



Welcome to TPR

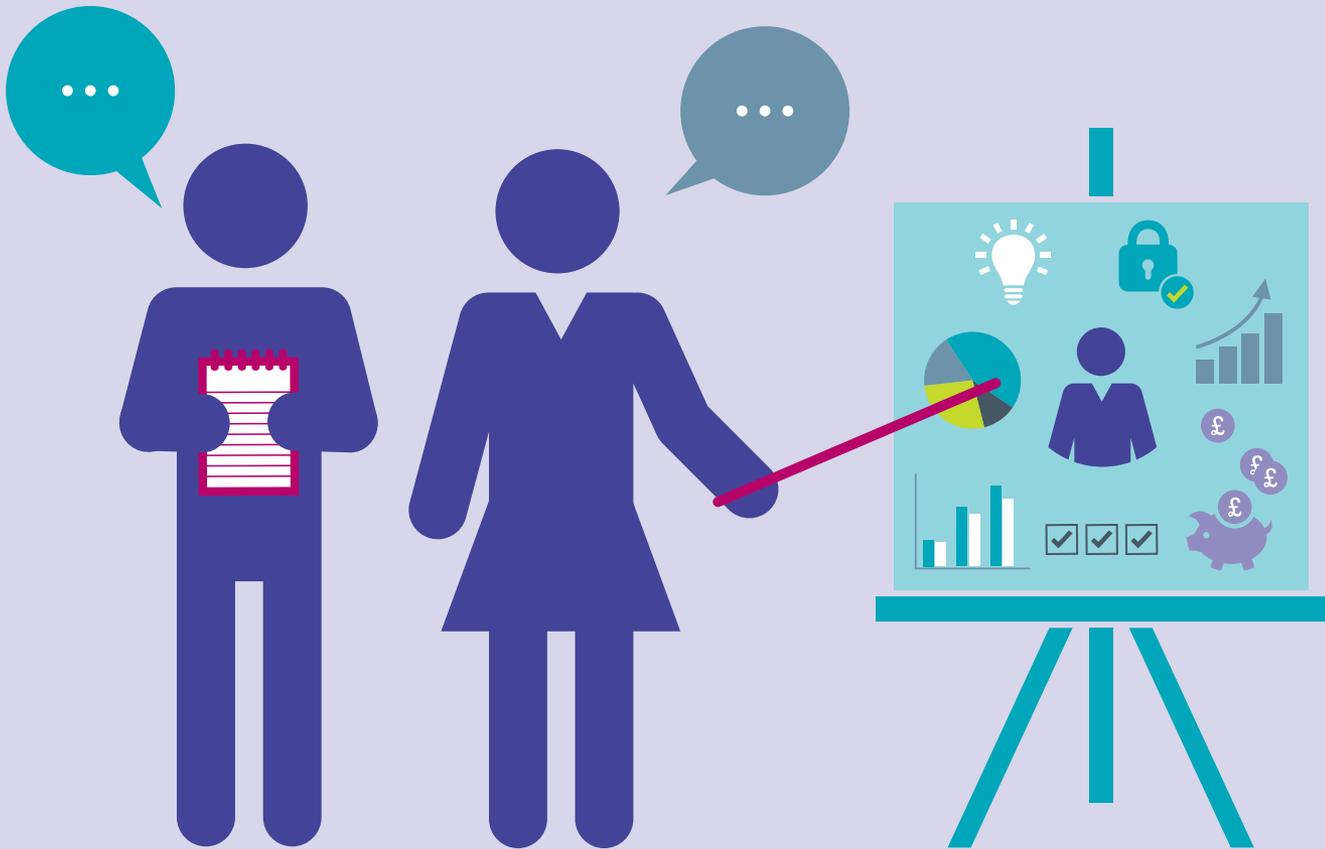
Your guide to working at The Pensions Regulator





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What we do

TPR is responsible for protecting workplace pensions in the UK, working with employers and those running pensions to help people save safely for their retirement.

Pensions are important. If you're managing a workplace pension on behalf of employees, you need to know what's expected of you. And if you're a member of a workplace pension, you need to have confidence that it's being properly managed.

That's where we come in. As the regulator of workplace pensions, we set out a clear regulatory framework within which employers, trustees, advisers and providers are expected to meet their obligations. We make sure that they have every opportunity to successfully fulfil their duties to their members.

