RETIREMENT POLICY

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| **Post Holder Responsible for Policy:** | People Business Partners |
| **Directorate Responsible for Policy:** | Human Resources |
| **Contact Details:** | Human Resources Department  Salisbury District Hospital  Salisbury  Wiltshire  SP2 8BJ |
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| **1. Introduction** |
| With an increasing proportion of the British workforce reaching an age when retirement is an option, it is becoming increasingly important to retain the skills and expertise of these employees. The Trust is well aware of and acknowledges the wealth of knowledge and experience that exists amongst its more mature employees.    Choosing the right time to retire can be a difficult decision for anyone as it usually requires the consideration of a number of factors.  However, it need not be a sudden move from 'working' to 'not working' and it is the Trust's intention, therefore, to make available a number of options to facilitate the transition from work to retirement that will benefit both the organisation and staff.    Retaining the skills and expertise that many employees have to offer will enable the Trust to maintain an effective and quality service, whilst staff will be able to prepare for a new way of life with a range of choices available to them without affecting their pension rights.    This policy adheres to our Trust values and behaviours: Patient Centred and Safe, Professional, Responsive and Friendly.  Managers and employees using this policy should ensure that they follow the principles of the values and behaviours when applying this policy. |
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| **2. Aims** |
| This policy aims to ensure staff who wish to retire are able to effect the transition from working to retirement smoothly:    ·         To consider as far as possible both the needs of individual employees and those of the organisation;  ·         To allow sufficient flexibility in terms of the options for retirement to accommodate the needs of the service and those of the individual;  ·         To provide guidance so that managers and staff are aware of the options that are available and the ability for the individual to make choices about the way in which they wish to retire and their eventual retirement;  ·         To clarify the rights of the individual and the organisation;  ·         Where an NHS Pension is being claimed, this is processed efficiently and effectively. |
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| **3. Scope** |
| The Trust does not wish to have any policies or practices which could be held to be discriminatory on grounds of age.  In line with the Employment Equality (Age) regulations 2006 the Trust  does not have an automatic compulsory retirement age for any of its staff.    This policy does not discriminate and applies to all protected characteristics under the Equality Act 2010, specifically: age, race, sex, marriage or civil partnership, pregnancy and maternity, transgender, religion or belief, disability and gender reassignment.    This policy sets out the Trust's approach to retirement and details a number of flexible approaches to retirement that may be of interest to staff.  However, employees should note that once they decide to retire there is no automatic right to return to their existing post or hours of work, and any return to employment needs to be discussed in full and agreed with their Manager.  The primary consideration will be the needs of the service. |
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| **4. Definitions** |
| **Default Retirement Age (DRA).**    Prior to the introduction of legislation in October 2011, employers were able to compulsorily retire employees at the age of 65 years. This was known as the default retirement age (DRA), however since the legislation in 2011 there is now no DRA.    **Minimum Retirement Age (MRA)**    The earliest age that NHS employees can retire and draw their NHS pension is known as the minimum retirement age (MRA). This varies depending upon the section of the pension scheme employees belong to    For employees who joined the 1995 pension scheme before 6th April 2006 the MRA is age 50.  For employees who joined the 1995 pension scheme after 6th April 2006 the MRA is age 55.  For employees belonging to the 2008/2015 section of the pension scheme the MRA is age 55.    **Normal Pension Age (NPA)**    This refers to the age that NHS employees can retire from employment and have their NHS pension paid without reduction. The actual age depends upon which section of the pension scheme employees belong to    For employees in the 1995 section of the pension scheme the NPA is 60  For employees in the 2008 section of the pension scheme the NPA is 65 years.  