

# Social Housing Pension Scheme Employer Guidelines

January 2025



The housing sector scheme of choice



t|p|t

Retirement Solutions

# Contents

<b>Introduction</b> .....	<b>3</b>
<b>Employer Guidelines</b> .....	<b>5</b>
<b>Member movements</b> .....	<b>10</b>
<b>Closed Scheme and withdrawal from SHPS</b> .....	<b>12</b>
<b>Other</b> .....	<b>14</b>
<b>Glossary of terms</b> .....	<b>16</b>
<b>The SHPS team</b> .....	<b>18</b>

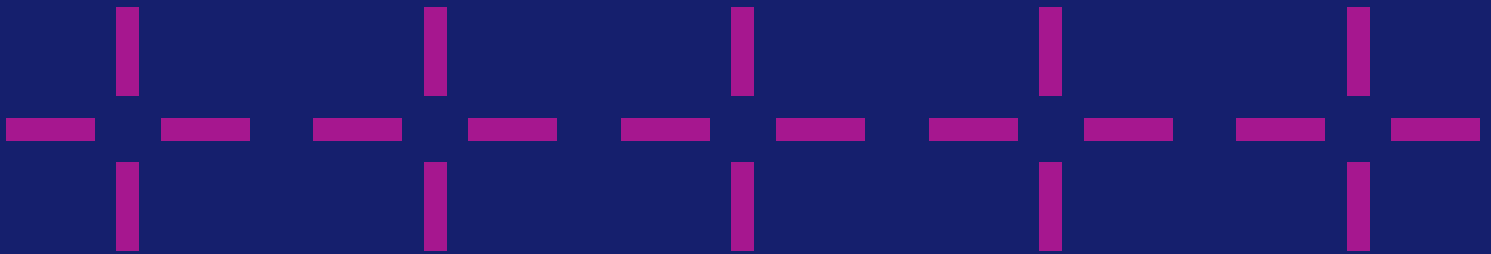
# Introduction

The purpose of this document is to provide employers with useful guidelines on the options available within the Social Housing Pension Scheme (SHPS). It is not exhaustive and does not replace or override the Scheme Rules. Employers should contact the Client Relations Team at TPT Retirement Solutions Limited (TPT) if requiring clarity on a particular course of action.

## History

SHPS was established in 1977 as the NFHA/HC Pension and Assurance Scheme. Since 1985 SHPS has operated as a scheme within The Pensions Trust (a 'master trust' scheme, administered by TPT Retirement Solutions Ltd).

From small beginnings – 65 founder employers and 405 members – SHPS has developed into an industry-wide scheme with over 400 employers and 190,000 members (as at September 2024).





## SHPS governance structure

The trustee of SHPS is Verity Trustees Limited (“Verity”), a company incorporated in England and Wales under company registration number 00744017. The Trustee is responsible for keeping members benefit safe and making sure that SHPS is properly run.

### SHPS Committees

SHPS Scheme Committee (“SC”) exercises delegated Trustee responsibilities. These include:

- Scheme funding, setting of valuation assumptions and recovery plan; and
- Investment strategy.

The SHPS Employer Committee (“EC”) acts as the representative body for the employers participating in the Scheme. The role of the EC includes:

- Represent participating employers where consultation is required such as setting valuation assumptions, recovery plan and investment strategy;
- Scheme stewardship – monitor TPT service levels; and
- Scheme benefits – consider benefit structures.

The administrator of SHPS is TPT Retirement Solutions Limited (“TPT”), a company incorporated in England and Wales under company registration number 09639961.

Both Verity and TPT have their registered offices at Verity House, 6 Canal Wharf, Leeds, LS11 5BQ.

### Working principles

In the conduct of their business the Committees seek to adopt the following approach:

**To be proactive:** To take the initiative in addressing the many issues confronting pensions generally and SHPS specifically and take the lead in key areas of primary interest to both employers and members.

**To consult:** The statutory duty to consult with members lies with the employers.

**To be pragmatic:** The world of pensions has become increasingly complex. Within the plethora of rules, regulations and practices the Committees seek to adopt a practical common sense approach.

**To promote fairness:** In a multi-employer scheme like SHPS there can be many different and potentially conflicting interests. In their management of the Scheme the Committees seek to promote the concept of fairness, to do what is fair and reasonable having due regard to all the circumstances and plurality of interests.

