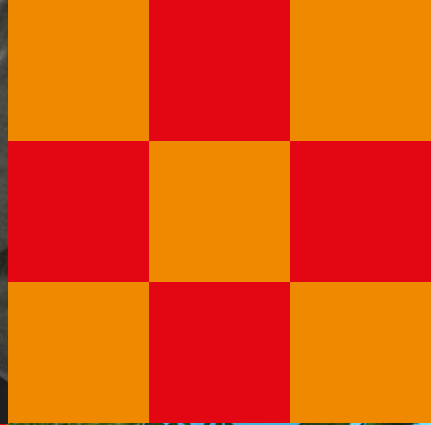


# RETIREMENT BENEFITS PLAN OF THE QUEEN'S UNIVERSITY OF BELFAST

Member Booklet



**QUEEN'S  
UNIVERSITY  
BELFAST**







## CONTENTS

- 01** INTRODUCTION
- 02** THE RBP – AT A GLANCE
- 03** TERMS USED IN THIS BOOKLET
- 05** JOINING THE RBP
- 07** CONTRIBUTIONS
- 09** RETIREMENT BENEFITS
- 15** BENEFITS PAYABLE ON DEATH
- 17** LEAVING THE RBP
- 19** TEMPORARY ABSENCE
- 20** TAX
- 21** ABOUT YOU
- 22** ABOUT THE RBP
- 23** FINDING OUT MORE





## INTRODUCTION

This booklet is intended to provide you with information about the benefits available to you as a member of the Retirement Benefits Plan of The Queen's University of Belfast, referred to in this booklet as the RBP.

The RBP's sponsoring employer is Queen's University Belfast, referred to as the University.

The RBP is managed by a board of trustees, referred to as the Trustees.

Membership of the RBP is a valuable part of the total remuneration package offered by the University as it enables you to build up an income for your retirement.

The detailed benefit provisions are set out in the RBP's formal governing documents, the Trust Deed and Rules. This booklet summarises the benefits provided by the RBP. Whilst every effort has been made to summarise the benefits accurately, if there are any differences between the booklet and the Trust Deed and Rules, the Trust Deed and Rules will apply, and override the terms of this booklet.

# The Retirement Benefits Plan is known as the RBP





## THE RBP – AT A GLANCE



**The RBP provides what are known as defined benefits. This means that the pension benefits which are built up in the RBP are based on a member's salary and length of service.**

### WHAT ARE THE BENEFITS?

- A pension made up of final salary benefits ( $\frac{1}{80}$  of final pensionable salary) for pensionable service up to 31 July 2006 and/or benefits built up on a CARE accrual basis ( $\frac{1}{80}$  of pensionable salary, revalued each year) for pensionable service from 1 August 2006 onwards.
- A tax free cash lump sum of  $\frac{3}{100}$  of your standard pension, plus the option to convert part of your pension to provide additional tax free cash of up to 25% of the value of your total benefits
- Your benefits will be payable from age 65, however you may be able to take your benefits early or late with the consent of the University and the Trustees
- A pension and/or a lump sum payment payable to your dependants on your death, depending on your circumstances
- A death in service lump sum of three times your current pensionable earnings if you die in pensionable service
- If you are in serious ill health, you may be able to take all of your benefits immediately as a lump sum
- If you leave the RBP, you may be able to defer taking your pension or you may transfer your benefits to another arrangement, provided you have at least two years' pensionable service

### WHAT WILL IT COST ME?

Member contributions are currently 9% of pensionable earnings. This rate could be increased or reduced in the future. Contributions are deducted directly from the salary you receive from the University.

### KEY HIGHLIGHTS

- An annual pension for life
- A tax free lump sum at retirement
- After your death, a spouse's pension for the rest of their life
- Death in Service cover
- Incapacity retirement options





## TERMS USED IN THIS BOOKLET

We appreciate that understanding pensions is not straightforward, so in this section of the booklet we explain some of the language used. Some words have specific meanings for the purposes of the RBP and it is important that you are aware of them.

The following terms have the meanings shown:-

### **AVCs**

Additional voluntary contributions

### **Beneficiaries**

A member's spouse or civil partner, brother or sister, uncle or aunt, family member, any person who, in the Trustees' opinion, has been dependent or partly dependent on the member for maintenance or support, and any person entitled to any interest in the member's estate, and any beneficiary nominated by the member

### **CARE**

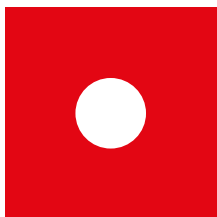
Career average revalued earnings

### **Contractual Enrolment**

The process by which University employees in posts graded 1-5 are enrolled into the RBP under the terms of their employment contract and (by reference) the RBP's Trust Deed and Rules

### **Current Pensionable Earnings**

The annual rate of contractual basic salary or wages in force at the relevant date (together with, from 1 August 2006, agreed contractual overtime at the relevant date)



### **Dependant**

The wife, husband, widow, widower, child or children of a member; and any other natural person who, in the Trustees' opinion, is financially dependent upon the member (or was so dependent) at the date of the member's death or retirement as appropriate

A child may be a dependant only if he or she

(i) is under the age of 18 years,

(ii) is between the ages of 18 and 22 years and is receiving full-time educational or vocational training which has been continuous since attaining the age of 18 years (other than by reason of a temporary interruption), or

(iii) is aged 18 years or more but is financially dependent on the member by reason of mental or physical incapacity