For employees in the 2015 section of the pension scheme NPA is linked to the individual’s State Pension Age, or age 65 if this is later.    There are some exceptions to this where certain staff groups have protected ‘special class’ status. Members who hold Special class statue can retire at age 55 without reduction to their pension.    **Special Class Status (SC)**    Special Class applies to certain groups of staff who were members of the Scheme on or before 6 March 1995. The special classes include:  •       Nurses  •       Physiotherapists  •       Midwives  •       Health Visitors    Special Class status was abolished for new entrants to the Scheme who joined after 6 March 1995 and for those who return to NHS pensionable employment after 6 March 1995 with a break in pensionable employment of any one period of five years or more years. **Employees must be working in these roles at the time of their retirement and for 5 continuous years prior to their retirement.**    If you are male and have Special Class status you may retire at age 55 but only your benefits based on your membership from 17 May 1990 will be unreduced. All benefits for membership prior to this date will be actuarially reduced unless you request to have these benefits deferred.      **Voluntary Early Retirement (VER)**    An employee may opt to take VER at any time from the minimum pension age applicable to the scheme they are a member of. An early retirement pension is reduced because it is being paid early and for longer. The amount of the reduction depends on how many years before the normal pension age (NPA) the pension is being claimed.    **State Pension Age (SPA)**  State Pension age is the earliest age you can start receiving your State Pension. It may be different to the age you can access your NHS Pension.  Your State Pension age is worked out based on your gender and date of birth. You can check your individual position by visiting [www.gov.uk/check-state-pension](http://www.gov.uk/check-state-pension). (\*You will need to register for a Government Gateway account).  More details about the state pension can be found at: <https://www.gov.uk/browse/working/state-pension> |
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| **5. Helping you achieve a work-life balance** |
| The Trust encourages all staff to retire at an age that is appropriate for their circumstances and capabilities which may include one or more of the following options:    ·         Flexible working options, including Bank work (link to Flexible Working Guidance);  ·         Early retirement;  ·         Early retirement and return to the NHS (see Appendix D);  ·         Wind down – reduction in hours in the lead up to a planned retirement;  ·         Step down – moving to a lower graded post in the lead up to retirement;  ·         Work as normal retiring at 60, 65 or SPA;  ·         Retire at normal retirement age and return to the NHS (see Section 9 below);  ·         Continue working beyond normal retirement age.    Flexible working options that support a longer working life can also benefit staff by:   * supporting work/life balance considerations including caring responsibilities; * allowing staff to prioritise their own health and wellbeing;   allowing skills to be retained whilst changing working arrangements (e.g. reduced physical demands and/or responsibilities, different shift patterns etc) to provide a range of choices as staff prepare for retirement or decide to work longer. |
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| **6. Annual Benefits Statement (TRS)** |
| After the end of each Scheme year (31 March), an annual benefit statement of the pension benefits you have earned will be available to you to view.  This will either:    ·         Be part of your Total Reward Statement (TRS) which will also provide you with information about your pay, annual leave and any local benefits offered by your employer; or  ·         Be a standalone statement covering pension benefits only.    You can access your statement via the TRS portal at: [www.totalrewardstatements.nhs.uk](http://www.totalrewardstatements.nhs.uk/) (\*You will need to register for a Government Gateway account)  Or using the ESR link via the intranet |
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| **7. NHS Pension Scheme** |
