

# Pension Arrangements for Associates

## Summary

Workplace pension law requires City & Guilds Group (CGG) to enrol eligible associates into a workplace pension scheme. We've chosen NEST (National Employment Savings Trust) as our workplace pension scheme to meet our employer duties and help you put money aside for your retirement.

This document is a guide for all individuals (not private limited companies) who work directly with CGG as associates, for example as examiners, external quality assurers (EQAs), moderators, etc.

**Queries:** [associatepension@cityandguilds.com](mailto:associatepension@cityandguilds.com)

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# Pension arrangement for associates

## Introductions

From 1 April 2019, we are pleased to offer NEST (National Employment Savings Trust) as a workplace pension scheme to eligible current associates\* of CGG, remunerated via our PAYE payroll.

Since 2012, the government has been gradually rolling out a programme of automatic enrolment to help and encourage us all to save more for our retirement. Under the automatic enrolment legislation, companies are required to enrol anyone who is an eligible “worker” into a “qualifying” workplace pension scheme and to pay minimum contributions for them. The law is not clear about who is a “worker” for the purposes of automatic enrolment. However, following guidance and advice from the Pensions Regulator, we have decided that, on balance, we will automatically enrol those of you who meet the automatic enrolment eligibility criteria into a pension scheme.

*\*In this context associates are individuals (not private limited companies) who work directly with CGG as examiners, external quality assurers (EQAs), moderators, etc.*

## Eligibility

Eligibility is determined on several factors, including things such as:

- **Your age**
- **Whether you ordinarily work in the UK**
- **Your monthly earnings with us**

## How does it work?

Every time you invoice us and we pay you, we will need to assess your eligibility to see if we need to auto-enrol you. If you invoice £833 or more in a month, excluding expenses, and are aged between 16 and your State Pension Age, we will be required to auto-enrol you into NEST the first time that you reach this earnings threshold.

If we have to auto-enrol you, you will be required to contribute 5% of your “qualifying earnings” and we will make a contribution of 3%. In the 2019/20 tax year, “qualifying earnings” are your earnings between £6,136 and £50,000 a year or £512 to £4,167 a month.

If you pay tax in the UK, you’ll be eligible for tax relief on your contributions. NEST will collect this directly from the government on your behalf and add it to your retirement savings. The tax relief is determined by where you live (Wales, England and Northern Ireland or Scotland). We will take the tax relief into account when we calculate your contribution. So, assuming 20% basic rate tax relief, we will

deduct 4% from your “qualifying earnings” and NEST will claim 1% from the government, so making a total contribution of 5%.

If you pay tax at a higher rate on some of your earnings, you may be able to get more tax relief. You’ll need to claim this yourself by completing a Self-Assessment Tax Return. If you aren’t eligible for tax relief, we will take the full 5% contribution from your pay.

We will only deduct and pay contributions in the months in which you have “qualifying earnings”. If you already have an account with NEST, we will pay all contributions arising from your work for CGG to that existing account, providing NEST is able to match your personal details to your existing account when we first enrol you

If we have to enrol you, we will write to you at the time and NEST will also contact you directly to confirm your enrolment and issue you with a Welcome Pack. This will contain more information about NEST and also explain how to opt-out if you decide that you don’t want to be a member of NEST. Please note that you won’t be able to opt out until you have actually been enrolled for the first time and you can only opt out during your “opt-out” period (normally a one month period that starts after we enrol you).

Even if you don’t immediately qualify for auto-enrolment, you will have options to join NEST and we will provide information to you about these when we first assess you.

If you are already building up retirement savings in another pension scheme, you can still be enrolled and save into NEST at the same time. However, if you do decide to pay into two schemes at the same time, you may want to check that you don’t inadvertently exceed the Annual Allowance (the total amount you can pay into pension schemes each year without paying extra tax) or the Lifetime Allowance (the total amount you can accumulate in all of your pension savings without paying extra tax). If, by any chance, you have already built up pension savings above the Lifetime Allowance and have one of the pension tax protections in place, you should contact City & Guilds in-house pension team.

If you would like to find out more about NEST, then please visit [www.nestpensions.org.uk](http://www.nestpensions.org.uk).

Any further queries, please don’t hesitate to contact CGG’s Pension Team at:  
[associatepension@cityandguilds.com](mailto:associatepension@cityandguilds.com)