

TECHNICAL BULLETIN

NO.22

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TO ALL EMPLOYERS WITH MEMBERS IN THE LOCAL GOVERNMENT PENSION SCHEME. PLEASE ENSURE COPIES ARE PASSED TO RELEVANT STAFF.

Retiral Procedures

We have reviewed our retiral procedures since the issue of Technical Bulletin 16 which highlighted the issue of commuting pension for lump sum and the options open to members in relation to their AVC's on retirement.

To ensure that members receive all necessary information on the options available prior to retirement and the timescales for making those choices the following process must be put into operation:

- Members considering retirement must be informed that in their own interests they should inform their employer at least three months in advance of the intended retirement date.
- Employers must request a retirement quotation from SPFO, by e-mail or in writing, on behalf of the member on receiving notification from the employee. The quotation request must give full information to enable a retirement quotation to be provided by SPFO, including the member's current address.
- SPFO will produce a retirement quotation calculation that will be forwarded directly to the member (except in cases of efficiency / redundancy retirals). It is the aim of SPFO that every retiring member is provided with a retirement quotation at least two months prior to the intended retirement date.
- SPFO will notify the employer that the retirement quotation has been forwarded to the member.
- When employer receives the member's notification of retirement, the relevant retirement forms must be fully completed and forwarded to SPFO as a matter of urgency.

It is important to reiterate that failure to advise members accordingly could result in charges of maladministration being brought against either Strathclyde Pension Fund or the scheme employer.

It is imperative therefore that Strathclyde Pension Fund Office is given, as a minimum, at least two month's prior notification of all retirements using the appropriate forms.

It is also essential that employing authorities treat requests for information from this office as high priority to avoid delays in the calculation of benefits that may prove detrimental to members.