

Trustee effectiveness: self assessment

This questionnaire is intended to provide a framework for the evaluation of the effectiveness of your pension plan's trustee body and its individual trustees by means of self-assessment.

The questionnaire is divided into the following sections:



Each section contains a number of statements about the way in which your trustee body operates. Please indicate your response to each statement by marking 'X' in the appropriate box or selecting the relevant dropdown option.

We would encourage you to make comments by each question, especially where you disagree with any statement. Further space has been provided at the end of the questionnaire to make additional comments and suggestions for improvement.

If you would like help to collate, analyse and interpret the results of your trustee board's feedback and/or would like our recommendations for next steps based on the feedback, please contact Suzi Lowther at PSIT by email at suzi.lowther@psitl.com or by phone on 0118 313 0813.

1. Structure and function

1.1 The current size of our trustee body is broadly appropriate

AGREE	NO VIEW	DISAGREE
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COMMENTS

1.2 Our trustee body has an appropriate mix of skills and knowledge

AGREE	NO VIEW	DISAGREE
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COMMENTS

1.3 I have the type of skills and knowledge appropriate for the trustee body

AGREE	NO VIEW	DISAGREE
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COMMENTS

1.4 I have access to up-to-date copies of all key plan documents

AGREE	NO VIEW	DISAGREE
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COMMENTS

1.5 I am conversant with all the plan's key documents

AGREE	NO VIEW	DISAGREE
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COMMENTS

1.6 I have read the Pensions Regulator Guidance for Trustees

AGREE

NO VIEW

DISAGREE

COMMENTS

1.7 I received an adequate induction as a new trustee

AGREE

NO VIEW

DISAGREE

COMMENTS

1.8 I have completed the Pensions Regulator's Trustee Toolkit

AGREE

NO VIEW

DISAGREE

COMMENTS

1.9 I have disclosed any conflicts of interest which I have

AGREE

NO VIEW

DISAGREE

COMMENTS

1.10 My opinions are listened to and respected

AGREE

NO VIEW

DISAGREE

COMMENTS

1.11 Our Chairman demonstrates effective leadership of our trustee body

AGREE

NO VIEW

DISAGREE

COMMENTS

1.12 Our trustee body ensures its decisions are implemented

AGREE

NO VIEW

DISAGREE

COMMENTS

1.13 Our trustee body fulfils its remit

AGREE

NO VIEW

DISAGREE

COMMENTS

2. Meetings

2.1 Papers are delivered in time to allow adequate preparation for the meeting

AGREE

NO VIEW

DISAGREE

COMMENTS

2.2 Papers are of sufficient quality (i.e. appropriate balance of detail and explanation)

AGREE

NO VIEW

DISAGREE

COMMENTS

2.3 Papers contain the appropriate information to enable me to make a decision

AGREE

NO VIEW

DISAGREE

COMMENTS

2.4 I attend all meetings

AGREE

NO VIEW

DISAGREE

COMMENTS

2.5 Meeting agendas are planned well

AGREE

NO VIEW

DISAGREE

COMMENTS

2.6 Meetings are structured appropriately (e.g. not too formal or informal)

AGREE

NO VIEW

DISAGREE

COMMENTS

2.7 I have adequate opportunity to express my views at meetings

AGREE

NO VIEW

DISAGREE

COMMENTS

2.8 I am able to contribute effectively at meetings

AGREE

NO VIEW

DISAGREE

COMMENTS

2.9 The level of discussion is about right (i.e. not too simplistic or complex)

AGREE

NO VIEW

DISAGREE

COMMENTS

2.10 There is no domination by an individual or group of individuals

AGREE	NO VIEW	DISAGREE
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COMMENTS

2.11 The allocation of time between items on the agenda is appropriate (e.g. correct balance between DB & DC, investment, communications and administration)

AGREE	NO VIEW	DISAGREE
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COMMENTS

2.12 The plan's advisers contribute appropriately at meetings (i.e. not too much or too little)

AGREE	NO VIEW	DISAGREE
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COMMENTS

2.13 The plan's advisers explain things in a way I can understand

AGREE	NO VIEW	DISAGREE
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COMMENTS

2.14 The relevant advisers are present at meetings

AGREE	NO VIEW	DISAGREE
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COMMENTS

2.15 Decisions are reached by consensus at the meeting

AGREE	NO VIEW	DISAGREE
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COMMENTS

2.16 Decisions are appropriately delegated where necessary

AGREE

NO VIEW

DISAGREE

COMMENTS

2.17 Decisions are clearly articulated by the Chairman

AGREE

NO VIEW

DISAGREE

COMMENTS

2.18 Meetings are not too long or too short

AGREE

NO VIEW

DISAGREE

COMMENTS

2.19 There are an appropriate number of meetings during the year

AGREE

NO VIEW

DISAGREE

COMMENTS

3. Governance

3.1 I receive an appropriate level of support from our trustee secretary

AGREE

NO VIEW

DISAGREE

COMMENTS

3.2 I receive an appropriate level of information between trustee meetings (e.g. topical updates)

AGREE	NO VIEW	DISAGREE
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COMMENTS

3.3 I receive sufficient training to enable me to confidently fulfil my role

AGREE	NO VIEW	DISAGREE
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COMMENTS

3.4 Minutes of meetings properly record the discussion and decisions of the meeting

AGREE	NO VIEW	DISAGREE
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COMMENTS

3.5 Minutes of meetings are circulated in a timely manner for comment after the meeting

AGREE	NO VIEW	DISAGREE
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COMMENTS

3.6 I have a good understanding of the risks the plan faces

AGREE	NO VIEW	DISAGREE
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COMMENTS

3.7 We review the risks the plan faces in a systematic and regular manner

AGREE	NO VIEW	DISAGREE
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COMMENTS

3.8 We review our scheme business plan regularly

AGREE NO VIEW DISAGREE

COMMENTS

3.9 We keep our members informed

AGREE NO VIEW DISAGREE

COMMENTS

3.10 Member communications are clear, helpful and (where possible) written in Plain English

AGREE NO VIEW DISAGREE

COMMENTS

3.11 We review our advisers' fees and service levels regularly and objectively

AGREE NO VIEW DISAGREE

COMMENTS

Additional comments

COMMENTS

Your details

NAME

DATE