

RETIREMENT POLICY

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Date of Approval	6 th December 2017
Date of Implementation	6 th December 2017
Next Review Date	December 2020
Review Responsibility	Associate Director of HR & Corporate Services
Version	0.3

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SECTION A – POLICY

1. Policy Statement, Aims and Objectives

- 1.1. The purpose of this policy is to outline the procedure for directly employed employees approaching the end of their NHS career or who are wishing to take voluntary early retirement. This policy does not detail the entitlements of members of the NHS Pension Scheme on retirement or the process of applying for that pension.
- 1.2. NHS Doncaster Clinical Commissioning Group (CCG) reserves the right to operate early retirement in accordance with the Organisational Change Policy.
- 1.3. The development of this policy:
 - Clarifies the responsibilities of line managers and employees in relation to retirement
 - Outlines the support and guidance available to employee who are planning to retire
 - Outlines employee entitlements upon retirement

2. Legislation and Guidance

- 2.1. The following legislation and guidance has been taken into consideration in the development of this procedural document.
 - Equality Act 2010

3. Scope

- 3.1 This policy applies to those members of staff that are directly employed by NHS Doncaster CCG.

4. Accountabilities and Responsibilities

- 4.1 Overall accountability for retirement within NHS Doncaster Clinical Commissioning Group lies with the Chief Officer. Responsibility is delegated to the following:

<i>Associate Director of HR & Corporate Services</i>	<p>Has delegated responsibility for:</p> <ul style="list-style-type: none">• Maintaining an overview of the corporate ratification and governance process associated with the policy.• Leading the development, implementation and review of the policy.
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	<ul style="list-style-type: none"> • Providing advice on retirement. • Completion of the Employer section of form AW8 (Application for NHS Pension) and verification of identity documentation.
Appointing Officers	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> • Workforce and succession planning. • Enabling access to guidance and support for the employee. • Notifying Human Resources of a pending retirement.
<p>All Staff</p> <p>Staff Side</p>	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> • Notifying their line manager of the intention to retire. • Contacting the Pensions Agency. • Completion and submission of relevant documentation required to process an application for pension benefits. • Applying for a retirement award <p>Have responsibility to:</p> <ul style="list-style-type: none"> • Ensure they are familiar with the policy and procedure • Advise and represent employees who are members of recognised Trade Unions

5. Dissemination, Training and Review

5.1. Dissemination

5.1.1. The effective implementation of this procedural document will support openness and transparency. NHS Doncaster CCG will:

- Ensure all staff and stakeholders have access to a copy of this procedural document via the organisation's website.

5.1.2. This procedural document is located on the CCG website. A set of hard copy Procedural Document Manuals are held by the Governance Team for business

continuity purposes. Staff are notified by email of new or updated procedural documents.

5.2. Training

5.2.1. All staff will be offered relevant training commensurate with their duties and responsibilities. Staff requiring support should speak to their line manager in the first instance. Support may also be obtained through their HR Department.

5.3. Review

5.3.1. As part of its development, this procedural document and its impact on staff, patients and the public has been reviewed in line with NHS Doncaster CCG's Equality Duties. The purpose of the assessment (refer to Appendix 3) is to identify and if possible remove any disproportionate adverse impact on employees, patients and the public on the grounds of the protected characteristics under the Equality Act.

5.3.2. The procedural document will be reviewed every three years, and in accordance with the following on an as and when required basis:

- Legislatives changes
- Good practice guidelines
- Case Law
- Significant incidents reported
- New vulnerabilities identified
- Changes to organisational infrastructure
- Changes in practice

5.3.3. Procedural document management will be performance monitored to ensure that procedural documents are in-date and relevant to the core business of the CCG. The results will be published in the regular Governance Reports.

