

Trustee secretarial services

Enabling pension trustees to concentrate on the issues that matter most

Over the last few years, pension trusteeship has become far more onerous and demanding. On top of that, the Pensions Regulator guidance has increased the focus on good pension scheme governance, so it is vital that trustees have access to informed experienced resources that are dedicated to supporting them in their role.

Trustees can often find themselves spending as much time on relatively routine administrative tasks as they do on key strategic decisions. As the trustees have limited time, appointing an independent specialist third party as secretary to the trustees enables trustees to concentrate on the important issues. With a limited trustee resource, they can feel confident that the scheme continues to be well managed on a day-to-day basis and full audit trails are maintained as necessary.

PS Secretarial Services uses highly trained and experienced pensions professionals to provide both peace of mind and the high quality operational support needed to enable trustees to concentrate on the issues that matter most. Each trustee board can have the service tailored to their needs. It can be a minimum of organising the trustee meeting, attending meetings and issuing minutes – more often though, a full secretarial package is needed to meet the regulatory requirements.

A full trustee secretarial package could include:

Supporting effective decision making

- Preparing agendas and supporting paperwork in consultation with the chair of trustees
- Drafting full and compliant minutes and ensuring completion of action points
- Managing the process of decision making between trustee meetings
- Co-ordinating activities across any sub-committees
- Providing support to trustees in exercising their discretions
- Maintaining a formal minute book and library of scheme documents

Developing best practice in governance

- Documenting and developing the scheme's risk register and monitoring internal controls
- Assisting in the review of trustee board operational efficiencies
- Preparing the trustees' annual business plan and budgets
- Overseeing record-keeping audits
- Maintaining a register of conflicts of interest
- Arranging regular appraisals of advisers' performance including benchmarking fees

Strengthening relationships with members

- Providing and co-ordinating full communications to members
- Acting as a contact point for members
- Preparing annual report and accounts and popular reports for members
- Drafting summary funding statements
- Establishing and developing scheme websites

Building a strong trustee board

- Arranging elections for member-nominated trustees
- Arranging tailored trustee training programmes
- Keeping trustee training logs
- Arranging a constructive appraisal process for individual trustees
- Organising the induction of new trustees

Our expertise

PS Secretarial Services provides trustee secretarial services throughout the country. The sponsors of these schemes range in size, with the largest having a turnover of €5bn. They are a range of Defined Benefit, Defined Contribution and hybrid schemes. We provide both full trustee secretarial packages and tailored solutions to meet trustees' specific needs. We are independent from all the other advisers and therefore only work for the trustees to ensure good governance, including management of costs. **We only provide trustee secretarial services which allows us to provide a full time resource.**

Tailored cost-effective support

Our secretarial services package is tailored to meet the trustees' specific requirements. This can be as much or as little as you need. We can offer fixed cost packages.

Our trustee secretarial staff


Our staff are all experienced pensions professionals who focus on trustee support. We provide them with training focused specifically on the nature of the trustee secretarial role, to ensure that they have the necessary technical and practical skills and knowledge to provide the most effective support to trustees. Our team has access to the full research capabilities of the specialist pensions business, Punter Southall Group. This ensures that they are always up to date on all the latest pensions technical issues and aware of the latest trends within the pensions industry.




Discover more

To discuss how we can help your trustee board to free up valuable time, please contact:

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For further information, visit our website at www.psitl.com/services/secretarial