

THE PROFESSIONAL GOLFERS' ASSOCIATION 2001 RETIREMENT AND DEATH BENEFITS SCHEME (THE "SCHEME")

ANNUAL GOVERNANCE STATEMENT FOR YEAR ENDING 31 DECEMBER 2021

PREPARED IN ACCORDANCE WITH REGULATION 23 OF THE OCCUPATIONAL PENSION SCHEMES (SCHEME ADMINISTRATION) REGULATIONS 1996 (THE "REGULATIONS")

1. Annual statement regarding governance

- 1.1 Under legislation set out in regulation 23 of The Occupational Pension Schemes (Scheme Administration) Regulations 1996 as amended by The Occupational Pension Schemes (Charges and Governance) Regulations 2015, the Trustees of the Professional Golfers' Association 2001 Retirement and Death Benefit Scheme are pleased to present this statement (the "Statement") on governance for inclusion in the Trustees' annual report.

This Statement covers the year to 31 December 2021.

- 1.2 This Statement will be published on a publicly available website (<https://www.pga.info/>) and the information with regards to cost disclosures will be signposted in the annual benefit statements.

2. Default Investment Arrangement

- 2.1 A Statement of Investment Principles, prepared in accordance with regulation 2A of the Occupational Pension Schemes (Investment) Regulations 2005, is attached. This incorporates details of the default investment option and the other fund options available to members. The objectives in relation to the investments, including the default, are as follows:

1. To provide a default investment option for members until they make their own investment decisions.
2. To make available a range of investment funds that is expected to enable members to select an investment strategy that meets their own individual needs and preferences.
3. Offer access to lifestyle strategies which facilitate diversification and are expected to achieve long term capital growth.
4. Offer funds and lifestyle strategies that enable members to reduce investment risk in the run-up to retirement.
5. Offer funds which mitigate the impact of sudden and sustained reductions in capital values or rises in the cost of providing benefits at retirement (cash, annuity purchase or drawdown).

- 2.2 The last formal investment strategy review, including a review of the default investment option, took place in December 2021. No changes were implemented following this review and the investment objectives were confirmed as appropriate for the membership. The review included analysis of the membership and projections of potential member pot sizes to support recommendations. Following the previous triennial review, the Trustees took the decision to change the default investment option for the Scheme and consolidate the fund range offered to the members in order to focus member choice and encourage engagement.

- 2.3 The Trustees decided to maintain the default, which is design for members who intend to take their savings from the scheme as cash at retirement. The default is the Aviva My Future 'Target Cash Lump Sum' Option. This option offers greater diversification in the growth phase with return not solely reliant on equity markets, and a more appropriate asset allocation, for most members, at retirement. Aviva is responsible for the asset allocation decisions underlying the strategy.

The Trustees are comfortable that the default option is consistent with the objectives stated in the Statement of Investment Principles. There has been no material changes to the membership during the year and therefore the Trustees are of the view that no changes were required. The objectives were also reviewed and remain unchanged.

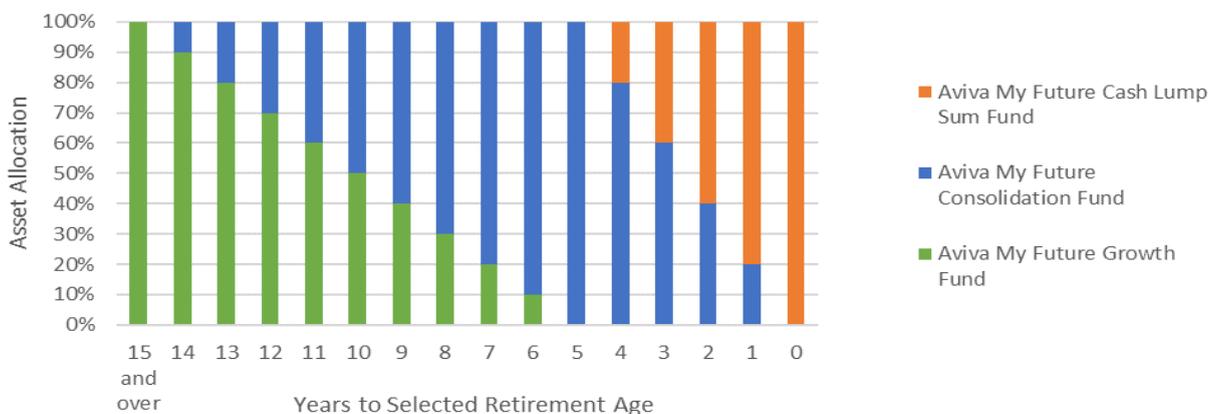
2.4 In addition, the Trustees have established a more focused range of funds for members, as detailed below:

- My Future 'Target Cash Lump Sum' Option;
- My Future 'Target Annuity' Option;
- My Future 'Target Drawdown' Option;
- Aviva Pension BlackRock (50:50) Global Equity Index Tracker Fund;
- Aviva Pension BlackRock UK Equity Index Tracker Fund;
- Aviva Pension Managed Fund;
- Aviva Pension Stewardship Managed Fund;
- Aviva Pension Property Fund;
- Aviva Pension BlackRock Over 15 Year Corporate Bond Index Tracker Fund;
- Aviva Pension Pre Retirement Fixed Interest Fund;
- Aviva Pension BlackRock Over 5 Year Index-Linked Gilt Index Tracker Fund;
- Aviva Pension Cash Fund.
- Aviva FP With Profits Fund (NGP Pre Demutualisation)
- Aviva FP With Profits Fund (NGP Series 1)
- Aviva FP With Profits Fund (NGP Series 3)

The With-Profits Funds are closed to new investment but included for monitoring purposes as members still have legacy assets held in them. These were included in the strategy review and the Trustees are aware that there are several challenges to disinvesting these assets earlier than a member's retirement date.

2.5 The default lifestyle strategy has a Total Expense Ratio (TER) of 0.65% p.a., which is below the charge cap of 0.75% p.a. These member charges do not include transaction costs, which are discussed in more detail in section 4.4. The Trustees assessed the competitiveness of the charge level as part of the investment strategy review and in the annual value for members' assessment and are satisfied that the charging level is appropriate, given the characteristics of the Scheme. The Trustees have attempted to negotiate charges further with Aviva and will continue to do so with a view to improving value for members, where possible.

2.6 The default investment option is structured as follows:



3. Core Financial Transactions

3.1 As required by regulation 24 of the Regulations, the Trustees must ensure that core financial transactions are processed promptly and accurately, this includes:

- Investment of contributions paid to the Scheme;
- Transfers of members' assets into and out of the Scheme;
- Transfers of members' assets between different investment options available in the Scheme; and
- Payments from the Scheme to, or in respect of, members.

3.2 The requirements of regulations have been met and core financial transactions have been processed promptly and accurately.

- The Trustees have appointed a professional third party administrator, which is Aviva.
- Service levels from Aviva are monitored by the Trustees and a report is received annually by the Trustees from Aviva. The overall SLA performance. There was a change in the volume of demands between 20% and 50% and this is considered to be moderate. The top three demands this year by volume of service were:
 - customer amendments, with around c.75% of demands completed within 1 day;
 - general administration, with around c.75% being completed within 14 days (almost 25% completed within 1 day; around 30% completed within 2 – 5 days and 25% completed within 6 – 14 days)
 - leaver process, with around c.90% being completed within 5 days (c.50% of demands completed within 1 day).

There were no complaints received by Aviva on behalf of members. The Trustees continues to challenge Aviva in relation to any concerns during the year and this remains an ongoing discussion at Trustees' meetings with a granular review undertaken at the Q4 Trustees' meeting where Aviva presented their governance report.

- Over the year period, customers have continued to positively vocalise their appreciation of interacting with Aviva. There were 3 scores that reflects data gathered from issuing SMS messages to customers. The results of this research were a 63.1% Net Promotor Score; 89.8% Customer Satisfaction Score and an 84.1% First Point Resolution Score. All of which have reflected improvements.
- The Trustees discuss cases of retirement and transfers regularly at Trustees' meetings to ensure cases are progressed on time and any barriers are overcome. The processing of affected members has improved generally during the year.
- There are close working links between internal Finance, Human Resources and Payroll teams as well as the Trustees' advisers, Mercer, and Aviva in order to respond to the member queries when they are raised.
- The Trustees consider individual cases at each Trustees' meeting to verify that leavers and retirement requests have been processed promptly and accurately. Cases where this has not occurred have been limited and have been highlighted by the Trustees. The Trustees seek to verify where members are requesting transfers to ensure, as far as possible, that they are not victims of pension scam activity.
- The Trustees also appoint an independent auditor to carry out an annual audit of the Scheme, including the core financial transactions that have taken place during the Scheme year.

