



The Notting Hill Genesis Pension Scheme

Member Guide for the Defined Benefit Scheme

Defined Benefit

The Notting Hill Genesis 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.

This Guide provides information about the Defined Benefit (DB) structures of the Scheme. For information about the Defined Contribution (DC) structure of the Scheme, please refer to the Notting Hill Genesis DC website www.tpt.co.uk/genesis-dc

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.

The Scheme is administered by TPT Retirement Solutions. Should you have any queries or require further clarification or detailed information about your own benefits you should contact:

Defined Benefit Team 2
TPT
Verity House
6 Canal Wharf
Leeds
LS11 5BQ

Telephone: 0113 394 2553
Email: enquiries@tpt.co.uk
Visit: www.tpt.co.uk

All of the forms referred to in this Guide can be downloaded from TPT's website at www.tpt.co.uk/genesis-db

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Joining the Scheme

Which benefit structure can I join?

The defined benefit (DB) Structures only apply to former members of the Social Housing Pension Scheme who had accrued DB benefits whilst employed by Notting Hill Genesis prior to 1 July 2013. All new members join the defined contribution (DC) Structure.

How much do I pay?

The DB Structures are closed to further accrual, so you will make no further payments. All member contributions are now paid to the DC Structure.

You are unable to pay additional voluntary contributions into the DB Structures, however, if you are an active member of the DC Structure you can pay extra contributions in order to boost your pension.

How much does my employer pay?

Even though the DB Structures are closed, Notting Hill Genesis pays contributions to pay off the deficit in them (where the potential liabilities of the scheme are greater than the assets). These contributions are calculated by the Scheme Actuary.

When a pension scheme is in deficit, it will have reported this to The Pensions Regulator, and put an agreed plan in place to pay this off within a specific timescale. This does not mean the scheme is going to fail and does not affect the benefits you will receive from the DB Structures. The plans put in place to rectify any deficit are designed to eliminate the shortfall over an agreed period.

Can I transfer previous benefits into the DB Structures?

The Previous Scheme stopped accepting transfers into the CARE and Final Salary benefit structures from 1 April 2010. However, you may be able to transfer benefits into the DC Structure. Please contact TPT (contact details can be found on page 2) if you want to investigate this further.

Neither your employer, nor staff at TPT, are registered to provide financial advice. Transferring pension benefits is a complex area and it is recommended that you seek advice from an independent financial adviser. You can find details of local registered independent financial advisers by visiting www.unbiased.co.uk.

Previous Scheme

Throughout this guide there are many references to the Previous Scheme. This refers to the Social Housing Pension Scheme (SHPS), which was used to provide benefits for members for pensionable service before 1 March 2016.

Leaving the Scheme

What happens if I leave the Scheme?

You may leave the Scheme for a number of reasons, for example, if you have changed jobs. When you leave the Scheme you can choose to:

- have a deferred pension; or
- transfer your benefits to another pension arrangement; or
- start to receive your pension, if you have reached the minimum age.

There is no charge for choosing any of these options. Further information on your benefits and options will be sent to you when you either stop working for Notting Hill Genesis or choose to opt out of the Scheme.

Information and quotations can also be provided if you wish to transfer or retire; however, if you require more than one transfer value quotation or more than two retirement illustrations in any 12 month period there will be a charge.

What is a deferred pension?

A deferred pension is a benefit calculated for you on leaving pensionable service. It is based on the pensionable service you completed as a member of the defined benefit (DB) Scheme, the benefit structure in which you built up pension and your pensionable earnings. This pension will remain in the DB Structures and become payable at Normal Pension Age (NPA). You can apply for early payment of the deferred pension any time after age 55, or from 50 if you have a Protected Pension Age (see the Definitions section) and satisfy the relevant conditions. See the section on Retirement, on page 7, for further details.

If you have remained in continuous employment with Notting Hill Genesis since defined benefit accrual ceased on 30 June 2013 (under the Previous Scheme), and continued to contribute on a defined contribution basis, your membership of the DC Structure remains active. This means that if you have any pension that was built up in the final salary structure of the Previous Scheme, that benefit will continue to increase in line with your pensionable earnings.

