

## Your scheme. Your members' futures. Your responsibility. Our service, your peace of mind.

### SECRETARIAL EXPERTISE TO HELP PENSION SCHEME TRUSTEES UNDERTAKE AND FULFIL THEIR DUTIES EFFICIENTLY, EFFECTIVELY AND COMPLIANTLY.



The Secretary to the Trustees of a pension scheme plays a vital role in the day-to-day management of the scheme. Not only do they arrange meetings, prepare agendas, produce minutes and maintain registers, logs and action point reports, they will

often also manage the professional adviser relationships, liaise with the sponsoring employer, liaise with the membership and deal with the regulatory bodies. And this is often on top of their 'day job'.

- Independent, professional Scheme Secretarial services
- Subcommittee structure and management
- Risk Registers, logs & planners - review and maintenance
- Conflict of interest policies & management
- Process & management reviews
- Adviser review & procurement

*“The role of the Scheme Secretary has evolved. No longer simply a ‘minute-taker’, your Scheme Secretary should manage the Trustee Board, its processes, its advisers and their costs. Does yours?”*

Increasing legislation, regulation and guidance, together with almost continual pensions reforms and the ongoing push from the Regulator for strong governance means that the demands being placed on trustees have risen over recent years, at times drawing focus away from the issues that matter. Now more than ever, trustees require assistance and support to undertake their role. Many turn to their Scheme Secretary to provide this, in a role that has moved on from a 'minute-taker' to a full-blown trustee management function. But what if your Secretary is also a trustee - balancing the two roles during meetings can be difficult. Or maybe an internal pensions manager or HR resource - pressures of work can make it difficult to properly fulfill the new, wider secretarial function.

This is where we come in.

Our independent professional Scheme Secretarial services will provide the peace of mind to enable you to focus on what's really important - your members.

Welcome to simplicity.

Contact us to see how we can you help you



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