

# EQUITY PENSION SCHEME

---

PROCEDURES IN TELEVISION, RADIO & FILM



**BBC**

**itv**  
**pact.**

& others

Administered by

hencilla  
canworth

| <b>INDEX</b>                                    | <b>Page</b> |
|---|-------------|
| Equity, Hencilla & AVIVA                        | 2           |
| Equity Pension Scheme                           | 3           |
| Levels of Contribution                          | 4           |
| What is Pensionable & Caps                      | 5           |
| Taxation (inc VAT)                              | 6           |
| National Insurance                              | 7           |
| EPS Registration                                | 8           |
| Informing Employers                             | 8           |
| Processing of Contributions                     | 9           |
| Contribution Payment Procedure                  | 9 - 10      |
| Backdating of Contributions - avoiding problems | 11          |
| Fees  | 12          |
| Document Amendments                             | 13          |
| Points of Contact at Hencilla                   | Last        |

# EQUITY

The UK's Performing Arts and Entertainment Trade Union.

Devised the [EPS](#).

hencilla  
canworth

Independent Financial Intermediary

Authorised and regulated by the FCA (No. 226263).

Designed and administer the [EPS](#).



Product Provider and Fund Manager of the [EPS](#).

---

## Equity Pension Scheme (EPS)

---

The EPS is a Qualifying Workplace Pension Scheme.

Established in October 1997, the EPS is the only pension scheme approved by Equity and is the only arrangement that permits artists, stage managers and stunt coordinators / performers to benefit from contract related employer contributions.

### Type:

UK scheme. The scheme is a registered pension scheme under part 4 of the Finance Act 2004. PSRN: 10079060.

### Ownership:

The member is the plan holder.

### Eligibility for Membership:

All members of Equity are eligible to join as well as, in respect of contract related contributions, non-members of Equity.

**This applies whether engaged on a self-employed basis or via a limited company.**

---

## Level of Contract Related Contributions

### Television & Radio @ 06.04.24

---

Provided that the **member** has notified the **employer** that they are a **member** of the **EPS**, the **employer** shall contribute 5.0% of the basic Category A engagement / weekly / episode fee, whichever is the greater. Category B is weekly only.

The **member** commitment is 2.5%

Currently, the capped contributions are:

|            |   |
|------------|---|
| Category A | £36.75 for the <b>Member</b><br>£73.50 for the <b>Employer</b>  |
| Category B | £73.50 for the <b>Member</b><br>£147.00 for the <b>Employer</b> |

If you are at all unclear on this point, please contact Hencilla for assistance. See the final page of this manual for contact details.

---

## Level of Contract Related Contributions

### Film @ 06.04.24

---

Provided the **member** correctly notified the **employer** of their EPS Membership, the **employer** shall contribute 6% of the basic engagement / weekly fees.

The **member** commitment is 3%.

Contributions from the Equity Agreement cease when relevant earnings exceed the cap, however, auto-enrolment rules may then apply.

The capped contributions are:

£151.50 for the **Member**  
£303.00 for the **Employer**

---

## What is Pensionable? & Caps

---

Under the PACT / Equity TV Agreement, and the PACT / Equity Film Agreement ONLY the Engagement Fee is pensionable when relating to the EPS.

Those listed below are all Engagement fees

- Engagement Fee
- Daily Payments
- Production Day
- Session Fee
- Regional Fee

TV carries a cap, so that if on any one engagement (daily or weekly or per episode) the fee exceeds £1,470.00 you are able to cap the producer 5.0% contribution.

Note that there is no cap on the number of fees. If the member worked for 100 weeks on a weekly £2,000 fee there would be 100 capped payments due.

Film differs as it has a cap based on earnings per film. Contributions of 3% member and 6% producer apply to the first £5,050.00 of fees. Once exceeded you must either auto-enrol the individual concerned into **YOUR** in-house pension scheme. or if you prefer, and wish to reduce ongoing compliance obligations, you can continue to contribute to the EPS on the AE Statutory minimum rates for the additional ongoing fees.

Please note that if required, the caps can always be exceeded.

---

## Taxation

---

### Producer:

The **employer** pension contribution is simply treated as an enhancement to the basic engagement fee.

Therefore, the **employer** pension contribution will be treated as an allowable business expense.

