

**CAMBRIDGE COLLEGES FEDERATED PENSION SCHEME
A GUIDE FOR MEMBERS AT HUGHES HALL**

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How the Scheme is run

The Cambridge Colleges Federated Pension Scheme was formed in 1978 and is designed exclusively for non-academic staff. 25 Colleges belong to the Scheme. The Scheme is under the control of a Trustee Company called Cambridge Colleges Superannuation Trustees Limited. The day to day work is carried out by the Administrator at the Scheme Office who reports to the Management Committee of the Trustee Company. Both the Colleges and Scheme members are represented on the Committee. There are nine members of the Management Committee; six are appointed by the Participating Colleges, two are appointed as a result of nominations from the contributing members of the Scheme and one is appointed as a result of nominations from the Scheme's pensioners. Where there are more nominations than vacancies for the member representatives the final appointment(s) will be made by the Member Nominated Trustee Selection Committee, which comprises one representative of each Participating College who is elected by the contributing members at that College. Contributions paid by members and their Colleges are the amounts necessary to provide the Trustee Company with sufficient funds to meet the benefits provided by the Scheme. The benefits for the members in each College are provided out of that College's part of the Scheme, so there are no cross-subsidies between the Colleges who participate in the Scheme.

A separate Group Income Protection scheme has also been set up by the Trustee Company alongside the Pension Scheme for the benefit of members who become unable to work as a result of ill health or disability.

If you require information about the Scheme or your benefit entitlement you should contact your College Office or the Administrator, Head of Pensions Administration, University of Cambridge, Greenwich House, Madingley Road, Cambridge, CB3 0TX.

This guide outlines the basic details of the Scheme, as at November 20189 and is for general guidance only. You will be told in writing about any significant changes to the Schemes. This guide is not a legal document nor does it attempt to explain everything. The Pension Scheme is governed by a Trust Deed and Rules and if there is any difference between this guide and the Trust Deed and Rules the latter prevail. Your State pension entitlement is governed by its own detailed rules.

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Cost – Does the College contribute to the Scheme?

The College makes contributions to the scheme at the rate agreed by the trustee to ensure that there are sufficient funds to pay for the benefits you have earned in the scheme.

What are the main tax features of the Scheme?

The Scheme is approved by Her Majesty's Revenue & Customs (HMRC) as a Registered Scheme under the provisions of the Finance Act 2004. This means that under current legislation:

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What retirement pension increases will I receive?

The whole of your pension be index linked in retirement. The same principle applies to the pension paid on death after retirement to your spouse/registered civil partner or partner.

If I die in retirement what benefits are paid?

On death after you have retired the following benefits will be paid:

- an annual pension of 50% of your pension will be paid to your spouse/registered civil partner or, if you are unmarried at the date of death, to your partner. If you have exchanged part of your full pension at retirement for a pension commencement lump sum the pension will be 50% of the full pension plus any increases which would have been paid on your full pension since you retired. This pension will be reduced if your spouse or partner is more than 10 years younger than you. The reduction is 2.5% for each complete year of difference in age over 10 years. Payment of a pension to a partner will be subject to the same provisions, including the discretion of the Trustee, as the Insured Pension paid to a partner on death in service (see “**Insured death benefits**”). If you are unmarried but co-habiting with a partner at retirement you should let the Scheme Office know and notify any subsequent changes to your marital status which may occur during retirement.
- a lump sum if you die before you have been retired for five years equal to the unpaid balance of five years pension. No account will be taken of future increases which would have been paid during the balance of the five years. This lump sum is paid whether or not you have dependants and the Trustee will exercise its discretion as to who the lump sum should be paid.

Disputes - Resolving a dispute with the Scheme

If you believe you have reason to make a complaint concerning the Scheme please contact, in the first instance, the College Office who will raise this with the Scheme Administrator.

There may be situations where, despite such action, a dispute continues to exist between a member/deferred pensioner/pensioner and the Scheme. To deal with this the Scheme has a formal internal dispute resolution procedure a copy of which can be obtained from the

Scheme Office or from the website (<http://www.pensions.admin.cam.ac.uk/ccfps>). This procedure should normally be used before you consider making a complaint to the Pensions Advisory Service (TPAS) or the Pensions Ombudsman. You retain the right to make such a complaint if you remain dissatisfied after the Scheme internal dispute procedure has been completed.

Independent advice and information

There are a number of organisations who are able to give information and advice about pension arrangements and their contact details are given below: -

The Pensions Advisory Service (TPAS)

The Pensions Advisory Service (TPAS) is an independent voluntary organisation that gives free help and advice to members of the public who have problems concerning either an occupational scheme such as this Scheme or a Personal Pension Scheme. The service is available to you or your dependants after you or they have failed to resolve the problem with the Scheme. TPAS can be contacted at:

11 Belgrave Road,
London,
SW1V 1RB.

Their Helpline number is 0800 011 3797.

Their website is <http://www.pensionsadvisoryservice.org.uk>

The Pensions Ombudsman

If TPAS is unable to deal with the matter to your satisfaction you can refer it to an independent Pensions Ombudsman appointed by the Government to act as an impartial adjudicator. The Pensions Ombudsman can be contacted at:

10 S Colonnade
Canary Wharf
London E14 4PU

Telephone: 0207 834 9144.

Website <http://www.ppfo.org.uk/>

The Pension Tracing Service

The Pension Service keeps a central register to help people trace details of pension schemes with which they may have lost contact over the years. If you want to trace a previous pension you can contact the Pension Service at: -

Pension Tracing Service
The Pension Service
Tyneview Park

Whitley Road
Newcastle upon Tyne
NE98 1BA

Telephone: 0800 731 0193.

Website <http://www.thepensionservice.gov.uk/home.asp>

The Pensions Regulator (TPR)

The Pensions Regulator's (TPR) role is to enforce the law as it applies to occupational pensions. TPR is able to intervene in the running of schemes where Trustees, employers or professional advisers have failed in their duties. TPR's address is: -

Telecom House
125-135 Preston Road
Brighton
BN1 6AF

Telephone: 0870 606 3636.

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

Further information about the Scheme

A copy of the Scheme's Annual Report and Accounts is available on request from the Scheme Administrator, Head of Pensions Administration, University of Cambridge, Greenwich House, Madingley Road, Cambridge, CB3 0TX or can be downloaded from the website <https://www.pensions.admin.cam.ac.uk/ccfps/further-information>).

Data Protection

The Trustee of the CCFPS holds and processes personal data about you and (if applicable) your spouse and dependants obtained either from you, your spouse or dependants, your employer or (if the Trustee does not have up-to-date contact details for you and are trying to locate you to arrange payment of your benefits) from a tracing agent. This data is held to be able to operate the Scheme and administer your benefits in it. This means that the Trustee is a 'data controller' under data protection legislation, and has to inform you of certain information, which is set out in the trustees Fair Processing Notice at <https://www.pensions.admin.cam.ac.uk/ccfps>

This guide was issued November 2018 and replaces all previous guides about the Scheme.