

# **Sopra Steria Retirement Benefits Scheme (SPP Section) (“the Scheme”)**

*For Pensioner members*

## **Does my pension increase once in payment?**

Your pension may be made up of several different elements. Each of these elements may be treated differently in respect of increases once your pension is in payment. The details of this were included in the retirement quotation you received when you took your Scheme pension. If you were in pensionable service after 1 May 2006 these elements are amended as described in our communications to you during 2019 regarding the 2006 Deed.

## **If I have taken a part pension, when can I take more of my pension?**

With some restrictions you can take your remaining pension at any time. However, you only have one more opportunity to take all of your remaining pension.

If any element of your Scheme pension is not taken at your NRA, that element will be subject to an actuarial adjustment (up or down as appropriate).

## **What happens when I die?**

Your spouse or civil partner will receive a pension for their lifetime of 50% of what your pension would have been at the date of your death if you had not taken any tax-free cash. If you do not leave a spouse or Civil Partner, but do leave a dependant or dependants who, in the opinion of the Scheme Trustee, are financially dependent on you at the time of your death, the Trustee may decide to pay a pension to them. Dependants' pensions are paid for the beneficiaries' lifetime, unless they are paid to a child or children under the age of 18 (or under age 23 if they are undertaking full-time education or vocational training), in which case they shall only be payable while the recipient is under the age of 18 or under age 23 and undergoing full-time education or vocational training.

In addition, if you die within five years of your pension commencing, a lump sum equal to the unpaid balance which would have been paid had you survived for the five years is payable. Any lump sum can be paid to members of your family, your dependants or people named in your Will or Expression of Wish form, in such proportions as the Scheme Trustee in its discretion decides. To help the Trustee make its decision, you are encouraged to complete (and update as appropriate) an Expression of Wish form, which can be found on the Scheme's web-site <https://www.ssrbs.co.uk/> or can be obtained from the Scheme Administrators. Please note that this Expression of Wish form is separate from and in addition to any similar forms that you may be asked to complete if you are still employed by Sopra Steria.

If you have not started to draw your pension but you are over NRA when you die, the benefits payable will be in line with those payable on the death of a pensioner. Special rules apply if you have taken a partial pension. For more information, please contact the Scheme Administrators, whose contact details are set out at the end of this document.

### **Am I a member with Special Benefits?**

Some members who were employed in the public sector or by Boots, BT, Thames Water, Axa, Britannia, Bank of Scotland, Barclays or Royal Mail immediately before joining the Scheme may have special benefits. If you think that those special benefits apply to you and would like more information, please contact the Scheme Administrators, whose contact details are set out at the end of this document.

### **What State pension will I receive?**

To obtain a State pension forecast, please refer to <https://www.gov.uk/government/publications/application-for-a-state-pension-statement>. Your State pension age depends on your gender and date of birth; you can find out details of this at <https://www.gov.uk/calculate-state-pension>.

### **What happens if I get divorced?**

This will depend on the details of any financial settlement as part of a divorce. It is quite common for a pension to be included (or taken into account) as part of any settlement. Generally, the Scheme will not provide a pension to your ex-spouse so any element of your pension that is included in a pension sharing order as part of such a settlement normally will be required to be transferred to an alternative pension arrangement.

### **What happens if I move house?**

You should inform the Scheme Administrators. The contact details are included at the end of this document.

### **What happens if I emigrate?**

Your pension can continue to be paid to you and you should inform the Scheme Administrators. The contact details are included at the end of this document.

### **What is the Lifetime Allowance (LTA)?**

The LTA is the overall value of pension benefits that you can build up over your entire working lifetime without tax penalties applying.

The current amount of the LTA for the tax year 2020/21 is £1,073,100, although the Government has said that this will be increased in line with inflation each year.

All of your sources of pension income (excluding any State pension) will need to be considered at the point they reach payment, as each will use up a portion of your LTA, including the benefits payable to you under the Scheme.