How does my deferred pension increase?

If you joined the Previous Scheme before 6 April 1997, part of your deferred pension will be a Guaranteed Minimum Pension (GMP). The GMP part of your pension is increased by statutory revaluation (currently 3.5% for leavers on or after 6 April 2017) for each complete tax year until you retire.

Any deferred pension in excess of the GMP will increase between date of leaving and retirement by the rise in the Retail Prices Index or 5% (whichever is lower) for pension built up before 1 April 2013. For pension built up between 1 April 2013 and 30 June 2013, the increase will be by the rise in the Consumer Prices Index or 5% (whichever is lower).

It is the aim of the Scheme to ensure that pensions built up in the Previous Scheme before 1 April 2008 keep pace with inflation, if resources are available. Once you have retired, your pension will increase, an explanation of this is provided in 'How does my pension increase'.

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 start to receive your pension.

DB transfer values are calculated as the best estimate of the cash sum that would need to be invested in order to reproduce your benefits at retirement. A Statement of Entitlement to a guaranteed Cash Equivalent Transfer Value (CETV) 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.

Members are entitled to one CETV free of charge in every 12 month period.

Since 6 April 2015, members wishing to transfer benefits valued at more than £30,000 from a DB scheme to Defined Contribution (Money Purchase / DC) scheme, will have to obtain independent financial advice. This includes cases where the member wishes to transfer such benefits within the same scheme, for instance from the DB Structures to the DC Structure. Any such advice must have been provided or checked by a 'pension transfer specialist'. Before a transfer can proceed TPT will require evidence that such advice has been obtained, although it is for the member to decide whether to follow the advice.

Retirement

Provided you have reached age 55 you may choose to start receiving your pension and continue to work if you wish. With the exception of ill-health early retirement and members with a Protected Pension Age (see the Definitions section for details), any reference to retirement in this booklet includes those members who choose to receive their pension benefits and continue working, as opposed to retiring in the more traditional sense.

When can I retire?

The Scheme's Normal Pension Age (NPA) is 65. This is the age that will be used for normal funding purposes for scheme benefits. However, benefits built up in the Previous Scheme before 1 April 2002 are payable unreduced from age 60.

If your pension does not start until after NPA, it could be more – and if it starts before NPA, it will be less than the normal retirement pension.

You can apply for early payment of your pension at any time after age 55 (or age 50 if you have a Protected Pension Age).

Certain restrictions may apply and you may not be able to take your pension early if it is not sufficient to cover the statutory minimum pension (also known as the Guaranteed Minimum Pension – see the Definitions section for more detail) that the DB Structures are obliged to pay. You will be advised if your application is unsuccessful.

The following information explains when you can take your pension. However, the age at which you choose to retire is something you may wish to discuss this with your employer.

What will I get?

The value of your pension will depend on which benefit structures you have been a member of, for how long, and your pensionable earnings. For Final Salary benefit structures, benefits are based on your Final Pensionable Earnings at your date of retirement. For CARE benefit structures, you will have built up pension amounts based on your pensionable earnings each year. We have provided Benefit Structure Inserts for the different structures available which will give you more information.

Can I take a cash sum at retirement?

Yes, when you retire you can give up part of your pension 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 25% of the value of your pension benefits. You should note that taking a PCLS at retirement will leave you with a reduced pension.

Flexible retirement

In most cases members are able to take part of their pension whilst continuing to work. If they wish to, they can remain a member of the Scheme and accrue further benefits in the DC Structure. Exceptions to this are ill-health retirements, and those members with a Protected Pension Age (see the Definitions section for more information) who retire before age 55. The option to draw part of your pension is only available once in a 12 month period. Enquiries in the first instance should be directed to TPT.

This is separate to the right to have your pre 1 April 2002 benefits paid with no reduction from age 60. This option is also sometimes referred to as 'flexible retirement'.

Pension choice

The DB structures provide for a survivor's pension, payable in the event of your death. For any members who joined the Previous Scheme before October 1997 and chose to pay reduced contributions, the survivor's benefit payable will be at least the statutory minimum.

