

# Teachers' Pension Scheme 2022/03

- Who should read:**
- Chief Executives
  - All HR and Payroll Managers
  - Pension Administration Staff
  - Staff who submit data to SPPA
- Action:** To read and circulate as appropriate
- Subject:** Annual return data requirements 2021-22
- Date:** 11 March 2022

## The purpose of this circular is to:

- Request annual return data for all active members
- Provide information on the help and support available
- Highlight data submission requirements for furloughed staff
- Highlight member and employer contribution guidance
- Indicate the schedule of relevant dates

Thank you for all your support and providing the information we need, In recent years our collaborative approach to Annual Returns has resulted in a year on year increase in the total number of Annual Benefit Statements we have issued in August. With your ongoing help, our intention is to meet the target set by The Pensions Regulator and have 100% of eligible members statements issued by 31 August 2022.

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

The **deadline** for submitting annual and nil returns is **31 May 2022**. This is to ensure we have adequate time to process and plan production of annual benefit statements and annual allowance calculations.

All returns must be submitted using the STPS03 annual return form held on the EDM portal. The data specification has not changed from previous years.

## Active Lists

All employers have been sent an active member list via EDM. This list details all the active members and contracts that we hold on our pension administration system as at 31 January 2022. We urge employers to ensure they submit an annual/nil return for all on the list. If any member has opted out, please ensure that you submit an STPS02 leaver form, **not** an annual

return. If you have any members who are not on the active list, please ensure that you have submitted a new STPS01 starter form via EDM as well as an annual/nil return.

### **Failure to Submit Data – Pensions Regulator**

If we do not meet the statutory obligation to produce an annual benefit statement for all active scheme members by 31 August, we are obligated to report this to the pensions regulator. To provide clarity to the regulator, we may include the names of any employers who have failed to meet the 31 May 2022 deadline.

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

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

### **Help and Support**

The annual return bulletins, annual return readiness guide and checklist can be found on the SPPA website's dedicated [annual return section](#). We recommend that employers familiarise themselves with the content before they submit data.

The data team are available to support you with any enquiries that you have with this exercise and are on hand to answer all your queries via data team direct line on 01896 893050. For data or submission enquiries, you can also email us: [SPPAEDM-Enquiry@gov.scot](mailto:SPPAEDM-Enquiry@gov.scot). Or why not arrange a "Microsoft Teams" call with our dedicated experts, who are on hand to answer your queries.

### **McCloud / 2015 Remedy**

From 1 April 2022 all NHS scheme members will become members of the 2015 CARE scheme. The 1995 and 2008 final salary schemes will close to any future pension build-up. This means that when members claim their pension after 1 April 2022, it may contain both final salary and CARE scheme benefits.

To make these changes, the SPPA must ensure member records have a 'definitive break.' This involves us closing all affected records on our system on 31 March before reopening them on 1 April.

In order for us to process these changes on-time, we ask that employers have updated their 2021-22 financial year information before we receive your annual returns.

### **Member and Employer Contributions**

Information on contribution rates can be found on [Circular 2021/03](#) and for the coming year on [Circular 2022/01](#). Employer contribution rates remain at 23% for 2021/22 and 2022/23.

## Teacher Pay Award 2021-22

The pay offer has yet to be finalised/accepted and will be subject to agreement. Depending on when this is agreed you may wish to consider this in your annual return submission.

Remember the scheme regulations advise monies to be paid in the financial year they are earned and not when they are actually paid.

The deadline for the submission of the annual return is the 31<sup>st</sup> May 2022. If a member has arrears of pay as a result of a backdated pay rise, you must consider whether you need to provide additional data to SPPA.

If you are required to make payments after April 2022 related to the previous financial year we would expect you to complete an STPS06 amendment form or adjust your annual return prior to submission.

If the annual return has been submitted prior to the calculation and payment of the arrears payment, it is essential that an STPS06 amendment form is submitted. This is available on the EDM System. This form allows you to over-write the annual return with the new revised earnings and contributions for the year.

The STPS06 form should contain all information previously submitted on the annual return plus any arrears of pay due for the period 1 April 2021 to 31 March 2022. The arrears for this period should then be removed from next year's annual return to avoid double reporting:

## Employer Performance Reports – Local Authorities Only

We will be sharing employer performance reports for 2021-22. We continue to track the timeliness and accuracy of data and intend to share a report for each authority on an annual basis.

## Planned Activities

We will:

- Issue final reminder to payroll departments – week commencing 17 May 2022
- Evaluate whether all annual returns have been received – 1 June 2022
- Escalate non-compliance – from 1 June 2022
- Provide report to the pensions regulator – 1 September 2022
- Share performance reports (local authority only) – from October 2022

## Any questions?

Please contact [SPPAEDM-Enquiry@gov.scot](mailto:SPPAEDM-Enquiry@gov.scot) if have any data submission enquiries about this circular, or contact [michael.riddell@gov.scot](mailto:michael.riddell@gov.scot) if you have any general enquiries about this circular.

You can also contact the Data Team directly on 01896 893050.

**Dev Dey**  
Head of Customer Services  
11 March 2022