4. Charges and Transaction Costs

- 4.1 As required by regulation 25 of the Regulations, the Trustees are required to report on the charges and transaction costs for the investments used in the default and non-default arrangements and their assessment of the extent to which the charges and costs represent good value for members.

We note that while transaction costs and charges are an important consideration, they are not the only criteria the Trustees assess. A number of other qualitative and quantitative factors are also considered in a holistic manner when making strategic decisions in relation to investment strategy with good outcomes for members being the ultimate goal for the Scheme.

- 4.2 The charges (represented by the Total Expense Ratio “TER”) applicable to the default arrangements during the period are 0.65% p.a. The charge cap introduced by regulations, of 0.75% p.a., applies solely to the default investment option, and is adhered to by the Scheme’s default option.

Under the new fund range, all funds have a member charge of 0.65% p.a.

- 4.3 Details of the funds as at 31 December 2021 that are component parts of the default options or other prominent funds, and the associated charges are shown in the table below:

Fund	Annual Management Charge (p.a.)	Total Expense Ratio (p.a.)	£ as at 31 Dec 2021 (£000s)
Aviva BlackRock (50:50) Global Equity Index Tracker	0.65%	0.65%	17.5
Aviva Blackrock Over 15 Year Corporate Bond Index Tracker	0.65%	0.65%	38.9
Aviva FP With Profits Fund (NGP Pre Demutualisation)	0.65%	0.65%	28.7
Aviva FP With Profits Fund (NGP Series 1)	0.65%	0.65%	1,286.7
Aviva FP With Profits Fund (NGP Series 3)	0.65%	0.65%	11.9
Aviva Blackrock Over 5 Year Index Linked Gilt Index Tracker	0.65%	0.65%	0.3
Aviva Managed	0.65%	0.65%	35.4
Aviva My Future Cash Lump Sum	0.65%	0.65%	116.1
Aviva My Future Consolidation	0.65%	0.65%	652.3
Aviva My Future Growth	0.65%	0.65%	2,571.9
Aviva Stewardship Managed	0.65%	0.65%	135.1

Source: Aviva as at 31 December 2021.

- 4.4 In addition to investment management charges and the additional fund expenses included in the TER, investment funds are subject to other implicit costs, such as the investment manager’s expenses associated with trading a fund’s underlying securities, including commissions and stamp duty. These expenses are not explicitly deducted from the fund but are captured by a reduction in investment returns.

The Financial Conduct Authority has provided guidance (PS17/20) to investment managers regarding calculations and disclosures of transaction costs which comply with the updated Regulations. The Trustees have requested this information from the underlying fund managers, through the Scheme’s investment provider where applicable. The Trustees have made this information accessible to members on a publicly available website and the link to this website is include on member statements.

Illustrative examples of the cumulative effects over time of the relevant costs and charges on the value of members’ benefits, as well as details on the aggregate transaction costs incurred by each fund, can be found below to meet compliance with the legislation.

Charges and Transaction Cost Illustrations

Using the charges and transaction cost data provided by the relevant parties and in accordance with regulation 23(1)(ca) of the Regulations, as inserted by the 2018 Regulations, the Trustees have prepared an illustration detailing the impact of the costs and charges typically paid by a member of the Scheme on their retirement savings pot. The statutory guidance has been considered when providing these examples.

The illustrations that follow take into account the following elements:

- An assumed starting pot size of zero;
- Contributions, where applicable;
- Real terms investment return gross of costs and charges;
- Adjustment for the effect of costs and charges; and
- Time.

