



WORKPLACE PENSIONS



Your pension scheme is likely to account for a large proportion of your employee benefits spend.

Orb's workplace pension services have been designed to ensure your scheme is:

- ✔ **appropriate and cost effective for both you and your employees**
enabling members to achieve a good outcome
- ✔ **efficiently managed, administered and governed**
helping you meet the Pension Regulator's best practice guidelines
- ✔ **understood, appreciated and valued by your employees**
ensuring you achieve an effective return on your investment
- ✔ **auto-enrolment ready**
ensuring you comply with the latest pension legislation

We can help you with all aspects of your defined contribution (DC) pension arrangements and offer a **complete 'start to finish' service** for implementing new schemes or reviewing existing ones. Alternatively, we can provide one or more of our services to enable you to **improve your existing scheme and manage it more efficiently**.

ORB'S WORKPLACE PENSION SERVICES...

Scheme design

The scheme you offer will depend on your aims and objectives. We find **the most efficient scheme design for your business, using salary sacrifice where appropriate**, whilst ensuring you meet any minimum requirements, such as those for auto-enrolment. We are a 'Friend of the Pension Quality Mark (PQM)' and can help ensure your scheme meets either the PQM or PQM PLUS standards.



Independent market review

By combining our strong relationships with leading pension providers with our proven provider selection process, we can recommend the most **appropriate and cost effective scheme to meet your specific requirements**. This applies whether you are introducing a new scheme or reviewing an existing one.

Implementation

We make introducing a new or replacement pension scheme easy by **minimising the amount you need to do** and getting your new scheme ready to go live.

- We liaise with your provider, ensuring all forms are completed, data is transferred and systems are established.
- We help you implement and communicate your salary sacrifice scheme (if applicable).
- We provide comprehensive systems training where relevant, putting you in control of your scheme.
- We manage your first contribution submission and check processes run smoothly.

Administration

Our support does not stop once your new scheme is up and running. Our ongoing administration service means we manage everything for you – from liaising with your provider, answering queries and enrolling new members. **We are committed to delivering excellent client service and deal with tasks on a same day basis whenever possible.**

Governance

Reporting and monitoring activity is an important part of effective scheme governance. We produce an annual governance report tailored to your requirements. We can also **advise and support you in creating an effective governance framework** for your scheme, to reflect the Pensions Regulator's recommended approach.

Supporting members at retirement

It is vital that members receive a good outcome, and maximise the income they receive from their pension. Buying an annuity to secure a guaranteed retirement income is a common choice; but the annuity offered by your scheme provider will often not be the best one available.

We help your members secure the best value annuity by searching the market. This is known as the 'open market option' and it is something the Pensions Regulator is particularly concerned with.

Communications

For employees to understand and appreciate the full potential of your scheme, you need to communicate it effectively. **Pension schemes are usually the largest part of an employer's benefits spend, therefore it is crucial you receive the optimal return on your investment.**

From branded joining packs, posters and microsites to onsite group presentations and a member helpline, our scheme communication services help you achieve this.





Auto-enrolment

One of your employer pension duties is to automatically enrol specific workers into a pension scheme that meets certain minimum requirements. The date by which you need to comply – your staging date – depends on the size of your payroll on 1 April 2012. Our workplace pension services enable you to meet your duties, and avoid the potential fines for failing to do so.

Our auto-enrolment service will help you:

- ✓ conduct a detailed worker assessment
- ✓ ensure your scheme qualifies
- ✓ meet strict communication requirements
- ✓ manage ongoing administration and record keeping

Depending on your requirements, our auto-enrolment administration service works with either your pension provider's system or our own independent, specialist auto-enrolment portal.

Get in touch

Finding out more about Orb and how we can help you is easy:

- By phone: 0845 013 8709
- By email: info@orb-eb.co.uk
- Via our website: www.orb-eb.co.uk
- By post: Orb Employee Benefits, 1st Floor, Block A, Rosemount House, West Byfleet, Surrey, KT14 6LB