GFTU
Executive Committee meeting
May 14th, Stratford Manor Hotel.

1 Apologies.

2 Thanks to retiring members – General Secretary.

3 Pension Scheme notes. Section 75. Pension increases. Revised Booklet.

4 Equalities Paper. General Secretary.

5 BGCM Arrangements.

6 Any Other Business.

Ref: IFW/GFTU/17/01

Trustees of the GFTU Pension Scheme

26 April 2017

Pension increases

Introduction

As you will be aware, pensions in payment to pensioner members of the Scheme are increased annually. Different statutory minimum increases must be applied to different tranches of pension. In short:

1. Any guaranteed minimum pension (GMP) which is in payment which reflects pensionable service before 6 April 1988 need not be increased at all. GMPs accrued by reference to pensionable service between 6 April 1988 and 5 April 1997 must be increased in line with the consumer prices index with a cap of 3%. GMPs stopped accruing with effect from 6 April 1997 and increases to GMPs accrued after that date therefore has no meaning.

2. The rest of any pension ("excess over GMP") accrued before 6 April 1997 need not be increased. Excess over GMP accrued on and after 6 April 1997 must be increased in line with the consumer prices index, with a cap which in times past was 5% and is now 2.5%.

These are *minimum* increases, and the GFTU Scheme has always paid more than the statutory minimum. When discussing the Scheme's benefits with John Livesey before the valuation was completed, however, it became apparent that the rules relating to GMP increases may need to be re-examined.

GMP increases

A member's GMP is, broadly speaking, the part which reflects the State earnings-related pension that the member forgoes as a result of the pension scheme being contracted-out before 6 April 1997. In practice the GMPs payable to GFTU Scheme members are a small part of their overall entitlement.

The present rules say that GMPs are increased in line with the statutory minimum outlined above (rule 19.3). That reflects the wording of the pre-2008 rules, but the intention behind those rules is very obscure.

1. The original 1961 deed and rules did not deal with pension increases at all.

2. The second definitive deed and rules, dated 29 January 1973, said that the whole of any pension was to be increased in line with the retail prices index capped at 2.5%. At that stage, the concept of contracting-out did not exist, and separate increases for GMPs was therefore not an issue.

3. By 1 December 1975, when the third definitive deed was executed, that had changed: the new rules attached to this deed said all pension increased in line with "official pensions" (meaning in line with civil service and other public sector pensions). That meant, at that stage, increases were in line with the retail prices index with no cap. Contracting-out still did not exist.

4. The rules were amended on an interim basis on 11 October 1978 when the Scheme became contracted-out, to add a new rule 32(A) which was expressed to override any other inconsistent provision. This amendment was confirmed and amended on a definitive basis by a further deed dated 21 September 1988.

   The 1978 deed did not deal with GMP increases: at that stage the Scheme was not obliged to increase GMPs. The 1988 deed also said it was overriding, and said that GMPs must be increased in line with statutory requirements. That was because from April 1988 GMPs had to be increased in line with the retail prices index capped at 3%.

   Both deeds of amendment recited that the amendments were made to conform with Occupational Pension Board's requirements relating to contracting-out, the intention clearly being to allow the then scheme actuary to certify the scheme as meeting contracting-out requirements quickly and easily. What the 1988 deed does not say is whether it was intended to reduce benefits going forward, by reducing scheme increases on the part of pension representing GMP.

   In other words, the new GMP pension increase rule may have been intended to be a minimum level of increase, not a replacement. Looking at the history, I think that is likely to have been the intention even if it is not what the rules actually said from 21 September 1988.

5. Rule 32(A) was carried forward in the subsequent (undated) rules, which formed the basis of the new rules adopted in March 2008.

I have looked for whatever evidence I can find (other than the deeds referred to above) regarding the trustees' intentions in 1988. The earliest booklet I have was produced in February 1999 but it sheds no light on the issue. It states the fact that the Scheme was contracted-out, but does not mention GMPs at all. It says that if the employer pays the cost of providing increases, pensions will be increased in line with the retail prices index; but it does not differentiate GMPs from excess over GMP.

What has happened in practice

I gather from Mercer that, in practice, all pre-1997 pension has been increased in line with the retail prices index with no cap, and GMP increases have not been differentiated. Bill Bowman's benefit summaries since 2009 (at the latest) have been drafted on the basis that that is what the scheme pays.

That is the basis on which the Scheme's liabilities have been assessed for the purpose of previous valuations, and the valuation which has just been completed. As a consequence:

1. If you were to conclude that the 1988 amendment was intended to reduce the increases attaching to GMPs, the Scheme has overpaid increases in the past, and has been funded for the future with an allowance for pension increases which are not in fact due. In other words, there is a small unrecognised surplus (or a smaller deficit).

2. If you were to conclude that the 1988 amendment was not intended to reduce pension increases, then the Scheme has paid increases at the correct rate and the valuations have neither under- nor over-estimated the Scheme's liabilities.

Steps that need to be taken

Unless there is some evidence that the 1988 amendment was intended to reduce pension increases, I think you should assume that it was not and that the practice of the Scheme actuary in previous years is consistent with what the trustees and the employer intended in 1988. Previous members' booklets might provide evidence to the contrary, but I should be surprised if it is possible to locate a copy of any edition going back to 1988 (or the early 1990s).

You should outline the issue to the two employers to find out whether they are content to take the same view as you.

In any event, the current booklet should be updated to reflect the way in which pensions are increased, also taking into account the abolition of contracting out in April 2016. I attach an amended version. This draft assumes that the whole pension will be increased in line with the original rules and the amendments that were made in 2015 (see Section 11); but GMP increases are not differentiated from the increases made to the excess over GMP.

WALKERS SOLICITORS

Ref: IFW/GFTU/17/01

Trustees of the GFTU Pension Scheme

26 April 2017

Section 75 debts: what happens when there are no active members?

Introduction

The minutes of the 19 January 2017 meeting record that:

> *It was noted in passing that should the one remaining active of the GFTU scheme for any reason leave the scheme that an automatic section 75 debt would occur and a substantial payment by the GFTU would be required. The secretary requested that this item be considered further at a subsequent meeting.*

In fact I do not think you are running the risk that you fear, and this note is intended to explain why.

Section 75 debts

It has been the case since 1997 that if a pension scheme is wound up in deficit, the sponsoring employer is obliged to make up the deficit before the wind-up is completed. This debt, owed by the employer to the trustees, is known as a "section 75 debt." In times past the debt was measured as the shortfall in the minimum funding requirement or MFR. Without going into the detail, a debt calculated on the MFR basis was rarely going to cover the cost of buying out all benefits in full by purchasing annuities. Since 2003 however the debt is calculated as the full cost of buying matching annuities. The section 75 debt can therefore be very substantial indeed.

That applies if the scheme is wound up. Special provisions need to be made, however, for multi-employer schemes. One employer might leave the scheme but the scheme itself might continue in relation to other employers – so there is no winding-up which could trigger a section 75 debt.

The special provisions that have been made in the legislation introduce the concept of an "employer cessation event" where the scheme is a multi-employer scheme. If an employer ceases to employ any active member of the scheme, its proportionate share of the deficit, again measured as the cost of purchasing annuities, is calculated. The employer which has lost its last active member has to pay off this share of the deficit as a section 75 debt. The scheme carries on in relation to other employers and their members.

In the past, when the section 75 debt was measured on the MFR basis, this could create all sorts of problems for the remaining employers. The departing employer's section 75 debt might well not cover the full cost of providing the pensions of its employees and former employees who are members of the scheme. These employees and former employees remain entitled to their full benefits but the departing employer has no continuing liability to meet the cost: the scheme has "orphan liabilities". As you know, that is exactly what happened to the GFTU Scheme when previous participating employers – particularly the NULMW – left the Scheme.

Since the legislation was amended in 2003, the problem that orphan liabilities might arise has been eliminated or minimised. But a real problem has been caused for multi-employer schemes if one of the employers ceases to employ any active member. Its section 75 debt is triggered, and unless special arrangements are made, it no longer has the option of continuing to meet any deficit by paying deficit repair contributions over an extended recovery plan.

Your Scheme

The special arrangements described above only apply in a multi-employer scheme where one employer might otherwise depart without any legal obligation to meet the liabilities attaching to its members. They are not needed if:

1. The scheme in question is sectionalised; or

2. The trustees have the power to wind up the part of the scheme which relates to the departing employer.

In these cases, the part of the scheme which relates to the departing employer can be segregated and, if necessary, this segregated part can be wound up as if it were a separate scheme.

Your Scheme is fully-sectionalised (the NULMW's departure was the prompt for sectionalising it). If one employer or the other were to cease employing any active members, its section of the Scheme is treated as a wholly independent pension scheme. This means that:

1. The Section can continue as a pension scheme with no active members. The sponsoring employer remains liable to cover the cost of the benefits which its employees and

former employees have accrued in the Scheme, and the employer can pay the cost in accordance with a schedule of contributions agreed at each triennial valuation.

2. Under your rules, if the trustees and departing employer cannot agree the schedule of contributions, the trustees have the power to wind up the Section without winding up the whole Scheme. Because the Section is treated as a wholly separate scheme, and because a winding-up has been triggered, the departing employer has to pay its section 75 debt.

If the GFTU (or PCS) ceased to employ any active members, therefore, there would be no need to trigger a section 75 debt.

It is worth noting, in passing, that neither Section has formally been closed to new entrants. Membership is still open to any employee who is employed under a contract of employment which states that he or she is eligible to join. In practice neither the GFTU nor PCS are offering employment on those terms to any new employee and, in practice, the Scheme is closed. There would be nothing to prevent the GFTU from employing someone in the future (a new General Secretary for instance) on terms that he or she is eligible to join.

