Public – To be published on the Trust external website

Title: Retirement and Long Service Recognition Procedure (Including Flexible Retirement)

Ref: HR-0029-5

Status: Approved
Document type: Procedure

Contents

1 Introduction

The Trust values the commitment and loyalty of all staff and recognises the importance of acknowledging and rewarding its long serving employees.

The Retirement and Long Service Procedure also ensures that employees are given the appropriate notice of their retirement date and supports them to continue to work beyond their normal pension age should they wish to do so, taking into account the Trust's business needs.

To support a positive culture of full retirement and flexible working options, the Trust encourages and supports you to engage in open conversations about retirement options.

Examples of opportunities to talk about flexible working include at one-to-one line management / supervision meetings, team / departmental meetings, as part of wellbeing conversations, or as part of recruitment, induction, and annual appraisal processes

The contents of this procedure have been developed and reviewed with Our Journey To Change (OJTC) in mind, in particular how it will support to deliver our ambition in relation to our goals, in particular our second goal which is to Co-Create a great experience for our colleagues.

We will do this by

- Valuing the hard work, experience, commitment and loyalty of our staff
- Supporting our staff at the earliest opportunity when they are considering a flexible retirement option
- Creating a respectful and compassionate culture when supporting staff with their retirement and long service award by considering any personal circumstances, ill health/long term condition/disability that may have impacted on their decision, seeking appropriate advice and support accordingly.
- Ensuring a consistent and proactive approach is followed during the retire / retire and return process, whereby the process is clear and expectations for managers and staff are clear.
- Ensuring all staff are afforded the same opportunities.

> The Trust runs regular pre-retirement courses throughout the year which provide an opportunity for staff to help inform retirement options they may wish to consider. The annual appraisal review and/or talent management conversation offer an opportunity to discuss the option of retiring and returning to work with your line manager. Representatives from the People and Culture Directorate (HR Operations Team and Organisational Development Team) are also available to help with any queries.

2 Purpose

Following this procedure will help:

- Staff understand the process should they chose to fully retire from the Trust
- Staff understand fully what options are available to them in relation to flexible retirement

- Managers understand all options available to staff in relation to full or flexible retirement and how to manage any request
- Ensure staff start to receive their pension payments as soon as they retire from work
- Acknowledge valued long service to our staff
- Comply with the Equality Act 2010 and the legislation introduced on 6th April 2011 which removed the Default Retirement Age
- Ensure fairness and consistency

3 Who this procedure applies to

- This procedure applies to all posts and employees of the Trust (excluding Bank Staff)

4 Related documents

This procedure also refers to:-

- Our Journey to Change and Trust Values
- Staff Health, Wellbeing and Attendance Procedure
- Leavers Procedure

5. Full Retirement

If you are a member of the NHS Pension Scheme (or any other pension scheme), you are advised to give 4 months' notice (to the Trusts Pension Section) in order to give time for the pension benefit to be processed. If you do not give 4 months' notice you may not start to receive your pension payments as soon as you would like

Once you have decided to fully retire, you need to write to your manager outlining your intention to retire, giving appropriate notice.

If you are not a member of the NHS Pension Scheme (or any other pension scheme, the required notice period is outlined in Section 5.1

A Leavers checklist can be found at Appendix 3

Gift and reward entitlement and details on catering for retirement functions can be found at Section 7 and 8 below.

5.1 What notice does an employee need to give

Position	Notice period
Temporary contract of less than 6 months	1 week~~s~~
Temporary contract of 6 months or more	2 months
AfC Grades 1 – 5	2 months
AfC Grades 6 – 7	2 months
AfC Grades 8 - 9	3 months
Consultant and SAS doctors	3 months
Registrars	1 months

6 Flexible Retirement Options

For Further Advice and Guidance in relation to the options below, contact the Trusts Pension Officer on tewv.pensions@nhs.net

Further information can also be found NHS Pensions Retirement Guide 2023 (nhsbsa.nhs.uk)

The Trust encourages discussions around flexible retirement options

You **must** discuss the options below (6.1 Wind down, 6.2 Step down, 6.3 Retire and return, 6.4 Partial retirement) with your line manager and **complete the request form at appendix 1.** Your request will be discussed with the Director of the Service with advise sought from the relevant People Partner before a request can be agreed.

