

# Mott MacDonald Pension Scheme

Welcome to the library of documents in respect of the scheme. This note provides a brief summary of what is available.

## Newsletters

Each year we issue a newsletter to members, which provides an overview of the developments in the scheme during the previous year including a summary of the accounts of the scheme and an update on the funding position of the scheme. These newsletters include the formal Summary Funding Statement.

Reading the newsletter is probably the best way to quickly evaluate the most current key points about the scheme.

## Trustees' Annual Report and Financial Statements

The financial year end of the scheme is 31 December. In respect of each financial year, the trustees prepare financial statements showing the net assets available for benefits and the movements in the fund account over the year. The accounts are audited by an independent auditor and their report is included. The accounts are accompanied by the Trustees' Report, providing further information on the developments in the scheme, including details of the trustees and our advisers, information on the membership of the scheme, a commentary on the investments and statements from the Actuary.

## Scheme documents

This section of the library includes various important documents:

- The **Trust Deed and Rules**, which is the legal document governing the scheme.
- The triennial **Actuarial Valuation** as at 1 January 2021.
- The **Statement of Funding Principles**, which explains how the trustees plan to manage the scheme so it can continue to provide members' benefits.
- The **Recovery Plan**, which shows how the deficit as at the last triennial valuation at 1 January 2021 is to be closed.
- The **Schedule of Contributions**, which shows how much the company is paying into the scheme. It includes a certificate from the actuary showing that this is sufficient to meet the requirements set out by law.
- The **Statement of Investment Principles**, which explains how the trustees invest the assets of the scheme.
- The **Privacy Notice**, which explains the types of personal information we collect, how we use that information and who we share it with in order to properly manage and administer the scheme, and finally how we protect that information.

## Do you need further information?

If members have questions about the scheme or your benefits, please contact the scheme administrators, XPS Administration Limited:

Address for correspondence:  
XPS (MMPS Administration)  
Wellbar Central  
Gallowgate  
Newcastle upon Tyne NE1 4TD

T +44 (0)191 814 2756  
E [mottmac@xpsgroup.co.uk](mailto:mottmac@xpsgroup.co.uk)

## If you need advice

As trustees, our aim is to provide you with clear information about the scheme and your benefits. Under law, we are not permitted to give advice to you. If you need advice about your pension arrangements, we encourage you to speak to an independent financial adviser. If you want advice at any other time and you do not currently have an IFA, you can find details of advisers in your area on the Financial Conduct Authority website at <https://register.fca.org.uk>. Be aware that you will have to pay a charge for any advice you receive from an IFA.