| Individual’s decisions on when to retire are likely to be influenced by whether they are in the NHS pension scheme and if so which scheme.  There are three se>You can find out which section/s of the scheme you are a member of by accessing your Annual Benefit Statement.    From 1 April 2015, members will be transferred to the 2015 section of the NHS Pension Scheme, with the exception of those who are allowed to remain in the 1995/2008 Sections of the NHS Pension Scheme due to the ‘Protection’ arrangements outlined below.    **Protection arrangements**    ·         Members of the 1995 and 2008 sections who, as at 1 April 2012 were either already over their Normal Pension Age (NPA) or 10 years or less from their NPA and in active membership on both 1 April 2012 and 31 March 2015 are entitled to full protection.    ·         Members of both the 1995 and 2008 sections who, as at 1 April 2012, were more than 10 years, but less than 13 years and 5 months from their NPA and in active membership on both 1 April 2012 and 31 March 2015 are eligible for Tapered (limited) protection.    ·         Those not in active membership of the 1995/2008 sections on both 1 April 2012 and 31 March 2015 may still qualify for Protection provided they re-join the scheme after a break of less than 5 years.    **1995 Scheme**    The 1995 section of the NHS Pension Scheme has a NPA of 60 and, therefore, employees who pay pension contributions in this part of the scheme can receive their entitlement to retirement benefits at any time after their 60th birthday. The exceptions to this are employees who have Special Class Status (see definitions). These are people in certain staff groups who were members of the NHS Pension Scheme before 6 March 1995 and who have qualifying service.  They can retire with full pension benefits from age 55 although the same conditions with regard to retirement before age 55 still apply.    Employees who joined the 1995 section of the NHS pension scheme before 6 April 2006 may choose to take voluntary early retirement from age 50 and receive reduced benefits. The pension and retirement lump sum are reduced because they are being paid earlier than expected.    For employees who joined the 1995 section of the Scheme for the first time on or after 6 April 2006, the minimum age they can choose to retire is 55.    **2008 Scheme**    Staff who joined the NHS Pension Scheme after the 1 April 2008 or Staff who transferred their benefits into the 2008 NHS Pension Scheme has a NPA of 65 and, therefore, employees who pay pension contributions in this part of the scheme can receive their entitlement to retirement benefits at any time after their 65th birthday.    Under this scheme the minimum retirement age is 55.  Employees can choose to take voluntary early retirement from the minimum retirement age and receive reduced benefits.  The pension is reduced to allow for the fact that it is being paid earlier than expected.      **2015 Scheme**    The NPA under the 2015 scheme is equal to an employee’s state pension age or age 65 if later. This can be calculated at <https://www.gov.uk/check-state-pension> Contributors to the Scheme may choose to take their full pension benefits on or after their SPA.    If the employee does not claim benefits at NPA, the employee may continue to build benefits, up to the age of 75, by remaining in the pension scheme. Benefits must be claimed at age 75.    Members of the scheme may choose to take voluntary early retirement on or after the minimum retirement age currently age 55. Early retirement will see a reduction in benefits as a consequence of benefits being paid earlier and for longer than expected.    **1995/2008/2015 multiple scheme membership**    As a result of the introduction of the 2015 scheme some members of staff may hold membership in two or more of the NHS Pension Schemes. Retirement Options vary depending on which combination of schemes the employee wishes to access at retirement. Information should be sort from the Trusts Pension Officer or the NHS Pension Agency who can provide information regarding retirement options. |
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| **8. Flexible Retirement Options** |
| The NHS Pension Scheme offers members a number of options when thinking about or approaching retirement. These are often referred to as ‘flexible retirement options’ (see below) and are defined as providing flexibility in respect of the age at which an employee retires, the length of time an employee takes to fully retire and/or the nature and intensity of work in the lead up to final retirement. In considering these options, employees are advised to obtain information on how these changes may impact on their pension.  Staff can obtain further information from the Trust Pensions Officer or the NHS Pension Agency    **Wind down 1995/2008/2015 scheme**  Staff can request to ‘wind down’ to retirement by remaining in their current post but reduce the number of hours or days they work, subject to service provision needs.    **Step down 1995/2008/2015 scheme**  Staff who would like to reduce the pressure and responsibilities they have in their current role can request to step down into a less demanding and lower graded post, which still makes use of their skills and experience, subject to there being an appropriate vacancy and service provision needs.    **Draw down 2008/2015 scheme only**  Members can take part of their pension benefits and continue in NHS employment. This means that staff can continue working while benefitting from being able to partially draw down their pension benefits and supplement their income.  On reaching age 55 members become eligible to take some of their pension if they reduce their earnings by 10% or more, for example by working part time.    **Late retirement 1995/2008/2015 scheme**  Members can choose to retire later than their normal pension age (NPA).    **Retire and return to NHS employment** **1995/2008/2015 scheme**  Staff who have reached the minimum pension age can choose to retire, claim their pension benefits and then return to NHS employment subject to the provisions below |
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| **9. "Retire and Return" Principles** |
| Returning to work for the NHS after taking NHS Pension Scheme (NHSPS) benefits (referred to as "retire and return") is an option available to NHSPS members; the underlying principles of "retire and return" are to:-     * allow older staff who have valuable skills, knowledge and experience, to continue working for the benefit of patients; * ensure older staff can be supported in prioritising their health and wellbeing at the same time as working longer / staying in work; * support staff in making the transition from work to final retirement through, for example, "stepping down" (reducing their level of responsibility) and/or "winding down" (reducing their number of hours worked); * Demonstrate value for money   The aims of "retire and return" are to:     * enable the NHS to retain the skills, knowledge and experience necessary to deliver safe patient care; * to enable the department to provide patient care, meet clinical commitments for “hard to fill” roles and provide an appropriate handover when the role is filled substantively; * help support the health and wellbeing of older staff as they approach retirement and wish to continue working; * ensure that overall workforce costs are managed in line with budgets     Used appropriately, "retire and return" can benefit both employers and employees by helping retain valuable skills and experience for patient care as well as supporting staff health and wellbeing, work/life balance and potentially realising financial savings through reduced recruitment costs, agency spend and employer pension contributions.    This guidance applies to NHSPS members wishing to "retire and return" who:   * are employed directly by NHS organisations as well as those employed by medical contractors, GP providers, direction bodies and independent providers; * are engaged as medical, dental and ophthalmic practitioners; * have reached the maximum service limits for pension contributions; * have reached their annual allowance or lifetime allowance for pensions tax relief; * plan to take their pension benefits before their Normal Pension Age; * Plan to take their pension benefits after their Normal Pension Age.     Staff wishing to return having taken their NHSPS benefits should make an application to their line Manager.  Applications will not be automatically approved and each case will be considered on its own merits, taking into account the needs of the service, finances and current and future workforce requirements and the member of staff’s preferences.    The Directorate Management Team will consider each application and reach a decision based upon anticipated workforce requirements and Trust objectives.  **9.1 Retire and Return Procedure**  Staff wishing to ‘retire and return’ should complete the application form at Appendix C and return it to their Line Manager. The information completed on this form will form the basis of a discussion before a final decision is made.  Staff who wish to ‘retire and return’ are resigning from their employment and requesting a new contract with the Trust. Whilst in, most cases, this is to the mutual benefit of both the department/service and the individual, the questions within the form ensure that clarity and mutual benefit are achieved for all parties.    The requirements from an employment perspective for ‘retire and return’ agreements are that there must be at least 2 complete week’s break (including 2 Saturdays) between the date of retirement and date of return.  This break in service resets your NHS service and entitlement to redundancy pay, however other service related benefits such as your annual leave and sick pay entitlements are not affected.  Staff will be eligible for redundancy pay after 24 month’s service on their new contract of employment.    Outstanding annual leave from the original contract must be taken prior to the original contract terminating and the new one starting.    