



**RETIREMENT PLANNING AND
ADMINISTRATION POLICY**

Co-ordinator:

Director of HR

Reviewer:

Grampian Area
Partnership
Forum

Approver:

Grampian Area
Partnership Forum

Signature

Signature

Signature

Identifier:

NHSG/POL/18/HR

Review date:

This policy will
be reviewed
biennially by
Grampian Area
Partnership
Forum.

**Implementation
date:**

1st March, 2009.

UNCONTROLLED WHEN PRINTED

VERSION 4

The provisions of this policy, which was developed by a partnership group on behalf of Grampian Area Partnership Forum, apply equally to all employees who hold a current contract of employment with NHS Grampian.

**NHS GRAMPIAN
RETIREMENT PLANNING AND ADMINISTRATION POLICY**

If you have difficulty understanding the English language, this policy can be made available to you in a language of your choice.

This policy can also be made available, on request, in other formats e.g. in large print or on a computer disk.

For all requests for copies of this policy in another language, or in an alternative format, please call the Corporate Communications Team on 01224 554400.

NHS GRAMPIAN RETIREMENT PLANNING AND ADMINISTRATION POLICY

INDEX

	PAGE
1 INTRODUCTION	4
2 PURPOSE	4
3 RETIREMENT AGE	4
4 PROCEDURE	5
5 WORKING BEYOND THE AGE OF 65	6
6 PHASED RETIREMENT	7
7 ADDITIONAL INFORMATION	8
APPENDICES	
1 EXAMPLE LETTER 1	9
2 FORM R1B	10
3 EXAMPLE LETTER 2	12
4 EXAMPLE LETTER 3	13
5 EXAMPLE LETTER 4	14
6 NHS RETIREMENT FELLOWSHIP	15

NHS GRAMPIAN RETIREMENT PLANNING AND ADMINISTRATION POLICY

1 INTRODUCTION

NHS Grampian recognises that the change from work to retirement is one of the most significant events encountered during a person's life and has implemented this policy in order to provide employees with practical information about retirement.

2 PURPOSE

- 2.1 This policy aims to give information to both employees who are planning to retire and to managers, in order that they can assist in the process. An explanation is given of the procedure which should be followed and the time-scales involved in applying for a National Health Service Superannuation Pension. Please note that this process requires 4 months notice and managers and staff should ensure that this time-scale is taken into consideration.
- 2.2 The policy also covers what should be done if a member of staff wishes to work beyond the national default retirement age of 65.
- 2.3 At the end of an employee's career, NHS Grampian aims to ensure the retirement process is as smooth and effective as possible. The policy also gives details about the Grampian NHS Retirement Fellowship and the Pre-Retirement Course.

3 RETIREMENT AGE

In line with the UK's national default retirement age, the normal retirement age for NHS employees is 65, although many employees can retire at the age of 60 with no reduction to the superannuation entitlements which they have accrued up to that time.

There are also certain Superannuation Scheme members (Mental Health Officers, Nurses, Midwives, Physiotherapists and Health Visitors) who can retire at age 55, without a reduction in benefits, if they were in NHS employment prior to 1st April, 1995 and their last 5 years of service was in one of these jobs.

However, where an employee wishes to retire prior to attaining the age of 65, the responsibility lies with that individual to advise NHSG of their intentions and, where they are superannuated, to do this within the timescale required for processing pensions i.e. within 4 months of their planned retirement date.

Further details are available from the Scottish Public Pensions Agency, 7 Tweedside Park, Tweedbank, Galashiels TD1 3TE.

4 PROCEDURE

- 4.1 The HR Directorate will produce reports detailing those employees who will attain the UK's national default retirement age of 65 during the forthcoming 12 month period. These reports will be produced every 6 months in order to ensure compliance with legislative notice requirements.
- 4.2 Each HR Team will notify the relevant line/clinical managers in their area of those employees approaching the age of 65 within the next 12 months, plus those employees for whom an agreement to work beyond the age of 65 is already in place.
- 4.3 An employee's line/clinical manager will write to them at least 6 months prior to their 65th birthday to advise them of their retirement date and ask them to complete and return an R1B form – see **APPENDICES 1 and 2**. This letter and form will also provide the employee with the opportunity to request to work beyond their 65th birthday, which they should do by completing the Part B of the R1B form.
- 4.4 Where the employee confirms that they wish to retire on their 65th birthday, their line/clinical manager will complete a termination form, indicating the retirement date and send this to Payroll.

