The Together Working for Wellbeing Pension Scheme

A Guide for Members

Retirement Solutions

A Guide for Members

The Together Working for Wellbeing 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 up to 30 September 2011- the date the Scheme closed to any further accrual of Pensionable Service.

The main benefits can be summarised as:

- a pension for you when you retire;
- the opportunity to exchange part of your pension for a lump sum when you retire;
- a pension and/or lump sum for your dependants upon your death.

This guide gives general guidance only, and it should not be regarded as a complete or authoritative statement on the formal Trust Deed and Rules. This Guide consolidates and replaces any previous Scheme booklets, announcements and disclosure leaflets.

The Scheme closed to any further accrual of pensionable service on 30 September 2011, but some former active members retained a link to salary for the purposes of calculating benefits in the Scheme.

The Scheme is administered by TPT Retirement Solutions. Should you have any queries about your benefits, please contact:

TPT Retirement Solutions
Verity House
6 Canal Wharf
Leeds
LS11 5BQ

Telephone: **0113 394 2551**

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

All of the forms referred to in this Guide are available from TPT or can be downloaded from their website at **www.tpt.org.uk**.

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The Scheme

Can I join the Scheme?

No, the Scheme was closed to new members with effect from 30 September 2011. Members who were active members of the Scheme at this date will have their benefits retained in the Scheme and a link to their pensionable earnings will be maintained whilst they remain in the employment of Together for Mental Wellbeing.

How much do I pay?

Since the Scheme closed to any further accrual of service after 30 September 2011, no further member contributions are payable.

How much does my employer pay?

Even though the Scheme is now closed, your employer is still required to make contributions to pay off any deficit during any period where the potential liabilities of the Scheme are greater than the assets. These contributions are calculated by the Scheme Actuary. The last time the Scheme Actuary carried out this calculation was in 2017 and this showed that the Scheme was actually in surplus. This means that the Scheme had more assets than was required to meet the liabilities of the scheme and as such, the employer is not currently paying contributions to the scheme. This is kept under regular review.

Can I transfer previous benefits into the Scheme?

No, as the Scheme is closed to future accrual, it no longer accepts transfers in from members' previous pension arrangements.

Paid up pension

If you were an active member of the Scheme at 30 September 2011, you will not accrue further Pensionable Service after this date and your pension will be classed as 'paid up'. This differs from a deferred pension, as whilst you remain employed by Together for Mental Wellbeing your pension will continue to increase in line with your Pensionable Earnings, unless the Scheme's usual method of revaluing pensions in deferment produces a higher amount. Revaluation of deferred pensions is explained later.

When you leave employment or retire, your paid up pension is calculated using your Final Pensionable Salary (see 'Definitions') and the Pensionable Service you had completed to 30 September 2011. Again, if the revalued deferred pension gives a higher figure, you would be entitled to the higher amount.

We appreciate that the above information is complex and will be happy to answer any questions you may have when you leave employment or retire.

Leaving

Deferred benefits

You may have a deferred pension if you left the Scheme before 30 September 2011, or were active at that date and left employment at a later date (at which point your paid up pension would then have become a deferred pension). As explained above, if you have a paid up pension, but calculating it as a normal deferred pension produces a higher amount of pension, we will do so.

Your deferred pension will increase in value until it is paid to you at retirement. A deferred pension is a benefit calculated for you on leaving the Scheme based on the Pensionable Service you have completed and your Final Pensionable Salary. This pension will remain in the Scheme and become payable at Normal Pension Age.

You may apply for early payment of your pension when you reach the minimum age required under the Scheme rules (See 'When can I retire?' on page 6), but your pension would be reduced to reflect the longer payment period.

How does my deferred pension increase?

Any deferred pension which was earned before 30 September 2011 will increase each year between your date of leaving by the rise in inflation, currently measured using the Consumer Prices Index (CPI)*, subject to a minimum increase of 3% per annum for each complete year between the date you leave qualifying pensionable service and your retirement date

Once you have retired, your pension will increase as shown in the section 'How does my pension increase?' on page 9.

From 30 September 2011, whilst you remain a 'paid up' member, your deferred pension will be revalued as described above, or where greater, in line with increases in your pensionable pay or any minimum level of increase required by law.

Transfer of your benefits

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

A Statement of Entitlement to a guaranteed Cash Equivalent Transfer Value of your benefits will be provided on request**. You will need to pass the information provided to the administrator of your new pension arrangement to investigate if the transfer can proceed.

Following the changes introduced by the Government in the 2014 Budget, transfers from Defined Benefit schemes to Defined Contribution (Money Purchase / DC) schemes, will continue to be permitted. However, since 6 April 2015, members have been required by law to obtain independent financial advice before any transfer can proceed (unless the transfer value does not exceed £30,000).