6.1 Wind down

Wind down into part-time work in a way that does not reduce pension benefits. (please note this will reduce the build-up of membership) **You are encouraged to speak to the Trust's Pension Officer to confirm and pension implications.**

You can request to "wind down" into retirement by remaining in your current role and requesting a reduction in the number of hours or days that you work.

You must complete Appendix 1 to request to Wind down as a Flexible Working Option

If your request can be accommodated, your manager will advise you of this and your contract of employment will be amended to reflect your new hours/days.

If your request cannot be accommodated, you will be advised of this, as this may then affect your decision. You will be asked if you want the request to be considered elsewhere in your service, please note there is no guarantee that another role may be available/identified.

You will have the right to appeal against the decision made, see section 6.6 appeals process

6.2 Step Down

Step down into a less demanding, **lower paid role** that preserves pension entitlement from the higher-level post. **You are encouraged to speak to the Trust's Pension Officer to discuss any pension implications.**

If you wish to "step down" into a less demanding/lower banded role, this would mean applying for a lower banded role within the Trust via the normal recruitment process.

You are encouraged to speak to the Trust's Pension team to establish pension implications Once you have secured a less demanding, lower paid role you would need to inform the pensions agency. **The Trusts Pension Officer can provide advice in relation to the next steps to inform the Pension Department of the changes.**

6.3 Retire and Return

Retire and return (re-join) - If you are not ready to stop working all together, you can request to retire, take your full pension, then return to work after a short break (min 24 hours), this can include re-joining the pension scheme. Your return would be on a new contract.

If you wish to retire and return, you must complete appendix 1, if your current role is a permanent role and the request is to return on the exact same terms, there should be no reason as to why this cannot be accommodated.

If you wish to return on different terms than your current role, for example on reduced hours, or into another role, you will be advised as to whether this can be accommodated.

If this is not possible, this may affect your decision to retire and therefore you will be asked if you want the request to be considered elsewhere in your service. Please note there is no guarantee that an alternative role will be identified/available.

You will have the right to appeal against any decision the decision made, see section 6.6 appeals process
As part of the retire and return process, you will be made a leaver on the Trust's ESR system and then a New Starter on your return.

6.4 Partial Retirement

Partial Retirement – you can request to claim your pension, whilst continuing to work, but without having to take a break and leave your current job. You are encouraged to speak to the Trust's Pension Officer.
With partial retirement you must reduce your annual rate of pensionable pay (pay received in the previous 12 months) by 10% or more.
If you wish to request a partial retirement , you must complete appendix 1, this will include working with your manager to consider adjusting your hours or reshaping your contract so your pensionable pay is reduced by 10 %
If this is not possible you will be advised of this. As this may affect your decision to retire you will be asked if you want the request to be considered elsewhere in your service. Please note there is no guarantee that an alternative role will be available.
You will have the right to appeal against any decision the decision made, see section 6.6 appeals process

6.5 Summary Key Steps for Flexible Retirement are:

STEP 1 – Informal discussion between you and your line manager

STEP 2 – Apply in writing (complete Appendix 1), this also includes indicating any other area you would like the request to be considered. (For the event that it may not be possible to accommodate your request in your current role).

STEP 3 – Line Manager arranges to meet you to discuss your application

STEP 4 – Meeting takes place

STEP 5 – Line Manager may need to seek advice if appropriate, ie from Operational HR / People and Culture.

STEP 6 – If your Line Manager does not feel they are able to approve your request, you will be asked if you wish your request to be considered across the wider service/directorate. Please note there is no guarantee of an alternative role being identified

STEP 7 - Your Line Manager will explore alternative roles and advise you of any opportunities

STEP 8 – Your Line Manager notifies you of the outcome of your application

STEP 9 – Depending on the outcome, you may wish to exercise your right of appeal.

STEP 10 – Submit your appeal using Appendix 1 Section 4

STEP 11 – A meeting will be held to hear your appeal, the panel chair will be the next level of management above your manager. The appeal meeting will be arranged by the People and Culture Operational HR Team

STEP 12 – Outcome of appeal communicated in writing

6.6 Appeal Process

Please submit your appeal using Appendix 1 and within 7 days of receipt of the outcome of your flexible retirement request.

