

# G Cloud 14

## Service Definition

### Pay, Reward and Pensions

As part of our Pay, Reward and Pensions solution, we can provide a variety of HR services to clients enabling them to either:

- Outsource their HR requirements entirely.
- Purchase the required HR services on an ad-hoc basis to support their existing team or operation.

The services relate to all matters associated with how a client pays their staff, how they reward them, how their pensions work, how they provide pay benchmarking against market rates, how they perform job evaluations in relation to grading, seniority of jobs, and the pay bands certain roles fall into. It also addresses how clients would deal with changes within the organisation where pensions may crystallise and payments need to be made.

As part of our service, we can also assess the impact of change when staff transfer into another organisation as well as determining the implications of this, i.e. pension, continuity of service, redundancy or redeployment issues.

We can also design pension schemes, and assess the benefit levels, compliance, cost and deliverables associated with these, as well providing services in connection with the wind-up or discontinuance of a scheme.

In addition to this, we provide an ongoing administrative facility which includes communication with members and legislative authorities along with the monitoring of documentation for compliance, tax and regulatory paperwork, financial management, payroll requirements, and reporting.

The full range of services available include:

- Employee benefits;
- Pay structures;
- Job families;
- Total Reward and Communications;
- Performance management;
- Harmonisation and Transformation programme;
- Reward strategy including flexible benefits;
- Job Evaluation (JEGS & JESP);
- Employee bonus and incentive plans;
- Past service pension transfers;
- Broad comparability;
- Machinery of Government (MOG) changes;
- Admission agreements / admitted body status;
- Crown guarantees;
- Financial fund management control and legislation;
- Employer education;
- Scheme pension boards;

- Non-cash rewards;
- Pay benchmarking;
- Recognition strategies;
- Pension policy including Employment Tribunal Remedy (McCloud);
- Payroll/pensions data-migration and cleanse exercises.
- Auto/re-enrolment exercises;
- Pension investigative work to ensure compliance with the Pension Regulator regulations;
- Annual pay award implementation including Senior Pay awards.

## **Pension training and education for employer / employees**

**Pensions Awareness sessions** – covers all aspects of pension scheme membership including:

- calculation of benefits;
- ways to boost current pension benefits;
- employee /employer pension contributions.

## **Approaching retirement training sessions**

Informative sessions on the various forms of retirements, explanation on options available so that retirees can make informed decisions.

## **Pensions taxation sessions**

Sessions on what the Lifetime and Annual Allowance are, how it affects individuals and options available.

In addition to the above, we can also help with the development of new or infant companies by assisting with the production of their policies and procedures and putting in place a HR business partner network where required.