Illustration of effect of cost and charges for typical funds within your scheme – The Professional Golfers Association 2001 Retirement and Death Benefits Scheme										
	Av My Future Growth-FPMFGROP		Av FP With Profits Fund (NGP Series 1)-FPPROF1P		Av My Future Consolidation-FPMFCOMP		Av FP With Profits Fund (NGP Pre Demutualisation)-FPPROF_P		Av My Future Cash Lump Sum-FPMFCLSP	
	Assumed growth rate 3.6%		Assumed growth rate 3.1%		Assumed growth rate 2.4%		Assumed growth rate 3.1%		Assumed growth rate 1.5%	
	Assumed costs and charges 0.75%		Assumed costs and charges 0.79%		Assumed costs and charges 0.74%		Assumed costs and charges 0.79%		Assumed costs and charges 0.75%	
At end of year	Projected value assuming no charges are taken	Projected value after costs and charges are taken	Projected value assuming no charges are taken	Projected value after costs and charges are taken	Projected value assuming no charges are taken	Projected value after costs and charges are taken	Projected value assuming no charges are taken	Projected value after costs and charges are taken	Projected value assuming no charges are taken	Projected value after costs and charges are taken
1	£1,190	£1,190	£1,190	£1,190	£1,190	£1,180	£1,190	£1,190	£1,180	£1,180
2	£2,400	£2,380	£2,390	£2,370	£2,370	£2,350	£2,390	£2,370	£2,350	£2,330
3	£3,620	£3,580	£3,590	£3,550	£3,550	£3,510	£3,590	£3,550	£3,510	£3,470
4	£4,850	£4,780	£4,800	£4,730	£4,740	£4,670	£4,800	£4,730	£4,650	£4,580
5	£6,100	£5,980	£6,020	£5,900	£5,920	£5,810	£6,020	£5,900	£5,790	£5,680
10	£12,500	£12,100	£12,200	£11,700	£11,800	£11,400	£12,200	£11,700	£11,300	£10,900
15	£19,300	£18,200	£18,600	£17,500	£17,700	£16,700	£18,600	£17,500	£16,500	£15,700
20	£26,500	£24,500	£25,200	£23,200	£23,500	£21,800	£25,200	£23,200	£21,500	£20,000
25	£34,000	£30,900	£31,900	£28,900	£29,300	£26,800	£31,900	£28,900	£26,300	£24,100
30	£42,000	£37,300	£38,900	£34,500	£35,100	£31,500	£38,900	£34,500	£30,800	£27,800
35	£50,400	£43,900	£46,100	£40,100	£40,800	£36,000	£46,100	£40,100	£35,100	£31,100
40	£59,200	£50,600	£53,500	£45,600	£46,500	£40,300	£53,500	£45,600	£39,200	£34,200
45	£68,600	£57,300	£61,100	£51,000	£52,200	£44,500	£61,100	£51,000	£43,200	£37,100
50	£78,400	£64,200	£68,900	£56,400	£57,900	£48,500	£68,900	£56,400	£46,900	£39,700

Source: Aviva, as at 31 December 2021.

Illustration of effect of costs and charges for funds with different growth rates and charges within your scheme – The Professional Golfers Association 2001 Retirement and Death Benefits Scheme

	Av Index Linked-FPIDXL_P		Av Cash-FPCASH_P		Av BlackRock (50:50) Global Equity Index Tracker-FPGBEX_P		Av BlackRock UK Equity-FPUKEQ_P	
	Assumed growth rate 1%		Assumed growth rate 0.5%		Assumed growth rate 4.5%		Assumed growth rate 4.5%	
	Assumed costs and charges 0.66%		Assumed costs and charges 0.65%		Assumed costs and charges 0.71%		Assumed costs and charges 1.16%	
At end of year	Projected value assuming no charges are taken	Projected value after costs and charges are taken	Projected value assuming no charges are taken	Projected value after costs and charges are taken	Projected value assuming no charges are taken	Projected value after costs and charges are taken	Projected value assuming no charges are taken	Projected value after costs and charges are taken
1	£1,180	£1,170	£1,170	£1,170	£1,200	£1,190	£1,200	£1,190
2	£2,340	£2,320	£2,320	£2,310	£2,420	£2,400	£2,420	£2,390
3	£3,480	£3,440	£3,450	£3,420	£3,670	£3,630	£3,670	£3,600
4	£4,610	£4,540	£4,560	£4,500	£4,940	£4,870	£4,940	£4,820
5	£5,720	£5,620	£5,640	£5,550	£6,230	£6,120	£6,230	£6,050
10	£11,000	£10,700	£10,800	£10,400	£13,100	£12,600	£13,100	£12,300
15	£16,000	£15,200	£15,400	£14,700	£20,700	£19,500	£20,700	£18,900
20	£20,500	£19,300	£19,600	£18,400	£29,000	£26,900	£29,000	£25,700
25	£24,800	£23,000	£23,400	£21,700	£38,200	£34,700	£38,200	£32,700
30	£28,700	£26,300	£26,900	£24,600	£48,300	£43,000	£48,300	£40,100
35	£32,400	£29,200	£30,000	£27,100	£59,400	£51,900	£59,400	£47,700
40	£35,800	£31,900	£32,800	£29,400	£71,700	£61,300	£71,700	£55,700
45	£39,000	£34,300	£35,400	£31,300	£85,200	£71,300	£85,200	£63,900
50	£41,900	£36,400	£37,700	£33,000	£100,000	£81,900	£100,000	£72,500

How we worked out the figures in the tables

It's important to understand how much or how little difference charges make to your pension pot, but we can't predict exactly what will happen in the future so we've had to make some assumptions. The values shown are estimates and are not guaranteed.

