

Scottish Teachers' Superannuation Scheme

The Secretary General, Convention of Scottish Local Authorities

The Director of Education, Director of Finance & Human Resources  
Manager, Scottish Local Authorities

Principals of Further and Higher Education Institutions

Independent Schools

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Your ref:

Our ref:

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Dear Sir or Madam

SUPERANNUATION (TEACHERS) CIRCULAR NO 2007/5

As you will all be aware, the Scottish Teachers' Superannuation Scheme (STSS) introduced Reforms to the Pension Scheme which took effect from 1 April 2007.

If you do not deal with STSS members, it would be helpful if you would redirect this circular as soon as possible to your staff that do. Where you have had this circular forwarded to you and you would like any future correspondence to be sent to you direct, please contact a member of one of the teams on **Annex C** who will add your name to their distribution list.

Please accept my apologies for the amount of detail in this circular but I hope you will understand that there are a number of administrative or legislative issues which have to be dealt with.

**New Application Forms**

It was necessary to change the application forms to reflect the flexibilities available and to remove those no longer available to members. All new applications have been available on our website from 1 April and it is now imperative that we impose a cut off date regarding the use of old style forms. Therefore, any application received after **25 May 2007** on old style forms will not be processed but will be returned to the employer.

**Annual Return reminder**

Our circular 2007/4 dated 13 April 2007, advised that all Annual Return data should be received by **30 June 2007**. As we are planning to migrate data to our new Pensions Administrations System during the third quarter of 2007, it is very important that all Annual Returns should be received by that date. **Data received after that date will not be loaded to our current administration system and members will not, therefore, receive a Benefit Statement detailing their entitlement to pension benefits as at 31 March 2007.**



**Electronic submission of data – Starters, leavers and Annual Returns (Annex B)**

We also advised in the above circular that we accept details of TSS1's, TSS2's and TSS4's in electronic format. A large number of employers have submitted details electronically and we would therefore encourage those who have yet to submit their Annual Return details electronically to do so as soon as possible. All electronic data should be submitted to [Robert.Butler@scotland.gsi.gov.uk](mailto:Robert.Butler@scotland.gsi.gov.uk) or by mail to Bob Butler at the above address.

**Annex A** to this circular explains how these returns should be completed.

Details can also be submitted in an Excel format and, if you require a copy of the CDROM which contains the necessary templates for submission of data, please contact a member of the relevant team listed in Annex C who will send this to you.

**Employers' seminars wash up**

Many employers attended our Employers' Seminars held here at Tweedbank during 19-23 March. Those employers who did not attend and now wish to do so, should contact me if they would be interested in attending a wash up session on either 12/13/14 June (the actual date can be arranged among those who are interested in attending).

**Winding Down**

The Winding Down scheme has been extended to include NPA age 65 members and allows a teacher to have a break of more than 5 years, but only 5 years of any break to count towards the requirement of having 25 years' teaching service. The required 25 years teaching service does not have to be immediately prior to winding down. Applications to Wind Down should be completed by the member and forwarded to their employer. They will then forward it to **SPPA who will determine eligibility**.

**Members opting out of the scheme**

Members are automatically included in the Scheme where their post deems them eligible for acceptance into the STSS. Where this post is not eligible for admittance to the STSS the member should be offered alternative pensions provision. A teacher who wishes to opt out of the STSS may, at any time, elect to do so. However, as we are all becoming very aware of pensions and how they can affect retirement, we must ensure that the members know what it is they are opting out of. A new opting out form will be added to the website from 1 June 2007. This will ensure that members are clearly advised of the benefits of the scheme to assist them to make an informed decision about their pension provision.

I hope the above information is helpful to you. If you have any enquiries about any of the above, please contact your STSS administration team. Please also refer to our website which has been updated to include all current information, circulars and application forms.

Yours faithfully



CHRISTINE ROSS  
STSS Regional Manager

