

Mr M Cash
Secretary
RMT Trade Union
Unity House
39 Chalton Street
London
NW1 1JD

RECEIVED
31 MAR 2017

Room No: E22
Telephone No: 01325 342875

Date: 30 March 2017

Dear Mr Cash

**Railways Pension Scheme – East Coast Main Line Section
Appointment of Member appointee**

There are currently 6 Member appointees on the East Coast Main Line Section Pensions Committee and, due to the resignation of Mr George Pattison, a vacancy has arisen on the Committee.

This letter invites you to put forward your candidate to fill this vacancy for the 'RMT members of the Section' constituency group. The term of office is for 3 years.

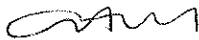
Please ensure that your candidate carefully reads the notes overleaf about the position. A copy of the Committee Regulation of Business is also enclosed for reference with a briefing note explaining who is disqualified from acting as a Trustee and a Committee member role description.

Could you please confirm who has been appointed by 28 April 2017.

The next East Coast Main Line Section Pensions Committee meeting is scheduled to be held on 16 June 2017 in York starting at 10:00 hours and the nominated officer will be required to attend this meeting.

If you have any questions please contact Clare Hill on 01325 342875.

Yours sincerely



PP **Liz Jordinson**
Secretary to the Committee

The role of a Pensions Committee Member appointee

The role of a Pensions Committee member is a responsible one which has a specified range of duties and responsibilities as set out in the terms of the Pensions Trust and Section rules and the Committee specifically has been given responsibility to decide on investment policy. Certain powers are delegated to the Pensions Committee by way of a Scheme of Delegation.

For all intents and purposes, Pensions Committee members are considered local trustees and accordingly have the responsibilities of a trustee. Training is provided in accordance with the provisions of the Pensions Act 1995 and Trustee Knowledge and Understanding (TKU) regulations. The main duties and powers of a Pension Scheme Trustee are:

- To act in accordance with the Trust Deed and Rules of the Scheme, within the framework of the law.
- To act prudently, conscientiously and honestly with the utmost of good faith.
- To act in the best interests of all beneficiaries and strike a fair balance between the interests of different classes of beneficiary.
- To take advice on technical matters and any other matters which the trustee does not understand.

This is a non-remunerative post (expenses incurred to attend meetings are reimbursed) but, as a Pensions Committee member you will have the opportunity to build up new areas of expertise, undergo training, gain recognised status and visibility and your involvement will provide a worthwhile service to your fellow Scheme/Fund members in helping to run and grow the Scheme.

In general, there will be 4 meetings of the Committee each year, held in York. Special meetings may be called in the interim periods from time to time when Committee business requires urgent consideration.

Regulation of Business - East Coast Main Line Section Pensions Committee

Designated employer	Virgin Trains East Coast
Membership of Pensions Committee	12 Members
Composition	6 Member, 6 Employer
Quorum	50% (3) Member and 50% (3) Employer appointees
Frequency of meetings and dates	Four times a year plus special meetings if required. The meeting dates for the coming year will be agreed at the last meeting of the year.
Despatch of agenda and minutes	For ordinary meetings the agenda will be despatched to Committee members at least 10 calendar days before the meeting. For special unscheduled meetings, the agenda will be issued at the earliest possible date before the meeting. The Secretary will record the minutes of the meeting and provide a draft for the Chairman's comments within 15 working days of the meeting.
Confidential papers	Committee members should not discuss or disclose any members' details outside the Committee and Committee members are responsible for ensuring that their own confidential meeting papers are disposed of correctly.
Appointment of members of the Pensions Committee	
Employer appointee nominations	The Employer nominees will be appointed by the Designated Employer and are reviewed every 3 years.
Member appointee nominations	Nominations for the member appointees will be sought from: 1 seat - UNITE members of the Section 1 seat - ASLEF members of the Section 1 seat - TSSA members of the Section 1 seat - RMT members of the Section 1 seat - Members of the Section not a member of a Trade Union 1 seat - pensioners/preserved pensioners of the Section Each of the members in the above constituencies will be invited to make one nomination each and will not be able to make more than one nomination. A nominee may not be nominated for more than one constituency. Where agreed between the employer and the Trade Union, the Trade Union will be responsible for organising its own appointment procedure and advising R PMI of the successful candidate.
Supporting signatures	Each nomination exercise conducted by R PMI must be supported by the signature of 6 members of the relevant constituency group.
Term of office (retirement by rotation)	Periods of office are for 3 years and appointment dates are staggered so that continuity of experience is maintained. New terms of office will be for 3 years from the date of appointment.

Procedure for nomination and election	
Election	If more than one nomination is received within any constituency group, there will be an election by secret ballot. Nominees are unable to support or promote another candidate in their nomination biographical details. Nominees will have a maximum of 100 words in their biographical details. Each member will be entitled to 1 vote for each vacant position. The nominee(s) who receives the highest number of votes shall be appointed. Retiring Member appointees are eligible for re-election.
Resignation/Removal for all appointees	A member appointee may resign from the Committee at any time provided that they give at least 3 weeks notice, in writing, to the Chairman or Secretary.
Casual vacancies	A member's term of office will cease if they do not attend a Committee meeting or any Committee training seminars during a single year, unless the members of the Committee agree by a majority resolution that they may continue. Member Appointees will automatically retire from the Committee if they are no longer eligible to be a member of the constituency group they were elected under.
Secretary	The period of office of the member appointed to fill the casual vacancy will be for 3 years from date of appointment. The Committee may continue to operate during the period of any casual vacancy unless they are inquorate. RPMI will provide a Secretary and back up support to the Pensions Committee. The Secretary will act on behalf of RPMI in the compilation of agendas, record attendance, training and preparation and distribution of minutes. The Secretary will submit, on behalf of the Committee, all minutes to the Trustee Company Secretary and make all meeting papers available.
Chairman/Deputy chairman	The post of Chairman and Deputy Chairman will rotate annually (on 1 January) between Employer and Members' Appointee.
Training	The Chairman or Deputy Chairman must be present at the meeting to validate the proceedings.
Decision making	Training will be arranged for members of the Pensions Committee at the earliest opportunity in accordance with the provisions of the Pensions Act 1995 and Trustee Knowledge and Understanding (TKU) regulations. No resolution of the Committee shall be regarded as carried unless it has been approved by the majority of the members present. The Committee can consider lump sum death benefit applications under the written resolution procedure.
Inquorate meetings – casework decisions	Where a Committee meeting is inquorate and applications for payment of benefits are tabled for decision these will be discussed by those Committee members present. After the meeting the applications will be sent to the absent Committee members who will be advised of the decisions reached at the meeting and each absent member will be asked if they concur with the decisions made (those Committee members who attended the meeting and made the decisions will be copied into any correspondence). To avoid undue hardship or delays in paying benefits, if the absent Committee members unanimously agree with the decisions made at the meeting RPMI will arrange to progress the applications and the decisions will be ratified at the next full Committee meeting. NOTE: THIS PROCESS CAN ONLY BE USED FOR APPLICATIONS WHICH ARE APPROVED FOR PAYMENT. All other cases, including decisions to decline payment or cases where there is not unanimous support from Committee members who were not present at the meeting, will be re-tabled for discussion at the next full Committee meeting. Applications for Lump Sum Death Benefits will be dealt with via the Written Resolution Procedure.