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10th July 2024

Dear Colleague

NHS Pension scheme TUPE Transfer

As you will soon be TUPE transferring to EMED Group and currently in an NHS Pension scheme, I am writing to provide you more information on the position regarding your NHS Pension scheme and the process we will follow to ensure you remain in the scheme if eligible.

To allow us to submit pension contributions to the NHS pension scheme on your behalf, we must complete an 'NHS Direction Application' which enables you to remain in the scheme. This needs to be authorised and signed by both NHS England and The Department of Health, and this process can unfortunately take anything from 6 months to 2 years to complete. If and once approved, it will then allow you to remain in the scheme.

During this time, and from date of transfer under TUPE, we will continue to deduct employee contributions and make employer contributions at the current NHS rate and your current life cover will remain in place, as part of the scheme, whilst the application is being processed. Once authorised, we will pay across all backdated pension contributions to the NHS, however, please note they will not accept contributions until the application is complete. Unfortunately, these timescales and decisions are determined by NHS England so please bear with us during this time.

Pension Contributions
You will continue to see these costs on your payslip as pension contributions. Employee contribution rate is set according to the NHS table of contributions and the Employer contributions are 14.38% of your Pensionable salary.

Please note that whilst the application process under EMED is ongoing your record with the NHS will show you as a leaver as they will be notified of you leaving your employment with the payroll system of your previous Employer. Once the application has been approved, we will reactivate your fund by paying over the deductions that we will have taken. Please rest assured your scheme will not be impacted whilst the process takes place. Although this can often cause some confusion as we are provided to share information to enable NHS pensions to confirm continued eligibility. There might be a need for us to request full NHS employment details detailing eligibility as well as details and dates of any previous Employers. We will write to you again if this information is required.

We will also write to you personally if eligibility is declined for any reason. If this does happen then EMED will place you in our Defined Contribution scheme with us matching your current Employee contribution rates up to a maximum of 6%.

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Leaving the scheme
If you wish to leave the pension scheme at any time, we require you to fill out form SD502. You can retrieve one of these forms via the NHS Pension Scheme website http://www.nhsbsa.nhs.uk/Pensions/4189.aspx. Once completed this needs to be sent to your current Payroll Department prior to transfer or to EMED HR department who will then pass to the NHS Pension offices.

Retirement
If you wish to retire, you must contact HRAdmin@emedgroup.co.uk 3 months in advance, so they can start your retirement claim with the NHS pension department. We will send you an AW8 form to complete which you must return to us with any other information that is requested.

Change of Hours/Weeks
Due to the large volume of employees in the NHS Pension scheme, it is difficult to monitor any changes in contracted hours/weeks. If you are changing your contractual hours or weeks that you work, please notify and agree with your line manager first and your line manager will then notify HR admin team in line with normal company process with the subject title 'NHS Pension – change of hours', as we are required to notify NHS Pension department of any changes to your contractual pay. Please do not notify us of any overtime hours you work.

Pension Statements/Pensions Online
EMED Group does not use POL (Pensions Online service) so you will not see any pension contributions on your pension account until the end of each tax year (once approval has been gained) after the NHS department have updated their records, which is normally in August for the previous tax year.

More Information
For more information on NHS Pensions or to find relevant forms please click on http://www.nhsbsa.nhs.uk/Pensions/4189.aspx.

If you have any queries, please don't hesitate to contact us.

Yours sincerely

Deena Chouhan

Deena Chouhan
Head of Mobilisation and Change

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