

SCHEME SECRETARIAT

Secretarial Services delivered by
experienced pensions professionals.



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STRATEGIC, OPERATIONAL OR BOTH

Having the right resource and expertise in place to meet the demands of modern pension trusteeship is critical.

The scheme secretary is central to effective scheme governance. An experienced, highly-organised secretarial function enables trustees to focus on the strategic issues, ensuring time is allocated for decision making rather than administrative tasks.

Our view is simple – an effective scheme secretariat requires high-quality, experienced secretaries, project managers and administrators. Secretarial Services are a core part of our business and the dedicated team fully understands pensions issues, is able to follow up on them between meetings and provide comfort to the trustee board that their scheme is efficient and follows best practice consistently.

FLEXIBLE SOLUTIONS

Our skilled team is here to make life easier. We provide Scheme Secretarial services on a standalone basis or as part of a comprehensive package that includes Professional Trusteeship or outsourced Pensions Manager services. We can offer a Strategic Scheme Secretary and/or a more operational Scheme Secretary.

We work flexibly to support a wide range of clients, both defined benefit and defined contribution schemes including Authorised DC Master Trusts.

We have developed a streamlined process for managing trustee meetings that includes:

- Agreeing the agenda with the chair;
- Issuing meeting papers in advance of the trustee meeting, with clear guidance of where decisions are required;
- Providing draft minutes to the chair following the meeting, within agreed timeframes;
- Issuing a detailed action points schedule imminently after meetings and follow up on a regular basis.

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WHY ROSS TRUSTEES?

COST EFFECTIVENESS

Our multi-levelled team ensures the right person for the right job at the right cost; we can operate using an agreed hourly rate or a fixed budget to cover the full scope of services.

EXPERIENCE

Secretarial Services is a key service executed by high quality, experienced specialists. Our secretarial team has the experience and knowledge to fully understand pensions issues: 18 Scheme Secretaries with nearly 200 years' combined experience as Scheme Secretary.

INDEPENDENCE

With no affiliations to other pensions advisers and consultancies, we work effectively with other firms and advisers from across the pensions world. We can provide an objective view and hold advisers accountable.

KNOWLEDGE

Our collective experience ensures we see what works well for other schemes, meaning we apply best practise and deliver efficiencies. That experience spans all types of pension arrangements – defined benefit and defined contribution schemes, GPPPs, Authorised DC Master Trusts and Consolidators.

VALUE

We control your spend through close management of budgets and use a robust framework to review and track costs. We challenge based upon experience with similar schemes and add value with an independent viewpoint.

OUR CREDENTIALS

- For a multi-billion pound defined benefit scheme, we helped the trustees control their costs by creating an efficient method of managing budgets and reviewing costs/invoices from approximately twenty providers
- For a mid-sized defined benefit scheme, we acted as point of main contact during complex discussions and information sharing between the Trustees, business owner, the Pensions Regulator and communications specialists to bring all parties together
- For a sponsor of five defined benefit schemes, we developed a communication framework to codify the lines of communication between the sponsor, the Professional Trustee and the advisers to both parties, resulting in smoother operations
- For a variety of schemes, going paperless by transferring Schemes to online board portal software and providing training to Trustees, thereby reducing significant times associated with preparing agenda packs and strengthening the governance framework.

CONTACT US

For more details of how the team at Ross Trustees can help you and your business, please contact:



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ABOUT ROSS TRUSTEES

Ross Trustees specialises in providing independent professional trustee, scheme secretarial, pensions managerial and governance services to occupational pension schemes.

Established in 2010, and widely viewed as a leader in its field, scheme secretarial services is a core part of the company's offering and is delivered through a combination of Chair of Trustees, co-trustee and sole corporate trustee appointments, as well as standalone appointments as the scheme secretary.

The 50+ team includes pensions expertise drawn from many different disciplines, such as scheme secretaries, investment specialists, lawyers, actuaries, pensions managers and consultants. The team is known for providing diversity of thought and wide-ranging collective experience.

The team works with over 100 schemes who manage a combined asset value of approximately £30bn. Schemes range in size from the low millions to multi-billions and operate in a variety of industries and sectors.

Ross Trustees is a prominent member of the Association of Professional Pension Trustees (APPT) and the Pensions Management Institute (PMI). Members of the firm play an active part in APPT and PMI committees and all Trustee Directors are fully-accredited as professional trustees.