

**LOCAL GOVERNMENT PENSION SCHEME (SCOTLAND)  
CIRCULAR SPN/LG No. 7/2016**

<b>WHO SHOULD READ:</b>	<b>Secretary General, Convention of Scottish Local Authorities Chief Executive, Scottish Local Authorities Chief Executive, Water Authorities Principal Reporter, Scottish Children’s Reporter Administration Chief Executive, Scottish Environment Protection Agency Director General, Strathclyde Passenger Transport Executive Clerk, Strathclyde Passenger Transport Authority Chief Executive/Director, VisitScotland</b>
<b>ACTION:</b>	<b>This circular should be brought to the attention of Pension Managers, Superannuation Sections and LGPS Employer Payroll Departments. You may also wish to draw it to the attention of the Directors of Finance and Administration</b>
<b>SUBJECT:</b>	<b><u>Guidance on Decisions regarding Ill Health Retirement under the Local Government Pension Scheme (Scotland) Regulations 2014.</u></b>

**About Circular No.7/2016:**

**The purpose of this circular is to provide clear guidance to those persons with the responsibility for making decisions regarding ill-health retirement, and during the subsequent review process, as required by the Local Government Pension Scheme (Scotland) Regulations 2014.**

**Ill-Health Retirement Decisions**

This guidance sets out the responsibilities of the employer when they make an assessment to ascertain if a member meets the LGPS criteria for ill-health retirement, under regulation 34 of the LGPS regulations.

It also sets out the responsibilities of the ‘Appointed Person’ to assist them when making a ‘First Instance Decision’, when they review an employer’s decision at the request of the member, under regulation 70 of the LGPS regulations.

It includes a checklist for both the 'First Instance Decision-maker' and the 'Appointed Person', to ensure that they meet the LGPS regulations and the requirements of the Pensions Ombudsman when making their respective decisions.

**Kimberly Linge**  
**Policy Manager, LGPS**  
**7 November 2016**

**Contact Information:**

Should you have any enquiries about this circular, or require further information, please contact, Kimberly Linge, Policy Manager, LGPS or Annette Greenslade, Policy Manager, LGPS.

Scottish Public Pensions Agency  
7 Tweedside Park  
Tweedbank  
GALASHIELS  
TD1 3TE

[www.sppa.gov.uk](http://www.sppa.gov.uk)  
Telephone: 01896 893000  
Fax: 01896 893214  
[annette.greenslade@gov.scot](mailto:annette.greenslade@gov.scot)  
[kimberly.linge@gov.scot](mailto:kimberly.linge@gov.scot)

