



## Independent Person

Candidate Information, Role Profile and  
Person Specification



|                               |                                                                       |
|-------------------------------|-----------------------------------------------------------------------|
| <b>Appointment:</b>           | Independent adviser to the Pensions Committee and LGPS Senior Officer |
| <b>Term:</b>                  | Three years, with the possibility of one further three-year term      |
| <b>Indicative commitment:</b> | 15 - 25 days each year                                                |
| <b>Remuneration:</b>          | Day-rate service contract                                             |

## The opportunity

Tyne and Wear Pension Fund is seeking an accomplished pensions professional to serve as its first Independent Person. This is a distinctive opportunity to bring independent judgement, support and broad professional expertise to the governance of one of the largest funds in the Local Government Pension Scheme.

Working alongside the LGPS Senior Officer and the Pensions Committee, the successful candidate will help ensure that decisions are well informed, evidence based and consistent with the Fund's fiduciary and public law duties. The role calls for independence of thought, excellent judgement and the confidence to test complex advice while building constructive relationships across the Fund's governance framework.

## Statutory context

The appointment is required under regulation 53A of the Local Government Pension Scheme Regulations 2013. The Independent Person must support the LGPS Senior Officer and the Pensions Committee, act independently of both the administering authority and the asset pool company, and perform the role in accordance with statutory guidance issued by the Secretary of State.

## About Tyne and Wear Pension Fund

Administered by South Tyneside Council, the Fund provides defined benefits to employees and former employees of local authorities and a wide range of other scheduled and admitted bodies across Tyne and Wear and Northumberland. At 31 March 2026, it had 397 current and former employers and 188,832 members: 63,568 active members, 74,877 pensioners and 50,387 deferred members. At 30 June 2026, its assets were valued at approximately £15.3 billion and its funding level was 132%.

As a shareholder and client of Border to Coast Pension Partnership, the Fund has significant assets invested or managed through pooled arrangements. Its scale and complexity require strong oversight across administration, investment, funding, governance, financial management and stakeholder engagement. The Fund also provides pensions administration services to the Teesside Pension Fund under a commercial contract.

The Fund has an ambitious programme of continuous improvement and is committed to being forward-looking, well governed and responsive to the changing LGPS environment. The Independent Person will have an important role in supporting the Fund as it delivers these ambitions.

## Role profile

|                                  |                                                                                                             |
|----------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Role title</b>                | Independent Person - LGPS                                                                                   |
| <b>Status</b>                    | Independent, non-voting adviser to the Pensions Committee and the LGPS Senior Officer                       |
| <b>Accountable to</b>            | The administering authority, working principally with the LGPS Senior Officer and Pensions Committee        |
| <b>Management responsibility</b> | None                                                                                                        |
| <b>Location</b>                  | Attendance at meetings and other activity as agreed; some work may be undertaken remotely where appropriate |

## Purpose of the role

To provide impartial professional insight, scrutiny and support across the full range of the Fund's LGPS functions by providing support to the Pensions Committee and LGPS Senior Officer. The Independent Person will strengthen decision-making by testing the quality of advice, highlighting risks and options, monitoring performance and supporting continuous improvement, while preserving clear accountability for decisions taken by the administering authority and its Pensions Committee.

## Key responsibilities

- Attend Pensions Committee meetings in a non-voting capacity and contribute independent insight, professional expertise and scrutiny of advice.
- Support and contribute to the development, review and implementation of all strategies and policies for which the Committee is responsible.
- Scrutinise reports, recommendations and advice from officers, advisers, investment managers, the asset pool company and other parties, ensuring that material assumptions, risks, alternatives and implications are clearly understood.
- Help the Committee monitor performance against agreed objectives and targets, including pensions administration, funding strategy, investment, risk, resources, stakeholder experience and the pool's implementation of the Fund's investment strategy.
- Support oversight of Border to Coast Pension Partnership, including the quality of advice, investment implementation, performance, governance, accountability and value for money.
- Support consideration of governance arrangements and any actions arising from independent governance reviews, audit findings, assurance reports and improvement plans.
- Contribute appropriately across all other LGPS functions of the Fund, including financial management, stewardship, communications, training and employer and member engagement.
- Promote high standards of governance, transparency, accountability, regulatory compliance and effective decision-making.
- Maintain constructive relationships with the LGPS Senior Officer, Committee members, relevant officers and advisers, the Local Pension Board, Investment Panel and other stakeholders, while remaining demonstrably independent.

## Scope of advice and support

The role covers all functions of the Pensions Committee, including governance, pensions administration, funding strategy, investment strategy, risk and internal control, training, communications, financial reporting and resourcing. It includes consideration of the Fund's principal strategies and policies, including its Investment Strategy Statement, Funding Strategy Statement, Governance Strategy, Responsible Investment Policy, Conflicts of Interest Policy, Communications Policy and Pensions Administration Strategy.



