

# Trustee Secretarial Services

In the current climate of heavily regulated pensions legislation, and with pension scheme trustees' responsibilities growing at a rapid pace, the role of pension scheme trustees is becoming more and more onerous.

## Working with trustees

Barnett Waddingham LLP has the knowledge, expertise and organisational skills to give invaluable assistance to trustees by providing professional secretarial services. We offer a full range of trustee secretarial services including:

- liaison with trustees on advance arrangements for dates and locations of meetings
- preparation and issue of meeting agendas and associated papers and liaison with all attendees, including investment managers, lawyers and auditors
- ensure correct meeting procedures are followed and pass on trustees' instructions and notify decisions to appropriate parties
- prepare and issue trustees' meeting minutes, and maintain the trustees' minute book
- ensure that trustees' business including the exercise of discretion and delegation is correctly conducted, and decisions are taken in accordance with the trustees' powers and duties
- ensure the appointment of professional advisers is properly conducted and documented
- ensure that the trustees' requirements for cash management are carried out
- liaise with the sponsoring employer where required
- ensure the preparation of the scheme's draft annual report and accounts is in accordance with accounting standards and legislation; liaison with scheme auditors
- draw trustees' attention to requirements of new legislation and practices in relation to pensions and trusteeship.

The services provided do not solely relate to trustee meeting arrangements; we will also guide trustees throughout the year with regard to all aspects of the administration and management of the pension scheme. With assistance from the trustee's actuarial advisers, we can also offer trustee training. We can also help to draw up a business plan to help trustees ensure all statutory deadlines are met and to serve as a reminder for trustee duties which occur periodically. This will vary from scheme to scheme but might include matters such as election of member-nominated trustees, preparation of an actuarial valuation or review of providers. The business plan can form part of the standard agenda pack for trustee meetings.

## SUMMARY

We provide a high standard of professional services to satisfy the needs of trustees.

Whether you are looking for full secretarial services or simply assistance with meeting management or business plan development, then Barnett Waddingham can provide the quality service that you can trust.

APRIL 2009

## For further information

Or to discuss how we may be able to help you, please contact your usual Barnett Waddingham contact or email: [info@barnett-waddingham.co.uk](mailto:info@barnett-waddingham.co.uk)

[www.barnett-waddingham.co.uk](http://www.barnett-waddingham.co.uk)

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Barnett Waddingham LLP is authorised and regulated by the Financial Services Authority and is licensed by the Institute of Actuaries for a range of investment business activities.