

Dear Member

To: All Active, Pensioner Members or Deferred Members who are still employed at the University.

THE UNIVERSITY OF WARWICK PENSION SCHEME (“the Scheme”)

Update on recent changes to UPS including the MEMBER-NOMINATED TRUSTEE DIRECTORS (“MNDs”) –SEEKING ADDITIONAL MNDs

Background

Under legislation, pension schemes are required to have formal arrangements in place to provide for at least one- third of their trustees to be nominated by the scheme’s members. Where there is a sole trustee company, as is the case here, this means at least one-third of the trustee directors of the trustee company must be nominated by the Scheme’s members.

The Trustee currently has two Member Nominated Directors out of a possible three. Of these two, Mr Quentin-Compton-Bishop (a deferred member), has his first term of office shortly coming to an end, and he has the opportunity to reapply. He has indicated that he wishes to reapply for a further five-year term.

The Trustee is therefore seeking nominations for two new MNDs (one in relation to the existing vacancy and another in anticipation of the forthcoming expiry of the term of office for Mr Quentin Compton-Bishop who is reapplying). There has been a recent review of our process for appointing MNDs, and these changes are highlighted in italics below.

Vacancies

We are therefore asking any current Active Member, Pensioner, or Deferred Member who is still employed at the University to nominate a replacement Member Nominated Director (MND) from either the Active membership, Pensioner membership or any Deferred Members of the Scheme.

Please note that the University recognises the importance of having MND representation from staff and that’s why University staff acting as MNDs are allowed paid time off in order to fulfill their duties, i.e., for training, preparing for and attendance at meetings.

The trustee company normally has up to seven trustee directors, of which up to three are MNDs and four are selected from time to time by the University of Warwick (the “University”).

An outline of the role is in the attached Annex.

Role of the MND

The Scheme and in particular the Trustee Board plays a valuable part in supporting our members and helping them prepare for retirement. The Scheme needs to be well run to ensure that we can continue to pay these benefits as they fall due and to continue to provide value for members.

The MNDs will be in office for a term of five years from the date of his or her appointment.

Inviting Nominations

If you would like to nominate someone to be a MND, we have enclosed a nomination form for you to use. This should be emailed to Joseph Devlin, Secretary to the Trustee by 19 November 2021. We will be unable to receive nominations after this date.

Human Resources Pensions 2nd
Floor, University House
University of Warwick Coventry
CV4 8UW UK

You may nominate any Active Member/Pensioner/Deferred Member (as described above) to be a MND, including yourself. Any former MNDs or former member-nominated trustees may be re-nominated for appointment.

If you wish to nominate yourself, your self-nomination will need to be seconded by an Active Member, Pensioner or Deferred Member who is still employed at the University.

If you wish to nominate another person, the nominee will be required to confirm their consent to be nominated as a MND.

The Selection Process

Selection of the MND will be made by firstly checking all nominees are willing and able to stand and have no legal impediment to do so. The nomination forms will be considered by the Scheme Secretary together with such of the trustee directors as the trustee directors determine to ensure that the nominations are valid, and the nominees are appropriate candidates.

Then, unless one of the circumstances below applies in light of the number of valid nominees, the MND will be selected by an interview process that includes some Trustee Directors.

What Happens Next?

If there are only two valid nominations, the interview process will not be used, and the nominees will be deemed to be selected.

When the selection process has been completed, the successful candidate(s) will be notified that he or she has been selected to be a MND. The new MNDs will be appointed as a director of the trustee company (in accordance with applicable requirements) on a date determined by the trustee directors.

If for any reason a MND steps down within the first 12 months after his or her appointment, the trustee directors may invite any runner up in the process in which the departing MND was selected to serve out the remainder of the departing MND's term of office, provided such runner-up remains able and willing to do so.

If the MND vacancy remains open at the end of the process, a further nomination and selection process will be run within a reasonable period (as determined by the trustee directors).

In general, an MND will cease to be a trustee director if he or she ceases to be a member of the Scheme, i.e. if he or she no longer has deferred benefits preserved in the Scheme, or no longer receives a pension from the Scheme. However, existing MNDs who cease to be members of the Scheme may serve out the remainder of their normal fixed term, and may also stand for re-election as an MND, if the University agrees.

Communication of Outcomes

All Scheme Members will be notified of the result in due course, once the selection process has been completed.

Further nomination and selection processes

When a nomination and selection process is required in the future, the trustee directors will contact Members to invite further nominations.

Review of these arrangements

The trustee directors review these arrangements periodically to determine whether or not they remain appropriate and may amend them accordingly.

