

Independent Person

Wandsworth Pension Fund

CANDIDATE BRIEF

A three-year, non-voting appointment providing independent strategic advice, scrutiny and constructive challenge.

Applications are invited from suitably qualified individuals and from firms able to nominate one named individual to fulfil the role.

Application package - CV for the named candidate, a covering statement explaining how the requirements are met, conflicts declaration, fixed price for the seven core meetings, and a day rate for additional work.

Application deadline, submission address and procurement reference: to be inserted before issue.

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1. Invitation and opportunity

Wandsworth Council, as administering authority for the Wandsworth Pension Fund, invites applications for the role of Independent Person. The role is non-voting and is intended to strengthen governance by providing independent strategic advice, scrutiny and constructive challenge to the Pension Fund Committee, the Local Pension Board, the Senior Responsible Officer and, where relevant, the Fund's asset pooling arrangements.

The appointment may be made either to:

- an individual contracting directly with the Council; or
- a firm or other legal entity that nominates one named individual to fulfil the role throughout the appointment.

Named individual requirement - Where a firm applies, its proposal must identify a single individual who personally meets all candidate requirements (with some support from colleagues). The Council will assess that individual, not merely the firm's general capability. Any later substitution would require the Council's prior written approval and equivalent due diligence.

2. About the Fund and the role

Wandsworth Council is the administering authority for the Wandsworth Pension Fund, which forms part of the Local Government Pension Scheme (LGPS). The Fund had 43,955 members at 31 March 2026 including 12,082 pensioners. At 31 March 2026, the Fund had 73 employers with active members, of which 53 were scheduled, 18 were admitted bodies and 2 were designated bodies. The Richmond Fund was merged into the Wandsworth Fund in 2016 to facilitate the boroughs' shared service agreement and the Fund had investment assets worth £3.3bn at 31 March 2026. The Fund had around 77% of its assets under pool management at 31 March 2026 and has since signed an investment management agreement transferring management of all its assets to the London CIV, its local pool.

Following reforms to the LGPS and the introduction of Regulation 53A, the Fund is seeking to appoint a named Independent Person. The appointee will support the senior responsible officer and the Chair of the Pension Fund Committee by independently scrutinising advice and recommendations received by the Fund and helping to ensure that governance arrangements and decision-making remain aligned with statutory guidance and good practice.

The role is comparable in character to that of a non-executive director or professional trustee. It requires sound judgement, credibility with elected members and senior stakeholders, and the ability to challenge constructively without displacing the responsibilities of the Committee, Board, officers or professional advisers.

3. Scope of the appointment

The Independent Person will be expected to provide proportionate, risk-based support across governance, investment, administration and assurance. Responsibilities will include, but are not limited to, the following.

Governance and decision-making

- Review and challenge governance arrangements, committee effectiveness, decision pathways, delegations, risk registers, conflicts management, compliance evidence and reporting to the Committee and Local Pension Board.

- Support consideration of action plans arising from independent governance reviews and other assurance activity.
- Provide independent scrutiny of advice and recommendations from advisers, the asset pool and other organisations or individuals.
- Promote clear evidence, options, risks and rationale in material presented for decision or oversight.

Strategy, performance and pooling

- Support and contribute to the development and review of strategies, policies and governance documents for which the Pension Fund Committee is responsible.
- Help monitor performance against objectives and targets set through LGPS strategies, including administrative performance.
- Support oversight of the administering authority's position as both shareholder and client of London CIV, including monitoring the pool's implementation of the Fund's investment strategy and the effectiveness of collective pool oversight arrangements.

Administration and member outcomes

- Provide independent challenge on administration performance, data quality, member communications, employer performance, breaches, complaints, cyber resilience and service improvement plans.
- Consider whether reports and assurance provide a clear account of the implications for scheme members and employers.

Knowledge, skills and conduct

- Support the Training Strategy by helping to identify knowledge gaps and advising on training priorities.
- Encourage papers to explain the knowledge and decision context for major matters.
- Uphold independence, fairness, integrity and high standards of conduct, and provide assurance through objective challenge.
- Contribute in other appropriate ways to the authority's LGPS functions, where agreed within the contract.

4. Core meeting requirement

Tenderers must quote a single fixed price covering the complete annual core meeting requirement of seven meetings: three Local Pension Board meetings and four Pension Fund Committee meetings. The fixed price must include all of the following for each meeting:

- timely review of the agenda, reports, appendices and other relevant papers;
- one preparation call with the appropriate officer or Chair before the meeting;
- attendance at the meeting in person for all Committee meetings and where required for Board meetings;
- independent contributions, questions and constructive challenge during the meeting; and
- reasonable follow-up directly arising from the meeting, such as confirming key observations or agreed actions.

