



THE CHURCH
OF ENGLAND

Recruitment Pack

Pensions Board Trustee

November 2017

Your Application

Dear Applicant,

Thank you very much for your interest in this post. On the following pages, you will find details of the role and the selection process to help you to complete and tailor your application. To apply you should submit:

- An up-to-date CV which shows your full career history – we recommend that this is no longer than three pages
- A covering letter explaining why you are interested in this role, and telling us why you are a good candidate. You must make sure that your CV/covering letter give us enough information to demonstrate that you have the requisite experience, competencies and personal qualities as set out in the person specification. We recommend that this is no longer than three pages;
- The declaration form – completion of the equalities section is not mandatory but it helps our monitoring in line with our commitment to equality and diversity; and
- Indicate on the declaration form if you cannot attend any of the interview dates.

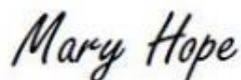
Please note that applications can only be considered if all the documentation is complete. Please send your application, preferably in MS Word format by email to: CoE@campbelltickell.com.

Applications must be received by Monday 18th December 2017, at 12 noon.

You will receive an acknowledgement within 48 hours of receipt and we suggest that if after that time, you have not heard from us, you telephone the office (0203 434 0990) to ensure that it has arrived. Using a secure email address and putting the job title/organisation in the subject line reduces the chances of any email going into spam.

Please do contact me if you wish to have an informal discussion about the role and organisation or if you have any other questions to help you decide whether to apply. You can contact me on 07948 978 804 or 0203 434 0990.

Kind regards,



Mary Hope
Senior Associate Consultant

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Welcome Letter

Dear Applicant,

Welcome to the information pack for those interested in becoming members of the Housing Committee of the Church of England Pensions Board. The Board provides retirement services for those who have served or worked for the Church. These include the administration of various pension schemes for the stipendiary clergy and lay workers and the provision of housing for the retired clergy. We assist over 38,000 people, manage funds in excess of £2.3 billion and have retirement housing assets of £350m.

Housing is a critical part of what the Pensions Board does, as we assist those who have been unable to make their own provision for somewhere to live in retirement. We currently provide homes for some 2000 retired clergy across the country, either to rent, or to purchase through a shared ownership scheme. We have seven Christian retirement (supported housing) communities to house clergy pensioners who want to live as independently as possible but with access to support services.

We have a strong ethos of customer services; at what is often an uncertain and stressful period of their lives, we want to be able to deliver a professional, high quality and efficient service to our customers.

The range of issues considered by the Board is complex and diverse. We operate within a published set of values, including behaving with openness and transparency, understanding our customers and their needs, and valuing our people and the contribution that they make. In doing this we are very much aware that we are part of the Church of England and that our customers are people who have served or worked for the Church. In general, Trustees do not need to be actuaries or investment experts, but you will need to be very financially astute and either have, or acquire, the ability to understand and discuss investment or actuarial issues and The Pensions Regulator provides free on line training.

This is a really unusual opportunity, we are almost unique in our remit and activities. The Board considers a real variety of issues about pensions policy (we have a significant variety of different schemes), investment policy (we are a leading ethical investor) and housing strategy (an unusual portfolio of dispersed property). This is an opportunity to make a real contribution to helping us develop our services. Your contribution and expertise will be genuinely welcomed and valued.

We look forward to receiving your application.



Lee Marshall
Chief of Staff and Assistant Secretary

About The Church of England Pensions Board

About us

The Church of England Pensions Board provides retirement services to those who have worked for, or served, the Church.

These services include the administration of various pensions schemes for the stipendiary clergy of the Church of England and for “lay” workers, and the provision of retirement housing for retired clergy.

In doing so, we assist around 38,000 people across over 450 Church based employers.

Around 25% of retiring clergy seek our assistance in finding somewhere to live in retirement. The CHARM (Church Housing Assistance for Retired Ministry) scheme is designed for assist retiring clergy who have not been able to find somewhere to live in retirement. Two options are available to customers – shared ownership and rental, with the majority choosing the latter.

In addition to the CHARM property options, we provide supported housing. This is for retired clergy and their dependants who wish to live as independently as possible with access to a range of support services.