These assumptions are:

1. We've assumed someone doesn't have anything in their pension pot when they start saving. Contributions are assumed to be paid £100 monthly increasing in line with assumed earnings inflation of 2.5% each year.
2. The figures illustrate the pension pot value in 'today's money' which means they take inflation into account by discounting values at 2.5% a year. Seeing the figures in this way shows you what they could be worth today. It's important to note that inflation reduces the worth of all savings and investments. The effect of this is shown in the illustration and could mean the fund may reduce as well as grow in 'today's money'.
3. Transaction costs may not have been included where data was not available from the fund managers.

Some important things to remember

Your scheme will offer other funds to those illustrated, with different growth potential and different charges, and may also offer some form of lifestyling investment approach. If you have selected the lifestyling investment approach your pension pot will automatically be moved into different funds as you approach your retirement date and your scheme literature will provide details of how this works. As the individual funds used in a lifestyling approach have different growth potential and different charges, the overall growth rate and overall charge will change over time.

For these reasons, we have shown a range of funds with a range of charges which are available to you and which could apply to your pension pot during the life of your plan. A personal projection of your pension pot is included in your annual benefit statement and you should read that to get an individual view of your projected pension benefits. You'll also find details of the actual charges applicable to you in your scheme literature.

The figures shown here:

- Shouldn't be used to make investment decisions, so if you need to do that, we recommend that you take financial advice.
- May not be relevant to your personal circumstances. Your money may be invested in different funds, for example.

Source: Aviva, as at 31 December 2021

5. Return on Investments

- 5.1 The Occupational Pension Schemes (Administration, Investment, Charges and Governance) (Amendment) Regulations 2021 ('the 2021 Regulations') introduce new requirements for trustees of 'relevant' occupational pension schemes.
- 5.2 From 1 October 2021 trustees of all relevant pension schemes are required to calculate and state the return on investments from their default and self-select funds, net of transaction costs and charges. This information must be recorded in the annual chair's statement and published on a publicly accessible website.
- 5.3 The tables below show performance, net of all charges and transaction costs, of all funds available to members during the Scheme year.

Default lifestyle strategy	Annualised returns to 31 of December 2021 (%)	
Age of member	1 year	5 years
25	16.6	9.3
45	16.6	9.3
55	3.9	3.1

Source: Aviva as at 31 December 2021

Performance shown net of all charges and transaction costs. Performance has been calculated based on a fixed weighted average of underlying fund performance in the lifestyle, with the weightings as at the ages shown.

Self-select fund	Annualised returns to 31 of December 2021(%)			
	1 year	5 years	10 years	15 years
Aviva Pension BlackRock (50:50) Global Equity Index Tracker	15.0	7.7	9.8	7.0
Aviva Pension BlackRock Over 15 Year Corporate Bond Index Tracker	-5.8	4.6	6.8	6.1
Aviva Pension BlackRock Over 5 Year Index-Linked Gilt Index Tracker	4.8	4.5	6.4	7.4
Aviva Pension Managed	10.3	6.6	7.5	5.4
Aviva Pension Stewardship Managed	11.5	11.0	22.6	7.6
Aviva FP With Profits Fund (NGP Pre Demutualisation)	1.8	5.7	5.9	5.0
Aviva FP With Profits Fund (NGP Series 1)	1.8	5.7	5.9	5.0

Aviva FP With Profits Fund (NGP Series 3)	1.8	5.7	5.9	5.0
Aviva Pension My Future Cash Lump Sum**	-1.6	0.3	-*	-*
Aviva Pension My Future Consolidation**	3.9	3.3	-*	-*
Aviva Pension My Future Growth**	16.6	9.3	-*	-*

*Performance data not available for these time periods due to inception date of funds. The default option has also changed recently.

** Part of the default lifestyle strategy

Aggregate transaction costs

The next table shows the aggregate transaction costs based upon the information supplied by Aviva. Transaction costs below represent averages of the 3 year costs as at 31 December 2018, 31 December 2019, 31 December 2020 and 31 December 2021, considering the years for which data was provided.

