

**SCOTTISH TEACHERS' SUPERANNUATION SCHEME  
02/2012**

**WHO SHOULD READ:** Directors of Education and Finance  
HR Managers and Payroll Managers  
Teachers' Unions and Representatives

**ACTION:** To read and circulate to all appropriate parties  
Inform scheme members

**SUBJECT:** Submission of 2012 Summer Retirement Application forms

**The purpose of this circular is to:**

- **notify STSS employers and representatives of the timescales for submitting 2012 summer retirement applications**

Please ensure that everyone who is involved in the completion of retirement application forms is given sight of this circular.

**Summer Retirement applications**

To build on last year's success of processing almost 3,000 summer retirements on time, we again seek your support and assistance for 2012.

Previous years' experience has confirmed that, due to high numbers, applications should be submitted to SPPA no later than 3 months (ideally 4 months) prior to the planned retirement date. This will allow benefits to be put into payment on time. This, however, is also dependant on the correct information being submitted with the application.

Last year it was noted that the normal pattern of applications for summer retirements having a retirement date in August, was spread across a wider period starting in June. We would therefore, expect to receive applications with a June retirement date, from February onwards.

We are aware that, in addition to any increase in normal age applications, employers may also have plans for early retirement exercises. We would appreciate if you advised us of any such planned exercise and the numbers involved. The nature of these applications requires greater staff resource and we seek your support in providing us with completed applications as soon as possible so we can process them on time. As well as submitting applications within 3-4 months of the retirement date, it would also be helpful if you would advise us of the overall estimated number of teachers' retirements in your area for this summer (June to August retirement dates).

We fully appreciate that there may be occasions where it is not possible for employers to provide information within the required timescales. For such cases we will aim to minimise any benefit delays. It is, however, essential that you keep us informed about potential late applications to allow us to plan accordingly.



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Following last years retirements we identified areas where improvements could be made and this resulted in an updated, easier to complete application which we are close to finalising. When this is ready we will notify you, however, in the meantime please continue to use the existing STSS RET to ensure no applications are delayed.

Ian Clapperton  
Director of Operations  
29 February 2012

**Contact Information:**

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

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