

The Human Resource Director of:  
Each Health and Social Services Board  
Each HSS Trust  
Central Services Agency

The Finance Director of:  
Each Health and Social Services Board  
Each HSS Trust  
Central Services Agency

Circular HSS(S) 07/05

12 August 2005

Dear Colleague

**HPSS SUPERANNUATION SCHEME – CIRCULAR DISTRIBUTION**

HPSS Superannuation Branch has been issuing circulars to Human Resource and Finance Department contacts by e-mail for some time, as well as issuing hard copies.

We now propose issuing hard copies to Chief Executives only and e-mailing a copy of each circular to a named contact in the Human Resource and Finance Departments for distribution within each employing authority. Copies of circulars will also be available on the HPSS Superannuation Branch website. The HPSS Superannuation Branch website address is [www.dhsspsni.gov.uk/superann](http://www.dhsspsni.gov.uk/superann).

I would be grateful if you could complete the pro-forma at **Annex A**, providing the name and contact details of a person to whom circulars should be e-mailed to for distribution within your Department.

Please return completed forms to Russell McGowan at HPSS Superannuation Branch, Waterside House, 75 Duke Street, Londonderry BT47 6FP.

Yours sincerely

Phil McCusker  
**HPSS Superannuation Scheme Manager**

**ANNEX A**

**\*Trust/Board/Agency:** \_\_\_\_\_

<b>1. *HUMAN RESOURCE / FINANCE CONTACT</b>	
<b>NAME</b>	
<b>ADDRESS</b>	
<b>TELEPHONE</b>	
<b>FAX</b>	
<b>E-MAIL</b>	

- Delete as applicable

**In the event of the contact above being absent / unavailable please provide an alternative contact name and e-mail address:**

<b>NAME</b>	
<b>E-MAIL</b>	

**Please return completed forms to: Russell McGowan,  
HPSS Superannuation Branch,  
Waterside House,  
75 Duke Street,  
Londonderry, BT47 6FP.  
Tel: (028) 7131 9141**

