

PENSION ADMINISTRATION STANDARDS ASSOCIATION

Master Trusts Working Group (MTWG) Terms of Reference

1. Purpose

The Purpose of the PASA MTWG is to identify, develop and recommend a set of effective industry standards and guidance to support Master Trusts in the current regulatory and commercial environment. It will report to the PASA Board via the appointed Board Sponsor.

2. Membership

The members of the MTTWG are as follows:

Name	Role	Company
Helen Ball	Legal	Sackers
Sharon Bellingham	Master Trust Lead at Scottish Widows	Scottish Widows
Louise Brentley	Scheme and Member Administration	Raytheon Technologies (scheme Sec)
Paul Budgen	Member Communications	Smart
Samantha Chandler	Data Management and Quality Control	ITM
Gary Graham	Data Management and Quality Control	Evolve - Business Improvements Manager
Victoria Holmes	Observer	TPR - Policy Lead, Regulatory Policy, Analysis and Advice
John Kirtley	Regulatory Compliance and Policy Input	B&CE
Ferdy Lovett	Legal	Sackers
David Millar	Member Communications	LCP
Gareth Norcott	Observer	TPR - Policy Analyst - Regulatory Policy
Susan Philips	Operations	Go Pensions
David Porter	Chair	AllianceBernstein
Paul Sturgess	PASA	SPONSOR

There will be an appointed Chair within the Working Group. It will be the Chair's responsibility to liaise with the Board Sponsor, and to report to the Board where required. Whilst the membership of the Group is as listed, other individuals may be invited to attend all or part of any meeting as deemed necessary to facilitate Working Group business.

The group agreed to nominate a substitute contact should the main contact be unavailable to join a meeting.

3. Secretary

The members shall appoint one of their number to act as secretary to the MTWG.

4. Quorum

The MTWG is not a decision making body, therefore quoracy is not relevant. It will make recommendations to the PASA Board based on its analysis, experience and research.

5. Frequency of Meetings

The MTWG will meet as often as is necessary, whether face to face or by conference call. The agenda for the meetings will be determined by the Chair taking into account the views of other members of the MTWG as appropriate and the PASA Board. The agenda and supporting papers will normally be circulated at least two working days in advance of the meeting. Members will be expected to have read the papers prior to the meeting.

The MTWG will identify and manage conflicts of interest ensuring, where appropriate, members identify decisions on recommendations in which it would be inappropriate for them to play a part.

6. Scope

The scope of the MTWG will cover:

- Regulatory change and best practices affecting MTs
- Wider Industry initiatives and how they impact on MTs (such as Dashboard, Small Pots) this will likely lead to liaison with other PASA working groups
- Master Trust to Master Trust Transitions
- Employers appointing new Master Trusts
- DC to Master Trust transitions

7. Future Deliverables

For 2021 the MTWG aims to provide blogs and opinions on issues affecting MTs. We will provide new guidance as opportunities and best practice emerges. Existing Guidance will be updated and fresh guidance issued as and when necessary.

As the guidance develops, it will be incumbent on the Chair to ensure communication with other DC based working groups to ensure co-ordination of effort and reduce overlap.

Over the course of 2021, the MTWG will release a series of blogs covering the specific impact to Master Trust administration of the following topics:

- Small Pots – Q2
- Dashboards – Q3
- Charges – Q4

Input from the group will have different aspects of consideration regarding the above points, including but not limited to:

- Administration Concerns
- Compliance and Regulatory impacts
- Commercial considerations
- Charging structures and trigger events to ensure members are in the appropriate charging mechanism
- Communication concerns for MTs and keeping cohorts saving

Generic standing guidance points for continual review

- Secure data transfer
- Automated processes and manual checks
- Difference between a master trust transfer and a TPA transfer
- Planning your transition
- Reconciliation
- Planning fund transfers
- Data validation and cleansing
- Transitioning between net pay and RAS contribution arrangements
- Transitioning individual employers from one MT to another
- Commercial considerations
- Cross checking against Regulations and Codes of Practice
- Continuity strategies
- Investment transitions
- Communications – what, when and how
- Auto-enrolment and non auto-enrolment schemes
- Include both transitions of future contributions and fund, and transition of future contributions only
- Master Trust wind up – members making non-default decisions

8. MTWG member responsibilities

Members of the MTWG are expected to take an active part in the development of guidance. The points below are critical to the effectiveness of the MTWG and the raising of pension administration standards across the industry

- a. Attendance at MTWG meetings;
- b. Active participation of production of content
- c. Take ownership and progress actions assigned at meetings to agreed timescales in between regular meetings;
- d. Report progress on actions at meetings;
- e. Take a shared responsibility for preparing action logs and meeting papers;
- f. Escalate issues and risks between meetings as appropriate;
- g. Ensure appropriate resources are identified and requested to achieve the planned timetable;
- h. Communicate the requirements from own company and / or other suppliers where appropriate to the objectives of the MTWG;
- i. Provide suitable cover and support during holidays and absence
- j. Complete and return their annual Statement of Obligations document and Annual Review form

9. Reporting

The MTWG will provide regular update reporting to the PASA Board.

10. Minutes of Meetings

The Secretary will minute the proceedings and decisions of all meetings of the MTWG, including recording the names of those present and in attendance.

The minutes will be signed off by the Chair of the MTWG and will be circulated to other members of the Group within 10 working days of each meeting.

11. Annual Review of these Terms of Reference and Working Group Guidance

The MTWG shall have oversight to review and assess the adequacy of the Terms of Reference and any improvements that the Group considers necessary. The MTWG shall conduct such reviews in such manner as it deems appropriate.

All issued Guidance should be reviewed and updated by the Group within two years from the date of publication.