

NHS PENSION SCHEMES 2019/03

WHO SHOULD READ:

- Chief Executives of Health Boards
- Payroll Managers, IT and GP Practice Managers and those who generate data for SPPA

ACTION: To read and circulate as appropriate

SUBJECT: Annual Return data 2018-19

The purpose of this circular is to:
request annual return data for 2018-19

- confirm deadlines
- inform employers about the dedicated online Annual Returns area
- advise the correct method of data submission
- indicate the schedule of relevant dates
- amendments to previously submitted data

Employing authorities are required to disclose information to enable the scheme manager to undertake its statutory duties. To allow the pension records of individual members of the scheme to be updated, SPPA requires information about all staff in active pensionable employment on 31 March each year.

The deadline for data submission is **31 May 2019**. This is to ensure the SPPA has adequate time to process and plan production of annual benefit statements and annual allowance calculations.

SPPA have a statutory obligation to provide Annual Benefit Statements to members by **31 August 2019** and there is a risk that any annual returns submitted after **31 May 2019** may not be loaded to member records in time for that deadline. This could result in scheme members not receiving their Annual Benefit Statements.

Failure to submit data – Pensions Regulator

If SPPA does not meet its statutory obligation to produce an annual benefit statement (ABS) for all active scheme members by 31 August 2019 we are obligated to report this to the Pensions Regulator. To provide clarity to the Regulator we may include the names of all employers who have failed to meet the **31 May 2019** deadline set by SPPA to allow for the timely production of ABS.

For more information on your responsibilities please read the guidance below:



<https://www.gov.uk/hmrc-internal-manuals/pensions-tax-manual/ptm167400>

Online Annual Returns Guidance

To support timely and accurate annual returns, we have created a [dedicated area](#) on our website containing important bulletins and resources designed to raise awareness of known issues. We have provided an Annual Return Readiness Guide and Checklist. Full guidance on completing the annual return is also provided. Employers should use these resources in preparation for their annual returns.

Data Submission and Support

NHS Health Boards should continue to submit data in the existing format via ATOS Origin.

For NHS GP Practices and Direction Bodies all annual and Nil returns must be submitted through the Employer Data Management (EDM) portal. If you do not have a registered EDM user in your organisation, please contact the EDM Support Team.

In order to support employers in completing the annual return and using the EDM portal, there is a dedicated support team ready to offer help and assistance to users.

For data or submission enquiries please telephone 01896 893000 (and ask for 'EDM'). Alternatively you can email : SPPAEDM-Enquiry@gov.scot.

Schedule of Events

Planned activities	Scheduled for:
SPPA will issue final reminder to Payroll departments	21 May 2019
SPPA will evaluate whether all returns received	1 June 2019
SPPA will escalate non-compliance with Chief Executives	w/c 1 June 2019
Employers become liable for HMRC sanctions	6 July 2019
SPPA will provide report to Pensions Regulator	1 Sept 2019

Amendments to previously submitted data

The SPPA are aware that employers may need to revise information previously supplied on an annual return or leaver form. This can happen as a result of retrospective pay rises or late notification of pay. The only acceptable way to update data already submitted is via the NSR06 Amendment form, held on the EDM system. This ensures that the data is in the correct format to over-write what was previously submitted. The SPPA are unable to accept any other format at this point in time and employers should not send any other type of



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spreadsheet. Any file other than the EDM version of the NSR06 will not be applied to the member record.

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20 February 2019

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