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**MORE THAN JUST A PENSION….**

This booklet provides a brief guide to the University of East Anglia Staff Superannuation Scheme (the UEASSS). Retirement may seem a long way off, especially when you're young, but planning for retirement with the UEASSS really could not be easier. From the day you joined the Scheme, you started to build up benefits for when you retire. Membership of the UEASSS provides a pension and lump sum which are linked to your salary near retirement and to the length of your Scheme membership.

But a pension and lump sum may not be enough! However far away your retirement, you can't be sure about what is going to happen between now and then - which is why you need a Scheme which provides a great deal more.

The UEASSS has been specially designed to provide a range of benefits which afford some degree of protection for you and your family in the event of your retirement on incapacity grounds, or in the event of your death before you retire. If you leave the Scheme, there are choices open to you in respect of the benefits earned up to the date of leaving.

This booklet has been written so that it's easy to understand but the subject of pensions is full of technical expressions which can sometimes be confusing. These terms are shown in **bold** each time they are used in the booklet and their meaning is explained under "Helpful Terms" on page 3.

The full details of the Scheme fill far more pages than this simple guide and are contained in the Trust Deed and Rules. Although every effort has been made to ensure that this guide is accurate, benefits are always determined by reference to the Trust Deed and Rules which cannot be overridden by anything contained in this guide.

If you have any questions about the Scheme, or on your own benefits in particular, you should contact the Pensions Section in UEA's Finance Division:

By telephone: 01603 592676 or 01603 591211

Or by email: Pensions@uea.ac.uk

**CONTENTS**

|  |  |
| --- | --- |
|  | Page |
| Helpful Terms | 3 |
| Main features of the Scheme | 6 |
| Contributions | 7 |
| Absences from work on reduced or no salary | 8 |
| Additional Voluntary Contributions (AVC’s)  | 9 |
| What if you become too ill to work? | 10 |
| What if you die in service? | 11 |
| What if you leave UEA or Opt out of the scheme? | 13 |
| Your retirement benefits | 15 |
| Your retirement options |  |
|  - Normal Retirement | 17 |
|  - Early Retirement | 17 |
|  - Late Retirement | 17 |
|  - Flexible Retirement | 17 |
| Benefits on death after retirement | 19 |
| Increases to pension in payment | 20 |
| The UEASSS and the State | 21 |
| General information | 22 |

**HELPFUL TERMS**

Throughout this booklet, you will find certain terms in **bold** print which may be unfamiliar to you. These are listed here in alphabetical order and their meaning is explained. Refer back to this page for quick and easy reference as you read this booklet.

**Additional Voluntary Contributions (AVC's)** Contributions paid by members in excess of the normal contributions (8% from 1 April 2016) to provide additional retirement benefits.

**Basic State Pension** was the flat rate 'old age' pension payable from **State Pension Age** now replaced by the **State Pension**.

**Benefits** include an annual pension; or a combination of annual pension and tax free lump sum available to you on retirement from the Scheme. The standard benefits are an annual pension and a tax free lump sum of 3 times your annual pension.

**Civil Partner** is a same sex partner with whom you have entered into a contractual partnership formally recognised by law under the Civil Partnership Act 2004.

**Contracted-out ended in April 2016**, previously this meant that the Scheme paid benefits in place of the State Second Pension (**S2P)**. As a result, both you and the University paid a lower rate of National Insurance contributions.

**Deferred Benefits** means the pension and lump sum earned up to the date of ceasing Scheme membership which will become payable at a later date.

**Dependent Relative** means someone who is related to you and is wholly or mainly dependent on you for the provision of all or any of the necessities of life. The terms of the relationship are defined in the Trust Deed and Rules.

**Flexible Retirement** provides an option for members to receive some of their pension when they reduce their working hours.

**Guaranteed Minimum Pension (GMP)** replaced the pension you would have earned under SERPs from 06/04/78 to 05/04/97.

**HMRC** His Majesty’s Revenue and Customs

**Lifetime Allowance** is the limit on total pension savings that can accrued with the benefit of tax relief.

**Normal Retirement Date** is in line with each member’s individual **State Pension Age**.

**Pensionable Salary** Each year’s **salary** as defined below, except for the last year, is revalued in line with the rise in the Retail Price Index over the period. Pensionable Salary is based on the higher of:

* your highest revalued salary in any one of the last three years, each of those years expiring on the anniversary of the retirement or leaving date; and
* the highest yearly average of your revalued salary for any three consecutive years in the last thirteen, each of those years ending on the anniversary of the retirement or the Scheme leaving date.

