

Document Title	Group Personal Pension Procedure
Responsible Person	Corporate Services Manager
Date of Issue	November 2019
Next Review Due	November 2022

1. Introduction & Purpose

- 1.1. This procedure is designed to ensure that all eligible employees are admitted to the scheme.

2. Related Documents

- The Pensions Regulator
- The Financial Services Authority (FSA)
- The Inland Revenue
- Group Personal Pension Plan form – Appendix 1

3. Responsibilities

- 3.1. It is the responsibility of the Finance Officer to ensure that all eligible employees are enrolled onto the scheme. Finance staff are not qualified to give pension advice. The Government offers free pension advice to those 50 or over through Pension Wise. Telephone appointments or local face to face appointments are available. Please contact the Corporate Services Manager for further information.
- 3.2. It is the responsibility of the Corporate Services Manager to ensure that the payroll details are updated accordingly.

4. Management Reporting/Monitoring

- 4.1. The Corporate Services Manager will provide reports as required to the Monthly Management Team meeting.

5. Procedure

5.1. Admittance to Scheme

The Plan is open to all members of staff under state pension age, after 3 months' continuous service.

- 5.2. The Finance Officer will issue Group Personal Pension Plan Joining Forms to eligible employees on completion of one month's service.
- 5.3. The employee will return the form to the Finance Officer only if they wish to make personal contributions or to opt out.
- 5.4. After the postponement period company contributions commence after 3 months via Sage Payroll.
- 5.5. A "Contributions File" is uploaded by the Finance Officer to Scottish Widows on a monthly basis.
- 5.6. If at any time, an employee wishes to opt out of the scheme or change the level of personal contribution, they should contact the Finance Officer in writing.
- 5.7. Leaving the Scheme
On receipt of an employee's resignation, the Executive Assistant (HR) will notify the Payroll Section, in writing, of the:
 - Name of the employee
 - Date of leaving
- 5.8. Payroll Section will process the leaver in Sage Payroll.
- 5.9. Rate of Contributions by Waverley Housing
 - 4 – 6 months' service 8%
 - 7 months' service onwards 10%

The Company will make no further pension contributions after an employee reaches the State Pension Age.

WAVERLEY HOUSING GROUP PERSONAL PENSION SCHEME

I wish to make additional voluntary contributions into the Waverley Housing Group Personal Pension Scheme.

I wish to contribute:

OR % of my basic salary each month

£ per month

I hereby authorise Waverley Housing to commence deduction of the above amount from the next available payroll date*

Print name: _____

Signed: _____

Date: _____

Completed forms should be returned to the Finance Department marked for the attention of Reuben Basak.

*Requests received before the 20th will be processed that month. Any requests received after the 20th will be processed the following month.