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Authorised By	Sue Cormack
Designation	HR Manager - Operations
Date	14/05/12

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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

7 Tweedside Park
Tweedbank
GALASHIELS
TD1 3TE
www.sppa.gov.uk

Tel: 01896 893000
Fax: 01896 893214
pamela.brown1@scotland.gsi.gov.uk

Your ref:
Our ref:

27 June 2012

Dear Sir/Madam

Summer 2012 retireals

The purpose of this letter is to provide you with a progress report on 2012 summer retireals.

As in previous years we have received a very high volume of retirement applications. We recognise that this causes an increase in the workload of both employers and SPPA. This letter explains what we are doing to minimise delays and to seek your assistance in managing the expectations of retiring teachers.

To date we have completed upwards of 900 applications, with a further 600 still to be processed. It should be noted that, to ensure fairness in processing applications, we are working through these strictly in 'date received' order, with priority being given to those applications which were received on time – by that I mean applications which were received at least three months prior to the retirement date.

You can be assured that we will try to process each application received as close to the payable date as possible, however, we would request that you advise any retiring teacher, whose application was submitted less than three months prior to retirement, that their award may be paid late. We are similarly advising teachers directly that payment of their benefits may be late.

We have organised resources to maximise the processing of applications and dependent upon the final numbers, this may mean that lower priority tasks may have to be rescheduled with limited activity on estimates and service enquiries. I apologise if this causes an inconvenience but hope you will understand the reasons for this.

If you have yet to submit applications for retirement during this summer period, please let us know how many you expect to send by emailing Teachersbenefits@scotland.gsi.gov.uk



Thank you for your assistance and understanding.

Yours faithfully

A handwritten signature in cursive script that reads "P Brown".

Pam Brown
Director of Operations



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