When	Who	What
Within 7 days from receiving your flexible retirement decision	Individual (complainant)	• Use form in **Appendix 1** to submit a written appeal, clearly stating the reasons for your appeal

When	Who	What
On receipt of a Flexible retirement decision appeal	Operational HR Team, People & Culture Directorate	• Acknowledge receipt of the appeal in writing, ideally within 7 days • Arrange the appeal hearing • Invite both the staff member and the manager (who made the decision) to an appeal meeting • Advise the individual of their right to be accompanied by a companion

7 Gifts and rewards on retirement and long service recognition

7.1 Retirement Gift

- Staff members with a minimum of 10 years' aggregated NHS service are entitled to High Street gift vouchers to the value of £10 for every year of service. The vouchers cover a range of High Street shops, restaurants and days out.

- They will receive a thank you letter personally signed from the Chief Executive for their valued service upon notification of retirement.

7.2 Long service recognition

- During the staff member's 25th anniversary year of working in the NHS, they will receive a long service certificate signed personally by the Chairman.

- They will also receive £100 worth of high street voucher.

Eligibility for the Retirement Gift and Retirement Function, also include any premature retirement, e.g. on health grounds where Occupational Health have advised an individual is unable to carry out their role or are unfit to carry out any form of work, resulting in an application for ill health retirement.

Also in instances where a staff member **of pensionable age** has their employment terminated during a management meeting (following significant long term sickness absence and regardless of whether they are in the pension scheme or not)

8 Catering for retirement function

- The catering department will provide a standard buffet including a retirement cake.

- The cost of the buffet will be charged against the appropriate service budget.

- The maximum number of attendees is at the discretion of the appropriate service budget holder

9 Definitions

Term	**Definition**
Full Retirement	The employee choses to take their pension and retire fully from the Trust The employee is not in the pension scheme and choses to retire fully from the Trust
Wind Down	Wind down into a less demanding role, this could be lower band/less days/hours

Retire and Return	The employee choses to take their full pension and requests a return to the Trust to either their current role and terms or a different role.
Partial Retirement	The employee choses to take their pension whilst continuing to work in their current role (without a break). This must result in a 10% reduction of pensionable pay.

10 How this procedure will be implemented

- This procedure will be published on the Trust's intranet and external website.
- Line managers will disseminate this procedure to all Trust employees through a line management briefing
- People and Culture Department will produce a communication brief for the intranet and All staff weekly briefing

10.1 Training needs analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
All staff	Awareness sessions including key changes for all procedures	1 hour session in development to be delivered via Teams and or in meetings by People Partners	Upon changes to any procedure

11 How the implementation of this procedure will be monitored

Number	Auditable Standard/Key Performance Indicators	Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1	Monitoring of Number of appeals submitted	Frequency = Monthly Method = P&C Case Management process Responsible = P&C HR Operations team	Each appeal is logged within the P&C Operational Team, Case Management process Numbers of appeals, any identified themes, areas can be monitored, feedback would be via the People Partners to their relevant service areas via IDG reports.

12 References

- Business Services Authority – NHS Pensions Employer Guidance

13 Document control (external)

To be recorded on the policy register by Policy Coordinator

Required information type	Information
Date of approval	12 March 2024
Next review date	12 March 2027
This document replaces	HS-0029-v4 Retirement and Long Service Recognition Procedure (including retire and return)
This document was approved by	Policy Working Group
This document was approved	28 February 2024
This document was ratified by	Joint Consultative Committee
This document was ratified	12 March 2024
An equality analysis was completed on this policy on	31 March 2024
Document type	Public
FOI Clause (Private documents only)	n/a

Change record

Version	Date	Amendment details	Status
5	12 Mar 2024	Transferred to new format Section 5 Changed to Full Retirement, added checklist Section 6 added more detail in relation to each option and added partial retirement as the 4th option Added appeal process for each section Key summary steps added Appeal process added Removal of Flow chart Amended appendix 1 to include option to request a flexible retirement option (as outlined in section 6. Amended appendix 1 to include outcome and right to request and appeal	Approved

		Note Appendix 3 - Is this role an Information Asset Owner or Administrator? If yes notify the… amended to Information Compliance Manager	

Appendix 1 - Request Form – Flexible Retirement

SECTION 1 EMPLOYEE DETAILS					
Title		First Name		Surname	
Home Address				Home Tel No	
				Mobile No	
				Home Email	

CURRENT EMPLOYMENT DETAILS			
Job Title		Band	
Line Manager		Base	
Work Tel No		Work Email	
Proposed Retirement Date		Current Hours	

SECTION 2 - DETAILS OF THE REQUEST	
Wind Down	
Step Down (I am actively applying for an alternative role)	
Retire and Return	
Partial Retirement	
Briefly describe your request	

If your request cannot be accommodated would you like consideration to be given to a comparable post within another area/ward	Yes/No If yes, please give details of areas/wards that you would be interested in working.

