

Approved by Senior Management Team 26/03/26

Date Issued	14 February 2002
Last Review Date	March 2026
Department	Finance
Title	Pension Policy
Objective	To describe our pension provisions for ELHA employees
Responsible	Director of Finance & Digital Services
Next Review Date	March 2031

1.0 Introduction

- 1.1 We participate in TPT Retirement Solutions “Scottish Housing Associations Pension Scheme” (SHAPS). We follow the Scheme’s rules and pension legislation in managing our responsibilities to both the Scheme and members.
- 1.2 We offer three pension options from the SHAPS Pension Scheme to staff and these are:
 - A final salary 60ths option (default option),
 - A CARE (career average) 80ths option, and
 - A defined contribution option
- 1.3 This policy is specific to ELHA only, as R3 has its own Pension policy.

2.0 Auto-Enrolment

- 2.1 We will **automatically** enrol **all** eligible employees into the **SHAPS Final Salary 60ths Option** when required to do so. Should an employee not wish to join the Scheme or wish to participate in the CARE 80ths option, or the Defined Contribution option it is **their** responsibility to instruct us to remove them from the Scheme or transfer them to the CARE 80ths option / Defined Contribution option.
- 2.2 Eligibility under auto-enrolment is defined by legislation.
- 2.3 If an employee instructs us to remove them from the Scheme they are in, they will be automatically re-enrolled into the SHAPS Final Salary 60ths Option on the third anniversary of their withdrawal from the Scheme. Should the employee still not wish to join the Scheme at this time, or wish to participate in the CARE 80ths option or Defined Contribution option, it is again **their** responsibility to instruct us to remove them from the Scheme or transfer them to the CARE 80ths option/Defined Contribution option.

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3.0 Employer's Contributions

- 3.1 We will contribute to the Scheme for each employee who is a member of the Scheme at the rates we agreed for each option. We will regularly review whether we can afford our contributions and will consult with employees on any changes we may need to make.
- 3.2 We do not make contributions towards stakeholder or personal pensions for any employees.
- 3.3 Where automatic enrolment is not required and it is the employee's decision when to apply for membership to the pension scheme, we will only make contributions from the point of membership. We will not backdate contributions.
- 3.4 If an employee:
- Takes maternity leave
 - Takes family leave
 - Is absent from work due to an illness or other absence (as agreed by us)

We will follow TPT employers' administration guide on how employer contributions alter as a result of this. EWe will advise employees of these changes.

4.0 Transfer Between Options

- 4.1 Employees may change from one option to another on 1 April each year providing they submit an application to do so by 31 January of that year.
- 4.2 Any member who opts to move away from the existing Final Salary 60ths section (e.g. to CARE 80ths or Defined Contribution) will lose the link to Final Salary for their past benefits.

5.0 Stakeholder Pensions

- 5.1 As all our employees are automatically enrolled onto/invited to join our occupational pension scheme ("SHAPS") within three months of starting employment with the Association, we do not offer a stakeholder pension scheme.

6.0 Monitoring and Review

- 6.1 The Director of Finance & Digital Services is responsible for ensuring that this policy and the procedures which support it are followed.

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- 7.2 The Director of Finance & Digital Services will review this policy every five years or sooner if there are changes made to the Pension Scheme or pension legislation which affect this policy. Any material changes will be submitted to the ELHA Board for approval, with minor changes approved by the Senior Management Team.