If you do not wish to provide for a full survivor's pension, when your pension starts you may have the option to give up part of the survivor's benefit and take an increased pension for yourself. Details are provided to all eligible members at retirement. A minimum pension must be paid to any legal spouse or civil partner.

Are there any other options?

You can give up part of your own pension to provide a higher level of dependant's pension payable following your death. If you are interested in this option, you should request a quotation from TPT before starting your pension.

Can I retire early?

You can take early retirement from age 55 even if you choose to continue working. You may take your pension benefits between ages 50 and 55 if you have a Protected Pension Age (see the Definitions section for more information) and have left the employment to which your membership relates, or at any age if you are retiring on grounds of ill-health (subject to approval). Your pension will usually be lower than at NPA because it will be reduced to allow for the fact that pensions paid early are expected to be paid for longer.

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. Guidance on eligibility is available on request and your doctor or consultant will be asked to provide medical evidence for consideration.

If your pension starts early due to ill-health, you still have the option to take a Pension Commencement Lump Sum (PCLS).

If a pension is awarded under these provisions, the Trustee will monitor any earnings you receive and may adjust or stop your pension if your health improves or you are later able to take other employment. From time to time, the Trustee may request updated medical evidence on your state of health and has the discretion to reduce or suspend your pension if your eligibility changes.

Death Benefits

What benefits are payable if I die before retiring?

Death before retirement and on or before Normal Pension Age:

Lump sum

- A refund of your own contributions with interest (see the Definitions section for more details).

Survivor's pension

- 50% of the pension you would have received based on the value of your pension from the DB Structures at the date of your death.

Children's pensions

- 12.5% of the pension you would have received, based on the value of your pension from the DB Structures at the date of your death, would be paid to each child, to a maximum of four dependent children. If no survivor's pension is payable the children's pensions are doubled.

What benefits are payable if I die after retiring?

If you die after your pension has started the benefits payable are:

Lump sum

- If you die within five years of retiring, 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.

Survivor's pension

- 50% of your pension, payable from the date of death, calculated on your full pension before you took any pension commencement lump sum (PCLS) and including any increases in your pension.

Children's Pensions

- 12.5% of your pension, calculated on your full pension before you took any pension commencement lump sum (PCLS) and including any increases in your pension. This will be payable from the date of death to each child, to a maximum of four dependent children. If no survivor's pension is payable the children's pensions are doubled.

Important notes

- If you joined the Previous Scheme before 1 October 1997 a full survivor's pension will only be provided if you paid full-rate contributions. For any period when you paid reduced rate contributions only the statutory minimum spouse's pension will be payable.
- If you opted to give up the survivor's pension when your own pension commenced a minimum level of spouse's/civil partner's pension will remain payable.
- The regulations governing schemes which are contracted-out of the additional State Pension require that the spouse/civil partner's Guaranteed Minimum Pension must be paid to any legal spouse or civil partner following your death.

- If your survivor is more than ten years younger than you, the survivor's pension will be reduced for each year by 2.5% in excess of ten that he/she is younger.
- Except for legal spouses and civil partners, it will be necessary for the Trustee to receive confirmation that the nominee for a survivor's pension is eligible at the date of the member's death.
- Children's pensions are payable to any child of the member who meets the Child definition in the DB Scheme's rules.

Who will receive the benefits payable on my death?

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 by completing a Nomination Form detailing the beneficiaries you would like to be considered.

Nominations

- Your nominations should be put in writing and signed, or submitted electronically in a form acceptable to the Trustee (for example, via your personal email).
- 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.

Nomination Forms can be downloaded from TPT's website at www.tpt.co.uk

Upon marriage or entering into a civil partnership, or upon divorce/dissolution of a civil partnership, any existing nomination in respect of a survivor's pension will be revoked. Additionally, if you have nominated a partner who lives with you and at a later date you cease cohabiting, the nomination in respect of a survivor's pension will be revoked. If you wish to re-nominate a person whose nomination was revoked in any of the circumstances outlined above, please contact TPT to check whether that person is eligible.

Who can I nominate?

Lump sum

- 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.

Survivor's pension may be paid to:

- Your spouse or civil partner; or
- a child who, in the opinion of the Trustee, was dependent on you at the date of your death because of a physical or mental impairment; or
- you may nominate a child who does not have a physical or mental impairment to receive the survivor's pension, but this would stop when he or she ceased to be treated as a 'Child' as described in the next section.

