

**LOCAL GOVERNMENT PENSION SCHEME (SCOTLAND)
CIRCULAR SPN/LG No. 1/2015**

- WHO SHOULD READ:**
- The Secretary General**
 - Convention of Scottish Local Authorities**
 - The Chief Executive**
 - Scottish Local Authorities**
 - The Chief Executive**
 - Water Authorities**
 - The Principal Reporter**
 - Scottish Children's Reporter Administration**
 - The Chief Executive**
 - Scottish Environment Protection Agency**
 - The Director General**
 - Strathclyde Passenger Transport Executive**
 - The Clerk**
 - Strathclyde Passenger Transport Authority**
 - The Chief Executive/Director**
 - VisitScotland**
- ACTION:** This circular should be brought to the attention of Pension Managers, Superannuation Sections and LGPS Employer Payroll Departments. You may also wish to draw it to the attention of the Directors of Finance and Administration
- SUBJECT:** [LGPS 2015 Guidance](#)

About Circular No.1/2015:-

The purpose of this circular is to announce the publication of the LGPS 2015 HR Guide and Administration Guides. The Guidance may be found at [LGPS Regulations and Guidance - Scotland - LGPS 2015](#)

A number of new documents that have been uploaded to the LGPS 2015 pages of www.lgpsregs.org, including the HR Guide and a number of administration guides for the new Scheme in Scotland. In summary, the updates made on the website are as follows:

- Publication of the HR Guide, available in web and PDF formats with the corresponding appendices - <http://www.lgpsregs.org/index.php/scotland/scot-hr-payroll-guides/lgps2015-hr-guide>
- Publication of a number of administration guides, available in PDF format - <http://www.lgpsregs.org/index.php/scotland/admin-guides>. The documents available on this page are as follows:
 - 85 year rule
 - Aggregation
 - Annual Benefit Statements
 - Automatic enrolment, full and brief – *These are not new or amended documents but have been placed on this page for completeness*
 - Discretions Policies
 - Discretions Lists
 - Survivor Benefits
 - Transfers In
 - Trivial commutation and small pot payments
 - The Underpin
- Publication of sample forms and guidance notes for members looking to move to and from the 50/50 section of the Scheme - <http://www.lgpsregs.org/index.php/scotland/forms>
- Updates to the Payroll Guide, which is now available as version 1.3 in web and PDF formats - <http://www.lgpsregs.org/index.php/scotland/scot-hr-payroll-guides/lgps2015-payroll-guide>

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20 January 2015

Contact Information:

Should you have any enquiries about this circular, or require further information, please contact Kimberly Linge, Policy Manager, LGPS.

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