

Filnt Ink (UK) Pension Scheme ("the Scheme")

Nomination and selection process for Member Nominated Trustees

The Pensions Act 2004 required the Trustees of the Scheme to put in place and implement arrangements for at least one-third of the Trustee board to be nominated by members of the Scheme. The Scheme currently operates with a total of five Trustees, which means that two of the Trustees must be Member Nominated Trustees. The remaining positions are held by two Company Nominated Trustees and one Independent Trustee.

Eligibility for nomination and selection as a Member Nominated Trustee ("MNT")

Any member of the Scheme, including any pensioner (retired) member can be nominated as an MNT. Those in receipt of a spouse's or dependant's pension are not eligible to apply.

Various legislative provisions exist as to who cannot be appointed as a Trustee. Examples include anyone aged under 18, undischarged bankrupts and anyone either disqualified from being a director or convicted of an offence involving dishonesty or deception.

The nomination process

Where a vacancy arises, the nomination process identifies candidates for selection as MNTs and is set out below:

1. Whenever there is one or more vacancy, the Trustees will write to Scheme members (the "MNT Vacancy Announcement") notifying them of that vacancy and seeking nominations.
2. Members may nominate themselves or another member to be an MNT. All nominations must be confirmed in writing to the Trustees using the Nomination Form and Further Questions Form. If a member wishes to nominate another member, the nominated member must complete their own Nomination Form and Further Questions Form.
3. The MNT Vacancy Announcement will comply with the minimum requirements set out in the Pensions Regulator's guidance from time to time including a summary of the basic skills, experience and knowledge required. This will also:
 - o set out the basic requirements of being a trustee, together with reference to the Pensions Regulator's website covering these requirements;
 - o explain that there are ordinarily 3 meetings a year, held in Wolverhampton as well as from time to time, ad hoc sessions;
 - o confirm the initial term of appointment (which is currently up to 5 years); and
 - o confirm the timetable for the nomination and selection process to be completed.

If no nominations are received, the nomination process will be repeated at reasonable intervals (in line with guidance from the Pensions Regulator) until sufficient nominees are identified to take part in the selection process.

The selection process

1. Nomination Form and Further Questions Form:

- o All nominees will be required to complete a Nomination Form and a Further Questions Form. The existing Trustees of the Scheme (excluding any MNTs who is nominated for re-election) will review all responses received.
- o If, following careful consideration of the Nomination Form and the Further Questions Form, the existing Trustees reasonably consider that any nominee does not have sufficient skills, knowledge or experience, the Trustees may reject such a nomination at this stage and shall inform the nominee of this decision in writing. All decisions shall be made in accordance with the principles of proportionality, fairness and transparency.

2. Member ballot:

- o If there are more nominees than vacancies (or the existing Trustees otherwise decide to hold a ballot), the existing Trustees will write to each member of the Scheme inviting them

to take part in a ballot to identify which of the successful nominees will be appointed as MNTs.

- The ballot will be open for one month from the date the ballot papers are circulated. Each member will have one vote for each of the vacant MNT positions and all votes will carry an equal weight. The ballot will be overseen by the existing Trustees.
- The nominees with the most votes at the end of the ballot period will be appointed to fill the vacant MNT positions. A tie will be resolved by drawing lots. The results of the ballot will be announced within one month after the end of the ballot period.

Further information

If, following completion of the nomination and selection process, no successful nominee is identified, the whole procedure will be repeated within a reasonable time period (no more than three years).

Where nominations received are fewer or equal to the number of vacancies, the existing Trustees may deem such nominees to be selected (subject to satisfactory completion of the Nomination Form and the Further Questions Form).

Where a vacancy occurs, the existing Trustees may agree to delay the commencement of the nomination and selection process for a reasonable period, which will usually be no more than six months (taking into account the size, structure and circumstances of the scheme).

The Trustees will review this procedure from time to time and at least every three to five years (or sooner if an event occurs which significantly alters the membership profile of the Scheme).

An MNT can resign from office at any time by giving 14 days' written notice to the Company (as required by the Scheme's Trust Deed and Rules). An MNT may not be removed from office unless all other Trustees agree.

Where the Company so requires, a person who is not a member of the scheme must have the Company's approval to qualify for selection as an MNT.

