

Retirement

Human Resources Policy No. HR19

Part of Policy Cluster for Employment Life Cycle
Human Resources Policy Cluster Ref. G

Additionally refer to:

HR01 Equality and Diversity
HR22 Pension Scheme
HR28 Flexible Working Policy
HR31 Managing Attendance and Wellbeing
HR32 Ill Health Retirement

Version:	V5.6
Originally issued	March 2010
Approved by	TNCC, PAG, HEC
Date approved	August 2016
Ratified by:	Trust Board
Date ratified:	September 2016
Document Lead	HR Business Partner
Lead Director	Workforce Director
Date issued:	September 2016
Review date:	December 2017
Review date extended until:	31 st March 2020
Target audience:	All employees, Managers

Version Control Sheet

Document Lead/Contact:	Laura Kavanagh – HR Business Partner Laura.kavanagh@sath.nhs.uk
Document ID	HR 19
Version	5.6
Status	Draft
Date Equality Impact Assessment completed	Updated August 2013 Updated July 2016
Issue Date	August 2016
Review Date	31 st March 2020
Distribution	Please refer to the intranet version for the latest version of this policy. Any printed copies may not necessarily be the most up to date
Key Words	Retirement, Flexible Retirement, NHS Pensions
Dissemination	Employees Quarterly Updates; HR pages of Intranet; HR Centre Reports

Version history

Version	Date	Author	Status	Comment
4	Mar 10	William Wraith	Final	Agreed by Trust Board.
5.1	Apr 13	Louise Graham	Draft	Converted to new Policy Format. Updated version, multiple changes throughout.
5.2	May 13	Louise Graham	Draft	Amendments made following May 2013 TNCC Policy Group.
5.3	June 13	Louise Graham	Draft	Amendments made following Policy Working Parties. Incorporation of HR20 Flexible Working Policy.
5.4	July 13	Louise Graham	Draft	Amendments made following July 2013 TNCC Policy Group.
5.5	Aug 13	Louise Graham	Draft	Amendments made following August 2013 TNCC Policy Group.
5.5	Oct 13	Louise Graham	Draft	Agreed at TNCC.
5.6	July 16	Laura Kavanagh	Draft	Amendments made following changes to NHS Pension Schemes.
5.7	August 2016	Laura Kavanagh	Final	Amendments accepted and final version agreed.
5.8	August 2017	Kate Youlden	Final	Minor updates due to mirror National Scheme. Agreed with Staff Side Chair and Vice Chair
5.9	March 2019	Kate Youlden	Final	Removal of age restriction to retirement gifts. Agreed by WF Director and Staff Side body without full policy review

Contents

1	Policy Statement	4
2	Introduction	4
3	Scope	4
4	Responsibilities	4
5	Retirement	5
6	Retirement Options	6
8	Flexible Retirement Options	12
9	Retirement Presentations and Gifts	12
10	Training	13
11	Review Process	13
12	Equality Impact Assessment (EQIA)	13
13	Process for Monitoring Compliance	14
14	References	14
Appendix A	Retirement Gifts and Presentations	15
Appendix B	Application for Retirement Gift	16
Appendix C	Retirement Process – NHS Pension Scheme Members	16
Appendix D	Retirement Process – Non NHS Pension Scheme Members	18

1 Policy Statement

- 1.1 This policy sets out the Trust's arrangements for retirement, including flexible retirement options and also covers the arrangements for recognition of long service upon retirement.

2 Introduction

- 2.1 The Trust values the loyalty and commitment given to the NHS by members of its employees and believes that support should be available for all employees retiring from the service to enable them to cope with this transition.
- 2.2 This policy provides guidance for both managers and employees on retirement and aims to support the Trust to meet service needs, to support the implementation of the NHS Plan, promote the principles of the Improving Working Lives Standard and ensure the Trust is compliant with employment legislation.
- 2.3 A flowchart providing an overview of the process for organising retirement gifts and presentations can be found in appendix A. Further information is available from line managers and the Human Resources Department.