### **Earnings**

Basic salary or wages from the University

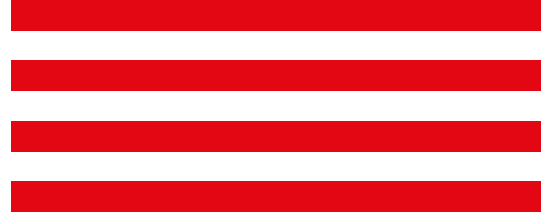
### **Expression of Wish Form**

The form the member uses to nominate which beneficiaries the Trustees should consider when they are deciding who should receive any lump sum payment payable from the RBP on the death of the member

### **Final Pensionable Earnings**

(a) The highest basic salary or wages and agreed contractual overtime received in any one of the five years during which the member was an active member; and

(b) The highest average of the member's earnings and agreed contractual overtime as received in any three consecutive years in the ten years ending on the last date on which the member was an active member



### **Guaranteed Minimum Pension (GMP)**

The minimum pension the scheme has to provide for any members who were contracted out of the State Earnings-Related Pension Scheme between 6 April 1978 and 5 April 1997

### **Index**

The Government's official cost of living index as the price of goods and services rise

### **Member's Deferred Pension Amount**

The annual rate of the member's deferred pension with revaluation applied (excluding any commutation of pension for a lump sum)

See the section headed 'Leaving the RBP' for further details

### **Member's Notional Pension Amount**

The annual rate of pension which would have been payable to the member, if the member had remained in service to normal pension date, excluding any commutation of pension for a lump sum or benefits secured by AVCs

### **Member's Retirement Amount**

The annual rate of pension payable to the member at the date of his/her retirement, excluding any commutation of pension for a lump sum

### **Normal Pension Date**

The member's 65th birthday

If a member's terms of employment allow him/her to retire at some other age, subject to the Trustees' agreement, normal pension date means that age, as confirmed by the University in writing

### **Partial Incapacity**

Physical or mental impairment which, in the Trustees' opinion, is serious enough to prevent a member from following his/her normal occupation or a similar occupation, seriously impairs his/her earning ability and is likely to be long term

For this purpose, the Trustees may call for and rely on any medical evidence they consider to be appropriate

### **Pensionable Earnings**

The member's earnings together with their agreed contractual overtime, all of the foregoing being as received in a plan year

### **Plan Year**

The period of twelve consecutive calendar months commencing on any 1 August

### **Spouse**

A wife, husband, widow or widower

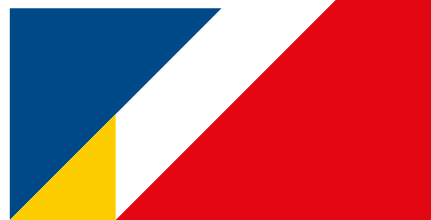
### **Total Incapacity**

Physical or mental impairment which, in the Trustees' opinion, makes it impossible for a member ever to resume employment or to follow his/her own or any other trade, profession or occupation for remuneration or profit

For this purpose, the Trustees may call for and rely on any medical evidence they consider to be appropriate

### **Transfer Value**

The expected cost of providing the member's benefits within the RBP, as determined by the RBP actuary





## JOINING THE RBP

### CONTRACTUAL MEMBERSHIP

The University determines which employees are eligible to join the RBP. At the date of this booklet's publication, new employees with a post graded 1–5 are contractually enrolled in the RBP on the date on which they join the University's employment.

### TRANSFER FROM AN EXISTING PENSION SCHEME

You may wish to transfer benefits from another pension arrangement into the RBP. Transfers into the Plan may be made only with the agreement of the University.

Only transfer values exceeding £5,000 can be accepted by the RBP. If you are permitted to transfer benefits from another pension scheme to the RBP, you will in exchange for the transfer value paid, be granted additional benefits in the RBP.

The Pensions Office can provide you with information relating to transfers, however, before making a decision regarding a transfer you should seek independent financial advice.

### OPTING OUT OF THE RBP

You may choose not to become a member of the RBP. You are entitled to opt out of the RBP within one month of joining, and can do so by completing an opt out form, which you can obtain from the Plan administrator.

Please return the form to the Pensions Office. If your completed opt out form is received within this period you will have opted out of the RBP. Any member contributions that you have paid will be refunded to you via your salary.

Under the government's auto-enrolment regime the University is obliged to re-enrol you into a workplace pension scheme within three years after you have opted out of the RBP. You can choose to opt out again.

Once you have been a member of the RBP for longer than one month, you will need to notify either the University or

the Trustees (via the Pensions Office) in writing if you wish to cease to be a member. If you cease to be a member you will be treated as an early leaver. The University does not currently require you to give a specified period of notice. After receiving your notice the Plan Administrator will contact you about the options available to you in relation to your RBP benefits.

### OPTING IN TO THE RBP

If you opt in to the RBP having previously been a member, you may have more than one period of membership. The benefits in respect of each period of membership are treated as separate benefits.

**RBP membership  
is available to  
employees in  
posts graded 1-5**







## CONTRIBUTIONS

### You and the University pay pension contributions into the RBP in order to meet the cost of the benefits payable.

#### WHAT YOU PAY

The University determines the rate of member contributions and will notify you of the rate applicable at your enrolment.

Member contributions are currently 9% of pensionable earnings. This rate could be increased or reduced in the future. Contributions are deducted directly from the salary you receive from the University.

The actual cost to you is less than 9% because you currently receive tax relief on your contributions at your highest rate of tax. This means that if you pay tax at the basic rate of 20%, each £1 of contribution costs you 80p from net pay.

#### WHAT THE UNIVERSITY PAYS

The University pays contributions to make good the difference between the contributions you pay and the cost of providing your retirement benefits, and to cover the costs involved in running the RBP. This amount varies from time to time, but the University's contribution is significantly higher than the contributions received from members.

