

# Factsheet A

## Overview of the Scheme

Words and terms beginning with capital letters in this factsheet are defined in the appendix to this factsheet.

The University of Exeter Retirement Benefits Scheme (“the Scheme”) is a defined benefit pension scheme, which was closed to new members and to the future accrual of benefits for existing members on 30 November 2016.

The University and the directors of ERBS Trustee Limited (“the Trustees”) continue to be responsible for ensuring that the funding will be available to meet all current and future pension obligations and the Trustees administer the Scheme independently of the University. A summary view of the Scheme arrangements is shown below:

### The University

- provides long term financial support for the Scheme;
- appoints Trustee Directors to run the Scheme alongside the Trustee Directors selected by the members;
- meets all its responsibilities under the Scheme Rules and pensions law.

### The members

- supply information to the Trustees so that they can run the Scheme;
- receive benefits from the Scheme at retirement, with protection for their families in the meantime should they die.

### The Trustees

- are the directors of the corporate trustee, ERBS Trustee Limited;
- run the Scheme in the best interest of members;
- hold a fund of money in trust for the members of the Scheme and invest it to meet the needs of the Scheme;
- run the Scheme in line with pensions law and the Scheme Rules;
- appoint independent legal, accounting, actuarial and investment advisers and administrators who undertake work on behalf of the Scheme;
- pay benefits out of the trust fund, following the terms and conditions set out in the Rules.

### The benefits

- a pension when you retire;
- a lump sum on retirement in addition to your pension, currently paid free of tax;
- benefits for your family after your death;
- regular increases in benefit payments to help protect pensions against price inflation.

# Factsheet A

## What benefits will I receive?

### If you take your benefits at the Normal Pension Date (age 65):

You will receive an immediate pension that is payable for life and a tax-free lump sum of three times your starting annual pension, based on your service and salary until you left service with the University or until the Scheme closed on 30 November 2016, whichever was earlier. If you were still in employment with the University when the Scheme closed, you will have been sent a closure statement in April 2017.

Your total pension is made up of different elements, depending when you joined the Scheme. In summary, these are:

- pension earned from Pensionable Service before 1 August 2010, calculated as 1/80<sup>th</sup> of your Final Pensionable Salary for each year of Pensionable Service;
- CARE pension earned from 1 August 2010, based on your CARE Pensionable Salary each year, revalued annually to take into account the effects of inflation.

### Cash sum options

You can elect to give up some or all of your cash sum to receive a higher pension. Alternatively, you can take a higher amount in cash as a lump sum and receive a lower pension. You will be notified of your options when you retire.

### Extra Dependent's pension option

You can also choose to give up part of your own pension to provide additional pension for your Dependent(s) after your death. If you are interested in this option, you should apply to the Scheme administrators at least one month before your retirement.

**For further information on when you can take your benefits, including before age 65 and if suffering from Partial Incapacity or Total Incapacity, see factsheet B.**

## Pension increases

Once your pension is in payment it will increase each year in April.

Your pension will increase in line with statutory regulations, which currently require increases in line with the increase in the Consumer Prices Index. The Scheme and the State will share responsibility for increasing any GMP (see page 6 for a definition of GMP).

## Payment of pension

Pensions are payable monthly in arrears, unless the Trustees decide otherwise. They are paid for life and are subject to tax under PAYE. The pension will be paid to a UK bank or building society account of your choice.

If you do not provide such information or evidence as the Trustees may ask for, they may withhold the payment of any of your pension benefit until you provide the information. In particular, the Trustees may send you a "whereabouts certificate", which you must complete in the presence of a witness in order to confirm that you are in receipt of your pension and that your bank/building society details have not changed. If you do not return this "whereabouts certificate", your pension may be suspended until such time as it is returned.

## Death benefits

The benefits that are payable upon your death depend upon your membership status (deferred or pensioner) at the time of your death. See **factsheet C** for further information.

## Divorce and dissolution of civil partnership

If you are in the process of obtaining a divorce or a dissolution of your Civil Partnership and you believe that any financial settlement arrangement will include pension benefits under the Scheme, you should contact the Scheme administrators, BBS. See **factsheet D** for further information.

## State pension benefits and Contracting-out

Please refer to **Factsheet E** for information about state pension benefits and Contracting-out.

## Disputes and industry bodies

### Queries and problems

If you have a query about your benefits, or any other matter relating to the Scheme, you should contact the Scheme administrators, BBS. They will normally be able to help and answer most of your queries.

However, if you have a dispute which is not settled to your satisfaction, you can use the Trustee's Internal Dispute Resolution Procedure to try and resolve the problem (**see Factsheet F**). This procedure complies with statutory requirements, and is kept under periodic review. A copy of the current procedure and the forms you need to complete at any stage of a complaint can be obtained from the Secretary to the Trustee Directors (contact details on page 4).

### The Pensions Advisory Service (TPAS)

<https://www.pensionsadvisoryservice.org.uk/>

TPAS is an organisation to assist you and other beneficiaries under occupational pension schemes in connection with any pensions query they may have including any difficulties which they may have failed to resolve through the Scheme's Internal Dispute Resolutions procedure.

