

**Scottish Teachers Superannuation Scheme
Circular No 2008/6**

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The Secretary General, Convention of Scottish Local Authorities

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Principals of Further and Higher Education Institutions

Independent Schools

Official Correspondents of Other Participating Organisations

1 September 2008

Dear Sir/Madam

SUPERANNUATION (TEACHERS) CIRCULAR No 2008/6

**CHANGES IN THE ADMINISTRATION OF THE SCOTTISH TEACHERS'
SUPERANNUATION SCHEME (STSS)**

I have written to you previously to advise you of the work being undertaken by SPPA to procure and implement a new Pension Administration System (PAS) to administer the Scottish Teachers' Superannuation Scheme (STSS) and the other schemes for which the Agency is responsible. This circular provides an update of progress.

During 2006 the Agency undertook a rigorous procurement and evaluation process to ensure they selected the correct supplier to provide their new Pension Administration System (PAS). Heywood Ltd were the successful company and in March 2007 the contract was agreed that they would supply SPPA with their PAS which is known as Axise for a period of 8 years.

Over the past 17 months the Agency has been working closely with Heywood to develop, test and implement the new PAS, this development also includes the new pension reforms introduced on 1 April 2007 (Circular 2007/2).

It was agreed in the early stages of the project that the Teachers scheme would go-live initially followed a few of months later by the other schemes the Agency administers. Following the Project Board meeting held 26 August 2008 and also approval from the OGC Gateway review, I can confirm that the administration of the Teachers scheme will switch to Heywood's AXISE system from 16 September 2008.

We have produced a Transition Plan to manage the switch over process to AXISe and we are aiming for “business as usual” for our stakeholders. If during this period of change, you experience any adverse service we would ask that you are patient, as our staff will be undergoing a significant change to their working practices as they learn to use the new PAS. We are confident that any adverse effects you may experience will be short term and our normal high standards of service will resume as our administrators get up to speed with the new system.

There will be no change to employing organisations in terms of communication, and the way in which they provide the standard information the Agency requires before the start of the next report year i.e. 01/04/2009.

During 2009/10 the Agency hopes to introduce a number of service enhancements including improved employer interfaces; more robust data validation processes; and a range of web/online services for employers and members - including access to Pension Calculators. This may have an impact on the way in which employing organisations provide member data to the Agency. However the Agency will consult with employing organisations as the services are developed to ensure that their needs are fully considered before any change is made.

To succeed, this project needs the support and engagement of all our key stakeholders within the STSS. This will ensure that the new system provides clear business benefits for employer organisations, pension scheme members and the Agency alike.

If you have any comments or questions then please do not hesitate to contact me at pcpteam@scotland.gsi.gov.uk.

Yours faithfully,

A handwritten signature in black ink that reads "Neville Mackay" with a horizontal line through it.

Neville Mackay
Chief Executive
Scottish Public Pensions Agency.