We won't wait until things go wrong. We guide those responsible for the good management of pension schemes toward getting things right from the beginning, giving support when it's needed and taking action when necessary. And where duties are not fulfilled we won't hesitate to use our powers quickly to hold those responsible to account.

We are committed to making TPR a great place to work and doing all we can to support our people to reach their full potential.



Our environment

Our modern and spacious office is in central Brighton, less than five minutes' walk from the train station and well served by buses from all over the local area. Brighton is less than an hour from central London.

Brighton is home to an array of independent shops as well as all of the major stores. The office is on the edge of the vibrant North Laine area and is surrounded by galleries, coffee shops and specialist food stores.

Onsite amenities include:

- A cafe offering breakfast, lunch and coffee as well as snacks and healthy treats
- Kitchens on each floor for basic cold food and hot drinks preparation
- Microwaves on the ground floor
- A first aid (wellbeing) room which can be used by anyone feeling unwell, for first aid treatment, by pregnant women who need to rest, or by any colleagues who need, for example, to undertake remedial physiotherapy exercises. This room can also be used as a prayer room for colleagues of faith.
- Gender neutral and single sex toilets
- Two shower rooms
- Cycle racks



Our people

We have a diverse workforce.

We monitor our workforce in terms of age, disability, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, gender and sexual orientation. In addition to this, we also collate information on flexible working patterns.

We publish our workforce diversity profile every year, and you can read the most recent report on our intranet, Atlas, and on our website at: **www.thepensionsregulator.gov.uk**

Whilst the vast majority of our people choose to live in Brighton and the surrounding areas, we have people working for us from all over the south east of England.

We offer a wide range of roles from policy and regulation to specialist roles within our legal and case management teams. We also employ our own finance, HR, IT and customer service specialists to support our dynamic workforce.

Our culture

Our values

- Committed to the pursuit of good outcomes for workplace savers
- Bold and impartial in our decision-making
- Alert and responsive to emerging risks and opportunities
- Supportive of our people
- United as one team

Annual engagement survey

We value our people and their opinions and experiences of working at TPR. We monitor this through our annual employee engagement survey. The survey focuses on staff perceptions of various aspects of working at TPR, such as your job, leadership, management, performance management, communications, and collaborative working.

The survey plays an important role in shaping our priorities by helping us to:

- see how things have changed
- find out what's working well and where further improvements can be made
- provide a true picture of staff opinion to help us plan for the future

Environmentally friendly

We are committed to sustainability at TPR. We have removed plastic cups and operate a 'Keep Cup' system with our café. We recycle and compost all of our waste. There are also cycle racks, drying cages and showers available to facilitate you cycling to work, and a generous Ride2Work discount.

Employee forum

The employee forum is made up of employee and management representatives from across the organisation, including representatives from our PCS trade union and diversity networks.

The forum is an employee consultative group for the whole of TPR, which will give you an opportunity to provide feedback on new initiatives before launch, and to help shape key business decisions, via your employee representative.

Diversity and inclusion

We are committed to embracing diversity and inclusion at TPR as well as within the wider community, and our employment policies proactively support this.

Our diversity networks

We have an LGBT+ Network (PROUD), a Women's Network, a BAME Network (ME), and a Disability Network, who offer supportive spaces to connect with like-minded individuals.

PROUD (LGBT+ network)



Our LGBT Network, PROUD, works with TPR to ensure our people feel comfortable that we have a diverse and inclusive workplace, and that our local and regulatory community view it as such. PROUD supports a diverse and inclusive working environment that encourages a culture of respect and equality for everyone, regardless of their sexual orientation or gender identity, in order that every individual feels comfortable bringing their whole self to work. You can find more information about the PROUD network on our intranet, Atlas.

If you would like to join the **PROUD network**, email the committee on:
PROUD@thepensionsregulator.gov.uk

The Women's network



The Women's Network aims to support a culture of equality, inclusion and respect for all of our people, and enable and equip women to reach their full potential. It's widely accepted by employers and government that there is a strong business and economic case for gender parity in the UK's workforce, and it's recognised that women experience gender-based discrimination more often than men. However the network maintains that men are an integral part of the solution and play a big role in shifting our culture and promoting gender equality. You can find more information about the Women's network on our intranet, Atlas.

