

## **Appendix 1**

### **Current approval process between SSSC and Tayside Pension Fund**

- Confirmation of early retirement can come by email from one of the following nominated counter signatories:
  - [Anna.fowlie@sssc.uk.com](mailto:Anna.fowlie@sssc.uk.com) (Anna Fowlie, Chief Executive)
  - [Gordon.weir@careinspectorate.com](mailto:Gordon.weir@careinspectorate.com) (Gordon Weir, Director of Corporate Services for SSSC and Care Inspectorate)
  - [Susan.sneddon@sssc.uk.com](mailto:Susan.sneddon@sssc.uk.com) (Susan Sneddon, Human Resources Manager)
- Approval of any retirement where there is a cost to the employer must be granted by the SSSC Resources Committee. Signed copies of the minutes confirming this permission will be attached to the email.
- The minutes will not name the individual by name, therefore the email will confirm the name and national insurance number of the person the minutes relate to.
- Where early retirement confirmation relates to a nominated counter signatory, permission must be confirmed by one of the other counter signatories.
- Any future changes to the process will be confirmed in minutes of the SSSC Resources Committee and forwarded to the Pensions Section.