

## NATIONAL HEALTH SERVICE SUPERANNUATION SCHEME (Scotland) 03/2011

**WHO SHOULD READ:** Payroll Managers, IT and GP Practice Managers and those who generate data for SPPA  
**ACTION:** To read and circulate as appropriate  
**SUBJECT:** Annual Return data 2011

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

- request Annual Return data for 2010/11
- provide details about Employing Authority Resource Accounts.

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

The data should be sent to SPPA no later than 31 May 2011. This will allow SPPA to issue benefit statements to members and process the various types of calculations required.

Please note that it is your responsibility to ensure the safety of the transmission of sensitive personal data from you to SPPA. Data sent electronically should be encrypted and password protected. Passwords should be notified under separate communication. The encryption tool we can accept is PKZIP which can be downloaded from [www.pkware.com](http://www.pkware.com). Alternatively, send password protected CSV/Excel/TXT files by email.

It is essential that particular emphasis is placed on the accuracy of data before it is sent to SPPA. Please ensure that the required data fields are present and the correct service and salary details are included. Common issues such as missing details cause delays in the data being loaded to the system and may therefore be returned to you for correction. If this is returned, you should correct it and resend to SPPA within 2 weeks. A list of common errors is shown in Appendix A, Part 3.

There are various ways in which data will be accepted:

CSV format Provides the facility to submit data in a CSV list format for those employers that do not have an automated annual return routine on their payroll system. See Annex A, Parts 1 and 2.

Small Employers template Provides the facility to submit data in an Excel list format for those employers that do not have an automated annual return routine on their payroll system. See Annex A, Parts 1 and 2.

All data should be submitted to [RMTSPPA@scotland.gsi.gov.uk](mailto:RMTSPPA@scotland.gsi.gov.uk) and will be automatically acknowledged on receipt.



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NSR 1, 2, 4, 5 and 6 relating to the year 2010/11 should be submitted in an electronic format which is acceptable to SPPA by 30 April 2011. A template can be downloaded from our website at [www.sppa.gov.uk/nhs/forms.htm](http://www.sppa.gov.uk/nhs/forms.htm)

Employers submitting data for members who are buying Additional Pension by periodic contributions should submit this data on a separate spreadsheet available at [www.sppa.gov.uk/nhs/forms.htm](http://www.sppa.gov.uk/nhs/forms.htm)

### **Note for Health Boards**

It will no longer be necessary to submit hard copies of the Annual Returns or Weekly/Monthly data with effect from 1 April 2011.

### **Employing Authority Resource Accounts (Disclosure of Salary & Pension Information at 31 March 2011)**

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 2010. That is the latest date to which our records are updated because the Annual Returns for the year 2010/11 have not yet been provided by employers. When requesting such information, it is essential that employers provide written consent from each individual. Without this, SPPA 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 is available from our website at [www.sppa.gov.uk/nhs/forms.htm](http://www.sppa.gov.uk/nhs/forms.htm)

As a result of the change from RPI to CPI as previously advised in circular 1/2011, the Government Actuaries Department undertook a review of all transfer factors. The new CETV factors have been used in our calculations and are lower than the previous factors used. You will therefore find that the value of CETV's for some members has fallen since 31 March 2010. The ready reckoner will only produce a CETV for members less than 60 years old.

**Ian Clapperton**  
**Director of Operations**  
**18 March 2011**

### **Contact Information:**

Should you have any enquiries about this circular or require assistance in completing the data requirements, please contact SPPA's Records Management Team at [RMTSPPA@scotland.gsi.gov.uk](mailto:RMTSPPA@scotland.gsi.gov.uk) or alternatively, the Data Manager can be contacted at [Brian.Casson@scotland.gsi.gov.uk](mailto:Brian.Casson@scotland.gsi.gov.uk)

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