



## **IIPM LAW & GOVERNANCE PROGRAMME FOR TRUSTEES**

A professional certification suitable  
for all pension scheme trustees

A level 8 programme delivered in partnership  
with National College of Ireland



# Presidents' Welcome

**A**s the IIPM approach our 30th anniversary we are immensely proud of remaining at the forefront of providing the highest possible educational standards and promoting professionalism for those involved in the pensions industry in Ireland.

With incoming legislation likely to require at least one trustee sitting on a board to hold a trusteeship qualification and ongoing minimum CPD requirements, the focus on trustees from a consumer protection perspective is ever increasing. The IIPM Law & Governance Programme for Trustees provides a professional certification to trustees across both Defined Benefit (DB) and Defined Contribution (DC) pension schemes.

Trustees unquestionably hold a significant level of responsibility and cannot be passive in fulfilling their requirements. Pension schemes are complex and trustees must have the appropriate skills and knowledge to carry out their responsibilities. Integrity combined with prudence, an understanding of the business and the environment in which they are operating, appropriate levels of risk management and robust governance are



**PJ Buckley**

fundamental to the overall effectiveness of a trustee board. Pension scheme members and their beneficiaries are effectively the consumers and must be protected.

The IIPM Law and Governance Programme for Trustees will equip trustees with the confidence and competencies required to be more effective in their role. Our skilled and vastly experienced lecturers will deliver an in depth curriculum covering all aspects of pension scheme management and governance.

**PJ Buckley**, President  
*Irish Institute of Pensions Management.*



One of the great benefits of the course participation was to meet likeminded trustees... The course has married the concepts of theory and practice well and the approach involves a good deal of interaction and class participation. The long term benefit of undertaking this course is that I now have a set of guiding principles that I can bring to my role."

Declan Morris, Lay trustee of the Veritas Company Ltd Pension Scheme

# IIPM Law & Governance Programme for Trustees

## Special Purpose Award Level 8

### Programme Description

The IIPM Law and Governance Programme for Trustees offers trustees the insights and understanding required to carry out their roles effectively. Touching on the many aspects of pension schemes, the programme will focus on the building blocks for implementing good scheme governance and risk management.

The programme covers the core areas of trustees responsibilities imposed by both legislation and social needs and it examines the liabilities they face, compliance issues and the need for proper risk management. Trustees will have a deeper understanding of how risks can be mitigated through the implementation of good practices and procedures. Issues will be examined for both ongoing schemes and those in the process of wind-up.

### Participants of the IIPM Law & Governance programme for Trustees will

- **Complete a four day training programme**
- **Receive a resource pack containing**
  - » Hard copies of all slides and materials used
  - » Template for risk management
  - » Guidelines for conducting trustee meetings
  - » Checklist for assessing provider and trustee board
  - » Governance year planner.

Participants will be assessed by their attendance and engagement at lectures, a group assignment and an exam.

Those who successfully complete the programme will be awarded with accreditation at level 8 on the National Framework of Qualifications and will join the community of IIPM pension professionals with the designation **QPT (IIPM)**. The cost of the entire programme is €1,950.00.

### Learning Outcomes

On successful completion of this programme the learner will be able to

- Demonstrate a critical understanding of the nature and structure of trusts, trust law, the relationship between the parties and the application of trust deeds and rules
- Evaluate the role and duties of trustees imposed by equity and pension legislation and the corresponding trustee requirements
- Demonstrate an integrated knowledge of legislation pertaining to pension schemes and the ability to research, interpret and apply the legislation in structured situations
- Problem solve and work as part of a team by exercising the duties & powers of a trustee, to critically analyse and develop appropriate decisions for given contemporary problems and scenarios
- Understand the legislative provisions, range of options and their corresponding duties, on the discontinuance of a pension scheme using appropriate technical language
- Critically assess the principles of pension scheme governance and articulate effective governance mechanisms to fellow trustees.

### Who is this programme for?

This programme is suitable for member trustees, HR and Finance professionals, pension scheme secretaries and professional trustees.



I was very pleased to learn about the launch of the IIPM Law and Governance Programme for Trustees. The pension's environment is increasingly complex and the burden of regulation increasingly heavy.

I believe that this programme will be a valuable support, particularly for lay trustees, whether member-selected or employer-appointed, which will enable them to continue to play an active role in the governance of their schemes, by broadening their understanding of the many and varied aspects of their duties and responsibilities. It is also important for professional trustees working alongside their lay colleagues, to know that those colleagues have the knowledge and support that will facilitate their full participation in the governance of their schemes.

I congratulate the Institute on this initiative."

Paul Kenny – Former Pensions Ombudsman



Improving trustee standards of education is an important part of the Pensions Authority's objectives. We therefore welcome the introduction of the IIPM Law and Governance Programme for Trustees as a very positive step in this direction and we hope that many trustees take advantage of this opportunity to enhance and develop their knowledge and understanding of pensions in the interests of the members whom they serve."

Brendan Kennedy – The Pensions Regulator

# Programme Content

## Trust arrangements

- Concept of a trust & trust framework
- Distinction between a trust and contract arrangement
- Trust Constitution

## Trustees

- Role and duties of a trustee
- Types of trustees
- Equity & legislation, trust deed & rules
- Trustee powers and discretion, advisor selection, investment strategy etc.
- Investment powers
- Power to delegate duties

## Trustee Liability

- Legal liability of trustees
- Implications of a breach of law

## Pension Scheme Compliance

- Sources of Legislation, EU Directives
- Pensions Act
- Finance Acts & Tax Consolidation and other relevant legislation
- Equality
- Investment regulations • Understanding the roles of the regulatory bodies
- Financial Services Ombudsman
- Pensions Authority

## Scheme Wind –Up

- Closed versus winding up a pension schemes
- Member and wider social implications
- Company Insolvency – protection of scheme assets, receivership, liquidations & examinerships
- Government obligations on insolvency
- Statement of affairs to trustee.

## Implementing Effective Scheme Governance

- Concept and purpose of good scheme governance
- Statutory governance improvements
- Implementing good governance structures – building blocks, trustee-fit for purpose
- Role of different service providers
- Clear responsibility/accountability
- Documented procedures and policies, service level agreement/investment mandates, compliance check list
- Risk identification, management & controls
- Effective reporting & monitoring
- Acquire required resources/skills
- Whistle blowing provisions/process
- Review and Benchmark
- Governance year planner & self-evaluation

## Financial Governance

- Funding
- Minimum Funding Standards for defined benefit schemes
- Investment
- Default strategies
- Statement of Investment Policies and Procedures (SIPP)

## Trustee Meetings

- Conducted in accordance with trust deed /company law/ articles & memorandum of association
- Role of chairperson & secretary
- Attendance, frequency, quorums, conduct of business
- Conflicts of interest & independence
- Trustee decision and voting/ Consensus
- Written resolutions, documents, record keeping and minutes

## Assessment Breakdown

Assignment and lectures	<b>40%</b>
Exam	<b>60%</b>

## For more details please contact:

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