Boundary of the core service - The Independent Person is not expected routinely to draft Committee or Board papers as part of the fixed meeting price. Substantive drafting, training, separate reports and attendance at other meetings fall within additional services unless expressly agreed otherwise.

Meeting type	Number included	Delivery expectation
Local Pension Board	3	Paper review, preparation call and in-person attendance
Pension Fund Committee	4	Paper review, preparation call and in-person attendance
Total core meetings	7	One fixed price for the full requirement

5. Additional services

The Council may commission additional work where this would add value. Tenderers must provide a day rate, with any part-day basis and minimum charging unit clearly stated. No additional work should be undertaken without prior authorisation from the designated Council officer.

Examples may include:

- preparing a standalone report, assurance note or review;
- designing or delivering training for Committee members, Local Pension Board members or officers;
- attending working groups, adviser meetings, pool meetings, employer meetings or other meetings outside the seven core meetings;
- supporting a targeted governance, investment or administration review;
- providing additional advice on an exceptional or complex matter; and
- other agreed activity that is outside the fixed-price meeting requirement.

6. Candidate requirements

The named individual should demonstrate significant pensions experience and expertise, together with a strong understanding of the challenges and opportunities facing the LGPS. Evidence should be specific and should explain the candidate's personal contribution and relevant outcomes.

Requirement	Evidence expected in the covering statement
Professional standing	A relevant qualification from the Pensions Management Institute; membership of and accreditation by the Association of Professional Pension Trustees; or extensive knowledge and experience within an LGPS environment.
LGPS knowledge	Detailed understanding of the LGPS environment, its governance framework and current developments affecting administering authorities.
Breadth of expertise	In-depth knowledge of pension fund governance, investment and administration, preferably gained within or directly supporting the LGPS.
Independent judgement	Examples of objective scrutiny, constructive challenge and sound judgement in complex or sensitive settings.

Requirement	Evidence expected in the covering statement
Senior stakeholder skills	Ability to work effectively with elected members, senior officers, advisers, asset pools, employers and other stakeholders.
Analysis and communication	Ability to absorb complex papers, identify material issues and communicate concise, practical and well-evidenced observations.
Conduct and credibility	High standards of integrity, fairness, discretion and professional behaviour.
Capacity and commitment	Capacity to review papers promptly, attend all core meetings in person and undertake preparation calls.

7. Independence and conflicts

The named individual must be, and be seen to be, independent. Candidates must not have personal, financial or professional interests that could compromise, or reasonably appear to compromise, impartiality in relation to the Wandsworth Pension Fund, participating employers, advisers or service providers.

Applicants must identify all actual, potential and perceived conflicts. The candidate must not be employed by, hold a contractual relationship with, or have a financial interest in an organisation that delivers paid services to the Fund, including pension advisory, actuarial, investment consultancy, independent governance review or other related professional services. The role must also be kept separate from organisations conducting the Fund's independent governance review or actuarial valuation.

The successful candidate will be required to:

- complete pre-appointment declarations and due diligence checks;
- disclose other LGPS and related appointments;
- declare new or changed conflicts promptly throughout the term;
- comply with agreed conflict-management arrangements, including withdrawal from an item where required; and
- maintain independence of thought and the highest standards of ethical behaviour.

Firms and wider-client conflicts - A firm must consider conflicts across the firm and relevant connected entities, not only those of the nominated individual. Its proposal should explain the conflict-checking process and any safeguards proposed.

8. Contract terms and working arrangements

Item	Proposed arrangement
Appointment	Contractual appointment to an individual or firm, with one named individual approved to perform the role.
Initial term	Three years.

Item	Proposed arrangement
Extension	Scope to extend, subject to satisfactory performance, up to a maximum total period of nine years. Any extension would be at the Council's discretion and subject to the contract.
Status	Independent, non-voting role. The appointee does not replace the responsibilities of the Committee, Local Pension Board, officers or advisers.
Attendance	In-person attendance at the seven core meetings is required. Attendance at training or other sessions will be agreed under the fixed price only where expressly stated, otherwise it will be additional work.
Performance review	The contribution and effectiveness of the Independent Person will be reviewed regularly.
Expenses	Reasonable expenses may be met by the Pension Fund in accordance with the contract and the Council's applicable policy. Tenderers must state whether travel and subsistence are included in the fixed price or charged separately.
Confidentiality and information handling	The appointee will be expected to comply with contractual confidentiality, information governance and security requirements.
Substitution	No substitution of the named person without prior written approval, evidence that the replacement meets all requirements and completion of due diligence.