MNTs shall have the same responsibilities as Trustees nominated by the Company and shall not – just because they are MNTs – be excluded from the exercise of any functions which may be exercised by other Trustees.

Questions

If you have any queries about the nomination and selection process for MNTs, please contact:

Richard Stroud

Chair of Trustees of the Flint Ink (UK) Pension Scheme

Address: 23 Ferndale, Tunbridge Wells, TN2 PJ

Email: richardstroud1945@yahoo.com

[DATE]

Dear Member

Member-nominated Trustee ("MNT") vacancies

The Flint Ink (UK) Pension Scheme ("Scheme")

Two vacancies on the Trustee Board have become available for Member Nominated Trustees. Nominations are sought from members of the Flint Ink (UK) Pension Scheme.

What is the Trustee Board and what does it do?

The Trustee Board governs the running of the Scheme and is completely independent from Flint Ink (UK) Limited (the "**Company**").

The Trustees are responsible for ensuring that the Scheme is managed in accordance with legislation and its governing documents (including the Trust Deed and Rules). The Trustees are subject to important legal duties and responsibilities which include acting prudently, responsibly and honestly and acting in the best interests of all its members and beneficiaries at all times.

It is a legal requirement that at least one-third of the total number of trustees should be MNTs. This means that at least 2 Trustees on the Trustee Board must be MNTs. The Board currently has five trustees:

- Chair of Trustees (Independent Trustee)
- 2 Company appointed Trustees
- 2 MNTs

All Trustees receive training and support to help them carry out their duties. The Trustee Board is also supported by experienced external advisers.

Who can apply for the vacancy?

Any member of the Scheme, including any pensioner (retired) member may nominate themselves for the vacancy. This includes any existing MNTs whose terms of office are coming to an end and who fulfil the requirements and wish to stand for a further term. Those in receipt of a spouse's or dependant's pension are not eligible to apply.

All nominees must be aged 18 or over, must not be an undischarged bankrupt and must not have been either disqualified from being a director or convicted of an offence involving dishonesty or deception.

How do I apply for the vacancy?

You can apply by requesting a Nomination Form and Further Information Questionnaire using the contact details below and **returning these by [DATE]**.

If you would like to nominate another member of the Scheme, please contact that individual and suggest that they apply. They will need to request and complete their own Nomination Form and Further Information Questionnaire.

Before nominating yourself or another Scheme member, you should read this letter carefully. Being a Trustee can be a rewarding role, but it does involve responsibility and commitment.

What skills and experience do I need?

The role is to individually and collectively (with the other Trustees) ensure that the Scheme is run properly (ensuring that the right payment is paid to the right person at the right time), that members benefits are secure, acting in line with the Trust Deed and Rules and the legal framework surrounding pensions. You should ideally have experience in some of the following areas:

<ul style="list-style-type: none"> • Investment • Finance • HR policies and procedures • Business skills • Information Technology 	<ul style="list-style-type: none"> • Communications • Administration • Customer care • Governance • Legal
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You should possess good interpersonal skills and communication skills and to be able to work as part of a team.

Do I need any qualifications?

Although you do not need any formal qualifications, you will be expected to have made some progress with the Pensions Regulator's Trustee Toolkit online learning programme on appointment and be prepared to complete it within six months of being a Trustee <https://trusteetoolkit.thepensionsregulator.gov.uk>.

The law requires trustees to have Trustee Knowledge and Understanding (TKU) of, amongst other things, the law relating to pensions and trusts, the funding of pension schemes and the investment of scheme assets. In addition to the Pensions Regulator's Trustee Toolkit, Trustees are required to complete a minimum of 10 additional hours of training (e.g. conferences, webinars and training sessions) each year.

A positive approach to learning, common sense, fairness and a respect for confidentiality, as well as a willingness to stand, are the main requirements.

You will need to be able to access and use a computer with your own secure email account so that meeting arrangements and documents can be sent securely via email. You will also need to be able to attend meetings in person and by way of video call, if necessary (e.g. Microsoft Teams / Zoom).

Will I get paid?

Any reasonable expenses incurred will be reimbursed. At the Company's discretion, a small fee is payable to pensioner (retired) MNTs.

What time commitment would be involved?

