

SCOTTISH HOUSING ASSOCIATIONS' PENSION SCHEME EMPLOYER CODE OF PRACTICE

1. In response to the range of pension arrangements now available to both employers and employees, the Scottish Housing Associations' Pensions Scheme Committee has reviewed the Code of Practice to be adopted by participating employers. The changes are effective from October 2001.

2. Employers in the Scottish Housing Associations' Pension Scheme shall:

2.1 designate the categories of employees eligible for membership of the Scottish Housing Associations' Pension Scheme, or any other pension arrangements to be offered to staff, in strict accordance with the criteria following;

2.2 offer membership of the Scottish Housing Associations' Pension Scheme to all appropriate and eligible employees (as designated) and encourage them to join at as young an age as possible;

2.3 not, make an employer contribution towards an alternative pension arrangement for employees who would otherwise be designated as eligible for membership of the Scottish Housing Associations' Pension Scheme;

2.4 ensure that contributions to the Scottish Housing Associations' Pension Scheme are based on the employees' pensionable salary as defined in the Scheme Rules and are received by The Pensions Trust in accordance with the scheme requirements (currently the 14th of the month following the month in which they were deducted from the member's earnings);

2.5 recognise the common interests and common obligations implicit in the group scheme and act in that spirit;

2.6 from time to time, assist the Pensions Committee and The Pensions Trust in promoting the pension scheme to maintain its long term strength and viability.

3. For the purposes of this Code of Practice it is not acceptable to restrict eligibility for the Scottish Housing Associations' Pension Scheme on grounds of earnings or by imposing a lower age limit that is higher than the lower age limit of 18 specified in the Scheme's rules. The term 'appropriate and eligible employees' (see 2.2) can exclude workers defined as casual, bank or itinerant, or any other employees who are not permanent full time or part time staff and who also exhibit a chaotic or irregular working and earnings pattern. These employees may be offered an alternative arrangement, subject to the employer taking appropriate legal advice.

4. The Scottish Housing Associations' Pensions Committee considers this Code of Practice is fair and reasonable recognition that the Scottish Housing Associations' Pension Scheme is a group scheme in which all employers should participate on similar terms. The Committee has issued this Code of Practice in the interests of all members and assumes that it will be observed by all employers participating in the Scottish Housing Associations' Pension Scheme, unless any employer notifies the Scheme Secretary to the contrary.

5. Any queries on the application of this Code should be discussed with the Scheme Secretary.

Signed: Date:

Name:

Position:

