



Scottish Housing Associations' Pension Scheme Scheme Committee application pack

Welcome

Thanks for your interest in joining the Scottish Housing Associations' Pension Scheme (SHAPS) Committee. This pack contains everything you need to know about the role including what the Committee does and the sort of skills it's keen to recruit. You'll find the application form at the end of this document, but first, a bit of background.

SHAPS has over 21,000 members and around 8,400 of those have Defined Benefits

Where it all started

SHAPS is an occupational pension scheme set up in 1993 that offers Defined Benefit and Defined Contribution pension structures. SHAPS is set up as a trust, which means all contributions paid into the scheme – by both members and employers – are held separately in trust and used solely to provide members' benefits. Verity Trustees Limited is the Trustee of the Scheme and TPT Retirement Solutions is the service provider, carrying out scheme management services including member administration. TPT Investment Management is responsible for managing the Scheme's investments.

In 2017, the Trustee delegated the power to set the funding and investment strategy for the Defined Benefit structures of SHAPS to a Scheme Committee. The Committee is made up of a minimum of five and a maximum of seven members, which includes members of SHAPS and an independent chair who is a professional pension trustee. It needs enthusiastic and committed members to keep it running effectively, and it's currently recruiting for three new members.

Who can apply

The role is open to current, deferred or retired members who have Defined Benefits in SHAPS. So, if you're a SHAPS Defined Benefit member, you can apply to be on the Committee. Three vacancies will be available from 1 October 2026. Scheme Committee membership is a paid role, with meeting fees and expenses covered.

Are there any restrictions on becoming a Committee member?

Yes- a few restrictions apply:

- Applications can't be accepted if there's already a member on the Scheme Committee who's employed by the same employer as the applicant (or an associated employer).
- Members who have only Defined Contribution (DC) benefits aren't eligible to apply because the Scheme Committee has no delegated powers over DC benefits.
- Scheme Committee members can't simultaneously serve as a member of the SHAPS Employer Committee.

What the Scheme Committee does

The Committee has two main functions- managing the scheme funding and investment strategy for SHAPS by exercising the powers delegated to it by the Trustee. It's a responsible role that takes a lot of consideration and care. These are some examples of the Committee's regular activities.

Scheme funding

The Committee consults with employers and approves (within set parameters) the assumptions for SHAPS valuations, the Schedule of Contributions that employers will need to pay and the Recovery Plan for the Scheme which sets out how any funding shortfall will be paid.

Investment strategy

It also approves the strategy for investing the assets of SHAPS (within set parameters), taking into account the employers' attitude to risk, and the strength of their financial ability to support the Scheme both now and in the future.

The Trustee is responsible for all decisions made by the Scheme Committee

Additional responsibilities

The Committee also exercises other powers delegated to it by the Trustee, including things like approving bulk transfers when employers decide to leave SHAPS, or deciding if an employer's participation in SHAPS should be terminated.

Becoming a Scheme Committee member

Being a Committee member isn't just about what you can offer the Committee – it's about what the Committee can offer you, too. It's a great opportunity to learn new skills and develop existing ones, while being supported and encouraged at the same time. Many members find the role valuable for their professional development, providing practical experience of governance and strategic decision-making that can be reflected on a CV.

Fees, expenses and support

Scheme Committee membership is a paid role, with remuneration provided per meeting attended.

Reasonable travel and subsistence expenses will be reimbursed in accordance with policy.

Fees recognise the time, preparation and responsibility involved in the role. Training, induction and ongoing support are provided throughout your term.

Training and support

Training is delivered by a combination of internal and external courses, independent reading and internet-based learning. The training will give you an understanding of your legal responsibilities and liabilities. Plus, there'll be an induction to help you familiarise yourself with the pensions landscape and the Scheme itself.

Principles of trusteeship

Understanding the principles of trusteeship is an important part of the training. The principles, which are laid down by the law and scheme rules, impose certain duties and responsibilities on the Trustee and its delegates, including:

- To act within the framework of the law and regulatory requirements and in accordance with the Rules.
- To act in the best financial interests of members and beneficiaries and to balance fairly the interests of different groups.
- To act prudently, honestly and conscientiously, with the utmost good faith.
- To take advice on technical matters and any other matters that are not fully understood by the Scheme Committee.
- To derive no personal gain from the trust (other than as a scheme member).
- To disclose any conflicts of interest.

These responsibilities are supported by training, advice and guidance throughout your term.

Trustee Toolkit

You'll need to complete the Trustee Toolkit within six months of joining. The toolkit is a free online learning programme, developed by the Pensions Regulator to help trustees meet the minimum level of knowledge required by the 'Trustee Knowledge and Understanding' guidelines outlined in the Pensions Act 2004.

[Discover the Trustee Toolkit](#)

Or visit 'thepensionsregulator.gov.uk' and search 'Trustee Toolkit'.

Existing skills and knowledge

You're not expected to be an expert when you become a Committee member but, along with a pragmatic approach and a head for figures, you'll need the ability to:

- Understand any advice given, challenge it if appropriate, and engage fully in the decision-making process.
- Work within a non-executive committee structure.
- Make judgements, decisions and delegate.
- Work with other Scheme Committee members and key staff.
- Communicate effectively.

Knowledge of the issues currently facing the social housing sector is also desirable.