6.2.4. A number of other procedural documents are related to this policy and should be read in conjunction as follows:

- Organisational Change Policy
- Sickness Absence Policy
- Flexible Working Policy
- Recruitment and Selection
- Organisational Development Strategy

PART 2 – PROCEDURE

1. Retirement Age

- 1.1. The current minimum age for employees who joined the NHS Pension Scheme before 1st April 2008 (known as the 1995 Section) and who chose not to transfer into the new NHS Pension Scheme (known as the 2008 Section) to retire and receive their pension benefits is age 60 years.
- 1.2. For employees who joined the NHS Pension Scheme after 1st April 2008 or who chose to transfer their 1995 Section pension to the 2008 Section pension, the minimum age they can retire and receive their pension benefits is age 65 years.
- 1.3. Certain categories of employee, for example nurses or mental health officers, who were identified as members of 'special classes' prior to 6 March 1995 and who have maintained this status can currently retire and receive benefits at the age of 55 years.
- 1.4. Employees should be advised that they should submit their application to receive pension benefits to the NHS Pensions Agency as soon as possible when they have made the decision to retire and no later than 4 months before the date of which they wish to access benefits.

2. Voluntary Early Retirement

- 2.1. Voluntary Early Retirement (VER) is available to all employees who are members of the NHS Pension Scheme and are between the ages of 50 and 60 years of age. A member will be permitted to take VER from the age of 50 years, subject to their qualifying reckonable years of service. Both the pension and the lump sum would be reduced to take account of early payment and employees are advised to contact Human Resources to request a pension estimate.

3. Early Retirement in Accordance with Organisational Needs

- 3.1. If early retirement is in accordance with organisational needs and is agreed with the Chief Officer and is approved by the Remuneration Committee no financial loss will be incurred by the employee.
- 3.2. Employees over age 50, with at least five years pensionable service, will have the choice to either take a redundancy payment of one month's pay per year of continuous service, or access their pension.

4. Premature Retirement

- 4.1. Premature retirement may also be available in the following circumstances to employees with eligibility under the NHS Pension Scheme:
 - Ill Health Retirement

- Organisational change efficiency of the service – redundancy in accordance with the NHS Pension Scheme

4.2. Regulations are complex and advice should be sought prior to the consideration of premature retirement from Human Resources. In respect of premature retirement associated with organisational change approval is via the Remuneration Committee.

5. Flexible Retirement

5.1. As part of the commitment of the CCG to providing flexible working opportunities employees are able to apply for flexible retirement. The employee would be required to discuss this possibility with their Line Manager and should complete the application form contained in Appendix 1.

5.2. The options available in relation to flexible retirement are:

- To reduce hours to part time work whilst maintaining the same level of responsibility, the pension benefits are based on the final salary calculated on a whole time basis.
- To step down into a role with less responsibility on a lower salary whilst preserving pension entitlement from the higher level post.
- To retire and start receiving pension and carry on with full or part time work.

5.3. Requests for flexible working will be accommodated where this is possible however employees should be aware that the post offered to them may not always be the post that they held prior to retirement. The decision on whether a post is suitable for the employee to take flexible retirement will be based on business justifiable ground. Examples of business justifiable grounds are:

- The burden of additional costs
- Inability to re-organise the work amongst existing employees
- Inability to recruit additional employees
- Detrimental impact on performance
- Planned structural changes
- Detrimental effect on the ability to meet service demands

5.4. Further advice and guidance may be obtained from Human Resources and details of options for part time working are contained in the Flexible Working Policy.

5.5. Employees are encouraged to seek advice and information regarding their pension. Members of the NHS Pensions Scheme can contact payroll or the Pensions Agency for information. Financial advice must be sought from an independent financial adviser.

5.6. Where an employee chooses to take flexible retirement they must have an unpaid break of employment of 24 hours following their retirement date. For the following month they may work up to a maximum of 16 hours per week. After that period of time has elapsed they may increase their hours of work.

6. Retirement Awards

- 6.1. On retirement from the NHS the employee will receive a letter from the Chief Officer and Chair to acknowledge their retirement and thank them for their service.
- 6.2. Employees who have 20 years or more cumulative NHS service will qualify for a retirement award. The award can be made where an employee retires voluntarily or is retired on health reasons. It will not apply to those who choose to take flexible retirement.
- 6.3. Six weeks notice is required to process retirement award applications.
- 6.4. The amount of the award will be as follows:
 - For 20 years cumulative NHS service the award will be £100
 - For each additional year worked the employee will be entitled to £10 per year up to a maximum of 24 years in total, therefore the maximum amount payable will be £140.
- 6.5. Applications for funding should be made to the Chief Finance Officer using the form contained in Appendix 2. The normal requisitioning procedure will apply and the payment will be in the form of vouchers.
- 6.6. Length of cumulative NHS services will be verified by Human Resources.
- 6.7. Additional items such as flowers, cakes etc will not be funded. Any such purchases will be made from voluntary contributions from colleagues.

