

Trustee toolkit downloadable



The trustee's role

Check your scheme

Each module features a section called 'Check your scheme'. This aims to embed the learning you have completed throughout the module by asking you questions about your own scheme or to check your scheme documents.

It is essential that you complete each 'Check your scheme' section relevant to your scheme type and size, so we have created this worksheet to help you do this offline.

Once you have completed the learning, work through the questions and learning points in this worksheet, noting your findings, to help you transfer the theoretical learning into the practical application of your own scheme.

If you have already completed the toolkit, the worksheet can serve as a useful refresher. Work through each section to identify any areas you should brush up on by redoing the module or reviewing your own scheme documents.

This worksheet applies to
all schemes.

The Pensions
Regulator

Number of trustees and meetings	For your notes
Find out how many trustees your scheme must have, and whether or not your trust deed and rules specifies this (it may not).	
How many regular meetings do you have a year, and how many extra meetings?	
Structure of the board	
Who is the chair of the board of trustees? (Subject to some limited exemptions, all schemes which offer money purchase benefits are required by law to have one)	
Who is the secretary to the trustees?	
Do you have any sub-committees?	<input type="radio"/> Yes <input type="radio"/> No
If so, what do the sub-committees focus on?	
Trustee knowledge and understanding	
Do you assess your knowledge levels regularly and identify gaps?	<input type="radio"/> Yes <input type="radio"/> No

Trustee knowledge and understanding continued	For your notes
What training has been organised for the trustees to meet these gaps?	
Do you have a training plan?	<input type="radio"/> Yes <input type="radio"/> No
Do you have a log of all the training that you have completed?	<input type="radio"/> Yes <input type="radio"/> No
If your scheme is required to have a chair and sign, on behalf of the trustees, a annual chair's statement, and such a statement has been completed and signed, take a look at this now. What does it say about the trustees and trustee knowledge and understanding?	
Papers	
How soon before the trustee meetings do you receive the agenda and papers?	
Is this too early, too late or just right?	<input type="radio"/> Too early <input type="radio"/> Too late <input type="radio"/> Just right
How quickly after the meeting are you sent minutes for review?	
Conflicts of interest	
Does your scheme have a conflicts register?	<input type="radio"/> Yes <input type="radio"/> No

Conflicts of interest continued	For your notes
Does your scheme have a conflict of interest policy? If so take a look at this now.	<input type="radio"/> Yes <input type="radio"/> No
How often is this updated?	
How are potential conflicts of interest managed in your scheme?	
Do you have any conflicts of interest?	<input type="radio"/> Yes <input type="radio"/> No
If so, has this impacted your role as trustee?	
Power to amend the scheme rules	
Check your trust deed to see who has the power to amend the trust deed and rules.	
Delegation	
Have a look at your own trust deed and rules to check what powers of delegation you have.	
Protection	
Have a look at your own trust deed and rules and find out what your protection clauses say.	