If you would like to join the **Women's Network**, email the committee on:
womensnetwork@tpr.gov.uk

Me (Minority Ethnic)



The Me (minority ethnic) network supports a diverse and inclusive working environment that encourages a culture of respect and equality for everyone, regardless of their race, ethnicity or nationality, in order that every individual feels comfortable being their authentic self at work. The network provides an open forum where people can share any issues or concerns and learn from each other's experiences – working together to foster understanding and raise awareness of potential minority issues in the work place. You can find more information about the Me network on our intranet, Atlas.

If you would like to join the **Me Network**, email the committee on:
menetwork@tpr.gov.uk

The Disability Network



The Disability Network aspires to support a diverse working environment that encourages a culture of respect and inclusion and delivers fairness and equality for everyone regardless of their disability. The main objective is to represent all colleagues who classify themselves as disabled, including providing input to TPR on issues that affect the disabled population. The network also aims to provide a safe space for colleagues to discuss their concerns and for allies to show their support and gain more understanding about the challenges some of their colleagues may be facing in the workplace.

If you would like to join the **Disability Network**, email the committee on:
DisabilityNetwork@tpr.gov.uk

Time to Change Champions



Mental health problems can affect one in four of us at any given time and we take it seriously here. We signed the Time to Change employer pledge as part of our commitment to provide more support to our people, encourage good mental health and make TPR a great place to work. We have recruited and trained a team of volunteer Time to change 'champions' who are passionate about mental wellbeing.

If you want to contact any of the champions, email them on:
timetochange@tpr.gov.uk – they are there to support you.

Our social networks

We recognise how important it is to many of our colleagues to have a social element to their working life. After all, we spend a huge amount of time with the people we work with.

Bright'n'social (TPR's Sports and Social club)



Our Bright 'n' Social committee is made up of volunteers from across TPR, who organise TPR-wide events such as the annual Treasure Hunt, pub quizzes, Dress Down Days, charity fundraisers and fitness activities. If you are participating in a charity event, fundraising for a good cause or just getting together for after work drinks, the committee can also help you to share your message with your colleagues.

If you would like to join the committee, suggest a social event or would like to advertise something in the weekly round up email, contact them on: sportsandsocial@tpr.gov.uk

Coffee roulette



This is a simple way to get to know your colleagues, including our Executive Directors, hear about what they do and build a better understanding of our organisation. Sign up and you'll be partnered at random with someone from the organisation, and left to arrange a convenient time and place to meet for a coffee and a chat.

If you would like to take part in **Coffee roulette**, each round is advertised every month on the Atlas homepage.

Our professional skills networks

The Manager's Network



The Manager's Network is run by managers for managers – all managers are welcome to come along. We have peer to peer discussions to share experience and learning, and new managers have the chance to learn from those with more experience and vice versa. This is a great opportunity for networking and understanding experience across the whole of TPR, supporting each other, and hearing from regular speakers. The door is always open to hear discussion points that managers would like to hear addressed.

If you want to find out more, contact: ManagersNetwork@tpr.gov.uk.

Toastmasters



'Toastmasters' is a simple and fun format that develops confidence, presentational and feedback skills, and builds influencing and leadership capabilities in our members. This is an enjoyable way of learning and developing with a serious work and life skills application at the same time. The club has also club received '**Distinguished Club**' status from Toastmasters International.

If you're interested in joining **Toastmasters**, contact: Toastmasters@tpr.gov.uk.

Our union

The Public and Commercial Services union (PCS)



The PCS is the union in partnership with TPR, and every permanent member of staff here is eligible to join – there's information available on the intranet about how to do so. TPR fully recognises PCS for the consultation and representation of its employees based in Brighton.

The PCS is the sixth largest trade union in the United Kingdom. Most of its members work in UK government departments and other public bodies, although some work for private companies. They deal with a range of issues, from flexitime and working conditions, to redundancies, grievances, organisational department changes and workplace bullying.

If you're interested in joining the union, contact: PCSUnionTPRbranch@tpr.gov.uk.

Reward and benefit

Employment at TPR comes with a large and varied total reward package. This includes a very generous pension, flexible working, flexitime, bonus opportunities and annual leave.





Financial reward

We all want to be financially rewarded for the work we do. At TPR, we also want you to be incentivised by some of our financial reward opportunities – and that’s not just about the salary.

Market-related salaries

We offer a competitive pay package that reflects market rates of pay.

Pensions arrangements

We offer excellent pension arrangements, which include life assurance cover and dependant benefits. Your contributions also benefit from tax relief.