The University determines, on the RBP actuary's advice, the level of contributions payable by the University to enable the RBP to provide the benefits to members.

#### ADDITIONAL VOLUNTARY CONTRIBUTIONS (AVCs)

In addition to ordinary member contributions, you can choose to pay AVCs to increase the level of benefits available to you at retirement. AVCs operate in a different way to your main RBP benefits, and build up on a 'money purchase' basis.

The level of AVCs you choose to make are deducted from your University salary and then paid into a pension account on your behalf, held with an insurance company. When you come to retire, the pension account you have built up can be used to add to your RBP benefits.

Full details of the AVC arrangements available can be obtained from the Pensions Office.

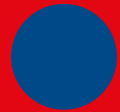
**Member contributions  
subject to tax and  
NI relief**

9%

**Employer  
contributions**

19%





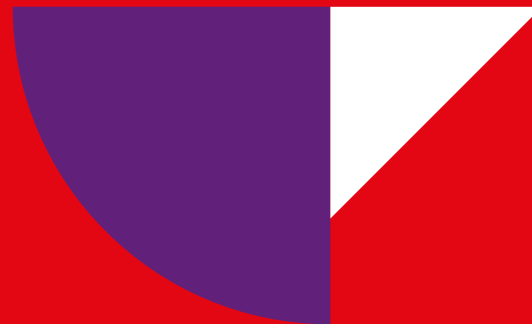
## SALARY SACRIFICE

The University offers a salary sacrifice arrangement in relation to the RBP, called Pensions+. All new members are automatically enrolled into Pensions+ and under this arrangement, you will not have to pay ordinary member contributions to the RBP. Instead, you sacrifice or give up part of your University salary (currently 9% of pensionable earnings) in exchange for a payment by the University to the RBP, in addition to its own employer contributions.

The overall contribution to the RBP is the same. The key difference is that your pension contribution is no longer deducted from your University salary, and under current legislation you do not pay National Insurance Contributions on the amount you have sacrificed. This means that your take-home pay is slightly higher than if you had paid the contributions from your salary.

The University also receives a saving because it only has to pay National Insurance Contributions on the University salaries it pays to employees, which are lower because of the salary sacrifice arrangements.

**Note that Pensions+ affects contributions only, and not the benefits payable from the RBP. The Trustees will use the salary you would have received if you had not participated in Pensions+ to calculate your pension and lump sum benefits, and any benefits payable on your death or ill-health, and the University will use pre-Pensions+ figures if you need confirmation of salary for a loan or mortgage application. Please contact the Pensions Office if you wish to find out more about Pensions+.**





## RETIREMENT BENEFITS

### PENSION AT NORMAL PENSION DATE

The RBP is a defined benefit arrangement, meaning that benefits are, broadly speaking, based on your levels of salary and the length of time you have been a member of the RBP.

Benefits under the RBP are built up in two ways, on a final salary basis and/or a CARE basis, depending on when you joined the RBP. If you have built up benefits on both bases, then the pension you receive will be the aggregate of your final salary benefits and your CARE benefits.

This is explained in more detail below.

### FINAL SALARY BENEFITS

Until 31 July 2006, benefits under the RBP built up on a 'final salary' basis. This means they are calculated by reference to a member's final pensionable earnings and pensionable service before that date. Pension benefits are calculated as follows:

$$\frac{1}{80} \times \text{final pensionable earnings} \times \text{pensionable service (up to 31 July 2006)}$$

### CARE BENEFITS

From 1 August 2006, benefits under the RBP have built up on a CARE basis. This means that they are calculated in a way which reflects a member's average pensionable earnings over the member's period of active membership from 1 August 2006.

CARE benefits build up in 'blocks' each year. A CARE block is calculated as:

$$\frac{1}{80} \times \text{pensionable earnings during the plan year to which it relates}$$

Each block of pension is increased by an amount proportionate to the increase in the index for the twelve months to March in the plan year. The first increase is applied on the 1 August immediately following the end of the plan year from which the pensionable earnings figure is derived.

So, if you accrued CARE benefits from 1 August 2006 to 31 July 2007, your CARE block would be increased on 1 August 2007 by the increase in the index from March 2006 to March 2007.

Thereafter, increases are applied on a compound basis on each 1 August by an amount proportionate to the increase in the index for the twelve months to March immediately preceding the relevant 1 August.

## CASH SUM

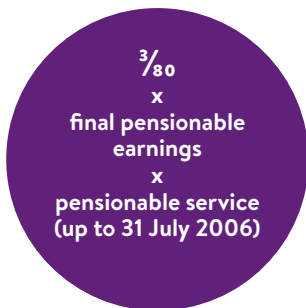
The RBP provides you with a lump sum payment in addition to your annual pension. As with your pension, the lump sum builds up in slightly different ways, on a final salary basis and/or a CARE basis. The cash lump sum is equal to three times your starting pension.

As with your pension, you may have built up benefits on a final salary basis and a CARE basis, or a CARE basis only, depending on when you joined the RBP. If you have built up benefits on both bases, then your lump sum will be the aggregate of your final salary benefits and your CARE benefits.

These are explained in more detail below.

## FINAL SALARY BENEFITS

Cash lump sums are calculated as follows:


$$\frac{3}{80} \times \text{final pensionable earnings} \times \text{pensionable service (up to 31 July 2006)}$$

## CARE BENEFITS

Cash lump sums are calculated as follows:


$$3 \times \text{the aggregate of all the member's CARE blocks}$$

## ADDITIONAL CASH SUM

You have the option to convert part of your annual pension to a cash lump sum paid free of tax, with the Trustees' consent. The total amount which you can receive as a lump sum is restricted to 25% of your value of your benefits (or such other limit imposed by HMRC) and would mean that the value of your annual pension would decrease.