3 Scope

- 3.1 This policy applies to all employees directly employed by the Trust, whether full-time or part-time, permanent or temporary and including those employed via the Temporary Staffing Department.
- 3.2 The policy does not apply to individuals employed by agencies or other contractors. Issues relating to retirement and pension arrangements for these individuals should be referred to the appropriate employer.
- 3.3 In implementing this policy, managers must ensure that all employees are treated fairly and within the provisions and spirit of the Trust's Equality and Diversity Policy (HR01). Special attention should be paid to ensuring the policy is understood when using it for employees new to the NHS or Trust, by employees whose literacy or use of English is weak or for persons with little experience of working life.

4 Responsibilities

4.1 Trust Board

- 4.1.1 The Trust Board has a strategic responsibility to ensure that the policy is communicated to all employees and is effectively implemented.

4.2 Trust Managers

- 4.2.1 All Trust Managers are responsible for the equitable implementation of this policy and for ensuring that all employees are aware of their responsibilities under it. Support and guidance may be sought from Human Resources.
- 4.2.2 Managers have a responsibility to ensure that they are familiar with this policy and for explaining the policy to their staff.
- 4.2.3 Managers are responsible for processing all retirement requests in a timely manner.

4.2.4 Managers are also responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust.

4.3 Employees

4.3.1 All employees will observe the principles of the policy and where appropriate follow the stated application processes.

4.4 Human Resources

4.4.1 The Human Resources function is responsible for:

- i) Providing support and guidance to employees and managers on the implementation and application of this policy
- ii) Monitoring the application of this policy and updating it as required.

4.5 Trade Union Representatives

4.5.1 Trade Union representatives are responsible for supporting the fair and equitable application of this policy and providing support to their members when requested.

5 Retirement

5.1 In line with the Equality Act 2010, the Trust does not operate a compulsory retirement age for its employees.

5.2 Before making any decision about retirement or flexible retirement, employees are advised to discuss options with their managers, consult the relevant pension scheme rules or seek independent financial advice.

5.3 Details of any pre-retirement or financial planning courses/seminars will be publicised throughout the Trust so that those nearing retirement can attend to assist with planning for their future. It is recommended that employees attend a financial planning course some time before their expected retirement date so that they can make the necessary plans.

5.4 The Trust also provides, as an important aspect of our commitment to Health and Wellbeing, a number of flexible retirement options;

- To wind down into reduced hours (available to both NHS Pension Members and Non-Pensionable members of staff)
- To step down into a less demanding and lower paid role in a way that preserves NHS Pension Scheme entitlement already built up.
- To retire and start receiving an NHS Pension but to return to part-time/fulltime/occasional work. This could include working during a specified period (e.g. winter or during annual leave periods) or being available for temporary assignments to help cover staff shortages. There must be a break of 14 days before returning from retirement to work in the Trust.
- For members of the 2008 and 2015 NHS Pension Scheme, there is also the opportunity to draw down some of the accrued pension benefits whilst continuing in NHS employment.
- For members of the 2015 Scheme there is the option of Early Retirement Reduction Buy Out (ERRBO) where you can pay extra contributions to retire early 1,2 or 3 years before your

Normal Pension Age (NPA) which is the same as State Pension Age (SPA) but not before age 65.

- 5.5 Estimates are available for pension members from TRS at www.totalrewardstatements.nhs.uk. An Annual Benefit Statement is available on TRS and provides members with information regarding their Pension Lump Sum, Survivor Pension, Membership history, Pension Scheme Contributions and Death Benefit Nominations. Members should access this service before contacting the Pensions office. TRS statements are updated annually in October.

6 Retirement Options

6.1 This section is intended to give brief details about the NHS pension scheme.

6.2 **This Section applies to those employees who belong to the NHS Pension Scheme and are subject to the rules of the Scheme. It is a summarised version of the terms and does not take precedence over those terms.** It is important that employees understand which of the three NHS Pension Schemes they are a member of, and if in doubt, the Pensions Team will be able to advise. Employees can also refer to HR22 NHS Pension Scheme Policy.