Line Managers who receive an application for ‘retire and return’ should discuss the individual case with their Directorate Management Team, including the People Business Partner, prior to making a final decision.      **NHS Pension retire and return restrictions.**    The NHS pension scheme requires all staff to have at least a 24 hour break before they return to NHS employment.  Trust policy for a 2 week break in service takes precedence over this requirement.    **1995 scheme member**    Employees retiring from the 1995 section of the scheme are limited to working 16 hours or less a week for one calendar month. This can run concurrently with the agreement above so in effect staff must have a minimum of 2 weeks break in service, including 2 Saturdays plus another 2 weeks or so at 16 hours or less to make a total of 1 calendar month.    The NHS Pension Agency defines a calendar month break as a period from a specified day in one month to the day numerically corresponding to that day in the following month.  For example, from April 2 to May 2 inclusive, is considered a calendar month.    Additional restrictions apply to Special Classmembers. If you return to work before age 60, your new earnings plus your NHS pension benefits cannot be more than what you earned prior to retirement.    **2008/2015 scheme member**  Staff retiring from the 2008 or 2015 pension scheme must have a minimum of 2 weeks break in service, including 2 Saturdays. These staff can then return to employment, working any amount of hours they choose.  **9.2 Retire and return and Automatic enrolment**  The Government has introduced a new law that requires all employers to automatically enrol certain workers into a pension scheme.  Due to a change in law the Government requires all employees who are aged 22 or over, earn more than the minimum amount set by Parliament; and are under State Pension age to be enrolled into a qualifying workplace pension scheme, if they are not already in one.    You will be auto-enrolled if you:   * are not already in (actively paying into) a qualifying workplace pension scheme; * are aged 22 or over; * are under State Pension age; * Earn more than the minimum amount set by Parliament * Work or usually work in the UK.   After claiming your NHS Pension you may be able to re-join the NHS Pension scheme if you return to NHS employment. Eligibility to re-join the scheme will depend on the section of the scheme that you retired from.  Staff retiring from the 1995 section of the NHS pension scheme and returning to NHS employment, will not be eligible to continue contributing to the NHS Pension Scheme, but may, subject to the auto enrolment criteria, be automatically enrolled into the Trusts alternative pension scheme NEST (National Employment Savings Trust). More information can be found by visiting the NEST website  <https://www.nestpensions.org.uk/schemeweb/nest.html>    Employees retiring from the 2008 or 2015 sections of the pension scheme may, following assessment by the NHS Pension Agency, be able to continue contributing to the NHS Pension Scheme.  Refer to the NHS Pension Agency website for more information |
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| **10. Ill-Health Retirement** |
| Employees who are too unwell to work may be able to retire on the grounds of ill-health and take their NHS pension benefits.  Decisions regarding ill-health retirement are not made by the Trust but are made solely by the Pensions Agency based on expert medical advice.    ·         For details of Ill-Health Retirement, please refer to the Attendance Management Policy and Procedure available on the intranet at:-  [Salisbury NHS Foundation Trust - Personnel Policies](http://intranet/website/staff/policies/humanresources/personnelpolicies/attendance+management+policy+and+procedure.asp) |
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| **11. Advice on the NHS Pension Scheme** |
| The Trust's NHS Pension Scheme Officer (ext. 2794) can provide estimates of the various retirement options available and discuss any queries relating to an employee's retirement benefits.  The Trust's NHS Pension Scheme Officer also has access to the "Pensions on line" service, which can give details of membership history and status.  The NHS Pensions Agency also has a helpline available for advice.    The **NHS Pension Scheme Helpline 0300 3301 346** is open Monday to Friday, 8.00 am – 6.00 pm. Alternatively the Agency can be contacted viatheir website [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions).    For enquiries concerning Additional Voluntary Contributions (AVCs), Standard Life are available on Helpline: 0800 33 33 06 or alternatively their web address is [www.standardlifepensions.com/nhs](http://www.standardlifepensions.com/nhs) or Prudential, Helpline: 0800 678 3921 web address [www.pru.co.uk/retire/nhs](http://www.pru.co.uk/retire/nhs)**.**    Additional useful addresses and telephone numbers in relation to the NHS Pension Scheme can be found at Appendix C. |