Please note: a child would receive the survivor's pension in place of a child's pension, not in addition to it; or

- anyone who is financially dependent on you to more than a nominal extent.

Children's pensions may be paid to:

- any child who is aged under 18; or
- any child below age 22 in full-time education; or
- a child who, in the opinion of the Trustee, was dependent on you at the date of your death because of a physical or mental impairment.

Children's pensions stop on reaching age 18 or 22 as described, unless the child is suffering from a physical or mental impairment, as noted above, when the pension can continue for the rest of that child's life.

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 next quarterly payment date. Payment is subject to receiving all necessary forms, including the Withdrawal Notice from your employer and relevant certificates. Your first pension payment will include any lump sum you have elected to receive.

After this, pensions are paid quarterly in advance on 6 January, 6 April, 6 July and 6 October. 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.

When will my pension increase?

Pensions are reviewed each year and any increase granted is applied on 6 April.

Increases are based on the rise in the inflation each January. If the change in inflation is zero or negative then the pension will remain the same; it will not be reduced.

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 (see the Definitions section for more information).

The increases explained below apply to your own retirement pension and to any dependants' pensions payable in the event of your death.

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

Before State Pension age

The whole of your pension will increase by the rise in inflation or 5%, whichever is lower.

After State Pension age

The Guaranteed Minimum Pension (GMP) part of your pension, if any, is guaranteed to increase each year by the rise in inflation measured each September. This increase is paid partly by the State and partly by the DB Scheme.

Any pension in excess of the GMP will increase as detailed in the 'Before State Pension age section', above.

The pension earned from 6 April 2005 is increased on the first increase date following your retirement on a pro-rata basis. For example, if you retire on 1 October (six complete months before the increase date of 6 April), the increase to your post April 2005 pension will be 6/12ths of the full rate of increase awarded. Any pension earned in respect of service prior to 6 April 2005 will receive the full rate of increase on the first increase date.

What if...

1. What if I divorce?

The courts may order that your pension rights must be shared with your ex-spouse or former civil partner. An information leaflet is available on request or from TPT's website at www.tpt.co.uk. Full contact details are provided on the back cover of this booklet. Members should take appropriate legal advice. On the dissolution of a civil partnership, the same pension sharing rules as those used for divorce will apply.

2. What if I joined the Previous Scheme before 1 October 1997?

If you joined the Previous Scheme before 1 October 1997 you had the option to pay reduced contributions in return for giving up some of the dependants' pension benefits that would be payable on your death.

Please see the enclosed inserts that apply to your membership for further details.

Further Information

Who looks after the Scheme?

The day-to-day administration is entrusted to TPT which has been administering pension schemes since 1946. TPT works on behalf of the employers who choose its pension schemes and the active members, pensioners and deferred members who belong to these schemes. TPT is not an insurance company.

Scheme registration

From 1 March 2016, 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.

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 the Definitions section for more information) 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

The Trustee Company, Verity Trustees Ltd, is responsible for all policy matters and for ensuring that TPT operates lawfully and within the provisions of the formal Trust Deed and Rules.

The Trustee Board is made up of three directors who are elected by the members and pensioners of TPT and three who are elected by participating employers.

The elected directors have also co-opted three further directors, one of which is the Chair of the Trustee Board. All of the directors are non-executive.

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

The State Pension

Prior to 6 April 2016 the State Pension was made up of two parts: the basic State Pension and the additional State Pension (this is also called the State Second Pension or SERPS).

If you were a member of a DB structure of the Scheme, your employment was contracted out of the State Second Pension and as a result, you paid lower National Insurance contributions. This meant that you did not accrue the full State Second Pension during your period of membership of the DB Structures.

From April 2016, there is a single tier State Pension for people reaching State Pension age on or after this date. This has replaced the basic and additional State Pension and also ends contracting out (of the additional State Pension) and the National Insurance rebate.

