The Oxfam Pension Scheme

A Guide for Members

tpt Retirement Solutions

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The Oxfam Pension Scheme

The Oxfam Pension Scheme (the Scheme) has been designed to provide security for you during your retirement and for your dependants in the event of your death. The Scheme provides benefits related to your earnings and the length of your membership of the Scheme. Administration is carried out by TPT Retirement Solutions (TPT).

This guide provides general information about the Scheme. It gives general guidance only, and it should not be regarded as a complete or authoritative statement on the formal Trust Deed and Rules. It is provided to all members and consolidates and replaces previous Scheme booklets and disclosure leaflets.

If you have any enquiries about the Scheme, you should contact:

Oxfam Pension Scheme
TPT Retirement Solutions
Verity House
6 Canal Wharf
Leeds
LS11 5BQ
Telephone: **0113 394 2552**
Email: **enquiries@tpt.org.uk**

If you are not a member of the Scheme, which is now closed to new entrants, but would like information on Oxfam's current pension options, please contact:

Corporate Human Resources
Oxfam GB
Oxfam House
John Smith Drive
Cowley
Oxford
OX4 2JY
Telephone: **0870 333 2444**
Email: **PensionsQueries@oxfam.org.uk**

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Membership of the Scheme

Can I join the Scheme?

No, the Oxfam Pension Scheme was closed to new entrants from 1 February 2003. This does not affect existing members of the Scheme. If you wish to enquire about Oxfam's current pension options please contact Corporate Human Resources – **PensionsQueries@oxfam.org.uk**

How much do I pay?

Your contributions will be between 7% and 10.2% of your Oxfam Pension Scheme 'Pensionable Pay' (see 'Definitions'). Oxfam will advise you of the rate which will apply to you. However, the actual cost to you is less because you get tax relief on your contributions.

Following changes made to the Scheme from 1 April 2021, you may however have elected to pay either an additional 5% or 6.3% in order to maintain a higher level of benefit. This was only possible if you were an Active Member of the Scheme at that point in time.

Active Members may also, if they wish, pay extra contributions in order to boost retirement benefits. These extra contributions are known as Additional Voluntary Contributions (AVCs). Further details are given later in this booklet.

If you choose to join Oxfam's salary sacrifice scheme then you will not pay pension scheme contributions; in return, your salary is reduced by the annual amount of contributions you would have paid. Please refer to Oxfam's salary sacrifice booklet (available from Oxfam's Human Resources Department) for more details – PensionsQueries@oxfam.org.uk

Accrual rate

Prior to 1 April 2021, the accrual rate of the Scheme was 1/80. From 1 April 2021, the accrual rate of the Scheme reduced to 1/100. If you were an Active Member of the Scheme at this point, you may have elected to pay an additional 5% or 6.3% in order to maintain an accrual rate of 1/80.

How much does Oxfam pay?

Oxfam pays the balance of the cost of the Scheme. This means that from time to time Oxfam's contribution rate will change.

Scheme investment

The assets and contributions to the Scheme are invested in ethical investment funds rather than in other investments which may be equally justifiable on financial grounds, but do not meet Oxfam's ethical criteria.

Therefore, the return achieved by the Scheme may be much better or worse, and probably more variable, than a fund which does not have ethical screening limitations imposed. The ethical funds will absolutely exclude companies involved in certain business sectors, such as the manufacture of military goods, tobacco production and nuclear power generation. In addition, they will selectively exclude companies with major environmental and social impacts that cannot demonstrate a specified minimum commitment to managing these impacts effectively.

Can I transfer previous benefits into the Scheme?

No, it is not possible to transfer previous pension benefits into the Scheme.

Leaving the Scheme

What happens if I leave the Scheme?

If you leave the Scheme, this will normally be because you change jobs. You may also leave the Scheme and continue to work for your employer. In both cases, you can choose to:

- have a deferred pension; or
- transfer your benefits to another pension arrangement; or
- take a refund of any contributions you may have paid to the Scheme, but only if you leave the Scheme with less than two years' qualifying service.

Please note: If you choose to opt-out of the Scheme, you must give your employer one month's written notice, and you will not be permitted to rejoin.

