

**Letter from Secretary of APS sent to APS Member Pensioners and APS Adult Survivor Pensioners on 10 June 2013**

**Airways Pension Scheme (APS) Members' Representative – Pensioner Trustee Vacancy**

The Trust Deed of APS (the Scheme) specifies that subject to any vacancies that arise there shall be six employer appointed Trustees and six member nominated Trustees (of which, one is elected from the Active member constituency and five are elected from the Pensioner constituency).

As a result of the term of office of Mr Stuart Scott (Pensioner Trustee) ending on 30 September 2013, a vacancy for a Pensioner Trustee falls due on 1 October 2013 and the Trustees of APS are seeking nominations. Mr Scott has indicated that he intends to stand for a further term which is currently a period of between five and five and a half years.

APS Pensioners who are in receipt of their pension and who have previously been employee Members of the Scheme are entitled to seek election to become a Pensioner Trustee and to vote.

Following the introduction of recent changes, the Trust Deed & Rules now also include nomination and voting rights for those in receipt of an APS Adult Survivor's pension e.g. a widow or widower's pension. Adult Survivors cannot seek election however they are entitled to support a nomination and to vote in a ballot.

**Pensioners eligible to seek election**

We have sent this letter to all pensioners, both those eligible to stand for election and also those in receipt of an Adult Survivor's pension to ensure that all pensioners are aware of the current vacancy and are able to participate in the nomination process. The information overleaf provides further details regarding the role and the process to be followed by those pensioners eligible to stand for election i.e. pensioners who have previously been employee Members of the Scheme.

Completed applications must be received at Whitelocke House by 17 July 2013 (further details overleaf). If we receive more than one nomination there will be a postal ballot. If no nominations are received a similar notice will be issued at least once every three years.

Yours sincerely



Teresa Suriyae  
Secretary to the Trustees

## DETAILS OF THE TRUSTEE ROLE AND APPLICATION PROCESS

### **What is the role of a Pensioner Trustee?**

The duties of a Trustee are wide ranging and involve considerable responsibility. You would be ultimately responsible for administering the fund in accordance with the Trust Deed & Rules, the law of trusts and Pensions legislation. One of your duties as a Trustee will be to familiarise yourself with the Rules of the Scheme and you would be expected to attend and take part in regular meetings of the Board and Committee meetings. The number of meetings varies from year to year and depending on which Committee being served, in some years, Trustees could attend an average of 20 meetings. As preparation for each meeting you will be provided with detailed on-line briefing papers and background documentation which will require you to spend some time reading and making sure that you understand the technical material.

To obtain further details of the nature of the role of a Trustee you should refer to the Pensions Regulator's website: [www.thepensionsregulator.gov.uk/trustees](http://www.thepensionsregulator.gov.uk/trustees). This will give you further guidance and an overview on the duties and responsibilities of trustees and the role that you would be expected to undertake as a Trustee.

### **Training & Support**

Newly appointed Trustees will be provided with comprehensive training and support. During the course of your appointment you will be required to participate in the ongoing Trustee training programme. The Pensions Regulator's Code of Practice on Trustee Knowledge and Understanding has formalised knowledge requirements for trustees and you will be encouraged to attend courses leading to qualification for the PMI (The Pensions Management Institute) Award in Pensions Trusteeship.

The Pensions Regulator's website will also provide further information and advice on learning and in particular you may wish to refer to the online e-learning programme which is under the 'Trustee Toolkit' section of the website.

### **How to Apply**

If you are interested in standing as a Pensioner Trustee please contact Monica Gupta at Whitelocke House on 020 8538 2139 to request an application pack, which also includes a nomination form and a declaration of eligibility.

You will need to prepare an election statement, complete a declaration form and nomination form and obtain the signatures of 10 supporters who are eligible to vote as described overleaf. Completed applications must be received at Whitelocke House by 5.00 pm on 17 July 2013.

If only one application is received the nominated person will be appointed from 1 October 2013. If more than one application is received then a postal ballot will take place in which one of the nominees will be chosen to fill the vacancy from 1 October 2013. If however no nominations are received a notice similar to this notice will be issued again at least once every three years.