The Oxford Diocesan Board of Finance
Staff Retirement Benefit Scheme

A Guide for Defined Benefit Members

tpt Retirement Solutions

A Guide for Members

The Oxford Diocesan Board of Finance Staff Retirement Benefit Scheme (the Scheme) has been designed to provide security for you during your retirement and for your dependants in the event of your death. The Scheme provides benefits related to your earnings and the length of your membership. Administration is carried out by TPT Retirement Solutions.

This guide provides basic information about the Scheme. It gives general guidance only, and you should not regard it as a complete or authoritative statement on the formal Trust Deed and Rules. It is provided to all Active and Deferred members and consolidates and replaces previous Scheme booklets, announcements and disclosure leaflets.

If you have any queries or require further clarification or detailed information about your own benefits you should contact:

Oxford Diocesan Board of Finance Staff
Retirement Benefit Scheme
TPT
Verity House
6 Canal Wharf
Leeds
LS11 5BQ

Tel: **0113 394 2552**
Fax: **0113 234 2698**
Email: **enquiries@tpt.org.uk**

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Joining the Scheme

Can I join the Scheme?

No, The Oxford Diocesan Board of Finance Staff Retirement Benefit Scheme closed to new entrants from 1 September 2006, therefore the Scheme does not now accept new joiners.

How much do I pay?

You are not required to contribute towards the cost of your pension. However, you may make Additional Voluntary Contributions (AVCs) to provide additional benefits if you wish- further details are given later in this booklet. Full tax relief is usually allowed on any voluntary contributions so long as they do not exceed the annual limit for relief set out in legislation.

How much does my employer pay?

The Oxford Diocesan Board of Finance pays the whole of the cost of your pension and other Scheme benefits; the cost may vary from time to time.

Can I transfer previous benefits into the Scheme?

No. The Scheme does not accept transfer-in benefits from a previous scheme.

Leaving

What happens if I leave the Scheme?

If you leave the Scheme, this will normally be because you change jobs. You may also leave the Scheme and continue to work for The Oxford Diocesan Board of Finance. In both cases you can choose to:

- have a deferred pension; or
- transfer your benefits to another pension arrangement.

Note: If you choose to opt out of the Scheme, you must give the Oxford Diocesan Board of Finance one month's written notice.

Deferred pension

Your deferred pension is calculated using the pensionable service you have completed to the date you leave the Scheme and your Final Pensionable Earnings (see 'Definitions'). The Scheme formula and an example of a pension calculation can be found under the heading 'What will I get?' in the Retirement section of this guide.

How does my deferred pension increase?

Any deferred pension accrued before 6 April 2009 will increase each year prior to retirement by the rise in the RPI (see 'Definitions') up to a maximum of 5%. Pension accrued from 6 April 2009 onwards will increase by the rise in RPI up to a maximum of 2.5%.

If you have a Guaranteed Minimum Pension (GMP) (see 'Definitions') in respect of contracted-out service before 6 April 1997, this will be increased in line with statutory requirements. Once you have retired, your pension will increase as shown in the section 'How does my pension increase' on page **12.**

Transfer of your benefits

You may transfer your benefits to another pension arrangement (such as your new employer's pension scheme or to a personal or stakeholder pension plan) at any time after you leave the Scheme, but before you take your pension.

Transfer values are calculated as the best estimate of the cash sum required to be invested in The Oxford Diocesan Board of Finance Staff Retirement Benefit Scheme to reproduce your benefits. A Statement of Entitlement to a guaranteed cash equivalent transfer value of your benefits will be provided on request. The transfer value will not be increased to reflect future discretionary increases to benefits which, on the basis of established practice, may be awarded to benefits.

Following the changes introduced by the Government in the 2014 Budget, transfers from defined benefit schemes to defined contribution (money purchase) schemes, will continue to be allowed. However, from 6 April 2015, members will have to receive independent financial advice before any transfer can proceed (unless the transfer value is less than £30,000). TPT will seek evidence that this advice has been received before proceedingwith a transfer to a defined contribution arrangement.