# Employer Guidelines

The current guidelines for employers are set out below.

## Benefit structures

The benefit structures available in SHPS are shown in the table below.

Any of the 'Open' benefit structures offered by an employer to its employees (see definitions), must be made available to all of its employees and not be ring-fenced (e.g. solely for one select category of employees).

**Please note:** Until April 2016 members in some sections of the Scheme were contracted-out of the Additional State Pension. Contracting-out was abolished by the Government from April 2016 with the introduction of the New State Pension.

Benefit Type	Prior to 1 April 2010	From 1 April 2010	From 1 October 2010	From 1 April 2013	From 1 April 2025
Final Salary	1/60ths 1/70ths <sup>1</sup>	1/60ths 1/80ths 1/70ths <sup>2</sup>	1/60ths 1/80ths 1/70ths <sup>2</sup>	1/60ths 1/80ths 1/70ths <sup>2</sup>	1/60ths 1/80ths 1/70ths <sup>2</sup>
Career Average Revalued Earnings (CARE)	1/60ths <sup>1</sup>	1/60ths 1/80ths	1/60ths 1/80ths	1/60ths 1/80ths 1/120ths <sup>3</sup>	1/60ths 1/80ths
DC	N/A	N/A	Introduced		

<sup>1</sup> Introduced with effect from 1 April 2007.

<sup>2</sup> Only available to employers who offered this benefit structure before 1 April 2010.

<sup>3</sup> Temporarily closed with effect from 1 April 2025.

1. An employer can elect to operate different benefit structures for its active members and new entrants. The relevant contribution rate for each benefit structure will operate in respect of all of the members in a particular membership group and benefit structure.
2. **Up to 30 June 2019**, an employer could operate one open DB structure plus CARE 1/120ths, together with the DC benefit structure for new entrants at any one time. The benefit structures in place for pre-2013 members can continue as live benefit structures but no new members can be admitted if an alternative DB structure has been selected for new entrants. However, existing employees as at 31 March 2007 and those members who transfer from one SHPS employer to another may, subject to the conditions set out in this document, be permitted to join a different DB structure to that which is normally offered to new entrants. For further information see 'Member movements'.
3. Since 1 July 2019, there has been no restrictions to the number of structures an employer can offer to their employees. To continue with defined benefit structures an employer must be classed as 'low risk' following assessment of its covenant strength. Where a structure is open to new members it must be offered to all and not restricted, for instance to senior managers or directors.

In the event that an **employer** elects to change to a specific CARE or DC benefit structure for their active members, the members' benefits accrued under any of the previous final salary benefit structures, up to the date of change, will continue to increase by reference to their final pensionable earnings whilst those members remain active in the new section (please see the example below). **However**, where a member voluntarily elects to switch from a live final salary benefit structure to an open CARE or DC benefit structure offered by their employer, the earnings link will be broken and the accrued final salary benefit will be revalued as a deferred benefit.

Where a salary link exists, the member can choose to break the link. Scenarios where a member might consider doing so include when their full-time equivalent salary has been reduced or if they believe the relevant inflationary increase to the deferred pension might exceed their future salary increases. Any such decision to break the salary link is at the member's own discretion and the member should consider taking independent financial advice before making such a decision. Changes cannot be backdated and once the member has broken the salary link it cannot be reinstated.

### Example

A member has 10 years of pensionable service built up in the 1/60ths final salary section and the employer closes the final salary section to existing members and moves all the members to either a CARE or DC structure. The member has a final pensionable salary of £24,000 at the date of switch. The member's calculated pension from the final salary membership would be:

$1/60 \times £24,000 \times 10 \text{ years} = £4,000 \text{ a year}$  (this would normally increase with the relevant inflationary link up to retirement).

The member has been moved out of the final salary structure by the employer and still continues in the Scheme under the new structure (i.e. CARE or DC). They continue to work for the employer and at the point of leaving the Scheme their final pensionable salary is £36,000. Due to the salary link this is the salary the final salary benefits would be calculated, taking account of the 10 years completed to the point of change to the new structure, as follows:

$1/60 \times £36,000 \times 10 \text{ years} = £6,000 \text{ a year}$

4. If an employer elects to offer a different open benefit structure for new entrants, existing members can elect to switch to the open benefit structure. If the member is currently in one of the final salary structures, and they elect to move to an alternative (non-final salary) structure, the final salary benefits will be deferred at the date of the transfer. A change will be subject to any payroll time constraints set by the employer and a decision cannot be reversed at a later date.
5. Employers are able to review and make changes to the benefit structure and/or contribution arrangements for their organisation. The operative date for any change will be the first day of any month. Please note that written notice must be given to the administrator TPT as follows:
  - A minimum of two months' to change contribution rates.
  - A minimum of three months' in respect of any change to the DB structure arrangements.
  - A minimum of three months' for the introduction of the DC benefit structure.
  - There may be a cost incurred in completing any amendments.

