

# Core brief

Wednesday, 09 March 2016

## Introduction

This issue of Core Brief provides information on workplace pensions – automatic re-enrolment.

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### Workplace pensions – automatic re-enrolment March 2016

You may recall an earlier [Core Brief](#) in February 2016 advising you of the Board's need to review the workplace pension status of our workforce every three years and to automatically enrol staff who are not already members into a workplace pension scheme provided they meet the following criteria\*:

- Earn over £10,000 a year (£833 a month or £192 per week)
- Are aged 22 or over
- Are under State Pension age

Having carried out the first automatic enrolment exercise on 31<sup>st</sup> March 2013 we are now required to carry out this exercise again on 31 March 2016.

If you are not already a member of a workplace pension scheme and you meet the above criteria then we will automatically enrol you into a workplace pension scheme (either the NHS Scheme or NEST) on 31<sup>st</sup> March 2016. This will apply even if you previously opted out of the scheme, unless this was in the last year, in which case you will not be automatically re-enrolled until 2019.

Any staff eligible to be automatically re-enrolled will receive a letter by the beginning of April advising them that they are being automatically re-enrolled, with guidance as to what they should do.

Full details are available on the [Factsheet on Automatic Re-Enrolment](#).

\*Staff holding an HMRC fixed or enhanced Life Time Allowance (LTA) Protection Certificate will be exempt from Automatic Re-Enrolment so long as they have provided Payroll with a copy of their certificate. Letters have recently been issued to staff potentially falling in to this category. If you have not received a letter but hold such a certificate you should contact the Pay Department at the earliest opportunity to avoid being automatically re-enrolled.

**Are your contact details up-to-date? [Click here to check](#)**