

# UNIVERSITY OF READING PENSION SCHEME

## Member Nominated Trustees (MNTs) July 2020

**Approved by Board of Trustees 21 July 2020**

The Trustees of URPS periodically review the manner in which Member Nominated Trustees are appointed to the Board of Trustees in order to ensure that the process remains appropriate and relevant.

The Trustees have carried out such a review this month and have decided to amend several aspects of the current process.

In coming to this decision, the Board of Trustees took the requirements of the Pensions Regulator into account regarding:

- a. a diverse Board make up with the appropriate skills, behaviours and experience
- b. fitness and propriety of Trustees
- c. acting in good faith, with honesty and integrity

The table below highlights the changes from the previous process to the new one:

	2016 PROCESS	2020 PROCESS	REASONING
<b>Term of Office</b>	<ul style="list-style-type: none"> <li>3 years</li> <li>if someone ceased to be an MNT before the end of the term, their replacement was appointed for the balance of the outstanding term</li> </ul>	<ul style="list-style-type: none"> <li>3 years</li> <li>when someone ceases to be an MNT before the end of their term of office, the new MNT will be appointed for a full 3 years</li> </ul>	<ul style="list-style-type: none"> <li>the replacement MNT could potentially have been appointed for a very short term if the vacancy occurred toward the end of the original MNT's term of office.</li> <li>this does not give the new MNT enough time to settle into the role and become an effective Trustee within the appointment term.</li> </ul>
<b>Selection Process</b>	<ul style="list-style-type: none"> <li>constituency members nominated themselves</li> <li>if the number of nominations was greater than the</li> </ul>	<ul style="list-style-type: none"> <li>members apply to become an MNT</li> <li>a selection panel made up of the Chair of Trustees, an Employer Nominated Trustee, an MNT and the Secretary to the Trustees reviews the applications,</li> </ul>	<ul style="list-style-type: none"> <li>introduction of a selection process allows the Pension Regulator's requirements to be taken into account</li> <li>use of a role description and person</li> </ul>

number of vacancies, all constituency members voted

- measuring against the role description and person specification
- the selection panel interviews the candidates to ensure they meet the requirements to be a Trustee
- members then vote to choose their favourite from the candidates deemed suitable by the selection panel

- specification makes the requirements clear to candidates
  - fitness and propriety can be assessed to ensure new MNTs are appropriate appointments
  - Trusteeship is an important role so it is appropriate to ensure appointees meet the role requirements
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## Current Member Nominated Trustees

The Board of Trustees comprises a Chair, 2 Employer Nominated Trustees and 2 Member Nominated Trustees. The current MNTs are:

- Mrs Eva van Herel
- Miss Lisa Stone

## Appointment Procedure

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

- Communication of an MNT election to members will be via email. Colleagues in the Staff Forum and Estates & Facilities will be asked to assist with the dissemination of information and to encourage Scheme members to participate fully in the exercise.
- 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 constituent members of the Scheme and to the Trustees.

Stephanie A May  
Secretary to the Trustees