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

Contracting-out prior to April 2016

Between 6 April 1997 and 5 April 2016 a contracted-out scheme had to provide benefits for members which were broadly equivalent to, or better than, those that would have been provided under a 'Reference Scheme'. The requirement was for the benefits overall to be as good as those under this Reference Scheme, although there is no guarantee that every member's own benefits would pass that test.

For any period of membership between 6 April 1978 and 5 April 1997 a Guaranteed Minimum Pension (GMP) had to be provided for each member who was contracted out. The GMP is payable to women from age 60 and men from age 65, or the date of retirement, if later. At that age, the pension payable has to be at least as much as the GMP, which for the majority of members is usually the case. The main impact the GMP has on retirement pensions is the way that pension increases after it starts to be paid. Please refer to the section 'How does my pension increase?', earlier in this guide, for details of how the GMP affects the annual increase in your pension.

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
Mail Handling Site A
Wolverhampton
WV98 1LU

Telephone: **0345 600 2537**

www.gov.uk/find-lost-pension

Please quote reference: 10170418

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 DB Structures are set out in the Trust Deed and Rules and the Scheme Document which are the formal documents of the DB Structures. 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. Full contact details are provided on the back page of this booklet, or from TPT's website www.tpt.co.uk.

Before making any financial commitment on the basis of any information provided in respect of retirement benefits, please contact TPT for final confirmation of the expected level of benefits. Staff 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.co.uk/privacy-policy.

If you would like a copy of the privacy notice to be sent to you, please email privacy@tpt.co.uk or call 0113 394 2779.

Annual Report & Financial Statements

Members receive a summarised version of the Annual Report and Financial Statements each year, but are entitled to the full version that will be provided on request. Alternatively, a copy can be viewed on TPT's website at www.tpt.co.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 current maximum of £40,020.34 (2019/20) a year at age 65. This maximum figure is reduced actuarially for those under age 65;
 - widow/ers' or survivors' pensions of 50% of the members' pensions; and
 - 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.
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 described in point 3 above).

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 Pensions Administration Manager and/or the Head of Pension 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 Head of Trustee Services. A decision will usually 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 can be found 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 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**

Email: **enquiries@pensionsadvisoryservice.co.uk**

Pensions Ombudsman

The Pensions Ombudsman may investigate and determine any complaint or dispute of fact or law in relation to pensions where TPAS has not been able to resolve the issue. The address is:

The Office of Pensions Ombudsman
11 Belgrave Road
London
SW1V 1RB

Telephone: **020 7630 2200**

Email: enquiries@pensions-ombudsman.co.uk

The Pensions Regulator (TPR)

TPR is able to intervene in the running of schemes where the trustees, managers, employers or professional advisers have failed in their duties. The address is:

The Pensions Regulator
Napier House
Trafalgar Place
Brighton
BN1 4DW

Telephone: **0845 600 0707**

Email: customersupport@thepensionsregulator.gov.uk

Definitions

Additional Voluntary Contributions (AVCs)

Is the name given to any contributions you paid above your 'normal' contributions to secure extra benefits.

Annual Allowance (AA)

Is the amount by which the value of your pension benefits may increase in any one year period without you having to pay a tax charge. From April 2016 the pension saving year for all registered pension schemes, known as the "pension input period", has been aligned with the tax year, so will run from 6 April one year to 5 April the next.

Details of the Annual Allowance can be found by visiting
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 Annual Allowance tax charge exceeds £2,000 in relation to any pension benefits held with TPT, you can ask for this to be paid by the DB Scheme and have your benefits reduced accordingly. Please contact TPT for guidance if you believe you may be affected.

If you are retiring and taking all of your benefits from 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 members and their 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 Pensionable Earnings

Is the yearly average of your last three years' pensionable earnings. This is increased by the rise in the Retail Prices Index in the year ending six months before you retire.

Guaranteed Minimum Pension (GMP)

Is that part of your pension, or your legal spouse's or civil partner's pension, which is roughly the equivalent of the SERPS pension for membership before 6 April 1997. The Scheme pays a GMP to you during retirement or to your legal spouse or civil partner after your death as part of the Scheme pension, to replace the SERPS pension. The Scheme must provide at least this level of pension.