**Pensionable Service** is based on the total of -

* years and days of service while a member of the Scheme
* additional service secured by a transfer payment from a previous pension arrangement
* service purchased by Additional Voluntary Contributions (AVC's)

**Pensions *Extra*** see **Salary Sacrifice**

**Salary** is your annual contributory pay (including whatever the University determines to be the value of any benefits in kind that you receive). This excludes fees, bonuses, commission, overtime payments and other variable payments.

**Salary Sacrifice** is an arrangement under which, instead of paying the normal monthly pension contribution, you agree to sacrifice an equivalent amount of gross pay and in return the University increases its contribution by this same amount. When you pay your pension contributions in this way it can reduce your National Insurance contributions and increase your net pay.

**Spouse** is your legal wife, husband or **Civil Partner**.

**State Pension** Introduced in April 2016, it is a flat rate pension

**State Pension Age** is currently specific to each member. Females born between 6th April 1950 and 5th April 1955 had a sliding scale where State Pension Age increases from age 60 to age 65. By 2020 it was 66 for both men and women. Over time it will be increasing gradually to age 68.

**State Second Pension (S2P)** A scheme introduced by the government to provide additional 'old age' pension based on earnings (replaced SERPS) refer to page 21. This was subsequently replaced in April 2016 by the **State Pension**

## Transfer Payment

This relates to the transfer of an individual’s pension benefits between pension schemes. The transfer may be either in to or out of UEASSS

* *to UEASSS*

A payment received by UEASSS from another pension arrangement to provide additional Pensionable Service in UEASSS**.**

* *from UEASSS*

A payment made by the UEASSS to another pension arrangement, ending the right to a pension from UEASSS

**Trustee Directors** Members of the Trustee Board namely UEA Pension Trust Limited who are a body of individuals elected by the University and Scheme members to oversee the running of the Scheme.

# MAIN FEATURES OF THE SCHEME

**Membership**

The scheme was closed to new entrants from 1 November 2007. However, existing members who hold benefits in a previous employer’s scheme, a personal pension scheme, or a stakeholder pension plan, may transfer the cash value of these benefits into the UEASSS, subject to the consent of the **Trustees**.

**Contributions**

* you pay 8% (from 1 April 2016) of your **Salary** to the Scheme.
* the University pays the balance of the cost of providing Scheme benefit.
* option to enhance your retirement benefits by paying **Additional Voluntary Contributions (AVCs).**

**Benefits payable on retirement/partial retirement**

* a pension on retirement plus a lump sum equal to three times the amount of your pension; with the option to commute pension for increased lump sum or vice versa.
* a pension for your **spouse** and allowances for your qualifying children if you die while receiving pension.
* subject to consent of the employer, opportunity to take **flexible retirement** for those who want to remain in employment but receive some of their pension
* inflation proofing of pensions in payment

**Ill health retirement and death in service benefits**

* a pension and lump sum if you are forced to retire early due to serious ill-health or incapacity, subject to you meeting the qualifying conditions.
* a lump sum, and a pension for your **spouse** and allowances for your qualifying children if you die in service or before **deferred benefits** are paid.

**Tax/National insurance relief**

* your contributions receive full income tax relief.
* Reduced National Insurance costs if you join **Pensions *Extra*** and your contributions are paid on your behalf by the University
* the lump sums payable on retirement and death are tax free.

**CONTRIBUTIONS**

The cost of providing the benefits are met from contributions paid by you and the University, together with returns from the Scheme’s investments.

**What you pay**

You pay 8% of your **salary** to the Scheme. Your contributions will be deducted from your monthly pay before tax so, assuming you are liable to pay income tax, you automatically receive full income tax relief at your highest rate.

