



Section 4

A. The table below is to be completed as a summary of your experience. Please provide the number of Trustee clients you have advised, or where you have materially contributed to and assisted with the formulation and/or delivery of the Scheme Actuary advice, during the specified time period relative to the date of this application. Please also provide the following summary information:

- Number of formal Scheme Actuary appointments held during the year: **2**
- Number of other schemes where you provided primary support to the Scheme Actuary during the last year: **3**

Please ensure that you provide complete information as to your experience. The Practising Certificates Committee may reject applications which do not provide sufficient evidence of experience. In the event of the Practising Certificates Committee requiring further information, such information should be provided by re-completing this section. The Practising Certificates Committee will consider at most one re-submission.

	Experience period
	Last 12 months
Advice to Trustees required by legislation to support decision in funding, contribution requirements or benefit levels:	
• Triennial valuation	3
• Annual actuarial report	2
Advice to Trustees on derivation of actuarial factors to be used in calculations which have a direct effect on the benefits for individual members or the financial position of the Scheme:	
• Cash equivalent transfer values	3
• Insufficiency reports	-
• Other factors such as Early retirement, Late retirement and Cash commutation	2

Number of meetings or conference calls you have attended and delivered reserved advice (or participated substantially in such delivery) to the user whether or not that advice is covered by the above table	10
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Please outline your experience over the last 12 months of the above to demonstrate your sufficient breadth and depth of relevant experience for the role of Scheme Actuary. Please also provide details of any other reserved advice you have provided to Trustees during the relevant period, or where you have materially assisted another Scheme Actuary with the formulation and delivery of such advice.

Please ensure you include information to demonstrate that you have delivered material advice (or participated substantially in such delivery) to the user including situations where the advice has been challenged and defended – for example presenting the advice at trustee meetings.

Funding

For 1 of the 2 schemes to which I am Scheme Actuary I have completed a valuation, which involved:
 Advising on the actuarial method and assumptions to trustees, having regard to the sponsoring employer's covenant and investment strategy
 Preparing valuation results and presenting them at 2 meetings
 Supporting the trustees in their negotiations with the employer
 Preparing drafts of the statement of funding principles, recovery plan, schedule of contributions and drafting the schedule of contribution certificate
 Drafting the scheme funding report
 On the other scheme where I am Scheme Actuary, I drafted and presented the annual actuarial report.



I have also worked closely with two scheme actuaries on 3 schemes, where I provide the single primary support role. These schemes include one large, complex scheme (liabilities > £1bn).

For the 3 schemes where I am primary support to the Scheme Actuary, I have helped develop advice to the trustees and delivered that advice at meetings in respect of 2 formal actuarial valuations. My work has involved: Preparing advice on the actuarial method and assumptions to trustees (drafting the advice in one case, reviewing a draft in the other), having regard to the sponsoring employers' covenant and investment strategy for both schemes and delivering that advice in one case

Checking funding position calculations, analysis of surplus and contribution rate results (2 schemes)
Presenting preliminary valuation results at meetings (1 scheme)
Working with the scheme actuary to support the trustees in their negotiations with the employer (1 scheme)
Preparing drafts of the statement of funding principles, recovery plan, schedule of contributions and drafting schedule of contribution certificate (1 scheme)
Drafting scheme funding report (1 scheme)

For the other scheme on which I provide support to the Scheme Actuary, I have drafted 1 annual actuarial report and presented it to the trustees. I also supported one Scheme Actuary in discussions relating to bringing forward a valuation due to significant deterioration in funding.

Cash equivalent advice

Advised the trustees of the 2 schemes to which I am Scheme Actuary on CETV assumptions, and delivered that advice at meetings.

Drafted the advice for 1 scheme where I am the primary support and presented this with the Scheme Actuary.

Explained reducing CETVs to allow for underfunding to 2 trustee boards (in one case as Scheme Actuary).

I have also reviewed the draft advice of a Scheme Actuary in relation to whether to accept the CETV terms used by the insurer following a buy-in or adopt something different instead.

Other reserved work

I have supported 2 scheme actuaries on 3 schemes during the year. In particular I have attended several meetings (more than 4) of these clients in person and joined in several meetings by telephone during the year.

I have provided advice (or supported advice working with the Scheme Actuary) in conjunction with other pension professionals (consultants, investment advisers, pension lawyers and administrators) on all these clients. In particular I have:

Supported the Trustees in discussions with tPR with regard to 2 schemes (1 as Scheme Actuary, 1 support)

Prepared the results of quarterly funding updates to 2 schemes and presented these at trustees meetings (as support)

Delivered advice about setting actuarial factors for 2 schemes, including cash commutation factors (1 as Scheme Actuary, 1 as support where I developed the advice)

Delivered advice about the trustee board's policies in relation to pensions tax measures, including appropriate reduction to benefits consequential to paying Lifetime Allowance and Annual Allowance charges to HMRC; and policy on allowing additional cash out in both cases considering the range of appropriate factors and the risks for the scheme (1 as Scheme Actuary, 2 as support where I drafted the advice)

Prepared 2 Section 179 valuations and presented the reports to the trustees

Completed work in relation to PPF issues (PPF levy estimates, mitigation strategies, advice in relation to PPF compliant contingent assets) (2 schemes) and submitted actuarial certification for Deficit Reduction contributions (2 schemes)

Undertaken work in connection with a bulk transfer without consent (1 scheme)

Given scheme merger advice for one scheme where I am Scheme Actuary

Provided advice on possible closure to accrual having regard to the scheme's formal documents and the impact on the funding and investment strategy (1 scheme)

Assisted in discussions of the implications of Integrated Risk Management, including an IRM workshop for one scheme

Provided funding and value-for-money advice in the context of a pensioner buy-in transaction (in relation to one of the schemes for which I am Scheme Actuary). This has included assessing and managing risks to the pension scheme in the run up to the transaction.

One of the schemes for which I am Scheme Actuary is in the process of winding up. I have helped the Trustees in their preparations for forthcoming exercises to apportion assets on insolvent wind-up under s73 PA95 and to re-shape benefits ahead of purchasing annuities in members' names. I formulated the advice, liaising significantly with the legal and investment advisers, and presenting it at Trustees' meetings. I have also responded to queries from the Trustees



in numerous conference calls and by email. This exercise involved exploring and identifying the key issues, describing the principles of the calculations to the Trustees and overseeing and reviewing all the calculations.

(Please use extra sheet if required)

B. If you have any alternative experience you wish to be considered, please describe it here including why the Practising Certificates Committee should consider it as relevant technical work in relation to the granting of a Scheme Actuary Certificate.

I have alternative experience I wish the PCC to consider as part of my application.

EXAMPLE