If the employee is a member of the NHS Superannuation Scheme the termination form must be submitted at least 4 months prior to the retirement date to allow Payroll to make the necessary arrangements to send the appropriate Scottish Public Pensions Agency form to the employee.

Assistance in completing this form can be obtained from Payroll Department or the employee's HR Team.

- 4.5 The manager will also check whether the employee is eligible for a Retirement Award – details of the procedure can be found in the NHS Grampian Long Service and Retirement Awards Policy.
- 4.6 Where the employee requests to work beyond their 65th birthday, their line/clinical manager will arrange to meet with them within 10 days of receiving their completed R1B form in order to discuss their request– see Section 5 below and **APPENDIX 3**.

5 WORKING BEYOND THE AGE OF 65

Employees who wish to remain in the employment of NHS Grampian beyond the age of 65 should advise their line/clinical manager on their completed R1B form at least 3 months before their intended date of retirement.

Note: Employees who wish to continue in employment but do not return their completed R1B form to their line/clinical manager at least 3 months prior to their 65th birthday will forfeit their statutory right to have their request considered and will be retired on their 65th birthday.

The manager will arrange to meet with the employee, in order to discuss their request, within 10 days of receiving their completed R1B form. Unless there is clear and existing evidence that an employee is unable to fulfil the duties of their post, it is unlikely that such a request will be denied. The manager will, subsequently, write to the employee to advise them whether or not their request has been approved – see **APPENDICES 4 and 5**.

Agreement to work beyond the age of 65 will normally be for one year at a time and will be reviewed on an annual basis although periods of over one year may be agreed where this is considered to be appropriate.

There is also the possibility for employees who wish to remain in the employment beyond their 65th birthday to request a change of role and/or hours of work. Employees who wish to follow this route should provide details on their completed R1B form.

It should be noted however that, where a change of role is sought, this **must** be in line with the capability and competence of the individual making the request.

NHS Grampian reserves the right to refer the employee to the Occupational Health Service for confirmation of their fitness to remain in employment, either at the time of their initial request, or at any time thereafter if there is concern over their fitness to continue in employment.

The reasons for refusing an employee's request to remain in employment beyond the age of 65 will be given in writing and the employee will retain the right to raise a formal grievance against such a decision - see **APPENDIX 5**. It may be preferable in such circumstances, however, for the line/clinical manager to seek advice on resolving the matter from an appropriate member of the HR Team and a Lead Staff Side Representative.

Employees who are members of the NHS Superannuation Scheme and who wish to remain in employment beyond their 65th birthday, are strongly recommended to contact the Scheme administrators, at the earliest opportunity prior to attaining the age of 65, for advice about contributions, pension payments etc.

6 PHASED RETIREMENT

In order that an employee can adjust to the prospect of increased leisure hours, the following gradual reduction in working hours will be offered three months prior to retirement for staff who normally work 5 days per week:

- Third month before retirement – normal hours reduce to 4 days per week
- Second month before retirement – normal hours reduce to 3 days per week
- Last month before retirement – normal hours reduce to 2 days per week

For employees whose normal work pattern is not spread over 5 days per week e.g. part time staff and certain shift workers, the following gradual reduction in working hours will be introduced three months prior to retirement:

- Third month before retirement – normal hours reduce by 20%
- Second month before retirement – normal hours reduce by 40%
- Last month before retirement – normal hours reduce by 60%

The employee will receive full superannuable pay during this time based on the rota they would normally have worked.

Employees who wish to take advantage of this facility must give their manager notice of at least 6 months prior to their retirement date. The manager and the employee should then discuss and agree the employee's working arrangements during the phased retirement period e.g. what days the employee will work and what portion of any outstanding annual leave the needs of the service will allow the employee to take. The employee will be paid in lieu of any annual leave which is still outstanding at their date of leaving.

In addition, it should be noted that the pattern of reduced hours can only be permitted on the basis shown above i.e. the paid time off cannot be aggregated and spread over a longer or shorter period.