Deferred pension

Your deferred pension is calculated using your 'Final Pensionable Salary' (see 'Definitions') and the 'Pensionable Service' (see 'Definitions') you have completed to the date you leave the Scheme. Your deferred pension will continue to increase in value prior to retirement as follows:

- Pension accrued before 1 January 2000 will increase each year by **5%**.
- Pension accrued from 1 January 2000 to 31 March 2010 will increase each year by the lesser of **5%** or the rise in the Pensions in Deferment Index (see 'Definitions').
- Pension accrued from 1 April 2010 will increase each year by the lesser of **2.5%** or the rise in the Pensions in Deferment Index.

Transfer of your benefits

You may transfer your benefits to another pension arrangement (such as your new employer's pension scheme or to a personal or Stakeholder pension plan) at any time after you leave the Scheme, but before you take your pension.

The amount transferred will be the cash value of your deferred pension, calculated as the best estimate of the cash sum required to be invested in the Oxfam Pension Scheme to reproduce your benefits. A Statement of Entitlement to a guaranteed cash equivalent transfer value of your benefits will be provided on request at anytime. Transfer payments take into account the value of any discretionary benefits awarded by established custom.

Retirement

When can I retire?
For pension benefits earned in respect of pensionable service from 1 April 2021, Normal Pension Age is 67, unless you elected to pay an additional 7.3% of earnings each month, in order to maintain both the 1/80 accrual rate and a Normal Pension Age of 66.

For pension accrued between 1 August 2014 and 31 March 2021 , Normal Pension Age is 66.

For pension accrued between 1 May 2002 and 31 July 2014, Normal Pension Age is 65.

If you retire before the above ages, your pension will be actuarially reduced for early payment for the relevant periods of service. However, if you retire between age 60 and 65, any pension earned before May 2002 will not be reduced for early payment.

You may apply for early payment of your pension at any time from when you become eligible (see 'Retirement').

Please note: If you started to draw your pension on or after 1 August 2014 but continued to be employed by Oxfam, you could no longer remain an active (i.e. contributing) member of the Scheme and, therefore, are unable to build up any further benefits

What will I get?
At retirement, you have the option to take a pension, or a lump sum and a reduced pension. Lump sums are covered later in this section.

As an example, if you retire at age 65 having accrued benefits on a 1/80 basis, you will get a pension of

- **1/80 x Final Pensionable Salary x Pensionable Service**.
- For example, if you have been a member of the Scheme for 20 years and your 'Final Pensionable Salary' (see 'Definitions') is **£15,000**, your pension will be: **1/80 x £15,000 x 20 years = £3,750 a year**.

The longer you are a member of the Scheme, the larger your pension will be. If you have an 'added years' AVC pension it will be reduced if taken before age 65.

Can I retire early?
Yes, you can take early retirement from age 55 even if you choose to continue working. However, you may only take your pension benefits before age 55 if you are retiring on grounds of ill-health, or have a 'Protected Pension Age' (minimum age 50) and have left your employment with Oxfam. Your pension will be calculated as shown above but will then be reduced (unless paid on the grounds of ill-health) to allow for the fact that

- You will have been a member of the Scheme for a shorter time; and pensions paid early are expected to be paid for longer.
- If you retire early, you still have the option to take a lump sum. This sum will also be smaller than it would be if you retired at Normal Pension Age.

Can I take a cash sum when I retire?

Yes, you can give up part of your pension and exchange it for a pension commencement lump sum (PCLS); this will leave you with a smaller pension, reduced according to your age.

The maximum lump sum available is **25%** of the value of your pension benefits.

The calculation is not straightforward; however, as an indicator, some examples are shown below of the cash sums available to individuals at age 65.

Please note: These figures are only provided as examples and commutation rates may vary.

Option 1	Option 2	
Full Pension	Maximum Cash Lump Sum	Reduced Pension
£5,000 per year	£21,497	£3,224 per year
£10,000 per year	£42,995	£6,449 per year
£15,000 per year	£64,493	£9,673 per year

Taking a PCLS at retirement will leave you with a reduced pension. The above table shows comparisons between a full pension (Option 1) or a PCLS with a reduced pension (Option 2) for an individual aged 65.

Can I retire after the Normal Pension Age?

Yes, provided your employer agrees. If you defer drawing a pension from the Scheme after your Normal Pension Age, it will be enhanced for late payment, in addition to any additional benefits earned if you have continued to contribute to the Scheme after Normal Pension Age. Please note that this enhancement also applies to deferred pensions take after Normal Pension Age.

Are there any other options?

You can provide a higher level of pension for a dependent person by giving up part of your own pension at retirement. If you are interested in this option, you should request a quotation when you are nearing retirement.

