



**Punter Southall**  
Governance Services

**Pensions  
secretarial  
services**

# What we do

We provide **professional secretarial services** to small, medium and large pension schemes, ranging over £1bn.

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

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 and programme management** - for example, data cleansing exercises, scheme changes, buy ins/buy outs, GMP equalisation, single code



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 project management.

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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 fit 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 • timeliness  
working with advisers

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, transparent and efficient** way.



Find out how our secretarial services could benefit your scheme

Contact Clare Owen on:

0118 207 2908

[clare.owen@psgovernance.com](mailto:clare.owen@psgovernance.com)

[psgovernance.com](https://www.psgovernance.com)

