



integrity
clarity
simplicity

Independent *adjective*: not influenced or controlled by others.

Who we are

Inside Pensions is an independent pensions consultancy, established to fulfil a need within the pensions field for truly independent services.

Our Independent Secretariat Service aims to ensure that trustee boards have the information they need to make good decisions at the right time, whilst also complying with both scheme and good governance rules.

Our team has been drawn together because of their background, experience and ability to assist the modern trustee board. Experience gained from managing pension arrangements in rapidly changing environments has given them the ability to manage the expectations of trustees, advisers and sponsors.

What we do

We ensure that our clients have the right people in place for their specific requirements. Our range of Independent Secretariat Services is adaptable to client needs but essentially include:

Standard Secretariat Services:

- Preparation for and attendance at trustee meetings
- Production of minutes and action logs,
- Co-ordination and review of reports from advisers, administrators and investment managers
- Production of trustees packs and chairman's notes
- Maintenance of regulatory requirements, eg conflicts of interest policy
- Progress chasing between meetings

Maintenance of Historical Document and Archives

- Establishment of electronic filing system

Additional Recurring Secretariat Services

- Drafting and production of trustees annual report and short form reports to members
 - Co-ordination production and distribution of the annual funding statement
 - Establishing trustee training policies and conducting skills audits
 - Review and maintenance of the risk register
 - Co-ordination of MNT appointment process
 - Co-ordination of the actuarial valuation activities
 - Preparation of annual budget and review of costs
 - Adviser reviews - benchmarking and management of the selection and appointment process
 - Review of compliance with best practice
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What we believe

We believe that a good scheme secretary is vital to good governance. It ensures that trustees have a robust framework within which they can make important decisions.

The Pensions Regulator has raised the bar in terms of trustee knowledge and governance requirements and trustee boards are now expected to run very much like company boards. An often neglected area is that of the scheme secretariat, which is the lynch pin in ensuring that all the good work that trustees and their advisers do, bears fruit.

The role is akin to that of a company secretary and involves much more than taking the minutes of the meetings.

A good scheme secretary will:

- be central to providing evidence of good governance to the Pensions Regulator
- be the ultimate professional, maintaining order, exercising diplomacy and bringing flexibility and innovation to the role.

Independence is our byword and one that we will adhere to above all else. We will not use our role as an opportunity to introduce other services, such as actuarial, legal or administration to the scheme.

Why use us?

Inside Pensions is different, we draw our team from people who have led and managed pensions departments for major companies and their smaller subsidiaries, establishing best practices and managing change programmes.

We pride ourselves on making sure that our Scheme Secretaries:

- Facilitate good relationships between companies, trustees and their advisers
- Ensure that advisers understand trustee objectives, provide value for money and deliver against those objectives
- drive down costs and increase efficiencies wherever possible and sensible.

We are experienced and qualified in scheme secretariat, pension management, accountancy, project management and as trustees. Our added attraction is that we can work on an individual basis or as a team, whichever suits your circumstances and requirements.

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What our clients say about us

Many thanks for your very professional help and support at our meeting yesterday, it was a pleasure working with you.

Ken McGuckin
Chairman of Trustees,
General Healthcare Group Ltd,
Pension and life assurance Plan



General Healthcare Group

P&O Maritime Services experience of Inside Pensions has been extremely positive. Recently we had a very complex pensions challenge which Inside Pensions dealt with professionally, demonstrating very strong flexibility, availability and innovation. At the same time they were able to communicate some complex technical issues to varying audiences in a credible manner.

We would have no hesitation in recommending them in the strongest terms and look forward to a continued relationship with them.

Alan Rowan
Managing Director



What our team has to say

The scheme secretariat function has never been so important; we see our role as being the glue that binds everything together. Without it the different elements that make up a well maintained trustee board can so easily fall apart.

I enjoy the growing realization by our clients of just how much value we add, from simply ensuring that the meetings are clearly documented through to managing the advisers and costs, and that includes highlighting areas that could benefit from a sharp pencil!

Rachael Fortescue, APMI

Interested in talking to one of our team?

Why not take the time to have a chat about how we can help you.

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