6.3 Updated 1995 NHS Pension Scheme (Amended 2008) (The 1995 Scheme closed to New members from 1 April 2008)

6.3.1 Employees who:

- were a contributing member of the NHS Pension Scheme prior to the 1st April 2008 and:
- as of 1 April 2012 have 10 years or less to their current NPA of 60, or are over their current NPA, (i.e. members born on or before 1 April 1962), or
- are members of Special Classes or MHO have 10 years or less to their current NPA of 55 (i.e. members born on or before 1 April 1967) or
- are within 13 years and 5 months but not 10 years from their NPA at 1 April 2012 will have a tapered protection. *(At the end of the protected period they will move from the 1995 Section of the NHSPS to the 2015 Scheme)*

will be a member of the updated 1995 NHS Pension Scheme (Amended 2008) and the following rules will apply.

6.3.2 All members of the updated 1995 scheme will have a normal retirement age of 60 and pension benefits are based on the best pensionable pay in the last three years prior to retirement and the length of service.

6.3.3 In addition, female nurses, midwives and physiotherapists who were members of the scheme prior to 6th March 1995, and have not had a break of service of more than 5 years are entitled to retire with full benefits from 55 under 'Special Class' rules, provided the last 5 years' membership has been in one of these jobs. Members should be aware that abatement will apply if they return to work in the NHS, which means that their pension plus post retirement earnings must not exceed the pensionable pay prior to retirement, or their NHS Pension benefits could be suspended. Members aged 45 or over on 1 April 2012 (born before 2 April 1967) will be entitled to full protection as long as they continue to qualify for "special class" status. Members (born between 2 April 1967 and 31 August 1970) will be entitled to tapered protection as long as they continue to qualify for "special class" status. At the end of the protection period they will automatically transfer to the 2015 scheme

6.3.4 Male nurses, male midwives and male physiotherapists who were members of the NHS pension scheme prior to 6th March 1995 may receive early benefits for membership from 17th March 1990. Full benefits for membership prior to this will not be paid until age 60, however,

reduced benefits, as for voluntary early retirement, may be claimed as an option. Again, abatement rules as in 6.3.3 could apply. All rules regarding protection apply as in 6.3.3.

6.3.5 All members may take **voluntary early retirement** and receive pension benefits from age 50, subject to approval from the NHS Pensions Agency. Benefits will be worked out in the normal way, but will be reduced on a sliding scale dependent upon age (this is called the “actuarial reduction”). If employees wish to retire early under the terms of the NHS Pension Scheme (i.e. before age 60 for most employees or before age 55 for the special classes detailed above) then individuals should contact the Pensions Team for further information before giving formal notice. In such cases the individual:-

- will have to leave **all** their NHS jobs and
- will not be able to re-join the Scheme if they return to NHS work and
- must have sufficient Pension Scheme membership to qualify for a reduced pension equivalent to the statutory Guaranteed Minimum Pension.

Any protection will be lost if the member takes a break in pensionable employment longer than 5 years ending before their 60th birthday (or 55th birthday for MHO/Special Classes). Such members would join the 2015 Scheme upon return to pensionable employment and their 1995 Section benefits would become deferred for payment at 60 or earlier with a reduction.

The Pensions Team can provide an estimate of the pension benefits due, which will be reduced in accordance with the terms of the NHS Pension Scheme. Further details may be obtained from the Pensions Team or from the NHS Pensions website at www.nhsbsa.nhs.uk/pensions.

6.3.6 Members may apply to ‘Step Down’ to a less demanding post and make a request to voluntarily protect their higher pay. The member must be over the minimum pension age of 50 and be accepting a reduction in pay of at least 10% (this does not include going from whole time to part time). The reduction in pay must be as a result of the member taking up a post that is less demanding and with less responsibilities and must be supported by their Manager as an active ‘Step Down’ to retirement. In addition, the reduction of pay in the new post must be for a minimum of 12 months and the request to protect the higher pensionable pay must be made within 15 months of their pay reducing.

