

Pensions Policy



Dalmuir Park Housing Association can provide this document on request, in different languages and formats, including Braille and audio formats.

Purpose of the policy:	To establish DPHA's policy and set out our position on the provision of a pension scheme
Guidance used for developing the policy:	Pensions Act 2008 The Pensions Regulator
Policy complies with the following Regulatory Standards:	Standard 2 - The RSL is open and accountable for what it does. It understands and takes account of the need and priorities of its tenants; service users and stakeholders and its primary focus is the sustainable achievement of these priorities. Standard 3 - The RSL manages its resources to ensure its financial well-being and economic effectiveness. Standard 5 - The RSL conducts its affairs with honesty and integrity.
Policy is linked to the following DPHA policies	EVH Terms & Conditions Equality and Human Rights Policy Privacy Policy
Date policy last reviewed:	29 April 2025
Date revised policy approved by the Board (or P&P Sub-Committee if delegated):	29 April 2025
Date policy is next due to be revised:	April 2028
Equality Impact Assessment carried out for policy:	Yes
Publish revised policy on the website:	No

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1.0 INTRODUCTION

- 1.1 This policy has been developed to provide guidance for staff in relation to the participation in the Pensions Trust pension scheme.
- 1.2 The policy will involve payments to the Pensions Trust for the benefit of staff and will therefore comply with regulatory standards.
- 1.3 DPHA in accordance with legislation, provides a workplace pension and will automatically enroll staff who meet the criteria. However, the pension is open to all staff who wish to contribute.

2.0 PENSION SCHEME

- 2.1 The Association currently offers one pension scheme to employees and that is a Defined Contributions Pension Scheme
- 2.2 The scheme is operated by Scottish Housing Associations Pension Scheme (SHAPS) and administered by TPT formerly The Pensions Trust.

Defined Contribution

- 2.4 The scheme is open to all entrants who meet the criteria for auto-enrolment. The criteria for auto enrolment are set by the Pensions Regulator.
- 2.5 Any staff member who meets the criteria will automatically be enrolled into the Defined Contributions scheme; however, any staff member who does not meet the criteria can also contribute to the scheme.
- 2.6 Staff also have the option to opt-out of the scheme, however, they will be re-enrolled every 3 years in line with legal obligations regarding pension enrolment.
- 2.7 The current rate of contribution is 1:2, with the following rates:

Employee	Employer
Min 3%	Min 6%
	Max 12%

- 2.8 There is no limit to the amount an employee can contribute to their pension scheme.
- 2.9 Further guidance on the pension provided, including an online portal, is available through TPT <https://www.tpt.org.uk/your-pension/>.

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3.0 PAYMENTS TO THE PENSION COMPANY

- 3.1 The Association will arrange to pay TPT on a monthly basis the total amount of all employees, employer contributions and past service deficit contributions (if applicable). The appropriate amount will be deducted from the monthly salary of qualifying employees.

4.0 EQUALITY AND HUMAN RIGHTS

- 4.1 We are committed to promoting an environment of respect, understanding, encouraging diversity and eliminating discrimination by providing equality of opportunity for all. This is reflected in our Equality and Human Rights Policy.

5.0 DATA PROTECTION

- 5.1 We will treat personal data in line with our obligations under the current data protection regulations and our Privacy Policy. Information regarding how data will be used and the basis for processing data is provided in our Employee Fair Processing Notice.

6.0 DISSATISFACTION

- 6.1 Any employee who is not satisfied with the implementation of this policy can in the first instance raise their concerns with their manager or the senior officer dealing with the situation. If the employee remains dissatisfied, they should refer to the Association's Grievance Policy and procedures.

7.0 POLICY REVIEW

- 7.1 This Policy will be reviewed by the Board every 3 years or earlier if required.