



# Workplace Pensions Policy

## Ilfracombe Town Council

### 1 Introduction

The Pensions Act 2008 established new duties on employers that will give 'qualifying workers' access to a pension provision. Such provision is referred to as 'automatic enrolment'.

Ilfracombe Town Council offers a 'Defined Contribution Pension Scheme' that complies with the 'automatic enrolment' legislation.

Qualifying workers engaged by Ilfracombe Town Council will be automatically enrolled into the Town Council's Pension Scheme except in such cases whereby the worker elects to opt-out, defer or postpone their enrolment.

Further information regarding the automatic enrolment legislation, the worker's right to opt-out of, or postpone such enrolment and details of the Town Council's Pension Scheme can be obtained from the Town Clerk.

### 2 Policy Statement

In line with legislation Ilfracombe Town Council will assess each worker to establish the worker's auto enrolment qualifying status.

The Town Council will advise each employee of their qualifying status and of their rights under the auto enrolment legislation.

The Town Council will automatically enrol each qualifying worker into the Town Council's Defined Contribution Pension Scheme except in such cases whereby the worker elects to opt out of, or postpone, his or her enrolment.

Employees who have been automatically enrolled will have a period of one month (known as the 'opt-out window') in which to opt out of the pension scheme.

In the event that a worker elects to opt out of, or postpone enrolment into the Council's Pension Scheme, the employee will receive a personal communication when they enter the 'opt-out' or 'postponement period' to explain what this means. The worker will also be advised of their rights to join the pension scheme prior to the end of the opt-out or postponement period if they wish.

The status of each worker who elects to opt-out of the scheme will be reviewed on every third anniversary of the 'staging date' to determine whether they are required to be automatically re-enrolled into the pension scheme.

The Town Council will automatically deduct employees' pension contributions that are due from the employee's gross pay, add the Council's 'employer contribution' and pay the combined sum into the pension scheme on behalf of the worker.

The level of employee and employer pension contribution will be staged in accordance with legislation until such time as the maximum required contribution is reached. The worker will be advised as these changes take place.

Each worker may increase the level of their personal contribution, above the minimum required, at any time. Any increase in the employer's contribution, above the minimum required, will be at the discretion of the Town Council.

Employees who are not required to be automatically enrolled are eligible to join the Town Council's Pension Scheme. Information regarding the rights of such employees may be obtained from the Town Clerk.

Policy reviewed: 14/2/22

Adopted: 11/11/19

Next review: 14/2/24