What happens if I am too ill to continue working?

Provided there is satisfactory medical evidence that you are and will continue to be unable to work again in any capacity, your pension can be paid immediately regardless of your age.

If such a pension is granted from active service, it will be calculated based on your 'Final Pensionable Salary' (see 'Definitions') at the date of retirement and 'Pensionable Service' (see 'Definitions') to the date of early retirement plus 50% of the Pensionable Service you would have completed between the date of retirement and age 60. There will be no reduction for early payment.

If you retire early due to ill-health, you still have the option to take a PCLS. You may also apply for early payment if you are too ill to continue working and have a deferred pension after leaving your employment or leaving the Scheme; however, Pensionable Service will not be increased to the date of retirement. If tax is due on the pension then it will be deducted under the PAYE system.

Please note: If you were a member of the Scheme on 31 March 1996 and on that date you were aged 55 or over, see page 19; or if you were a member of the Scheme on or before 1 July 1988, see page 19.

Death Benefits

Flexible retirement

If you die before you retire while employed by Oxfam and contributing to the Scheme, the benefits are:

Lump sum

- A refund of your own contributions, with interest.

Survivor's pension

- **50%** of the pension you would have received calculated on full 'Pensionable Service' (see 'Definitions') to age 65 and your 'Pensionable Salary' (see 'Definitions') at the date of your death.

Children's pensions

- **12.5%** of the pension you would have received calculated on your Pensionable Service to age 65 and your Pensionable Salary at the date of your death. This is payable to a maximum of four dependent children.

Please note: If you die in service after Normal Pension Age, a lump sum death benefit equivalent to five years' pension payments will be paid, based on the pension you would have received had you retired on the date you died.

What happens if I die after leaving the Scheme?

If you die after leaving the Scheme, but before you start receiving your pension, the benefits are:

Lump sum

- A refund of your own contributions with interest.

Survivor's pension

- **50%** of the pension you would have received calculated on the value of your deferred pension at the date of your death.

Children's pensions

- **12.5%** of the pension you would have received calculated on the value of your deferred pension at the date of your death. This is payable to a maximum of four dependent children.

What happens when I die after retiring?

When you die after retirement, the benefits are:

Lump sum

- If you die within five years of retiring, a lump sum death benefit is paid. The sum paid is equal to the balance of the five years' pension payments, at the rate applicable at the date of death.

Survivor's pension

- **50%** of your pension (calculated on your full pension before you took any tax free cash and including increases to your pension since retirement).

Children's pensions

- **12.5%** of your pension (calculated on your full pension before you took any tax free cash and including increases to your pension) to a maximum of four dependent children.

Important notes

- If your partner or survivor is more than 10 years younger than you, the pension will be reduced by **2.5%** for each year in excess of 10 that he/she is younger than you (this reduction does not apply if the survivor's pension is paid to a child).
- Where a survivor's pension is not paid, children's pensions will be doubled for a maximum of four dependent children. If there is only one dependent child, and no survivor's pension is paid, he/she will receive a pension equivalent to the survivor's pension.
- Except for legal spouses and civil partners, it will be necessary for the Trustee to receive confirmation that the nominee for a pension is eligible at the date of the member's death.

Survivor's Pension

may be paid to:

- your spouse or civil partner; or
- a child who is considered to be dependent on you, is disabled and is unable to earn a living (in this case the child would be paid the survivor's pension, but not the child's pension); or
- you may nominate a dependent child to receive the survivor's pension, but this would stop when he or she ceased to be treated as a 'Child' as described overleaf. Please note: the child would receive the survivor's pension in place of the child's pension; or
- anyone who lives with you and shares living expenses; or
- anyone who is largely financially dependent on you.

Children's Pension

may be paid to:

- any child who is aged under 18; or
- any child below age 22 if in full time education; or
- a child of any age who is considered to be dependent on you, is disabled and unable to earn a living, unless the child is already receiving a survivor's pension.

'Child' will have the meaning defined in the formal rules.

Children's pensions cease on reaching age 18 or 22 as described, unless the child is disabled and unable to earn a living, when the pension can continue for the rest of that child's life.

Your pension

How will my pension be paid?

You will receive your first pension payment on the day of your retirement or within seven working days of TPT receiving the appropriate forms. Thereafter, pensions are paid quarterly in advance, on the 6 of January, April, July and October. They will be paid direct to your bank, building society or Giro account.

