

# **MAIN FUNCTIONS AND SERVICES**

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## **Functions Related to NHS, Teachers' Fire and Police Pension Schemes and Injury Benefit Schemes**

1. maintaining records to support the operation of the schemes;
2. calculating, authorising and paying pensions, other benefits and any other sums due on retirement and thereafter under schemes' regulations including injury benefits (for NHS, Police and Fire schemes only);
3. calculating, authorising and paying pensions to spouses/partners and dependents on the death of a member/pensioner;
4. maintaining systems to support the prompt and accurate payment of such sums due;
5. processing elections made under the regulations by members;
6. calculating and paying refunds of contributions and providing services to support the purchasing of additional pension;
7. calculating and paying the transfer of pension rights to and from other pension providers;
8. providing information to members and their employers, to their agents and to UK Government Departments such as the Department for Work and Pensions and the HMRC;
9. maintaining facilities for Additional Voluntary Contributions for scheme members, as laid down in the schemes' regulations;
10. collecting sums due to the Scottish Ministers under the regulations (not Police and Fire Schemes);
11. maintaining accounts of income and expenditure under the regulations (not Police and Fire Schemes);
12. preparing budget estimates of income and expenditure and monitoring actual payments against estimates (not Police and Fire Schemes);
13. providing accurate information to other parts of the Scottish Government and to the schemes' actuaries for accounting and valuation purposes;
14. liaising with HM Treasury, other UK Departments and bodies



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regulating and administering public service pensions;

15. providing services in support of the governance framework created by the Public Service Pension Act 2013 for the pension schemes for which the Agency has administrative responsibility;

16. providing Cash Equivalent Transfer Values for divorce purposes and the implementation of Pension Sharing on Divorce orders for which income is generated.

### **Functions Related to Regulation of Schemes**

17. participating in the development of public service pensions policy with the HM Treasury and other interested UK Government Departments, and consulting with Scottish representatives of employers and members of the schemes;

18. advising Scottish Government and the Scottish Ministers on the implications for their areas of responsibility of pension policy developments;

19. preparing and promulgating statutory regulations;

20. advising local authorities and other bodies involved in administration of the schemes; and,

21. determining questions under the regulations where there is a right of appeal to the Scottish Ministers.

### **Services provided under negotiated service level agreements, where appropriate**

1. maintaining records, calculating benefits, and other pension services for schemes with a workforce attached to certain Non-Departmental Public Bodies sponsored by the Scottish Government and funded on a repayment basis;

2. providing advice to Directorates of the Scottish Government and to the Scottish Ministers on public service pensions policy in general and pension;

3. providing statistical information to other parts of the Scottish Government from pension records.