

## Scottish Teachers' Superannuation Scheme

The Secretary General, Convention of Scottish Local Authorities

The Director of Education, Director of Finance,  
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Your ref:  
Our ref: STSS Circular 2009/4

25 June 2009

Dear Sirs

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

The purpose of this circular is to notify employers of a revised ill-health application form, STSS: (INC) and a revised Medical Report, STSS: (MED) 1.

Changes have been made to bring the ill health application form in line with the other STSS forms. The new single application form STSS (INC) has been amended to reflect changes to the ill health application process and updated to include further questions on Additional Pension and information on Commutation. Further, the employer's part reflects changes to the information required to assist the Medical Adviser (MA) in assessing ill health cases. The STSS (MED) 1 has been similarly revised.

The amended STSS: (INC) emphasises to the member that they are responsible for supplying all available medical information in support of their application, (for example GP, Occupational Health and Consultants reports) and makes it clear that if there is insufficient evidence the application is unlikely to succeed.

Employers are required to submit the following information as part of the application

- full details of sickness absences and the reason for absences
- details of the job being undertaken or a full job description and
- the job classification role.

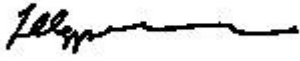
A checklist has also been included to assist employers in ensuring that the application is complete before submitting to SPPA.

Employers are asked to note that the revised forms will be available to download from SPPA's website at [Scottish Public Pensions Agency - Scottish Teachers Scheme - Forms and Leaflets](#). We understand that you may already have requests for ill-health retirements currently in process and these will continue to be accepted. However, from 1 September 2009, SPPA will return old style or incomplete applications.

Should you have any enquiries about this circular, or require further information, please contact [Christine.Ross@scotland.gsi.gov.uk](mailto:Christine.Ross@scotland.gsi.gov.uk)



Yours sincerely



IAN CLAPPERTON  
DIRECTOR OF OPERATIONS



INVESTOR IN PEOPLE