TPT must be satisfied that such advice has been received before proceeding with a transfer to a Defined Contribution arrangement.

*If you left service before 1 January 1991, some of your pension may not increase between your date of leaving and your retirement date. For further information, please contact TPT.

**Members are entitled to one cash equivalent transfer value free of charge in every 12 month period. Further transfer values can be provided on request but there will be a charge for each additional one issued in any 12 month period.
Further details, including charges applicable, are available on request.

Retirement

When can I retire?

You can choose to start receiving your pension on or after reaching your 55th birthday.

The Scheme's Normal Pension Age **(NPA)** is 60. If you take your pension before this age, your benefits may be reduced to reflect the longer potential payment period. If you decide to take your pension after your NPA, it will be higher[1].

What will I get?

The calculation of your pension depends on which benefit structure(s) you have been a member of, for how long, your earnings and any increases applied to deferred pensions. Your deferred pension will not be less than the benefits secured by your contributions remaining in the scheme

Can I take a cash sum at retirement?

Yes, when you retire you can give up part of your benefit and exchange it for a Pension Commencement Lump Sum (PCLS), which is tax free under current legislation. This will leave you with a smaller pension.

The maximum lump sum available is broadly equivalent to 25% of the value of your benefits.

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, you can elect to receive your pension immediately regardless of your age. Guidance on eligibility is available on request and we will seek medical advice (your doctor or consultant will be asked to provide medical evidence for consideration by the Trustee).

If your pension starts early due to ill-health, you still have the option to take a PCLS.

The Trustee reserves the right to request updated medical evidence on your state of health and has the discretion to reduce or suspend your pension if your eligibility changes.

If your application is successful, your deferred pension or paid up pension will be calculated at the date of retirement and will then be reduced in line with the normal early retirement actuarial factors. Similarly, any Cash Benefit Fund will be reduced if paid early on grounds of ill-health.

[1] If you are a man who left the Scheme prior to 17 May 1990 you will have an NPA of 65.

What happens if I die?

What if I die while I am a deferred or Paid Up member?

Death before retirement and before Normal Pension:

Lump sum

- The Scheme will pay a refund equal to 5.5 times the pension that you would have received had you retired the day before you died.

Death before retirement and after Normal Pension Age:

Lump sum

- If you die before retirement, but on or after reaching Normal Pension Age, an amount shall be payable equal to the value of five years' instalments of the pension that would have been payable if you had retired on the date of your death and had not given up any pension for a tax-free cash sum (PCLS). Please note that this benefit will only be payable if there are is no Partner's pension payable.

Pension

- A Partner's Pension, subject to any limits set out below under 'Important Notes'.

What benefits are payable if I die after retiring?

If you die after your pension has started, the following are paid:

Lump sum

- If you die within five years of retiring and you do not have a Partner, a lump sum death benefit is payable to your nominee. The amount payable is equal to the unpaid balance of the first five years' pension payments, at the rate applicable at the date of death.

Partners Pension*

- A Partner's Pension, calculated using your full pension before you took any pension commencement lump sum (PCLS) and including increases applied before your death. This will be payable from your date of death and is subject to any limits set out below under 'Important Notes'.

Important Notes regarding Spouse's/ Survivor's pensions

- If your Spouse is more than 10 years younger than you, the Spouse's pension may be reduced at the Trustee's discretion.

- See the 'Definitions' section for more information on who may be classed as a Partner.

Who will receive the benefits payable on my death?

- The lump sum death benefits are payable at the discretion of the Trustee. Under current legislation, this means that they do not form part of your estate for inheritance tax purposes. You can help the Trustee bycompleting a Nomination Form detailing the beneficiaries you would like to be considered.

- A pension will only be payable to a person who is eligible under the Rules of the Scheme at the time of your death.

Nominations

Your nominations should be provided in writing, preferably on a Nomination Form but you can also complete a Nomination Form using our online service DB Online.

Separate nominations are required for lump sums and pensions (even if you have nominated the same person to receive both).

You should ensure your nominations are kept up-to-date if your personal circumstances change. If you wish to make any changes to your nomination or a nominee's address, please notify TPT in writing by completing a new Nomination Form, or by using our online service, DB Online

Nomination Forms are available from TPT's website at www.tpt.org.uk.

Who can i nominate?

- You can nominate one or more persons or organisations.
- If you choose more than one, you must state the percentage you want each person or organisation to receive.

Paying your pension

How will my pension be paid?

Your first payment will be made shortly after the date your pension was due to start, or the date TPT receives the appropriate forms if later.

It will cover the period from your retirement date to the day before your next monthly payment date.

Payment is subject to receiving all necessary forms and relevant certificates. Your first pension payment will include any lump sum you have elected to receive.

