

Pensions Bulletin

Fact Sheet 2

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Auto-enrolment and NEST

1 Introduction

- 1.1 Following an earlier consultation, in September 2009, the Government published regulations in January 2010 relating to workplace pension reforms that will begin to take effect from 1 October 2012 and taking full effect by October 2017.
- 1.2 Please note that the new coalition Government is currently reviewing the requirements for employers to auto-enrol staff into a pension scheme. The outcome of the review will be known by 30 September 2010. This Fact Sheet provides a summary of the key measures as they stand in the current regulations.

2 Employer Duties

- 2.1 Regulations have been published which set out the details of how the employer duties will be 'staged in' over time. These duties include the requirements to automatically enrol eligible jobholders into a pension scheme, which meets certain criteria, and pay minimum contributions for them.
- 2.2 The regulations also prescribe the length of the transitional period for defined benefit (DB) and hybrid schemes and the time periods for phasing in contributions for defined contribution (DC) pension schemes.
- 2.3 Key elements of the regulations can be summarised as follows:
- The duties will apply to all employers at some stage over a five year period from 1 October 2012. This will be done largely by 'PAYE scheme' size, such that the largest employers will become subject to the duties before smaller employers.
 - In addition, employers will be able to phase in their contributions, under the transitional arrangements in the Pensions Act 2008. For DC schemes, this means that employers will not pay the full contribution immediately; instead, employers will pay **1% of the jobholder's qualifying earnings until October 2016, followed by a year at 2%, before moving to the full 3% in October 2017.**
 - A small test group of randomly selected small and micro employers will pilot these duties ahead of other similar sized firms.
- 2.4 In practical terms, the employer duties do not apply to a particular employer until the relevant 'staging date' is reached. The table overleaf sets out the staging dates for employers with 50 or more workers to whom PAYE income is payable.



Employer (by PAYE scheme size)	Date before which notification to automatically enrol early must be sent	Staging date
120,000 or more	1 September 2012	1 October 2012
50,000 - 119,999	1 October 2012	1 November 2012
30,000 - 49,999	1 December 2012	1 January 2013
20,000 - 29,999	1 January 2013	1 February 2013
10,000 - 19,999	1 February 2013	1 March 2013
6,000 - 9,999	1 March 2013	1 April 2013
4,100 - 5,999	1 April 2013	1 May 2013
4,000 - 4,099	1 May 2013	1 June 2013
3,000 - 3,999	1 June 2013	1 July 2013
2,000 - 2,999	1 July 2013	1 August 2013
1,250 - 1,999	1 August 2013	1 September 2013
800 - 1,249	1 September 2013	1 October 2013
500 - 799	1 October 2013	1 November 2013
350 - 499	1 December 2013	1 January 2014
250 - 349	1 January 2014	1 February 2014
240 - 249	1 March 2014	1 April 2014
150 - 239	1 April 2014	1 May 2014
90 - 149	1 May 2014	1 June 2014
50 - 89	1 June 2014	1 July 2014

2.5 Staging dates for all employers are set out in a table in The Employers' Duties (Implementation) Regulations 2010, available via the following link:
http://www.opsi.gov.uk/si/si2010/uksi_20100004_en_1

2.6 **In summary, the first staging date, for employers with a PAYE scheme size of 120,000 or more, is 1 October 2012. Subsequent staging dates, for smaller employers, occur on the 1st day of each of the following months (excluding December) up to 1 September 2016, when the staging period is complete. Staging for new businesses, where PAYE income is first paid after 1 April 2012, will take place towards the end of the period.**

2.7 The number of persons within a 'PAYE scheme' is based on the latest information available to the Regulator at 1 April 2012.

2.8 It is possible for employers to bring forward their staging date to an earlier date provided that:

- the earlier date is not before 1 October 2012;
- the pension scheme to be used for early automatic enrolment is contacted; and
- the Regulator is notified.

3 Automatic enrolment

3.1 Separate regulations set out the practical arrangements for automatically enrolling eligible jobholders into a pension scheme and paying contributions.

