

**POLICE PENSION SCHEMES  
2016/08**

**WHO SHOULD READ:** All HR and Payroll Managers  
Pension administration staff  
Staff who submit data to SPPA

**ACTION:** Read and circulate to all interested parties

**SUBJECT:** Annual Benefit Statements 2016

**The purpose of this circular is to:**

- inform employers of our plans for issuing 2016 Annual Benefit Statements.

This circular provides an update on our plans to provide an Annual Benefit Statement by 31 August 2016 for members of the Police Pension Scheme (Scotland).

The production of statements relies on our receiving good quality annual data returns from employers in sufficient time for us to calculate and produce annual benefit statements. We have now received almost all data returns and these are being loaded into our pension administration system. Where each individual's annual return is successfully loaded to their record first time we expect to provide that member with their statement by 31 August, as planned. There are, however, a number of reasons why an annual return may not load to a member's record at the first attempt, including irregularities with Superannuation, National Insurance or Payroll reference numbers, or where we haven't received a starter form. In such instances records require individual investigation and whilst every effort will be made to resolve issues in time, regrettably we can't guarantee to produce a statement for every member by 31 August 2016.

The current plan is for annual benefit statements to be available to all active members and to be posted to their home address by 31 August 2016. If for any reason statements will not be available for any individual pension scheme members, we will let you know, providing the numbers affected, reasons why they have not been produced and details of the remedial actions we will take to resolve any issues.

We will be writing to you again between now and 31 August to keep you updated on our plans for the roll out of annual benefit statements and what next steps you will need to take to assist us in communicating messages to members.

**Ross Paterson CB OBE ADC**  
**SPPA Chief Executive**  
**22 July 2016**



**Contact information:**

Please contact [SPPACommunications@gov.scot](mailto:SPPACommunications@gov.scot) if you have any enquiries about this circular.

**Scottish Public Pensions Agency**  
7 Tweedside Park  
Tweedbank  
GALASHIELS  
TD1 3TE

[www.sppa.gov.uk](http://www.sppa.gov.uk)  
Telephone: 01896 893000  
Fax: 01896 893214



INVESTOR IN PEOPLE

An agency of



**The Scottish Government**  
Riaghaltas na h-Alba