Please note: Your pension is taxable and if any tax is due it will be deducted under the PAYE system.

When will my pension increase?

Pension increases are applied on 6 April each year. Increases are either at a fixed rate, or at 'LPI' (see 'Definitions') (or a combination of these rates if you have pre and post-2000 'Pensionable Service' (see 'Definitions')) based on the rise in the Pensions in Payment Index in the January of the same year, as detailed below.

Pension accrued from 6 April 2005 will only receive a partial increase on the first increase date following your retirement. The rate will be in proportion to the full increase, based on the number of months your date of retirement falls before the increase date. For instance, if your pension starts on 1 October (six months before the increase date of 6 April), the increase to your post April 2005 pension will be **6/12** of the full rate of increase awarded.

How does my pension increase?

Pensions in payment will increase as follows:

- Pension accrued before 1 January 2000 will increase each year by **5%**.
- Pension accrued from 1 January 2000 will increase by **'LPI'** (see 'Definitions').

These increases apply to your own retirement pension or, where applicable, your survivor's pension and children's pensions.

How to boost your pension – Additional Voluntary Contributions (AVCs)

Should I pay AVCs?

Firstly, remember that these contributions are for extra provision for retirement. You should not pay them if your circumstances are such that you cannot afford to wait until retirement to have access to your contributions.

There are various reasons for choosing to pay AVCs. These include:

- increasing the pension you will receive at NPA; or
- to offset the reduction which is applied to pensions paid early; or
- to boost your pension in order to reduce the impact of previous breaks in employment or periods where you didn't have access to a pension scheme.

TPT cannot give financial advice and the decision to pay AVCs is your responsibility. You may wish to discuss this with an Independent Financial Adviser.

The AVC pension is usually paid from the same date as your main scheme benefits. If you paid AVCs to buy 'added years' (see below) or to the Growth Plan before October 2001, the additional pension secured will be reduced if it is taken before age 65.

How much can I pay?

You receive full tax relief on contributions to as many different tax-registered pension arrangements as you choose, provided that the total paid in each year does not exceed your annual earnings or the 'Annual Allowance' (see 'Definitions').

As long as the total increase in your benefits in any one year does not exceed the Annual Allowance, you will receive tax relief on up to **100%** of your earnings. For example, if your normal contribution rate (to your main scheme) is **7%,** this will give you scope to pay up to a further 93% of your earnings as tax-free AVCs (but see also 'Annual Allowance' in Definitions).

If your contributions exceed **100%** of your earnings in any tax year, tax on the excess, at your marginal rate, is payable through self-assessment.

For pension benefits earned in respect of pensionable service from 1 August 2014, Normal Pension Age is 66. For pension benefits earned up to 31 July 2014, Normal Pension Age is 65. Members aged 60 or over at 1 August 2014 are not affected by the increase in Normal Pension Age to 66, so will therefore retain a Normal Pension Age of 65.

Please note that, if you started to draw your pension on or after 1 August 2014 but remain employed by Oxfam, you will not be permitted to remain an active (i.e. contributing) member of the Scheme and will therefore be unable to build up any further benefits.

If you retire between age 60 and 65, your pension earned before May 2002 will not be reduced for early payment.

Who do I pay AVCs to?

You can pay AVCs to TPT or, if you prefer, you can arrange a personal pension with a provider of your choice.

If you choose to pay them to TPT you may choose:

- to buy additional years and months in the Scheme
- to pay into the Growth Plan; or
- to pay into the Flexible Retirement Plan.

AVCs paid to the Growth Plan or the Flexible Retirement Plan are invested in those funds and not in the ethical funds referred to on page 4.

How do I pay AVCs?

Your AVCs to TPT will be deducted from your salary in the same way as your 'normal' contributions, thereby gaining tax relief immediately.

They are usually a percentage of your salary and can be stopped, started, increased and decreased on request.

TPT can accept lump sum payments of AVCs/extra contributions instead of regular monthly payments. However, we can only accept these payments via your Payroll Team in the same way as we receive your main contributions.

If you choose to pay AVCs to TPT, you will need to complete an AVC Application Form and hand it in to your Corporate Human Resources Team.

Can I take my AVC cash?

Since 6 April 2015, members aged 55 and over have greater choices over how they access their pension savings including AVCs. Members can now take all of their AVC pot as cash as part of an uncrystallised funds pension lump sum, or a small lump sum. 25% of the pot will be tax free with the remainder subject to their marginal income tax rate that year. Alternatively, if you choose to use your AVC fund to secure an annuity, you may still choose to take up to 25% of that fund as tax free cash.