GFTU PENSION SCHEME

An outline of the Scheme for members

2016

The General Federation of Trade Unions
The Lodge
84 Wood Lane,
Quorn, Leicestershire,
LE12 8DB

Contents

1. INTRODUCTION

The GFTU established a pension scheme for its staff in 1961, which provides members with benefits when they retire. It also provides benefits for Dependants on the death of a member. Affiliates of the GFTU are also able to participate in it, and if they do the employees that they choose to offer membership to are able to be members. At present there are two participating Employers, who are the GFTU and PCS.

If you join, the pension that the Scheme will pay will be a fixed proportion of your final Pensionable Pay, the proportion being dependent on the length of your membership. You will be required to contribute towards the cost of providing the benefits you will be entitled to, but your employer will pay the balance of the cost of providing them. The employer's contribution rate is substantially higher than the members', and unlike a personal pension the employers bear all of the risk relating to rising or falling investment performance, inflation and life expectancies. The employers also pay the cost of running the Scheme.

Membership is not compulsory, but the benefits that the Scheme provides are very valuable.

The Scheme is administered by a board of Trustees and they are responsible for running the Scheme and for dealing with any questions you may wish to ask. There are six Trustees, of whom three are selected by the members. Three of the Trustees are appointed by the National Executive Committee of the GFTU, and in usual circumstances they include the GFTU's General Secretary and President.

The Scheme is set up as a trust fund and is governed by a Trust Deed and Rules. The benefits are paid out of this trust fund, which is legally separate from the Employers' assets. The fund is invested and controlled by the Trustees. The assets and the liabilities of the Scheme are independently valued by the Scheme Actuary every three years, and the amount that the Employers pay to meet the balance of the cost of providing the benefits of the Scheme is set by the Trustees on the basis of these valuations.

The Scheme is registered as a pension scheme under the Finance Act 2004 which means that various tax reliefs are available, as described below. It also means that if benefits exceed certain limits (including the Annual Allowance and the Lifetime Allowance) set by HM Revenue & Customs, members are liable to a tax charge, and in extreme circumstances tax penalties may be levied against the member and the Scheme. Further information on these limits is set out in Section 16 of this booklet. Full details of the tax requirements are contained in the Trust Deed and Rules, and you will be notified if your benefits are affected by these limits.

This booklet gives a brief description of the Scheme as at 26 April 2017~~[date]~~ and is intended to answer most of the questions you are likely to ask. Members who have left the Scheme since that date should also refer to the leaflets and letters that they have been sent in the past for an explanation of how the Scheme has changed over the years.

It is important to note that the Trust Deed and Rules contain the definitive details of the Scheme and how it operates. You can ask for a copy of the Trust Deed and Rules if you want one. This booklet is intended to be a guide to its content, but if there is a discrepancy then the terms of the Trust Deed and Rules will prevail.

If you have any queries about your entitlement to benefits, or would like any more information about the Scheme and its administration, you should contact:

The Scheme Administrator
The Lodge
84 Wood Lane,
Quorn, Leicestershire,
LE12 8DB

Some of the terms used in this booklet have a technical meaning. These terms are printed with an initial capital letter to help you identify them, and their meaning is set out in Section 19 of this booklet.

2. MAIN FEATURES OF THE SCHEME

The Scheme has two Sections, one of which is applicable to members who are or were employed by the GFTU and the other of which is applicable to members who are or were employed by PCS. The contributions that members pay, and the benefits that are paid to them and their Dependants are different for each Section.

The Section applicable to you is the GFTU Section

What will you get?

- A pension payable for life from the date of your retirement.

- A lump sum payable to your Dependants if you die in Pensionable Service before your Normal Retirement Age.

- A pension payable to your Dependants, in the event of your death before or after your retirement.

You will find full details in the rest of this booklet. Each year that you remain as a contributing member of the Scheme, you will receive a statement of the benefits which you have built up, which you should keep in a safe place for future reference.

Your future pension

Your pension is calculated as a proportion of your Final Pensionable Pay. The proportion builds up for each complete year and complete month of Pensionable Service you have completed at your Normal Retirement Age.

- The amount which is added each month and year differs according to the date when you joined the Scheme.

- In some cases, if you retire on the grounds of ill-health, your pension will be increased to account for the years of Pensionable Service that you could have built up but were unable to do so because you had to leave your employment.

The way ordinary pensions and ill-health pensions are calculated is explained in more detail in Section 7.

Part of your pension may be exchanged at retirement for a Pension Commencement Lump Sum (PCLS). This is explained in more detail in Section 7.

Your Dependants

In some circumstances, the Trustees will pay a lump sum to your Dependants on your death.

- If you should die before your employment with the GFTU ends, provided you are in Pensionable Service, the Trustees will pay your Dependants a lump sum payment equal to three times your Pensionable Pay.

- If you die within five years of retiring with a pension, the Trustees will pay your Dependants a lump sum equal to five years' pension, minus the total amount of the pension that you have been paid up to the date of death.

- If you have left the Scheme but you are not yet receiving a pension, and if you die before your pension comes into payment, the Trustees may pay a lump sum to your Dependants, but they are not obliged to do so. The amount of this lump sum is five times the pension you would have received, if you had been entitled to draw your pension immediately before you died.

If you are survived by a Partner when you die, the Trustees will pay your Partner a pension.

- If you die while you are in Pensionable Service, the pension will be equal to half the pension that you would have received if you had retired on the grounds of ill-health.

- If you were a pensioner when you died, the pension will be half the pension you were receiving.

- If you had left your employment with the GFTU, or if you had opted out of the Scheme, the pension will equal half the pension that you had built up when you left Pensionable Service, increased to your date of death as described in Section 10.

If you are survived by dependent children they may be entitled to a pension as well.

The way these Dependants' benefits are calculated and paid is explained in Sections 8 and 9.

What do you pay?

Members pay either 7% or 8.5% of their Pensionable Pay, depending on the level of their earnings, to meet part of the cost of providing the benefits of the Scheme.

You can opt to top-up your future pension by paying additional voluntary contributions (AVCs). Both regular contributions and AVCs currently enjoy relief from income tax.

See Section 5 of this booklet for more details about contributions.

3. STATE PENSION BENEFITS

Until 6 April 2016, the State retirement pension consisted of two parts:

- the basic State ("old age") pension,

  plus

- an additional earnings-related top-up pension. Until 6 April 2002 this top-up was called the state earnings-related pension scheme or SERPS. Its name was then changed to the State second pension.

From 6 April 2016 both elements of the State retirement pension were abolished and replaced by a single-tier State pension. You will be entitled to the single-tier State pension if you have paid, or been credited with enough National Insurance Contributions (NICs) during your working life. You will accrue the maximum amount of State pension if you have paid NICs for 35 years.

Your entitlement to a State pension will be reduced, however, if you were a member of a pension scheme which was "contracted-out" of SERPS or the State second pension before 6 April 2016. If you were a member of such a pension scheme, you and your employer paid a lower rate of NICs, and in return the scheme had to provide a pension that met at least a minimum standard or, before 6 April 1997, provided a pension which was at least broadly equal to the SERPS pension you would have earned if the scheme had not been contracted-out – that is, a Guaranteed Minimum Pension or GMP.

The GFTU scheme was contracted-out until 6 April 2016. As a result, until you have paid full rate NICs for 35 years, your State pension will be reduced to account for the fact that you paid a lower rate of NICs until 2016. You should remember however that the reason why is that the GFTU scheme provided you with a pension that was better than the SERPS or State second pension that you would have built up if the scheme had not been contracted-out.

You can check the amount of your expected State pension at https://www.gov.uk/check-state-pension.

Contracting-out before 6 April 1997: Guaranteed Minimum Pensions (GMPs)

If you were a member of the scheme before 6 April 1997, you were contracted-out of the additional earnings-related element of the State pension (known at the time as SERPS). You and the GFTU paid lower NICs, and in return the Scheme must always pay you a pension which is at least broadly equal to the SERPS pension that you would have built up if the Scheme had not been contracted-out. This is called your Guaranteed Minimum Pension or GMP. If you are survived by a widow, widower or Civil Partner when you die, your widow, widower or Civil Partner must be paid at least half of your GMP, called a widow/er's GMP or WGMP.

GMPs and WGMPS stopped building up with effect from 6 April 1997. The Scheme must still guarantee to pay any GMP or WGMP that had been earned before that date however.

In almost all cases, your GMP and your widow's, widower's or Civil Partner's WGMP will be smaller than the pension that the Scheme actually pays. However, because this element of pension must be paid in all circumstances, if you have an entitlement to a GMP the amount of pension that you can commute for a lump sum, and the extent to which you can retire before your Normal Retirement Age with a reduced pension may be restricted so that your entitlement to a GMP can still be met. This is explained in more detail in Sections 6 and 7 of this booklet.