9. Pricing submission

Tenderers should provide transparent, fixed and comparable pricing. Prices should be stated exclusive of VAT, with VAT status identified separately. The submission must include the items below.

Pricing item	Tenderer response
Fixed price for seven core meetings	£_____ exclusive of VAT
What the fixed price includes	Confirm paper review, seven preparation calls, seven in-person attendances and reasonable meeting follow-up.
Day rate for additional work	£_____ exclusive of VAT per day
Part-day / hourly basis	State half-day rate, hourly rate or minimum charging unit, if applicable.
Travel and subsistence	State whether included. If excluded, explain the basis on which they would be charged.
Price assumptions or exclusions	List all assumptions, dependencies and exclusions.
Price validity	State how long the quoted prices will remain valid.

Pricing item	Tenderer response
Indexation	State whether any annual price adjustment is proposed and the basis for it.

The Council may seek clarification where a price does not clearly cover the full core requirement. Additional work will only be commissioned when required and does not represent a guaranteed volume of work.

10. Application requirements

Applications should be concise but sufficiently evidenced to permit a fair assessment. Each application must contain the following documents and information.

13. A current CV for the single named individual who will perform the role.
14. A covering statement explaining how the named individual meets each requirement in section 6 and can deliver the scope in sections 3 to 5. The statement should use relevant examples and distinguish the individual's contribution from that of any wider team.
15. For a firm, a short organisational statement confirming the contracting entity, the nominated individual, the firm's support arrangements and how continuity would be managed without diluting the named-individual requirement.
16. A complete conflicts and independence declaration covering the named individual, the applicant firm and relevant connected entities.
17. The fixed price and day-rate information requested in section 9.
18. A list of current or recent LGPS and comparable pension appointments held by the named individual, including the nature of each role and any time or conflict implications.
19. Details of two referees able to comment on the named individual's suitability, subject to the Council's stated procurement arrangements.
20. Confirmation of availability for the expected meeting cycle, in-person attendance and preparation calls.
21. Confirmation that the applicant accepts the principle that substantive additional work requires prior authorisation.

Suggested covering statement structure - Use the requirement headings in section 6. For each, set out relevant experience, a specific example, the candidate's personal contribution and why that evidence is relevant to this appointment.

11. Selection process

The Council intends to use a proportionate process focused on the capability and independence of the named individual, the quality of the proposed service and value for money. The process may include:

- assessment of the written application or proposal against the candidate and service requirements;
- review of conflicts, independence and other appointments;
- an interview with a panel which may include the LGPS senior officer, the Pension Fund Committee Chair or nominee, the Local Pension Board Chair or nominee, and relevant senior officer support;
- a scenario-based assessment requiring the candidate to review a sample Committee paper and identify governance, investment, administration and assurance issues;
- clarification of pricing, assumptions, availability and delivery arrangements; and

- references and due diligence checks before appointment.

The Council reserves the right to determine the final assessment method and weightings in the procurement documentation. Applicants should therefore respond to all requirements fully and should not rely on information being inferred from their CV or firm profile.

12. Submission checklist and information to be completed before issue

Applicant checklist	Included
CV of named individual	☐
Covering statement addressing all requirements	☐
Firm statement, where applicable	☐ / N/A
Conflicts and independence declaration	☐
Fixed price for seven core meetings	☐
Day rate and charging basis for additional work	☐
Travel, VAT, assumptions and exclusions stated	☐
Other appointments and availability disclosed	☐
Referee details	☐
Declaration and signature	☐

Information for the Council to insert before publication

- Closing Deadline: 1st November 2026
- Applications to be sent to PensionInvestments@richmondandwandsworth.gov.uk
- Contact for questions: Paul Guillioti (paul.guillioti@richmondandwandsworth.gov.uk)
- Interviews to take place: w/c16th November 2026
- expected meeting dates can be found at [Browse meetings - Joint Pensions Committee - Wandsworth Borough Council](#);
- current Fund membership, employer and asset information – see section 2

Applicant declaration

I/We confirm that the information supplied is accurate; that the named individual is available and willing to perform the role; that all known actual, potential and perceived conflicts have been disclosed; and that the

pricing submission covers the requirements stated in this candidate brief, subject only to the expressly identified assumptions and exclusions.

Applicant / firm	
Named individual	
Authorised signatory	
Signature	
Date	