After this, pensions are paid monthly in advance on the 1st of each month. They will be paid direct to your bank or building society account. It is not usually possible to pay your pension to a bank or building society account that is not in your name.

If tax is due on the pension then it will be deducted under the Pay as You Earn (PAYE) system. Details of the PAYE reference number will be provided with confirmation of your pension at retirement.

Will my pension increase

Pensions are reviewed each year and any increase granted is applied on 1 April.

How does my pension increase?

Occupational pension schemes that provide benefits on a defined benefit basis are required to increase any pension accrued since 6 April 1997 by at least Limited Price Indexation (LPI)

(see 'Definitions' section for more information).

The increases explained below apply to your retirement pension or to any pension paid following your death.

Once in payment, your pension will be reviewed each year and will increase as follows:

- For pensionable service from 6 April 1997 up to 2007 the increase applied will be equal to the increase in the Consumer Price Index to a maximum of 5% each year.
- For pensionable service from 2007 the increase applied will be equal to increase in the Consumer Price Index to a maximum of 2.5% per year.

The first increase in your pension will be a proportion of the full increase, based on the number of completed months and days your pension has been in payment before the April increase date.

Further Information

Who looks after the Scheme?

TPT is entrusted with the day-to-day administration and has been administering pension schemes since 1946. As a not-for-profit organisation, TPT is run for the benefit of the employers who choose its pension schemes and the members who belong to these schemes. TPT is not an insurance company.

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 00829486RM.

Are there any restrictions on benefits?

HM Revenue & Customs no longer impose 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 only 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 Trustee Company

A Trustee Company called ‘Verity Trustees Limited’ governs your pension scheme.

Its Trustee Directors are non-executive: three are nominated by members, three by employers and up to three can be co-opted by the member nominated and employer nominated Trustee Directors. Investments are managed independently by external authorised fund managers. TPT’s Investment Committee reviews investment performance regularly.

Pension Tracing Service

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

Pension Tracing Service
The Pensions Service 9
Mail Handling Site A
Wolverhampton
WV98 1LU

Telephone: **0800 731 0176**

Or **+44 (0)191 215 4491** from outside the UK

www.gov.uk/find-lost-pension

Please quote reference: **12013479**

The purpose of this registration is to help individuals trace their pension rights. If you think you have pension benefits with a previous employer’s scheme, but have lost contact, the Pension Tracing Service may be able to help.

Rights, obligations and limitations

The rights and obligations of members of the Scheme are set out in the Trust Deed and Rules and the Scheme Document. These are the formal documents of the Scheme. This Guide 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 Guide 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. Page 2 of this guide contains full contact details for TPT.

Before making any financial commitment based on any information provided in respect of retirement benefits, please contact TPT for final confirmation of the expected level of benefits. TPT will be pleased to provide any further information or assistance you may need.

TPT is not registered under the Financial Services and Markets Act 2000 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, 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)

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 & Financial Statements

You may request a full version of the Annual Report and Financial Statements. Alternatively, a copy is available on TPT's website: **www.tpt.org.uk.**

Pension Protection Fund (PPF)

1. The PPF is a fund designed to protect members' rights under company defined benefit pension schemes should the employer become insolvent.
2. The PPF is 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.
3. Benefits payable under the PPF are, briefly, as follows:
    - Your full pension if you have reached your scheme's NPA or receive an ill-health pension (regardless of your age);
    - 90% of the expected scheme pension for all other members, subject to a cap advised by the PPF. This maximum figure is reduced actuarially for those under age 65;
    - Spouse/Civil Partner's pensions of **50%** of the members' pensions; and
4. 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 PPF benefit.

Complaints

Complaints procedure

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 Executive Administration Manager and/or the Head of Pensions Administration.

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 Head of Trustee Services. 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 Head of Trustee Services, 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 address for formal complaints and appeals is on page 2 of this booklet.

The Pensions Advisory Service (TPAS)

TPAS is available at any time to assist members and beneficiaries of pension schemes in connection to pension questions and issues they have been unable to resolve with the trustees or managers. The address is:
The Pensions Advisory Service
11 Belgrave Road
London SW1V 1RB
Telephone: **0300 123 1047**
Website: **www.pensionsadvisoryservice.org.uk**

Email: **helpline@pensions-ombudsman.org.uk**
Website: **www.pensions-ombudsman.org.uk**

The Pensions Ombudsman

The Pensions Ombudsman may investigate and determine any complaint or dispute of fact or law in relation to the Scheme where the formal complaints procedure has been exhausted. The address is:

The Office of Pensions Ombudsman 11
Belgrave Road

London SW1V 1RB

Telephone: **020 7630 2200**

Email: **enquiries@pensions-ombudsman.org.uk**

Website: **www.pensions-ombudsman.org.uk**

The Pensions Regulator (TPR)

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

The Pension Regulator
Napier House
Trafalgar Place
Brighton
BN1 4DW

Telephone: **0845 600 0707**
Email: **customersupport@tpr.gov.uk**
Website: **www.thepensionsregulator.gov.uk**

Additional Voluntary Contributions (AVCs)

is the name given to any contributions you paid to a designated arrangement above your 'normal' contributions to the Scheme to secure extra benefits.