6.3.7 If a member’s pay is reduced through no fault of their own, the member can apply for the higher rate of pay to be protected for pension purposes. This must be done within three months of the pay reducing and **does not have to be reduced more than 10% nor does the member need to be over the minimum retirement age.**

As the reduction is through no fault of the member, for pension purposes a protection of pay can be applied for more than once.

6.3.8 Members of staff must take a break of at least two weeks to include a Saturday and Sunday before the member of staff returns to work. For the first calendar month following the date of retirement the member must not exceed 16 hours work per week, or their NHS pension will be suspended. After this timeframe, employees can increase their hours (with agreement from their line manager). Please note that the date of retirement will be extended for any outstanding annual leave paid in lieu at termination of employment and this must be taken into account before a commencement date is agreed for the new post

6.3.9 Staff who retire, take their pension benefits and return to work cannot normally re-join the NHS Pension Scheme to earn additional pension benefits with the exception of individuals who retired on the grounds of ill-health and were re-employed before the age of 50.

6.4 2008 NHS Pension Scheme

(The 2008 scheme closed to new members on 1 April 2015)

6.4.1 Employees who joined the NHS Pension Scheme on or after the 1st April 2008 or have exercised the choice option to transfer will be a member of the 2008 NHS Pension Scheme and their normal retirement age is 65 and:

- as of 1 April 2012 have 10 years or less to their current NRA of 65, or are over their current NRA, (i.e. members born on or before 1 April 1957), or
- are within 13 years and 5 months but not 10 years from their NRA at 1 April 2012 will have a tapered protection. (*At the end of the protected period they will move from the 2008 Section of the NHSPS to the 2015 Scheme*)

will be a member of the 2008 NHS Pension Scheme and the following rules will apply.

6.4.2 Special class status (the opportunity to retire at age 55 with no loss of benefits) is not available to 2008 Scheme members, even for those exercising the choice option, and the **voluntary early retirement age increases to 55**, after which benefits will be reduced on a sliding scale depending upon age at the chosen date of retirement.

6.4.3 A key feature of the **2008 section of the NHS Pensions Scheme** is the provision for partial retirement, or '**draw down**'. On reaching age 55 members become eligible to take some of their pension if they reduce their pay by switching to a lower paid job or reducing their hours of work. A break in employment is not required to take advantage of this provision to 'draw down' some of their pension.

To be eligible for draw down members must:

- be age 55 or older;
- be reducing actual pensionable pay by at least 10% (or a 10% reduction in commitment for GPs);
- have had the previous level of pensionable pay for at least 12 months;
- expect the new level of pensionable pay to last at least 12 months;
- not have already drawn down twice.

Subject to overall limits, members can draw down a minimum of 20% and up to a maximum of 80% of their pension entitlement earned to date, whilst continuing to build up further membership.

6.4.4 Members who retire under the 2008 Section, may rejoin the 2008 section after a 2 week break if aged under 75 and satisfy the 'Protection' conditions. This is also subject to the member not exceeding a maximum of 45 years' membership. As with 1995 Section members, any protection will be lost if the member takes a break in pensionable employment longer than 5 years. Such members would join the 2015 Scheme upon return to pensionable employment, and their 2008 Section benefits would become deferred for payment at age 65, or earlier with a reduction

6.4.5. Members with preserved benefits in the 1995 scheme payable at age 60 and are also contributing to 2008 scheme may claim their 1995 scheme preserved benefits with no requirement to take a break in service or to retire. In addition there will be no abatement of pension benefits.

6.5 2015 CARE NHS Pension Scheme

6.5.1 Employees who:

- Joined the NHS Pension Scheme on or after 1st April 2015 or
- have exercised the choice to forgo protection, or
- have re-joined after a 5 year break

will be a member of the 2015 CARE NHS Pension Scheme and their normal retirement age will be the same their State Pension Age (or age 65 if later).