EMPLOYEE SIGNED: **DATE:**

SECTION 3 - LINE MANAGER – REQUEST OUTCOME – to be completed and returned to the individual			
I can/cannot approve the request (delete as appropriate) Alternative Options explored Yes/No (delete as appropriate)	If approved – please give details of agreement/start date etc Please give details of any alternative options and outcome of discussion If not approved - please give details/rationale as to why unable to agree	Signed	Line Manager Name……………………………. Signature……………………….. Date:…………………………….
SECTION 4 – APPEAL			
Appeal I wish to appeal against the outcome of my Flexible retirement	Please outline the ground of your appeal	Signed	Name………………………………. Role ……………………………….

request. Yes/No – delete as			Date ……………………………….

You must submit your appeal within 7 days of receipt of the outcome. Appeals are to be submitted to the HR Operational Team People and Culture – Add email address

Appendix 2 Retire and Return - ESR and Training

- As part of the retire and return process, the manager will be required to make the employee a leaver on the ESR system and then a new starter on the ESR System.

- Upon the return of the employee to the Trust the manager must contact the Trust Education and Training Department to request reinstatement of all mandatory and statutory competencies.

Appendix 3 Leavers Checklist

Action Required	Who is responsible?	Date Completed
Calculate Annual Leave Entitlement	Line Manager	
Complete the tasks identified within the Manager Self Service Standard Operating Procedure for Termination of Employment.	Line Manager	
Complete the Intention to Leave form and undertake Leavers Debrief	Line Manager / Employee	
Public Membership of Trust discussed	Line Manager / Employee	
Document & Data Management – Ensure the following: • **Any data held on a portable device has been moved to the appropriate shared drive, Line manager should be aware of where the information is being stored on the shared drive.** • **Delete all data from portable device.** • **Portable devices should be returned by employee** • **Email account reviewed and all emails either filed in shared drive or deleted (see corporate records management guidance or contact Information Governance department).** • **All records on the home drive have been transferred to the shared drive or deleted (see corporate records management guidance or contact Information** Governance department).	Line Manager / Employee	
• Information Asset Administrator to review all information and sign off that information has been correctly saved by completion of the removal of network access documentation	Information Asset Administrator	
Lease Car Details (ensure the return of the Lease Car has been processed) Lease Car Keys need to be returned	Line Manager / Employee	
ID Badge is returned	Line Manager / Employee	
Security Fob	Line Manager / Employee	
Library notified of leaving date	Line Manager / Employee	

Is this role an Information Asset Owner or Administrator? If yes notify the **Information Compliance Manager**	Line Manager / Employee	
Is this role a policy author or policy lead? If yes notify the Policy Co-ordinator	Line Manager / Employee	
Return of all Trust property such as: ☐ **Mobile** ☐ **Portable Devices i.e. – Ironkey** ☐ **Attack Alarms** ☐ **Uniform** ☐ **Trust Property/Premises Keys** ☐ **Laptop & Accessories.** ☐ **Pagers/Bleepers** ☐ **Car Park Pass** ☐ **Disable NHS smartcard** ☐ **Any other Trust property** ☐ **Library books** **All property should be discussed not just the above list**	Line Manager / Employee	

Appendix 4 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

Title of document being reviewed:	Yes / No / Not applicable	Comments
1. Title		
Is the title clear and unambiguous?	Yes	No change to title
Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	Procedure
2. Rationale		
Are reasons for development of the document stated?	Yes	Review of current document
3. Development Process		
Are people involved in the development identified?	Yes	PWG EDI JCC
Has relevant expertise has been sought/used?	Yes	Factsheets from NHS England
Is there evidence of consultation with stakeholders and users?	Yes	PWG and JCC
Have any related documents or documents that are impacted by this change been identified and updated?	Yes	
4. Content		
Is the objective of the document clear?	Yes	
Is the target population clear and unambiguous?	Yes	
Are the intended outcomes described?	Yes	
Are the statements clear and unambiguous?	Yes	
5. Evidence Base		
Is the type of evidence to support the document identified explicitly?	Yes	NHS Pension Factsheet
Are key references cited?	Yes	

