

**SCOTTISH TEACHERS' SUPERANNUATION SCHEME
02/2011**

WHO SHOULD READ: All HR and Payroll Managers and administration staff
ACTION: To read and circulate as appropriate
SUBJECT: Ill health retirement

The purpose of this circular is to:

- publish the STSS "A Guide to Ill Health Retirement"
- provide guidance on completing applications.

Ill Health Retirement guide

The purpose of this circular is to notify employers of a new guidance document which has been prepared in respect of ill health retirement for STSS members. The guide can be found on our website http://sppa.gov.uk/scot_teachers/forms.htm

The guide gives details of two tier ill health and the processes in place, guidance on the completion of application forms STSS INC and STSS Med 1, and advice for Medical and Occupational Health Physicians about the arrangements.

Please notify your HR managers and Occupational Health service managers about the publication of this guide.

Guidance for employers

Employers are reminded that they should look at ways of helping their employees remain in work by considering options such as redeployment, rehabilitation, a phased return to work, a reduction in hours or other before concluding that ill health retirement may be appropriate. They should also ensure that the application has a sound medical basis, rather than being a means for management to deal with a problem that should have been pursued through normal channels.

Once it is agreed between the employer and employee that ill health retirement is appropriate, they should work together to provide a robust and comprehensive application which should include reports from all attending specialists, GP and Occupational Health as well as full details and dates of sick absences to assist SPPA's Medical Adviser (MA) in assessing the application. As the applications are based on the information supplied, if there is insufficient medical evidence to allow the MA to make a recommendation, the application is unlikely to succeed. A checklist is attached to the application to ensure that all relevant information required is provided.

Employers should note that SPPA will not seek further medical evidence on behalf of the member, however we will advise the member why the application has been unsuccessful and what is required, for example further medical reports. We will also advise them of the



Internal Disputes Resolution Procedure should they wish to have the decision reviewed. SPPA will not make any payment towards obtaining further medical evidence.

SPPA conducted a review of the Ill health process and noted that only 40% of applications were fully complete on receipt. Various reasons such as missing or incomplete sickness records or medical consent resulted in SPPA spending time following these up by telephone, email and by letter. This inevitably results in the member experiencing a delay in their application being processed at a time when they may already be on nil pay. Therefore, we ask that you ensure that applications are completed and include sufficient medical evidence to support the application.

SPPA make every effort to keep our employers contact list updated. However, to ensure that our Circulars and other information are sent to the appropriate staff, we rely on you to advise SPPAstakeholderliaison@scotland.gsi.gov.uk of any relevant personnel changes in your organisation.

Ian Clapperton
Director of Operations
10 February 2011

Contact Information:

Should you have any enquiries about this circular, or require further information, please contact: Christine.ross@scotland.gsi.gov.uk

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

www.sppa.gov.uk
Telephone: 01896 893000
Fax: 01896 893 214



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