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| **Example 1** |  |  |  |
| A member's annual **salary** is £15,000 |  |  |  |
| Monthly pay is | £15,000/12 | = | £1,250 |
| Monthly contribution is £1250 x 8% |  | = | £100 |
| Tax relief is 20% x £100 |  | = | £20 |
| Real monthly cost is £100 - £20 |  | = | **£80** |

Option to pay contributions via the **Salary Sacrifice** scheme.

If you are a member of **Pensions *Extra*** then your contributions will be deducted before National Insurance is calculated, as well as the tax. The majority of scheme members pay contributions in this way.

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| **Example 2** |  |  |  |
| A member's annual **salary** is £15,000 |  |  |  |
| Monthly pay is | £15,000/12 | = | £1,250 |
| Monthly salary reduction is £1250 x 8% |  | = | £100 |
| Tax relief is 20% x £100 |  | = | £20 |
| NI saving is 12% x £100 |  | = | £12 |
| Real monthly cost is £100 - £20 - £12 |  | = | **£68** |

**What the University pays**

The University pays the rest of the cost of the Scheme benefits. The University's independent actuary will carry out regular valuations of the Scheme to monitor its finances and recommend the rate of contribution to be paid by the University.

**ABSENCE FROM WORK ON REDUCED OR NO SALARY**

**Sick Leave**

During any period of sick leave on reduced **Salary**, you will pay contributions based on your unreduced **Salary** and you will continue to earn **benefits** as if you were working normally.

If you are on sick leave with no **Salary**, you can choose to pay both your own and the University's contributions that would be payable if you were receiving your normal **Salary** so that you continue to earn benefits as if you were working normally. If you do not choose to pay the contributions you will remain a member of the Scheme but you will not earn any **benefits** for the period you are not receiving **Salary**.

**Maternity, Adoption, Paternity, and Parental Leave**

During any period of paid leave, including any period when only Statutory Pay is paid, you will pay contributions on the actual pay you receive and the University will pay the difference between what you pay and what you would have paid had you been receiving your normal **Salary**. You will continue to earn **benefits** as if you were working normally.

For any period of unpaid leave you can choose to pay the contributions that would be payable if you were receiving your normal **Salary** so that you continue to earn **benefits** as if you were working normally. If you do not choose to pay the contributions you will remain a member of the Scheme but you will not earn any **benefits** for the period you are not receiving **Salary**.

**Other Approved Leave**

Any period of approved leave with no **salary** is treated in the same way as unpaid sick leave (see above).

**ADDITIONAL VOLUNTARY CONTRIBUTIONS (AVC's)**

There is a facility in the Scheme for you to pay **Additional Voluntary Contributions (AVC's)** to increase your **benefits**.

The total of your normal contributions to the Scheme and **AVC's** cannot exceed your total taxable earnings in each year or £3,600, whichever is the greater. Your **AVC's** will normally attract full tax relief at your highest rate because the amount you contribute will be taken from your **Salary** before tax is calculated. However HMRC set annual limits (Annual Allowance) to the amount of pension savings that can benefit from tax relief and tax is due on any increase in your accrued pension above this level. For 2023/24 the Annual Allowance is £60,000 so only a very small number of individuals are affected by this restriction.

There are two types of **AVC's** available to Scheme members:

**AVC's to purchase additional pensionable service**

Up to 15% of your **Salary** may be paid to UEASSS to buy additional **pensionable service**, thereby increasing your pension and lump sum on retirement. The amount you pay depends on your age and how much additional **pensionable service** you wish to buy. This can be done in monthly instalments and/or in a one off lump sum.

The amount you can purchase is calculated using a retirement age in line with a member’s individual **Normal Retirement Date**. If you retire before this date then any **benefits** derived from your **AVCs** will be subject to a reduction, as advised by the Scheme Actuary

**Money Purchase AVC's**

**AVC's** paid will be invested with the Clerical Medical and the net proceeds of that investment will be available on retirement to provide additional benefits. Your contributions are invested in a separate account held in your name and you receive the benefit of the growth in your investment.

There are a range of funds for you to choose where you put your investment.

Information about **AVC's** is available from the Pensions Section.

You are not limited to only one type of **AVCs**; you can have a combination of **AVCs** as long as you remain within the **HMRC** limits.

