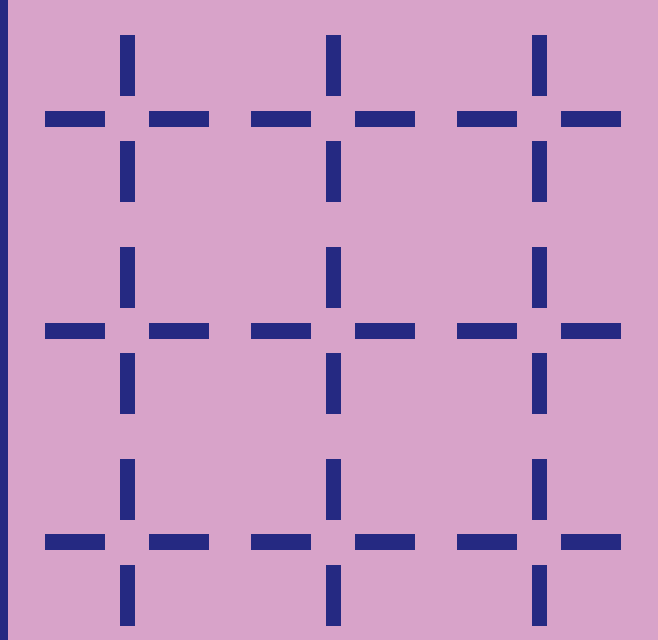


Scottish Housing  
Associations' Pension  
Scheme

The SHAPS  
Employer Committee

Candidate Information



SHAPS is a multi-employer pension scheme administered by TPT Retirement Solutions Ltd (TPT). The SHAPS Employer Committee (EC) is the Employers' Representative, made up of SHAPS employer nominated members. The EC consults with the Trustee on behalf of all SHAPS employers.

We're asking all SHAPS employers to consider nominating a candidate to join the EC from 1 October 2026.

**There's currently 10 members, two which will be stepping down however may seek re-nomination, if they wish. The EC can have up to 15 members and encourages smaller housing associations and service organisations to consider nominating a representative to join them. The EC's main functions are:**

### Scheme funding

To represent all employers when consulted by the Trustee on defined benefit funding, in particular:

- the assumptions to be used in a three yearly, actuarial valuation; and
- the terms over which any deficit contributions will be paid.

### Investment strategy

To represent all employers when consulted by the Trustee on two key elements of the defined benefit investment strategy:

- the employers' attitude to risk; and
- their financial ability to support SHAPS now and in the future.

### Scheme stewardship

To monitor TPT's administration and investment performance, and periodically review and agree the terms of the Scheme's service agreement with TPT.

### Communication with employers

To keep employers informed of EC and scheme activity, gather their opinions and ensure that they support the general direction the EC is taking. The EC may also consult with employers on benefits being offered for the future.

## Key activities

The next valuation date is 30 September 2027. Between now and then the EC will monitor the funding position and consider further how the Scheme expense contribution is allocated to each employer with defined benefit pension liabilities.

We want to make sure that all SHAPS employers are represented in these discussions and therefore encourage all employers, particularly smaller housing associations and service organisations to consider nominating a candidate.

## Who can join the EC?

Anyone who works for your organisation or is a member of your governing body. Nominations are limited to one per employer.

An EC member cannot simultaneously be a Director of Verity Trustees Limited (the corporate trustee which governs SHAPS) or a member of the SHAPS Scheme Committee (which has powers delegated to it by the Trustee such as SHAPS specific scheme funding and investment strategy).

## Candidate skills

The most important quality you can bring is enthusiasm for the role. While pensions knowledge can also be beneficial, it isn't essential as the EC has an appointed independent adviser to support its decision making. You will also receive training at the outset and throughout your membership.

## Time commitment

It is expected that you would take up your duties on 1 October 2026. Members of the EC typically serve for four years, although you can stand for re-election at the end of each term.

In the years between valuation activity, you may expect to attend up to four meetings, which typically last around 2-3 hours. You would need to allow some time for reading papers before each meeting and travel time, if and when we hold in-person meetings.

The next valuation date is 30 September 2027 and we would expect the number of meetings to increase between October 2027 and September 2028. However, the additional meetings are generally shorter and held online.

## Meeting locations

The majority of our meetings are held online. However, the EC may decide to meet in person, these meetings will most likely be held in Edinburgh or Glasgow. Reasonable travel, accommodation and meal expenses will be reimbursed.

## The election process

If the number of nominations exceeds the available spaces, employers will be asked to elect EC members. The EC may appoint nominees who they feel fill an under-represented employer group. All other vacancies will be filled by election. If required, election papers will be issued to all SHAPS employers in May 2026 and nominees will be asked to provide a candidate statement to support this process.



# How do I make a nomination

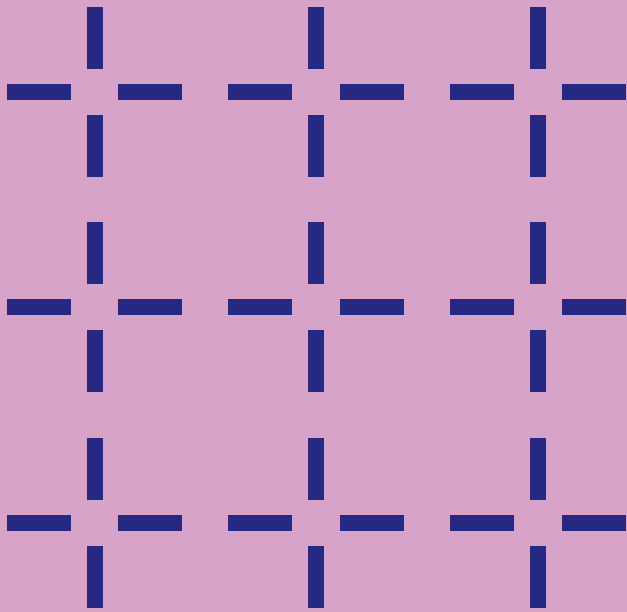
Please email your completed **nomination form** to Susan Wardlaw, EC Secretary by **5pm** on **10 April 2026**. We will not be able to accept nominations after this date.

Your nomination form must be signed by the Chair, Secretary or Chief Executive / Director of the nominating employer.

**If you'd like to find out more about the EC, please email Susan Wardlaw**



**[susan.wardlaw@tpt.co.uk](mailto:susan.wardlaw@tpt.co.uk)**



**t|p|t**

Retirement Solutions