Further information is available on the Money Advice Services website:
www.moneyadviceservice.org.uk

What do my AVCs buy?

Your AVCs, if paid to the Growth Plan or the Flexible Retirement Plan, will be used to provide additional benefits on a defined contribution basis. This means the amount of pension will depend on variable factors such as:

- how much you pay;
- the investment return; and
- the cost of pensions when you retire.

Financial Guidance

The UK government recognises the importance of making good financial decisions and that information regarding retirement incomes is vital to ensuring your long term welfare. A free pensions guidance service, called Pension Wise, is available for members with defined contribution (money purchase) arrangements. This includes members with AVC funds, who are approaching retirement. This is separate to independent financial advice which is available.

For further details, go to **www.pensionwise.gov.uk**

How can I find out more?

Further information about AVCs is available on request from TPT.

What if?...

What if I work part-time?

If you have consistently worked the same part-time hours in your employment, you can calculate your pension using the method shown in the 'Retirement' section of this booklet.

The calculation is more complex if the number of hours you work part-time has changed during your membership of the Scheme, or if your membership is made up of full-time and part-time periods. For part time service, your retirement benefits will be reduced proportionately to the equivalent full-time service.

What if I divorce or end a civil partnership?

The courts may order that your pension rights must be shared with your ex-spouse/civil partner. An information leaflet is available on request. Members should take appropriate legal advice.

What if I take maternity leave?

Where you have statutory entitlements, you will be covered for benefits from the Scheme for 39 weeks, or the date you return to work if earlier. This applies to all members, including salary sacrifice scheme members.

Provided that you are paid during maternity leave, you will:

- pay your normal rate of contributions but based on the pay you actually receive during maternity leave; and
- your 'Pensionable Service' (see 'Definitions') will continue, based on the salary you would be receiving if you were not on maternity leave (Oxfam pays any shortfall in contributions).

If you are on maternity leave without pay (including statutory maternity pay or maternity allowance):

- Your Pensionable Service and any contributions will stop until you return to work. On your return to work, you will have the option to pay the contributions missed to cover any period of unpaid maternity leave. If you opt to do so, your employer may, at its discretion, also choose to pay the employer contributions missed.

Please note: Should you die during paid or unpaid maternity leave, the full range of death benefits will be paid based on your normal salary (not your maternity pay, if any).

What if I take family leave?

In the rules, 'family leave' means leave that men or women are entitled to take by law – either paternity leave when a child is born or adopted, or parental leave to care for a child. If such leave is paid, the rules apply as for maternity leave. If unpaid, the rules apply as for any other temporary absence.

If you die:

- If you die whilst on family leave, the full range of death benefits will be paid. These would be based on the rate of earnings you would have been receiving if you were not on family leave.

What if I am absent from work?

If your absence is due to illness or injury, or you are entitled to some form of statutory leave (such as unpaid family leave), and your pay ceases, your contributions (or the contributions Oxfam makes on your behalf, if you are a salary sacrifice member) will stop. You will have the option to pay the contributions missed on your return to work.

- If you choose to pay the contributions missed, your employer may choose whether or not to pay its share.
- If contributions are paid at a different level from your normal rate, for example, on half-pay, 'Pensionable Service' (see 'Definitions') will be adjusted accordingly.
- If the contributions missed are not paid, a break in service will be added to your record.
- Where your absence lasts for less than three years, or any greater period agreed by your employer, the full range of death benefits will be payable.

If your employer approves any other leave of absence, there is no option to pay the contributions missed, and a break in service will be added to your record. However, the full range of death benefits will apply during the absence. After three years (or other agreed period), if you do not resume employment, you will be treated as a leaver, as described in the 'Leaving' section.

Please note: Where the absence is due to illness or injury and a successful Permanent Health Insurance (PHI) claim has been made, the total period of absence will count as Pensionable Service and your pension benefits will therefore be unaffected.

- Your Pensionable Service and any contributions will stop until you return to work. On your return to work you will have the option to pay the contributions missed to cover any period of unpaid maternity leave. If you opt to do so, your employer may, at its discretion, also choose to pay the employer contributions missed.

Further information

Who looks after the Scheme?

The day-to-day administration is entrusted to TPT Retirement Solutions, which has been administering pension schemes since 1946.