6. Provided an employer meets the SHPS requirements for the provision of the DB structures, they can select from any of the benefit structures available under the Scheme, subject to the conditions set out above. A new benefit structure can be used for new entrants only, or for all existing employees, including existing active members (but only for future benefit accrual).
7. An employer's proposed changes to the benefit structure and/or the funding arrangements of its pension scheme must have due regard to the organisation's Terms and Conditions of employment.

**Please note:** The obligation on employers to consult with their employees on specified changes to pension schemes arises from the Pensions Act 2004. A document 'Employer Guidance: the duty to consult on scheme changes' is available at: [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk).

8. Employers wishing to enhance a member's benefits may be able to do so by way of an augmentation payment which will be determined on actuarial advice. Please contact TPT for details and costs.

## Contribution Rates

### DB structures

The total future contribution rate for each final salary and CARE benefit structure will be determined at each actuarial valuation. The split of the total contribution rate between member and employer can be set by the employer.

The current contribution rates are communicated following each triennial actuarial valuation and can be found in the Valuation Guide which has been issued to each employer.

The total SHPS DB contribution requirements are made up of various components and may include:

- the future service rate for the relevant DB benefit structure,
- a closed employer loading to be paid by the employer, where appropriate,
- the past service deficit costs, and
- a Scheme expense charge, based on scheme membership at the latest valuation date.

### Accelerated deficit contributions

'Accelerated deficit repair contributions' is a facility to enable employers to pay their recovery plan contributions by way of a lump sum payment in advance; in return they will receive a discount for early payment. A level of flexibility is available. For example an employer may wish to reduce the level of their ongoing recovery plan payments whereas another may wish to have a zero £s recovery plan window in return for a lump sum upfront payment.

This facility may be attractive to some employers that have built up financial surpluses and might be tax efficient for some organisations. However, employers must consider that, due to the multi- employer nature of SHPS, it is not possible to ring fence an employer's contribution, whether regular or one-off. For example, if an employer wished to exit SHPS voluntarily, or inadvertently does so as a result of a merger, the employer would receive negligible credit for the accelerated deficit payments against its employer debt on withdrawal (known as its 'buy-out' liability).

It is important that any employer interested in this facility considers carefully the merits or otherwise of paying accelerated contributions. The accelerated contribution option may appeal to those employers who envisage their ongoing participation in SHPS over the medium to long term.

To put in place any arrangement it will be necessary to take actuarial advice from the Scheme Actuary and enter into a formal legal agreement. The costs associated with this must be met by the employer.

It is recommended that any employer considering this option should engage with TPT early in the process and some months in advance of the intended payment date, to ensure that the agreement can be reached ahead of their proposed payment date.

An employer should contact the Client Relations Team if they are interested in this option and require further information (see contact details).

## Defined Benefit

### Closed employer loading

In certain circumstances an employer may be liable to pay a closed employer loading, calculated as a percentage of current active DB members' pensionable earnings.

Benefit Type	Active Members	Open to all new members	Closed employer loading payable
SHPS final salary or CARE	Yes	Yes	No
SHPS final salary or CARE	Yes	No	Yes
SHPS final salary or CARE	No	No	No

The closed employer loading is recalculated by the Scheme Actuary at each actuarial valuation.

## DC benefit structure

### Contributions

The contributions and pensionable earnings requirements for the DC structure must meet auto enrolment requirements. Employers have the flexibility to define pensionable earnings for their DC members providing the minimum is set at basic pay.