~~In addition to the benefits provided by the Scheme, you are also entitled to a State pension.~~

~~The State currently provides two pension benefits:~~

- ~~a Basic State Pension, which is calculated by reference to the number of years you have paid National Insurance contributions; and~~
- ~~a State Second Pension (formerly the State Earnings Related Pension Scheme or SERPS) which provides additional pension benefits calculated by reference to earnings within certain prescribed limits. The State Second Pension is earned by paying a higher rate of National Insurance contributions.~~

~~The Government currently allows pension schemes to contract-out of the State Second Pension (previously SERPS), and to provide a benefit from the Scheme for their members in place of the State Second Pension or SERPS benefit paid by the State. As a result, a contracted-out pension scheme member pays lower National Insurance Contributions.~~

~~The law relating to contracting-out changed on 6 April 1997. Before that date, a contracted-out pension scheme had to provide at least a specified minimum level of pension, called the Guaranteed Minimum Pension or GMP. It is paid as part of the Scheme pension, but the way it is increased and the date when it is paid is slightly different from the rest of the pension.~~

~~The Scheme is contracted-out of the State Second Pension. As a consequence:~~

- ~~When you reach State Pension Age the government will pay you the Basic State Pension that you have earned by paying National Insurance Contributions.~~
- ~~If you were a member of the Scheme before 6 April 1997, part of your Scheme pension consists of a GMP. If you are married or have a Civil Partner when you die, part of his or her Scheme pension will also be a GMP.~~
- ~~When you reach State Pension Age the government will also pay you the State Second Pension that you have earned by paying higher rate National Insurance Contributions since 1 June 2011.~~

~~You should note that the Government intends to abolish the State Second Pension in April 2016 and replace it, and the State Basic Pension, with a single higher rate State pension. That will not affect the benefits that you have built up in the Scheme up to the date when it is abolished, but after April 2016 it will not be possible to contract out of the State Second Pension.~~

~~As a consequence, your National Insurance Contributions will increase, but in return you will begin to build up an entitlement to the new, higher, State pension.~~

4. JOINING THE SCHEME

Who can join the scheme?

You can join the Scheme if you are an employee of the GFTU and your contract of employment says that you are eligible to join.

Some GFTU employees are employed under contracts of employment that state they are eligible to join a national pension scheme called NEST. If that is what your contract says then you should refer to the NEST Welcome Pack that you will receive. This scheme, and this booklet are not applicable to your employment

When can I join?

Employees of the GFTU who are eligible to join automatically when their employment commences, unless they choose not to join.

If you choose not to join within your first month of employment, you will be treated as if you had never been a member. Neither the GFTU nor the Trustees can advise you whether or not to join – only an independent financial adviser is permitted to do that – but bear in mind that the GFTU will not pay contributions towards any other pension arrangements that you make for yourself. You should also note that the some of the life assurance benefits described in Section 8 will not apply to you and your family.

If you decide not to join and change your mind later, you can apply to join the Scheme but your admission will not be automatic. It will require the permission of the Trustees, and if you are admitted the Trustees may impose limits on the level of your benefits.

You should think very carefully before deciding not to join. Membership of the Scheme is a very valuable benefit, and you should consider taking financial advice before making your decision.

How do I join?

If you are eligible to join, you will automatically become a member when you start work. You will be asked to provide evidence of your age, marital status and you may be asked to provide evidence of your health, but your membership is not dependent on supplying this information. If it is not immediately to hand you can provide it later.

When you join you should also consider nominating a Dependant for the purpose of paying any benefits payable on your death. See Section 9 of this booklet for more details.

Evidence of health will not normally be required. Some of the Scheme benefits are insured however, and the insurance company may require members to supply evidence of health if their Pensionable Pay is over a certain amount. If they ask for evidence of health and you do not supply it then these insured benefits may be restricted. The Trustees may also require evidence of health if you do not join when you first become eligible and apply to join at a later date.

Do I have to join?

New employees can decide not to join. Once you have joined, you can opt out of the Scheme at any time.

If you opt out after you have been employed for a month, you will be treated in the same way as a member who has left the GFTU's employment. Details are set out in Section 10 of this booklet for more details.

You should note, however, that the GFTU will not pay contributions to any other pension arrangement that you make for yourself. You should also note that some of the life assurance benefits described in Section 8 will cease to apply to you and your family.

If you decide to opt out and change your mind later, you can apply to rejoin the Scheme but your readmission will not be automatic. It will require the permission of the Trustees, and if you are admitted the Trustees may impose limits on the level of your benefits.

You should think very carefully before deciding not to join or to opt out. Membership of the Scheme is a very valuable benefit, and you should consider taking financial advice before making your decision.

Other pension schemes

You are allowed to be a member of another pension scheme, such as a personal pension scheme, at the same time as being a member of this Scheme. If you are, or if you have been a member of another pension scheme in the past, it is important that you tell the Trustees. This is because the tax limits that apply to pension schemes are calculated on the basis of all of the pension schemes of which you are or have been a member. Further information about this is set out in Section 16 of this booklet.

5. WHAT WILL IT COST?

Member contributions

You will be required to contribute in order to participate in the Scheme. The current contribution rate depends on the level of your earnings:

- If you are a lower-rate taxpayer or if your pay is not subject to income tax, your contribution rate is 7% of your Pensionable Pay.
- If you are a higher-rate taxpayer, your contribution rate is 8.5% of your Pensionable Pay.

Although you are required to contribute to the cost of your pension benefits, there is a financial incentive because you receive immediate income tax relief on your pension contributions. Contributions are deducted from your gross earnings before income tax is calculated. This means that if you are a basic rate tax payer and your current rate of tax is 20%, every £10 you contribute to the Scheme will only reduce your take home pay by £8.

For example, if your gross annual salary is £30,000 (£2,500 per month), your take-home pay will look like this:

Pensionable Pay	**£2,500**
Less 7% pension contributions	(£175)
Salary after deduction of contributions	**£2,325**
Less income tax on £2,325*	(£~~288~~308)
Less National Insurance Contributions	(£~~198~~218)
Net take-home pay	**£1,~~839~~799**

**** Assumes a personal tax-free allowance of £~~10,600~~11,500 for the 2017~~5~~/2018~~6~~ tax year and no other allowances.***

All figures have been rounded to the nearest pound.

Your membership of the Scheme gives the GFTU authority to deduct your contributions from your salary.

Additional Voluntary Contributions (AVCs)

You can choose to pay Additional Voluntary Contributions (AVCs) for additional benefits. Payments can be made regularly by deducting them from your monthly salary, or if you want to do so you can pay a lump sum AVC.

The AVCs you pay will be invested by the Trustees on your behalf, in your name and in an investment fund chosen by you from those available, and used to provide extra benefits on your retirement. Your AVCs will receive the same immediate tax relief as your regular contributions to the Scheme.

Your AVC benefits are not calculated on the basis of your Pensionable Pay. Instead, the benefits provided will be of equal value to your accumulated AVC funds. You can choose to increase your own pension, or provide extra pension for your dependants, or both.

Subject to the restrictions described in Section 16 of this booklet, you can take your AVC fund as a tax-free lump sum. This would then form part of your Pension Commencement Lump Sum at retirement.

Instead of paying AVCs to the Scheme you can make additional pension provision for yourself via a personal pension. You should note, however, that the charges made by an insurance company to administer a personal pension will be subject to the terms of the contract you have with them. No charges are made for administering AVCs under the Scheme.

You should note that the tax-free limits mentioned above may restrict the amount of AVCs that you pay. These limits are set out in Section 16. If your AVCs mean that you are likely to exceed these limits you will be warned by the Trustees. Any excess AVCs may be refunded to you without interest.

If you would like more details about paying AVCs then please contact the Scheme Administrator.

GFTU contributions

The contributions that you pay represent only a portion of the cost of your pension benefits; the GFTU pays the balance of the cost of providing all members' benefits in the Scheme. The level of contributions paid by the GFTU is determined by the Trustees after seeking the advice of the Scheme Actuary.

6. RETIREMENT

When can I retire?

The Normal Retirement Age for receiving the pension benefits that the Scheme provides is age 65. That does not mean that you have to retire at age 65, nor does it mean that you cannot receive any benefits before your 65th birthday, but the way that the pension and other benefits are calculated will vary according to your age when you choose to take them.

Can I retire earlier?

You can retire at any time after attaining age 55, or earlier if the reason for your retirement is Ill-health (see below). If you were already a member on 5 April 2005 when the law on this issue was changed, and had the right to retire with a pension below the age of 55, then it is possible that the right to retire below age 55 still applies to you. If you think that this is the case, and you want to retire before age 55, then you should contact the Scheme Administrator.

If you are aged 60 or more, you do not need the consent of the GFTU or the Trustees. If you are younger than age 60 you will need the consent of the Trustees before you can receive your pension.

If you retire earlier than your Normal Retirement Age, your pension will be reduced (unless you had been a member for ten years and the reason for your retirement is ill-health – see below). The reason for making the reduction is that your pension will be paid for a longer period.

The amount of the reduction is determined by the Trustees, who will take advice from the Scheme Actuary. The reduction is a percentage of the pension you would otherwise have received at age 65 for each year or part of a year between the date you retire and your 65th birthday.

But:

- If you joined the Scheme before 1 July 2011:
    - no reduction will be made to the part of the pension you earned before 1 July 2011 for the years between your 60th and your 65th birthday. In other words, if you retire at the age of 60, no reduction will be made to this part of your pension. If you retire at the age of 59, the reduction applicable for one year will be made to this part of your pension.
    - The part of your pension that you earned on and after 1 July 2011 will be reduced to account for all of the years between the date of your retirement and your 65th birthday. In other words, if you retire at the age of 60, the reduction applicable for five years will be made to this part of your pension.

- If you joined the Scheme on or after 1 July 2011, a reduction will be made to account for all of the years between the date of your retirement and your 65th birthday. In other words, if you retire at the age of 60, the reduction applicable for five years will be made.

For example:

If:

- you joined **before** 1 July 2011,

- you want to retire at the age of 57 years and 6 months, and

- the pension you have built up is worth £15,000 p.a.

you will be entitled to draw your pension straightaway, provided that you obtain the consent of the Trustees.

For the sake of the example, let's assume that 2/3rds of your pension was earned before 1 July 2011 and the rest was earned on and after that date.