The Trustee Company

The Trustee Company has responsibility for all policy matters and for ensuring that TPT operates lawfully and within the provisions of the format Trust Deed & Rules. Six Directors of the Trustee Company are elected by the members and pensioners of the Trust and six are elected by the participating employers. In addition up to two further Directors can be co-opted by the elected Directors.

Investments are managed independently by external authorised fund managers. Investment performance is reviewed regularly by the Trust's Investment Committee.

Scheme registration

The Scheme is a registered pension scheme for the purposes of Part 4 of the Finance Act 2004. The Pension Scheme tax Reference is 00281218RV.

Benefit limits

There are no limits on the pension benefits you can receive. However, if the value of your benefits from all tax-registered schemes exceeds the Lifetime Allowance, tax charges will apply to the excess. It should be noted that both the 'Lifetime' and 'Annual Allowances' (see 'Definitions') are likely to affect those with very high earnings and/or significant pension benefits held elsewhere.

Can I assign my pension?

No, except where permitted by law on divorce, you cannot sign away your pension rights, even temporarily, for example as security for a loan.

The State Pension Scheme

Prior to 6 April 2016, the State Pension was made up of two parts, the basic State Pension and the additional State Pension (this was also called the State Second Pension or SERPS depending on when it built up).

Since April 2016, there has been a single tier State Pension for people reaching State Pension after this date. This has replaced the basic and additional State Pension and also ends contracting out (or the additional Stata Pension).

The amount of State Pension you receive after 6 April 2016 will take account of any time that you have been contracted out and paid National Insurance at a lower rate.

To find out more about the State Pension, visit **www.gov.uk/state-pension**

Previous scheme rights

If you were a member of the Scheme on 31 March 1996 and on that date you were aged 55 or over, and if you retire between ages 60 and 65, then:

- For each year (and proportionate for complete months) you contribute to the Scheme between ages 60 and 63 your pension will be calculated as **1/48th** of 'Final Pensionable Salary' (see 'Definitions').
- You are not required to pay contributions after age 63.
- You will not accrue further 'Pensionable Service' (see 'Definitions') after age 63, but will remain an active member and therefore still qualify for death-in-service benefits.
- Should you continue to work past age 65, you may resume your contributions and accrue further benefits in the Scheme from your 65th birthday.

Members with accrual rates of **1/60th** and **1/48th** for Pensionable Service prior to 1 July 1988 have been awarded additional Pensionable Service to reflect the standard accrual rate of **1/80th**.

Pension Tracing Service

Details of TPT (and all pension schemes) have been lodged with the Pension Tracing Service and the address is:

Pension Tracing Service
The Pension Service 9
Mail Handling Site A
Wolverhampton
WV98 1LU
Tel: **0845 600 2537**
Reference: 10170418

The purpose of this registration is to help individuals trace their pension rights.

Rights, obligations, limitations

The rights and obligations of members of the Oxfam Pension Scheme are set out in the Trust Deed and Rules and the Scheme Document which are the formal documents of the Scheme. This Booklet is intended to provide a clear and simple explanation of the main benefits you are entitled to under the Scheme.

If there is any conflict between the interpretation given in this Booklet and the formal Trust Deed and Rules, or the Scheme Document, the legal interpretation of the formal documents will prevail. Copies of the Trust Deed and Rules and Scheme Document are available from TPT.

Before making any financial commitment on the basis of any information provided, please contact TPT for final confirmation of the expected amount. Staff will be pleased to provide any further assistance you may need on request.

TPT is not registered under the Financial Services Act to give financial advice. Any information that is provided to members or prospective members should therefore be taken to constitute information and not be taken to constitute advice. When providing information to members or prospective members, TPT takes care to provide an accurate service but the decision and choice remains the individual's for which TPT cannot be responsible.

General Data Protection Regulation (GDPR)

The For more detailed information on how we use and disclose personal information, the protections we apply, the legal basis for our use of personal information and your data protection rights under the General Data Protection Regulation, see our privacy notice at **www.tpt.org.uk/privacy-policy** If you would like a copy of the privacy notice to be sent to you, please email privacy@tpt.org.uk or call 0113 394 2779.

Annual Report and Financial Statements

Members receive a summarised version of TPT's Annual Report and Financial Statements each year by email, but are entitled to the full version on request. A copy can be viewed on the Trust's website:

http://www.tpt.org.uk/about-us/annual-reports.