## Independence, conduct and boundaries

- Act independently of South Tyneside Council in its capacity as administering authority and independently of Border to Coast Pension Partnership.
- Declare, before appointment and throughout the term, any actual, potential or perceived conflict of interest involving the administering authority, participating employers, advisers, service providers, the asset pool company or any other relevant party.
- Demonstrate that no personal, financial, political or professional interest compromises, or could reasonably be perceived to compromise, impartiality.
- Uphold the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Maintain confidentiality and comply with applicable requirements concerning data protection, information governance, equality, diversity and inclusion, communications and conflicts of interest.
- Exercise independent judgement without assuming executive authority. The role carries no power to negotiate, enter into or execute agreements, or to speak publicly on behalf of the Fund or Council unless specifically authorised.
- Comply with any political restriction or other restriction applying under legislation, statutory guidance or local policy.

# Time commitment and appointment terms

As this is a new appointment, the precise commitment will develop in practice. Candidates should anticipate approximately 15 - 25 days each year and be prepared to work flexibly in response to the Fund's business programme. The minimum expected commitment includes:

- Five scheduled Pensions Committee meetings each year, together with any special meetings, including preparation and pre-reading.
- Four Investment Panel meetings each year.
- One or more Local Pension Board meetings each year, as agreed with the LGPS Senior Officer and Chair of the Local Pension Board.
- Meetings with the LGPS Senior Officer, Committee Chair, officers, advisers and other stakeholders where reasonably required.
- Continuing professional development and Fund-specific training sufficient to maintain the knowledge and understanding required for the role.

The appointment will be made under a service contract for three years, with the possibility of one further three-year term by mutual agreement.

Remuneration will be paid at a competitive rate on an hourly and / or day-rate basis. Applicants should state their proposed hourly and daily rates.

## Person specification

### Experience and knowledge

Experience of more than one of the areas below is required:

- Substantial senior-level experience encompassing pension scheme governance and at least one of pensions administration, funding strategy, investment, oversight, assurance or financial services.
- A strong understanding of the LGPS or a comparably large and complex occupational pension scheme, including its governance, regulatory and fiduciary responsibilities.
- Experience of interpreting complex financial, actuarial, investment, administration or governance information and providing balanced, evidence-based advice and challenge.
- Experience of scrutinising strategy, service performance, risk management, internal controls or independent review activity.
- Knowledge of LGPS governance structures, delegated decision-making, the role of the LGPS Senior Officer, Pensions Committee and Local Pension Board, and the operation and oversight of asset pooling.

- Working knowledge of the legislation, statutory guidance and regulatory expectations relevant to LGPS funds, together with the Fund policies needed to perform the role effectively.
- Understanding of funding strategy and actuarial matters; investment strategy, oversight of investment performance; pensions administration and employer engagement; financial reporting, data protection and information governance.

## **Skills and personal qualities**

- Independence of thought, impartiality and sound professional judgement.
- The confidence and diplomacy to provide objective, proportionate and constructive challenge and support.
- Strong analytical skills and the ability to identify the issues that matter in complex evidence.
- Clear, concise and persuasive written and verbal communication.
- The ability to build trusted working relationships while maintaining appropriate professional distance.
- High standards of integrity, confidentiality, discretion and political sensitivity.
- A commitment to collective decision-making, continuous improvement and the long-term interests of scheme members and employers.
- The capacity and flexibility to meet the role's time commitment and prepare thoroughly for meetings.

## **Qualifications and continuing development**

The independent person must hold one or more of the following qualifications or experience:

- A 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.

# Selection and application process

## How to apply

Please submit:

- an up to date curriculum vitae;
- a covering statement demonstrating how you meet the person specification and can fulfil the role's statutory purpose;
- details of any actual, potential or perceived conflicts of interest; and
- your proposed hourly and daily rates.

**Applications should be sent to [Governance.TWPF@southtyneside.gov.uk](mailto:Governance.TWPF@southtyneside.gov.uk) by Friday 30 October 2026. Shortlisted candidates will be invited to a formal interview, expected to take place during the week commencing 16 November 2026.**

## Assessment and checks

Assessment will consider the evidence provided against the experience and knowledge criteria, the candidate's independence and capacity to undertake the commitment, the quality of their judgement and communication and have regard to the hourly and daily rates payable.

Before appointment, the Council will complete appropriate due diligence and a formal conflicts assessment, including relevant relationships with the Council, participating employers, Fund advisers, service providers and Border to Coast Pension Partnership.

## Further information

For an informal and confidential discussion, please contact:

**Paul McCann - [Paul.McCann@southtyneside.gov.uk](mailto:Paul.McCann@southtyneside.gov.uk)**

**Neil Sellstrom - [Neil.Sellstrom@southtyneside.gov.uk](mailto:Neil.Sellstrom@southtyneside.gov.uk)**

