

DEFINED BENEFIT COMMITTEE MEMBERS – MINUTE TAKING ROTA TO DECEMBER 2022

MONTH	NAME		ORGANISATION	EMAIL ADDRESS
Chair from February 2021 (so excluded from minute taking)	Tom	Yorath	Aon	thomas.yorath@aon.com
January 2022	Tom	Lord	Capita Employee Benefits Ltd	tom.lord@capita.com
February 2022	Judith	Fish	Spence and Partners Limited	Judith_Fish@dalriadatrustees.co.uk
March 2022	Jonathan	Gilmour	Travers Smith LLP	jonathan.gilmour@traverssmith.com
April 2022	Chris	Ramsey	Barnett Waddingham LLP	Chris.Ramsey@Barnett-Waddingham.co.uk
May 2022	Nicholas	Laird	Linklaters LLP	nicholas.laird@linklaters.com
June 2022	Jon	Forsyth	LCP	jon.forsyth@lcp.uk.com
July 2022	Kirsty	Cotton	Willis Towers Watson	Kirsty.Cotton@willistowerswatson.com
August 2022	William	Fitchew	XPS Pensions Group	William.Fitchew@xpsgroup.co.uk
September 2022	Barry	O’Gorman	Hymans Robertson LLP	barry.o’gorman@hymans.co.uk
October 2022	David	Hamilton	Broadstone Corporate Benefits Limited	David.Hamilton@bbs-actuaries.co.uk
November 2022	Katie	Bromley	Mercer Limited	katie.bromley@mercero.com
December 2022	Mike	Bartlet	Buck	mike.bartlet@buck.com

RULES

1. The Rota is in a continuous cycle.
2. The responsibility for minute taking is with the SPP Member firm. This responsibility still applies if an alternative stands in for the normal representative.
3. SPP Member firms can swap dates on the rota cycle by mutual agreement between themselves (e.g. if their particular month is unsuitable) with a notification in good time to the Chairperson. However, it is an obligation on each firm to ensure that there is cover for their particular month. Such agreements do not involve the SPP Secretariat itself.

4. Individual representatives can arrange for an additional person from their firm to attend the Committee meeting to assist in this minute-taking duty if they wish.
5. Minutes should be produced using the standard SPP template as soon as practicable for review by the Chairperson and within 7 working days of the Meeting date unless a different timescale is otherwise agreed.
6. If a particular item on the Agenda is part of a project or a particular SPP Member is leading on the consultation response then it may be agreed that the notes for that specific item only will be produced by that lead (in the time for 5 above) rather than the normal minute taker.
7. If an individual is replaced as that SPP Member firm's representative then the place in the rota cycle remains unchanged.
8. As agreed, the SPP Member firm represented by the Chairperson does not take minutes. Upon stepping down as Chairperson the SPP Member firm concerned will take their place in the list order based on their current location on the rota cycle, with later SPP Members' dates put back by one month. Equally, upon stepping into the role of Chairperson the SPP Member firm is excused from the duty of taking minutes, with later SPP Members' dates advanced by one month. An updated Rota Cycle will be circulated at that point to avoid any confusion.
10. If a particular month's Committee meeting is cancelled then the SPP Member is excused from taking minutes until their turn on the next cycle. However, if the Committee meeting is re-scheduled to a later date in that calendar month then duty to take minutes for that month remains.