The right to reduce their hours during the last three months of service applies only to employees who have attained the age of 60 (or 55 for Special Categories – see Section 3.1 above). This right will not, therefore, apply to employees taking voluntary early retirement, early retirement on the grounds of ill health or as a result of organisational change/redundancy etc. The only exception to this will be employees taking early retirement who have attained the age at which they can retire (or could retire if they were a member of the NHS Superannuation Scheme) without any reduction being made to their NHS pension and where that pension is (or would be) calculated solely on their own contributions.

This does not, however, preclude employees taking early retirement etc., from reducing their hours, with their line/clinical manager's consent, during the last three months of employment, although any such arrangement would attract the appropriate reduction in salary during this period.

7 ADDITIONAL INFORMATION

7.4 The Directorate of Human Resources runs Pre-Retirement courses which are advertised throughout NHS Grampian. As the transition from employment to retirement can be extremely difficult, employees are encouraged to attend such a course.

Further information on these courses can be obtained by contacting the Learning and Development Department and it is recommended that employees attend such a course two years before retirement.

7.5 Employees will be given paid leave to attend a pre-retirement course organised by NHS Grampian and will be entitled to reimbursement of any fees for the course and appropriate travelling expenses.

7.6 The NHS Retirement Fellowship exists for retired employees and details of this are given in **APPENDIX 6**.

Example letter 1**Private & Confidential**

<name>
<address>
<address>
<postcode>

<Date>

Dear <name>

I am writing to advise you that, in line with the UK's national default retirement age, your normal retirement date is <date> i.e. your 65th birthday and that you have the right to request to remain in employment beyond this date.

In order to let me know what your intentions are, I would ask you to complete and return the enclosed R1B form to me at the earliest opportunity and certainly at least 3 months prior to your 65th birthday.

However, if you intend to retire on your 65th birthday and are a member of the NHS Superannuation Scheme, you will need to return your form to me at least 4 months prior to that date in order that the necessary documentation can be completed for payment of your pension.

In the event that you wish to apply to work beyond your 65th birthday, I will arrange to meet with you, within 10 working days of receiving your completed R1B form, in order to discuss your request. I would note, however, that if you wish to make application to work beyond your 65th birthday, but do not return your completed R1B form to me at least 3 months prior to that date, you will forfeit your statutory right to have your request considered and will be retired on your 65th birthday.

Yours sincerely,

<name>
<title>

c.c. Personal File

Enc Form R1B

FORM R1B

PLEASE READ CAREFULLY AND COMPLETE THE RELEVANT SECTION OF THIS FORM

PART A

Superannuated Employees – please complete and return this form directly to your line/clinical manager **no later than 4 months** before your 65th birthday.

Non-superannuated Employees – please complete and return this form directly to your line/clinical manager **no later than 2 months** before your 65th birthday.

PART B

Superannuated Employees – please complete and return this form directly to your line/ clinical manager **no later than 4 months** before your 65th birthday.

Non-superannuated Employees – please complete and return this form directly to your line/clinical manager **no later than 3 months** before your 65th birthday.

PART A

NOTIFICATION OF RETIRAL

I **confirm** my intention to retire on _____
(please insert date)

Signature _____ Date _____

Name _____
(please print)

PART B

REQUEST TO WORK BEYOND AGE 65

I wish to request to work beyond _____
(please insert date of your 65th birthday)

Please give any additional details related to your application e.g. a request to amend your hours of work, job role etc. (please continue on a separate sheet if required):

Signature _____ Date _____

Name _____
(please print)

Example letter 2**Private & Confidential**

<name>
<address>
<address>
<postcode>

<Date>

Dear <name>

Request to work beyond the age of 65

I am in receipt of your completed R1B form, for which I thank you and note your request to continue in employment with NHS Grampian beyond your 65th birthday.

I would, consequently, invite you to attend a meeting which will be held at <time> on <date> at <location>.

You have the right to be accompanied at this meeting by an officer from your Trade Union/Staff Organisation or Professional Organisation, or by a colleague, friend or relative not acting in a professional capacity. Should you wish to be accompanied, please let me know, as soon as possible of the name, address and organisation, if appropriate, of the person who will be accompanying you.

I will send you written confirmation of the decision reached within 10 working days of the date of this meeting.

Yours sincerely,

<name>
<title>

c.c. Personal File

Example Letter 3

Private & Confidential

<name>
<address>
<address>
<postcode>

<Date>

Dear <name>

Following our meeting on <date> at which we discussed your application to continue in employment with NHS Grampian beyond 65, I am pleased to confirm that your request has been granted.