**WHAT IF YOU BECOME TOO ILL TO WORK?**

Without being too gloomy, you never know what's around the corner. So what would happen if you became too ill to work?

If you become seriously ill or incapacitated having completed five or more years **Scheme membership** and it is agreed, on the basis of medical evidence, that you be retired on the grounds of incapacity, you will receive the following :

**Pension**

Your pension will be calculated as 1/80th of your **pensionable salary** when you retire multiplied by your prospective **pensionable service** to your **Normal Retirement Date**, subject to a maximum of 40 years.

If your health improves or you are able to work at some later date, the **Trustees** reserve the right to review your pension.

**Lump Sum**

You will receive a lump sum payment equal to three times the annual amount of your pension.

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| **Example 3**  |   |   |
| A member is retired because of ill health at age 50, on a **pensionable salary** of £15,000, having completed 20 years **pensionable service** with a further 15 years to go before age 65. |
|  |
| Prospective **pensionable service** is 20 + 15  | = | 35 years |
| Annual pension is 1/80 x £15,000 x 35 | = | £6,562.50(£546.88 per month) |
| Lump sum is 3 x £6,562.50 | = | £19,687.50 |

The above illustrates a standard calculation of benefits. It is possible to exchange part of the lump sum for additional pension or vice versa and this would be discussed at retirement.

**WHAT IF YOU DIE IN SERVICE?**

If you die in service before your **Normal Retirement Date**, the following benefits will be paid.

**Lump Sum**

This will be the greatest of :

* two years **Salary** at date of death : or
* the lump sum benefit which would have been paid had you retired on the day of your death due to ill health : or
* a refund of your accumulated contributions with interest.

If there is no **Spouse's** or **Dependant Relative's** pension or children's allowances payable, an additional lump sum will be paid. This will be determined by the **Trustees** with advice from the Scheme actuary and subject to **HMRC** limits.

You should ensure that you have completed a beneficiary nomination form, advising the **Trustees** whom you would like to receive any lump sum in the event of your death. Although your wishes are not binding on the **Trustees**, they will usually follow them if this is possible. Copies of the beneficiary nomination form are available from the Payroll and Pensions section on the Finance intranet.

**Spouse's Pension**

If you are married, your husband, wife or **Civil Partner** will receive a pension. If you have 5 or more years Scheme membership, the pension for the first 3 months will be paid at the same rate as your **Pensionable Salary** at the date of death. After 3 months, the pension will be reduced to 2/3rds of the pension that would have been payable to you had you retired due to ill health on the date of your death.

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| **Example 4** |
| A member dies in service at age 35, on a **Pensionable Salary** of £15,000, having completed 10 years **Pensionable Service.** The **Spouse's** Pension payable is calculated as follows: |
| Prospective **Pensionable Service** to 65 : 10 + 30 =  |  40 years |
| For first 3 months, **Spouse's** pension is £15,000 p.a. = £1,250 per month |
| After 3 months, pension is reduced to 1/80 x £15,000 x 40 x 2/3 |
|  = £5,000 p.a. (£416.67 per month) |

If you die and have not completed 5 years **Scheme membership**, the **Spouse's** pension will be 2/3rds of the pension that would have been payable to you had you retired due to ill health on the date of your death.

The **Spouse's** pension is payable for life.

If there is no surviving **Spouse**, the University has discretion to pay the pension to a **Dependant Relative.**

If your **Spouse** or **Dependant Relative** is more than 10 years younger than you, the pension may be reduced.

**Children's Allowances**

If you have children, they are entitled to an allowance, usually until they reach age 16, although this will normally be extended if the child is in full-time education or is unable to support himself/herself.

The allowance for each child, subject to a maximum of 2 children, is 1/4 of your pension unless there is no **Spouse's** or **Dependant Relatives** pension in which case the allowance for each child is increased to 1/3 of your pension. For this purpose, your pension is deemed to be the pension that would have been payable to you had you retired due to ill health on the date of your death.