6.5.2 Members who transferred to the New 2015 scheme automatically because they did not qualify for either full or tapered protection will have benefits in multiple schemes. The benefits built up in 1995 scheme or 2008 scheme before moving to the 2015 scheme can be taken unreduced at the normal retirement age for the scheme and will remain 'salary linked' provided the member does not leave the NHS for more than 5 years. However, members will have to retire to access these benefits and 1995 scheme members are unable to build up any more benefits in the 2015 scheme if they return to the NHS following retirement. However, members of 2008 scheme can build up further 2015 scheme benefits if they return to NHS employment (and build up a separate pension from that in payment) provided they are under age 75. Please note that a break of 2 weeks must still be taken for members of 1995 and 2008 schemes but only 1995 scheme members are required to work 16 hours or less for the remainder of the calendar month following retirement.

6.5.3. If members have preserved benefits in the 1995 scheme and claim these, they are unable to continue membership of 2015 scheme. If members have preserved benefits in the 2008 scheme and wish to claim these, they can continue to contribute to 2015 scheme if they return to NHS work after taking a 2 week break. If members have preserved benefits in both 1995 and 2008 schemes they can continue to contribute to 2015 scheme if they return to NHS work. However, they will need to take a 2 week break if they are taking 2008 scheme benefits but do not require a break if only accessing their 1995 benefits.

6.5.4 Special class status (the opportunity to retire at age 55 with no loss of benefits) is not available to 2015 Scheme members, and the **voluntary early retirement age increases to 55**, after which benefits will be reduced by approximately 5% for each year the benefits are taken before SRA (or age 65 if later).

6.5.5 The provision to '**Draw Down**' as in the 2008 Pension Scheme is also available.

6.5.6 A Key feature of the 2015 scheme is the option of Early Retirement Reduction Buy Out (ERRBO) where scheme benefits are paid without reduction from your NPA. (NPA is the same as your SRA). Members can pay extra contributions to buy out the reduction up to three years before your Normal Retirement Age (but not before age 65). More detailed information is available on NHS Pensions website.

If you were previously a member of the 1995/2008 Scheme and have claimed or intend to claim benefits from that scheme please contact the pensions department for further information.

6.6 NEST (National Employment Savings Trust)

6.6.1 With effect from 1st May 2013, under the Government's Pension Reforms the Trust were required to Auto-Enrol staff who were non-eligible for membership in the NHS Pension Scheme into an alternative pension scheme provided they meet certain criteria. Non-eligible members who would be enrolled into NEST are:-

- Those already in receipt of an NHS 1995 Pension Scheme
- Those in receipt of a Tier 2 Ill Health Pension
- Those who are over 60/65 with preserved benefits
- Those employed by a General Dental Service or Personal Dental Services contractor
- Those holding an honorary appointment only
- Those who have a whole time post with another Employer
- Those who have already reached maximum NHS Pensionable service

6.6.2 Once members are Auto-enrolled into NEST they will receive a welcome pack which will include a booklet explaining what NEST offers savers and also gives instructions should they wish to 'opt out' of the scheme. Both the employee and the employer contribute to NEST but the member is able to 'top up' personally and take the pension with them should they leave the NHS. NEST retirement pot is available at any time from age 55. More information is available on the NEST website at www.nestpensions.org.uk.

7 Retirement Procedure

7.1 Members of the NHS Pension Schemes only (see Appendix C)

7.1.1 On request from the employee, the Pensions Team can provide an estimate of probable benefits receivable. Lump sums are normally due within NHS Pension Agency Statutory target of 30 days from the member's retirement date, and the first payment of pension is normally made in the month after the month of retirement provided papers are submitted at the appropriate time. Any queries regarding these payments should be addressed to the Pensions Team. All outstanding monies, including any accrued holiday pay will be paid shortly after the leaving date, usually the next pay day; Pay Services will notify the NHS Pensions Agency where these will affect the employee's NHS pension

7.1.2 When a member of the NHS Pension Scheme is intending to retire in the near future, Managers should advise the employee to contact the Pensions Team in Pay Services **at least 5 months** prior to the proposed date of retirement. 7.1.3 Employees intending to retire must give written **contractual notice** in accordance with their contract of employment (as outlined below) to their line manager.