Amendment or discontinuance

While Oxfam intends to continue the Scheme indefinitely it reserves the right to amend or discontinue the whole, or any part of it, at any time.

However, no amendment will be made which will reduce the benefits you have built up to the date of the amendment.

Pension Protection Fund (PPF)

The PPF is a fund designed to protect members' rights under company defined benefit pension schemes should the employer become insolvent.

The PPF will be funded by a levy on company pension schemes that are potentially eligible to benefit from it. The levy on the Scheme will not result in a reduction to your pension.

Benefits payable under the PPF are, briefly, as follows:

- Your full pension if you have reached your scheme's Normal Pension Age or receive an ill-health pension (regardless of your age).
- **90%** of the expected pension (scheme pension) for all other members, subject to a maximum of **£37,420.42 (for 2016/17)** a year at age 65. This maximum figure is reduced actuarially for those under 65.
- Widow/ers' or survivors' pensions of **50%** of the members' pensions.
- Pension earned from April 1997 will increase each year in-line with CPI up to a maximum of **2.5%**. Pension relating to service before April 1997 will not be increased under the PPF.

In general, benefits will be paid from the PPF, as opposed to your own scheme, when:

- your employer becomes insolvent, or in circumstances where the Trustee or The Pensions Regulator consider this likely; and
- the assets of its pension scheme are insufficient, i.e. there is not enough money to pay at least the level of pension described in point 3 above.

Complaints

If you have a problem or complaint in connection with your pension, we recommend that you initially discuss this with your usual contact at TPT. If they are unable to resolve the matter you may find it helpful to speak to the Administration Manager and/or the Head of Pensions Administration Services.

If your complaint cannot be resolved informally and you remain dissatisfied, you may at any time follow the formal complaints procedure; this has two stages and is summarised below.

Disputes – Formal Resolution

If you remain dissatisfied, you may request (in writing) a formal resolution from the Trustee Services Director. A decision should be provided within two months of your formal request.

Appeal

If you remain unhappy or disagree with the formal resolution from the Trustee Services Director, within six months of the decision you have the right to appeal to the Trustee. The result of your appeal should be provided within two months of your request.

The Pensions Advisory Service (TPAS)

The Pensions Advisory Service is available at any time to assist members and beneficiaries of the Scheme in connection with difficulties they have failed to resolve. The address is:

The Pensions Advisory Service
11 Belgrave Road
London
SW1V 1RB
Tel: **0845 601 2923**
Fax: **020 7292 7000**
Email: **enquiries@pensionsadvisoryservice.org.uk**

Pensions Ombudsman

The Pensions Ombudsman may investigate and determine any complaint or dispute of fact or law in relation to the Scheme where The Pensions Advisory Service has not resolved the issue. The address is:

The Pensions Ombudsman
11 Belgrave Road
London
SW1V 1RB
Tel: **0800 917 4487**
Email: **enquiries@pensions-ombudsman.org.uk**

The Pensions Regulator

The Pensions Regulator is able to intervene in the Scheme administration where the Trustee, employers or professional advisers have failed in their duties. The address is:

The Pensions Regulator
Napier House
Trafalgar Place
Brighton
East Sussex
BN1 4DW
Tel: **0345 600 0707**
Email: **customersupport@tpr.gov.uk**

Definitions

Additional Voluntary Contributions (AVCs)

The name given to any contributions you pay above your 'normal' contributions to the Scheme to secure extra benefits.

Annual Allowance

The Annual Allowance is £40,000, although there is provision to carry forward unused Annual Allowance from the previous three years. Please contact TPT if you require further information.

In defined benefit schemes, such as Final Salary or CARE Schemes, the input value is measured by the increase in the value of the pension over the year. The input value is calculated as the increase in the annual pension amount, allowing for inflation, multiplied by 16.

In defined contribution schemes, such as TPT's Growth Plan Series 4, Ethical Fund, Flexible Retirement Plan or Social Housing Pension Scheme defined contribution structure, or in a cash balance scheme such as Growth Plan Series 3, the input value is the total of all contributions paid in by the member and the employer.

If the amount by which the increase in your input value in any one year exceeds the Annual Allowance of £40,000, and you do not have sufficient unused Annual Allowance from the previous three tax years to cover the excess, you will be liable for an 'Annual Allowance tax charge', even if your contributions are less that 100% of your earnings.

The tax charge on any increase in benefits above the Annual Allowance is payable either through self-assessment, or via a deduction from the benefit where the charge in greater than £2,000.