All employees are offered access to the Civil Service Pensions arrangements. The **Alpha** defined benefit (DB) scheme offers a pension income based on your average earnings over your career. You pay contributions between 4.6% and 8.05%, depending on your pensionable earnings; TPR makes additional contributions of between 26.6% and 30.3%

You may instead join a defined contribution (DC) pension scheme. The benefits of this pension are based on the contributions you choose to make and the growth of your pension fund. You can pay anything you want into this scheme from 0% to 100% of your pensionable earnings. TPR makes additional contributions of between 8% and 14.75% depending on your age and will also match your contributions up to a further 3.0%.

Annual leave

All employees receive at least 25 days annual leave each year in addition to bank holidays (pro-rata), which enables a strong work/life balance.

Annual bonuses

We operate an annual discretionary bonus scheme for performance over and above the requirements of the job. Our bonus arrangements allow managers to nominate colleagues for a non-consolidated (ie non-pensionable) bonus of up to 10% (strong) or up to 20% (exceptional). We also offer an additional up to 5% bonus category to recognise excellent work on individual projects or for part of a financial year.

Performance rating for bonus

Exceptional performance
Strong performance
Special award

Bonus payable as percentage of salary

Up to 20%
Up to 10%
Up to 5%

Small thank you's

Immediate recognition or 'small thank you' is a small discretionary reward that recognises a unique contribution over and above an employee's role. Reasons for immediate recognition could include:

- outstanding delivery of a difficult task or project over and above their role requirements
- exceptional one-off tasks carried out
- situations when someone works under extreme pressure outside of expectations
- covering short (less than one month) periods of employee absence over and above existing work or if there has been a large volume of work for a short period (less than one month).

Overtime

Some TPR grades qualify for overtime.

Overtime is classed as any time worked beyond your normal working hours. Every team will have a dedicated budget that they set at the beginning of each financial year for overtime.



Career and personal development

When it comes to development, getting the right training is essential. But as well as development through training, we think it's important that you have the time and the opportunities to develop both professionally and personally.

Learning and development opportunities

Research demonstrates that most learning happens outside of formal training workshops. Our Learning and development team continuously look to develop and offer innovative learning solutions to help you grow and fulfil your professional goals. They design learning experiences that reflect the way people learn most naturally and effectively using the 70/20/10 principle: 70% happens 'on the job', 20% learning through others and 10% through formal courses.

Our rich mix of learning opportunities is offered in a number of formats including online learning, one-to-one coaching, workshops and more, in a wide range of areas including:

- developing your skills
- management and leadership skills
- change management
- policies and processes

You are encouraged to take responsibility for your learning and development. Our online platform, Learning hub provides access to self learning activities and face to face events.

Other opportunities include:

- continuing professional development
- sponsored study
- secondments
- placements
- apprenticeships
- mentoring programmes
- our Trustee toolkit
- loans (inbound/outbound)
- time off to train

Professional subscriptions/membership policy

We recognise the benefits of membership of professional bodies to individuals and to TPR. We will therefore cover the costs of an individual's professional subscription or membership fee where it is an essential requirement of their role or is necessary to support the work they do.

Flexitime

The flexitime system allows you, subject to your manager's agreement, to vary the time you start and finish work. You may take a maximum of two days flexi leave in any month. Flexi leave can be taken in whole or half days. You must have sufficient credit to cover the absence at the time you make the request. All requests are subject to your manager's agreement.

Flexible working

We operate flexibility in your working life, allowing you to work away from the office when you need to. We also support part time and other flexible working requests. We will consider any role on a part time or job share basis.

Career break

We offer an opportunity to take a break from your job so you can fulfil desires of personal study, training, long periods of travel, charitable work or something else.



Family and health

The physical and mental wellbeing of our people is extremely important to us and something that we take very seriously. We have a range of policies and services to help keep you and your family healthy inside and outside of work, including:

- Benenden and CS Healthcare discount
- CiC and Well Online
- free, onsite flu vaccination
- emotional resilience training
- childcare vouchers
- eye tests
- enhanced sickness benefits
- Time to change



Employee discounts

We offer a wide range of local discounts in shops, bars and restaurants in the area, including a local gym. There are also travel discounts and the option to take out Boundless membership, which offers a range of benefits and discounts designed to inspire you to do more with your free time:

- shops and cafés
- O2 mobile phone contracts
- Easit travel
- Ride 2 Work
- Boundless



