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The Director of Education, Director of Finance,  
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Your ref: Employer Circular 2009/5  
Our ref: Data Cleansing / Add Pen

31 July 2009

Dear Sirs

## **TEACHERS' SUPERANNUATION (SCOTLAND) REGULATIONS 2005 (as amended)**

- 1. Data Cleansing Exercise**
- 2. Additional Pension Normal Pension Age (NPA) factors**
- 3. Purchasing Additional Pension (AP) for Supply Teachers**

The purpose of this circular is to notify employers of a data cleansing exercise currently being undertaken, of the different factors used when purchasing AP and AP contracts for supply teachers.

1. To ensure that members' records are accurate and current, we are undertaking a data cleanse exercise which will allow us to update our members records, provide the necessary pension services and issue Annual Benefit Statements. To do this we must ensure that the correct member's personal data is recorded.

Employers are responsible for notifying SPPA of any changes to members' status including leaving employment, moving to another teaching employment and taking unpaid maternity/paternity leave.

TSS Forms 1, 2 and 4 - Starters, Leavers and Annual Returns – have been received and uploaded. Unfortunately, there have been errors in some of the information received which has resulted in this being rejected. As data accuracy is essential for scheme governance, we need to take early action to resolve discrepancies. We will therefore require assistance from employers to resolve this issue and will be contacting employers for confirmation of details or to request missing information. Whilst we appreciate this will require some initial checking and response by you, it will quickly benefit all stakeholders, employers and members.

To assist, we will provide you with a spreadsheet listing members where we require the necessary amended or updated information.

This will show :-

- Teacher's surname and Superannuation Number
- Date of Birth and
- National Insurance Number

The spreadsheet will also provide:-

- the information currently held here and
- confirm whether we require missing information or clarification of personal information.

For security purposes spreadsheets will be sent by PK ZIP Encrypted email. Please notify us immediately if you are unable to access this.

Requests will be issued on a fortnightly basis but we would ask employers to submit their returns weekly (even if partially complete). Information should be returned to the SPPA staff member who issued the request and any questions relating to the information contained in this should also be directed to the originator.

**2.** Members and employers should note that the factors used for the purchase of Additional Pension (AP) are dependent on member's NPA when the contract is taken out.


Scheme members with pre 1 April 2007 service in the STSS or those who have benefits in another UK Teachers Scheme before 1 April 2007 (without a break of 5 or more years) and who have not yet attained age 60 will have a normal pensionable age (NPA) of 60. Members who joined the STSS for the first time on or after 1 April 2007 will have a NPA of 65. The Actuarial factors used in calculating pension benefits will be based on the members NPA.

The only exception would be when a member who has a NPA of 60 elects to purchase AP after their 60th birthday. The Actuarial factors used in these cases would be those used for a member with a NPA of 65. A member who has purchased AP past their NPA and who retires early or terminates their contract before their NPA may have their AP purchased proportionately and/or actuarially reduced.

**3.** Finally, as Supply Teachers do not work regular contracted hours, the option to purchase AP by instalments from their salary cannot be administered, therefore, supply teachers can only purchase AP by a single payment.

Should you have any enquiries about this circular, or require further information, please contact: STSS Service section on 01896 893000 ([Teachersservice@scotland.gsi.gov.uk](mailto:Teachersservice@scotland.gsi.gov.uk))

Yours sincerely



IAN CLAPPERTON  
DIRECTOR OF OPERATIONS