Retirement

Provided you have reached age 55, with your employer's consent you may choose to start receiving your pension and continue to work for that employer. With the exception of ill-health, early retirement and members with a 'Protected Pension Age' (see 'Definitions'), any reference to retirement in this booklet includes those members who choose to receive their pension benefits **and** continue working, as well as those retiring in the more traditional sense (i.e. stopping work).

When can I retire?

The Scheme's Normal Pension Age (NPA) is 65. This is the age that will be used for normal funding purposes for Scheme benefits. However, if you retire from Active membership between age 60 and 65, your employer will currently permit you to receive your pre- 1 January 2013 benefits from age 60 with no actuarial reduction. Benefits built up from 1 January 2013 onwards will however be reduced if you take them before age 65.

What will I get?

At retirement, you will receive the better of the following two benefits:

- Benefits accrued prior to 1 January 2006 (or 1 October 2007 for employees of PACT*) calculated on Final Pensionable Earnings at age 60 then uplifted by an actuarial late retirement factor; or

- Benefits accrued prior to 1 January 2006 (or 1 October 2007 for employees of PACT) calculated on Final Pensionable Earnings determined at the point of retirement.

  Plus

- Benefits accrued from 1 January 2006 (or 1 October 2007 for employees of PACT) calculated on Final Pensionable Earnings at the point of retirement.

* Parents and Children Together

For benefits built up prior to 1 January 2013, you will receive 1/60th of your Final Pensionable Earnings for each year that you were in the scheme. Benefits built up from 1 January 2013 will be based on 1/70th of your Final Pensionable Earnings for each year of service beyond 1 January 2013. Whilst the information above explains when you can take your pension, the age at which you choose to retire is an employment issue, the timing of which you should discuss with your employer.

If you choose to work beyond age 65 (with your employer's consent), please contact TPT for further details of your pension options at this time. At retirement you have the option to take a pension, or a lump sum and a reduced pension. Lump sums are covered later in this section.

Can I retire early?

You can take your pension from age 55 provided you leave employment, or alternatively obtain your employer's consent to receive your pension whilst continuing to work.

If you have a Protected Pension Age (see 'Definitions') you may take your pension at any time after reaching age 50, provided you have left the employment to which your pension relates.

Your pension will usually be lower than at Normal Pension Age (NPA) because you will have been a member of the Scheme for a shorter period and it will be reduced to allow for the fact that pensions paid early are expected to be paid for longer.

You may apply for your pension to be paid early on the grounds of ill-health at any age. Note: This is subject to the approval of the Trustee – see later section 'What happens if I am too ill to continue working?' (Page 9) If you retire early, you still have the option to take a lump sum. This sum will also be smaller than it would be if you retired at Normal Pension Age (NPA).

Can I take a lump sum?

Yes, you can give up part of your pension and exchange it for a pension commencement lump sum (PCLS). This will leave you with a smaller pension, reduced according to your age.

The maximum lump sum available is 25% of the value of your pension benefits. This is usually tax-free, although a tax charge may apply if your pension savings exceed the Lifetime Allowance (see 'Definitions'). Unfortunately the calculation is not straightforward, however, as an indicator, some examples are shown below of the cash sums available to individuals at age 65.

Note: These figures are only provided as examples.

Option 1	Option 2	
Full Pension	**Maximum Lump Sum**	**Reduced Pension**
£5,000 per year	£22,880	£3,430 per year
£10,000 per year	£45,770	£6,870 per year
£15,000 per year	£68,650	£10,300 per year

Taking a PCLS at retirement will leave you with a reduced pension. The table above shows comparisons between a full pension (Option 1) or a PCLS with a reduced pension (Option 2) for an individual male aged 65.