### DC structure and auto-enrolment: pensionable pay/contribution structures

Recognising that under the auto-enrolment requirements employers may wish to include different components in their pensionable pay structure, SHPS allows a degree of flexibility. However, employers must self-certify that their pensionable pay/contributions structure meet the minimum auto-enrolment qualifying criteria. **SHPS does not allow pension contributions based on the 'qualifying earnings' definition.**

Further information on the definitions of pensionable pay is available via

- TPT's website [www.tpt.org.uk](http://www.tpt.org.uk)
- The Pensions Regulator's website at [www.thepensionsregulator.gov.uk/automatic-enrolment](http://www.thepensionsregulator.gov.uk/automatic-enrolment)



Both employers and members may pay more than the minimum contribution and employers are permitted to operate an 'employer matching' or 'non-contributory for members' basis if they wish.

## DC Charges

Member charges: An annual management charge is applied to cover costs. Different funds may have different charges, please see the relevant fund fact sheet on TPT's website. The charge covers the cost of investment and administration services. The charge is deducted on a monthly basis.

Lump sum death in service benefit: life assurance costs are paid in excess of pension contributions. Each 1 October employers will be able to introduce or amend the life assurance provision they wish to have in place. The cost of providing life assurance will be confirmed separately.

## Contribution structures

1. The employer is free to determine the split of contributions between members and the employer. It is likely that consultation with staff will be required prior to increasing members' contribution rates or introducing member contributions where the Scheme was previously non-contributory as these are 'listed' changes.
2. Anti-age discrimination legislation provides exemptions to allow age-related contribution structures where the purpose of these is to reflect the increasing cost of providing DB benefits in respect of members as they get older. However, the Trustee received actuarial advice that the cost of providing DB benefits for Scheme members at the latest valuation no longer increases as members get older and cannot be justified from a financial cost perspective. Having considered the current position, the Trustee decided that the Scheme would no longer offer age-related contributions with effect from 1 April 2022. Member contribution rates will be the same at all ages which will be fair across the membership. Employers who currently offer age-related contributions should review their contributions structure and make appropriate changes.
3. Employers wishing to adjust member contribution rates are able to do so by submitting an Employer Form of Authority, from the first day of any month provided two months' written notice is given. Prior consultation with staff will be required if member contributions are being increased and there are 50 or more full-time equivalent employees (not members).
4. A closed scheme loading may be payable in certain circumstances as described previously. If a closed scheme loading is not applied initially in any of the cases shown in the table, TPT reserves the right to apply one at a later date.
5. Historically, members of the DB structures were allowed to elect to pay a reduced contribution rate and give up their entitlement to a survivor's pension on death. The reduction in the member's contribution rate for each benefit structure is stated in the valuation communication issued following the most recent triennial actuarial valuation.

Since April 1997 the option to pay the reduced contribution rate **ceased**. Members of the DB structures paying the full contribution rate who do not wish to provide for a full survivor's pension have the option, at retirement, to give up part of the survivor's pension and receive enhanced personal benefits. A minimum pension must usually be paid to a legal spouse or civil partner upon death and this part cannot be given up. Details are provided to every eligible member on retirement.

6. Any past service deficit contribution (if required) is payable in addition to the future service contribution rate for each DB structure. If an employer elects the DC benefit structure for future benefit provision, the past service deficit contribution will be payable to the DB Scheme only in respect of any members who had accrued defined benefit pensions as at the date of the last Actuarial Valuation.
7. With regard to the past service deficit there are special time limited arrangements in place for new employers who join the Scheme. Please refer to 'Past service deficit' in the 'Glossary of Terms' for further details. Those employers affected will be advised when their contributions will increase to include the past service deficit cost.
8. Members can pay Additional Voluntary Contributions (AVCs) to increase their benefits at retirement. AVCs can be paid to the DC benefit structure of SHPS. Members will be required to make an investment choice in respect of their AVCs or be placed in the default fund. Employers who were using one of the non-SHPS products offered by TPT as an AVC vehicle for their members as at 30 September 2010 can continue to do so. (Members can elect to pay AVCs to a provider outside TPT. In these cases the member will liaise directly with the provider regarding the payment of contributions and benefits provided).

## Member movements

When a DB member moves from one participating employer to another (an internal transfer) they will be allowed to join whichever open benefit structure the new employer offers. However, the treatment of benefits earned to the date of transfer will depend on the application of the following Rules.

In all cases where the break between leaving the Scheme with the former employer and re-joining with the new employer exceeds 30 days, the earlier period of membership will be treated as deferred.

