



Becoming a Member Nominated Trustee Director

Would you like to apply?

Applications must be received by **Thursday 30th April 2020** to be considered

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What is the Trustee Board and what does it do?

Workers Pension Trust is an occupational, trust based pension scheme open to all businesses in the United Kingdom.

Workers Pension Trust is set up as a trust and is governed by a Trustee Board. The Trustee Board is responsible for ensuring that the pension scheme is managed in accordance with legislation, its governing documents (the Trust Deed and Rules) and in the best interest of its members and beneficiaries.

A vacancy on the Trustee Board has become available for a Member Nominated Trustee Director (MNTD). Applications are sought from active and pensioner members of Workers Pension Trust.

The Trustee Board currently consists of four Trustee Directors:

- Tony Reynolds (Chair of the Trustee Board)
- Capital Cranfield Trustees Ltd (Professional Trustee represented by Carole Ryden)
- Ciaran Brolly (Member Nominated Trustee Director)
- John Armstrong (Principal Employer nominated Trustee Director)

What is a Member Nominated Trustee Director?

Being a MNTD can be interesting and rewarding, however it does involve significant responsibility and complexity, and can be time consuming.

A MNTD has exactly the same role and legal responsibilities as the other Trustee Directors. The role is to individually and collectively, with the other Trustee Directors, ensure that the Scheme is run properly, and that members' benefits are secure, acting in line with the Trust Deed and Rules and the statutory framework surrounding pensions.

A MNTD must represent the interests of all members and be able to separate their duties as a Trustee Director from their role as a member of the scheme.

Statement from Ciaran Brolly, a current MNTD:

"It took a bit of time to "get my feet under the table" but the rest of the Trustee Board made me feel very welcome and supported me when needed. I am very happy that I took on the MNTD role and believe that I am contributing my time and skills for the benefit of pension scheme members. It is indeed a responsible and rewarding role."

Who can apply?

Applications are sought from active and pensioner members who are aged 18 or over.

Please note that as part of the recruitment and selection process a basic criminal record check will be carried out.

What skills and experience do I need?

Good interpersonal and communication skills, experience of working as part of a decision making group, either on a board or committee in a business or voluntary environment, and the ability to work as part of a team are desirable.

You should also possess good, independent judgement and be confident enough to speak your mind and contribute to discussions and challenge advice if necessary.

You should have experience in any of the following areas:

- Trusteeship
- Business / Financial management
- Investments
- Information Technology
- Pensions
- Communication / Marketing
- Governance
- Customer Care / Administration
- Legal

There is a requirement to complete the Pensions Regulator's Trustee Toolkit online learning programme within six months of becoming a Trustee Director. The Toolkit is a good way to meet the basic level of knowledge and understanding required to fulfil the needs of the role.

It can be found at: <https://trusteetoolkit.thepensionsregulator.gov.uk/>

You will also be expected to attend Trustee induction training shortly after appointment and will be required to familiarise yourself with both the Trust Deed and Rules and other key Scheme documents as soon as possible.

What support would I get?

All Trustee Directors receive training and support to help them carry out their duties. The Trustee Board is supported by an in-house team of pensions professionals and experienced external advisers. Once appointed, you will attend an induction training course explaining the duties and responsibilities of being a MNTD. Further training is then given at an annual training day and one-off training sessions as required.

What is the time commitment?

You should not underestimate the time commitment. You will be expected to attend all Trustee meetings, and, if appropriate, any Committee meetings. There are usually four Trustee Board meetings plus preparatory work and training each year.

Board meetings are generally held at Workers Pension Trust, 143 Malone Road, Belfast. Agenda papers are usually issued two weeks in advance and you should allow a significant amount of time to read this information. There is also normally a flow of email correspondence, which often requires a prompt response.

You will need to have access to a computer with a secure email account so that meeting arrangements and documents can be sent via email.

Will I get paid?

A small attendance fee is paid for attending each meeting and you may claim reasonable expenses incurred while carrying out Trustee duties.

How long will I serve?

The initial appointment will be for 3 years, but can be extended for a further 2 years. The term may be ended if:

- You wish to resign as a Trustee
- You are removed by unanimous agreement of the other Trustees
- You cease to satisfy the eligibility requirements
- You become legally disqualified from acting as a Trustee
- You cease to be an active member of the Scheme

How does the nomination process work?

There is currently one MNTD vacancy available. If only one eligible nomination is received that person will be appointed. However, if more than one eligible nomination is received then a selection panel will determine who will be appointed.

How do I apply?

To receive a nomination pack you should contact Hannah Sankannawar of Workers Pension Trust at hannahs@workerspensiontrust.co.uk.

The nomination pack includes:

- summary of Trustee responsibilities
- an outline of the selection process
- an application form

All applications are considered strictly on the basis of merit.

Additional information

You can find more information about the Scheme at www.workerspensiontrust.co.uk

You can find out more information about being a Trustee Director from the Pensions Regulator's guide for new trustees available at www.thepensionsregulator.gov.uk/en/trustees

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