

Checklist for Trustees on AVC Governance

How often do you review your AVCs and what does this review cover? Answer the questions below and see how you fair.	Tick one box				
	Annually	Every 3 years	Over 3 years ago	Never	Not applicable
You review your AVC investments performance.					
You review your with-profits performance (underlying) (if applicable).					
You review and check your with-profits guarantees, bonus rates and other terms and conditions (if applicable).					
You know what the fees are that your members pay for each fund available. You have considered if these could be more competitive and taken action where necessary.					
You have reviewed your membership data, quality and the age demographics.					
You have checked to see if you have any orphan AVC member pots (people who have taken main scheme benefits but inadvertently left behind AVCs).					
Your third party administrator reconciles AVC provider data with their DB member data.					
You proactively work with your advisor / administrators over any servicing issues your AVC members face.					
You are aware of your AVC providers cyber security position and review this periodically.					
You communicate with your members regularly to remind them of their AVC investments, where to get further information, and how to make changes.					
Total					
Grand total					

Score: Maximum score 100, minimum score 0.

Annually 10 points for each box tick.	Every 3 years 6 points for each box tick.	Over 3 years ago 3 points for each box tick.	Never 0 points for each box tick.
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