We are the corporate trustee for the following pension schemes –

- The Church of England Pensions Scheme providing pensions, and associated benefits, for clergy and others in stipendiary ministry for service from 1 January 1998;
- The Church Workers Pensions Fund, a centralised pension scheme for employers linked to the ministry and mission of the Church of England.
- The Church Administrators Pensions Fund, providing pensions for the staff of the National Church Institutions.

We also administer the pension scheme for the clergy and others in stipendiary ministry and service prior to 1998. We are a registered charity and governed by Church legislation.

Vision and Values

The Board's vision is to deliver a professional high quality and efficient service to our customers, respecting their needs and the needs of those who provide us with the money to do this.

In our decision making and operations we are guided by the following:

- Excellence - we take pride in doing a good job
- We understand the needs and expectations of those we serve and protect
- We take personal responsibility for solving problems and learn from what we do
- We support what works and welcome change where it's needed
- We work with others to get the best result
- Integrity - we are trustworthy
- We do what we have said we will do
- We take accountability for what we do
- We are open and straightforward with ourselves and others
- We celebrate behaviours that support our values and challenge those that don't
- Respect - we treat everyone with dignity
- We value people for who they are and embrace our differences
- We listen and learn from each other, regardless of who or what we are
- We set clear, realistic and fair expectations
- We recognise achievement and support each other

All Trustees are expected to support these values and operated within them.

Church of England Pensions Board

Diversity Statement

We embrace the benefits of having a diverse membership and see a wide-ranging diversity at Board level as an important element in achieving our purpose, vision and values. We will encourage candidates to stand for election or appointment who have a wide range of personal characteristics, skills, knowledge and relevant experience.

All appointments to the Board will be made on merit and will be openly advertised. Selection panels will make a conscious, deliberate and clearly evidenced effort to include in the lists of candidates being seriously considered those from groups with protected characteristics that are under-represented within the Board's membership.

About the Pensions Board

There are 20 members of the Board representing a balance of skills and expertise who are drawn from a wide range of constituencies.

In summary, eight are appointed (including the Chair), with two elected by the House of Laity of the General Synod, and ten elected by the members and employers of the various pension schemes.

Members are elected or appointed for a six-year term; retiring members can offer themselves for a further term of appointment.

The Board has several sub-Committees which oversee the main operational areas; there is also an Audit and Risk Committee and a Board Development Committee. The majority of members serve on at least one of the committees.

Role of the Trustee

The main responsibilities of trustees are akin to those of non-executive directors of companies – to set and review the purpose and vision of the Board; to contribute to the development of the Board's strategy; and to hold the Chief Executive and her staff to account for their performance. In addition, the regulatory framework requires the Board to take the final decision on the three-yearly valuations of the pension funds and similar issues.

As a trustee of the Pensions Board you are both a pension trustee and a charitable trustee. The trustees work with the Executive Team to ensure that the best interests of the Board's customers are met and, importantly, are secure.

Within the pensions operations, this includes considering and approving the assumptions underlying the actuarial valuations of the various schemes. The bulk of the charitable operations are related to the provision of retirement housing to the clergy.

New trustees receive an induction into the work and practices of the organisation. All have access to an online database which includes outlines of their responsibilities and copies of the rules and other documentation for each pension scheme, and policies relating to the provision and operation of retirement housing assistance.

The majority of members of the Board have completed either fully or partially the Pensions Regulator's Trustee Toolkit, or an equivalent qualification, and regular training sessions are provided at Board meetings on a range of subject areas.

Trustees

Dr Jonathan Spencer CB (Chair)	Jane Bisson
Canon Sandra Newton (Vice Chair, Chair, Housing Committee)	Ian Boothroyd
Alan Fletcher FCII (Chair, Investment Committee)	Roger Boulton
Canon David Froude	The Revd Nigel Bourne
Roger Mountford (Chair, Pensions Committee)	Jeremy Clack
Canon Niccy Fisher (Chair, Board Development Committee)	Ian Clark
The Revd Fr Paul Benfield	Richard Hubbard
Dr Jonathan Spencer CB (Chair)	Emma Osborne
Maggie Rodger (Chair, Audit and Risk Committee)	Brian Wilson
The Revd Canon David Stanton	The Revd Peter Ould
The Rt Revd Alan Wilson	Maggie Rodger (Chair, Audit and Risk Committee)

Diversity

The CoE PB take diversity amongst the Board membership seriously and see a wide ranging diversity at Board level as an important element in achieving their purpose, vision and values.

