



## SCOTTISH PUBLIC PENSIONS AGENCY

To:

The Secretary General, Convention of Scottish Local Authorities

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

Principals of Further and Higher Education Institutions

Independent Schools

Official Correspondents of Other Participating Organisations

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19 September 2003

Dear Sir or Madam

### **TEACHERS' SUPERANNUATION (SCOTLAND) REGULATIONS PROVISION OF MEDICAL SERVICES TO SPPA**

The purpose of this Circular is to advise employers that from 1 October 2003, BMI Health Services will provide medical advisory services to SPPA.

BMI Health Services has considerable experience in providing medical advice to major pension schemes in the public sector and currently provides a service to the Cabinet Office for members of the Principal Civil Service Pension Scheme.

BMI will administer the service from their Scottish office which is located in Edinburgh. If a medical examination of an applicant is required this will normally be undertaken locally as BMI has a network of medical facilities throughout Scotland.

Mr Terry McColm will manage the contract with BMI on behalf of SPPA. Terry will be happy to discuss any aspect of the arrangement with employers. He can be contacted by telephone on 01896 893018 or e-mail [terry.mccolm@scotland.gsi.gov.uk](mailto:terry.mccolm@scotland.gsi.gov.uk)

Employers should notice little difference to existing procedures when referring ill-health retirement applications to SPPA. The only additional information that has been requested by BMI is for a copy of the applicant's job description to be provided with the application. The following points should however be borne in mind:

- As far as possible the application should be submitted a minimum of four months before the retiral date.
- **A job description must be enclosed with the application.** Failure to provide this at the time that the application is submitted may lead to a delay in a decision on the application.

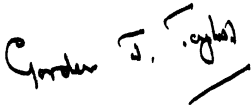
## Teachers' Superannuation Circular 2003/2

- Ensure the fully completed Form Awards 27, parts 1, 2 and (MED) are collated by the employer prior to submission. Any additional medical information should also be submitted at this point.
- Details of sick leave **must** be completed on Form Awards 27, Part 1, Section 4.

Please ensure that this notice is circulated widely throughout your Human Resources and Payroll departments.

Any enquiries about this Circular should be addressed to Margaret Ross on 01896 893071, or e-mail [margaret.ross@scotland.gsi.gov.uk](mailto:margaret.ross@scotland.gsi.gov.uk)

Yours faithfully

A handwritten signature in black ink that reads "Gordon Taylor". The signature is written in a cursive style and is positioned above a horizontal line.

Gordon Taylor  
Operations Director