Queries

For all queries, please contact Joseph Devlin via email at, j.devlin.1@warwick.ac.uk If you wish to discuss the role with him then he will be happy to arrange a call.

For and on behalf of UPS Pension Trustee Limited (as trustee of The University of Warwick Pension Scheme) Date of issue 25 October 2021.

Enc: Nomination Form

ANNEX

THE ROLE OF A MEMBER NOMINATED DIRECTOR

The duties of all the Scheme's trustee directors (including MNDs) are the same and can be summarised as follows:

- o To administer the Scheme and provide benefits in accordance with the Scheme's formal trust deed and rules;
- o To hold and invest the assets of the Scheme for the benefit of the beneficiaries of the Scheme;
- o To act impartially towards all the Scheme beneficiaries;
- o To carry out their duties with reasonable care and in good faith;
- o To obtain and consider proper expert advice in areas where the trustee directors are not themselves experts;
- o To see that money due to the Scheme is collected;
- o To record the transactions and proceedings of the Scheme.

Please note, whether a MND is a member/former member of either the DB Section or the DC Section, he or she will be a representative for **all** beneficiaries of the Scheme, not just those in the part of the Scheme in which the MND himself or herself participates.

The Scheme's administrators and professional advisers assist them with these duties.

Trustee directors are encouraged to undertake training and always have access to professional advice in connection with the Scheme's affairs.

Approximately four Trustee meetings are held each year, the majority of which will be at *University House or online via Teams*. There will be some background reading to do in advance of each Trustee's meeting which will take up a certain amount of each trustee director's own time but please note that *paid time off is allowed in order to fulfill one's duties*.

Trustee communications including meeting papers are often circulated electronically to allow quick dissemination of information and efficient decision making so having computer access would be helpful to the role. Paper copies can also be requested.

For more information on what being a trustee involves you can refer to the "Trustee Toolkit" - the Pensions Regulator's e-learning programme for pension scheme trustees. This provides a series of online tutorials which give an indication of what it is like to be a trustee and their duties. It can be found by logging on to: www.trusteetoolkit.com

You can also contact Joseph Devlin, Scheme Secretary at j.devlin.1@warwick.ac.uk or at the address below:

HR Pensions
University of Warwick
University House Kirby
Corner Road Coventry
CV4 8UW

THE UNIVERSITY OF WARWICK PENSION SCHEME (“the Scheme”)

NOMINATION FORM

For a Member-Nominated Director – process running during during October/November 2021

Please use block capitals and complete:

- (i) EITHER Box 1 (to nominate yourself) OR Box 2 to nominate another Member;
- (ii) and Box 3 (the nominee’s information and declaration)

This Nomination Form (fully completed) must be received by 19 November 2021 in order to be considered.

BOX 1: Self-nomination

I confirm that I am an Active Member/Pensioner Member/Deferred Member (as defined in the nomination letter).

I nominate myself to be a Member-Nominated Director of the Scheme and I have completed Box 3 below. My self-nomination is supported by the following person.

Supporter:

I, the supporter, of this nomination confirm that I am an Active Member/Pensioner Member/Deferred Member who is still employed at the University (as defined in the nomination letter)

Supporter’s full name:

Supporter’s signature:

Date:.....

OR

BOX 2: Nomination of another person (as defined in the nomination letter)

I confirm that I am an Active Member, Pensioner Member or Deferred Member of the Scheme who is still employed at the University.

I nominate the person below to be a Member-Nominated Director of the Scheme. He/she* has agreed to be a nominee as indicated by his or her completion of Box 3 below.

Your full name:

Your signature:

Date:.....

AND

BOX 3: Nominee's information and declaration *(please use block capitals)*

Nominee's Full Name.....

I consent to my nomination as a Member-Nominated Director of the Scheme.

Nominee's signature

Date:

Home Address of Nominee.....

.....

Telephone number of Nominee.....

Email address of Nominee (if available)

Declaration *(to be completed by all nominees)*

I confirm that I am an Active Member/Pensioner Member or Deferred Member (as defined in the nomination letter).

I am^{1*}/am not^{2*}, nor have I previously been disqualified, prohibited or suspended from acting as a trustee or as a director of a company.

I am^{1*}/am not^{2*} a trustee of any other pension or retirement benefits scheme. Name of other pension or retirement benefits scheme(s) (if applicable)

.....

I am^{3*}/am not^{4*} aware of any actual or potential conflict of interest which may be relevant to my nomination as a Member-Nominated Director of the Scheme.

Details of potential conflict of interest (if applicable)

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**Please delete as appropriate.*