



HILLINGDON

LONDON

9 April 2026
To All Scheme Employers

LONDON BOROUGH OF HILLINGDON LOCAL PENSION BOARD

In accordance with legislation, the Council, as administering authority of the Hillingdon Fund of the Local Government Pension Scheme (LGPS), established a local **Pension Board** with effect from 1 April 2015.

The Board carries out a scrutiny role, and terms of reference include:

- To assist London Borough of Hillingdon Administering Authority as Scheme Manager: to secure compliance with the LGPS regulations and any other legislation relating to the governance and administration of the LGPS.
- To secure compliance with requirements imposed in relation to the LGPS by the Pensions Regulator; and in such other matters as the LGPS regulations may specify.
- To secure the effective and efficient governance and administration of the LGPS for the London Borough of Hillingdon Pension Fund.
- To provide the Scheme Manager with such information as it requires to ensure that any member of the Pension Board or person to be appointed to the Pension Board does not have a conflict of interest.

The agreed establishment of the Board and its membership have been set as:

- 3 employer representatives
- 3 scheme member representatives.

There are currently two vacancies for 2 Employer Representatives.

This is an exciting opportunity for an employee representative to become directly involved in influencing the running of the Pension Scheme and my purpose in writing to you is to invite you, as a scheme employer, to consider submitting an expression of interest by proposing a member of your organisation to apply to be appointed to the vacant scheme employee representative position.

An expression of interest should be in writing, no longer than 150 words and sent to me by no later than 31 May 2026. Appropriate candidates will then be shortlisted and interviewed for the position based on capacity and/or experience.

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The Pension Board meets sufficiently regularly to discharge its duties and responsibilities effectively; this is currently four times a year. Appropriate training will also be provided for the role, and the term of office will be until such time as a member resigns from their appointment. Knowledge and Skills are a statutory requirement for the post so candidates will be expected to attend training throughout their appointment.

Further details of the Board are available on the LBH Pensions website at: www.hillingdon.gov.uk/pensions but should you wish to have an informal discussion about the role then please do not hesitate to contact me.

Yours faithfully,

Tunde Adekoya
Finance Manager
Pensions & Governance