

**NATIONAL HEALTH SUPERANNUATION SCHEME
03/2010**

WHO SHOULD READ: All Payroll, IT and GP Practice Managers and those who generate data for SPPA.
ACTION: To read and circulate as appropriate.
SUBJECT: Annual Return Data 2009/10 and paper NSR forms.

About Circular 03/2010:-

The purpose of this circular is to:-

- request Annual Return data for 2009/10
- advise of the intention to move from paper NSR forms to electronic data and
- provide information on the Employing Authority Resource Accounts.

Annual Return Data for 2009/10

To allow the superannuation records of individual members of the scheme to be updated, employing authorities are required to supply information about all staff in pensionable employment on 31 March each year.

The data should be sent to us no later than 31 May 2010 on 4 millimetre DAT tape, CSV format, electronic template (**Annex A**) or in a previously agreed format. Should you require further information on the completion of the template in Annex A, you should contact NHSService@scotland.gsi.gov.uk

It is essential that particular emphasis is placed on the accuracy of data before it is submitted to SPPA. Common issues such as Temporary NI numbers, missing contact numbers, pensionable pay and multiple contracts are referred to in **Annex B**.

Employing authorities submitting a hard copy of the Annual Return must do so by 31 May 2010 and ensure that entries are in superannuation number order. Hard copy "invalid records" should be provided in alphabetical order.

Employers set a member's contribution rate based on the previous years salary and should ensure the correct deductions are made in accordance with the tables in **Annex C**.

Guidance on Practitioners data is included in **Annex D** however, should you require further information you should contact nhspen3@scotland.gsi.gov.uk

Practice and Direction Body Managers should contact NHSGPPractices@scotland.gsi.gov.uk if you require further information or assistance.

Electronic Data

Employers, other than Health Boards, will wish to note that this is the last year SPPA will accept data submitted on paper. Some employers still submit paper NSR forms which, when received, requires manual intervention by SPPA. This leads to the possibility of error and raises security issues concerning the transmission and handling of personal data.

From 1 April 2010 therefore, Annual Returns and Weekly/Monthlies relating to the year 2010/11 must be submitted in an electronic format which is acceptable to SPPA. Details of the format(s) will follow soon. **Health Boards and other employers who already transmit data in an approved electronic manner are not affected by this change.**

However, should you have any enquiries about electronic data submissions or require further information, please contact: Chris.White@scotland.gsi.gov.uk

Employing Authority Resource Accounts - (Disclosure of Salary & Pension Information at 31 March 2010)

To help employers meet their requirements in relation to salary and pension disclosure for senior staff in their accounts, SPPA will, on request, provide details of an individual's service in the scheme. That information will, however, normally be restricted to the service at 31 March 2009. That is the latest date to which our records are updated because the Annual Returns for the year 2009/10 have not yet been provided by employers. When requesting such information, it is essential that employers provide written consent from each individual. Without this, the Agency cannot release details to employers. The ready reckoner which is available to calculate and produce CETV information required from employers has now been updated and available at <http://www.sppa.gov.uk/nhs/forms.htm>

SPPA will make every effort to keep our employers contact list updated. However, to ensure that our Circulars and other information are sent to the appropriate staff, we rely on you to advise SPPAstakeholderliaison@scotland.gsi.gov.uk of any relevant personnel changes in your organisation.

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