TPAS may also assist you in some circumstances during the Trustee's Internal Dispute Resolution Procedure.

The contact details are:

**The Pensions Advisory Service**  
**11 Belgrave Road**  
**London**  
**SW1V 1RB**

**Telephone: 0300 123 1047**

### The Pensions Ombudsman

<https://www.pensions-ombudsman.org.uk/>

The Pensions Ombudsman can investigate complaints of fact or law between a scheme member and the scheme authorities and he has the power to make a decision which is legally binding on all parties. However, he will normally only intervene after TPAS has been involved and failed to resolve the dispute.

The contact details are:

**The Pensions Ombudsman**  
**11 Belgrave Road**  
**London**  
**SW1V 1RB**

**Telephone: 020 7630 2200**

### The Pensions Regulator

<http://www.thepensionsregulator.gov.uk/>

The Pensions Regulator was appointed by Parliament as the Regulator for occupational and stakeholder pension schemes to protect the interests of scheme members and their Beneficiaries. The Pensions Regulator can intervene in the running of schemes where trustees, employers or professional advisers have failed in their duties and has the power to fine or suspend trustees. Professional advisers are in certain circumstances required to report to the Pensions Regulator if they become aware of a matter in relation to a particular scheme which the Pensions Regulator would want to know about.

The contact details are:

**The Pensions Regulator**  
**Napier House**  
**Trafalgar Place**  
**Brighton**  
**BN1 4DW**

# Factsheet A

## Data protection

Personal information held and used for the purposes of administering the Scheme by the University, the Trustees and the scheme administrators is subject to the provisions of the Data Protection Act 1998. The Trustees are a data controller for the purposes of that Act and all members may receive copies of such records of the Scheme as contain personal data relating to them by making a request to the Trustees and paying a small administration fee. Your completion of the application form when you joined the Scheme means that your consent has been given to this data being held and processed for the purposes of the Scheme. Members should be aware that disclosure to the advisers and administrators appointed by the Trustees and to the University may be necessary or legitimate for the purpose of the proper management of the Scheme.

The Trustees advisers, Aon Hewitt, have set out an explanation of how they, and the Scheme Actuary, use personal information when providing actuarial services to pension scheme trustees; this explanation can be found at [www.aonhewitt.co.uk/privacy-statement](http://www.aonhewitt.co.uk/privacy-statement)

Data protection law is changing from May 2018. The Trustees will be required to comply with the new regime.

## Ensuring we hold the correct information

The main contact for the Scheme are the administrators, BBS Consultants and Actuaries (see details opposite). You should ensure that any change to your personal details, such as your address and marital status are notified to BBS.

If you have not done so already you should complete an Expression of Wish form (available from BBS). This tells the Trustees who you would like to receive any lump sum payment after your death. Although the Trustees are not bound by your wishes, they will take them into account. There is also a Dependents' Details form for you to register anyone who you feel may qualify as a Dependent. It is your responsibility to update these forms regularly.

## Contact Points

If you have any questions about your benefits or wish to notify change of personal details, please contact the Scheme administrators:

### The ERBS Administration Team BBS Consultants & Actuaries Ltd

Canard Court  
23-25 St George's Road  
Bristol  
BS1 5UU

Tel: 0117 9378700

Email: [erbs@bbs-actuaries.co.uk](mailto:erbs@bbs-actuaries.co.uk)

For general queries about the Scheme or to obtain formal documents relating to funding, investments or the annual accounts please contact:

### Secretary to the Trustee Directors

Anne Shrubshall  
131 Crediton Road, Okehampton EX20 1NZ  
Email: [anne.shrubshall@gmail.com](mailto:anne.shrubshall@gmail.com)  
Telephone: 01837 658948

We have prepared a series of factsheets to give you additional information about key topics:

**Factsheet A** – General Scheme Information

**Factsheet B** – Benefits of deferred members

**Factsheet C** – Death benefits

**Factsheet D** – Divorce and Dissolution of Civil Partnership

**Factsheet E** – State Pension Benefits and Contracting-out

**Factsheet F** – Disputes and Complaints

*Please note that these factsheets are intended as a guide and are not legal documents. Full details of the benefits provided on retirement can be found in the formal Rules of the Scheme. The Rules, together with statutory provisions, take full precedence over any information contained in this factsheet. If there is any conflict between this factsheet and the Rules, the Rules will prevail.*

## Definitions

Throughout this suite of factsheets there are certain words and terms beginning with capital letters which have special meanings. These are defined below:

**Beneficiaries:** your Spouse, Civil Partner, your grandparents and their descendants (including adopted persons, half-blood children and children conceived and not yet born when you die), your Dependents, any person with an interest in your estate (eg your executors/personal representatives, and any Beneficiaries under your will), and any person nominated by you in writing to the Trustees.