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| **12. Pre-Retirement Course** |
| It is the aim of the Trust that each member of staff approaching retirement should be given the opportunity of attending a short pre-retirement programme designed to help them ease into a non-working lifestyle.  A course calendar is available from the Education and Training Department. |
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| **13. Long Service Retirement Award** |
| Employees who have, at their retirement date, 20 or more year’s service to the Trust or a predecessor of the Trust are entitled to receive gift vouchers to the value of an amount agreed by the Trustees of Salisbury NHS Foundation Trust Fund, multiplied by the number of years of service. The figure agreed at the present time is £5 per year of service.  Managers should request a cheque from the Technical Accounts department made payable to the relevant retailer in order to buy the gift vouchers (see Appendix B).    The Directorate Manager or Head of Service may make the presentation at a retirement party when the employee's partner or a close relative and colleagues will be invited.  The wishes of any employee who prefers not to have a formal presentation will however, be respected. |
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| **14. Retirement Hospitality** |
| For employees who have at their retirement date 20 or more years service to the Trust or a predecessor of the Trust an equal amount of money (at the present time £5 per year of service) will also be made available to fund a social event to mark retirement. In order to claim the contribution, invoices or receipts for the costs of holding a social event should be forwarded to the Finance Department for payment or reimbursement.  Expenses in excess of this amount must be found locally.    If the employee does not wish to have a Retirement Function or Party then their wishes will be respected; a request for social event funds would not be made under these circumstances.    This allowance can be given as follows:    ·         Internal transfer to the Catering Department  ·         Reimbursement for an event provided by the Department.  All receipts will be reimbursed up to the value of the allowance  ·         Cheque made payable to a supplier, i.e. restaurant/social event. |
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| **15. Pre-Retirement Procedure** |
| Managers can request a report from their People Business Partner identifying those employees who are eligible to retire.  The Manager can then have a discussion with their members of staff who are eligible to retire to discuss their views on retirement and to identify the range of options available to them.    In order to ensure the smooth retirement of those members of staff who have decided to retire, the Payroll Department should be sent a termination form at least four months in advance of the retirement date to allow time to work out the individual's pension, if applicable.  It is essential that all information given to the Payroll department is complete and accurate as the final pay and the initial lump sum pension payment is estimated and paid out on the basis of details given on the pension application form.    The retiring employee's manager is responsible for ensuring that the steps outlined below are taken at the appropriate time (See appendix A – Checklist). The employee’s line manager should store the Checklist and make calendar appointments at each stage to ensure that the steps are not missed. Once completed, the Checklist can be returned to HR for filing on the employee’s personal file.    **15.1    Once a Retirement Date has been selected**    Managers should hold a pre-retirement interview with an employee who has stated they wish to retire.  The purpose of this interview is to:    ·         Discuss with the employee flexible working opportunities  ·         Remind the employee of the need to prepare for retirement  ·         Arrange for the employee to attend a pre-retirement course run annually  ·         Advise a visit to the Trust's NHS Pension Scheme Officer to discuss pension benefits (Only applicable to NHS Pension Scheme Members).    **15.2    At least 4 Months before the Retirement Date (recommended)**    Forward a Termination form to the OD & People and Payroll Department ([payroll@salisbury.nhs.uk](mailto:payroll@salisbury.nhs.uk); [Recruitment@salisbury.nhs.uk](mailto:Recruitment@salisbury.nhs.uk)).  The Pensions Authority requires at least 4 months’ notice to process applications for pension benefits.  The form is available on the intranet under HR Forms and Templates.    ·       Check how long the employee has worked for Salisbury NHS Foundation Trust or its predecessor authorities.  