The tax free cash lump would be payable in addition to your cash lump sum.

## EARLY RETIREMENT

If you retire from University employment before your normal pension date, you may be able to take your pension early, provided you are age 55 or over. The consent of both the University and the Trustees is required.

Your benefits from the RBP will be reduced by an amount determined by the Trustees with input from the RBP actuary. The benefits are reduced to take account of the fact that they are being paid early and may be in payment for a longer period of time than they would if you had retired at your normal pension date.

The exception to this is if you retire at or after age 60 and have pensionable service prior to 1 August 2002, when your normal pension date in the RBP was 60. In these circumstances, the part of your benefits that you accrued prior to 1 August 2002 will be paid without any reduction to reflect early payment.

**At retirement you will have the flexibility to convert some of your annual pension to a tax free lump sum**



## EXAMPLE CALCULATION

The following simplified example may help to demonstrate how benefits are calculated.

- Alan has 30 years service in the RBP
- He retires on 31 July 2018
- He has 18 years of final salary benefit accrual (up to 31 July 2006)
- He has 12 years of CARE benefit accrual (from 1 August 2006 until 31 July 2018)
- Alan's pensionable earnings figure was £14,000 on 1 August 2007 and increased by 3% per annum to 2018
- Alan's final pensionable earnings are £19,373

### FINAL SALARY PENSION BENEFITS

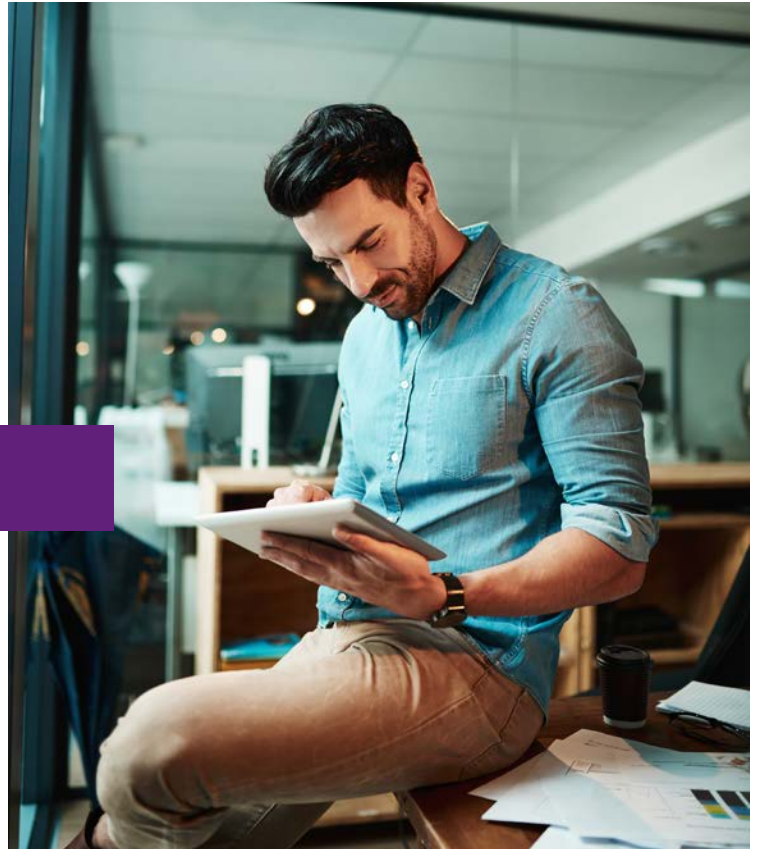
$$1/80 \times \text{£}19,373 \times 18 = \text{£}4,348$$

Alan's final salary pension is £4,348 per annum

### FINAL SALARY LUMP SUM BENEFITS

$$3 \times 1/80 \times \text{£}19,373 \times 18 = \text{£}13,076$$

Alan's final salary lump sum is £13,076





## CARE PENSION BENEFITS

The figures and rates of increase used in the table are for illustrative purposes only and are not guaranteed.

Plan year (starts each 1 August)	Pensionable earnings during the year	CARE block calculation	Accumulated pension (i.e. total value of all CARE blocks, after applying annual increases)
Year 1 (2007)	£14,000	$\frac{1}{80} \times £14,000 = £175$	£175
Year 2 (2008)	£14,420	$\frac{1}{80} \times £14,420 = £180$	(£175 plus 2.5% increase £179) + £180 = £359
Year 3 (2009)	£14,852	$\frac{1}{80} \times £14,852 = £185$	(£359 plus 2.5% increase £368) + £185 = £553
Year 4 (2010)	£15,297	$\frac{1}{80} \times £15,297 = £191$	(£553 plus 2.5% increase £566) + £191 = £757
Year 5 (2011)	£15,756	$\frac{1}{80} \times £15,756 = £197$	(£757 plus 2.5% increase £776) + £197 = £973
Year 6 (2012)	£16,228	$\frac{1}{80} \times £16,228 = £202$	(£973 plus 2.5% increase £997) + £202 = £1,199
Year 7 (2013)	£16,714	$\frac{1}{80} \times £16,714 = £208$	(£1,199 plus 2.5% increase £1,228) + £208 = £1,436
Year 8 (2014)	£17,215	$\frac{1}{80} \times £17,215 = £215$	(£1,436 plus 2.5% increase £1,471) + £215 = £1,686
Year 9 (2015)	£17,731	$\frac{1}{80} \times £17,731 = £221$	(£1,686 plus 2.5% increase £1,728) + £221 = £1,949
Year 10 (2016)	£18,262	$\frac{1}{80} \times £18,262 = £228$	(£1,949 plus 2.5% increase £1,997) + £228 = £2,225
Year 11 (2017)	£18,809	$\frac{1}{80} \times £18,809 = £235$	(£2,225 plus 2.5% increase £2,280) + £235 = £2,515
Year 12 (2018)	£19,373	$\frac{1}{80} \times £19,373 = £242$	(£2,515 plus 2.5% increase £2,577) + £242 = £2,819
			<b>Alan's CARE pension is £2,819 per annum</b>