Flexible retirement

From age 55, members may be permitted to take their pension whilst continuing to work. This option is not available to those members with a 'Protected Pension Age' (see 'Definitions') who retire before age 55 or to any member who retires early on the grounds of ill-health. As flexible retirement requires employer consent, initial enquiries should be directed to your employer.

Can I provide higher spouse's pension?

The Scheme provides for a spouse's pension at 50% of your own pension (subject to certain conditions). However, at retirement, you can provide a higher level of pension for your spouse by giving up part of your own pension. If you are interested in this option, you should request a quotation when you are nearing retirement.

Can I continue active membership after normal pension age?

If your employer agrees to you continuing to work after age 65, you may continue to accrue benefits in the Scheme up until your 75th birthday. You must take your pension by age 75, even if you continue to work. If you postpone your pension from the Scheme at age 65 your pension will be increased by a late retirement factor.

If you continue in active membership you will receive additional benefits based on your pension accrual past age 65. Alternatively, if it produces a higher amount, the standard Scheme formula (see 'What will I get?') will be used to calculate your pension.

Scheme death benefits will continue to be provided on the same basis as they were before age 65.

What happens if I am too ill to continue working?

Provided there is satisfactory medical evidence that you are and will continue to be unable to work again in your own occupation, your pension can be paid immediately regardless of your age. Guidance on eligibility is available on request.

Your ill health pension will be calculated using the Scheme formula (see 'What will I get?'), but it will be reduced to reflect the fact that it has been paid early and is therefore likely to be in payment for longer.

If you retire early due to ill-health, you still have the option to take a pension commencement lump sum.

The Trustee reserves the right to request updated medical evidence on your state of health and has the discretion to suspend your pension if eligibility changes.

You may also apply for early payment if you are too ill to continue working and have a deferred pension after leaving your employment or leaving the Scheme. If your application is successful, your deferred pension would be payable, although it would be reduced to reflect the fact that it has been paid early.

Death Benefits

What happens if I die before retiring?

If you die whilst an active member of the Scheme, the following benefits will be payable:

Lump sum

- Four times your last 12 months' pensionable earnings at the date of your death; and

Survivor's pension

- 50% of the pension you would have received calculated on full pensionable service to age 65 and your pensionable earnings at the date of your death.

What happens if I die after leaving the Scheme?

If you die before Normal Pension Age whilst entitled to a deferred pension, the following benefits will be payable:

Spouse's Pension

- 50% of the pension you would have received calculated on the value of your deferred pension at the date of your death.
- If you do not leave a spouse then any contributions transferred into the Scheme from a previous pension arrangement will be payable as a lump sum.

What happens when I die after retiring?

If you die after your pension starts, the following benefits are payable:

Lump sum

- If you die within five years of retiring, a lump sum death benefit is paid. The sum paid is equal to the unpaid balance of the five years' pension payments, at the rate applicable at the date of death.

Spouse's Pension

- 50% of your pension (calculated on your full pension before you took any pension commencement lump sum and including increases in your pension).

Important Notes

- If you marry after leaving or retiring from the Scheme, the Trustee has absolute discretion whether to pay a spouse's pension.
- If you do not leave a spouse there will be no spouse's pension payable. However, the Trustee may, entirely at its discretion, decide that a pension shall become payable to another person who is, at the date of your death, financially dependent on you, if any.
- Subject to minimum payments that must be paid, any spouse's benefits cease on remarriage, at the discretion of the Trustee.

- The statutory minimum regarding civil partnership rights, which is applicable to the Scheme, is only based on Pensionable Service from 5 December 2005.

Nominations

- You must complete a Nomination Form or put your nominations to us in writing.
- Separate nominations are required for lump sums and pensions (even if you have nominated the same person to receive both).
- You should ensure your nominations are kept up to date. If you wish to make any changes to the nomination or a nominee's address, please notify TPT in writing.

Who gets what?

Lump sum

- you can nominate one or more persons or organisations;
- if you choose more than one you must state the percentage you want each person or organisation to receive;
- you should not use the words 'Executor', 'Administrator', 'In Trust for' or 'Estate' for your nomination, but the proper names of persons or organisations.