Pay Band	Notice Period from the employee
1 – 6	4 weeks irrespective of service
7	8 weeks irrespective of service
8 – 9	12 weeks irrespective of service

It is recommended that a minimum of 5 months' written notice is given to their line manager so that the necessary pension arrangements can be made.

7.1.3 Once a definite retirement date is known and has been agreed with the employee, the line Manager should contact the Pensions Team in Pay Services to confirm the retirement date of the employee to start the process for pension payment.

- 7.1.4 For all retirements the NHS Pensions Agency require the completed application form to be received at the NHS Pensions Agency **at least 3 months** prior to the date of when pension payments will be received, which is why it is recommended that the relevant forms are requested from the Pensions Team at least 5 months prior to the proposed retirement date.
- 7.1.5 The Pensions Team will send the application forms to the individual. On completion (of member section part 7 onwards) these forms are to be returned to the Pensions Team along with original copies of the relevant certificates. If preferred, the certificates can be copied and verified by Line Managers by writing clearly on the copies;“ I have seen the original document and this is true copy of the original”, signing and printing their name and position, together with the Trust address and the date. Alternatively, to prevent potential loss in the post, members may personally take certificates to Pay Services for verification. The Retirement Detail confirmation form must be completed by the manager (and must be signed by both the member and the manager) and returned with the application form and any verified certificates. Without this form the Trust Pension team cannot process retirement paperwork
- 7.1.6 The Pensions Team will then complete the relevant section on the application form and process electronically to the Pensions Agency, where the individual’s pension is calculated.
- 7.1.7 Upon receipt of the resignation letter, the manager will write to the employee acknowledging their wish to retire. The manager will also be responsible for notifying the Human Resources Information System (HRIS) Department of the date of termination via the Termination of Contract form and confirm any outstanding annual leave (a copy must be sent to the Pensions Department).
- 7.1.8 The HRIS team will process all the necessary paperwork for terminating the employee’s employment and, in conjunction with the Payroll Department, will terminate employment and arrange to make any outstanding payments.

7.2 Non NHS Pension Scheme members (see Appendix D)

- 7.2.1 Employees intending to retire are asked to give written notice in accordance with their contract of employment (as outlined below) to their line manager.

Pay Band	Notice Period from the employee
1 – 6	4 weeks irrespective of service
7	8 weeks irrespective of service
8 – 9	12 weeks irrespective of service

- 7.2.2 Upon receipt of the resignation letter, the manager will write to the employee acknowledging their wish to retire. The manager will also be responsible for notifying the Human Resources Information System (HRIS) Department of the date of termination via the Termination of Contract form and confirm any outstanding annual leave.
- 7.2.3 The HRIS team will process all the necessary paperwork for terminating the employee’s employment and, in conjunction with the Payroll Department, will terminate employment and arrange to make any outstanding payments.

8 Flexible Retirement Options

8.1 Request to Wind down, Step Down, Draw Down

8.1.2 NHS Pension Scheme / Non NHS Pension Scheme / NEST members who wish to access one of the flexible retirement options listed are advised to apply in accordance with the Trust's Flexible Working Policy (HR28)

8.2 Request to continue working after claiming NHS Pension

8.2.1 Employees wishing to continue working after receiving their NHS pension, need to complete a Flexible Working Application Form in accordance with the Trust's Flexible Working Policy (HR28) and submit to their line Manager **no later than 5 months before the date of retirement.**

8.2.2 The decision whether to agree to such a request will be made in accordance with the provisions documented in the Trust's Flexible Working Policy (HR28).

9 Retirement Presentations and Gifts

9.1 It is customary and desirable that employees retiring after long service with the NHS will have their contribution recognised.

9.2 A retirement presentation should be organised for all employees leaving who are retiring from ALL employments.

9.3 The line manager will be responsible for organising the event or presentation, which should be of a style appropriate to the NHS, the length of NHS service and acceptable to the retiree. The line manager should involve the team in the organisation of the event, which should be held on Trust premises. The proposed arrangements should be discussed with the line Management Executive member, who may authorise a contribution of up to £100 towards the cost of a finger buffet with non-alcoholic drinks.