Where the break between leaving the Scheme with the former employer and re-joining with the new employer is 30 days or less, continuous membership of DB structures may be permitted.

Some employers choose to operate a 'waiting period' before allowing new employees to join the Scheme. Where any such waiting period results in a break in membership of more than 30 days, continuous membership will not be permitted.

Internal transfers are not provided for members in the DC benefit structure, nor those members voluntarily switching from a DB structure to a DC structure. A new membership number will be allocated in any such cases.

It is not possible to provide an exhaustive list of all the variations for member movements. Below are the rules for the most common cases. Please contact the Client Relations Team for member movement queries not covered in the Rules below.

1. Members moving from one employer to another, both of whom participate in SHPS, will be able to have their membership of the Final Salary or CARE benefit structures treated as continuous as long as the new employer operates an open benefit structure and the member commences employment with the new employer and joins the open benefit structure of the Scheme operated by the new employer, within 30 days of leaving their previous employment. An employer who has closed the Scheme to new entrants will not be able to admit such new employees into the Scheme.
2. The member will join whichever open benefit structure the new employer offers except in the circumstances set out in benefit structures.
3. If the new employer operates different live Final Salary, CARE or the DC benefit structures for existing members and new entrants, the employer will be able to admit the transferring member into a live Final Salary or CARE benefit structure that is in operation for existing members provided:
  - the member was already in that same Final Salary or CARE benefit structure at the date of transfer; and
  - the employer admits all such transferring members to that same Final Salary or CARE benefit structure if offered by that employer at the date of transfer and has a policy to this effect.

### Example

A member participates in the final salary 1/60ths section of the Scheme. The member switches to another participating employer within 30 days of leaving their last employer.

The new employer has an open section of CARE 1/60ths which is open to all employees to join. However the employer also still has active members in a live final salary 1/60ths section although this is now closed to new entrants.

Providing the employer has a policy of allowing all such transferring members the option, this member can continue their membership in the final salary 1/60ths section. This cannot be operated on a one-off basis, it must be open to all such transferring members, until and unless the employer confirms in writing they are no longer wishing to allow this.

**Please note:** Whilst the procedures in note 3 above are acceptable for the Scheme, it is possible that such action could lead to employment discrimination issues. It is therefore strongly recommended that legal advice be sought in such circumstances. When a member moves from one participating employer to another which is a closed employer, that member will not be allowed to continue in the Scheme. If the new employer wishes to admit the member they must re-open (and promote) the Scheme to all employees.

## Closed Scheme and withdrawal from SHPS

An employer who closes the Scheme (including the DC section) to new entrants will be classified as operating a closed scheme basis.

An employer who closes the Scheme to new entrants AND to future accrual for existing active members will be deemed to have withdrawn from the Scheme.

An employer who no longer has active members in the Scheme, and who is not offering it to new entrants, will be deemed to have withdrawn from the Scheme from the date the last active member leaves.

1. An employer who offers at least one of the available benefit structures to new entrants will be deemed not to have a closed scheme (i.e. for the purpose of triggering its employer debt on withdrawal). This includes the DC benefit structure.
2. If an employer closes either the Final Salary or CARE benefit structures to new entrants but existing active members continue to accrue Final Salary or CARE benefits, a closed employer loading will be imposed. The closed employer loading is reviewed at each actuarial valuation by the Scheme Actuary.
3. An employer who closes the Scheme to new entrants and to accrual of future benefits for all members will be deemed to have withdrawn from the Scheme. Legislation determines that this action triggers payment of the employer debt on withdrawal. In this situation the employer will be required to meet the equivalent cost of securing the pensions of their current deferred and pensioner members, plus their share of any orphan liability. The cost will be determined on the basis of the Scheme Actuary's estimate of the cost of securing the benefits by the purchase of annuity contracts from an insurance company (the buy-out basis). If the Scheme is in deficit on the buy-out basis, the employer will be required to meet the shortfall. The cost may be substantial.
4. Despite offering the Scheme to new entrants, an employer may cease to have active members in SHPS due to natural staff turnover. In this situation the employer will be treated as having withdrawn on the date that it ceased to employ any active members. Regulations do provide for a 'period of grace' which allows an employer to continue in the Scheme provided the employer notifies the Trustee of the intention to enrol a member within the following twelve months.

