been delegated by the administering authority.
- Contributing in any other way appropriate to the authority's LGPS functions

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

Independent persons are not required to be persons authorised by the FCA to provide advice or to hold liabilities insurance.

PERSON SPECIFICATION

Qualifications and Experience

Candidates are expected to have one or more of the following:

- Qualification from Pensions Management Institute (PMI) – the award in pension trusteeship, diploma in professional trusteeship, certificate in professional trusteeship, accreditation for professional trustees
- Member of, and accredited by, the Association of Professional Pension Trustees (APPT)
- Significant experience of pensions gained through senior Pension Fund governance, trustee, actuarial, investment, administration or regulatory roles.

LGPS experience is preferred however experience outside the LGPS will be considered where candidates can demonstrate sufficiently relevant and transferable expertise.

Knowledge and Understanding

Candidates should be able to demonstrate:

- Experience operating at Board, Committee, Trustee, Non-Executive Director, and/or senior advisory level.
- Strong understanding of pension fund governance, investment, administration, funding and fiduciary responsibilities.
- Strong knowledge of investment management and the key factors that influence long-term investment performance.
- An understanding of funding, actuarial valuations and the long-term nature of defined benefit pension schemes.
- An understanding of governance frameworks, risk management and regulatory compliance in the public sector and/or within a pension fund environment.
- Knowledge of current issues affecting the LGPS, including investment pooling, responsible investment, funding, governance developments and regulatory expectations.

Skills and Attributes

- The ability to analyse complex investment, funding, governance and administration matters.
- The ability to review professional advice and provide objective, evidence-based challenge.
- Communicate complex matters clearly and effectively to elected members and other stakeholders.
- Demonstrate sound judgement and independence of thought.

- Build effective relationships while maintaining professional independence.
- Contribute constructively and positively to discussions and decision-making processes.
- Maintain high standards of integrity, confidentiality and professionalism.

Appointment Details

Term: Three-year appointment subject to annual review.

Remuneration and Expenses: Remuneration will be agreed on appointment subject to qualifications, experience and expertise. Reasonable expenses will be paid in accordance with established arrangements for Council Committees.

Time Commitment and Availability: The expected commitment is approximately 15 days per year. This is expected to include:

- Preparation for and attendance, in person, at Pension Fund Sub-Committee meetings.
- Attendance at relevant Pension Board meetings.
- Regular meetings with the Chairs of the Sub-Committee and Pension Board.
- Meetings with the Senior LGPS Officer and pensions team, as required.
- Attendance at workshops, relevant training and development activities.
- Additional preparation, advice and engagement required to fulfil the role effectively.

Some meetings will be required to be attended in person in Brent.

Conflicts of Interest

The independent person must be capable of providing impartial, objective and robust challenge. Therefore, candidates must declare any actual, potential or perceived conflicts of interest as part of the application process to protect the independence of the role.

The Independent Person must not be employed by, contracted to, or hold a financial interest in any company that also provides other paid pensions services to the Brent Pension Fund or that conducts the Fund's Independent Governance Review, audit, actuarial valuation or similar professional services.

Standards, Conduct and Knowledge

The Independent Person will be expected to:

- Maintain high standards of personal and professional conduct.
- Act honestly, impartially and with integrity in the discharge of their duties.
- Work in accordance with the Nolan Principles of Public Life.
- Comply with relevant Brent Pension Fund policies and procedures.
- Declare and appropriately manage conflicts of interest.

- Understand and comply with requirements relating to the reporting of breaches and other governance matters.
- Maintain appropriate knowledge and understanding to undertake the role effectively.
- Participate in the Fund's Training Strategy and relevant training events.

For an informal conversation about this role, please contact Sawan Shah by emailing Sawan.Shah@brent.gov.uk

HOW TO APPLY

Application Process

To apply, please submit your CV as well as a supporting statement which should demonstrate how you meet the criteria set out in the Person Specification. You must include details of any actual, potential or perceived conflicts of interest. Please ensure that supporting statements are no more than 3 sides in length.

We would also appreciate it if you could complete the Equality and Diversity monitoring form via the online application process. This form is for monitoring purposes only and will not form part of your application.

Timetable

Closing Date: Applications will be open until Thursday 29th October 2026 (Midnight)

Interview date: Scheduled for w/c 16 November 2026 (In person)

Pre-Appointment Checks

Final recommendation and formal appointment shall be conditional upon the Council being satisfied with all pre-appointment checks being complete. These include Identity and right to work; Declaration of interests; References; Basic DBS and CIFAS fraud check.

Useful Links

Further information about the Pension Fund can be found on the fund's website:

[Brent Council Pensions](#)

[Brent Pension Fund Sub-Committee](#)

[Brent Pension Board](#)

[Actuarial Valuation Report](#)

[Funding Strategy Statement](#)

[Annual Report 2024/25](#)