## CARE LUMP SUM BENEFITS

$3 \times £2,819 = £8,457$

**Alan's CARE lump sum is £8,457**

**Alan's total pension is:**

**£4,348 (Final Salary)  
plus £2,819 (CARE)**

**£7,177 per annum**

**Alan's total lump sum is:**

**£13,076 (Final Salary)  
plus £8,457 (CARE)**

**£21,533**



## INCAPACITY

If you retire from University employment before your normal pension date due to incapacity, then you may be able to take your pension immediately. The RBP may pay immediate benefits if you are suffering from partial incapacity or total incapacity. The consent of the University and the Trustees would be required in each case.

If you are under the age of 55, you need to meet the HMRC requirement which states that the 'ill health-condition' may be met if;

- the RBP's scheme administrator has received evidence from a registered medical practitioner that the member is (and will continue to be) incapable of carrying on their occupation because of physical or mental impairment, and
- the member has in fact ceased to carry out their occupation

## PARTIAL INCAPACITY

In cases of partial incapacity, benefits will be calculated in the same way as they would had you retired at normal pension date, however your benefits will be based only on pensionable service you actually completed.

## TOTAL INCAPACITY

In cases of total incapacity, benefits will be calculated in the same way as if you had retired at normal pension date, however you will be granted with additional pensionable service (calculated on a CARE basis), as follows:

Number of years of pensionable service	Additional years of pensionable service awarded (calculated on a CARE basis)
Less than 5 years	None
At least 5 but less than 10 years	The amount of pensionable service actually completed is doubled*
At least 10 but less than 13 years 122 days	Pensionable service is increased to 20 years*
At least 13 years 122 days	Additional award of 6 years 244 days *

\*Any additional pensionable service award cannot exceed the period from your date of retirement to normal pension date.



## ILL HEALTH

If you are in exceptional circumstances of serious ill health, you may be able to elect to take all of your benefits as a lump sum in place of your pension before the pension is due to commence.

Please contact the Pensions Office if you think these circumstances apply to you.

## LATE RETIREMENT

You may continue in University employment after your normal pension date. In these circumstances, no benefits are payable until you actually leave employment, however your benefits from the RBP will be higher than those which would have been payable to you had you retired at normal pension date.

You can either:

- continue in pensionable service after your normal pension date until the date you leave University employment (up to age 75) and continue to pay member contributions to the RBP, or
- stop accruing benefits at normal pension date and take your pension when you leave University employment. In these circumstances, your benefits from the RBP will be increased by an amount determined by the Trustees with input from the RBP actuary. The benefits are increased to take account of the fact that they are being paid late and may be in payment for a shorter period of time than they would if you had retired at your normal pension date.

If you retire late, you still have the option to take part of your pension as a tax free cash sum.

## INCREASES TO PENSIONS IN PAYMENT

Your pension will usually be increased once in payment, to protect against inflation. Your pension in payment is increased as follows:

- the part (if any) of your pension which is known as your GMP is increased at a fixed rate in line with statutory requirements, and
- the part of your pension which is not your GMP, known as the 'excess', is increased in line with the index used to increase public sector pensions (currently CPI), up to a maximum of 5%.


The rates at which your pension is increased, and the maximum increases, may change in the future.

## HOW YOUR PENSION IS PAID


Pensions are paid to members from the date of their retirement and paid monthly in advance thereafter. The date of payment is usually the last working day of the month.

Pensions are paid to beneficiaries from the date of the member's death and paid monthly in advance thereafter. The date of payment is usually the last working day of the month.

Increases to pensions in payment are applied on 6 April each year. A proportionate increase is paid when a pension has been in payment for less than a year.



**Your Pension is inflation proofed, keeping it in line with increases in the cost of living**





## BENEFITS PAYABLE ON DEATH

On your death, the RBP will provide pension and/or lump sum benefits to others on your behalf in certain circumstances. You can usually choose whom you would like to receive lump sums payable on your behalf after you die.

You may nominate the people you would like the Trustees to consider as beneficiaries, by completing an Expression of Wish form. You should make sure that your Expression of Wish form is kept up to date by filling in a new form if you wish to change your nominated beneficiaries. Forms are available from the Pensions Office.

Restrictions may be placed on the benefits payable if you have an existing health condition when you join the RBP.

### DEATH IN PENSIONABLE SERVICE BEFORE NORMAL PENSION DATE

If you die while you are an active member of the RBP in pensionable service, the following benefits will be payable:

- a refund of contributions (including AVCs)
- a lump sum equal to three times your current pensionable earnings figure (or lesser amount paid out by the insurance company which provides the benefit)
- a pension payable to one or more of your dependants, as follows:
  - to a spouse or civil partner,  $\frac{1}{2}$  of the member's notional pension amount
  - to any dependent children where the member also had a spouse or civil partner,  $\frac{3}{4}$  of the member's notional pension amount
  - to any dependent children where the member did not have a spouse or civil partner, a pension equal to the member's notional pension amount

- to any dependent children where the member did have a spouse or civil partner but that spouse or civil partner has died, an increased pension equal to the member's pension notional amount (instead of  $\frac{3}{4}$ )

### DEATH IN PENSIONABLE SERVICE AFTER NORMAL PENSION DATE

If you remain in pensionable service after normal pension date, then the benefits payable are broadly the same as would have been payable had you died before normal pension date. The main difference is that the pension payable to your dependants is based on the pension which would have been payable to you had you left University service and retired on the day before your death, instead of the member's notional pension amount.

