

MPs' Staff Pension Guidance

1.1. MP's Staff Pension Scheme

Legal and General are the current pension provider for the MPs' Staff Pension Scheme.

MPs' Staff will be automatically enrolled into the pension scheme upon starting their employment. Legal and General will write to a member of staff confirming this within 6 weeks of starting and at this point they will have the option to opt out of the scheme, if they so wish.

It is a non-contributory pension scheme, which means it is not compulsory for a member of staff to make any contributions. The employer contributes 10% of a member of staff's salary into their pension pot.

However, should a member of staff want to make voluntary pension contributions please complete this form and email to IPSA at payroll@theipsa.org.uk
https://www80.landg.com/DocumentLibraryWeb/Document?reference=ipsa_change_of_voluntary_contribution_form.pdf

MPs' Staff can find out more about the scheme by either calling Legal and General on 0345 070 8686 (pin 43) or by visiting their pension scheme website www.legalandgeneral.com/mpsstaff where they can view their Member Booklet and Investment information. These documents contain important information. Please read them carefully before deciding how to proceed.

1.2. Manage Your Account

Legal and General will write to MPs' Staff within the first six weeks of joining to confirm the details of the scheme. Once a member of staff has received this, which documents their member number, IPSA strongly recommends that they register online using the Manage My Account function on their website (www.legalandgeneral.com/mpsstaff).

It is a member of staff's responsibility to update their personal details, such as your name and home address, as and when required for Legal and General. By registering online using the Manage My Account function, MPs' Staff will be able to change these at any point.

Manage Your Account gives MPs' Staff the access to their pension and savings information whenever they want. It offers:

Flexibility. MPs' Staff can monitor their pension plan and follow investment performance.

Opportunities. To view and change where money is invested so a member of staff can make sure it's working hard for them.

Choices. MPs' Staff can request benefit and unit statements and explore their investment options.

Education. MPs' Staff can look at fact sheets about current and potential funds so they can be kept informed.

13. Summary of scheme charges

Legal and General will initially invest contributions in the scheme's default investment choice which is the LGIM Multi-Asset Fund.

The fund management charge (FMC) is 0.13% and the Annual Management Charge (AMC) is 0.15% for this fund.

MPs' Staff can change how their contributions are invested at any time. MPs' Staff can find out more about investing in other funds in the pension scheme information that they have provided online. The Fund Management Charge (FMC) can vary, depending on the fund chosen, currently between 0.08% and 0.97%. This is on top of the Annual Management Charge (AMC) of 0.15%.

Legal & General may make fair and reasonable changes to the charges and will provide at least 30 days' prior notice.

14. Legal and General Death in Service Benefit

This form must be completed to inform the Trustees of the pension scheme who a member of staff would like them to consider making payment to should they die before taking their retirement benefits.

https://www80.landg.com/DocumentLibraryWeb/Document?reference=Q0035587_Mastertrust_NominationForm.pdf

If changes need to be made to previous beneficiaries named, MPs' Staff must complete the above form if and when required.

The form should be sent directly to Legal and General as outlined at the bottom of the form.

15. Portcullis Death in Service

All permanent and fixed term MPs' Staff are eligible to participate in the Portcullis Death in Service scheme, which will pay to MPs' Staff dependants a sum equal to two times their salary if they die during employment. Participation is subject to:

The terms of the Portcullis death in Service scheme, as amended from time to time;

The rules or the insurance policy of the relevant insurance provider, as amended from time to time; and

MPs' Staff satisfying the normal underwriting requirements of the relevant insurance provider and the premium being at a rate which the Trustee considers reasonable.

Full details of the scheme are available from on the Parliament intranet: <https://intranet.parliament.uk/finances/pensions/mps-staff-pensions/>

This benefit is administered by the Pensions Unit in The House of Commons and therefore IPSA cannot give any additional guidance regarding this.

The phone number for the Pension Unit is 0207 219 1356.

16. Pension Opt Out

If a member of staff decides to opt out of the pension scheme, they can do so as long as it is before the opt-out date shown on your enrolment letter from Legal and General. This letter will be sent in the post after they have been enrolled. It will give instructions on how to do this online. If a member of staff does opt out by this date, they will be treated as if they had never joined the pension scheme.

If a member of staff doesn't opt out by this date, they can then cease payments into the pension scheme at any time, in accordance with the pension scheme rules. If they do this, both the employer contributions and any payments made by the member of staff up to that point may remain invested in the pension pot until they take their benefits. MPs' Staff can take their benefits at any time from age 55.