3.2 Key elements of these arrangements are:

- Jobholders have to be automatically enrolled (i.e. become active pension scheme members) with effect from their 'automatic enrolment date' (i.e. the date they become eligible for automatic enrolment).
- Employers must make arrangements to ensure automatic enrolment occurs within one month beginning with the automatic enrolment date.
- Employers also have a duty to provide information to jobholders and to the pension scheme trustees. This can be given to them at any time before the end of a period of one month beginning with the automatic enrolment date. There is also an information requirement for those who are already active members of the pension scheme, which must be complied with within two months.
- On or after the automatic enrolment date, an employer must deduct any scheme contributions payable by the jobholder from any qualifying earnings or pensionable pay due to the jobholder in any applicable pay period.

3.3 Requiring employers to auto-enrol jobholders and contribute for them does not mean that pension scheme membership is compulsory for individuals. They can still opt-out and the regulations set out a process for doing so. **Broadly, if a jobholder opts out within a month of being auto-enrolled, they and their employer get a refund of any contributions paid.**

3.4 The Pensions Act 2008 also requires **periodic re-enrolment of individuals who opt-out**, although not all jobholders have to be 'automatically' enrolled/re-enrolled (e.g. there is a minimum age requirement of 22). Individuals who do not have to be automatically enrolled can require their employer to arrange for them to become an active pension scheme member and the regulations set out the process for 'opt-in notices' and consequent provision of information. Similar provisions exist for workers without 'qualifying earnings' (i.e. gross earnings between £5,035 and £33,540 in 2006/07 terms) but these individuals do not have a right to an employer contribution.

3.5 **Employers will be allowed to postpone automatic enrolment for three months where the scheme being used to comply with their duties is a 'high-quality scheme'.** This means all DB schemes and any DC schemes with contributions of 11% of qualifying earnings, with at least 6% coming from employers.

4 Compliance

4.1 The Pensions Regulator will police the workplace pension reforms and is provided with the powers to do so under separate 'registration and compliance' regulations.

4.2 Key provisions are:

- Employers will have to provide information to The Pensions Regulator, within two months of their staging date, telling them how they have complied with their duties.
- Employers will also have to update that information in the event of an employer making arrangements for automatic re-enrolment or where three years have passed since information was last provided.
- Employers and pension schemes are also required to keep certain records and information that will enable the Regulator to check compliance. Records must be kept in such form and manner so that they are capable of being arranged according to the corresponding employer pension scheme references and can be provided to the Regulator in a legible form.
- Records must be preserved for a period of six years.

- 4.3 The Regulator will inform employers about their duty to register at the same time they are told about auto-enrolment.
- 4.4 The compliance provisions also cover the following points:
- If contributions are not paid by their due date then interest may be payable on those contributions.
 - If unpaid contributions are not made within three months of their due date, then the employer can be made to pay all outstanding amounts (i.e. the employee share too).
 - The Regulator's powers include issuing penalties to employers for non-compliance of the employer duties.

5 National Employment Savings Trust (NEST)

5.1 The remaining regulations relating to workplace pension reforms essentially concern the establishment of the National Employment Savings Trust (NEST, formerly known as 'Personal Accounts').

5.2 In summary, these regulations:

- Provide for the basic arrangements concerning the NEST Corporation, which will act as the NEST trustee.
- Implement a ban on transfers into and out of NEST, in most circumstances.
- Exempt NEST from certain pensions law provisions such as member nominated trustees, trustee knowledge and understanding requirements and employer-related investment restrictions.
- Wind up the Personal Accounts Delivery Authority (PADA) and transfer most of its property, rights and liabilities to the NEST Corporation.

6 Summary

6.1 Employers now have more certainty in terms of when and how they will be required to comply with the pension reforms. Every employer needs to review their existing pension arrangements with regard to eligibility, enrolment, re-enrolment contributions/benefit structure and default options.

6.2 Although final decisions do not have to be made until nearer 2012 or even later, planning and budgeting can and should start much sooner. Employees should note, however, the new Government's current review of the auto-enrolment framework.

7 The Pensions Trust's view

7.1 The Pensions Trust has some concerns about NEST. In particular, the Trust shares the pensions industry's concerns that NEST could lead to 'levelling down' – i.e. employers presently providing good quality pensions may well decide that they need only pay the NEST minimum contributions.

Further updates about auto-enrolment and NEST will be included in future issues of the Pensions Bulletin and also via supplementary, more detailed, Fact Sheets.

While every effort has been made to ensure the accuracy of the information contained in this Fact Sheet, it should not be treated or relied upon as a statement of law. Readers should contact their regular Account Manager at The Pensions Trust in relation to their own circumstances and/or refer to the original source material as appropriate.