

British Tourist Boards' Staff Pension and Life Assurance Scheme (the Scheme)

Factsheet 3 – Your Retirement Benefits

When you retire you will receive the benefits that you have earned over the time during which you were a member of the Scheme. This factsheet provides details of the benefits you will receive from the Scheme.

When you advise the Scheme that you wish to retire, you will be provided with a quotation showing what your benefits are and what options are available to you.

WHEN CAN I RETIRE?

Your Normal Retirement Date is the day before your 60th birthday if you joined the Scheme before 1 October 2006 and the day before your 65th birthday if you joined the Scheme after 30 September 2006. However you can decide to take your benefits earlier or later than this if you wish.

Early retirement

If you take your benefits before your Normal Retirement Date they will be based on your service and salary up to your date of early retirement.

For more details on early retirement please refer to [Factsheet 8 – Early Retirement](#).

Late retirement

You may take your benefits after your Normal Retirement Date (NRD) if you are either a current member (VisitScotland only) or an ex-active current member (VisitBritain, Welsh Government only) because you are still working for one of the Employers.

If you are a deferred member (any section) then your benefits are payable on your Normal Retirement Date. The Scheme Rules do not provide for the postponement of the NRD on which you take your pension. The pension cannot be paid if you do not claim it but there are some disadvantages to postponing this claim. In the event that you delay taking your pension you will receive arrears of the pension that is due but these arrears will neither attract interest nor a late retirement actuarial factor, and will be paid in a single tax year which may incur a bigger than usual tax bill depending on your circumstances. There is also a forfeiture clause in the Scheme Rules stating that, if you leave your pension unclaimed for more than six years after NRD, any payments that are more than six years in arrears are forfeit.

For more details on late retirement please refer to [Factsheet 9 – Late Retirement](#).

Retirement due to ill health or incapacity

If you are suffering from ill health or a disability that leaves you unable to carry out your work then you may be able to retire and receive your benefits early.

For more information on ill-health retirement please refer to [Factsheet 11 – Incapacity and Ill Health Benefits](#).

WHAT WILL I RECEIVE AT NRD?

At your Normal Retirement Date you will be entitled to a pension from the Scheme. The amount you will receive depends on several factors such as your salary, your length of service in the Scheme and whether you have either taken out an Added Years contract or paid Additional Voluntary Contributions (AVCs).

Final Salary Benefits

Your benefits will be based on your Final Pensionable Salary at retirement (or earlier date of leaving if you left the Scheme before you reached retirement age).

The Final Salary Pension you will receive is 1/60th of your Final Pensionable Salary for complete years and months of Pensionable Service. Your Pensionable Service may include additional service purchased with either Added Years or AVCs. To find out more about AVCs, please see [Factsheet 5 – Topping up Your Benefits](#).

Cash commutation

If you would like a tax-free cash lump sum at retirement it is possible to 'trade in' up to 25% of the value of your pension. The Trustees will provide a retirement quotation which includes details of the maximum cash sum that you can take and what the impact would be on your pension.

You may be able to use any Money Purchase AVCs to provide part of your additional tax-free lump sum. In most circumstances this will lessen the impact on your Scheme pension.

Part-time employees

If you worked part-time for the Employer, your part-time hours will be factored into the calculation of your Pensionable Service.

State Pension benefits

You will also be entitled to receive State Pension benefits although these are not payable until you reach your State Pension Age. For more information, please refer to [Factsheet 13 – State Benefits](#).

WHAT HAPPENS WHEN I DIE?

If you die after retirement your surviving legal spouse or civil partner and/or any dependant children may be entitled to benefits from the Scheme.

For more information please refer to [Factsheet 7 - Death Benefits](#).

HMRC allowances

HM Revenue & Customs (HMRC) has set limits on how much pension you can have and still receive tax-relief. The Lifetime Allowance deals with your total pension savings and the Annual Allowance affects how much pension you can earn each year.

Lifetime Allowance

It is your responsibility to check whether your total retirement savings exceed the Lifetime Allowance set by HMRC which is £1,073,100 in the tax year 2023/24. Following the announcement made in the Budget 2023, the tax charged if you exceeded this amount has been reduced to 0%. It is your responsibility to report the value of your benefits on retirement to HMRC. You will be able to obtain a quotation of your benefits shortly before retirement from the Scheme.

Annual Allowance

HMRC has placed a limit on the maximum amount of pension you can earn in a year whilst still receiving tax relief. This is known as the Annual Allowance.

Both the Annual Allowance and Lifetime Allowance are subject to change. The latest information on both allowance rates is available at the following website:

www.gov.uk/government/publications/rates-and-allowances-pension-scheme

IMPORTANT NOTE

This factsheet provides a summary of the benefits you may receive on retirement. However, your legal rights are governed by the Trust Deed and Rules of the Scheme. If there are any differences between the Scheme Rules and this factsheet, the Rules will override the factsheet.

May 2023