*I am also pleased to confirm the following changes to your contract of employment

As agreement to work beyond normal retirement date is by one year, renewable, extensions, your extended period of employment is confirmed up to <date>, subject to your continued fitness to undertake the duties of your post.

This extension will be reviewed at least six months before its expiry.

Yours sincerely

<name>
<title>

c.c. Personal File

* Include if appropriate

Example Letter 4**Private & Confidential**

<name>
 <address>
 <address>
 <postcode>

<Date>

Dear <name>

Following our meeting on <date> at which we discussed your application to continue in employment with NHS Grampian beyond 65, I regret to advise you that your request has not been granted, for the following reason(s):

Your retirement date will, therefore, be <date>.

You have the right to raise a formal grievance if you are unhappy with this decision and I, therefore, enclose a copy of the NHS Grampian Grievance Policy.

*As you are a member of the NHS Superannuation Scheme, I have requested that the relevant forms are sent to you by your Payroll Officer for immediate completion and return to ensure prompt and accurate payment of your pension and lump sum.

As you may find it beneficial to link in with the NHS Retirement Fellowship, which provides contact and support for retired NHS staff, I enclose information relating to the Grampian Branch.

I would, finally, take this opportunity, on behalf of NHS Grampian, to express our appreciation of your valued contribution to the Health Service and to wish you a long and happy retirement.

Yours sincerely

<name>
 <title>

c.c. Personal File

* Include if appropriate

**NHS RETIREMENT FELLOWSHIP
GRAMPIAN (ABERDEEN) BRANCH**

INFORMATION LEAFLET

Have you retired from the National Health Service, or will you do so in the near future?

If so, please get in touch with the Branch Secretary.

This Branch of the Fellowship was established in October 1980 and has an active and progressive membership.

Branch Meetings are held in the Ross Crombie Hall, Ashgrove House, Aberdeen Toyal Infirmary, from approximately 1.30 p.m. - 3.30 p.m., usually on the second and fourth Mondays of each month. There are no meetings during July and August.

At Branch Meetings, tea and biscuits are served. The programme includes talks from invited speakers and entertainment of various kinds. We have a Burns and Christmas lunch and a social afternoon in October. 'Bus outings are also arranged for June and September.

Branch activities include a swimming and walking group.

Partners of NHS retirees are also welcome as members. The Club Subscription is currently £6.00 per person per annum, or £3.00 per person for 6 months or less.

More information is available from the Branch Secretary, contact details are available on the attached Application Form.

**NHS RETIREMENT FELLOWSHIP
GRAMPIAN (MORAY) BRANCH**

INFORMATION LEAFLET

Have you retired from the National Health Service, or will you do so in the near future?

If so, please get in touch with the Branch Secretary.

This Branch of the Fellowship was established in November 1981 and has an active and progressive membership.

Branch Meetings are held in the Elgin Town Hall Supper Room from 2.00 p.m. – 4.00 p.m. on the second Wednesday of each month.

At Branch Meetings, tea and biscuits are served and the programme includes entertainment of various kinds and talks from invited speakers, etc. Visits to places of interest are also arranged, as well as special events, such as Outings, Christmas Lunches, Burns Suppers and Group Holidays through Tour Operators.

Partners of NHS retirees are also welcome as members and the Club Subscription is currently £5.00 per person per annum.

More information is available from the Branch Secretary, contact details are available on the attached Application Form.

**NHS RETIREMENT FELLOWSHIP
MEMBERSHIP APPLICATION FORM**

(Please complete in BLOCK Capitals)

Surname

First Name(s)
(in full)

Title Dr Mr Mrs Miss (Please circle)

Address

Postcode

Tel No

Place of Work and Health Authority at time of Retirement:

(Spouses should give appropriate information with regard to the employment of the member of staff at the time of retirement, death).

Which Branch do you wish to join:
(please tick)

Aberdeen

Morayshire

This form should be returned to the:

Aberdeen

Branch Secretary,
c/o NHS Grampian,
Directorate of Human Resources,
Aberdeen Royal Infirmary,
Foresterhill,
Aberdeen.
AB25 2ZN

Morayshire

Branch Secretary,
c/o NHS Grampian,
Directorate of Human Resources,
Dr Gray's Hospital,
Elgin.
IV30 1SN