Again, for the sake of the example, let's assume that the reduction factor that is applied is 4% for each year that is taken into account for making a reduction.

- The pension you earned before 1 July 2011 is £10,000 p.a. It will be reduced by reference to your 60th birthday: that is, it will be treated as if it is being paid 2 1/2 years early. The reduction to this part of your pension is:

  2.5 x 4% = 10%

This part of your pension is therefore reduced by 10% and is now **£9,000** p.a.

- The pension you earned on and after 1 July 2011 is £5,000 p.a. It will be reduced by reference to your 65th birthday: that is, it will be treated as if it is being paid 7 1/2 years early. The reduction to this part of your pension is

  7.5 x 4% = 30%

This part of your pension is therefore reduced by 30% and is now **£3,500** p.a.

Your total pension is therefore **£12,500** p.a.

Another example:

If:

- you joined **on or after** 1 July 2011,

- you want to retire at the age of 57 years and 6 months, and

- the pension you have built up is worth £5,000 p.a.

you will be entitled to draw your pension straightaway, provided that you obtain the consent of the trustees.

- All of your pension was earned on and after 1 July. It will be reduced by reference to your 65th birthday: that is, it will be treated as if it is being paid 7 1/2 years early. The reduction to this part of your pension is

7.5 x 4% = 30%

Your pension is therefore reduced by 30% and is now **£3,500** p.a.

Important Notes

The outline set out above, and the examples, apply only to members who are contributing members. If you are a deferred member and you want to draw your pension before your 65th birthday you should read Section 10 of this booklet.

The reduction factor of 4% used in these examples is purely for the sake of illustration. The actual factors that the Trustees use vary from time to time. If you intend to retire early, you should obtain confirmation from the Scheme Administrator as to the factor that will actually be applied in your case

At GMP Retirement Age, the part of your pension which has accrued in respect of your contracted-out service before 6 April 1997 must not be less than your GMP. This means it may be necessary to further reduce the amount of your early retirement pension before GMP Retirement Age so that your GMP can be paid in full. In some instances, payment of pension before your Normal Retirement Age may not be allowable.

What if I retire early because I am suffering from ill-health?

If the reason for your retirement is your health, you may be permitted to retire with an immediate pension if:

- you are aged 45 or more and

- you have 10 years' Pensionable Service.

Whether or not you qualify for an ill-health pension is decided by the Trustees, and they must take advice from a registered medical practitioner appointed by them for the purpose of assisting with this decision.

To qualify, the Trustees must be satisfied that you are (and will continue to be) incapable of carrying on your occupation because of a physical or mental impairment, that you have in fact ceased work, and that your earning capacity has been substantially impaired. Your occupation for these purposes means the carrying out of any duties that might be assigned to you under the terms of your contract of employment.

If you qualify for an ill-health pension, a notional period of Pensionable Service will be added to your actual Pensionable Service, meaning that your pension will be calculated as if you had been able to continue in Pensionable Service until your Normal Retirement Age. The actuarial reduction that is usually applied in the case of early retirement, described above, will not be made.

You should note that the Trustees will periodically review your pension to check that you still qualify for an ill-health pension. If your condition has improved to the extent that you could perform the duties you previously performed, or if you do not co-operate with the Trustees' review, you pension may be reduced or stopped.

Can I retire later?

With the GFTU's consent, you may remain in employment after your Normal Retirement Age. That is a matter for the GFTU to decide, and the Trustees cannot influence its decision.

If you do, you can choose to have your pension calculated and paid in either of the following ways. You will have to choose before your Normal Retirement Age, and you will only be able to change your mind later if the Trustees agree.

- You can decide to continue paying contributions. If you do, your pension will be calculated in the normal way and paid to you when you retire.

  You should note that the maximum pension limits described in Section 16 will apply and, in particular, your pension can never exceed two-thirds of your Final Pensionable Pay at retirement.

- You can decide to stop paying contributions and not draw your pension. If you choose this option, your benefits will be paid when you retire but will be paid at an increased rate, to account for the fact that the payment of your pension has been delayed. The amount of the uplift will be determined by the Trustees, who will take advice from the Scheme Actuary.

For example:

Say you reach the age of 65 and have built up a pension of £15,000 p.a. You then retire at the age of 67. Under this option, the pension commences when you retire at the age of 67.

If the late retirement factor is 10% for each complete year between your 65th birthday and the day you retire, your pension will be calculated as:

£15,000x 1.20 = **£18,000 p.a.**

Important Notes:

The factor of 10% used in these examples is purely for the sake of illustration. The late retirement factor that will be applied will be determined by the Trustees after taking the advice of the Scheme Actuary. The factors used vary from time to time and if you are thinking of bringing your pension into payment after age 65, you should ask what factor will be applied in your case.

If you choose to defer your pension beyond age 65, it must come into payment on your 75th birthday at the latest.

If you are going to remain in service after your Normal Retirement Age you should contact the Trustees for further details.

7. HOW IS MY PENSION CALCULATED?

Your pension is calculated as a fraction of the salary you earn in the period leading up to the date when you retire (or leave the GFTU, or opt out of the Scheme or die).

There are three elements to the calculation, namely your Final Pensionable Pay, your Pensionable Service, and the 'Accrual Rate'. The basic calculation for each period is:

Accrual Rate x Pensionable Service x Final Pensionable Pay.

For members who joined the Scheme before 1 July 2011

The Accrual Rate changed with effect from 1 July 2011 from 1/50th to 1/65th, and again with effect from 1 May 2015 from 1/65th to 1/70th.

So:

- For pension accrued before 1 July 2011 the formula is:

  1/50th of your Final Pensionable Pay for each year (or part year) of Pensionable Service

- For pension accrued after 1 July 2011 but before 1 May 2015 the formula is:

  1/65th of your Final Pensionable Pay for each year (or part year) of Pensionable Service

- For pension accrued after on and after 1 May 2015 the formula is:

  1/70th of your Final Pensionable Pay for each year (or part year) of Pensionable Service.

It is important to note that Pensionable Service is calculated in complete calendar months.

For example:

Take the case of a person who:

- became an Active Member on 15 May 1996 and
- retires on 30 October 2022.

His or her Pensionable Service is broken up into three parts:

- Pensionable Service before 1 July 2011: the accrual rate for this period is 1/50th.

- Pensionable Service on and after 1 July 2011 but before 1 May 2015: the accrual rate for this period is 1/65th.

- Pensionable Service on and after 1 May 2015: the accrual rate for this period is 1/70th.

When this member retires, his or her pension is calculated in three slices. Let's say for the sake of the example that his or her Final Pensionable Pay is £30,000.

- The accrual rate for the first slice is 1/50th. Bearing in mind that Pensionable Service is measured in complete calendar months, this member has Pensionable Service between 1 June 1996 and 1 July 2011. That means he or she has Pensionable Service of 10 years and 1 month.

The pension accrued in this period (rounded to the nearest pound) is:

$\frac{10.08333}{50}$ x £30,000 = **£6,050.00 p.a.**

- The accrual rate for the second slice is 1/65th. Bearing in mind that Pensionable Service is measured in complete calendar months, this member has Pensionable Service between 1 July 2011 and 1 May 2015 in this period, of 3 years and 2 months.

The pension accrued in this period (rounded to the nearest pound) is:

$\frac{3.1667}{65}$ x £30,000 = **£1,462.00 p.a.**

- The accrual rate for the third slice is 1/70th. Bearing in mind that Pensionable Service is measured in complete calendar months, this member has Pensionable Service between 1 July 1 May 2015 and 30 October 2022 in this period, of 7 years and 5 months.

The pension accrued in this period (rounded to the nearest pound) is:

$\frac{3.1667}{70}$ x £30,000 = **£3,179.00 p.a.**

So this member's total pension is **£10,691.00 p.a**.

For members who joined on or after 1 July 2011

The Accrual Rate is 1/70th.

Again, it is important to note that Pensionable Service is calculated in complete calendar months.

For example:

Take the case of a person who:

- became an Active Member on 15 July 2011 and
- retires on 30 October 2022.

When this member retires, his or her pension is calculated in one slice. Let's say for the sake of the example that his or her Final Pensionable Pay is £30,000.

- The accrual rate for the whole of his or her Pensionable Service is 1/70th. Bearing in mind that Pensionable Service is measured in complete calendar months, this member has Pensionable Service between 1 August 2011 and 30 October 2022. That means he or she has Pensionable Service of 11 years and 2 months.

The pension accrued (rounded to the nearest pound) is:

$$\frac{11.1667}{70} \quad \times \quad £30{,}000 \quad = \quad \mathbf{£4{,}786.00}$$

Can I receive a lump sum as well as (or instead of) a pension?

Yes.

All members may take a cash lump sum, known as a Pension Commencement Lump Sum (PCLS), by giving up part of their pension. The lump sum is currently entirely free of tax. If you exchange part of your pension for a PCLS, your pension will be reduced by the amount of pension exchanged.

The amount of the lump sum that the Scheme will pay in exchange for each £1 of pension given up is determined by the Trustees, who take advice from the Scheme Actuary. This rate of conversion is called a Commutation Factor, and varies according to the age of the member concerned.

For example:

Take the case of a member who is entitled to a pension of **£10,000 p.a**. He or she wishes to take a tax-free lump sum instead of part of his or her pension.

For the sake of the example, let's say that the Commutation Factor, at this member's age, is 18.

This member wants to surrender 25% of his or her pension for a lump sum.

The amount of pension surrendered or "commuted" is **£2,500 p.a**.	
The lump sum the member receives is:	
18 x £2,500 or	**£45,000.00**
The remaining pension is **£10,000 - £2,500** or	**£7,500 p.a.**

Important Notes:

The Commutation Factor that will be applied will be determined by the Trustees after taking the advice of the Scheme Actuary. **The factor of 18 used in this example is purely for the sake of illustration**.

The factors used depend on the member's age and vary from time to time. If you are thinking of taking a cash lump sum instead of part of your pension, you should ask what factor will be applied in your case.

There are limits imposed by HM Revenue & Customs on the amount of cash you can take which must be adhered to by the Scheme. You will be advised of the amounts involved before you retire so that you can decide what to do, but the basic rule is that you can take up to 25% of the total value of your benefits as tax-free cash (you should note that this is not quite the same as 25% of your pension).

Taking all of your pension as a cash lump sum

Special provisions apply in circumstances of serious Ill-health, or if your pension is small, which might allow you to exchange more than 25% of the value of your benefits for a PCLS. In some of these cases all of your pension can be converted into a lump sum, but part of the lump sum is usually subject to tax.

If you think this might apply to you then you should contact the Scheme Administrator for more details.

8. BENEFITS ON DEATH

The Scheme pays lump sum benefits if you die in Pensionable Service, and it will pay a pension to your Partner if you are survived by a Partner. If you have Qualifying Children, then the Scheme will pay a pension to them as well, until they reach the age limits described below.

What happens if I die and I was still working for the GFTU?

In these circumstances the Trustees will pay the following benefits to one or more of your Dependants:

- a cash sum equal to three times your Pensionable Pay at date of your death.

  If your Pensionable Pay had been reduced as a result of a temporary absence, the reduction will be ignored. If you were a part-time employee, your Pensionable Pay for these purposes will be the part-time pay you were receiving immediately before you died.

- a pension to your Partner as described below

- a pension for your Qualifying Children as described below

- if you have paid AVCs, your AVCs, will be used to provide further benefits in accordance with the terms agreed when you started paying AVCs.

Section 9 of this booklet sets out how the cash lump sum will be paid.

Your Partner's pension will be equal to half of the pension you would have received if you had retired on the grounds of Ill-health immediately before you died. The way this pension is calculated is described in Section 6 of this booklet.

The amount of the pension payable to your Eligible Children will depend on how many Eligible Children you have:

- If you have a single Eligible Child, his or her pension will be equal to a Partner's pension.

- If you have two or more Eligible Children, they will share a pension equal to a Partner's pension.

What happens if I die before I retire when I was still working for the GFTU but I had reached age 65?

Your Dependants will receive the same benefits that are payable on the death of an Active Member who has not reached Normal Retirement Age. In this case, the Partner's and Eligible Children's pensions will be based on the pension you had accrued and not the enhanced pension that is paid if an Active Member retires on the grounds of ill-health (because the enhancement payable on ill-health retirement is calculated by adding a notional period of Pensionable Service equal to the period between the date of retirement and Normal Retirement age – see Section 6 of this booklet).

What happens if I die when I am still working for the GFTU but I was not in Pensionable Service?

This is the situation where a member has opted out of the Scheme. In these circumstances, the benefits described in Section 10 of this booklet will apply.

What happens if I die after I retire?

If you die after you retire but before your pension has been paid for five years, a single payment equal to the value of the unpaid balance of five years' pension payments (at the rate in payment at the date of your death), will be paid as a cash sum. The way it will be paid is set out in Section 9 of this booklet.

The Trustees will also pay a pension equal to 50% of your pension entitlement at the date of your death to your Partner.

If you have any Eligible Children when you die, the Trustees will pay them a pension as well. The amount of the pension payable will depend on how many Eligible Children you have:

- If you have a single Eligible Child, his or her pension will be equal to a Partner's pension.

- If you have two or more Eligible Children, they will share between them a pension equal to your Partner's pension

Notes about all Dependants' benefits:

Once in payment, any pension will increase as described in Section 11 of this booklet.

The pensions payable upon your death include any widow's or widower's GMP which the Trustees are obliged to pay.

The Trustees may restrict the amount of a lump sum benefit payable upon death in Pensionable Service in circumstances where appropriate medical evidence of good health had been requested by the Trustees (see Section 4) but had not been supplied, and/or the benefit could not be insured. In the unlikely event that you are affected by such a restriction you will be informed by the Trustees.

If you were divorced, or had terminated a Civil Partnership before you died, and if a pension sharing order was made as part of the divorce or separation proceedings, the pensions payable to your former Partner and Eligible Children will be adjusted as required by the pension sharing order. See Section 14.

Notes about Qualifying Children's benefits

Qualifying Children's pensions can only be paid for so long as they remain Qualifying Children. This means that their pension will stop being paid at the end of the month when they reach the age of 23, unless they were, in the opinion of the Trustees, dependent on you because of a physical or mental impairment at the date of your death.

If there is more than one Qualifying Child who is eligible for a pension, the pension payable to the younger children will not be increased because an older child ceases to be a Qualifying Child.

9. PAYMENT OF DEATH BENEFITS

It is important that you know who may receive any cash lump sum payable in the event of your death. The Scheme rules contain a provision giving discretion to the Trustees regarding the distribution of any lump sum death benefit on your death. This has the advantage of making the lump sum death benefit free from inheritance tax.

The beneficiaries can be:

- your Partner;
- any person who was formerly your Partner;
- your relatives including your children, parents, siblings, step-children and adopted children;
- your Partner's relatives, including their children, parents, siblings, step-children and adopted children
- the descendants of your relatives or of your Partner's relatives;
- any other person whose name you have notified to the Trustees in writing prior to your death as being a person you wish the Trustees to consider as a possible recipient of the benefit;
- any other person who in the opinion of the Trustees was dependent upon you;
- the personal representatives who manage your estate after your death (provided that you did not die in circumstances where your estate would be paid to the Crown);
- any person entitled to benefit from your estate under your will or, if you did not make a will, under the intestacy laws (again, provided that you did not die in circumstances where your estate would be paid to the Crown).

Whilst the Trustees have ultimate discretion as to whom these benefits are distributed to, you may wish to give them some guidance by completing the death benefit nomination form in the back of this booklet.

You may revise this guidance at any time. Indeed the Trustees encourage you to review your nomination form regularly to reflect changes in your personal circumstances.

You should keep a record of your nominees for future reference.

10. LEAVING THE SCHEME

This Section describes the benefits you will receive if you leave the GFTU's employment or opt to terminate your membership of the Scheme. The benefits you will receive depend on how long you have been a member of the Scheme. The length of your membership, for these purposes, is your Qualifying Service which includes the credit that you are given if you transfer benefits from another pension scheme to the Scheme.

If you have two years Qualifying Service or more

You will be entitled to a pension payable from your Normal Retirement Age which will be preserved in the Scheme for you. This will be calculated as described in Section 7, but based on your Pensionable Service to, and Pensionable Pay at, your date of leaving.

Before the payment of your pension begins, the pension will be increased in accordance with legislative requirements to take account of inflation between the date you left and Normal Retirement Age (or should you die before your Normal Retirement Age, to the date of your death). Revaluation increases are applied for complete years between the date when your Pensionable Service ends and the date when your pension commences. Part years are ignored.

The index used to measure inflation for these purposes is the Retail Prices Index (RPI) for Benefits earned for Pensionable Service up to 1 June 2011, and the Consumer Prices Index (CPI) for Benefits earned for Pensionable Service on or after 1 June 2011.

The increase added is subject to a cap. It is:

- 5% for any pension you earned before 6 April 2009 and

- 2.5% for any pension you earned on and after that date.

You should note that this revaluation increase does not apply to any pension benefits that you have built up by paying AVCs: these will increase in line with the arrangements that you make when you start paying AVCs.

Your preserved pension will normally be paid at your Normal Retirement Age but you may, with the consent of the Trustees, draw it before then if:

- You have reached the age of 55 years. If you were already a member on 5 April 2005, when the law on this issue was changed, and had the right to retire with a pension below the age of 55 then it is possible that the right to retire below age 55 still applies to you. If you think that this is the case, and you want to retire before age 55, then you should contact the Trustees.

  If you are over the age of 60 you do not need consent to draw your pension, but if you are under that age you will need the consent of the Trustees.

- Whatever your age, you can draw your pension if the Trustees are satisfied that you are suffering from ill-health.

  Whether or not you are suffering from ill-health is decided by the Trustees, but it is important to note that the test is different from the test applied to members who are in Pensionable Service. The Trustees must take advice from a registered medical practitioner appointed by them for the purpose of assisting with this decision, but in this instance they must be satisfied that you are (and will continue to be) incapable of earning a living because of a physical or mental impairment.

If you are permitted to draw your pension early (for whatever reason), it will be reduced to allow for the fact that it will be paid for longer. The amount of the reduction will be calculated in a similar way to the reduction applied to a member who is in Pensionable Service and who retires early (see Section 6), and will be determined by the Trustees on the advice of the Scheme Actuary. It will be reduced even if the reason for drawing it early is your Ill-health.

You should note that the legislation relating to GMPs requires the part of your pension that consists of a GMP (if any) to be dealt with slightly differently. If you are entitled to a GMP it will be paid when you reach your GMP Age. Because the Trustees must pay your GMP as a minimum pension, any reduction that is made as a result of your early retirement might be increased to allow them to do so.

You can ask the Trustees to delay payment of your pension, and if you do, it will be increased before it comes into payment.

Once in payment, the whole of your pension will be increased as described in Section 11 of this booklet.

If you have completed less than two years Qualifying Service

When you leave you will be entitled to a refund of your own contributions to the Scheme. If you are entitled to a refund of your own contributions then these will be repaid after deducting tax (currently at the rate of 20%). This refund will be made without adding interest. If a refund is paid, neither you nor your Dependants will have any further rights under the Scheme.