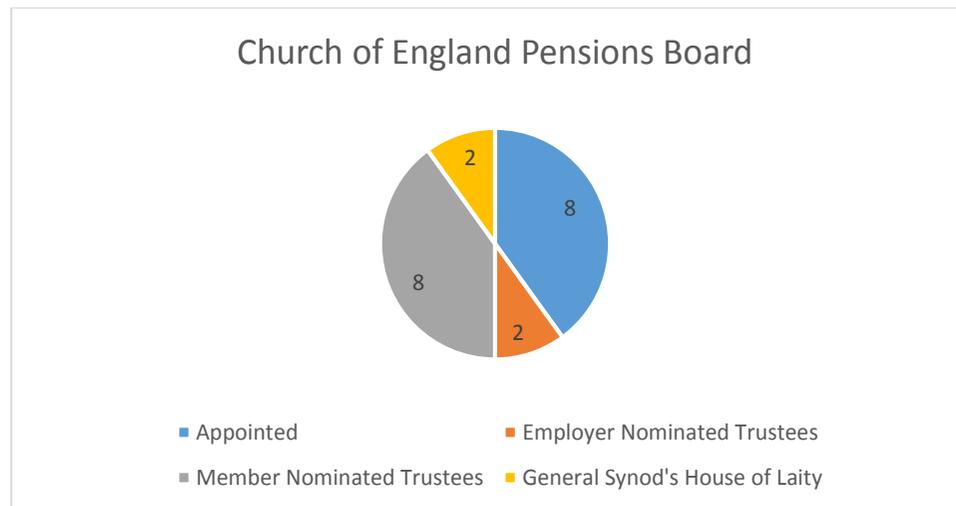
Currently, women, the minority and ethnic communities and people under the age of 45 are underrepresented within the Board's membership. The Board would like to redress this.

Faith

The administration of pension schemes and the provision of retirement housing are free of issues relating to faith and churchmanship, but you should be able to empathise with those people, that you will be working with or on behalf of, for whom faith is a central part of their lives.

Organisational Structure

Church of England Pensions Board



Terms of Reference

The Church of England Pensions Board operates within relevant pensions, charity, and trust legislation and the Measures of the Church of England to –

- Act as trustee and administrator of
 - The Church of England Funded Pensions Scheme
 - The Clergy (Widows and Dependants) Pension Fund
 - The Church Workers Pension Fund
 - The Church Administrators Pensions Fund

- Act as administrator of
 - The Church of England Pensions Scheme
 - The Church Commissioners Superannuation Scheme

- As trustee, administer its charitable funds in accordance with the objects set out in the Church of England (Pensions) Measure 2003, ie, for any retired member of the clergy or church worker, any widow, widower, former spouse, surviving civil partner, former civil partner, child or dependant of deceased members of the clergy or church workers -
 - The relief of poverty;
 - The provision, maintenance or management of homes of residence.

- Act as trustee of other small charitable trusts

The Church of England Pensions Board is a statutory corporation regulated by the Church of England Pensions Measure 1961.

It is a registered charity (number 236627).

The Board delegates certain functions to the Audit and Risk Committee, the Board Development Committee, the Housing Committee, the Investment Committee, the Pensions Committee, its Chair and its Chief Executive.

Principal Terms and Conditions

Positions:

Trustee of the Church of England Pensions Board

Remuneration Package:

These positions are not remunerated. However, The Pensions Board will reimburse you for reasonable and properly documented expenses you incur in performing the duties in accordance with our scheme of allowances.

Location:

Board meetings are held in London, mostly at Church House, 29 Great Smith St, Westminster, London SW1P 3PS with the exception of overnight residential sessions.

Time Commitment:

The Board meets four to five times each year, including a 24 hour overnight residential session. In addition the majority of members serve on at least one of the four Committees. The Committees meet between four and eight times each year depending on the level of business; some committees also hold residential sessions. The minimum time commitment required is around 10 days per annum, to allow adequate time to prepare for and attend meetings of the Board, and to undertake necessary training. This can rise to around 18 to 20 days to include committee membership.

Meetings are held during the day with a start at 10.30 and finish at 4pm that enables people to travel to London.

