

# Pensions In Partnership

March 2018

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### emailing us

We have reviewed communications with employers and ask you make the following changes when emailing us:

\* Do not include any **National Insurance Numbers** in the Subject:

\* Limit the number of attachments per email to **10**

\* Only use the following revised email **Subjects:**

- Absence
- Actual Retirement
- Actual Retirement: Ill Health
- Change in Hours
- Death Notification
- Estimate of Benefits
- Estimate of Benefits: Ill Health
- Leaver Form (s) (followed by the number attached to the email)
- New Start
- Opt Out
- S20 Form
- Year End Data Return
- 50/50 Application Form

### emailing us (cont.)

#### **About our mailboxes:**

Your emails should be sent to one of our generic (not SPFO staff) mailboxes:

- **spfposting@glasgow.gov.uk** (or spfposting@glasgow.gcsx.gov.uk) **for all year end** returns and related communications
- **spfpayments@spfo.org.uk** (or spfpayments@glasgow.gcsx.gov.uk) **for contributions** remittances and other finance related emails
- **spfosub@fs.glasgow.gov.uk** (or spfosub@glasgow.gcsx.gov.uk) **for all other Excel** spreadsheets
- **spfo@glasgow.gov.uk** (or spfo@glasgow.gcsx.gov.uk) **for all other emails**

### Employee contribution rates

We will issue employee contribution rate tables for 2018/19 as soon as we have them from the SPPA (**most likely mid March**).

### Year end

We have produced a [Top 10 tips for avoiding data errors](#) in year end returns / subsequent data work.

**PTO PTO PTO PTO PTO PTO PTO...**





# PIP March 2018 (cont)



## GDPR: SPFOne / Data sharing

To comply with the changes to data protection coming into force on 25 May 2018:

\* a **pop up box on SPFOne** appears the first time a user logs in after 13 Feb. Users don't experience this every time they use SPFOne. If users don't tick the box, they can't use SPFOne until they tick the box at a future login

\* please ensure that you **return your signed Data Sharing Agreement by 31 March**

## What you think about PIP

Your feedback from the SurveyMonkey in last month's PIP was that you:

- Rate it 'high'
- Want it to stay monthly
- Share it with colleagues
- Do use the index
- Do refer back to it

As it meets your needs, we do not plan to make major changes to it, but we will take on board the useful suggestions that we received. Thank you to all who responded.

## Forms and Excels

We plan to upgrade all of our forms and Excels from .doc or .xls files (97 – 2003 formats) to .docx or .xlsx files over the next couple of months as we make them 18/19 and GDPR compliant, **please check that your software will be able to handle the updated Word / Excel formats.**

## Forms and Excels (cont.)

Please also check that you are using the latest version of our Forms and Excels if you have versions saved to your desktop. We recommend you **always download from our website** rather than using your desktop.

## Pensions politics

Regulations to introduce **LGPS 2018** are expected to be laid early April and to be in force no earlier than 1 June 2018.

The Cabinet Secretary for Finance has asked for a consultation later this year on the future structure of the Scottish LGPS based on four options:

- \* No changes
- \* Retaining the eleven funds, but with closer collaboration
- \* Introducing one or more common investment pools
- \* Merging the funds into one or more new funds

## For reference

Our website has a News story about the **SPF Committee meeting of 28 Feb.**

The LGPC has issued **Bulletin 167**, on its new regs website at: <http://www.scotlgpsregs.org/bulletinsetc/bulletins.php>

**167** outlines the legal documents re GDPR that are expected to be published during March.