Spouse's Pension may be paid to:

- your spouse/civil partner; or
- another person who is, at the date of your death, financially dependent on you, although this is entirely at the Trustee's discretion.

Your Pension

How will my pension be paid?

You will receive your first pension payment shortly after either your date of retirement, or the date TPT receives the appropriate forms, if later. Thereafter pensions are paid quarterly in advance, on the 6 January, April, July and October. They will be paid direct to your bank, building society or Giro account.

If tax is due on the pension, it will be deducted under the Pay As You Earn (PAYE) system.

When will my pension increase?

Pension increases are applied on 6 April each year. The first increase following your retirement is on a pro-rata basis. For example, if you retire on 1 October (six complete months before the increase date of 6 April), the increase to your pension will be 6/12 of the full rate of increase.

How does my pension increase?

The increases explained below apply to your own retirement pension, or your survivor's pension.

Increases to pensions in payment will be paid on the whole pension, including any Guaranteed Minimum Pension (GMP) (see Definitions).

Pension accrued before 6 April 1997 will increase at a fixed rate of 3% per annum compound.

Pension accrued from 6 April 1997 to 31 December 2012 will increase by the rise in the RPI (see 'Definitions') in the 12 months to the previous September, to a maximum of 5% each year.

Pension accrued from 1 January 2013 will increase by the rise in the CPI (see 'Definitions') in the 12 months to previous September, to a maximum of 5% each year.

Boosting your Pension - Additional Voluntary Contributions (AVCs)

Should I pay AVCs?

There are various reasons for choosing to pay AVCs. These include:

- increasing the pension you will receive or
- to offset the reduction which is applied to pensions paid early; or
- to boost your pension in order to reduce the impact of previous breaks in employment or periods where you did not have access to a pension scheme.
- to increase the amount of cash that you receive when your benefits are taken

You should be aware that AVCs are extra provision for retirement and before then you will not receive any benefit from your fund. TPT cannot give financial advice and the decision to pay AVCs is your responsibility. You may wish to discuss this with an Independent Financial Adviser.

How much can I pay?

You will receive full tax relief on contributions to as many different taxregistered pension arrangements as you choose, provided that the total paid in each year does not exceed your annual earnings or the 'Annual Allowance' (see 'Definitions').

As long as the total increase in your benefits in any one year does not exceed the Annual Allowance, you will receive tax relief on up to 100% of your earnings. As your main Scheme does not require you to contribute, this will give you scope to pay up to 100% of your earnings as tax-free AVCs.

If your contributions exceed 100% of your earnings in any tax year, tax on the excess, at your marginal rate, is payable through self-assessment. If you are a high earner, please also read the section on 'Annual Allowance' (see 'Definitions').

Who do I pay AVCs to?

You can pay AVCs to TPT's Flexible Retirement Plan or you can pay contributions to an alternative provider of your choice. If you choose an alternative provider you will need to make arrangements directly with that provider.

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You can pay AVCs to TPT's Flexible Retirement Plan or you can pay contributions to an alternative provider of your choice. If you choose an alternative provider you will need to make arrangements directly with that provider.

Lump sum payments of AVCs/extra contributions instead of regular monthly payments can be accepted. However, these must be made via your employer's payroll as TPT cannot receive personal payments or cheques directly from members.

Before making any payment you will need to complete an AVC Application Form and hand it in to your Payroll Department.

What do my AVCs buy?

Your AVC fund will be used to provide additional pension benefits on a defined contribution basis. This means the amount you receive will depend on variable factors such as:

- how much you pay;
- the investment return; and
- the cost of pensions when you retire.

Because of these variables it is not feasible, before contributions commence, to project your final fund value. After you start paying AVCs you will receive an annual statement which will include, where appropriate, a pension projection on stated assumptions.