APPLICATION FOR FLEXIBLE RETIREMENT

To be completed by the Employee:

Name	
Employee Number	
Date of Birth	
Job Title	
NHS continuous service date	
Retirement date	
<i>I wish to apply for flexible retirement</i>	
Signed	
Date	

To be completed by the Manager:

I **do/do not** give approval for this application for flexible retirement for the following reasons:

Date of 24 hour break in Service	
Recommencement of employment date	
Job title	
Hours to be worked for the following month (must be 16 hours per week or less)	
Hours to be worked after this period	

Signed (Employee):.....

Date:.....

Signed (Manager):.....

Date:.....

Signed (Chief of Service):.....

Date:.....

REQUEST FOR RETIREMENT AWARD

Name of Employee	
Date of Retirement	
Date of Entry to NHS Employment	
Amount of Cumulative NHS Employment	
Amount of Award	
Line Manager (signature)	
Line Manager (print name)	
Job Title	
FINANCE USE ONLY	
Chief Finance Officer (signature)	
Date	

Equality Impact Assessment

Title of policy or service contract:	Retirement Policy	
Name and role of officer/s completing the assessment:	Andrea Richards, HR Manager	
Date of assessment:	February 2018	
Type of EIA completed:	Initial EIA 'Screening' <input checked="" type="checkbox"/> or 'Full' EIA process <input type="checkbox"/>	<i>(select one option - see page 4 for guidance)</i>

1. Outline	
Give a brief summary of your policy or service <ul style="list-style-type: none"> • Aims • Objectives • Links to other policies, including partners, national or regional 	<p>To provide information and a framework in support of employees who wish to retire or take flexible retirement and to assist managers in facilitating these processes.</p> <p>The policy is applicable to all employees and adheres to NHSLA Standards, statutory requirements and best practice and makes all reasonable provision to ensure equity of process for all employees.</p>

Identifying impact:

- **Positive Impact:** will actively promote or improve equality of opportunity;
- **Neutral Impact:** where there are no notable consequences for any group;

- **Negative Impact:** negative or adverse impact causes disadvantage or exclusion. If such an impact is identified, the EIA should ensure, that as far as possible, it is either justified, eliminated, minimised or counter balanced by other measures. This may result in a 'full' EIA process.

2. Gathering of Information					
This is the core of the analysis; what information do you have that might <i>impact on protected groups, with consideration of the General Equality Duty.</i>					
(Please complete each area)	What key impact have you identified?			For impact identified (either positive or negative) give details below:	
	Positive Impact	Neutral impact	Negative impact	How does this impact and what action, if any, do you need to take to address these issues?	What difference will this make?
Human rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Positive support for employees approaching retirement on grounds of age or ill health. Provides guidance, advice and options within the procedures of the NHS Pensions Agency.	Support for employees and managers when navigating the NHS Pensions Agency process.
Carers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

reassignment					
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage and civil partnership (only eliminating discrimination)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other relevant groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
HR Policies only: Part or Fixed term staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

IMPORTANT NOTE: If any of the above results in 'negative' impact, a 'full' EIA which covers a more in depth analysis on areas/groups impacted must be considered and may need to be carried out.

Having detailed the actions you need to take please transfer them to onto the action plan below.

3. Action plan				
Issues/impact identified	Actions required	How will you measure impact/progress	Timescale	Officer responsible
No anticipated detrimental impact has been identified.	There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic – therefore there is no required action identified	Policy will be monitored in line with changes in legislation and amended as necessary	In line with CCG Policy Review timetable.	HR Manager

4. Monitoring, Review and Publication

When will the proposal be reviewed and by whom?	Lead / Reviewing Officer:	Associate Director of HR & Corporate Services.	Date of next Review:	November 2020
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Once completed, this form **must** be emailed to Gareth Jones Equality Lead for sign off @

gareth.jones22@nhs.net.

Equality Lead Name:	
Signature	
Date	