**National Trust Group Personal Pension Plan Governance Committee**

Terms of Reference

1. **Background**

The National Trust Group Personal Pension Plan (NTGPPP or ‘the plan’) is the qualifying workplace pension scheme offered to all employees and used by National Trust (NT) to satisfy its legal obligations under automatic enrolment regulations. It is provided by Legal and General.

The NTGPPP uses Legal & General’s Worksave Pension Plan product which is registered with HMRC and The Pensions Regulator. HMRC registration allows contributions and benefits to qualify for favourable tax treatment. Individual contracts are issued by the provider to employees joining the plan.

Although there is no legal requirement for employers to have formal oversight of contract-based pension schemes, NT has established a governance committee, known as National Trust Group Personal Pension Plan Governance Committee (NTGPPPGC or ‘the Committee’). This document sets out the terms of reference for the NTGPPPGC.

1. **Objectives**

NT’s strategic objectives for the NTGPPP are

*To assist employees in saving for their retirement; to aid recruitment and retention of employees and to comply with any legislative requirements and consider guidance relevant to the operation of a workplace pension scheme.*

NT requires the NTGPPP to be operated within budget. NT employees involved with the management of the NTGPPP must act in a fair and reasonable manner with an appropriate expenditure of administrative time.

The Committee’s strategic objective is

*To act for NT in monitoring the overall performance of the NTGPPP against relevant regulatory guidance and requirements and to manage the risks associated with operating a workplace pension for employees.*

1. **Structure**

The Committee will consist of NT’s:

1. Group Financial Controller (chair)
2. Assistant Director, Pensions
3. Other employees appointed by NT from time to time
4. **Responsibilities**

The Committee will, subject to Section 5 below, be responsible for and have authority to:

1. appoint and replace the provider for future contributions from members, agreeing terms that represent good value to members and to NT
2. appoint professional advisers to advise the Committee and to dismiss them
3. on advice from appointed professional advisers, approve and review the default investment and second tier investment options available to employees, taking account of NT’s employee demographic and their anticipated requirements
4. monitor the performance of the provider, to include the quality of its administration and performance of the default investment and second tier investment options
5. monitor the efficient collection and payment of contributions by NT
6. monitor the NTGPPP against guidance issued by The Pensions Regulator (TPR) and the Department for Work and Pensions (DWP) for defined contribution (DC) workplace pension schemes, and any other guidance and regulations it is required to comply with
7. appoint working groups and/or sub-committees as and when the need arises to progress particular work streams
8. ensure that the NTGPPP meets and continues to meet the requirements of NT.

The Committee must ensure that it acts in the interests of all NTGPPP members and takes and acts on professional advice having regard to all relevant legal and regulatory requirements. It should also ensure, as far as reasonably practicable, that the performance and benefits of the NTGPPP are actively and accurately communicated to members and potential members by the selected provider.

The Committee will also be consulted on proposed material changes to pensions strategy.

An ancillary role of the Committee is to provide guidance and/or approval to the Pensions Team in exercising its discretion (by delegated authority from the Trustee), in deciding on the distribution of lump sum death benefits under the separate National Trust Life Assurance Scheme.

1. **Reporting and Authority**

The Committee’s proceedings will be reported to the NT Resources Board. The Committee must obtain the prior approval of the Resources Board before appointing or changing the provider, and before appointing or changing its professional adviser(s). Should the decision exceed the authority of the Resources Board, the decision will be referred to the appropriate NT Executive Committee.

1. **Secretariat**

A Secretary will be appointed to the Committee and will ensure that copies of minutes are circulated to Committee members and to professional advisers within 10 working days of any meeting.

1. **Conduct of business / NTGPPPGC meetings**

The Committee will meet at least twice a year but may otherwise determine its own procedures.

The quorum for a meeting of the Committee is a majority of members, including the Chairperson or a member nominated by the Chairperson to chair the meeting.

Representatives from departments within NT and other third-parties who have an interest in the running of the plan (e.g. the payroll provider), can be requested to attend meetings from time to time.

Working groups and/or sub-committees may be formed from time to time to research aspects of running the NTGPPP outside the main Committee and make recommendations to the Committee. Working groups may consist of a sub-group of the Committee plus employees representing NT departments and/or employees’ interests. Separate terms of reference may be agreed for working groups. (See 11. Communications Working Group below)

1. **Conflicts of Interest**

If any member of the Committee has an interest in a matter for discussion at the Committee, s/he much declare it and, if the Committee judges it necessary, withdraw from the discussion.

The Committee has agreed a separate Conflicts policy dated September 2015.

1. **Data Protection**

The Committee must treat all member data that it receives in the conduct of its duties as confidential and in line with the Data Protection Act 1998.

1. **Governance Committee training**

The Committee will monitor the need for relevant training, which may be incorporated into meetings. Additional training on specific matters may be provided from time to time as required.

1. **Communications Working Group**

A communications working group (CWG) was formed in July 2015. A strategy document dated September 2015 incorporates terms of reference, sets out the CWG’s main aims and purpose and makes recommendations to the Committee.

The aim of the CWG is to develop and implement a pension communication strategy to educate staff on the NT’s DC pension offer and improve understanding of the value of the pension benefit as part of the total reward package.

The objectives of the communication strategy are to ensure employees:

* are engaged with the value of the pension benefit and recognise it as part of their overall reward package
* are educated and supported so that they are aware of the pension choices available to them and can make appropriate decisions confidently at all stages of membership
* know how to use and navigate the support tools and features on the plan’s provider microsite
* know how to access and use other sources of guidance and appropriate financial advice including the PensionWise service and materials available from The Pensions Advisory Service (TPAS) and Financial Conduct Authority (FCA).

The CWG aspires to ensure any communications are simple; engaging and help NT staff navigate the more formal pension advice in a more confident manner.

The CWG will meet at least twice a year with further meetings arranged on an ad-hoc basis, as required.

1. **Review policy**

The Governance Committee will review the Terms of Reference from time to time to take account of the developing risks and objectives relating to the plan. Changes to the Terms of Reference shall be approved by the NT Resources Board.

**Last reviewed and updated: October 2016**

**Approved by National Trust Resources Board - 14 November 2016**