9.4 Any agreed Trust contribution should be charged to Trust Funds and Managers are asked to liaise with their Finance lead. Where Trust Funds are insufficient then the costs will be charged to departmental revenue. **No other costs may be charged to the Trust.**

9.5 Employees **retiring** after 15 or more years NHS service will receive a gift. The Manager arranging the retirement should liaise with the Chief Executive's office to arrange the presentation of the gift by a Trust Board member. The gift will take the form of vouchers (which may be used in a wide range of retailers) to the value of £12.50 for every completed year of NHS service. A certificate signed by the Trust Chairman will also be presented.

9.6 The period of service will count all NHS service, whether continuous or not, but will exclude any employment taken into account for a redundancy or other loss of office payment.

9.7 Vouchers received by employees with less than 20 years service are taxable at the individual's highest tax rate in line with Inland Revenue arrangements. HRMC will be notified by Pay Services.

9.8 Vouchers received by employees with more than 20 years service are not taxable in line with Inland Revenue arrangements.

9.9 It is the line Manager's responsibility to follow the process set out in Appendix A (Application Form Appendix B) for those retiring employees who are entitled to receive a Retirement Gift and Certificate.

10 Training

10.1 Training required to fulfil this policy will be provided in accordance with the Trust's Training Needs Analysis. Management and monitoring of training will be in accordance with the Trust's Development and Training Support Policy (HR59).

10.2 This information can be accessed via the Learning Zone pages on the Trust intranet.

11 Review Process

11.1 The Trust will review this policy when there are changes to relevant legislation or good practice, or within the normal policy review cycle.

12 Equality Impact Assessment (EQIA)

12.1 This policy applies to all employees and positively applies benefits to older people in accordance with statutory requirements.

13 Process for Monitoring Compliance

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of any resulting action plan
Access and uptake to be monitored	At policy review access and uptake of policy entitlement to be reviewed in relation to: Number of employees Retiring Number of employees applying for flexible working and outcomes Exit Questionnaires	HR Team	On policy review	TNCC
Organisations expectations in relation to employees training	Management and monitoring of training will be in accordance with the Trust's Development & Training Support (HR59) and Risk Management Training Policy			