**CARE Pension:** your pension attributable to Pensionable Service from 1 August 2010.

**CARE Pensionable Salary:** used to calculate your CARE Pension and means, in relation to 1 August to 31 July each year, your gross earnings over that year (including bonuses, commission and overtime).

**Civil Partner:** a person of the same sex with whom you have entered into a registered Civil Partnership under the Civil Partnerships Act 2004. You should note that your Civil Partner will be treated in the same way as a Spouse for Contracted-out benefits since April 1988, but otherwise for pension calculated on the basis of Pensionable Service from 5 December 2005 only.

**Civil Partnership:** a registered Civil Partnership under the Civil Partnerships Act 2004.

**Consumer Prices Index:** a monthly index published by the Government to report changes in the cost of living. It is calculated in a different way to the Retail Prices Index.

**Contracted-out:** (ceased from 6 April 2016) meant that you paid lower National Insurance contributions and were not entitled to benefits under the State Second Pension (S2P). The Scheme must provide you with certain benefits in the place of S2P.

**Dependent:** in addition to your Spouse, Civil Partner and children any individual who, in the Trustees' opinion:

- is wholly or partly financially dependent on you; or
- is dependent on you due to disability; or
- relied upon your income to maintain a standard of living which had depended on a joint income prior to the date of your death or retirement (as appropriate).

**Eligible Child(ren):** any of your children (including a child who is conceived but not yet born, and any child whom you have legally adopted) who is:

- below age 18;
- is below age 23 and is still receiving full-time education or vocational training (or would be in continuous full-time education or vocational training but for a temporary interruption); or
- is dependent upon you by reason of mental or physical incapacity.

**Final Pensionable Salary:** used to calculate your Pre-1 August 2010 Pension and means the greater of:

- the highest annualised average (taking into account the effect of inflation) of any three consecutive years' Pensionable Salary during the ten years before your Normal Pension Date, the date of your death or the date on which your Pensionable Service terminates (whichever date is earlier); and
- your highest Pensionable Salary (taking into account the effect of inflation) in any one of the three twelve month periods during the thirty-six-month period (or such shorter period as you are a member) ending on your Normal Pension Date, the date of your death or the date on which your Pensionable Service terminates (whichever date is earlier).

**GMP:** your Guaranteed Minimum Pension which is the part of your pension built up in respect of Pensionable Service prior to 6 April 1997 that the Scheme is required to pay instead of you building up State pension benefits in SERPS (the State Earnings Related Pension Scheme payable in addition to the Basic State Pension. It was replaced by the State Second Pension (S2P) from April 2002). It is subject to different legal requirements from other elements of your pension. GMP ceased to accrue under the Scheme from 6 April 1997 when the Government changed the arrangements for Contracting-out.

**Normal Pension Date:** your 65th birthday.

**Partial Incapacity:** in the opinion of the Trustees based on the evidence of a registered medical practitioner, you are suffering from ill health or injury which:

- has caused you to cease your current post with the University; and
- means you are unable for the long-term to discharge the duties of your current post with the University (or any other post which is similar in nature to your current post).

Please note that if you are retiring before age 55, HMRC requirements mean that the Trustees must also be satisfied that you have become, and will continue to be, incapable of carrying on your occupation.

**Pensionable Salary:** your annual basic salary (excluding bonuses, commission and overtime, but including any regular additional payments and contractual overtime) at the date in question.

**Pensionable Service:** the years (plus a proportionate amount for additional days) of your continuous membership of the Scheme and any period credited as such by the Trustees and the University (including as a result of previous transfers into the Scheme and as a result of you paying additional voluntary contributions to purchase "added years" in the Scheme), subject to an overall maximum of 40 years.

**Postponed Pensioner:** a member who has reached Normal Pension Date but who has opted to postpone payment of his pension until a later date (not later than his 75th birthday).

**Pre- 1 August 2010 Pension:** your pension attributable to Pensionable Service before 1 August 2010.

**Retail Prices Index:** a monthly index published by the Government to report changes in the cost of living. It is calculated in a different way to the Consumer Prices Index.

**Rules:** the Trust Deed and Rules of the Scheme made between the University and the Trustees and including all amendments and modifications made thereto from time-to-time.

**Salary Exchange:** the pension Salary Exchange arrangement operated by the University.

**Salary Exchange Adjustments:** in relation to a member who participates in Salary Exchange, the deductions made from your basic salary or wages equal to the Ordinary Contributions that you would have had to pay to the Scheme if you were not participating in Salary Exchange.

**Scheme Actuary:** an actuary who is a Fellow of the Institute and Faculty of Actuaries and who has been appointed by the Trustees to be the actuary to the Scheme.

**Total Incapacity:** in the opinion of the Trustees based on the evidence of a registered medical practitioner, you are suffering from ill-health or injury which:

- has caused you to cease your current post with the University; and
- means you are unable for the long-term to discharge the duties of your current post with the University or to take up any other kind of employment, whether with the University or otherwise.

Please note that if you are retiring before age 55, HMRC requirements mean that the Trustees must also be satisfied that you have become, and will continue to be, incapable of carrying on your occupation.