### DEATH IN RETIREMENT

If you die within five years of your retirement, the following benefits will be payable:

- a lump sum equal to the unpaid balance of five years pension (disregarding any increases which would have been paid to you)
- a pension payable to one or more of your dependants, as follows:
  - to a spouse or civil partner,  $\frac{1}{2}$  of the member's retirement amount
  - to any dependent children where the member also had a spouse or civil partner,  $\frac{3}{4}$  of the member's retirement amount
  - to any dependent children where the member did not have a spouse or civil partner, a pension equal to the member's retirement amount
  - to any dependent children where the member did have a spouse or civil partner but that spouse or civil partner has died, an increased pension equal to the member's retirement amount (instead of  $\frac{3}{4}$ )



**You should ensure  
that your Expression  
of Wish form is kept  
up to date**



## LEAVING THE RBP

You can choose to leave the RBP and stop contributing, whilst remaining in the University's employment. Doing so will mean that you stop building up benefits in the RBP. You will no longer be covered for death in service lump sum benefit from the RBP, or be entitled to incapacity retirement benefits.

The options available to you if you leave the University and/or the RBP will depend on how long you have been a member of the RBP. These options are explained below. You cannot take your RBP benefits and continue to work for the University, other than under the terms of the flexible retirement policy (explained in the section headed 'About you').

### **LESS THAN THREE MONTHS' SERVICE**

If you have pensionable service of less than three months, and as long as you notify the Pensions Office on time, you will be entitled to a refund of contributions.

### **OVER THREE MONTHS' AND LESS THAN TWO YEARS' PENSIONABLE SERVICE**

If you have pensionable service of over three months and less than two years, and as long as you notify the Pensions Office on time, you will be entitled to either a refund of contributions or a transfer of your contributions to another pension arrangement.

### **MORE THAN TWO YEARS' PENSIONABLE SERVICE**

If you have more than two years' pensionable service, you can opt for:

- a deferred pension and lump sum, or
- a transfer value

### **DEFERRED PENSION**

A deferred pension is held in the RBP and is usually paid when you reach normal pension date.

Your final salary pension benefits will be based on pensionable service to 31 July 2006 (if you built up benefits before this

date) and final pensionable earnings calculated as at the date you left the RBP. Your CARE pension benefits will equal to the CARE pension accumulated by you on or after 1 August 2006. Lump sums will be calculated by reference to your deferred pension amount.

Your deferred pension can be paid before normal pension date provided you are age 55 or over or after normal pension date, provided the Trustees consent to early or late payment. Your benefits will be reduced or increased to take account of early or late payment.

### **REVALUATION**

The value of your deferred pension is protected against inflation by 'revaluation'. Your deferred pension is increased as follows from the date you leave the RBP:

- the part of your deferred pension which is known as your GMP is increased at a fixed rate in line with statutory requirements, and
- the part of your deferred pension which is not your GMP, known as the 'excess', is increased in line with the statutory measure of inflation (which currently is CPI) up to a maximum of 5%.

The rates at which your deferred pension is revalued, and the maximum increases, may change in the future.

### **DEATH BENEFITS**

#### **Death before retirement**

If you die as a deferred member of the RBP, the following benefits will be payable:

- a refund of contributions (including AVCs)
- a pension payable to one or more of your dependants, as follows:
  - to a spouse or civil partner,  $\frac{2}{3}$  of the member's deferred pension amount



- to any dependent children where the member also had a spouse or civil partner,  $\frac{3}{4}$  of the member's deferred pension amount
- to any dependent children where the member did not have a spouse or civil partner, a pension equal to the member's deferred pension amount
- to any dependent children where the member did have a spouse or civil partner but that spouse or civil partner has died, an increased pension equal to the member's pension deferred amount (instead of  $\frac{3}{4}$ )

Pension benefits will be revalued from the member's date of leaving the RBP, until the date of death.

### Death in retirement

If you die after you retire from deferred status, benefits are paid in the same way as described in the section of this booklet headed 'Death in retirement' (on page 15), but calculated by reference to your deferred pension amount.

### TRANSFER OF BENEFITS

If you leave the RBP having completed at least two years' pensionable service, you may be able to transfer your benefits to another pension arrangement, provided your pensionable service ends at least one year before your normal pension date.

You should contact the Pensions Office if you wish to transfer your benefits from the RBP. The RBP actuary will provide you with a quotation of the transfer value of your benefits. Your transfer value will depend on several factors, including economic conditions and RBP funding levels.

The guarantee period for quotations from defined benefit schemes is three months. After that time, the quotation is no longer guaranteed and you will need to apply for a new one if you still wish to transfer your benefits. Your first quotation is free, however additional quotations are likely to incur a cost payable by you.

**Please be aware that your RBP benefits are valuable and it is important to take financial advice if you wish to transfer them to another arrangement. If your transfer value is £30,000 or more, then it is a legal requirement that you take independent financial advice if you wish to transfer the benefits to a defined contribution or money purchase arrangement, for example, a personal pension scheme.**





## TEMPORARY ABSENCE

Most absences from work are for a relatively short period and will not normally affect your membership of the RBP. However, there are circumstances where you may be absent for longer periods of time. This section of the booklet is a summary of the impact of those absences on your membership of the RBP.

