

PENSION POLICY

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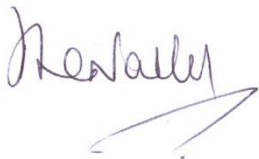
SCOPE OF POLICY

This policy applies to all Group employees.

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Authorised by:

A handwritten signature in purple ink, appearing to read 'Dawn McNally', with a long, sweeping horizontal stroke underneath.

Dawn McNally
Group Chief Executive

1. Aims and Objectives

The Group recognises that decisions about retirement, how much to save and how long to work are some of the most important decisions in people's lives. The Group actively encourages staff to plan ahead to ensure that their later life is comfortable and financially secure. It is the responsibility of the individual to plan and provide for the kind of lifestyle required in retirement.

It is the Group's policy to review pension arrangements for all staff annually. The responsibility for this review lies with the Group Finance & Resources Sub Committee who meets each year to make a recommendation to the Board of Trustees.

All staff will be assessed and where applicable, automatically enrolled into a pension scheme on starting employment within the Group. The minimum combined pension contribution for 2023-2024 remains at 8% and the split is confirmed under section 4.1. The level of employer contribution is guided by the nature of the post to which they are employed and the relevant point on the salary scale.

2. Automatic Enrolment

The government pension rules require all employers to enrol their staff into a workplace pension scheme if they are not already in a qualifying workplace pension scheme.

Age UK North Tyneside have a legal obligation to comply with the rules.

It will depend on your age and your earnings as to whether you will be automatically enrolled. Please see qualifying details below:

2023-24 Monthly Earnings	Age		
	From 16 to 21	From 22 to SPA*	From SPA to 74
£520 and below	Has a right to join a pension scheme		
Over £520 up to £833	Has a right to opt in		
Over £833	Has a right to opt in	Automatically enrol	Has a right to opt in

If you meet the enrolment conditions, you will be automatically enrolled into the Group Personal Pension from your start date. You do not need to do anything further. You will receive an enrolment pack from Scottish Widows, which confirms your membership of the scheme, further details about the scheme and confirmation of the opt-out procedure.

We have a legal obligation to auto enrol you if you meet the conditions set out above. However, you will have the option to opt out.

3. Opt out process

Our pension administrators at Scottish Widows will send you your scheme documentation directly. This will include instructions on how to opt out.

There is an opt-out period, which lasts for one month. This starts from the date you are sent confirmation from our pension administrators that you have been auto enrolled into the scheme. If you opt-out within the opt-out period, you will receive a refund of your contributions (but not the company's contributions), and this will be processed in the next available payroll. If you opt out of the scheme, you will no longer be entitled to the company's contributions.

The company is required to re-enrol all eligible employees at a three yearly re-enrolment date. If you opt-out, remain in our employment and meet the conditions, we will auto enrol you at the next three yearly re-enrolment date.

If you opt out and wish to enrol later, you may choose to re-join at any time.

If you wish to leave the scheme after the opt-out period, you will not receive a refund of your contributions; yours and the company's contributions will stay within the scheme until you draw your benefits or transfer your fund to another registered pension arrangement. As explained above, if you opt out you will no longer be entitled to the company's contributions.

4. Defined Contribution Schemes

The Group operates the following pension schemes for staff:

4.1 Group Personal Pension Scheme (Staff up to and including point 45 on the salary scale)

Group Personal Pensions are a form of personal pension. Certain conditions apply which are laid down by the government. These conditions relate to the maximum amount that the pension company/provider may charge for the pension, the minimum level of contribution they must accept and the abolition of a fixed frequency for your contributions.

This scheme is available to all staff through Scottish Widows.

For those staff, whose salary lies between the salary points 1 to 45 the employer contributes a minimum of 3% up to a maximum of 5% into a Group Personal Pension Scheme. Below are the point bandings and the agreed contribution percentage, if you are unsure which salary point your role is aligned with, please contact HR for clarification.

Points 15-22	8% Combined contribution, - Employee contribution 5%, Employer contribution 3%
Points 23-45	10% Combined contribution - Employee contribution 5%, Employer contribution 5%

The staff member can contribute a fixed percentage of their salary or a fixed amount depending on their individual preference (above the current minimum legislation)

4.2 Money Purchase Scheme (Heads of Service and above)

Staff at Head of Service level and above are entitled to opt into the Age UK England Money Purchase Pension Scheme, which is a defined contribution scheme.

The employer contributes up to a maximum of 9% (with an additional 1% admin fee paid by the Employer) which is the default level into the money purchase scheme. The 1% admin fee entitles the staff member to Life Assurance which is a death in service benefit of four times the salary. If the staff member opts to contribute only 5% - 8% then the employer matches the contribution made by the individual up to a maximum of 9%.

5. General

Contributions for all schemes will be made direct from an individual's monthly payroll and then paid to the pension provider by the Group. Details of this can be found on the staff member's payslip.

An information pack is sent to individuals upon their automatic enrolment from Scottish Widows for all the above schemes.

Staff are advised to seek independent financial advice before deciding on their desired pension option.

The Group cannot pay pension contributions into a pension scheme of a staff member's own choice.