A refund of your contributions is not usually allowed if you have transferred benefits from another pension arrangement into the Scheme (even if you have less than two years' Qualifying Service). In this case, a preserved pension will be provided for you as described above.

Death benefits

If you leave the GFTU's employment or opt out of membership before your Normal Retirement Age, you will cease to be covered for the death in service benefits described in Section 8 of this booklet, but:

- If you die before your pension comes into payment, the Trustees will pay a lump sum equal to five times the pension you would have received if you had retired immediately before you died.

- If you die after your pension has started, but before your pension has been paid for five years, a single payment equal to the value of the unpaid balance of five years' pension payments (at the rate in payment at the date of your death), will be paid as a cash sum. The way it will be paid is set out in Section 9 of this booklet.

If you die before your Normal Retirement Age, and you have a preserved pension in the Scheme, the Trustees will pay your Partner a pension. It will be equal to half of the pension that you would have received at Normal Retirement Age (but excluding the revaluation increases described above applicable to the period between the date of your death and your Normal Retirement Age).

If you have any Eligible Children when you die, the Trustees will pay them a pension as well. The amount of the pension payable will depend on how many Eligible Children you have:

- If you have a single Eligible Child, his or her pension will be equal to a Partner's pension.

- If you have two or more Eligible Children, they will share between them a pension equal to your Partner's pension

Notes

The notes in Section 8 concerning the payment of Dependants' benefits and Qualifying Children's pensions also apply to the benefits described above.

Any lump sum will be paid in according with the arrangements described in Section 9.

Transferring your benefits to another pension scheme as an alternative to a preserved pension or a refund of contributions

If you have completed at least three months Pensionable Service, you can ask the Trustees to transfer the value of your benefits to another pension arrangement. You can make this request at any time up until one year before your Normal Retirement Age, but the Trustees have a discretion to waive this requirement. If you have been paying AVCs, your AVC fund must be transferred at the same time.

The amount of the transfer value is calculated by the Scheme Actuary as the value of the benefits you have accrued. It takes account of the guaranteed increases that would be added to your pension in the period before and after you retire, but it does not take account of any discretionary increases that the GFTU might add from time to time.

A transfer can be paid to:

- your new employer's tax-registered scheme (provided its trustees will accept the transfer value);
- a tax-registered personal pension; or
- an approved policy with an insurance company which will provide a pension for you when you retire.

The pension that you subsequently receive will depend on the benefit structure of the receiving scheme or policy. Once the transfer has been made, neither you nor your Dependants will have any further rights under the Scheme.

Notes

If you have completed at least two years Pensionable Service and you wish to make a transfer, special rules require the Trustees to guarantee any transfer value quotation that they give you. Once you have left Pensionable Service, the Trustees will, on request, provide you with a guaranteed statement of your entitlement showing the current transfer value from the Scheme. This will be sent to you within three months of the request and the transfer value will be guaranteed for three months from the date of that statement. You are only entitled to one guaranteed statement of entitlement in any 12 month period, unless the Trustees decide otherwise.

If within three months of receipt of the guaranteed statement of entitlement you apply for a transfer value to be paid to another arrangement, the amount shown on that statement will be paid within six months.

If you have not opted out or left the GFTU's employment but you are thinking of doing so, you are also entitled to request one guaranteed estimate of a transfer value in any 12 month period. The Trustees may supply you with more than one guaranteed estimate in a 12 month period but they are not obliged to do so.

11. PENSION INCREASES

Pensions are increased once they are in payment. Increases are currently applied each April. In the first year of payment, a proportionate increase will be added to account for the period between the date when then pension started and the following April.

The amount of the increase is calculated in the following ways.

If you joined the Scheme before 1 July 2011

- Benefits earned for Pensionable Service before 1 May 2015 are increased in line with the Retail Prices Index (RPI), using the figure published by the Office for National Statistics for the 12 months to the previous September.

- Benefits earned by Pensionable Service on and after 1 May 2015 are increased in line with the RPI, using the figure published by the Office for National Statistics for the 12 months to the previous September. For this part of your pension, the maximum increase each year is 5%.

~~The part of your pension that is your GMP (if any) increases in a different way. Again, the increase is currently applied in April but:~~

- ~~GMP benefits earned before 6 April 1988 are not increased. Instead, an increase equal to the increase in the Consumer Prices Index will be added by the State as part of your State pension.~~

- ~~GMP benefits earned by Pensionable Service between 6 April 1988 and 5 April 1997 are increased in line with the Consumer Prices Index, with a maximum increase of 3%.~~

~~No GMP benefits can be earned after 5 April 1997.~~

~~You should note that the inflation index used to increase GMPs is set out in the GMP legislation. It is currently the 12-month increase in the Consumer Prices Index published in the September before the increase is added, but the legislation might change in the future.~~

If you joined the Scheme on or after 1 July 2011

- Benefits earned for Pensionable Service before 1 May 2015 are increased in line with the Consumer Prices Index (CPI), using the figure published by the Office for National Statistics for the 12 months to the previous September.

- Benefits earned by Pensionable Service on and after 1 May 2015 are increased in line with the CPI, using the figure published by the Office for National Statistics for the 12 months to the previous September. For this part of your pension, the maximum increase each year is 5%.

Notes

If in any year ending in September the change in the relevant index is a negative number, the increase will be nil.

The pension increases described above are not applicable to pension benefits derived from the payment of AVCs. You will be able to choose whether you want your AVC benefits to be paid with pension increases when they first come into payment.

12. AWAY FROM WORK

Temporary absences

If you are away from work but still employed by the GFTU, you may remain a member of the Scheme if the Trustees agree.

Any period or periods of absence that count as paid leave will usually be counted as Pensionable Service and the absence will therefore be ignored when calculating your benefits.

Any period or periods of unpaid leave will only be counted as Pensionable Service if the Trustees agree. If they do not agree then the period of absence will be taken into account when calculating your benefits and so your Pensionable Service will be reduced by the same amount.

If a period of absence is to be counted as Pensionable Service, you will be required to continue to pay your contributions. You can continue to pay regular monthly contributions or, if the Trustees agree, you can pay arrears of contributions as a lump sum upon returning to work so that the period of absence is treated as Pensionable Service.

When your absence starts, you may elect not to continue contributing to the Scheme. In those circumstances, you will remain a member of the Scheme but you will cease to earn pension benefits. Your cover for death benefits will only continue during your period of absence if the Trustees agree that it should.

If you continue to pay contributions during your period of absence you will continue to be covered for death benefits, as outlined in Section 8, but the amount of cover will be based on your Pensionable Pay as it stood on the day your absence started.

If you do not return to work, you will become a member with preserved benefits and the provisions in Section 10 of this booklet will apply.

Rejoining the Scheme

If you leave the Scheme because you leave the GFTU's employment or because you opt out of the Scheme, the GFTU may permit you to rejoin it at a later date.

If you do, you will earn a second pension under the Scheme as a result of your second period of Pensionable Service. Unless your contributions have been returned to you, you will have a preserved pension as a result of your first period of Pensionable Service. The two periods may be added together but only if the Trustees agree.

Maternity, paternity, adoption and parental leave

Special rules apply to temporary absences that arise from maternity, paternity, adoption and parental leave.

If you are away from work for any of these reasons, any period of paid absence (including a period when you are receiving statutory maternity, paternity or adoption pay) will count as Pensionable Service, and you will be entitled to benefits in relation to that period on the basis of your Pensionable Pay as it would have been but for your absence. Your contributions to the Scheme will however be based on your actual pay.

You will continue to be a Scheme member during any period of unpaid leave but this period will not be included as Pensionable Service in the calculation of your benefits. However, you will continue to be covered for the benefits payable upon death as if you were a contributing member during such a period. Upon returning to work, with the agreement of the Trustees you can pay any arrears of contributions required to ensure that any period of unpaid leave that would not otherwise count will be treated as Pensionable Service.

The statutory rules relating to family leave are complex and if you would like further information please contact the Scheme Administrator.

13. PART-TIME EMPLOYMENT

Where your employment with the GFTU has included part-time employment, your benefits will be calculated in order to provide you with benefits which reflect your periods of full and part-time membership, as follows.

Changing from full-time work to part-time work

If you have full-time Pensionable Service and then become a part-time employee, and leave whilst in part-time Pensionable Service, your benefits will be calculated as follows:

- Your Pensionable Pay will be converted into the full-time equivalent using the following formula:

$$\frac{\text{Full-time hours (as determined by the GFTU)}}{\text{Part-time hours actually worked}} \quad \text{x} \quad \text{actual basic salary}$$

- Your Pensionable Service whilst in part-time employment will also be adjusted to the full-time equivalent using the following formula:

$$\text{Years of part-time service} \quad \text{x} \quad \frac{\text{Part-time hours}}{\text{Full-time hours}}$$

Your total pension will then be calculated by reference to the adjusted Pensionable Pay above (which will be used to calculate your Final Pensionable Pay) and the sum of your full-time Pensionable Service and the adjusted part-time Pensionable Service described above.

If your part-time hours fluctuate, each period during which you worked a particular number of hours will be calculated separately.

Changing from part-time work to full-time work

If you have periods of part-time Pensionable Service and leave whilst in full-time Pensionable Service your benefits will be calculated as follows:

- Your Pensionable Service for the period you were in part-time employment will be adjusted in the same way as in the example above. Your Pensionable Pay and Final Pensionable Pay will not be adjusted.

- Your full-time and adjusted part-time Pensionable Service will be added together and used to calculate your total pension.