Are supporting documents referenced?	Yes	
6. Training		
Have training needs been considered?	Yes	
Are training needs included in the document?	Yes	
7. Implementation and monitoring		
Does the document identify how it will be implemented and monitored?	Yes	
8. Equality analysis		
Has an equality analysis been completed for the document?	Yes	
Have Equality and Diversity reviewed and approved the equality analysis?	Yes	15 April 2024 SD
9. Approval		
Does the document identify which committee/group will approve it?	Yes	
10. Publication		
Has the policy been reviewed for harm?	Yes	
Does the document identify whether it is private or public?	Yes	Public
If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	Yes	
11. Accessibility (See intranet accessibility page for more information)		
Have you run the Microsoft Word Accessibility Checker? (Under the review tab, 'check accessibility'. You must remove all errors)	Yes	
Do all pictures and tables have meaningful alternative text?	Yes	
Do all hyperlinks have a meaningful description? (do not use something generic like 'click here')	Yes	

Appendix 5 – Equality Impact Assessment

Please note: The Equality Analysis Policy and Equality Analysis Guidance can be found on the policy pages of the intranet

Section 1	**Scope**
Name of service area/directorate/department	People and Culture
Title	Retirement and Long Service Recognition
Type	Procedure
Geographical area covered	Trust Wide
Aims and objectives	Following this procedure will help: • Staff understand the process should they chose to fully retire from the Trust • Staff understand fully what options are available to them in relation to flexible retirement • Managers understand all options available to staff in relation to full or flexible retirement and how to manage any request • Ensure staff start to receive their pension payments as soon as they retire from work • Acknowledge valued long service to our staff • Comply with the Equality Act 2010 and the legislation introduced on 6th April 2011 which removed the Default Retirement Age • Ensure fairness and consistency
Start date of Equality Analysis Screening	15.1.24

End date of Equality Analysis Screening	31.3.24

Section 2	**Impact**
Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?	All employees
Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups?	• **Race** (including Gysy and Traveller) **NO** • **Disability** (includes physical, learning, mental health, sensory and medical disabilities) **NO** • **Sex** (Men, women and gender neutral etc.) **NO** • **Gender reassignment** (Transgender and gender identity) **NO** • **Sexual Orientation** (Lesbian, Gay, Bisexual and Heterosexual etc.) **NO** • **Age** (includes, young people, older people – people of all ages) **NO** • **Religion or Belief** (includes faith groups, atheism and philosophical beliefs) **NO** • **Pregnancy and Maternity** (includes pregnancy, women who are breastfeeding and women on maternity leave) **NO** • **Marriage and Civil Partnership** (includes opposite and same sex couples who are married or civil partners) **NO** • **Armed Forces** (includes serving armed forces personnel, reservists, veterans and their families **NO**
Describe any negative impacts	The procedure ensures all eligible staff are aware of what Pension options are available to all
Describe any positive impacts	Encourages staff to consider their options re retirement, including 4 flexible retirement options. The purpose is to aid retention of staff

Section 3	Research and involvement
What sources of information have you considered? (e.g. legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.)	Individual feedback from staff into the Operational HR Team
Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the protected groups?	Previous Version went out to full consultation. Changes to this procedure are based on NHS BSA Guidelines on Flexible retirement options.
If you answered Yes above, describe the engagement and involvement that has taken place	As above Policy working group and JCC
If you answered No above, describe future plans that you may have to engage and involve people from different groups	NA

Section 4	Training needs
As part of this equality analysis have any training needs/service needs been identified?	No
Describe any training needs for Trust staff	Awareness information/sessions for existing managers. In-depth session for new managers (on all of the HR procedures) as part of their local induction.
Describe any training needs for patients	Na

Describe any training needs for contractors or other outside agencies	NA

Check the information you have provided and ensure additional evidence can be provided if asked