

# **A F Blakemore Retirement Savings Plan with Aviva**

## **Governance Committee**

This document provides further information for anyone who is interested in becoming a member of the Governance Committee.

### **Purpose of the Committee**

The A F Blakemore Retirement Savings Plan is a part of the Aviva Master Trust. This Master Trust is run and administered by Aviva and governed by a Board of Trustees who meet regularly and oversee the overall operations of the Master Trust. So, all regulatory responsibilities lie with Aviva and the Aviva Board of Trustees.

The purpose of our Governance Committee is to ensure that the service from Aviva and the options, support and communications provided to A F Blakemore Retirement Savings Plan members is the best that it can be. This means that the Committee will:

- Receive regular updates from Aviva on membership and contribution levels, investment returns, administration performance and member engagement;
- Be responsible for reviewing the information provided and monitoring performance. If there are areas for improvement, the Committee will work with Aviva to find solutions;
- Work with Aviva to approve communication strategies for our members – this will involve consideration of access to webinars for members, specific tailored presentations, the overall communication and support journey throughout a members' life and targeted campaigns to improve engagement in specific areas;
- Review the investment choices available to ensure they remain the right ones and that costs remain reasonable;
- Monitor the support provided to members and highlight areas for improvement if needed;
- Consider the environmental and social impact of the investment funds available and whether any additional work is required to have a more positive impact;
- Represent the views of members and bring these to the Committee and Aviva for consideration;
- Review any individual member cases or complaints if they arise.

The Committee will act for the benefit of all members, both current employees and those that have now left the business. Each Committee member will need to be able to separate their personal position from their role as a Committee member and recognise any potential conflicts.

The Employer retains ultimate responsibility and decision-making authority in respect of the Plan, but the Committee will monitor and take decisions on day to day activities, consulting with the Employer as appropriate. In carrying out its duties, the Committee will always consider the impact of any actions on the business.

The Committee will not be responsible for setting contribution rates to the Plan. This is the responsibility of the Employer. However, if the Employer is considering making a change to contribution rates or any fundamental aspect of the Plan, it will consult the Committee.

## **Who will be involved?**

The Committee will be made up of:

- Chair – Karein Davie of Clarity Trustees Limited (A Professional Trustee who chairs the defined benefit pension scheme Trustee Boards and can provide direction and guidance to the Committee)
- Ian Diment – HR Director
- One of the Trustees of the former defined contribution pension scheme. - The specific person is yet to be determined. This will provide continuity and a level of previous pensions knowledge
- 3 employee members of the Plan

At the moment, we expect the Committee to work directly with Aviva and have not appointed any external advisers. If, in future, the Committee believes that independent advice on a particular subject would be helpful, advisers can be appointed.

The Chair, together with Ian Stevens (Payroll) will manage day to day contact with Aviva.

## **What type of person should join the Committee?**

Anyone who is an employee and is a member of the A F Blakemore Retirement Savings Plan can apply to be on the Committee.

A good Committee member is keen to learn, conscientious, curious, not afraid to ask questions and is focused on ensuring the best outcomes for the members of the Plan.

This is an ideal opportunity to utilise your questioning and decision making skills together with your practical knowledge of the needs of the membership.

To make robust decisions and ensure all issues are considered, we need a diverse group of people who, ideally, represent the membership of the Plan. Members from all backgrounds and roles are encouraged to apply.

## **What qualifications are required?**

None.

You do not need any previous pensions experience, but you will need to be able to read reports and member communications and understand numbers and basic information like investment returns.

## **What training will be provided?**

We will provide you with an introduction to how a defined contribution pension scheme works and training on the key aspects of managing a defined contribution scheme as well as the issues that the Pensions Regulator believes are important.

You would also be expected to complete the defined contribution modules of the Pension Regulator's e-toolkit. This is aimed at pension scheme Trustees but will provide helpful background on the Plan and governance duties. You can take a look at this by going to <https://trusteetoolkit.thepensionsregulator.gov.uk/>.

The Committee Chair will always be available to help with any questions outside of meetings and we will ensure training is available if new subjects are raised at meetings.

## **What is the time commitment?**

It is currently expected that the Committee will meet twice a year for 1-2 hours at a time. The meetings may be held in person or via video call.

Outside of meetings, Committee members will be expected to read papers in advance, canvass opinions of other members where appropriate, respond to the occasional email and potentially proofread member communications. This is unlikely to be more than 2 or 3 days' worth of time in total over a year.

More time will be required for training during the first year and so, there may be two additional meetings and some online training.

## **How long is the appointment for?**

An initial term of 3 years.

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## **The appointment process**

If you are interested in becoming a member of the Governance Committee, please email Ian Diment at [idiment@afblakemore.co.uk](mailto:idiment@afblakemore.co.uk).

You should include:

- Your name
- Your role and location within the business
- Confirmation that you are a member of the A F Blakemore Retirement Savings Plan
- Confirmation that you believe you can commit the time required for the role
- A brief explanation of why you are interested in becoming a Committee member

When all applications have been received, a call or meeting will be held with each person. The selection will be made based on the attributes that each candidate brings to the role, with the aim of having a mix of skills within the Committee.

**The closing date for letting us know  
that you are interested is 15<sup>th</sup> July 2022.**