**Professionalism and Governance**

**Professionalism** **Assignment 2**

(Recommended Time: 1 hour)

1. **You are a senior member of an in-house pensions administration team. The Team Leader has gone on sickness absence and is expected to be off for several weeks. You are required to cover for the Team Leader. You discover that the annual pension increase exercise, is significantly behind schedule and the Team Leader had led you and the Pensions Manager that it was on track to be completed by the deadline. You discover that the calculations have not yet been finalised and the cut-off date for the pensioner payroll is in 2 weeks’ time.**

**How should you proceed?**

**15 marks**

1. **You work as a Pensions Consultant in the private sector. Your husband, who is an active member of a public sector pension scheme, has a longstanding colleague and friend who is shortly due to retire from the same scheme. Your husband wants you to give this friend advice about the best way to take his benefits from the scheme.**

**How do you respond?**

**10 marks**

1. **You are the Chair of the Trustee Board for a small, closed DB scheme, and are leading a Trustee project to appoint an new Investment Consultant. Various consultancies have been invited to tender. A former colleague, who works for one of the consultancies who has intimated its intention to tender, invites you as his guest to VIP hospitality at a high profile rock concert, for which tickets are extremely sought after.**

**Do you accept the invitation?**

**15 marks**