

PROFESSIONAL TRUSTEE SECRETARIAT

If you are reading this the chances are that you are considering outsourcing the role of **Secretary to the Trustees**. Here are some of the reasons it makes **good business sense**:

- It enables all members of the Trustee Board to concentrate on their main responsibilities in an **efficient and effective** way
- It alleviates potential conflicts of interest, where the role of secretary to the trustees is an additional part of another role, such as administrator or scheme actuary
- We are **entirely independent** of any other pensions or financial companies
- We **create bespoke solutions** to meet your exact needs
- It provides the sponsoring company with the security that the scheme is effectively run and meets all its statutory requirements
- Our independent secretaries keep up to date with **governance best practice** and are aware of the latest trends within the pensions industry
- We have many years' experience of meeting the increasing governance requirements which the Pensions Regulator now expects trustee boards to meet
- Better use of budget, paying for the hours you need

Still considering?

We can offer you the **complete A-Z package** or tailor our service specifically to meet your needs or work on specific projects such as an adviser review or a buy-in. The list is endless, but to give you a taster here are just some of the things we can offer:

- Act as a key adviser to the Chair, agree agenda and prepare briefing notes
- Organise and arrange meetings and distribute agenda in good time, to allow trustees time to fully prepare
- Act as the trusted adviser to the trustees
- Identify training and development needs
- Conduct board evaluation
- Ensure compliance with legal regulation, corporate governance codes and **guidance**
- Take accurate and impartial minutes of board and committee meetings
- Produce and follow up action points proactively to ensure nothing is missed
- Manage the trustee relationships with their advisers
- **Support the trustee** board in the development and delivery of the agreed strategy
- Support the trustees in their duties, responsibilities and obligations

At CBC our **highly trained** independent secretaries have a wealth of hands-on experience and provide support to all size of schemes, at whatever level suits you. Accustomed to communicating at board level, we also work alongside pension managers, advisers, administrators and employers. We provide operational support, accurate record keeping and ensure compliance with legal regulation, corporate governance codes and guidance. **Call us** or **email us** for an informal chat.