**WHAT IF YOU LEAVE UEA OR OPT OUT OF THE SCHEME?**

If you cease to be an active contributing member of the scheme, whether because you leave employment or you chose to Opt Out of the scheme, then you will retain **deferred benefits** in the Scheme. The Scheme provides the following options with regard to these benefits:

**Option 1 Deferred Pension**

Your deferred pension will be calculated as 1/80 of your **Pensionable Salary** for your years and days of **Pensionable Service** at your date of leaving. Your deferred lump sum will be 3 times the amount of your deferred pension. See Your Retirement Benefits on page 16. These **Deferred Benefits** will be kept in the Scheme, increased each year in line with inflation, and paid to you, normally, at age 60. For those members who were born after 31/01/1958, benefits derived from service after 1st February 2013 would be reduced, using early retirement factors provided by the Scheme’s Actuary, if paid prior to Normal Retirement Date.

You may make a written application for the benefits to be paid earlier if you have attained the age of 55. Payment will be at the discretion of the **Trustees** and, if they agree to early payment, the **benefits** will be actuarially reduced to take account of early payment.

You may wish to postpone payment beyond **Normal Retirement Date**, and those benefits that retain the **Normal Retirement Age** may be increased using the Pension Order Review increases.

If you die before your pension becomes payable:

* your **Spouse** will receive a pension equal 1/2 of your deferred pension if you left the Scheme prior to 5th March 1991 or 2/3 of your deferred pension if you left the Scheme on or after this date. The **Spouse's** pension is payable for life.
* if there is no surviving **Spouse**, the Trustees have the discretion to pay the pension to a **Dependant Relative.**
* if your **Spouse** or **Dependant Relative** is more than 10 years younger than you, the pension may be reduced.
* if you have children, they are entitled to an allowance, usually until they reach age 16, although this will normally be extended if the child is in full-time education or is unable to support himself/herself. The allowance for each child, subject to a maximum of 2 children, is 1/4 of your deferred pension unless there is no **Spouse's** or **Dependant Relatives** pension in which case the allowance for each child is increased to 1/3 of your deferred pension.

**Option 2 Transfer Deferred Benefits**

If you have other pension arrangements then you may transfer the cash equivalent value of your deferred benefits to your new employer's scheme or to an individual pension arrangement of your own choice.

You may choose this option at any time before you start receiving your deferred benefits. If you go ahead with the transfer you will not be entitled to any benefits from the UEASSS.

**YOUR RETIREMENT BENEFITS**

***STANDARD CALCULATION***

**Pension**

Your pension will be calculated as 1/80 of your **Pensionable Salary** for your years and days of **Pensionable Service**.

**Lump Sum**

In addition to your pension, you will receive a lump sum equal to three times the annual amount of your pension.

**ALTERNATIVELY…..**

You can increase your lump sum by reducing your pension or increase your pension by reducing your lump sum, subject to **HMRC** limits.

Details of your **benefit** options will be provided close to your retirement.

Payment of pension will be made by monthly instalments and will be subject to PAYE tax.

In addition to your pension from the UEASSS, from **State Pension Age** you can also receive the **State Pension**, provided you have paid sufficient National Insurance contributions (see page 21)

***STANDARD CALCULATION FOR FULL TIME MEMBER OF STAFF***

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| **Example 5** |
| A member retires at **Normal Retirement Date** with a **Pensionable Salary** of £15,000 having completed 40 years **Pensionable Service** |
| Annual pension is 1/80 x £15,000 x 40 | = | £7,500.00 |
| Monthly pension is £7,500 / 12 | = | £625.00 |
| Lump Sum is 3 x £7,500 | = | £22,500 |

***STANDARD CALCULATION FOR PART TIME MEMBER OF STAFF***

If you work, or have worked part-time, your retirement benefits are calculated using your hours of service and rates of pay, in terms of their full-time equivalents. This ensures that movements between part-time and full-time hours, and changes in part-time hours, are handled fairly.

The definitions of **Salary** and **Pensionable Service** for part-time employment are as follows:

**Salary** for benefit calculation purposes is equivalent to the **Salary** you would have received if you worked full-time.

