

**NHS SCOTLAND PENSION SCHEME
CIRCULAR – 2/2010**

- WHO SHOULD READ:** NHS HR and Payroll Managers
GP Practice Managers
Direction Bodies
HR Managers
Trade Union Representatives
- ACTION:** 1. To clarify the procedures for providing SPPA with Agenda for Change information for pension events and transfer requests
- SUBJECT:** Agenda for Change (AfC)

About Circular 2/2010:-

The purpose of this circular is to provide clarification to employers of action required for information of AfC arrears of salary to cover requests for information for transfer purposes.

Following the introduction of AfC in 2004, SPPA agreed with representatives from NHS Payroll the procedure for the submission of information for arrears of salary for pension record purposes and for notification of arrears where a pension event had taken place. The agreement was confirmed by circular <http://www.sppa.gov.uk/nhs/documents/Circular2009-1.PDF> and remains in place.

Employers are reminded that SPPA also have a statutory period of time (normally 3 months) in which to comply with requests from members for the transfer value of their benefits from this scheme to another pension provider. This period of time also encompasses the issue of the relevant information to the member and their subsequent agreement to transfer. As a result it is quite often necessary to contact employers at short notice to obtain relevant information in order for SPPA to comply with the member's request.

Ian Clapperton

Director of Operations

Contact Information:

Should you have any enquiries about this circular, or require further information, please contact:

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