

Trustee Board

9 Trustee Directors:

- 6 appointed by Eaton (Company Nominated Trustees), including the Chair
- 3 appointed by Plan members (Member Nominated Trustees)
- meets 4 times a year

The Board's role is to look after the Plan's assets and to pay members' benefits. This includes:

- Ensuring contributions are paid at the right time.
- Record keeping, both financial and member.
- The investment strategy.
- Appointing and oversight of professional advisers and service providers.
- Ensuring meets its legal obligations
- The funding strategy.

There are 3 committees that support the Board.

Governance committee - meets 3 times a year

- ❖ Ensure that the Plan's policies support good governance.
- ❖ See that risks are managed and that any risks needing attention are addressed.
- ❖ Oversee the controls in place to protect the assets and benefits.
- ❖ Ensure compliance with the UK General Data Protection Regulations.
- ❖ Monitor the Plan's expenditure.
- ❖ Ensure that the Board has the skills and expertise for its role and receives regular training.

Administration and Audit committee - meets 4 times a year

- ❖ Monitor the performance of service providers, including the administrator, WTW, and the payroll provider, Eaton.
- ❖ Oversee the production and audit of the Plan's annual Report & Accounts.
- ❖ Oversee the production of key documents such as annual benefit statements and the Chair's Statement.
- ❖ Monitor adequacy of service providers policies and procedures for data protection and internal controls to ensure security of member data.

Communications committee - meets 4 times a year

- ❖ Oversee the Plan booklet and website.
- ❖ Help produce member communications such as the 'Plan Ahead' newsletter.
- ❖ Ensure that communications are accessible, in plain English
- ❖ Ensure communications have the information that members need to help them make informed decisions about their benefits.