

<<Title>> <<Initials>>  
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Dear [Title][Surname]

To: All Active, Deferred Members in University employment and Pensioner Members (both DB and DC Sections of the Scheme)

## The University Of Warwick Pension Scheme (“the Scheme”)

### 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 three Member Nominated Directors and one of these, Ms Jennifer Davies, has her first term of office shortly coming to an end. Ms Davies has confirmed that she will reapply for a further term. The Trustee is therefore seeking MND nominations.

#### 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 play 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.

MNDs are 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 **15 March 2024**. We will be unable to receive nominations after this date.

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 is only one valid nomination, the interview process will not be used, and the nominee will be deemed to be selected.

When the selection process has been completed, the successful candidate will be notified that he or she has been selected to be a MND. The new MND 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 a 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](mailto: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: 15 February 2024**

**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:

- To administer the Scheme and provide benefits in accordance with the Scheme's formal trust deed and rules;
- To hold and invest the assets of the Scheme for the benefit of the beneficiaries of the Scheme;
- To act impartially towards all the Scheme beneficiaries;
- To carry out their duties with reasonable care and in good faith;
- To obtain and consider proper expert advice in areas where the trustee directors are not themselves experts;
- To see that money due to the Scheme is collected;
- 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 on campus or *when appropriate 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](http://www.trusteetoolkit.com)

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

Human Resources  
University of Warwick  
University House  
Kirby Corner Road  
Coventry  
CV4 8UW

**Please email in the first instance to ensure availability.**



## The University Of Warwick Pension Scheme (“the Scheme”)

### NOMINATION FORM

For a Member-Nominated Director - process running during February-March 2024

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 15 March 2024 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.**

**I am\*/am not\*, nor have I previously been disqualified, prohibited or suspended from acting as a trustee or as a director of a company.**

**I am\*/am not\* a trustee of any other pension or retirement benefits scheme.**

Name of other pension or retirement benefits scheme(s) (if applicable).

I am\*/am not\* 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).

Please either send a completed scanned copy to [j.devlin.1@warwick.ac.uk](mailto:j.devlin.1@warwick.ac.uk) or via post to:

Joseph Devlin  
Human Resources  
University of Warwick  
University House  
Kirby Corner Road  
Coventry  
CV4 8JW

*\*Please delete as appropriate.*