If at the date of retirement service is 20 years or more request a long service cheque from Technical Accounts in order to purchase gift vouchers (A proforma is attached at Appendix B).    ·      Begin organising any **social event** to mark retirement and collecting for a leaving gift if appropriate    **15.3    During Final Week of Employment**    The Manager should issue a letter of thanks to the employee on behalf of the Trust.  As soon as the Manager receives written notice of an individual’s retirement, they should complete a Termination form and ask the member of staff how they would like their Exit Interview to be conducted, if they would like one, and that time will be arranged for them to complete the Trust exit questionnaire which will be emailed to them by OD and People on receipt of the termination form.  (See Exit process and leaver questionnaire). |
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| **16. Trade Unions** |
| Many Trade Unions have a retired member's section. If an individual is a union member and they wish to enquire about retired membership they must contact their union who will be able to advise. |
| [Top of Page](http://iis2-edcr/website/staff/policies/humanresources/personnelpolicies/retirementpolicy.asp#toppage) [Go back to the top of the page](http://iis2-edcr/website/staff/policies/humanresources/personnelpolicies/retirementpolicy.asp#top) |
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| **17. Exceptions to the Policy** |
| This Policy does not override the National Health Services superannuation regulations and any benefits that may be payable, including ill-health retirement benefits, with the exception of the requirement for a break in service (see 9.1 above).  This Policy may also be suspended by agreement with the Staff Organisations concerned where, for instance, there is a rationalisation within the National Health Service or any agreement for a reduction in staffing or where early retirement facilities are available. |
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| **18. Useful Contacts** |
| **NHS Retirement Fellowship**  The NHS Retirement Fellowship is a group that promotes the welfare and interests of retired NHS employees and provides a congenial setting for the continuance of friendships formed in working life.  For further details contact the NHS Retirement Fellowship on 01305 361317 or  Fellowship Director  NHS Retirement Fellowship Control Office  Forston Clinic  Charminster  Dorchester  Dorset BT2 9TB    **NHS Pension Scheme Helpline:**  **0300 3301 346 or via website**  [**www.nhsbsa.nhs.uk/pensions**](http://www.nhsbsa.nhs.uk/pensions)    Standard Life Dundas House 20 Brandon Street Edinburgh EH3 5DP  [www.standardlifepensions.com/nhs](http://www.standardlifepensions.com/nhs) **Telephone:** 0800 33 33 06    Prudential NHS AVC Department Prudential Lancing BN15 8GB [www.pru.co.uk/nhs](http://www.pru.co.uk/nhs) **Telephone:**0800 678 3921 |
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| **19. References** |
| NHS Pension Scheme Guide - [**www.nhsbsa.nhs.uk/pensions**](http://www.nhsbsa.nhs.uk/pensions)    Re-employment of staff in receipt of NHS Pension Scheme benefits: Guidance for employers and staff.  Department of Health, July 2017. |

Appendices

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| Appendix | Description | Link |
| A | Retirement Checklist | <https://mg.salisbury.nhs.uk/media/1838/appendix-a-retirement-checklist.doc> |
| B | Memorandum - Long Service Cheque on Retirement | <https://mg.salisbury.nhs.uk/media/3203/appendix_b_long_service_cheque_request.pdf> |
| C | Useful Telephone Numbers/Contacts | <https://mg.salisbury.nhs.uk/media/3420/appendix_c_useful_telephone_numbers.pdf> |
| D | Retire and Return Application Form | <https://mg.salisbury.nhs.uk/media/3204/appendix_d_retire_and_return_form_aug_18.pdf> |
| E | Implementation Plan | <https://mg.salisbury.nhs.uk/media/3422/appendix_e_retirement_implementaion_plan.pdf> |
| F | Equality Analysis | <https://mg.salisbury.nhs.uk/media/3423/appendix_f_retirement_policy_equality_analysis.pdf> |

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| **Privacy Impact Assessment** |
| In line with Information Governance Guidelines,this Policy has been assessed against the Trust’s Privacy Impact Assessment (PIA) Policy by the policy author and the IG Manager. As this policy does not involve the processing of personal data a PIA is not required. |
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| **Implementation Plan** |
| An Implementation Plan has been completed for this Policy and this can be found at Appendix E. |
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| **Equality Analysis** |
| An Equality Analysis has been completed for this Policy and can be found at Appendix F. |