**Pensionable Service** is your part-time contributory service as a proportion of a full-time comparable post.

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| **Example 6** |   |   |   |   |   |
| If you always worked 14.5 hours a week for 10 years, and the full-time working week was 36.25 hours, then, based on a part time **Salary** of £6,000 per annum, your pension and lump sum would be calculated as shown below |
| Full-time hours |  | = | 36.25 per week |   |
| Part-time service fraction | = | 14.5/36.25 =  | 40% |   |
| Part-time Salary paid |  | = | £6,000 |  |   |
| **Pensionable Service** is: |  |  |  |   |
| 10 years x 40% |  | =  | 4 years full-time equivalent |
| **Pensionable Salary** is: |  |  |  |   |
| £6000 / 40% |  | = | £15,000 |  |   |
| Annual pension is 1/80 x £15,000 x 4 = £750.00  |   |
|  |  |  |  | (£62.50 per month) |   |
| Lump sum is 3 x £750.00 = £2,250.00 |   |

**YOUR RETIREMENT OPTIONS**

**Normal Retirement**

Your **Normal Retirement Date** is currently changing in line with changes to the **State Pension Age** at which time you will receive immediate payment of your lump sum and pension.

Pension payments are increased from time to time as described on page 20.

**Early Retirement**

If you are age 55 or over you may request to retire earlier than your **Normal Retirement Date.** Benefits accrued in relation to service prior to 1st February 2013 will be subject to a reduction on retirement below age 60; benefits in relation to service from 1st February 2013 will be subject to a reduction on retirement before the **Normal Retirement Date**. Reductions are based on early retirement factors provided by the Scheme Actuary**.**

If you were born before 1st February 1958 then benefits accrued from 1st February 2013 would only be subject to a reduction on retirement below age 60 (except in respect of service purchase AVCs, or transfers in received after 31st January 2013).

**Late Retirement**

You are able to continue in service after your **Normal Retirement Date** and to continue accruing benefits in the pension scheme. In this instance the **Benefits** payable at your actual retirement date will be the greater of:

* benefits calculated at **Normal Retirement Date** increased by a late retirement factor
* benefits calculated at actual date of retirement.

**Flexible Retirement**

Subject to consent from the University, members may be able to take ‘flexible retirement’ whereby they reduce their working hours and take part of their pension benefits before final retirement.

To be eligible you must be:

* age 55 or over
* reduce your hours by a minimum of 20% e.g. if it’s a 36 ¼ hour working week you need to reduce your hours by 7 ¼ .
* reduce your salary by a minimum of 20% on a long term basis

A member can take up to 80% of their **benefits** in up to two flexible retirements (the minimum is 20%). Retirement benefits will be subject to an actuarial reduction the same as the early retirement.

|  |  |  |  |  |  |
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| **Example 7 (flexible retirement) – assuming Normal Retirement Date in line with 66th birthday** |  |  |  |  |   |
| A member has requested to retire under flexible retirement at age 58, on a **pensionable salary** of £15,000 having completed 20 years **pensionable service**. They have requested 40% of their **benefits** and are due to reduce their working hours by 50% and their salary to £7,500 |
| Full Annual pension is 1/80 x £15,000 x 20 | = | £3,750 |   |
| Full Lump sum 3 x £3,750 | = | £11,250 |   |
| Early retirement factor for age 58 | = | 0.683 |   |
| **Pension:** £3,750 x 40% = £1,500 x 0.683 |  | = | **£1,024.50** |   |
| **Lump sum:** £11,250 x 40% = £4,500 x 0.683 |  | = | **£3,073.50** |  |

The member then subsequently fully retires at age 66

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| **Example 8** |   |   |   |   |   |   |
| Full retirement at age 66 following flexible retirement at age 58. **Salary** of £10,000 at retirement having completed another 8 years **pensionable** **service** working at 50% of full time hours.  |
| **Pensionable service**  |  |   |
|  Service to first flexible retirement | = | 20 years |   |
|  Service since flexible retirement (8 years x 50%) | = | 4 years |  |
| **Pensionable Salary** | (full time equivalent) |  |  |  |
|  £10,000/ 50%  |  |  |  |  | £20,000 |  |
|  |  |  |  |  |  |  |
| Pension in respect of service to first flexible retirement |  |  |  |
| 1/80 x £20,000 x 20 x 60%\* | = | £3,000 |   |
| Pension in respect of service since flexible retirement |  |  |  |
| 1/80 x £20,000 x 4 x 100% | = | £1,000 |  |
| **Additional pension from 66** |  | £4,000 |  |
| Pension already being received from first retirement |  | £1,024.50 |  |
| Total pension paid from age 66 |  | £5,024.50 |  |
|  |  |  |  |
| **Lump sum** at 66 3 x £4,000 | = | £12,000 |   |

\*40% of pension was taken at first flexible retirement

**BENEFITS ON DEATH AFTER RETIREMENT**

After you retire, the scheme still provides benefits to your spouse and dependent relatives when you die.