Leave and absence

We recognise that you have a life outside of work, and that for a myriad of reasons, you may need time away from the office:

- Annual leave
- Career break
- Flexitime
- Parental leave
- Public holidays
- Special leave policy (including compassionate leave)
- Time off for antenatal appointments - father/partner policy
- Time off to train
- Adoption leave and pay policy
- Dependents leave
- Maternity leave
- Paternity/partner's leave
- Shared parental leave

Your responsibilities

Keep yourself informed

There are several ways that you can keep yourself up to date with what's going on at TPR – both inside and outside of the building. It's important to make sure you're not missing out on anything; be it an excellent opportunity or a major IT or process change. While we'll do our best to keep you informed, it's important that you take responsibility for making sure you know what's going on. You can self-serve to keep yourself in the know:

Read your emails

The central Internal Communication team will keep you updated via email when there's something you need to be aware of straight away.

Read the Atlas news feed regularly

Most days, the Atlas news feed will be updated with news articles and features to let you know in advance of change, initiatives, events, policies, new procedures and strategy developments. Pretty much everything you need to know can be found in the feed, so make sure you take the time to flick through a couple of times a week – it's the best way to make sure you're prepared for change and able to take advantage of all the opportunities available to you.

Remember – you may need to scroll back a few pages to make sure you don't miss anything. We publish a lot of news, and things can drop off the homepage pretty quickly!

Check the screens in the lobbies

We appreciate not everyone has time to check the news feed every day, so as you move around the building, you'll notice screens in the lift lobbies which rotate with a high-level version of the latest news.

If something catches your eye or piques your interest, you can find more detail on the Atlas newsfeed when you have time at your desk. Remember – you may need to scroll back a few pages to find what you're looking for.

Check the posters in the toilets and print rooms

If there's an event coming up, or an important deadline we all need to meet, you'll find posters in the toilets and in the print rooms on each floor – be sure to have a read.

Browse our Atlas pages

You'll find a wealth of information about policies, training, culture, projects and change, and signposting for help and support on Atlas. Use the search functionality to find what you need, or launch from 'Working at TPR' or 'How do I?' to navigate to the right area of the intranet.

Get a roundup of the week's news via Signpost

Every week, we provide a roundup of the news via our e-newsletter Signpost. Here you'll find an update from a member of our Executive Committee (ExCo), links to all the news published that week, 'shout outs' from employees thanking and congratulating their colleagues for recent pieces of work and support, as well as learning and developing opportunities and internal vacancies. Don't forget to submit a shout out to recognise your colleagues' hard work!

Attend all-team briefings

Each month, there is an opportunity to attend an all team briefing and hear directly from the CEO, members of ExCo and other colleagues to discuss their projects, strategy updates, and general news. At these briefings, a team or group of individuals will receive the monthly 'Norgrove Bucket' – an ExCo- nominated award which acknowledges collaborative efforts to reach an outcome.

Attend ad hoc events

There are a variety of ad hoc events to attend throughout the year – these include drop-in sessions for learning opportunities, external speakers on a variety of topics (including diversity), and themed weeks to promote a particular initiative.

Don't be afraid to ask

If you can't find what you're looking for, you can get in touch with the Internal Communication team, who can either give you an answer, or signpost you to the correct source of information.

Data management

TPR is obliged to account for what we do with our data, why we do it, and how we do it. To remain compliant with regulations, we must only hold data for which we have legitimate reason, and only retain that data for a justifiable length of time.

It's essential that we manage our data effectively so that we can understand and use the data we hold (the 'data estate'). This means being able to find the relevant information when we need it, reducing the burden on TPR that can occur when we have to store old data that we no longer need.

You can find information on Atlas about data management, what to save and how, and how to comply with government data policies.

Reporting security incidents

As a TPR employee, you are obliged to keep our information safe from loss or compromise wherever possible, and we need you to be aware of the potential impact of unauthorised or inadvertent disclosures. Reporting information security incidents is mandatory for all employees. You can find information about security incidents, and how to spot and report them on our intranet.

Health and safety

TPR has legal responsibilities to ensure a safe and healthy workplace. As an employee, you have rights and responsibilities for your own wellbeing and that of your colleagues. Therefore, everyone is required to complete our Health and Safety e-learning programme within two weeks of starting work. You will receive an email with login details and a link to the training.





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