The AVC pension is usually payable from the same date as your main Scheme benefits although AVC benefits can be taken on, before or after retirement. The pension will be paid to you directly from your chosen provider.

Can I take a lump sum from my AVC fund?

Since 6 April 2015 members aged 55 and over have greater choice over how they access their pension savings, including AVCs. Members can now take all of their AVC pot as cash. 25% of the pot would be tax-free, with the remainder subject to their marginal income tax rate in that year. Further information is available on the Money Advice Services website **www.moneyadviceservice.org.uk**

Financial Guidance

The UK government recognises the importance of making good financial decisions and that information regarding retirement incomes is vital to ensuring your long term welfare. A free pensions guidance service, called Pension Wise, is available for members with defined contribution (money purchase) arrangements. This includes members with AVC funds, who are approaching retirement. This is separate to independent financial advice which is available. For further details go to **www.pensionwise.gov.uk**.

What if...

What if I work part-time?

If you have consistently worked the same part-time hours in your employment, you can calculate your pension using the method shown in the 'Retirement' section of this booklet.

The calculation is more complex if the number of hours you work part-time changes during your membership of the Scheme, or if your membership is made up of full-time and part-time periods. For part-time service, your retirement benefits will be proportionately reduced, relative to the equivalent full-time service.

This example shows how your actual pensionable service and Final Pensionable Earnings (see 'Definitions') would be calculated.

You have been a member of the scheme for 20 years:

- You worked full time (35 hours a week) for 10 years.
- You worked part time (17.5 hours a week) for 10 years (17.5 / 35 x 10 yrs).

Your actual pensionable service is 15 years.

TPT then calculates what your Final Pensionable Earnings would be if you worked full time.

What if I divorce?

The courts may order that your pension rights must be shared with your ex-spouse. An information leaflet is available on request. Members should take appropriate legal advice. On the dissolution of a civil partnership, the same pension sharing rules as those used for divorce will apply.

What if I take maternity leave?

You will be treated as remaining in active membership for the whole period of maternity leave (i.e. for up to 52 weeks). Your benefits will continue to accrue and be payable as if you had been working normally and receiving the normal remuneration for doing so.

Note: Should you die during paid or unpaid maternity leave, the full range of death benefits will be paid based on your normal pensionable earnings (not your maternity pay, if any).

What if I take family leave?

In the rules, 'family leave' means leave that men or women are entitled to take by law – either paternity leave when a child is born or adopted, or parental leave to care for a child. If such leave is **paid**, the rules apply as for maternity leave. If unpaid, the rules apply as for any other temporary absence. If you die whilst on family leave the full range of death benefits will be paid. These would be based on the rate of earnings you would have been receiving if you were not on family leave. These would be based on the rate of earnings you would have been receiving if you were not on family leave.

What if I am absent from work?

An active member who is absent from work may, if the employer agrees, remain an active member for the period of absence, where it is due to injury or illness, for up to 30 months.

If you are absent for any other reason, you can remain as an active member where there is a definite expectation of a return to work within 12 months. This only applies to absence before your Normal Pension Age and is determined by the Trustee.

If you are absent from service and do not remain an active member as above, the Trustee may, with the consent of the employer and at their discretion treat the period of Pensionable Service immediately before the period of temporary absence and that immediately after as one period of continuous Pensionable Service (but not including the period of temporary absence).

Further Information

Who looks after the Scheme?

The day-to-day administration is entrusted to TPT for Charities and Voluntary Organisations, which has been administering pension schemes since 1946. TPT is directly answerable to its members – the employers who choose its pension schemes and the active members, pensioners and deferred members who belong to these schemes. TPT is **not** an insurance company.

Scheme registration

The Scheme is a registered pension scheme for the purposes of Part 4 of the Finance Act 2004. The Pension Scheme Tax Reference is 00281218RV.

