

## Scottish Teachers' Superannuation Scheme

The Secretary General, Convention of Scottish Local Authorities

The Director of Education, Director of Finance and Human Resource  
Manager, Scottish Local Authorities

Principals of Further and Higher Education Institutions

Independent Schools

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Your ref:  
Our ref: STSS Circular 2009/7

28 October 2009

Dear Sirs

### **TEACHERS' SUPERANNUATION (SCOTLAND) REGULATIONS 2005 (as amended) DISTRIBUTION OF BENEFIT STATEMENTS TO SCHEME MEMBERS**

The purpose of this circular is to advise you of the arrangements for the distribution of the annual personal benefit statements to members of the Scottish Teachers' Superannuation Scheme and to allow you to make the necessary preparations to handle them when they reach you.

We plan to produce the statements and forward them to you near the end of November. As we do not hold current home addresses for all members, we ask you to forward these on to the scheme members. We had hoped to trial the issue of statements direct to members, but this has not been possible for technical reasons. We are, however, actively working to resolve matters for future years.

As requested by several employers, I am pleased to confirm that we have been able to arrange for the statements to be printed in school location code and surname order. We have been advised by employers that this will significantly assist their distribution.

As the statements contain confidential data, they will be sent by a secure courier service. Prior to despatch we will contact you to obtain the name and telephone number of nominated addressee who will be responsible for handling the receipt of, and signing for, the delivery of the documents. The consignments will be tracked by SPPA from collection through to delivery and your nominated addressee will be contacted by telephone to confirm that all packages have been successfully received.

As the issue of benefit statements traditionally generates many service enquiries we would ask that you encourage members to write to SPPA with their enquiry if you are not able to resolve these directly with your employee. We hope to resolve most of the enquiries arising from the receipt of these statements but some will require SPPA staff to liaise with employers, particularly where conflicting information has been received.

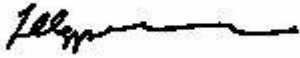
Scheme members working for employers who have not provided an annual return for 2008/09 will not receive a statement at this time. Any member requiring a statement may contact SPPA direct but, if such a request is received by SPPA, a statement will only be able to be issued once the annual return has been provided by the employer.

Whilst we take every care to ensure that statements are not issued to members who are recently deceased, which can be distressing for the member's next of kin, we ask that you are also vigilant in these circumstances and remove and return any such statements to us.

Please ensure that this circular is cascaded to any staff who may be involved in this exercise such as Payroll and HR to let them have some background to the arrangements.

I hope this advance notice will allow you to make the necessary preparations to handle the statements when they reach you.

Yours faithfully



Ian Clapperton  
Director of Operations