### ABSENCE

If you are absent due to ill-health, injury or other causes beyond your control (which are approved by the University and the Trustees), your RBP membership is likely to be continued, provided the University continues to pay you and you continue to pay member contributions.

If you are absent due to a period of unpaid parental leave your membership will be suspended for the period of absence. However, during a period of unpaid parental leave you have the option to make up your contributions on your return to work. In order to facilitate this option, you must provide the Pensions Office with sufficient notice prior to the commencement of your unpaid parental leave. If you choose to make up your contributions, the University will make up the employer's contributions, and therefore your benefits will continue to build up while you are absent.

If you are absent voluntarily on unpaid leave due to a career break, secondment or other reason approved by the University, your membership will be suspended for the period of absence (rather than terminated). You may be able to elect to pay a special contribution to maintain your death in service cover during your absence.

If the University does not agree to suspend your membership, then your membership will be treated as having terminated and you will be classed as an early leaver. Your benefits built up before your absence will become deferred and calculated as described in the section headed 'Leaving the RBP'. You will be treated as a new member on rejoining the RBP when you return to work.

### MATERNITY, PATERNITY, ADOPTION AND PARENTAL LEAVE

Full details of the University's maternity, paternity, adoption and parental leave procedures are contained in the maternity policy.

You can obtain a copy of the maternity, paternity, adoption and/or parental leave policy from the People and Culture Directorate.





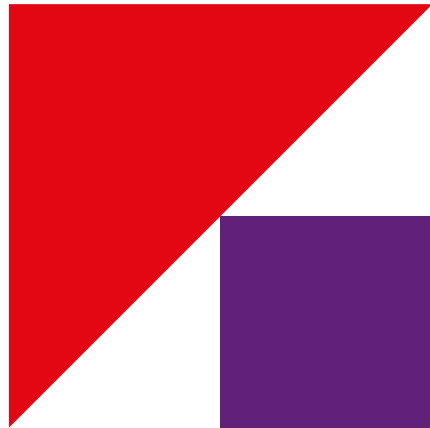
## REGISTERED PENSION SCHEME

The RBP is a registered pension scheme for the purposes of HMRC, meaning that it is a tax efficient way of saving for your retirement. Tax relief applies to contributions made by you and the University to the RBP and many lump sums payable from the RBP are tax-free.

HMRC does impose some restrictions on the tax advantages to be gained from saving in a registered pension scheme, particularly on the level of benefits you can build up. The main allowances are the 'annual allowance' and the 'lifetime allowance'. You can build up benefits in excess of these allowances, however you will not receive favourable tax treatment on the excess over the allowance.

## ANNUAL ALLOWANCE

The annual allowance is the maximum value of pension benefits you can save in any year under all of your registered pension schemes, with the benefit of tax relief.



## LIFETIME ALLOWANCE

The lifetime allowance is the maximum value of pension benefits you can save in your lifetime year payable from all of your registered pension schemes, with the benefit of tax relief.

Tax protections are complex and will depend on your individual circumstances so if you have any questions, or require more information, you may wish to speak to a financial adviser.





## ABOUT YOU

### **FLEXIBLE RETIREMENT**

In certain circumstances, the University offers the option to take flexible retirement for members of the RBP over age 55. This allows members to remain in part-time employment and continue to make contributions and build up benefits in the RBP, whilst receiving some of their pension benefits.

Full details are contained in the University's flexible retirement policy, which is available at:

[qub.ac.uk/directorates/HumanResources/leaving-the-university/](http://qub.ac.uk/directorates/HumanResources/leaving-the-university/)

### **USING YOUR PERSONAL INFORMATION**

The Trustees collect personal information about you and use this to calculate and pay your benefits under the RBP and to administer the RBP as a whole. The Trustees are required to keep this information secure and to process it in accordance with the data protection laws.

The Trustees may share your information with the University and third parties in relation to the administration of the RBP, including professional advisers and other service providers. However, it will not be shared with third parties for marketing purposes.

If you would like to know more about how your personal information is collected and used, please ask for a copy of the Trustees' Privacy Notice from the Pensions Office.

### **PENSIONS ON DIVORCE OR DISSOLUTION OF CIVIL PARTNERSHIP**

If you get divorced or dissolve your civil partnership, it is possible to share your pension benefits in the RBP with your former spouse or civil partner as part of your divorce settlement. A court order would be required. The order would require the Trustees to allocate part of your pension benefits to your ex-spouse or civil partner.

Please contact the Pensions Office if you are going through a divorce or are dissolving a civil partnership in circumstances where it is likely that a court order will be granted.





## ABOUT THE RBP

### THE RBP AND THE TRUSTEES

The RBP is an occupational pension scheme, established under trust. The RBP's assets are financially separate from those of the University, and are managed by the Trustees who are the owners of the assets. The Trustee Board is made up of individual trustees, some of whom are appointed by the University and some of whom are appointed by the members.

The Trustees are responsible for paying benefits, investing the RBP's assets and making sure that RBP members' interests are protected. The Trustees are assisted in their role, as necessary, by the University's Pensions Office and by external advisors. Information on how to contact the Pensions Office is provided in the section headed 'Finding out more'.

### THE TRUST DEED AND RULES

There are formal documents, known as the RBP's Trust Deed and Rules, which constitute and govern the operation of the RBP. Whilst we have sought to provide you with a detailed outline of the RBP and the benefits payable from it, this booklet is a practical summary only. Whilst every effort has been made to accurately reflect the Trust Deed and Rules in this booklet, if there are differences, between this booklet and the Trust Deed and Rules, the Trust Deed and Rules will override the terms of this booklet.