You will be responsible for reporting any excess growth on your annual self assessment tax return. You are also responsible for paying the Annual Allowance tax charge, where this charge is less than £2,000. If the charge is greater than £2,000, you can opt for this to be paid by the Scheme and in return having your benefits reduced (this is known as Scheme Pays). Please contact TPT if you require further information on Scheme Pays.

If you should die, become entitled to a serious ill-health lump sum, or retire on the grounds of ill-health where you are not likely to work again, then the input value of the tax year in which the event occurs will not count towards the Annual Allowance.

Benefits

The pensions and other payments made to members and their dependants on death, retirement and after leaving the Scheme.

Deferred Pension

The pension secured for you on leaving Pensionable Service and is payable on retirement.

Final Pensionable Salary

Is the greater (a) of the highest Pensionable Salary received in any 12 consecutive months in the last five years or (b) the average of the best three consecutive years in the last ten years. Your final pensionable salary is not affected by membership of Oxfam's salary sacrifice scheme.

Lifetime Allowance

Each individual in the UK is allowed to accumulate pension benefits up to the value of £1,073,100 without incurring any tax charge.

Each year your Benefit Statement will show the value of the pension benefits you have accrued as a percentage of the current Lifetime Allowance. You must also take into account the value of any pension benefits you have from previous pension arrangements in estimating whether you have scope to pay AVCs without any danger of breaching the Lifetime Allowance.

If the Lifetime Allowance is exceeded, a tax charge of 55% will be levied on the excess fund if the benefits are taken as a cash lump sum. If the excess benefits are taken as pension then a tax charge of 25% will be levied, as well as the usual income tax payable on the pension instalments.

If you are concerned that your benefits from all sources may breach the Lifetime Allowance you should consult an Independent Financial Adviser (IFA) as to your best course of action.

Please note: TPT and its representatives are not permitted to give financial advice.

Limited Price Indexation (LPI)

Is a requirement under the Pensions Act 1995 to pay specified increases on pensions in payment. For pension accrued from 6 April 2005, LPI is defined as the rise in the Pensions in Payment Index, up to a maximum of 2.5%. For pension which was earned before 6 April 2005, LPI is the rise in the Pensions in Payment Index, capped at 5%.

Normal Pension Age (NPA)

For pension benefits earned in respect of pensionable service from 1 April 2021, Normal Pension Age is 67, unless you elected to pay an additional 7.3% of earnings each month, in order to maintain both a 1/80 accrual rate and a Normal Pension Age of 66.

For pension benefits earned in respect of pensionable service between 1 August 2014 and 31 March 2021, Normal Pension Age is 66. For pension benefits earned up to 31 July 2014, Normal Pension Age is 65. Members aged 60 or over at 1 August 2014 are not affected by the change, so will therefore continue to have a Normal Pension Age of 65.

Pensionable Salary

Oxfam will advise you of your salary for the purposes of the Scheme. Your contributions and any employer contributions to the Scheme will be based upon that salary.

Pensionable Service

Is your period of membership of the Scheme (in years and completed months). It will include any additional Pensionable Service you may have been granted as a result of transferring the value of benefits from a previous pension arrangement (including the previous Oxfam Pension and Life Assurance Scheme) into the Scheme.

Pensions in Deferment Index

RPI (Retail Prices Index) is used to calculate the pensions in deferment index.

Pensions in Payment Index

CPI (Consumer Prices Index) is used to calculate the pensions in payment index.

Protected Pension Age

Members who joined the Scheme before 6 April 2006 will have a Protected Pension Age of 50 from 6 April 2010. This will allow these members to retire from age 50, but if they retire before age 55 they will be required to leave the employment to which the pension relates and all benefits under the Scheme must be paid at the same time.

Retirement

There is no longer the requirement to have left the employment to which the pension relates. With the exception of ill-health early retirement, and Protected Pension Age retirements, any reference to retirement in this booklet includes those members who choose to receive their pension benefits and continue working (part time or full time), as opposed to retiring in the more traditional sense (i.e. stopping work).

The Scheme

is The Pensions Trust – Oxfam Pension Scheme. These definitions are provided as a summary. Please see the formal Trust Deed and Rules, as appropriate, for further clarification. These can be found on our website: **http://www.tpt.org.uk/about-us/trust-deed-rules**.

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Email: enquiries@tpt.org.uk **www.tpt.org.uk**

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