You would be expected to attend all Trustee Board meetings as well as any relevant Committee meetings. The Trustee Board usually meets at least three times a year in person in Wolverhampton. Extra meetings may be called if necessary.

Attendance at training sessions (including a minimum of 10 hours of learning and development per annum) and time spent reading meetings papers are in addition to this.

The initial term of appointment for an MNT is currently up to 5 years. To ensure that MNT terms of appointment do not expire at the same time going forward, one MNT will have an initial 3 year term and one MNT will have an initial 5 year term. Lots will be drawn to confirm the length of term applicable to each MNT selected.

Where can I find details of the nomination and selection process?

The Trustees have recently updated the Scheme's MNT nomination and selection process. A full copy will be provided to all nominees and can be requested using the contact details below. This will also be made available on <https://flintinkukpensionscheme.pensions-directory.co.uk>

In summary, the selection process will involve:

- a review of all Nomination Forms and Further Question Forms by the existing Trustees; and
- where there are more nominations than vacancies (or the Trustees otherwise decide) there will be a ballot to identify which of the successful nominees will be appointed. Each member will have one vote for each vacant MNT position. The nominees with the most votes will be appointed. A tie will be resolved by drawing lots.

MNT VACANCY ANNOUNCEMENT

We expect the nomination and selection process to be completed within a period of six months from the date of this letter.

What happens if nominees are fewer than or equal to the number of vacancies?

Where nominations received are fewer than or equal to the number of vacancies, the existing Trustees may deem such nominees to be selected (subject to satisfactory completion of the Nomination Form and the Further Questions Form).

Who should I contact if I have any questions?

Richard Stroud

Chair of Trustees of the Flint Ink (UK) Pension Scheme

23 Ferndale, Tunbridge Wells, TN2 PJ

Email: richardstroud1945@yahoo.com

THE FLINT INK (UK) PENSION SCHEME

NOMINATION FORM TO BECOME A MEMBER-NOMINATED TRUSTEE

There are currently two vacancies for member-nominated trustees (**MNTs**) of the Flint Ink (UK) Pension Scheme (the **Scheme**). If you wish to be considered for one of these positions, please complete the following nomination form and attached further information questionnaire and return it to the following address by **[deadline for nominations]**:

Richard Stroud, Chair of Trustees

23 Ferndale, Tunbridge Wells, Kent TN2 3PJ

Email: richardstroud1945@yahoo.com

If you require further details or have any questions, please use the same contact details.

Full name (including all forenames)

Full address.....

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Telephone number (landline and mobile) /

Email..... Date of birth.....

I, the above named, wish to be considered for the position as a member-nominated trustee of the Scheme.

I confirm that (please tick each box to indicate your confirmation):

- I am a member of the Scheme ☐
- I am/am not* a pensioner (retired) (* *please delete as appropriate*) ☐
- I am not an undischarged bankrupt and that I have not been disqualified from acting as a company director or as a pension scheme trustee ☐
- If a ballot is necessary, I am happy for the details in this application form/further questions to be included in the ballot paper ☐
- If I am appointed, I will use my best endeavours to complete the Pensions Regulator's Trustee Toolkit within six months of appointment and acknowledge that I will be required to complete a minimum of 10 additional hours of training (e.g. conferences, webinars and training sessions) each year ☐
- I have access to a computer with access to the internet and secure email ☐
- I have read and understood the letter headed "*Member Nominated Trustee Vacancy*" and confirm that I am willing and able to attend Trustee meetings on the basis set out in that note. ☐

Signature:

Please print full name:

Date:

FURTHER QUESTIONS TO SUPPORT YOUR NOMINATION

Please provide answers to the questions below and return this form along with your signed Nomination Form.

Full name.....

Question	Answer
<p>Do you have any prior experience as a trustee or in a similar role?</p> <p><i>Note: This might be in respect of a pension scheme or other organisation (e.g. a charity or society)</i></p>	
<p>Why do you want to become a Member-Nominated Trustee of the Scheme?</p>	
<p>Please provide a short biography to be included on the ballot paper (if a ballot is necessary) summarising:</p> <p>(a) your qualifications, skills and experience</p> <p>(b) what you would bring to the role</p> <p><i>Your biography must not be more than 100 words.</i></p> <p><i>Please note that your biography may be edited where it is reasonably necessary to do so</i></p>	