Definitions

Annual Allowance is the amount by which the value of your pension benefits may increase in any one year period without you potentially having to pay a tax charge. Details of the Annual Allowance can be found at the following website: www.gov.uk/tax-on-your-private-pension/ annual-allowance
TPT will inform you if the increase in your Scheme benefits exceeds the Annual Allowance by 6th October following the end of the relevant tax year.

If you exceed the Annual Allowance in any year, you must report this to HMRC on your self-assessment tax return. Where the tax charge exceeds £2,000 in relation to any pension benefits held with TPT, you can ask for this to be paid by the Scheme and have your benefits reduced accordingly (this is known as "scheme pays"). Please contact TPT for guidance if you believe you may be affected.

If you are retiring and taking all of your benefits from the Scheme, and you want the Scheme to pay your tax charge as detailed above, you must inform TPT before you become entitled to those benefits (please contact TPT for further details). If the charge is less than £2,000, you are responsible for paying this directly to HMRC.

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 are the pensions and other payments made to you and to your dependants on death, retirement and after leaving the Scheme.

Deferred Pension is the pension secured for you on leaving service and is payable on retirement.

Final Earnings in the Final salary section this is the Pensionable Salary on 1 May immediately before the date which Normal Pensionable Age is attained or the date of earlier retirement or the date of leaving Pensionable Service.

In the Cash Benefit section- the average of the last earnings figures payable in the five years immediately preceding a Member's Normal Pension Age or earlier/later date of retiring or leaving the Scheme.

Lifetime Allowance. Allowance is where each individual in the UK is allowed to accumulate pension benefits up to a value determined by HMRC without incurring any tax charge. Details of the Lifetime Allowance can be found at: **www.gov.uk/tax-on-your-private-pension/ lifetime-allowance**

You can request a Benefit Statement from TPT which 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 you exceed the Lifetime Allowance, 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 on or after 6 April 1997 and before 6 April 2005, LPI is currently defined as the rise in the Consumer Prices Index up to a maximum of 5%. For pension accrued from 6 April 2005, the law requires (as a minimum) that the Scheme pays increases in line with the Consumer Prices Index, capped at 2.5%.

Lower Earnings Limit is the annual equivalent of the lower earnings limit for Class 1 National Insurance Contributions as described by the relevant legislation. The annual equivalent is 52 times the weekly amount.

Normal Pension Age (NPA) is age 65 for payment of full scheme benefits. For members in the Final Salary section who leaves or retires after 1 April 2000 the NPA is 62.

Pensionable earnings is basic salary or wage and other such emoluments as the employer shall decide as at 1 April each year (renewal date) or date of becoming a member. Sleep in allowance, overtime and salary sacrificed for child care vouchers or as contributions to a defined contribution scheme are included.

Partner means for a deceased member, that member's Spouse or where the member does not have a Spouse, such other person as the Trustees may decide who is not a child and who, in the opinion of the Trustees at the date of the member's death:

a) was financially dependent on the member.

b) had a financial relationship of mutual dependence with the member, or

c) was dependent on the member because of physical or mental impairment.

Partner's Pension is 1/160th of your Final Pensionable Salary for each year of Pensionable Service with an additional amount for any complete days in any incomplete years up to the date of your retirement less 3/8ths of one per cent of your Relevant Earnings for each year of Pensionable Service (subject to a maximum of 20 years) from 6 April 1978 and increased at the same rate as your own pension had been increased.

Pensionable Service is your period of membership of the Scheme (in years and completed months).

Relevant Earnings is that part of Final Pensionable Salary between the Lower Earnings Limit and Upper Earnings Limit in the period chosen for the calculation of the highest basic salary part of the Final Pensionable Salary.

Spouse in the context of the Scheme, means your lawful husband, wife, widow, widower or civil partner.

The Scheme is the Together Working for Wellbeing Pension Scheme.

These definitions are provided as a summary. Please see the formal Trust Deed and Rules if further clarification is required.

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Upper Earnings Limit is the annual equivalent of the upper earnings limit for Class 1 National Insurance Contributions as described by the relevant legislation. The annual equivalent is 52 times the weekly amount.

Verity House, 6 Canal Wharf, Leeds LS11 5BQ **Tel:** 0113 234 5500
Email: enquiries@tpt.org.uk **www.tpt.org.uk**

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