Fund Name	Administration Cost	Total Transaction Cost	Buying and Selling Transaction Cost	Lending and Borrowing Transaction Cost	Transaction Cost Data Missing	Slippage Cost methodology not used	Comments/ Additional Information
Av FP With Profits Fund (NGP Pre Demutualisation)-FPPROF_P	0.65%	0.123%	0.123%	0.0000%	0.0000%	0.000%	The transaction costs for this fund were provided for 2020 and 2021 only.
Av FP With Profits Fund (NGP Series 1)-FPPROF1P	0.65%	0.123%	0.123%	0.0000%	0.0000%	0.000%	The transaction costs for this fund were provided for 2020 and 2021 only.
Av FP With Profits Fund (NGP Series 3)-FPPROF3P	0.65%	0.123%	0.123%	0.0000%	0.0000%	0.000%	The transaction costs for this fund were provided for 2020 and 2021 only.
Aviva Pension BlackRock UK Equity Index Tracker	0.65%	0.226%	0.127%	0.007%	0.0000%	95.11%	The costs provided represent those incurred by the underlying fund in buying and selling its holdings and do not include those incurred by the Aviva fund in buying and selling units in the underlying fund(s).
Aviva Pension Pre-retirement Fixed Interest	0.65%	0.085%	0.085%	0.0000%	0.0000%	0.00%	
Aviva Pension Stewardship Managed*	0.65%	0.156%	0.156%	0.0000%	0.0000%	0.00%	
Aviva Pension My Future Growth	0.65%	0.119%	0.118%	0.002%	8.920%	0.00%	
Aviva Pension BlackRock Over 15 Year Corporate Bond Index Tracker	0.65%	0.103%	0.105%	0.000%	0.0000%	95.03%	
Aviva Pension Managed	0.65%	0.060%	0.060%	0.0000%	0.0000%	67.97%	
Aviva Pension My Future Consolidation	0.65%	0.070%	0.070%	0.001%	14.843%	0.00%	
Aviva Pension BlackRock Over 5 Year Index-Linked Gilt Index Tracker	0.65%	0.012%	0.001%	0.010%	0.0000%	96.20%	
Aviva Pension Cash	0.65%	0.008%	0.007%	0.0000%	0.0000%	100.00	

							%
Aviva Pension BlackRock (50:50) Global Equity Index Tracker	0.65%	0.039%	0.036%	0.004%	0.0000%		96.45%
Aviva Pension My Future Cash Lump Sum*	0.65%	0.023%	0.023%	0.000%	0.0000%		0.00%
Aviva Pension Property**	0.65%	0.072%	0.0000%	0.0000%	0.0000%		0.00%

Source: Aviva, 4 years averages based on costs as at 31 December 2018, 31 December 2019, 31 December 2020 and 31 December 2021, considering the years for which data was provided.

* Required underlying data for 2018 is not available so based on 2019 costs.

** Required underlying data is not available for the 4 years so data for maximum available period used.

The Trustees fully support transparency of costs for members. We also reiterate that while costs and charges are an important consideration, they are not the only criteria the Trustees assess. A variety of factors are typically considered in a holistic manner when making strategic decisions in the best interests of the Scheme's members.

6. Value for Money

6.1 The Trustees have assessed the extent to which the charges and transaction costs set out above represent good value for members. This view is underpinned by a formal value for members' assessment, carried out with the assistance of the Scheme's advisers for the year ending 31 December 2021. This assessment covered the following aspects:

- Investment charges for the funds within the default option (this included benchmarking against comparable funds in each asset class based on peer group data provided by the Scheme's investment advisors, Mercer Limited).
- A review of transaction costs and charges where available.
- An assessment of the historic returns of the default investment option relative to their respective objectives and the impact on member outcomes.
- An assessment of each fund's manager research and rating (as provided by the Scheme's investment advisors, Mercer Limited). This also included an assessment of the funds from an Environmental, Social and Governance perspective.
- A review of the other features that are paid for by the employer and deliver good value for members. Other features and services that strengthen the Scheme's value proposition include but are not limited to efficient administration services, Trustees' oversight and member communications.

6.2 The Trustees are therefore of the view that the Scheme currently provides good value for its members overall. The members benefit from a number of services that are paid for by the Employer and the Trustees have sought improvements in service from Aviva. In addition, the Trustees issued a member newsletter during the year to support further engagement.