If after twelve months the employer still has no active members, then it may be deemed to have withdrawn from the Scheme unless the Trustee, at its absolute discretion, allows further time (of up to two years) for the employer to enrol a new member.

To take advantage of the 'period of grace' provisions, the employer must give notice to TPT within three months of its last active member leaving the Scheme. Giving notice to TPT can be done by completing the Period of Grace Notice Form that is available in the Resource Library on the **SHPS DB website**.

If notice is not received within three months of the last active member leaving, the employer will not be able to take advantage of the 'period of grace' provisions and will be immediately liable for a withdrawal debt.

**Please note:** Employers are strongly recommended to contact the Client Relations Team prior to taking any action which may trigger a withdrawal from the Scheme, or when its membership reduces to a low number.

Where an employer is considering any corporate activity it must consider the impact of this on its pension scheme. Please refer to the section on 'Mergers and Group Reorganisations', below.



## Other

### **Employer financial assessment**

Since 2011 a financial assessment of SHPS employers has been conducted annually to assist the SC as it seeks to manage the risk of employers triggering a cessation event and not being able to meet their share of liabilities. These employers' liabilities remain in SHPS and fall on the remaining employers as 'orphan debt'.

The SC will continue to monitor the financial position of employers and information will be requested from time to time to rate employers and assess whether employers can reasonably continue to provide DB accrual.

The financial assessment process was developed by the Trustee in conjunction with its professional advisers. Each participating employer is required to provide details to enable an assessment to be made of its ability to afford the DB structure(s) it provides for its employees. Each is rated on a lower to higher risk basis.

Employers may appeal against their rating. Once the appeals process is complete, higher risk employers who cannot provide satisfactory security or a group guarantee will be requested to adopt the DC structure for the provision of future service benefits as a condition of continued participation in the Scheme.

### **TUPE transfers**

TUPE transfers raise a number of issues which tend to be specific to each set of circumstances. It is strongly recommended that general instruction and information be obtained from the Client Relations Team at an early stage.

Where an employer has closed the Scheme to new members it may be possible to admit new employees under a TUPE transfer, provided the employer currently has active members contributing to the SHPS benefit structure which is to be offered to the TUPE transfer members.

### **Transfers of benefits into the Scheme**

It is possible for members to transfer benefits from previous pension arrangements into the DC benefit structure of the Scheme. The DB structures no longer accept transfers.

The transfer payment will be invested in line with the member's existing investment instructions, unless the member instructs otherwise, where the member is already in the DC benefit structure. Transfers can also be accepted into the DC benefit structure for members of the DB structure.

### **Mergers and group reorganisations**

Mergers and group restructures raise many issues which tend to be specific to each business transaction. Transfers of engagements may trigger an event leading to payment of an employer debt on withdrawal. Group restructures can also lead to an Employer debt on withdrawal liability if an organisation which is a SHPS employer ceases to exist.

If an employer is considering any corporate activity you must consider the impact of this on your pension scheme. It is strongly recommended that employers seek clarification of the position and options available from the Client Relations Team at an early stage in the process.

**Salary reductions due to downgrading of jobs**

Employers may occasionally find it necessary to review posts and this may result in members' salaries being reduced. Please refer to the Employer Administration Guide for guidance on how members may protect their accrued DB in these circumstances.

**Aggregation**

Active DB members as at 31 March 2007, who also had one or more deferred SHPS DB record at this date, are entitled to the aggregation of their records at retirement where this proves to be beneficial. This facility is not available where the member's deferred record(s) was created on or after 1 April 2007.

# Glossary of terms

**Active members:** Current employees who are members participating in the Scheme and for whom contributions are being paid into the Scheme.

**Additional Voluntary Contributions (AVCs):** Additional contributions made by members or employers, over and above their main scheme contributions, to secure additional benefits at retirement. These are often held outside of the main scheme and are usually secured on a DC basis.

**Assets:** These are the investments held by the Scheme and are used to meet the liabilities.

**Auto-enrolment:** Auto-enrolment was introduced by the Government, and as a result means 'eligible workers' must be automatically enrolled into a qualifying workplace pension scheme. Employers and members will be required to contribute at certain minimum levels (although higher contribution rates will be permitted).

It is an employer's responsibility to meet their obligations and ascertain that the scheme they use meets the criteria to be a 'qualifying scheme' for auto-enrolment purposes.