Benefit limits

HM Revenue & Customs no longer impose limits on the pension benefits you can receive. However, if the value of your benefits from all tax-registered schemes exceeds the Lifetime Allowance, tax charges will apply to the excess. It should be noted that both the Lifetime and Annual Allowances (see 'Definitions') are only likely to affect those with very high earnings and/or significant pension benefits held elsewhere. For example, if your pensions from all tax-registered schemes do not exceed £60,000 a year, you are unlikely to be affected.

Can I assign my pension?

No, except where permitted by law on divorce or dissolution of a civil partnership, you cannot sign away your pension rights, even temporarily, for example as security for a loan.

The Trustee Company

The Trustee Company has responsibility for all policy matters and for ensuring that TPT operates lawfully and within the provisions of the format Trust Deed & Rules. Five Directors of the Trustee Company are elected by the members and pensioners of TPT and five are elected by the participating employers. In addition up to two further Directors can be co-opted by the elected Directors.

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

Trustee Elections

Elections are held every two years. There is a vacancy for at least two member-nominated directors at each election. Invitations for nominations will be issued in the March of each election year.

The State Pension

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

If you were a member of the Scheme prior to 6 April 2016, your employment was contracted out of the State Second Pension and as a result, you paid lower National Insurance contributions. This meant that you did not accrue the full State Second Pension during your period of membership to 6 April 2016.

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

The amount of State Pension you receive after 6 April 2016 will take account of any time that you have been contracted-out and paid National Insurance at a lower rate.

To find out more about the State Pension visit **www.gov.uk/state-pension**

Contracting out prior to 6 April 2016

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

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

Pension Tracing Service

Details of TPT (and all pension schemes) have been logged with the Pension Tracing Service and the address is:

Pension Tracing Service
The Pension Service
Tyneview Park
Whitley Road
Newcastle-upon-Tyne
NE98 1BA

Telephone: **0845 600 2537**
Reference: 10170418

The purpose of this registration is to help individuals trace their pension rights.

Rights, obligations and limitations

The rights and obligations of members of The Oxford Diocesan Board of Finance Staff Retirement Benefit Scheme are set out in TPT Deed and Rules and the Scheme Document which are the formal documents of the Scheme. This booklet is intended to provide a clear and simple explanation of the main benefits you are entitled to under the Scheme.

If there is any conflict between the interpretation given in this booklet and the formal Trust Deed and Rules, or the Scheme Document, the legal interpretation of the formal documents will prevail. Copies of TPT Deed and Rules and Scheme Document are available from TPT.

Before making any financial commitment on the basis of any information provided, please contact TPT for final confirmation of the expected level of benefits. Staff will be pleased to provide any further information or assistance you may need.

TPT is not registered under the Financial Services and Markets Act to give financial advice. Any information that is provided to members or prospective members should therefore be taken to constitute information and not to be taken to constitute advice. When providing information to members or prospective members, TPT takes care to provide an accurate service but the decision and choice remains the individual's for which TPT cannot be responsible.

General Data Protection Regulation (GDPR)

For more detailed information on how we use and disclose personal information, the protections we apply, the legal basis for our use of personal information and your data protection rights under the General Data Protection Regulation, see our privacy notice at www.**tpt.org.uk/privacy-policy**.

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

The trustee takes appropriate measures to ensure that your personal data is held securely.

Annual Report & Financial Statements

Members receive a summarised version of TPT's Annual Report and Accounts each year, but are entitled to the full version on request. A copy can be viewed on TPT's website **www.tpt.org.uk** under the 'General Literature' section of the 'Document Library'.

Termination

While The Oxford Diocesan Board of Finance intend to continue the Scheme indefinitely it reserves the right to amend or discontinue the whole, or part of it, at any time.

However, no amendment will be made which will reduce the benefits you have built up to the date of any amendment.

The Pension Protection Fund (PPF)

The PPF is a fund designed to protect members' rights under company defined benefit pension schemes should the employer become insolvent. The PPF will be funded by a levy on company pension schemes that are potentially eligible to benefit from it. The levy on the Scheme will not result in a reduction to your pension.

