



Becoming a Member Nominated **Trustee**

Would you like to apply?

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What is the Trustee Board what does it do?

The Lewis Workplace Pension Scheme is set up as a trust and has appointed trustees to take responsibility for managing the scheme in accordance with legislation and its governing documents (the Trust Deed and Rules) and in the best interests of the scheme members and beneficiaries.

The Trustee Board meets regularly throughout the year. All Trustees receive training to support them with their duties and are supported by a team of pension professionals and experienced external advisers.

The Board of TLWPT consists of three Trustees:

- Capital Cranfield Trustees Ltd (non-affiliated and fully independent, represented by Andrew Cheseldine as the Trustee Chair)
- Richard Sheppard (non-affiliated and fully independent)
- Lee van Hoyland (Employer nominated Trustee)

What is a Member Nominated Trustee?

A Member Nominated Trustee (“MNT”) has exactly the same role and legal responsibilities as the other Trustees. The members look to the Trustees to make sure that the scheme is well run and that their benefits are secure. A MNT must represent the interests of all members and be able to separate their duties as a trustee from their role as a member of the scheme.

This is a great responsibility, but help and advice are available from a range of sources, including your fellow Trustees, your professional advisers and The Pensions Regulator.

If you are considering becoming a trustee, you need to understand some basic details about pensions, trustees and the legal framework surrounding occupational pension schemes.

Who can apply?

Applications are sought from active members, aged 18 years or over with a minimum of two years service.

Before applying, you should read the following sections on skills, experience and commitment. This can be a rewarding role, however, it does involve a significant responsibility and complexity and can be time consuming.

What skills and experience do I need?

Being a Trustee carries a significant amount of responsibility. Learning how the Scheme works and the laws with which it must comply, takes a lot of time. The role is to individually and collectively, with the other Trustees, 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.

Effective communication skills and previous experience of working as part of a decision making group is be desirable. You should also possess good, independent judgement and be confident enough to speak your mind and contribute to discussions and challenge advise if necessary.

You should ideally have experience in some of the following areas:

Business skills	Information Technology	
Communications	Customer Care	
Governance	Legal	Management

Do I need any qualifications?

Although you do not need any formal qualifications or have an extensive knowledge of pensions to be a candidate, you should have made some progress with The Pensions Regulator's Trustee Toolkit online learning programme (<https://trusteetoolkit.thepensionsregulator.gov.uk/>) on appointment and be prepared to complete it within six months of becoming a Trustee to attain the development record.

The Pensions Regulator's Trustee Knowledge and Understanding (TKU) Code of Practice requires trustees to be familiar with most areas of scheme management upon taking office. You should visit The Pensions Regulator's website at <https://www.thepensionsregulator.gov.uk/> to test your understanding.

You will also be expected to attend an initial training course shortly after appointment which will set out how training will be achieved through the job and at training sessions.

You will also be required to familiarise yourself with both the Trust Deed and Rules and the Member's Guide as soon as possible.

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

What is the time commitment?

You should not underestimate the time commitment. You will be expected to attend all Trustee meetings. There are currently four formal meetings each year which are generally held in Poole at the Lewis Investment Offices in Commercial Road. You will also need to find time to prepare for these meetings; this can include a significant amount of reading large amounts of information, some of which may only arrive a day or two in advance of the meeting. There is also normally a flow of email correspondence, which often requires a prompt response.

Will I get paid?

MNT may claim reasonable expenses incurred while carrying out their duties but will not be paid for their services.

How long will I serve?

The appointment is for a five year term. At the end of the term you will retire from office but may be put forward for re-election. The term may be ended if:

- You cease to be an active member of the Scheme
- You wish to resign as a Trustee
- You are removed by unanimous agreement of the other Trustees
- You become ineligible for legal reasons

How do I nominate myself?

To receive a nomination pack you should contact Marie Northover of TLWPT administration team on 01202 738650, email mypension@TLWPT.co.uk.

The nomination pack includes:

- the Member Nominated selection process details
- summary of Trustee duties
- an application form

Please note that once you have received your pack, applications must be received by Tuesday 10th March 2020 in order to be considered.

Further information

You can find more information about the Scheme at <https://lewismastertrust.co.uk/>. You can find out more information about trusteeship and pension schemes in general at <https://www.thepensionsregulator.gov.uk/>.

**Nominations must be received by
Tuesday 10th March 2020 to be
considered**