**Defined benefit (DB):** Also referred to as Final Salary or Career Averaged Revalued Earnings (CARE) within this document. A benefit calculated with reference to a predetermined formula, e.g. 1/60th of Final Salary or 1/60th CARE for each year of membership.

**Defined contribution (DC):** Also referred to as Money Purchase. Benefits are based on the amount of money available in the member's fund at retirement. At retirement the member's fund may be used to purchase an annuity policy from an annuity provider (usually an insurance company), purchase some form of income drawdown or be taken as a single lump sum (part of which is usually tax-free) known as an 'uncrystallised funds pension lump sum'. Benefits cannot be calculated in advance with any level of certainty.

**Liabilities:** These are the assumed value of the pensions already earned by DB members of the Scheme at a given date. These include pensions in payment, deferred pensions, dependants' pensions and benefits accrued by active members up to the given date.

**Live benefit structure:** This is a benefit structure which an employer has now closed to new entrants, though some employees who joined the structure before its closure continue to accrue benefits in it.

**New entrants:** Employees who are prospective new members of the Scheme.

**Open benefit structures:** The benefit structures operated by an employer which are open to new entrants. **Prior to 1 July 2019**, only one DB plus CARE 1/120ths and the DC benefit structure could be operated on an open basis. The open benefit structure(s) are also available to existing members who may choose to switch to them from alternative live benefit structures. **From 1 July 2019**, there are no restrictions to the number of structures an employer can offer to their employees.

**Participating employer:** An employer who has employees who are members of SHPS. The employer must have active members to be a participating employer, otherwise the employer will be deemed to have withdrawn from the Scheme (unless it has triggered a 'Period of Grace' and is actively seeking to enrol one or more new members).

**Past service deficit:** The deficit which exists at the date of valuation, being the shortfall between the market value of the assets at that date and the assessed value of the liabilities accrued up to that date.

**Past service deficit contribution:** These are the additional contributions payable to eliminate the deficit over a period of time as agreed with The Pensions Regulator and the Scheme Actuary.

New employers joining the Scheme after 1 April 2010 will be liable for past service deficit contributions from the valuation following joining. In practice contributions agreed as part of the valuation process become payable from 1 April that falls eighteen months after the effective date of the valuation. For example, changes as a result of the 30 September 2023 valuation are effective from 1 April 2025.

**Pensionable earnings:** For the DB structures, these are normal gross pay including London Weighting (where applicable), shift pay, contractual bonuses, overtime, allowances and such other emoluments as agreed with TPT, but excluding non-contractual overtime. For the DC structure, pensionable earnings will be determined by the employer, subject to a minimum of members' basic pay.

**Qualifying Scheme:** A qualifying scheme (for auto-enrolment purposes) is a registered occupational or personal pension scheme that meets certain minimum requirements.

**The Scheme:** The Social Housing Pension Scheme (SHPS).

# The SHPS Team

## Client Relations Team

For queries regarding the content of this Guide, mergers and group restructures, contact your SHPS Client Relations Manager at TPT:

Gary Bradley – Senior Client Relations Manager

**[gary.bradley@tpt.co.uk](mailto:gary.bradley@tpt.co.uk)**

Telephone: **0113 394 2723**

Fran Marsden – Client Relations Associate Director

**[fran.marsden@tpt.co.uk](mailto:fran.marsden@tpt.co.uk)**

## Operational Team

For queries regarding enrolments (new joiners), salary updates, contribution processing and annual Benefit Statements contact:

Telephone: **0113 394 2894**

Email: **[employersupport@tpt.co.uk](mailto:employersupport@tpt.co.uk)**

## Pensions Administration Teams

For any other queries contact:

Member Process Team helpdesk telephone: **0845 608 5252** (local rate)

Email: **[enquiries@tpt.co.uk](mailto:enquiries@tpt.co.uk)**

Matthew Doggett – Pensions Administration Associate Director

**[matthew.doggett@tpt.co.uk](mailto:matthew.doggett@tpt.co.uk)**

Or visit the SHPS website





For more information please get in touch:



0113 234 5500



[www.tpt.co.uk](http://www.tpt.co.uk)



[enquiries@tpt.co.uk](mailto:enquiries@tpt.co.uk)



TPT Retirement Solutions Ltd,  
5 Floor, 3 South Brook Street,  
Aire Park, Leeds LS10 1FT

**t|p|t**  
Retirement Solutions