



Baptist Pension Scheme

Change of administration arrangements

Baptist Pension Scheme

The purpose of this announcement is to inform you of some important changes to the way the Trustee will be administering the Scheme. These changes affect churches, other employers and all members of the Defined Benefit (DB) Plan. This includes active, deferred and pensioner members.

There will be no changes to the benefits provided by the Baptist Pension Scheme. There is no action that you need to take now as a result of this change, other than to be aware of the updated contact details set out below.

What are the changes?

For many years now, the Baptist Pensions Office has administered the Baptist Pension Scheme (formerly the Baptist Ministers' Pension Fund) on behalf of the Scheme's Trustee. During this time, they have provided an excellent and dedicated service both to Scheme members and to churches and other participating employers.

However, we need to upgrade significantly our administrative capabilities in respect of the Scheme, in response to developments over the last few years, such as the introduction of the Defined Contribution (DC) Plan and the need to analyse liabilities in respect of individual employers. This faced us with a choice between a major investment in new systems and personnel, or outsourcing our pensions administration work.

After careful consideration the Trustee Board has decided that the time is right to outsource these arrangements and to appoint an organisation that specialises in this field. The objectives of this process include enhancing security by computerising our paper records and systems, improving our reporting and analysis capabilities, and providing a flexible and quality service to both employers and members.

Following a detailed tender process we are delighted to inform you that we have decided to appoint Lane Clark & Peacock LLP ("LCP") to take on the role of administrators of the Scheme's DB Plan. As you may know, LCP are already advisers to the Scheme and so are already very familiar with the way that the Scheme operates. This, together with the detailed transition work that has taken place over the past few months, means that they will be well placed to provide the high levels of service that our members and churches deserve.



About LCP

LCP is a firm of financial, actuarial and business consultants, specialising in the areas of pensions, investment, insurance and business analytics. LCP is a specialist adviser and pensions administrator with over 350 staff and 98 partners and principals in the UK. LCP is regulated by the Institute and Faculty of Actuaries in respect of a range of investment business activities.

What does this mean for me?

If you are a member of the Scheme

Firstly, as mentioned above, it is important to note that this change does not affect your benefits under the Scheme in any way.

LCP will simply be taking over responsibility for the administration of these benefits and the payment of any pensions. This means that any enquiries you have about your own personal benefits in the DB Plan within the Baptist Pension Scheme should be directed to LCP with effect from 1 October 2014. They should also be notified of any changes to your personal details (eg when you move house etc).

LCP's contact details are included overleaf.

One of the advantages of appointing LCP is that you will be able to benefit from their investment in technology. This includes a website that will provide you with information about the Scheme and will enable you to access details of your own DB Plan pension online. Further details of this will be provided early in the New Year. In the meantime, you are still able to access general information about the Scheme at <http://www.baptistpensions.org.uk>.

Please note that, if you have benefits in the DC Plan within the Scheme, it may be necessary to redirect your enquiry to Legal & General (L&G) who administer that part of the Scheme. The contact details for L&G are also shown overleaf.

If you represent an employer that participates in the Scheme

There are occasions when it is necessary for a representative of a church or other employer to contact the Baptist Pensions Office. This might be to provide or request information, or to arrange payment of contributions.

In due course, LCP will also be taking over responsibility for dealing with these enquiries, and for collecting the monthly contributions from churches and other employers.

We expect these responsibilities to pass across to LCP early in 2015, but we will write to you nearer the time with further information.

In the meantime, you should continue to contact the Baptist Pensions Office with any queries on behalf of your church or with any queries about monthly contributions. The Baptist Pensions Office contact details are included overleaf.

As mentioned above, one of the key reasons why the Pension Trustee have made this decision is to enable both members and churches to be able to access more information more easily. LCP will be providing you with access to a website that enables you to obtain a wide range of information. This will include the option to submit data online (rather than use the old paper-based approach) from next year. Further information will be provided nearer the time but I hope you agree that having additional information at your fingertips will prove to be very useful.

Contact LCP with queries about your personal benefits from 1 October 2014

If you are in receipt of a pension, the HMRC Pay As You Earn (PAYE) tax reference will change

You should continue to contact the Baptist Pensions Office with queries on behalf of your church or relating to monthly contributions

We see this new administration arrangement as the first step in an important (and positive) change to the way that we communicate with Scheme members, churches and other employers. As always, we would welcome any feedback and so please do contact me via the Baptist Pensions Office if you have any comments or questions.

David Locke

Secretary to the Trustee of the Baptist Pension Scheme

Contact details from 1 October 2014

For DB Plan members (including anyone receiving a pension from the Scheme)

Lane Clark & Peacock LLP
St Paul's House
St Paul's Hill
Winchester
Hampshire
SO22 5AB

Telephone: 01962 672930
Email: team-baptistadmin@lcp.uk.com

For DC Plan members

Workplace Savings
Trustee Servicing Team, Bay 216
Legal & General House
St Monica's Road
Kingswood
Tadworth
Surrey
KT20 6EU

Telephone: 0845 070 8686 (PIN No. 97)
Email: wptadmin@landg.com

For churches

Baptist Pensions Office
Baptist House
PO Box 44
129 Broadway
Didcot
Oxon
OX11 8RT

Telephone: 01235 517748
Email: pensions@baptist.org.uk

