

**BRITISH TOURIST BOARDS' STAFF PENSION & LIFE
ASSURANCE SCHEME**

INFORMATION FOR APPLICANTS

MEMBER NOMINATED TRUSTEES

1. Introduction
2. Who is eligible to stand as a MNT?
3. Selection process
4. Timetable
5. Trustee legal disqualifications
6. Term of Office and future changes
7. Duties and responsibilities

1. Introduction

This notice is being issued by the Trustees to all “active” and “pensioner” members of the British Tourist Boards’ Staff Pension & Life Assurance Scheme. One of the provisions of the Pensions Act 2004 (the “Act”) concerns the right for members of pension schemes to nominate a third of the trustees of their schemes. The Trustees of the Scheme are responsible for agreeing and implementing rules for the nomination and selection of Member Nominated Trustees (“MNTs”) that comply with legislation. We are now inviting nominations for a new MNT.

For more information on the Scheme and access to Scheme documents, please go to the website www.btbpensionscheme.org.uk

2. Who is eligible to stand as a MNT?

To stand for nomination as a MNT of the Scheme, you must meet the following requirements:

- You must be an active member (i.e. currently paying contributions to the Scheme) or pensioner member (i.e. currently receiving your pension from the Scheme) of the Scheme;
- You must not be disqualified in law from acting as a trustee (please see 5 below).
- Your nomination must have the supporting signature of one other active or pensioner member of the Scheme

BRITISH TOURIST BOARDS' STAFF PENSION & LIFE ASSURANCE SCHEME

INFORMATION FOR APPLICANTS

3. Selection process

After the closing date for applications – see Timetable – the applications will be checked and validated. Candidates will initially be assessed on an 'on paper' basis. This will be followed by a selection process conducted by interview. Interviews will be arranged at Law Debenture's office in London on the morning of 4 March 2020. Reasonable travel expenses will be reimbursed.

The selection process will be undertaken by a sub-committee of the Trustees to assess the suitability of candidates for the role of MNT. It is expected to be led by the Chair of Trustees and include one MNT and a representative of the Scheme's Legal Adviser.

If, following this process there is only one remaining candidate, the nominee will automatically be appointed as the MNT.

4. Timetable

w/c 13 January 2020	Nomination form issued to all members (with announcement letter)
14 February 2020 (4 weeks later)	Closing date for receipt of nominations
17 February 2020	Nominations validated and advised to Trustee
21 February 2020	Results of selection process determined (at Trustees' meeting)
4 March 2020	Interviews
End March 2020	Appointment of successful candidate will be confirmed
April 2020	All candidates and member notified of outcome. Appointment of successful candidates takes effect at next appropriate Trustee Board meeting.
April 2020	Induction process takes place
21 May 2020	Appointment confirmed at Trustees' meeting

BRITISH TOURIST BOARDS' STAFF PENSION & LIFE ASSURANCE SCHEME

INFORMATION FOR APPLICANTS

5. Legal disqualifications

Under UK law the following individuals are not able to act or are disqualified from acting as a trustee:

- Minors (i.e. persons under the age of 18);
- Persons who have been convicted of any offence involving dishonesty or deception (unless the conviction is legally no longer regarded as having effect);
- Undischarged bankrupts or persons who have an undischarged sequestration order on their estate;
- Persons who have made a composition or arrangement with their creditors and have not been discharged in respect of it;
- Persons who have been suspended or disqualified from acting as a trustee by a Court Order or by order of the Pensions Regulator under sections 3, 4 or 29 of the Pensions Act 1995.

6. Term of office and future changes

The term of office for a Trustee is 4 years and the appointment will end:

- at the end of the term of office (MNT can stand again for 2 more terms);
- on ceasing to satisfy the eligibility requirements;
- by the unanimous agreement of the other Trustees;
- on being legally disqualified from acting as a Trustee;
- on failure to attend meetings, training and development courses as required;
- on resignation from the board of Trustees for some other reason;
- on death.

The Trustees may alter the MNT Rules if they consider that it becomes appropriate to do so and will review the process every 5 years or earlier if there is a material change to the Scheme's circumstances. Any changes made by the Government to the existing law relating to the selection and appointment of MNTs will need to be accommodated in the Scheme's procedures.

The role of Member Nominated Trustee is unremunerated but expenses will be paid.

BRITISH TOURIST BOARDS' STAFF PENSION & LIFE ASSURANCE SCHEME

INFORMATION FOR APPLICANTS

7. Duties and Responsibilities of a Trustee

On appointment, new Trustee will be invited to undergo a formal induction process as well as make a start on the Trustees' Toolkit, on the Pension Regulators' website. We ask that the Trustees' Toolkit is completed within six months of being appointed. It is important that anyone hoping to take on this role is prepared to devote some time to studying the complex regulations and changes introduced by Governments over the past few years, as well as getting to know the BTB scheme and meeting the advisers.

The main duty of a trustee is to act in the best interests of all classes of beneficiary and to ensure that the Scheme is run in accordance with the Trust Deed & Rules, more information can be found on the BTB Pension website. Further details of the general role and responsibilities of a Trustee is available in "A Guide for Pension Scheme Trustees" on The Pensions Regulator (TPR) website.

In summary, these are the responsibilities of a Trustee:

- Act in members' interests
- Follow the Scheme's Trust Deed and Rules
- Ensure proper investment of Scheme assets
- Conform with legislation and regulations
- Be impartial
- Act in good faith
- Maintain confidentiality
- Not profit personally as a consequence of being a trustee
- Delegate duties to appropriate professionals
- Obtain specialist advice

Next step:

Please complete and return the nomination form.

More information at

www.btbpensionscheme.org.uk

<http://www.thepensionsregulator.gov.uk/>

<https://trusteetoolkit.thepensionsregulator.gov.uk/>