A person with whom you may have been living for several years has no right to a pension in event of your death unless you are married to or in a Civil Partnership with this person. If you wish such a person to have rights to your pension then you need to formalise your relationship by marriage or by entering into a civil partnership

**Spouse's / Dependent Relative's Pension**

For the first six months after your death, your **Spouse** will receive a pension equal to your pension at the date of death. After this, the **Spouse's** pension will be reduced to :

2/3\* of your standard pension at the date of retirement (increased to the date of death).

\* *Adjusted to 1/2 if you were in receipt of a deferred pension and left the Scheme prior to 5th March 1991.*

The **Spouse's** pension is payable for life. If there is no surviving **Spouse**, the University has discretion to pay the pension to a **Dependent Relative**. If your **Spouse** or **Dependent Relative** is more than 10 years younger than you, the pension may be reduced.

There may also be child allowances payable.

**Lump Sum**

If you die within 5 years of retirement, a lump sum may be paid. The amount payable will be the **lesser** of :

1. The lump sum death benefit that would have been payable if you had died in service on the day of your retirement, or the **Normal Retirement Date** if earlier,

**Minus** the lump sum retirement benefit and pension payments received up to the date of death

 or

1. the balance of pension you would have received had you lived to the fifth anniversary of your retirement date.

**INCREASES TO PENSION IN PAYMENT**

Provided you have reached age 55 or retired on incapacity grounds, an increase will be made to your pension every year. Any UEASSS pension payable to your **Spouse**, children, or **Dependent Relative** will also be increased every year.

Before you reach **State Pension Age**, your pension will be increased in line with the Pensions (Increase) Act, which provides for public service pensions to be increased in line with inflation. This increase is reviewed annually and applied to pensions in April each year.

Once you have reached age 60 for females and age 65 for males, the **Guaranteed Minimum Pension (GMP)** element of your pension derived from service up to 5th April 1988 is increased by the State and the increase payable is added to your **State Pension**. The **GMP** element of your pension derived from service from 6th April 1988 is increased by the UEASSS in line with the Pension Increase Orders, up to a maximum of 3%, the State being responsible for the balance should the cost of living exceed 3%.

Pension over and above your **GMP** is increased as follows:

* Pension in respect of service before 01/08/2012 will be increased in line with the Pensions (Increase) Act.
* Pension in respect if service after 31/07/2012 will be capped as follows:

Increases in official pensions of up to 5% will apply in full with any excess above this only applied at the rate of 50%, up to a maximum ceiling of 10% where the increase in official pensions is 15% or more.

Pension increases paid by the State will be paid direct to you with your **State Pension.**

**THE UEASSS AND THE STATE**

Membership of the UEASSS does not mean that you lose your right to a **State Pension**.

Since 6th April 1978, the State has provided for a two-part pension payable from **State Pension Age**.

The first part, was known as the **Basic State Pension**, was a flat rate amount paid to everyone who had paid sufficient National Insurance Contributions, and the second part, known as the Additional Pension, or State Second Pension **(S2P)**, was an amount based on earnings.

**Contracting out of S2P**

From 6th April 1978, members of the UEASSS have been **contracted-out** of **S2P**, and as a consequence did not receive the Additional Pension from the State in respect of Scheme service. As a condition of being allowed to contract-out, the UEASSS had to guarantee that in respect of membership during the period 6th April 1978 to 5th April 1997, the pension at **State Pension Age** would be no less than a minimum amount broadly equivalent to the Additional Pension that would have been earned. This is known as the **Guaranteed Minimum Pension (GMP)**. The scheme also had to guarantee a minimum level of spouse’s pension known as spouse’s GMP.

With effect from 6th April 1997, the system was changed and instead of **GMP’s** the scheme had to satisfy a general test of overall quality of benefits for membership from that date.

