

## SCHEDULE 4

### SYSTEMS AND PROCESSES REQUIREMENTS

#### *Trustees and others*

5. Whether there are systems and processes—
  - (a) for the fair and transparent recruitment, appointment, resignation and removal of trustees;
  - (b) for determining and recording that persons involved in the scheme in the capacities listed in section 7(2) and (3) of the Act (fit and proper persons requirements) are, and remain, fit and proper;
  - (c) for monitoring and recording trustees' learning and development, and for ensuring that it is appropriate to the scheme's activities;
  - (d) in relation to meetings of trustees, including—
    - (i) the intervals at which meetings of trustees are to take place;
    - (ii) the number of trustees required to authorise decisions on risk management, resource planning and investments;
    - (iii) the process for managing the scheme's business between meetings of the trustees;
  - (e) for recording, maintaining and managing all documents relating to the trustees in an accessible, intelligible and durable medium;
  - (f) for managing the scheme's business if one or more trustees are absent.