



Punter Southall
Governance Services

**Trustee
secretarial
services**

What we do

We provide **professional secretarial services** to medium and large pension schemes.

Most are provided by listed UK companies and many are multi-scheme appointments, where we co-ordinate activities across a number of different arrangements.

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Our role is tailored to each scheme, but typically includes:

- **maintaining the annual business plan**, arranging meetings, packs & minutes
 - **overseeing scheme governance** to ensure it remains effective
 - **liaising with advisers** and briefing them well so trustee meetings run efficiently
 - organising adviser reviews
- **pension project management** - for example, data cleansing exercises, scheme changes and buy ins/buy outs



We manage all pension strategies from start to finish

What we bring

Our scheme secretaries and dedicated support team are **senior pension industry professionals**.

They come from a range of relevant disciplines, including pensions management, administration and actuarial.

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In addition to this **well-rounded experience**, we bring:

Dedicated, independent secretarial services. This is our day job, we don't have other roles causing distractions or conflicting priorities.

Fresh ideas and new perspectives to discussions and issues.

Ability to manage multi adviser relationships driving high service standards and value for money.

Certainty we will get the job done.

How we work with clients

We provide a **personal, proactive and committed service.**

A scheme secretary is a personal appointment. You need to find the best for you. Getting the **right personality and experience** is important.

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How we do it

We deliver a consistent, high quality service, built around key attributes important to our clients:

accuracy • availability
proactivity • timeliness

We deliver these through our people, our processes and our effective use of technology.

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- Our **formal measurable service standards** ensure certainty and efficiency.
- Our **formal procedures** cover all key aspects of our business and service delivery. They are independently audited and **meet AAF 02/07 standards.**
- We use **technology** to deliver our services in a **timely, efficient** way.



Find out how our secretarial services could benefit your scheme

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