14 References

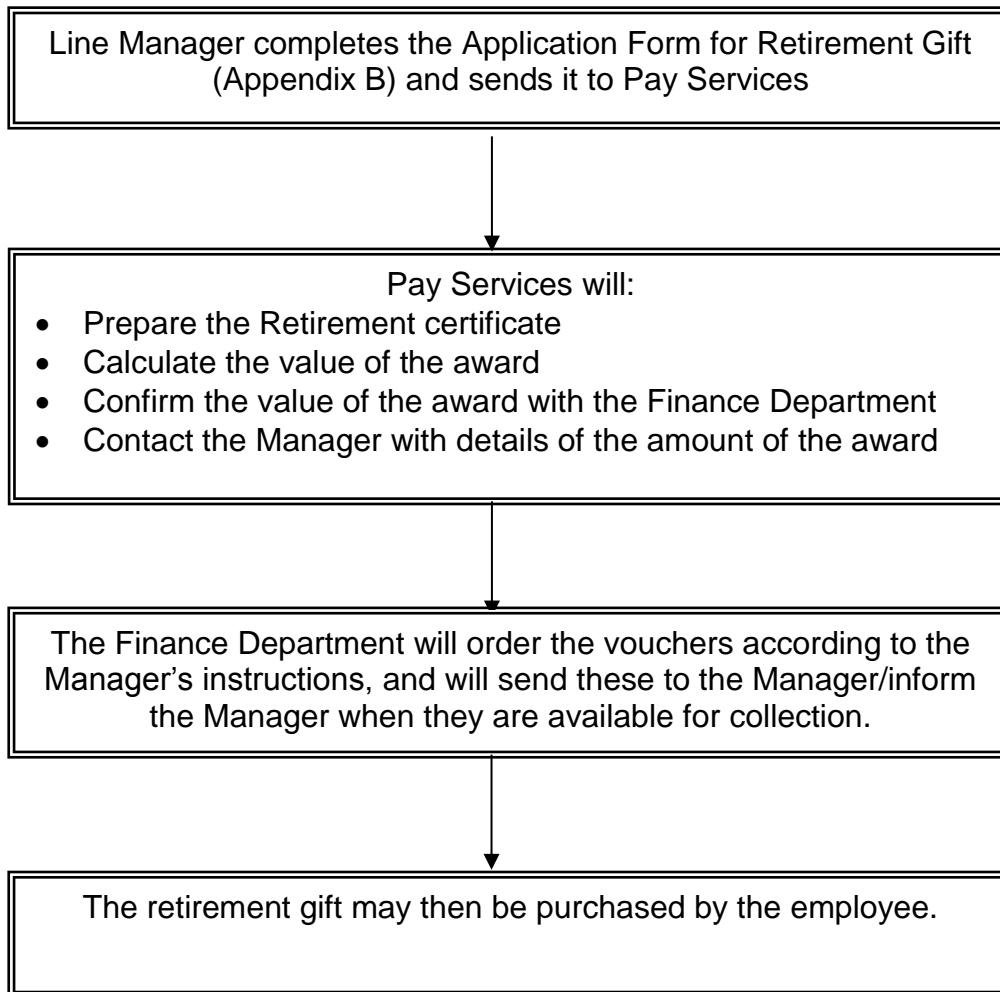
14.1 Legislation

- Equality Act 2010
Available at www.legislation.gov.uk/ukpga/2010/15/contents

14.2 Other references

- NHS Pensions
Available at <http://www.nhsbsa.nhs.uk/pensions>
- The NHS Employers Website provides further information and resources on retirement options.
Available at www.nhsemployers.org
- Agenda for Change Terms and conditions Handbook. (AfC). (2011)
http://www.nhsemployers.org/SiteCollectionDocuments/AfC_tc_of_service_handbook_fb.pdf
- ACAS Retirement Rights www.acas.org.uk

Appendix A Retirement Gifts and Presentations



Appendix B Application for Retirement Gift

Eligibility: Employees who have been employed by the NHS for 15 years or more and who are retiring from ALL employments. Such service need not be consecutive.

Surname:

First names:
(Please underline which name(s) should be written on the Retirement Certificate)

Personal number: **Date of Birth:**

Date of Retirement:

Job Title: **Department:**

Details of Full Service History
(To enable Pay Services to calculate the value of the gift)

Dates of Service	NHS employer

Additional Details can be attached on separate sheet if necessary

Name of Manager submitting request:

Ext no.....

NOTE: Pay Services will contact the above manager with details of the amount of the award. An award must be in the form of vouchers and will be charged to the appropriate department budget.

Pay Services use only:

Vouchers sent to Manager: (Date)

Certificate sent to Manager: (Date)

PLEASE FORWARD THIS FORM TO PAY SERVICES DEPARTMENT

Appendix C Retirement Process – NHS Pension Scheme Members

At least 5 months prior to the planned date of retirement

Employee to liaise with pensions department, line manager or seek independent financial advice

If employee wishes to apply for flexible retirement the employee should apply using the Trust's Flexible Working Policy (HR28)

Employee to request pensions estimate and retirement forms from Pensions Department . Pensions department to provide estimate and forms to employee if not already accessed by the member via TRS

Manager or employee to confirm retirement date with Pensions Department and send necessary pensions forms and certificates to Pensions Department

Employee to provide manager with 5 months written notice of intention to retire . Manager to complete necessary ESR forms

Pensions department to send retirement forms to NHS Pensions Agency

At least 3 months prior to the planned date of retirement

If employee meets criteria in section manager to organise retirement presentation, gift (if employee has relevant service) and certificate – see Appendix B flowchart

Appendix D Retirement Process – Non NHS Pension Scheme Members