Interest

Means compound interest calculated annually on the amount of the members' contributions at the end of the preceding September. The rate of interest will vary from time to time. For refunds of contributions on death, interest only accrues up to the date of death.

Lifetime Allowance (LTA)

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

Each year your Benefit Statement shows 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 may wish to 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 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%. However, the Scheme has chosen to continue to pay pension increases on the pre 6 April 2005 basis (i.e. capped at 5%) for pension accrued in the DB Structures.

Normal Pension Age (NPA)

Is age 65 for payment of full scheme benefits.

Pensionable Earnings

Is your normal gross pay each year including London Weighting (where applicable), shift pay, contractual bonuses, overtime, allowances and such other emoluments as agreed with the Trustee, but excluding non-contractual overtime or other such emoluments agreed with the employer. A 'pre-sacrifice' amount may be used by your employer if you participate in a salary sacrifice arrangement (e.g. a childcare voucher scheme).

Pensionable Service

Is your period of membership of the Previous Scheme (in years and completed months) to 30th June 2013.

Protected Pension Age

Members who joined the scheme before 6 April 2006 will have a Protected Pension Age of 50. This will allow these members to retain the right 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.

Reference Scheme Test

To contract-out, between 6 April 1997 and 5 April 2016 the DB Structures must provide benefits, across the Scheme as a whole, that are at least equal to those calculated under the Reference Scheme, (as defined by legislation for contracting-out purposes).

The Previous Scheme

Is the Social Housing Pension Scheme.

The Scheme

Is The Notting Hill Genesis Pension Scheme.

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



The Notting Hill Genesis Pension Scheme

Benefits Insert Appendix

Defined Benefit for CARE and Final Salary

CARE 1/60th

Benefit Structure Insert

The calculation of your pension on leaving or retirement will depend on the benefit structure(s) of which you have been a member during your period of membership of the Previous Scheme. If you have been a member of a number of different benefit structures, each element of pension will be calculated separately and then added together to arrive at your total benefit from the Scheme.

The information included in this insert applies to periods of membership in the CARE 1/60th benefit structure.

Calculation of pension

For your period of membership in this benefit structure you will receive a pension of:

$1/60\text{th} \times \text{total career averaged revalued earnings.}$

In practice your pension is built up from blocks of pension calculated each year, based on 1/60th of your Pensionable Earnings each year.

The pension earned each year is then increased by the rise in the Consumer Prices Index (CPI), up to a maximum of 5%, for each subsequent complete year up to your retirement date.

Please note: Pension earned in this benefit structure before 1 April 2013 will continue to increase by the rise in the Retail Prices Index, up to a maximum of 5%.

- Revaluation under the rules is for complete years and is effective from 1 April each year.
- The pension earned during your last complete year of membership (April to March) plus the pension earned from 1 April to the date you leave or retire is not revalued under the rules of the Scheme.

Retirement benefits

Your retirement benefits in respect of membership of this benefit structure will be calculated as described above based on your actual Pensionable Earnings for each year of service.

The 'Member Guide For The Defined Benefit Scheme' booklet explains further the options available at retirement and the impact on your benefits of retiring before or after Normal Pension Age.

Deferred pension

If you leave the Scheme and choose to receive a deferred pension, your deferred pension in respect of membership of this benefit structure will be calculated as described above based on your actual Pensionable Earnings for each year of service up to the earlier of your date of leaving or 30 June 2013. Please refer to the section entitled 'Leaving' in the booklet 'A Guide for Members - Defined Benefit for CARE and Final Salary' for information on how your deferred pension will increase prior to you retiring.

The booklet explains further the options available at retirement and the impact on your benefits of retiring before or after Normal Pension Age.

CARE 1/80th Benefit Structure Insert

The calculation of your pension on leaving or retirement will depend on the benefit structure(s) of which you have been a member during your period of membership of the Previous Scheme. If you have been a member of a number of different benefit structures, each element of pension will be calculated separately and then added together to arrive at your total benefit from the Scheme.

The information included in this insert applies to periods of membership in the CARE 1/80th benefit structure.

Calculation of pension

For your period of membership in this benefit structure you will receive a pension of:

$1/80\text{th} \times \text{total career averaged revalued earnings.}$

In practice your pension is built up from blocks of pension calculated each year based on 1/80th of your Pensionable Earnings each year.

