

**SCOTTISH TEACHERS' SUPERANNUATION SCHEME  
09/2011**

**WHO SHOULD READ:** All HR and Payroll Managers  
Pension administration staff  
Staff who submit data to SPPA

**ACTION:** Read and circulate as appropriate

**SUBJECT:** Employer Seminars

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

- Invite employers to seminars being held on 15, 16 and 17 November 2011.

SPPA will be hosting employer seminars on 15, 16 and 17 November 2011 at Tweedbank, Galashiels.

It is proposed that the following topics will be covered:-

- Pension Tax Relief
- Auto Enrolment
- Ill Health
- Data submissions
- Pensions Policy update

The above list is not exhaustive and if there are other subjects you would like covered, please let us know and we will try to accommodate your request.

One of the issues raised previously was the location of SPPA's offices which some employers found difficulty in attending. To address this, we are now able to offer Video Conferencing facilities to those who are unable to attend in person. Employers who have this facility will be able to dial in and participate in the seminars.

Previous feedback also suggested that there were employers willing to host a Video Conferencing event at their workplace for other employers in their area and SPPA fully supports this initiative. If you are interested in hosting an event at your workplace please let us know.

To accommodate Video Conferencing, the topics covered will be in presentation format. SPPA's website will be updated after the event with the presentations used.



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To allow SPPA to forward plan, please indicate your interest in attending by providing:-

- Names of all attendees
- Contact details (including email addresses)
- Preferred date
- Other topics for discussion

Details should be submitted to [SPPAstakeholderliaison@scotland.gsi.gov.uk](mailto:SPPAstakeholderliaison@scotland.gsi.gov.uk) by 30 September 2011 and further details confirming arrangements will be issued in due course.

Whilst SPPA make every effort to keep our employer contact information updated, to ensure that our Circulars and other information are sent to the appropriate staff, we rely on you to advise the above e-mail address of any relevant changes.

**Christine Ross**  
**Operations Manager (Stakeholder Liaison)**  
**10 August 2011**

#### **Contact Information:**

If you have an enquiry about any aspect about the seminars, please email [SPPAstakeholderliaison@scotland.gsi.gov.uk](mailto:SPPAstakeholderliaison@scotland.gsi.gov.uk)

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