Terms of Office:

The tenure length for a Committee member is six years. This can be renewed subject to a satisfactory appraisal and the Board's skills requirements at the time.

Key Dates and Selection Process

Closing date:

Monday 18th December 2017, 12 noon

First interviews:

Friday 19th January 2018

Longlisted candidates will be interviewed by a Campbell Tickell panel. The interviews will take place Church House in Westminster on.

Final interviews:

Friday 2nd February 2018.

Shortlisted candidates will be interviewed by a Campbell Tickell and Church of England panel. The interviews will take place at The Church of England Pensions Board's offices in Westminster.

Supplementary Information

The following can be downloaded from The Church of England website:

- **Annual Report 2016**
<https://www.churchofengland.org/media/4020162/cepb-annual-report-2016-final.pdf>
- **Summary Report 2016**
<https://www.churchofengland.org/media/4020097/cofe-review-2016.pdf>
- **The Church Administrators Fund – Annual Report and Financial Statements 2016**
<https://www.churchofengland.org/media/4020149/3340-capf-2016-annual-report-and-financial-statements-to-be-published-.pdf>
- **The Church Workers Pension Fund – Annual Report and Financial Statements 2016**
<https://www.churchofengland.org/media/4020136/3330-cwpcf-2016-annual-report-and-financial-statements-to-be-published-.pdf>
- **Clergy (Widows and Dependants) Pension Fund – Annual Report and Financial Statements 2016**
<https://www.churchofengland.org/media/4020123/3320-cwdpf-2016-annual-report-and-financial-statements-to-be-published-.pdf>
- **The Church of England Funded Pensions Scheme – Annual Report and Financial Statements 2016**
<https://www.churchofengland.org/media/4020110/3310-cefps-annual-report-and-accounts-2016-to-be-published-.pdf>
- **Charities Report 2015**
https://www.churchofengland.org/media/2546876/cepb_charity_financial_statements_2015.pdf
- **Pension Schemes Report 2015**
https://www.churchofengland.org/media/2546889/the_church_of_england_pensions_board_schemes_2015.pdf
- **Guide to Retirement Housing**
https://www.churchofengland.org/media/2211002/your_guide_to_retirement_housing_booklet_1.1_002_.pdf

To find out more please visit The Church of England website:

<https://www.churchofengland.org/>

Media Advertisement



THE CHURCH OF ENGLAND

Church of England Pensions Board

Trustee - Voluntary - London

Challenging, varied and stretching.....

Joining the Church of England Pensions Board will be all three... Steeped in history and international significance, The Church of England, through its staff and volunteers have been serving communities for centuries, whilst the Pensions Board has been providing pensions and housing those who have retired from that service for nearly 100 years.

The Church of England Pensions Board is seeking a trustee with significant social housing experience at a senior level to help us deliver retirement services for those who have worked for or served the Church of England.

Our services include administering pensions for over 38,000 people working for more than 450 employers, and housing over 2000 retired clergy and their dependants. Pensions and charitable funds under investment total in excess of £2.3bn.

The role involves working with 19 other trustees and with the Executive Team to ensure that the

best interests of our customers are met and secure. Our trustees set and review the purpose and vision of the Board, contribute to its strategy and hold the Executive Team and the Board's staff responsible for their performance. Trustees also play an active role in our committees.

Our work is complex and subject to legal regulation (including by the Pensions Regulator and the Charity Commission). You will therefore need to be able to get to grips with and assess detailed material and difficult issues across the full range of the Board's responsibilities, work constructively and collaboratively with a diverse group of trustees and exercise excellent judgement.

You will also be able to demonstrate a proven ability to help shape strategy and ensure robust governance arrangements. You will have the intellectual rigour, relationship skills and political sensitivity to be credible and influential within a diverse board and with all our key stakeholders, and will bring outstanding

communication and interpersonal skills. And for this particular appointment, we are seeking candidates with significant operational housing experience, gained in a relevant organisation.

This is no ordinary trustee role and we are looking for somebody who will share our vision and our values. Currently women, the minority and ethnic communities and people under the age of 45 are underrepresented within the Board's membership and we would like to redress this.

If you are interested in finding out more contact Mary Hope on 07948978804 or email coe@campbelltickell.com; or download a comprehensive information pack at www.campbelltickell.com/jobs.

Closing: Monday 18th December 2017, 12noon





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