The pension earned each year is then increased by the rise in the Consumer Prices Index (CPI), up to a maximum of 5%, for each subsequent complete year up to your retirement date.

Please note: Pension earned in this benefit structure before 1 April 2013 will continue to increase by the rise in the Retail Prices Index, up to a maximum of 5%.

- Revaluation under the rules is for complete years and is effective from 1 April each year.
- The pension earned during your last complete year of membership (April to March) plus the pension earned from 1 April to the date you leave or retire is not revalued under the rules of the Scheme.

Retirement benefits

Your retirement benefits in respect of membership of this benefit structure will be calculated as described above based on your actual Pensionable Earnings for each year of service.

The 'Member Guide For The Defined Benefit Scheme' booklet explains further the options available at retirement and the impact on your benefits of retiring before or after Normal Pension Age.

Deferred pension

If you leave the Scheme and choose to receive a deferred pension, your deferred pension in respect of membership of this benefit structure will be calculated as described above based on your actual Pensionable Earnings for each year of service up to the earlier of your date of leaving or 30 June 2013.

Please refer to the section entitled 'Leaving' in the booklet 'A Guide for Members- Defined Benefit for CARE and Final Salary' for information on how your deferred pension will increase prior to you retiring.

The booklet explains further the options available at retirement and the impact on your benefits of retiring before or after Normal Pension Age.

Final Salary 1/60th Benefit Structure Insert

The calculation of your pension on leaving or retirement will depend on the benefit structure(s) of which you have been a member during your period of membership of the Previous Scheme. If you have been a member of a number of different benefit structures, each element of pension will be calculated separately and then added together to arrive at your total benefit from the Scheme.

The information included in this insert applies to periods of membership in the Final Salary 1/60th benefit structure.

Calculation of pension

For your period of membership in this benefit structure you will receive a pension of:

$1/60\text{th} \times \text{pensionable service} \times \text{earnings}$

For example, if you had completed 20 years' service in this benefit structure when you left and your earnings were £25,000 your pension would be calculated as follows:

$1/60\text{th} \times 20 \text{ years} \times £25,000 = £8,333.33 \text{ a year}$

If you were a member of the Scheme before 6 April 1997, this pension includes the minimum pension the Scheme is obliged to pay as a result of your membership being contracted-out of the additional State Pension.

If you have transferred previous benefits into the Scheme, the benefits secured by the transfer will have been notified to you at the time and will be paid in addition to those calculated for your period of membership in the Scheme.

You will find definitions of the terms used in the last section of the 'Member Guide For The Defined Benefit Scheme'.

What if I work part-time?

If you have worked the same part-time hours in your employment for the whole period of your membership of the Scheme, your pension benefits will be calculated using the method shown above using your part-time earnings.

The calculation is more complex if the number of hours you have worked has changed during your membership of the Scheme, or if your membership is made up of full-time and part-time periods. In these circumstances your service and Pensionable Earnings will be converted to full-time equivalent values in order to calculate your pension benefits.

Retirement benefits

Your retirement benefits in respect of membership of this benefit structure will be calculated as described above based on service and earnings at your actual retirement date.

For all pensionable service the earnings used to calculate your pension will be your Final Pensionable Earnings.

The booklet explains further the options available at retirement and the impact on your benefits of retiring before or after Normal Pension Age.

Deferred pension

If you leave the Scheme and choose to receive a deferred pension, your deferred pension in respect of membership of this benefit structure will be calculated as described above based on service and earnings at your date of leaving.

For pensionable service before 1 April 2007 the earnings used to calculate your pension will be the better of:

- your Final Pensionable Earnings; and
- your actual Pensionable Earnings during the 12 months before you leave.

For pensionable service from 1 April 2007 the earnings used to calculate your pension will be your Final Pensionable Earnings.

Please refer to the section entitled 'Leaving' in the booklet 'A Guide for Members- Defined Benefit for CARE and Final Salary' for information on how your deferred pension will increase prior to you retiring.

The booklet explains further the options available at retirement and the impact on your benefits of retiring before or after Normal Pension Age.

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