14. DIVORCE OR DISSOLUTION OF A CIVIL PARTNERSHIP

If you are getting divorced or are dissolving a Civil Partnership, your pension benefits in the Scheme may be taken into account in any financial settlement between you and your spouse or Civil Partner.

There are three basic ways in which pension rights can be dealt with:

- Offsetting, where the value of the member's pension rights are taken into account when working out the couple's assets, but the pension itself is not divided. The member remains entitled to the pension in full, but its value is set off against other assets (such as the couple's house) in such a way as achieves a neutral result.

- Pension earmarking, where a proportion of a member's pension, or a proportion of a member's death benefits are assigned to his or her spouse or Civil Partner. When the member retires (or dies) the assigned portion is paid to the spouse or Civil Partner.

- Pension sharing, where the member's pension is valued and then divided between the member and his or her spouse or Civil Partner. This means the spouse or Civil Partner acquires immediate and separate pension rights in the Scheme.

If the Trustees permit it, the spouse or Civil Partner can become a member of the Scheme in his or her own right. At present the Trustees don't offer membership to ex-spouses or Civil Partners, but they will transfer the value of their pension sharing rights to another pension scheme.

The law in this area is complicated. If you are getting divorced or are dissolving a Civil Partnership, it is essential for your own interests that you contact the Trustees to obtain more information regarding your Scheme benefits.

15. TRANSFERS

Transferring your benefits from the Scheme

The benefits that you have built up in the Scheme will be transferred to another pension scheme or insurance policy if you request the Trustees to do so.

Transfers out of the Scheme are described in more detail in Section 10.

Transferring benefits from another pension scheme to the Scheme

If you were a member of a former employer's tax-registered pension arrangement and have benefits preserved in that arrangement, or you have a personal pension, then it may be possible to transfer the value of those benefits into this Scheme. Such a transfer is subject to the agreement of the Trustees and may be subject to conditions.

The Trustees are not obliged to accept a transfer from another pension scheme, and as a general rule they will not do so.

Details of the benefits that may be provided by such a transfer are available on request.

16. LIMITS ON BENEFITS

Under the Scheme rules

The maximum amount of pension that you can build up under the Scheme rules is two-thirds of your Final Pensionable Pay. You should note that:

- This limit applies to the benefits you are entitled to whether or not you choose to give up part of your pension for a lump sum: the limit applies to your pension before any pension is exchanged for a cash lump sum.

- This limit does not apply to any additional benefits that you accrue by paying AVCs.

- If you carry on working after Normal Retirement Age and defer your pension instead of drawing it, the limit applies to the pension you accrued at your Normal Retirement Age. The actuarial increase described in Section 6 will not be affected by this limit.

Your Final Pensionable Pay will be adjusted in some cases, if the adjustment increases the amount of your pension. It will be the highest of:

- the total of your salary, and the three year average of any taxable element of your pay which is not of a fixed amount (such as any overtime pay you receive)

- if you retire at your Normal Retirement Age, the amount calculated in the same way but at a date up to five years before you Normal Retirement Age

- your highest average annual salary for any three of the last ten years ending with the termination of your Pensionable Service, added to the highest average of any taxable element of your pay which is not of a fixed amount (such as any overtime pay you receive) for any three of the last ten years ending with the termination of your Pensionable Service.

In calculating your Final Pensionable Pay, any reduction in remuneration as a result of ill-health will be disregarded.

Tax limits imposed on the Scheme

The Finance Act 2004, which came into force on 6 April 2006, changed the way in which members are able to build up and take their pension benefits. The two principal ways in which pension limits are now determined are by reference to the Lifetime Allowance (which limits the overall benefits payable in respect of a member), and the Annual Allowance (which limits the amount of pension benefits you can build up in any one year).

The Lifetime Allowance

This is the value of pension benefits that you are allowed to receive across all pension arrangements in your lifetime without a tax penalty. Initially this was set at £1.5m for the tax year 2006/7. It was increased in stages to £1.8m, but with effect from the tax year 2012/13 it was reduced to £1.5m and it reduced again to £1.25m for the tax year 2014/15. It reduced again in April 2016 to £1m.

The value of your benefits is treated for the purpose of calculating the Lifetime Allowance as 20 times the pension you have built up. If you have any benefits built up in a personal pension, a previous employer's defined contribution ("money purchase") scheme or in an AVC fund then the value of your benefits for Lifetime Allowance purposes is the value of the fund.

As the Lifetime Allowance will apply across all pension arrangements in your lifetime, when you come to retire you will need to sign a declaration to confirm that your benefits are within the Lifetime Allowance. If they are not, the Trustees will tell you whether any tax charge will apply to your benefits to be provided under the Scheme.

Annual Allowance

Since 6 April 2006, the amount by which your benefits have increased, plus any AVCs which you have paid to the Scheme and any contributions that you have paid to any other registered pension scheme, must be checked each year against the Annual Allowance. Any discretionary increases made to any preserved pensions will also need to be included in the check.

The Annual Allowance was initially set at £215,000 for the tax year 2006/7. This figure increased to £235,000 for the tax year 2009/10, but it was reduced to £50,000 with effect from the tax year 2012/13 and it was reduced again to £40,000 from the tax year 2014/15. Unused allowances from the three previous years can be carried forward.

Any increase in benefits above the Annual Allowance is subject to tax, and you will be liable to account for this and pay the tax directly to HM Revenue & Customs. Alternatively, you can ask the Trustees to meet the tax charge for you, and to adjust the benefits that you will receive.

The Annual Allowance applies across all the pension arrangements that you participate in. The Trustees will inform you of the amount of the Annual Allowance you have used up in the Scheme each year.

The Annual Allowance is measured over a year ~~starting and ending on dates selected by the Trustees. This year is known as the Pension Input Period. The Trustees have selected a Pension Input Period that coincides with the tax year (~~commencing on 6th April ~~to~~ and ending on 5th April).

If you think you may be affected by any of these restrictions and want further information please contact the Trustees.

17. OTHER IMPORTANT INFORMATION

Finding out more

For each year that you remain as a contributing member of the Scheme, you will be given a statement which shows the benefits that you can expect to receive at retirement (based on your current salary), and the benefits that will be paid if you die before retiring. You can ask the Trustees at any time for details of the benefits that you have already earned under the Scheme. You can also ask for a statement of the value of your benefits that you could transfer to another pension scheme, and more details on that subject are set out in Section 10.

If you have any queries concerning the Scheme or your benefits, please contact:

The Scheme Administrator
GFTU Pension Scheme
Quorn Grange Hotel,
88 Wood Lane,
Quorn
LE12 8DB

Documents available on request

This booklet gives an outline of the Scheme but there is more detail in some other documents that can be supplied to you if you ask for them. They include:

- The Trust Deed and Rules, which set out in detail the way in which the Scheme is constituted and administered, and sets out in detail what benefits are payable and how they are calculated.

- The actuarial valuation, which the Trustees obtain from the Scheme Actuary every three years, and which shows the assets of the Scheme, its projected liabilities and the contributions that are required to pay for them.

- A statement of the investment principles that the Trustees have decided to adopt, and their policies for ensuring that the Scheme remains properly funded.

- The Trustees' annual report and accounts, which show what assets the Scheme holds and how the investments have performed over the preceding year.

- The schedule of contributions, which sets out the contributions that members and the GFTU must pay over the following years to ensure that the Scheme is adequately funded.

You can get a copy of these documents by writing to the Scheme Administrator at the address above.

Data protection

The Trustees and the GFTU have a legal obligation and a legitimate interest to process data relating to you for the purpose of administering and operating the Scheme, and paying benefits under it. Under the Data Protection Act 1998, they are "data controllers" and they are obliged to observe the data protection principles laid down by the Information Commissioner's Office.

Where necessary, information about you may be passed on for the administration and operation of the Scheme to any of the Scheme's advisers.

Changing your address

If you change your address it is very important that you let the Trustees know. This is particularly important if you leave the GFTU's employment before retirement. If the Trustees do not know how to contact you, they will not be able to pay your benefits.

Surrendering or assigning your benefits

The law applies restrictions to the way in which you can deal with your benefits. You cannot promise to pay them to anyone else, you cannot surrender them and you cannot attempt to use them as a security for a loan. If you try to do any of these things your benefits will become forfeit, in which case the Trustees can choose to pay them to another member of your family.

Likewise, if you become bankrupt, your benefits will become forfeit and will not be transferred to your trustee in bankruptcy. Instead, the Trustees can choose to pay them to another member of your family.

Causing a loss to the GFTU or to the Scheme

If you cause a financial loss to the GFTU or to the Scheme due to fraud or a criminal act, the Trustees may decide to reduce your benefits to take account of the financial loss suffered.

The Trustees' discretion is subject to certain restrictions set out in legislation and the Scheme rules, and if you dispute that any loss has been suffered or its amount then you should tell the Trustees.

Problems and grievances

The Trustees will always do their best to resolve any problems or complaints concerning the Scheme and will act impartially. If you have a complaint relating to the operation of the Scheme, you should follow the Scheme's internal dispute resolution procedure in the first instance. You should write to the Scheme Administrator at the address above, and he or she will refer it to the Trustees for consideration.

The Trustees will endeavour to provide a decision (and reasons for the decision) within a period of four months. If that is not possible then the Trustees will write to you within the four months allowed with an explanation for the delay and an estimate of the time when a full response will be delivered.

If you require further details of this procedure you should write to the Scheme Administrator.

The Pensions Advisory Service (TPAS) is available at any time to assist members and beneficiaries of the Scheme in connection with any pension query that they have or difficulty that they may have failed to resolve with the Trustees or administrators of the Scheme.

