

Code Consultative Group (Code of Conduct for Indirect Access Providers)
Terms of Reference (v3.0 August 2021)

Code Consultative Group (CCG)	
Service Line Owner	Head of Service Lines
Meeting Frequency	Annually
Quorum	Each meeting must consist of a minimum of eight individual Code Beneficiaries, and the Chair (Code Administrator, Pay.UK).
Chair and Secretariat	Code Administrator (Pay.UK) Secretariat (Pay.UK) <i>In the event of absence, the Chair can nominate a Deputy Chair from the Service Lines team as appropriate</i>
Attendees	<p>Representation required from the following stakeholder groups:</p> <p><u>Code Beneficiaries</u> - any in-scope Indirect Payment Service Provider (IPSP) as defined by the PSR's description and as reflected in the Code definitions.</p> <p><u>Bodies representing the collective interest of groups of in-scope stakeholders</u> e.g. UK Finance</p> <p><u>The Code Administrator</u> – as defined in the Code definitions.</p> <p>Representatives should have the appropriate knowledge of the Code, its aims and an understanding of Indirect Access Services used by the stakeholder(s) they represent.</p> <p>It is expected that attendees will share information and feedback from the Group with relevant stakeholders within their own or represented organisations and provide feedback to the Group (and Code Administrator) as appropriate.</p> <p>NB Given the number of IPSPs, the Chair will seek to ensure there is a wide range of IPSP representation to reflect the range of stakeholders involved but that the Group maintains a manageable size to be effective.</p> <p>The Group may invite representatives from the following stakeholder groups as required:</p> <p><u>Code Subscribers</u> - Indirect Access Providers (IAPs) who have signed/are signing up to Code Subscription operated by the Code Administrator.</p> <p><u>Other Indirect Access Providers</u> - any in scope IAP (as defined by the PSR's description of an in-scope IPSP and as reflected in the Code definitions) but not yet a subscriber to the code. Participation through direct individual representation or through nomination of a collective representative.</p> <p><u>PSR</u> – representation from the Payment Systems Regulator as required, to provide updates on market trends.</p> <p><u>Pay.UK</u> - Pay.UK attendees will be engaged as appropriate.</p>

Specialists	Other external experts with specific expertise, or interest, may also be invited to attend (e.g. agenda driven).
Escalation process	The Group will be 'stand-alone' with no parent Pay.UK committee for reporting but following each meeting, updates will be provided directly, as appropriate.
ToR Approval	Required from the CCG Stakeholders

Purpose
<p>A Consultative Group made up of a wide representation of Indirect PSPs or their representative bodies (Code Beneficiaries), who will meet periodically to review and provide feedback to the Code Administrator on the effectiveness of the voluntary Code of Conduct for Indirect Access Providers (Code).</p> <p>The Group will be transparent and offer assurance that all Code Beneficiaries have an opportunity to provide input into reviews of the Code to assist with any future Code development for consideration by subscribing Indirect Access Providers.</p>

Objectives
<p>The objectives of the Consultative Group will be to:</p> <ul style="list-style-type: none"> • Review the Code content to assess its effectiveness based on its stated aims. • Consider any feedback and concerns raised by the Group to assess whether any action may be required. • Consider the need to update the Code based on any relevant market practice or regulatory developments. • Make proposals to the Code Administrator on any suggested changes agreed by the Group. <p><u>Normal Procedures for making Code Changes</u></p> <p>The Code Administrator will monitor feedback received about the Code via the Consultative Group meetings and directly from Code Beneficiaries, IAPs and the PSR to help consider the need for future changes.</p> <p>The normal cycle for implementing changes to the Code will be <u>every two years</u> unless otherwise agreed. This will ensure:</p> <ul style="list-style-type: none"> • The proposals can be assessed and reviewed by the PSR and subscribing IAPs; • There is sufficient time to implement the changes, embed them into the subscribing IAPs processes and monitor the outcomes effectively prior to any further changes being made; <p>Where regulatory requirements affecting the provision of Indirect Access Services are introduced, the Code Administrator may consider the need to propose a change outside of the normal cycle.</p>

Administration

- All meeting papers shall be circulated electronically via email no later than 2 working days in advance of the scheduled meeting date
- Stakeholders will be identified by the Code Administrator and contacts lists will be reviewed periodically to ensure new beneficiaries are added and have the opportunity to attend. Stakeholders will also be able to nominate themselves to attend via email code_administration@wearepay.uk
- The meeting shall be minuted and this output shall be issued no later than 10 working days after the meeting

Method of Working

- Meet at an agreed frequency as required (annually unless otherwise agreed).
- Recommendations and decisions will be agreed by consensus of those representatives present.
- Where further discussion or deliberation is required on a subject or subjects, ad hoc meetings may be held and or communications issued as appropriate.