In all cases the **employer** pension contribution must be added to the basic engagement fee of the **member** before being deducted.

The above also applies to those engaged via a limited company.

### Member:

The effect is neutral as the employer contribution is directed into a Personal Pension as a personal contribution, which benefits from tax relief at source.

The claiming of any additional tax relief due to the **member** being a higher rate tax-payer is the responsibility of the **member**.

---

## VAT

---

As the **employer** contribution forms part of the overall fee for the **member** it is also subject to VAT where a **member** is VAT Registered.

If the **employer** is VAT Registered, the additional VAT can be recovered in the employer's VAT Return.

---

## National Insurance

---

This changed on 06.04.2014

The HMRC Summary of Responses can be found [HERE](#)

However, the recommendation from Hencilla is as follows.

Producer:

Producer to interpret or seek independent advice

Member:

Member to interpret or seek independent advice



---

## EPS Membership

---

The [member](#) or their representative contacts Hencilla to request a Membership Pack and unique [EPS Membership Reference](#).

The [EPS Membership Reference](#) will always be in the format:

P5\*\*\*\*\*A

The [member's](#) Address, Date of Birth, NI Number and contact telephone number are also noted at this time.

There is no requirement for a [member](#) to make contributions other than when appropriate via the appropriate Contract, however, if they wish to make separate personal contributions unrelated to contracts, they are able to do so.

Non-EPS Members can register [HERE](#)

---

## Informing Employers

---

It is the responsibility of the [member](#) to notify the [employer](#) that they are a [member](#) of the [EPS](#) and to provide their [EPS Membership Reference](#) in the space provided in the contract.

---

## Processing Payments

---

It is important that the [member's](#) basic engagement fee is increased by the [employer](#) contribution and then this should be shown as a deduction, thus bringing the basic engagement fee back to its original level. A further deduction of the [member's](#) contribution should also then be made.

---

## Payment of Premiums Procedure

---

Contributions should be remitted to Hencilla on a [monthly basis](#) commencing as soon as practicable after the deductions have been made from the [member's](#) salary.

Current, legislation dictates that pension deductions made in one month must be paid across by the [employer](#) to the [member's](#) pension provider no later than the 22<sup>nd</sup> h of the month following the deduction.

Any late payments will be monitored and may be reported to the industry regulator, The Pension Regulator (TPR), which has the power to impose fines. In the event of a late payment being received, Hencilla is duty bound to investigate whether an EPS Member has been disadvantaged in any way by the delay.

This could either be in the form of loss of investment growth or allocation into the wrong tax year.

If it is found to be so, the Production Company will be sent reasons, details and calculations of the compensation due and an invoice for full settlement within seven days of receipt by the Production Company. Our fee is £250.00 per hour/minimum charge £250.00

---

## Payment of Premiums Procedure (cont)

---

A schedule similar to the following is to accompany the remittance to Hencilla.

| Members<br>Name | Membership<br>Number | Artist<br>Contribution | Contract<br>Contribution | Total<br>Contribution | Period<br>Covered    | Production |
|-----------------|----------------------|------------------------|--------------------------|-----------------------|----------------------|------------|
| A B Sample      | P5232154A            | 25.00                  | 50.00                    | 75.00                 | 01.01.00<br>31.01.00 | ABC        |
| C D Sample      | P5232155A            | 20.00                  | 40.00                    | 60.00                 | 01.01.00<br>31.01.00 | ABC        |
| Cheque Total    |                      |                        |                          | 135.00                |                      |            |

An excel spreadsheet to aid you in the calculation of these figures is available from Hencilla and can also be found on our website. [www.hencilla.com](http://www.hencilla.com)

### IMPORTANT NOTE TO ALL CONTRIBUTING

All contribution payments to the EPS MUST be by BACS, quoting a reference from us and MUST be in GBP. Cheques are not permitted.

A unique BACS reference and bank details shall be issued upon receipt of (i) your formal request to [bacs@hencilla.com](mailto:bacs@hencilla.com) and (ii) your fulfillment of our response requesting a), b) & c) below.

- a) Name & address of the Production Company
- b) Name on the paying bank account
- c) Receipt of £30<sup>(1)</sup> fee to cover costs relating to anti-Money Laundering and Sanctions checks, which are requirements of our regulators (invoice will be issued).

To ensure correct processing of submissions, you shall also be given instruction as to the subject of your submission e-mails.