The selection process

Applications are reviewed by a selection panel, including a member of the current SHAPS Scheme Committee, and candidates who appear to meet the requirements are invited to a competency based interview. Interviews will be conducted via Microsoft Teams following the application deadline.

Once you're a member

Meetings

The Scheme Committee usually meets twice a year in person and twice more over teams. Every third year, when the Scheme's valuation takes place, more meetings will be needed. They're usually held in person in Edinburgh, Glasgow, or virtually, based on the agenda for the meeting. If you attend a meeting in person, your out-of-pocket expenses will be reimbursed as long as they're within policy.

Time commitment

All in all, the average amount of time a Committee member dedicates to the role is about eight days a year, excluding travel time. Some of that will be at meetings, preparing for meetings and keeping up to date with developments in SHAPS and the pensions industry in general. This time commitment is spread across meetings, preparation and training, and is designed to be manageable alongside work and other commitments. Committee members are paid meeting fees and can reclaim reasonable expenses, as outlined earlier in this pack.

I'm ready to apply

That's great news and we can't wait to receive your application. You'll find the application form on the next page. If you'd like any more information before completing it, take a look at the full job spec at the end of this document or email governanceteam@tpt.co.uk. Please put 'SHAPS Scheme Committee enquiry' in the subject line.

Best of luck!

SHAPS Scheme Committee Application form

The closing date for applications is **5pm on Friday 10 July.**

Personal details

Title: First name:.....

Surname:

Address and postcode:

Telephone number:.....

Email address:.....

SHAPS membership number:.....

Background

As an alternative to completing this section you can submit a copy of your CV if you'd prefer.

Current occupation and employment history:.....

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Relevant qualifications and/or professional subscriptions:

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All applicants must still complete the Candidate Statement below.

Referees

Please provide names of two referees - one must be a current or past employer:

Referee 1

Full name:

Address:

Phone: Email:.....

Referee 2

Full name:

Address:

Phone: Email:.....

Please note: we will not approach referees unless you reach the next stage of the process.

Declarations

If you have any financial interest in SHAPS and/or TPT's activities, other than being a member of SHAPS, please provide details.

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Please answer 'yes' or 'no' in the spaces below.

Are you currently or have you been disqualified from acting as a company director due to unfit conduct?

.....

Do you have any unspent criminal convictions related to dishonesty, fraud or financial crime?

.....

Are you currently an undischarged bankrupt?

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Please sign and date the declaration below:

I declare the information I have given on this form is true and complete. If I am appointed, I will attend the induction meeting for new SHAPS Scheme Committee members.

Sign here: Date here:.....

Submitting your application form

There are two ways to submit your form once it's completed:

- Email it to governanceteam@tpt.co.uk (please put 'Scheme Committee application' in the subject line)
- Post the signed, completed form to **Chris Thwaites** at **TPT Retirement Solutions, Aire Park, 5th Floor, Aire Park, 3 South Brook St, Leeds LS10 1FT.**

Unfortunately, applications received after the **5pm Friday 10 July** deadline won't be considered.

You'll be notified that your application has been received. However, if you haven't heard from us within 5 working days please contact Chris Thwaites, the Scheme Committee's secretary, on **0113 234 5500**.

Job description

Job Title	SHAPS Scheme Committee Member
Member of	SHAPS Scheme Committee
Purpose of Role	<ul style="list-style-type: none">• To manage the Funding and Investment strategy for the defined benefit structures of the Scottish Housing Associations' Pension Scheme (SHAPS).• To exercise any powers delegated to it by Verity Trustees Limited (the Trustee Board) appropriately and in accordance with the terms of the delegation.
Requirements of the role	<p>Scheme Committee members must be able to:</p> <ul style="list-style-type: none">• act within the framework of the law and regulatory requirements, and in accordance with the Trust Deed and Rules, including the terms of the scheme documents;• question and challenge the advice given by advisers to ensure that it is appropriate and in the best interests of the Scheme and its members;• maintain independence and objectivity by, among other actions, avoiding conflicts of interest and deriving no personal gain from the Trust (other than as a scheme member, or where payments have been authorised by the Board);• promote and exhibit the highest standards of integrity, probity and governance;• comply with The Pensions Regulator's Trustee Knowledge and Understanding Requirements; and• foster relationships founded on mutual respect and open communication, both inside and outside of the boardroom, between the SHAPS Scheme Committee and the officers of TPT Retirement Solutions.
Desirable Personal Skills or Experience	<ul style="list-style-type: none">• To be familiar with issues currently facing the social housing sector.• To have experience as a Pensions Trustee and have knowledge of the pensions sector.• To have experience of working within a non-executive committee structure.

Data Protection Notice:

Verity Trustees Limited will use your personal information on this form for the recruitment of members of the Scheme Committee for the Scottish Housing Associations' Pension Scheme, and to communicate with you in relation to the recruitment exercise, amongst other reasons. We share personal information with third parties such as mailing houses who provide services to us. When we make these disclosures, we take steps to protect your personal information. For more detailed information on how we use and disclose personal information, the protections we apply, the legal basis for our use of personal information and your data protection rights under the General Data Protection Regulation, see our privacy notice at <http://www.tpt.co.uk/privacy-policy>. If you would like a copy of the privacy notice to be sent to you, please email privacy@tpt.co.uk or call 0113 234 5500.