

# The University of Reading Pension Scheme

## MNT Arrangements

MNTs were first introduced to the URPS in 2011 and the terms set out then have been subject to various amendments. The current arrangements are explained below.

The following members are eligible members:

- members currently paying contributions into the Scheme, or who would be paying contributions but for their participation in the salary exchange arrangements,
- any member who would be contributing to the Scheme (or participating in the salary exchange arrangements) but for the fact that they are on unpaid leave (including family leave).

Anyone may nominate themselves as an MNT as long as they:

- satisfy one of the above eligibility criteria,
- are aged 18 or over, and
- are not an undischarged bankrupt, have not been disqualified from being a director and have not been convicted of an offence involving dishonesty or deception.

The appointment will end **3 years after the date of appointment** but would be curtailed early if:

- the MNT resigns; or
- the MNT ceases to meet the eligibility criteria outlined above whether due to death, leaving employment, a change in membership status, ceasing to have benefits under the Scheme or for any other reason, or
- the MNT becomes ineligible under pensions legislation to act as a trustee, or
- all the other Trustees agree unanimously to remove the MNT.

In these circumstances a vacancy will arise and a new MNT will be elected. The new MNT will be appointed for the full three-year term of office rather than for the remainder of the ex-Trustee's term.

### Appointment Procedure

Details of the appointment procedure for an MNT are given below:

- Communication of an MNT election to members will be via email
- Appointment of an MNT is subject to the candidate meeting the requirements as outlined in the Role Description.
- Constituency members who wish to nominate themselves will be invited to submit an application to the Secretary to the Trustees by a stated closing date. The period during which applications may be submitted will be not less than fourteen days.
- The candidate should complete the application form as fully as possible and sign the Declaration.
- The form must be received by the Secretary to the Trustees by the date specified.
- Once the closing date has passed, all applications shall be reviewed by the Selection Panel to ensure that candidates are suitable and will bring the required skills, knowledge and experience to the role. The Trustees are committed to having a diverse Board made up of

individuals with a range of skills, experience, behaviours and societal demographics (eg race, age, gender).

- The Selection Panel shall comprise the Chair of Trustees, one Employer Nominated Trustee, one Member Nominated Trustee and the Secretary to the Trustees.
- Those candidates who are adjudged to meet the selection criteria shall then be interviewed by the Selection Panel which will be able to veto candidates they do not believe to be suitable without giving reasons for the veto. All Trustees will be invited to attend the interviews should they so wish.
- Once the Selection Panel has completed the interviews and determined if the candidate(s) will bring the appropriate skills and experience to the Board of Trustees, details of those candidates will be shared with all Scheme members in order for the ballot to take place.
- If there is only one appropriate candidate for the vacancy then that candidate will be automatically elected without requiring a ballot of members.
- If there are two or more appropriate candidates, then a ballot amongst constituent members will take place to determine the successful candidate.
- In the event of a ballot, submitted application forms will be circulated with the voting papers. All personal details (apart from the candidate's name and educational background) will be removed from the copy to be circulated to constituent members. The Trustees reserve the right to amend or remove any information which they consider to be incorrect or misleading.
- Any ballot shall take place over a period of not less than seven days to be determined by the Secretary to the Trustees.
- The Secretary to the Trustees shall issue the appropriate ballot paper to the constituent members which may be via an electronic voting system or may be in hard copy as appropriate.
- The votes shall be counted by the Secretary to the Trustees.
- A return stating the results of the voting and signed by the Secretary to the Trustees shall be forwarded to the Chair of the Trustees.
- The Secretary to the Trustees shall communicate the name of the successful candidate to the members of the Scheme and to the Trustees.