6.3 The Trustees hold four Trustees' meetings each year to effectively govern over the Scheme and the costs for these meetings, including any adviser fees, are borne by the Company. The governance at these meetings has considered the services provided by Aviva on administration and the Trustees have taken action to highlight matters within Aviva and seek assurance that areas where some service has been below expectations won't recur.

7. Trustee Knowledge and Understanding

7.1 In accordance with sections 247 and 248 of the Pensions Act 2004, the Trustees are required to maintain an appropriate level of knowledge and understanding which, together with professional advice which is available to them, enables them to properly exercise their functions and duties in relation to the Scheme.

Trustees training is of high importance to the good running of the Scheme. The Trustees acknowledge how vital it is that they maintain their knowledge of pension law, trust law, investment principles and are conversant with the Scheme documentation including the Trust Deed and Rules, SIP and Scheme Policies.

For new Trustees, when they are appointed, they are given an initial introduction by the HR team and are required to undertake and complete The Pensions Regulator's Trustee Toolkit course within six months of taking up the position. Attendance at Trustees' meeting during this time also support them to build knowledge and understanding of specific issues to the Scheme. During the year, Robert Spencer Smith was appointed as the new Chair of Trustees and he completed the Trustee toolkit in the required timeframe.

7.2 *Training*

In order to maintain this level of knowledge, the Trustees have procedures and policies in place to ensure that the Trustees take personal responsibility for keeping up to date with relevant developments:

- Trustees undertake training to ensure that they keep up to date with changes in legislation, current issues and the latest developments relating to DC schemes;
- Trustees note the importance of logging any training that the Trustees have undertaken;
- Training for the full board is provided during quarterly meetings and Trustees attend external Trustee training courses when appropriate, which are logged at Trustees' meetings.

7.3 Over the course of last year, the Trustees have demonstrated their continuous commitment to learning by undertaking the following training:

- 26 February 2021 – training on the security of member assets and any impact on members in the event of Aviva or an underlying fund manager, became insolvent
- 11 June 2021 – training on new requirements for SIP Implementation Statements
- 3 September 2021 – training on the Triennial Investment Strategy review paper, including ESG matters
- 3 December 2021 – training on the new Value for Members' Regulations that will take effect from January 2022, including the regulation for schemes of less than £100m

7.4 *Examples Demonstrating TKU*

The Trustees undertook a number of activities over the past year which demonstrates how they have a working knowledge of pension and trust law and funding and investment principles. These activities include:

- The rules within the Trust Deed have been applied in relation to member transfer requests.
- The production of the implementation statement for the Scheme documents demonstrates how the Trustees have implemented the policies with the Statement of Investment Principles and used the Statement as the basis for the triennial investment strategy review.
- The Trustee Toolkit has been completed within the period by the new Chair.

7.5 *Utilising Advisors*

The Trustees believe that the best run Schemes utilise the combined skill and knowledge of both the Trustees and their professional advisors. The relevant skills and experience of those advisors are key criteria when evaluating advisor performance and selecting new advisors. Additionally, the following measures have applied during the period:

- The Trustees' professional advisors attend their formal meetings;
- The Trustees receive briefings from their advisors on all legislative and regulatory developments at each meeting.
- Aviva has provided relevant updates for support that members can access with them.
- Aviva provides relevant updates directly to the Trustees, covering developments in their proposition.

7.6 *Assessing Effectiveness*

The Trustees understand that having knowledge on the Board and professional advice available needs to be used effectively in order for the Trustees to act properly. The Trustees have arrangements for ensuring the individual Trustees take responsibility for keeping up to date with relevant developments.

Trustees take individual responsibility and have completed the relevant model from the Regulator's toolkit. For 2022 it will have to be documented there is a new Trustee from 2021 and the Trustee Toolkit has been completed within the period. The Secretary to the Trustees also logs training on a regular basis and is documented in the meeting minutes.

Taking account of actions taken individually and as a group of Trustees and the professional advice available to them, the Trustees consider they are able to exercise their function as Trustees appropriately, having the required knowledge and skills.

I confirm that the above statement has been produced by the Trustees to the best of their knowledge.

Signed for and on behalf of the Trustees of the Professional Golfers' Association 2001 Retirement and Death Benefits Scheme

Signed by:



Name in block letters:

ROBERT SPENCER-SMITH

Title or Position:

CHAIR OF TRUSTEES

Date:

26TH JULY 2022