The LTA is only assessed for tax purposes at the earlier of the point at which you elect to take the benefits and age 75. When your benefits under the Scheme were put into payment, you will have been advised of the portion of your LTA that these benefits used up. This will have been a portion of the LTA that applied at the time your benefits were taken, which may have been a different amount to that which now applies.

If you had taken a part pension initially and your remaining pension at a later date, you will have used up a portion of the LTA on each occasion that benefits were taken. You will have been advised of the portion of the LTA that had been used up on each occasion.

If your overall pension benefits from all sources exceed the LTA, you are liable for a tax charge on the excess. Further information on the charges that would apply is available from the Scheme Administrators. This is a complex matter and if you are concerned about whether your overall pension benefits may exceed the LTA, you should seek professional independent financial advice on this matter.

### **How safe is my pension?**

In the unlikely event that the Company became insolvent and was unable to support the Scheme then the Pension Protection Fund (“PPF”) might step in and pay compensation to members, where eligibility conditions are met. There are more details about the eligibility conditions and compensation available from the PPF on its website at [www.pensionprotectionfund.org.uk](http://www.pensionprotectionfund.org.uk).

### **Do I have any options as to what I can do with my pension?**

Once in payment, your pension will be payable to you for the rest of your lifetime. You are not able to transfer your pension out of the Scheme once it is in payment.

### **How can I get further support?**

The Money and Pensions Service is available at any time to assist members and beneficiaries of pension schemes with pensions questions and issues they have been unable to resolve with the Trustee of the Scheme. The Money and Pensions Service provide services through:

- Pension wise provides pension guidance for over 50s with a personal or workplace pension. You can call them on 0800 138 3944 or find out further information at <https://www.pensionwise.gov.uk/en>.
- The Pensions Advisory Service provides free and impartial pensions guidance on workplace and personal pensions for everyone. You can call them on 0800 011 3797, write to them at Money and Pensions Service, 120 Holborn, London, EC1N 2TD or find out further information at <https://www.pensionsadvisoryservice.org.uk/>

## What if I am unhappy with the service I receive?

The Scheme operates an internal dispute resolution procedure for the resolution of any dispute that you may have relating to your benefits under the Scheme. For further details regarding the procedure, or to request a complaint form, please contact the Scheme Administrators, whose details are included at the end of this document.

The Pensions Ombudsman may investigate and determine certain complaints or disputes about pensions that are referred to them. You can call them on 0800 917 4487, email them at [enquiries@pensions-ombudsman.org.uk](mailto:enquiries@pensions-ombudsman.org.uk), or find out further information at <https://www.pensions-ombudsman.org.uk/>.

The Pensions Regulator may intervene in the running of schemes where trustees, managers, employers or professional advisers have failed in their duties. The contact details depend on the nature of your concerns, but the full contact details can be found at <https://www.thepensionsregulator.gov.uk/en/contact-us/scheme-members-who-to-contact>, or find out further information at <https://www.thepensionsregulator.gov.uk/>.

## Where can I get further information?

For any further questions you have regarding your pension please contact the Scheme Administrators, Capita at:

The Sopra Steria Retirement Benefits Scheme (SPP Section)

c/o Capita Employee Benefits

P O Box 555

Stead House

Darlington

DL1 9YT

Email: [steria@capita.co.uk](mailto:steria@capita.co.uk)

Telephone No: 0330 3115119

The Scheme is a tax registered scheme.

You can also request a copy of the Scheme's annual report, which contains further information regarding the Scheme, using the above contact details.

Certain generic information relating to the Scheme will be posted onto the Scheme's web-site which can be found at <https://www.ssrbs.co.uk/>.

If you have not yet provided the Trustee with your email address, you are encouraged to do so, to allow the Trustee to provide you with more timely communications and to support the Trustee's continued drive to reduce both its costs and paper wastage. If you are not sure whether the Trustee holds an up to date email address for you then please contact the Scheme Administrators to check.

## **IMPORTANT NOTE**

Whilst every effort has been made to ensure the accuracy of the above answers, nothing contained in them should be construed as providing greater benefits or other rights than are provided for under the terms of the Scheme's Trust Deed and Rules, which will in all cases prevail in case of inconsistency.