



## Becoming a Trustee of the University of Edinburgh Staff Benefits Scheme

You are receiving this notice because you have benefits in the Scheme. The Trustees, supported by a strong group of professional advisers, run the Scheme. This is your chance to get involved by becoming a Trustee.

Our Scheme has a company as its sole Trustee, and all our trustees are directors of that company. We are now looking for a new Member Nominated Trustee (MNT). In this information pack we use the terms Trustee and MNT.

### Main duties and responsibilities

All Trustees must act in the best interests of the Scheme's members and anyone else who is entitled Scheme benefits (its beneficiaries).

### The Trustees must:

- Ensure that members receive the right benefits according to the Scheme's governing documents and the law;
- Invest the assets of the Scheme for the benefit of its beneficiaries;
- Act impartially and prudently towards all beneficiaries;
- Take expert advice when needed to support good decision-making;
- Ensure that money due to the Scheme is collected and that benefits are paid on time and to the right people.

### The role

You will need to be able to attend at least four Trustee meetings a year - and will be given time off from your regular job to do so. Meetings are usually held at Old College during working hours. Where required, additional shorter meetings are held virtually. You will need to read and respond to Scheme-related emails. If you are still working, you will also get some time off from your usual duties to prepare for meetings and attend training. You may also need to do some work in your own time.

### Who can become an MNT?

Only active and pensioner members may be MNTs.

### The following are ineligible.

- Non-members, deferred members and beneficiary members;
- Anyone under age 18;
- Anyone who has been made bankrupt;
- Anyone who has been suspended or disqualified from acting as a trustee under the Pensions Acts; and
- Anyone who has been convicted of an offence involving dishonesty or deception.

## How to apply

Please complete and return the nomination form. If you are currently employed we recommend that you tell your line manager that you're putting yourself forward as, if you are successful, they will need to help ensure that you can fulfil your Trustee duties without affecting your main role.

We may invite candidates to a short meeting with two of the existing Trustees to make the final selection.



**We must receive your nomination form by 12noon on Friday 14 August 2026,** so please take mailing times into account when posting your nomination form.

We intend to complete the election process by **Monday 31 August 2026.**

### Period of office

The term of office is **four years**. An MNT is eligible to hold office for a maximum of two terms (eight years).

### Trustee training

New MNTs must complete The Pension Regulator's Trustee Toolkit within the first six months of appointment. Regular training is also provided at meetings during an MNT's appointment to cover changes in regulation and to provide refreshers.

### Ceasing to be a Trustee

An MNT may resign at any time. If you are an active member when appointed and leave the University (other than to retire) or transfer your benefits out of the Scheme you would have to step down. Otherwise, an MNT can only be removed at the end of their period of office, if required by the Pensions Regulator or if all other Trustees agree.

### Vacancies

If we do not receive any nominations or do not select an MNT following the selection process the vacancy will stay open. Further nominations may be made at any time, with the Trustees' agreement. We will re-run the process every other year (or sooner if agreed). If there is a vacancy the remaining Trustees will continue to run the Scheme.

### How to apply

We really hope that you will consider applying for this rewarding role.

If you would like to apply please use the details below.



You can complete and sign the form electronically then email it to [UoE@hymans.co.uk](mailto:UoE@hymans.co.uk)



Print and complete by hand then post it to the Secretary to the Trustee at **University of Edinburgh Staff Benefits Scheme, c/o Hymans Robertson, 2/1 20 Waterloo Street, Glasgow, G2 6DB**



For more information, please get in touch with the Scheme Administrator