Governance, secretarial & resourcing - Trustee executive services

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trustee governance experts

An effective trustee board is one that can focus on strategy and governance.

This is achieved by leaving day-to-day management and implementation of decisions to a supporting trustee executive team. Historically, this trustee support role was delivered in-house. It is now most frequently outsourced to a specialist like us.

The benefits of our trustee executive service include:

Improved efficiency

- Owning day-to-day management of actions and activities
- Building effective relationships with the trustees and sponsor
- Managing advisers through collaborative relationships and clear objectives
- Performance evaluation and monitoring

Operational excellence

- Exceptional meeting management focused on delivering trustee strategy
- Proactive forward planning to maximise efficiency
- Critical analysis and problem solving
- Maintaining compliance with comprehensive policies and procedures

Shared expertise & market knowledge

- Providing specialist advice on governance and operations
- Sharing market knowledge and experience of best practice
- Continually improving processes and procedures
- Keeping trustees up to date with legal and regulatory changes

Cost effective delivery

- Effective oversight and robust controls facilitate cost efficiencies
- Online technology for secure access to scheme documents and meeting packs
- Specialist project management to lead scheme projects
- Interim resources to deliver specific projects onsite or offsite

What benefits do we bring?

We bring wider experience and expertise, ensuring schemes always remain compliant and helping the trustee plan to adapt and adjust smoothly to future changes.

Our processes, procedures and effective working relationships with advisers ensure transparency and cost efficiency.

By becoming an integral part of the board we deliver a highly valued personal service, enabling the trustees to:

- focus time on their most important strategic priorities
- avoid getting involved in unnecessary operational detail

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case study

Background to our client

- Several pension schemes governed by one common trustee board.
- Mix of defined benefit (DB), hybrid and defined contribution (DC) schemes.
- 17,000 members and over £1.5bn assets in total.

What we do

We look after all day-to-day activities for each scheme, handling a hefty email inbox and effectively managing trustee priorities. The trustee makes strategic decisions and we then take the daily operational decisions needed to ensure everything runs smoothly. We seek input from the chair for guidance where necessary, but also provide our own opinions on options and solutions.

Our role consists of:

- **A central hub**

  Communications between all parties flow through our team. Planning and co-ordination are critical to ensure actions are effectively managed.

- **Budget management**

  The trustee has complete transparency on actual expenditure against agreed budgets through our robust budgeting, reporting and adviser invoice management processes.

- **Meeting management**

  We always maintain focus on the next trustee or committee meeting, prioritising what needs progressing, preparing the agenda and liaising with everyone to ensure the meeting runs smoothly.

- **Keeping trustees up to date**

  New pension legislation and regulations are never ending. We keep the trustee aware of new issues, the impact on the schemes and any action that needs to be taken.

- **Planning ahead**

  We always keep one eye on the next few months, whether we're preparing the annual business plan for discussion with the trustee or for the next meeting. This ensures activities are on schedule and planned for (and any unknowns are picked up quickly when they materialise!).

- **Facilitating investment transactions**

  We ensure all document requests from over 20 investment managers (eg MIFID, anti-money laundering, moving monies for cashflow) are completed correctly and authorised signatures obtained promptly.

- **Liaising with members**

  We get involved with more complex member queries, those involving the dispute resolution procedure and some discretionary cases that need our input and trustee agreement.

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Find out more

With a service and team tailored to your specific needs, we can provide the full range of trustee executive services or simply support your existing team when additional resources are needed or timescales are tight.

Get in touch today!

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