Benefits payable under the PPF are, briefly, as follows:

- your full pension if you have reached your scheme's Normal Pension Age or receive an ill-health pension (regardless of your age);
- 90% of the expected scheme pension for all other members, subject to a current (2016/17) maximum of £37,420.42 a year at age 65. This maximum figure is reduced actuarially for those under age 65;
- widow/ers', civil partners' or survivors' pensions of 50% of the members' pensions; and
- pension earned from 6th April 1997 will increase each year in line with the CPI up to a maximum of 2.5%. Pension relating to service before 6th April 1997 will not be increased under the PPF.

In general, benefits will be paid from the PPF, as opposed to your own scheme, when:

- your employer becomes insolvent, or in circumstances where the Trustee or Pensions Regulator consider this likely; and
- the assets of the pension Scheme are insufficient, i.e. there is not enough money to pay at least the level of pension described above.

The PPF will only assume responsibility if all the participating employers in the scheme become insolvent or if there is concern that all of the employers are unlikely to continue as going concerns.

Complaints

Complaints Procedure

If you have a problem or complaint in connection with your pension, we recommend that you initially discuss this with your usual contact at TPT. If they are unable to resolve the matter you may find it helpful to speak to the Administration Manager and/or the Head of Pensions Operations.

If your complaint cannot be resolved informally and you remain dissatisfied you may at any time follow the formal complaints procedure; this has two stages and is summarised below. Disputes – Formal Resolution If you remain dissatisfied, you may request (in writing) a formal resolution from the Chief Executive. A decision should be provided within two months of your formal request.

Appeal

If you remain unhappy or disagree with the formal resolution from the Chief Executive, within six months of the decision you have the right to appeal to the Trustee. The result of your appeal should be provided within two months of your request.

The Pensions Advisory Service (TPAS)

TPAS is available at any time to assist members and beneficiaries of the Scheme in connection with difficulties they have failed to resolve. The address is:

The Pensions Advisory Service
11 Belgrave Road
London
SW1V 1RB

Telephone: **0845 601 2923**
Fax: **020 7592 7000**
Email: **enquiries@pensionsadvisoryservice.org.uk**

Pensions Ombudsman

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

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

Telephone: **020 7630 2200**
Fax: **020 7821 0065**
Email: **enquiries@thepensions-ombudsman.org.uk**

The Pensions Regulator

The Pensions Regulator is able to intervene in the Scheme administration where Trustee, employers or professional advisers have failed in their duties. It replaces the previous regulator, the Occupational Pensions Regulatory Authority (OPRA), which ceased to exist on 6 April 2005. The Pensions Regulator inherited all the previous powers held by Opra along with some new ones to give it wider scope. The address is:

The Pensions Regulator
Napier House
Trafalgar Place
Brighton
East Sussex
BN1 4DW

Telephone: **0870 606 0707**
Fax: **0870 241 1144**
Email: **customersupport@thepensionsregulator.gov.uk**

Definitions

Additional Voluntary Contributions (AVCs)

The name given to any contributions you pay to secure extra benefits, on a defined contributions basis, with another provider.

Annual Allowance

This is the amount by which the value of your pension benefits may increase in any one year period without you having to pay a tax charge. From April 2016 the Scheme's pension savings year is aligned to the tax year and is called the Pension Input Period.

The Annual Allowance is £40,000, with provision to carry forward unused Annual Allowance from the previous three pension input periods. In defined benefit schemes, such as Final Salary or CARE Schemes, the input value is measured by the increase in the value of the pension over the year. The input value is calculated as the increase in the annual pension amount, allowing for inflation, multiplied by 16.

In defined contribution schemes, the input value is the total of all contributions paid in by the member and the employer.

If the amount by which the increase in your input value in any one year exceeds the Annual Allowance and you do not have sufficient unused Annual Allowance from the previous three tax years to cover the excess, you will be liable for an 'Annual Allowance tax charge', even if your contributions are less than 100% of your earnings.