The State Pension introduced in April 2016 will be given to people with at least 35 years National Insurance (NI) contributions or credits. To qualify for any new State Pension people will need at least 10 years of contributions. Those with between 10 and 34 years of contributions will receive a proportion of the pension.

As UEASSS was a contracted-out pension scheme between 6 April 1978 and 5 April 2016, the amount of new flat rate State Pension you receive will be reduced, by the period in which you have been contracted-out to reflect the fact that you have paid a lower rate of NI. In this case you are less likely to receive the full amount of the new State Pension, however, this will depend on your individual NI record and how many qualifying years you have after April 2016. You will be able to build up further qualifying years towards the full flat rate State Pension whilst you continue working and paying NI after April 2016.

**GENERAL INFORMATION**

**Management of the Scheme**

The Scheme is set up under Trust and so the assets are completely separate from those of the University. The Scheme is managed by UEA Pension Trust Ltd a board of seven **Trustee Directors**, of whom four are nominated by the University and three by members of the Scheme.

The **Trustee Directors** have a legal responsibility to protect the interests of members/pensioners at all times and ensure that the Scheme is operated in accordance with the Trust Deed and Rules. To help the **Trustee Directors** with their duties, they use a range of independent professional advisers and appoint a scheme administrator to manage the Scheme.

The benefits payable by the Scheme, except the lump sum payable on death in service, are funded by the Scheme. This means that resources are building up now to meet the cost of benefits that will be payable in the future, rather than paying benefits out of current contributions like the State scheme. The death in service lump sum is funded through a separate insurance policy, with premiums paid by the Scheme.

**HMRC** places limits on the amount of benefits you can receive from the UEASSS. The Scheme is designed to ensure these limits are not exceeded and is approved by the Inland Revenue under Chapter 1 Part XIV of the Income and Corporation Taxes Act 1988. In order to keep this tax approval, the Scheme Rules prohibit you assigning or using your benefits under the Scheme as security for a loan.

The **Trustee Directors** may be contacted by writing to:

The Secretary to the Trustees

Finance Division

The Registry

University of East Anglia

Norwich

NR4 7TJ

**Amendment or winding up**

The University reserves the right to amend or terminate the Scheme as necessary.

**Internal Disputes Resolution**

The Scheme has an internal procedure for resolving any disputes which may arise. This is a two stage process.

In the first instance you must address your complaint to the Scheme Administrator and in normal circumstances you will receive a full response within two months.

If you are dissatisfied with this response, you will be entitled to refer the matter to the **Trustees** within six months of receiving it. The **Trustees** will then reply to you, where possible within two months.

The following independent organisations are also available should you need them.

**The Money and Pensions Service (MaPS)**

The Money and Pensions Service (MaPS) is an arm’s length body sponsored by the Department of Work and Pensions, established at the beginning of 2019, and also engages with HM Treasury on policy matters relating to financial capability and debt advice.

MaPS operates a national telephone helpline on: **0800 138 7777**

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Address: The Money and Pensions Service

Holborn Centre

120 Holborn

London

EC1N 2TD

Email: contact@maps.org.uk

**The Pensions Ombudsman**

If MaPS is unable to resolve your problem, you can appeal to an independent Pensions Ombudsman, appointed by the Government. The Ombudsman has the power to investigate and settle complaints of maladministration and disputes of fact or law relating to occupational pension schemes.

The Pensions Ombudsman operates a national telephone helpline on: **0800 917 4487**

Address: 10 South Colonnade

Canary Wharf

E14 4PU

Email: enquiries@pensions-ombudsman.org.uk

**The Pensions Regulator (TPR)**

The Pensions Regulator is the new regulatory body for work-based pension schemes in the UK. Their task is to ensure that occupational pension scheme operate within the law and their role is to investigate and take action where there is carelessness, negligence, or dishonesty that could damage the security of occupational pension schemes. TPR can be contacted at:

The Pensions Regulator

Telecom House

125-135 Preston Road

Brighton

BN1 6AF

Full details of the Scheme and the address at which the **Trustees** can be contacted have been sent to the TPR. They act as a central tracing agency to help individuals keep track of the benefits they have in previous employer's schemes