(1) increasing to £40 from 1st July 2024

---

## Backdating of Payments - Avoiding Problems

---

Whilst agreed<sup>(2)</sup> backdated payments can be accepted into the EPS, we fully understand the problems that can be incurred with regard to their calculation and from when to backdate to.

We therefore recommend that as soon as a full cast, stunt and stage management listing is available for a production, it is e-mailed to Hencilla. Any information received will be kept in the strictest of confidence.

E-mail [eps@hencilla.com](mailto:eps@hencilla.com)

We shall then check the list against our member records and report our findings back to you if existing EPS members are found.

The result of this exercise will mean that you can identify and contact all those in the EPS at outset and remove the possibility of having to consider or authorise back-payments at a later date.

We shall not use the cast lists you send us to encourage joining of the EPS.

### Refunds - from April 2023

Please be aware that any schedule containing monies paid over for non-members who do not subsequently join and therefore have to have monies refunded shall incur an administration cost of £25 per member.

<sup>(2)</sup> agreed backdated payments differ from late and backdated payments arising from a requirement to get up to date.

---

## Fees

---

Employers in the Creative Sector currently enjoy fee free access to the EPS, bar the following exceptions:

£30.00<sup>(3)</sup> (<sup>(1)</sup>40.00 from 1st July 2024)

Upon registering a new Company to become a contributor to the EPS, a one off charge to cover costs relating to the necessary Sanction Checks.

<sup>(3)</sup> Subject to change at any time and without prior notice.

£25.00

A fee per member per submission when a refund is required. This relates to those that are not yet EPS Members and are included on a schedule or when an error, such as an over payment for an EPS Member has been made.

Hourly rated fee<sup>(4)</sup>

Payable with regard to late payments of contributions where the timescale involved may have had an adverse effect on the value of the members' EPS.

<sup>(4)</sup> Refer to relevant page

Bespoke requests; such as access to the EPS for the benefit of the Employer's Staff; are initially costed hourly at our minimum rate, moving to an agreed annual fee if suitable.

£250.00

Our minimum hourly rate, which is subject to change at any time and without prior notice.

| <b>Amendments</b>                               | <b>Page</b> | <b>Date</b> |
|---|-------------|-------------|
| Equity, Hencilla & AVIVA                        | 2           |             |
| Equity Pension Scheme                           | 3           | 01.10.2012  |
| Levels of Contribution                          | 4           | 06.04.2024  |
| What is Pensionable & Caps                      | 5           | 05.2024     |
| Taxation (inc VAT)                              | 6           |             |
| National Insurance                              | 7           | 23.10.2013  |
| EPS Registration                                | 8           |             |
| Informing Employers                             | 8           |             |
| Processing of Contributions                     | 9           |             |
| Contribution Payment Procedure                  | 9 - 10      | 10.2022     |
| Backdating of Contributions - avoiding problems | 11          |             |
| Fees  | 12          | 05.2024     |
| Document Amendments                             | 13          |             |
| Points of Contact at Hencilla                   | Last        | 04.2024     |

# CONTACT US

**Andrew Barker** - Director

Head of Administration / Technical Lead

Tel: 020 8686 5050

e-mail: [andrew.barker@hencilla.com](mailto:andrew.barker@hencilla.com)

**Schedules to:**

[schedules@hencilla.com](mailto:schedules@hencilla.com)

**BACS Reference request**

[bacs@hencilla.com](mailto:bacs@hencilla.com)

**Admin & Contributions Team**

[julia.booth@hencilla.com](mailto:julia.booth@hencilla.com)

[natasha.jordan@hencilla.com](mailto:natasha.jordan@hencilla.com)

[jane.collier@hencilla.com](mailto:jane.collier@hencilla.com)

[lisa.andrews@hencilla.com](mailto:lisa.andrews@hencilla.com)

Hencilla Canworth Ltd is registered in England. No. 1593283.

Hencilla Canworth Ltd is authorised and regulated by the Financial Conduct Authority. 226263.

Hencilla Canworth Ltd  
Simpson House  
6 Cherry Orchard Road  
Croydon CR9 6AZ

020 8686 5050

[eps@hencilla.com](mailto:eps@hencilla.com)

**[hencilla.com](https://hencilla.com)**

Vtv7.2/05.2024