TPT will inform you if the increase in your Scheme benefits exceeds the Annual Allowance by 6 October following the end of the relevant tax year.

If you exceed the Annual Allowance in any year you must report this to HMRC on your self-assessment tax return. Where the tax charge exceeds £2,000 in relation to any pension benefits held with TPT, you can ask for this to be paid by the Scheme and have your benefits reduced accordingly. Please contact TPT for guidance if you believe you may be affected.

You should note that if you wish TPT to pay a charge on your behalf, you must provide notification by 31 July in the year following the end of the tax year to which the charge relates for any later tax years. However, if you are retiring and taking all of your benefits from the Scheme, and you want the Scheme to pay your tax charge as detailed above, you must inform TPT before you become entitled to those benefits (please contact TPT for further details).

If the charge is less than £2,000, you are responsible for paying this directly to HMRC. If you should die, become entitled to a serious ill-health lump sum, or retire on the grounds of ill-health where you are not likely to work again, then the input value of the tax year in which the event occurs will not count towards the Annual Allowance.

Benefits

The pensions and other payments made to members and their dependants on death, retirement and after leaving the Scheme.

CPI

Is the Consumer Prices Index. Pensions in payment relating to benefits earned post 1 January 2013 increase in line with CPI capped at 5%.

Deferred Pension

Is the pension secured for you on leaving the Scheme and is payable on retirement.

Final Pensionable Earnings

Is the highest yearly average of the Member's Earnings in any one of the last five complete years of pensionable service.

Guaranteed Minimum Pension (GMP)

Is that part of your pension, or your legal spouse's or civil partner's pension, which represents the equivalent of the State Earnings-Related Pension (SERPS), for pensionable service before 6 April 1997. The Scheme pays a GMP to you during retirement or your legal spouse or civil partner upon your death, as part of the Scheme pension, to replace the State Earnings Related Pension.

Lifetime Allowance

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

Each year your Benefit Statement will show the value of the pension benefits you have accrued as a percentage of the current Lifetime Allowance. You must also take into account the value of any pension benefits you have from previous pension arrangements in estimating whether you have scope to pay AVCs without any danger of breaching the Lifetime Allowance.

If the Lifetime Allowance is exceeded, a tax charge of 55% will be levied on the excess fund if the benefits are taken as a cash lump sum. If the excess benefits are taken as pension then a tax charge of 25% will be levied, as well as the usual income tax payable on the pension instalments.

If you are concerned that your benefits from all sources may breach the Lifetime Allowance you should consult an Independent Financial Adviser (IFA) as to your best course of action.

Please note: TPT and its representatives are not permitted to give financial advice.

Normal Pension Age (NPA)
Is age 65 for Scheme benefits.

Pensionable Service
Is your period of active membership of the Scheme (in years and months). It will include any additional pensionable service you may have been granted as a result of transferring benefits from a previous pension arrangement into the Scheme.

Protected Pension Age
Members who joined the Scheme before 6 April 2006 have a 'Protected Pension Age' of 50. If applicable, this will allow these members to retire from age 50 after 5 April 2010, but if they retire before age 55 they will be required to leave the employment to which the pension relates.

Reference Scheme Test
To contract-out between 6 April 1997 and 5 April 2016 the Scheme had toprovide benefits at least equal to the Reference Scheme (as defined by legislation for contracting-out purposes).

RPI
Is the Retail Prices Index. Pensions in payment relating to benefits earned between 6 April 1997 and 31 December 2012 increase in line with RPI capped at 5%. Deferred pensions relating to benefits earned after 6 April 2009 increase by RPI capped at 2.5%. Deferred pensions relating to benefits earned prior to 6 April 2009 increase by RPI capped at 5%.

The Scheme
Is The Oxford Diocesan Board of Finance Staff Retirement Benefit Scheme.

These definitions are provided as a summary. Please see the formal Trust Deed and Rules, as appropriate, for further clarification.

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Retirement Solutions