### CHANGING OR STOPPING THE RBP

The RBP's Trust Deed and Rules allow changes to be made to the RBP, providing certain procedural requirements are adhered to. The University could make changes to the RBP's benefit structure, or other aspects of the RBP, in the future.

The University could bring the RBP to an end by stopping paying contributions to the RBP, which would bring the build up of benefits for members to an end. The University would need to pay an amount to ensure benefits for members could be paid in full, if it chose to stop contributing. If, in a more extreme circumstance, the University could not afford to meet the cost of all benefits, or it became insolvent, then the Pension Protection Fund may pay compensation to members, up to a specified amount.

More information on the Pension Protection Fund can be found at:

[ppf.co.uk](http://ppf.co.uk)





## FINDING OUT MORE

### THE PENSIONS OFFICE

The Pensions Office is the first line of contact if you have any queries or questions about the RBP.

If you would like to see a copy of the RBP's Trust Deed and Rules, or you want more information about this booklet or the RBP in general, please contact the

**Pensions Office**  
**c/o Finance Directorate**  
**Queen's University Belfast**  
**BT7 1NN**

### QUERIES AND PROBLEMS

The Trustees aim to administer and manage the RBP to high standards but there may be times when you are unhappy about an issue concerning your benefits or your membership of the RBP in general.

Most queries and problems stem from a misunderstanding of information and normally can be quickly and informally sorted out without the need to use any formal procedures. You should first of all refer any query or problem to the Pensions Manager, c/o The Finance Directorate.

If you are still unhappy about the matter, you may then wish to consider making a formal complaint through the Internal Dispute Resolution Procedures.

### INTERNAL DISPUTE RESOLUTION PROCEDURES

If you have not been able to resolve any complaint about the RBP informally, there is a two-stage formal procedure you may use.

**Stage 1** - You should put your case in writing to the Pensions Manager, who will fully consider your complaint and will normally give you a decision within two months.

**Stage 2** - If you are not satisfied with the decision, you may appeal to the Trustees to consider your complaint. You will normally receive a decision from them within two months. Special application forms are available to make a complaint or appeal. If you wish, you may use a representative to act on your behalf.

The Internal Dispute Resolution Procedures apply to matters concerning the RBP that affect members and others who may have an interest in the RBP. They do not apply to disputes between employees and the University, nor do they apply to disputes where court proceedings have started or that are being investigated by the Pensions Ombudsman.

### THE PENSIONS REGULATOR (TPR)

The Pensions Regulator (TPR) is a regulatory body which has a range of powers to help safeguard pension rights of members of pension schemes and who is able to intervene where trustees, employers or professional advisers have failed in their duties.

The Pensions Regulator may be contacted at:

**Napier House**  
**Trafalgar Place**  
**Brighton**  
**BN1 4DW**

Telephone number: 0345 600 1011

E-mail: [customersupport@thepensionsregulator.gov.uk](mailto:customersupport@thepensionsregulator.gov.uk)

[thepensionsregulator.gov.uk](http://thepensionsregulator.gov.uk)







### **THE PENSIONS ADVISORY SERVICE (TPAS)**

TPAS is an arms-length body of the Department of Work and Pensions (DWP) and delivers information and guidance on pension matters. TPAS provides free help and advice to members and other beneficiaries of occupational and personal pension schemes. TPAS is available at any time to assist members and other beneficiaries with any pension query they may have.

If you want to contact TPAS the address is:

**11 Belgrave Road  
London  
SW1V 1RB**

Telephone number: 0800 011 3797

E-mail: [enquiries@pensionsadvisoryservice.org.uk](mailto:enquiries@pensionsadvisoryservice.org.uk)

[pensionsadvisoryservice.org.uk](http://pensionsadvisoryservice.org.uk)

### **PENSIONS OMBUDSMAN**

The Pensions Ombudsman may investigate and decide upon any complaint or dispute of fact or law in relation to an occupational pension scheme referred to him. However, the Pensions Ombudsman normally insists the matter is first dealt with through the pension plan's own Internal Dispute Resolution Procedures. If you have any complaint or dispute that cannot be resolved by the Internal Dispute Resolution Procedures, you may refer it to the Pensions Ombudsman at:

**Pensions Ombudsman  
10 South Colonnade  
Canary Wharf  
London  
E14 4PU**

Telephone number: 0800 917 4487

E-mail: [enquiries@pensionsadvisoryservice.org.uk](mailto:enquiries@pensionsadvisoryservice.org.uk) or  
[helpline@pensions-ombudsman.org.uk](mailto:helpline@pensions-ombudsman.org.uk)

[pensions-ombudsman.org.uk](http://pensions-ombudsman.org.uk)

### **PENSIONS TRACING SERVICE**

The Trustees have given information about the RBP, including details of an address at which they can be contacted, to the Pension Tracing Service. This service, run by the DWP, may be of help to you if you need to contact the trustees of a previous employer's pension scheme and cannot trace them yourself.

The Pension Tracing Service may be contacted at:

**The Pension Service 9  
Mail Handling Site A  
Wolverhampton  
WV98 1LU**

Telephone number: 0800 731 0193

[gov.uk/find-pension-contact-details](http://gov.uk/find-pension-contact-details)

**If you have any queries  
please contact;  
Pensions Office  
c/o Finance Directorate  
Queen's University Belfast  
BT7 1NN**





**QUEEN'S  
UNIVERSITY  
BELFAST**