TPAS can be contacted at:

11 Belgrave Road
London
SW1V 1RB

Tel: 0300 123 1047

(website: www.pensionsadvisoryservice.org.uk)

If TPAS is unable to resolve the problem, you can contact the Pensions Ombudsman.

The Pensions Ombudsman may investigate and determine any complaints or disputes of fact or law in relation to the Scheme referred to him/her.

The Pensions Ombudsman can be contacted at the same address as TPAS. The Ombudsman's telephone number is 020 7630 2200. The website is www.pensions-ombudsman.org.uk.

The Pensions Regulator

The Pensions Regulator can intervene in the running of pension schemes where trustees, employers or professional advisers have failed in their duties.

The Pensions Regulator's address is:

Napier House
Trafalgar Place
Brighton
East Sussex
BN1 4DW

Tel: 0845 600 7060

(website: www.thepensionsregulator.gov.uk)

Tracing previous pension rights

The Pension Service was set up to help people trace previous employers and their pension schemes. All registered pension schemes (including the Scheme) have to pass all their relevant details to the Department for Work and Pensions. If you have lost track of a previous employer, you should contact the Pension Service who may be able to help.

The Pension Service can be contacted at:

The Pension Service 9
Mail Handling Site A
Wolverhampton
WV98 1LU

Tel: 0845 6002 537

(website: www.gov.uk/find-lost-pension)

18. MODIFICATION OF THE SCHEME

The formal documents that govern the Scheme are the Trust Deeds and Rules, and they may be amended from time to time by the Trustees. The Trustees need to get the consent of the GFTU to any amendment.

The Trustees do not need to get the consent of Scheme members before amendments are made, but their legal obligation is to exercise any powers or discretions that they have, including the power to amend the Scheme, in the best interests of members. Any amendments that change benefits cannot affect any benefits that you have already accrued or which are already being paid to you. You will be formally notified of any changes that are made.

The GFTU considers the Scheme to be an important way to reward its employees and fully intends to continue the Scheme and to ensure that all benefits are paid as promised. However, because future conditions cannot be foreseen, the GFTU reserves the right to change or even discontinue the Scheme at any time.

19. DEFINITIONS

AVC	Additional voluntary contributions that you pay to obtain higher benefits under the Scheme. See Section 5 of this booklet for more details.
Commutation Factor	The conversion factor used by the Trustees to convert pension into a lump sum. This is explained in more detail in Section 7.
Consumer Prices Index	A measure of the increase in prices, calculated monthly by the Government's Office for National Statistics. It is usually but not always lower than the increase in the Retail Prices Index.
Civil Partner	A person with whom you have entered into a formal civil partnership under the Civil Partnership Act 2004. It does not include a person that you live with in a less formal arrangement.
Dependants	Your Partner and Qualifying Children. Lump sum benefits can be paid to a wider category of people, as described in Section 9 of this booklet.
Final Pensionable Pay	The amount of your Pensionable Pay in the year before your Pensionable Service ends. If your contract states that any fluctuating elements of pay are pensionable the amount that will be included in your Final Pensionable Pay is the average amount you earned in the three years before your Pensionable Service ends. If you have been a member for less than a year your Final Pensionable Pay is the annual equivalent of your Pensionable Pay. Section 13 of this booklet describes how this is varied for members whose Pensionable Service includes periods of part-time employment.
GMP Retirement Age	The age of 65 if you are a man and the age of 60 if you are a woman. You should note that this is not necessarily the same as your State Pension age.
Ill-health	The condition where the Trustees have received evidence to their satisfaction from a registered medical practitioner that a member is (and will continue to be) incapable of carrying on his or her occupation because of physical or mental impairment. A member's occupation for these purposes means the carrying out of any duties that might be assigned to him or to her under the terms of his or her contract of employment. In the case of a person who has left the Scheme, and a person who participates in the Scheme as a former spouse or Civil Partner of another member following a pension sharing order (see Section 14 of this booklet), it means the condition where the Trustees have received evidence to their satisfaction from a registered medical practitioner appointed by the Trustees that the Member is (and will continue to be) incapable of earning a living.

Normal Retirement Age	Age 65.
Partner	Your husband or wife or Civil Partner, or a person with whom you have been living in a stable relationship similar to marriage or Civil Partnership and who is financially dependent on or interdependent with you. A Member may not have more than one Partner. If there is more than one person claiming to be his or her Partner the Trustees decide which of them is entitled to benefits under the Scheme.
Pension Commencement Lump Sum (PCLS)	The lump sum that members can receive at retirement by giving up part of their pension. The way in which pension is exchanged to produce a lump sum is described in Section 7.
Pension Input Period	The year that is used to calculate the maximum benefits that a member can build up tax-free in any year. The way it operates is described in Section 16.
Pensionable Pay	Pensionable Pay is equal to your basic salary. Unless your contract of employment specifically says otherwise, your Pensionable Pay does not include additional elements of earnings such as overtime. Section 13 of this booklet describes how Pensionable Pay is adjusted for members whose Pensionable Service includes periods of part-time employment.
Pensionable Service	Pensionable Service is employment with the GFTU as a contributing member. It is calculated in complete years and months. Section 13 of this booklet describes how this is varied for members whose Pensionable Service includes periods of part-time employment. Your Pensionable Service ceases when you retire, opt out of the Scheme, leave the GFTU's employment or die before retiring.
Qualifying Child	A child (including a child not yet born), adopted child or step-child of a member or former member, or a child who is dependent on the member or former member concerned. A child ceases to be a Qualifying Child when he or she has reached the age of 23, unless he or she was, in the opinion of the Trustees, dependent on the member because of a physical or mental impairment at the date of the member's death.
Qualifying Service	The length of service used to assess whether a member who leaves the Scheme before retiring is entitled to a preserved pension. Broadly speaking it is equal to the member’s Pensionable Service added to the service that they are credited with if they transfer pension rights from another pension scheme into the Scheme.
Retail Prices Index	A measure of the increase in prices, calculated monthly by the Government’s Office for National Statistics. It is usually but not always higher than the increase in the Consumer Prices Index.

Scheme Actuary	The qualified person appointed to conduct the valuation of the Scheme every three years, and to advise on some of the factors used by the Trustees when calculating benefits.
State Second Pension (S2P)	S2P is a Government pension scheme, funded by National Insurance Contributions, providing income related benefits (within certain limits) in addition to the Basic State Pension. It was previously known as the State Earnings Related Pension Scheme (SERPS).
Trust Deed and Rules	The formal documents that set out definitively how the Scheme operates.
Trustees	The people appointed by the GFTU to administer the Scheme in accordance with the Trust Deed and Rules. The rules require the appointment of six trustees, and also require three of them to be selected by the members of the Scheme. If you would like to know who the Trustees are, or if you are interested in being nominated as a Trustee, you should write to the Scheme Administrator at the address given in Section 17.

EC Composition and equalities seats.

Proposal to incoming EC and if agreed to BGCM.

1 Under Rule the BGCM Is the supreme decision making body of the GFTU. I therefore propose that the following proposal in paragraph 8 is made at the income EC and the BGCM.

2 Under Rule the incoming EC can decide on electing up to 4 equalities seats and other co options.

3 The current equalities seats are filled by Sarah Woolley, BFAWU, Yvonne Pattison, NAPO, Bindu Paul, MU, and Robert Mooney, Community.

4 Excluding substitutes, the call for nominations for the incoming EC generated 11 nominations for men, three for women and two for members of BME communities. None of the nominees are under thirty and without of course fully knowing dates of birth, my best guess would be that 13 of the 14 nominees are over 50.

5 Our concern to engage and train a new generation of trade union leaders is therefore not fully assisted by this situation.

6 Our concern to engage and involve in our leadership colleagues representing the full diversity of the population is also not fully assisted by this situation.

7 The existing equalities seats representatives have been among the most hard working and have contributed to work and committees outside the EC. Therefore:

8 This BGCM agrees that continuity of contribution from the existing four equalities seat members on the EC is invaluable to the Federation and approves their continuing role for the next two years. This BGCM further agrees that affiliates should be given the opportunity to nominate up to 4 further EC members at the earliest convenience following the BGCM all of whom should be under the age of 30 and all of whom should be given support in their role to assist in taking the GFTU forwards and engaging younger members throughout the Movement. The EC should exercise its powers of co option to engage new young EC members.

EXECUTIVE COMMITTEE
EXPENSES CLAIM FORM

GFTU
GENERAL FEDERATION OF TRADE UNIONS

Payments will be made upon submission of receipts

Meeting Attended:____

Name: _______________________________ **Date:** ___________________

EXPENSES	AMOUNTS(£.p)
Overnight Accommodation (max £130.00)	
Rail Fare (Members are encouraged to book in advance. No first class travel can be authorised)	
Other Expenses (please give details)	
Mileage (personal car usage at 45p per mile)	
Total Miles **From**____________ **To**_______________ **To**______________**From**______________	
Fixed Expense Allowances (for attendance at the EC for its duration)	**£35**
TOTAL CLAIM	

Claimant Signature:_______________________ **Date**:___________________________

General Secretary's Authorisation:___________________________**Date**:___________

Please complete and submit to the General Secretary with all receipts during the meeting attended or post to the GFTU, 84 Wood Lane, Leicestershire, LE12 8DB

Claims must be submitted with the financial year (January – December) of the meeting attended and ideally within 30 days of the meeting. Doug Nicholls, General Secretary.

For first time claimant please provide bank details for bac payment or address for cheque.

For Bank transfer and Bac payment	For Cheque payment
Account holder name:	Cheque made payable to:
Account number:	Address:
Sort code: _ _ – _ _ – _ _	Contact email:

***Payment will be processed in the next end of the month payment run as soon as it is authorised.**