

Scottish Teachers' Superannuation Scheme

The Secretary General, Convention of Scottish Local Authorities

The Director of Education, Director of Finance & Human Resources Managers, Scottish Local Authorities

Principals of Further and Higher Education Institutions

Independent Schools

Official Correspondents of Other Participating Organisations

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Your ref:
Our ref:

2 December 2009

Dear Sir or Madam

TEACHERS' SUPERANNUATION (SCOTLAND) REGULATIONS 2005 (as amended)

Notification from Employers of retirals

This letter seeks the assistance of all employers with staff retiring from the Scottish Teachers Superannuation Scheme with regard to their submission of retirement application forms.

I have previously written to advise you that we require a minimum of 3 months, preferably 4 months, prior notice to allow the retiring teacher's pension to be put into payment within one month of the proposed retiral date. I remind you that these timescales for submission of applications are essential to ensure that payment of pension benefits are made on time.

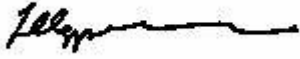
SPPA are currently receiving large numbers of requests for information relating to early retirement exercises being undertaken by numerous employers in addition to the normal retirement applications. The Agency needs to plan its resources carefully to deal with any increase in workloads for the expected retiral dates as well as any early retiral exercises which usually involve more detailed calculations.

I shall be grateful if you will ensure that you keep SPPA updated with any plans you may have relating to early retirement exercises you may consider undertaking, directing any such information to teachersbenefits@scotland.gsi.gov.uk. This will enable me to allocate resources to meet the demands of the work volumes that arise.

With your cooperation, the Agency will be better placed to plan for spikes in retirement applications and in turn assist in minimising pension delays.

Thank you for your assistance.

Yours faithfully

A handwritten signature in black ink, appearing to read 'I Clapperton', with a long horizontal flourish extending to the right.

Ian Clapperton
Director of Operations