



Derby City Council

# Retirement Policy

## Purpose

This policy aims to allow employees to retire at an age that is appropriate to their capabilities and circumstances. Retaining a well-trained, well-motivated, flexible workforce which has a wide range of skills will help the Council to achieve high levels of customer service. This policy provides guidance on the retirement options and process to employees and managers.

## Document Control

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Author	Tina Holmes
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Handbook/master list updated	
Revised/updated	



## 1. Policy application

- 1.1 This policy applies to all Council employees.
- 1.2 This policy does not apply to teachers. Governing bodies of Community, Voluntary Controlled and Trust Schools are strongly urged to adopt this policy for non-teaching staff within their delegated powers.

## 2. Principles

- 2.1 Derby City Council does not operate a compulsory retirement age for its employees. A flexible approach to retirement enhances employee choice and can address work-life balance issues.
- 2.2 All employees have the right to continue in employment as long as they are willing and capable of doing so. Before making any decision about retirement, you are strongly advised to consult your pension provider and seek independent financial advice.
- 2.3 Line managers as part of the Managing Individual Performance will ask about your plans in the short, medium and long term whatever your age. If you are considering retirement you can use this opportunity to discuss your retirement plans, potential dates and help the department with succession planning for your retirement.
- 2.4 On making the decision that you wish to retire, you should submit your resignation to your line manager, stating retirement as your reason for resigning. You will need to provide notice as specified in your contract of employment.
- 2.5 Where a manager becomes concerned about a worker's ability to carry out their role they should deal with it through the normal channels. Using either the 'managing an Employee's Performance' or 'Managing an Employee's Capability' policies, whichever is more appropriate.
- 2.6 Employees who resign to retire will be entitled to annual leave in proportion to their retirement date.

## 3. Phased retirement

- 3.1 Some employees may wish to phase their retirement by requesting flexible working or flexible retirement.
- 3.2 **Flexible working** –over the age of 55 you may request flexible working to ease into retirement. This option is discretionary and you should request it following the flexible working procedures on iDerby.
- 3.3 Flexible working does not allow members of the LGPS to draw down any of their pension entitlement.

### 3.4 **Flexible retirement – LGPS.**

Over the age of 55 you can apply for flexible retirement, allowing you to continue to work while claiming some of your pension benefits. In order to request flexible retirement you must meet one of the following circumstances.

- change from full-time to part-time working with a reduction in hours
- enter into a new job share arrangement in accordance with the Council's policy
- there is a direct financial benefit to the Council in that the reduced hours are not filled
- on compassionate grounds, if it is in the Council's interests to you to reduce your hours and for these hours to be undertaken by another person

3.5 Our general policy is to consent to flexible retirement where there is no cost to the Council. The guidance on iDerby gives more detailed information on when a cost is or is not incurred. [link](#)

3.6 Where there is a cost to the Council it is our policy **not** to agree to flexible retirement. In exceptional circumstances the Strategic Director may consider applications for flexible retirement.

3.7 You should seek information from the Pensions section at Matlock regarding the effect of flexible retirement on your pension benefits.

3.8 Where the benefits payable are reduced to reflect early payment we can agree to waive in whole or part the reduction and pay the cost to the Pension Fund. It is not the Council's normal policy to agree to this. In exceptional circumstances the Strategic Director may consider applications for the Council to meet this cost.

## 4. **Retirement through ill health**

4.1 The procedures detailed in the long term sickness absence procedure must be followed. Contractual statutory notice will be given, ideally within the period when sickness pay entitlement would expire.

4.2 Employees retiring through ill health will be entitled to their full annual leave, regardless of their retirement date.

## 5. **Support and guidance**

5.1 A full description of the process including guidance, supportive information and documentation is on the intranet under Human Resources:

[link](#)

5.2 Further detailed information on the LGPS pension can be gained from the link below to pensions department at Derbyshire County Council:

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## **Roles and responsibilities**

- 6.1 The roles and responsibilities of key stakeholders are summarised in Appendix One.

**RETIREMENT POLICY ROLES AND RESPONSIBILITIES OF KEY STAKEHOLDERS**

Chief Executive & Chief Officers, Tiers 1 & 2	Head of Service Tier 3	Managers	Employee	Human Resources
<b>Every employee must use the procedure and guidance on iDerby</b>				
<b>Fairness and equality</b>				
To ensure this policy is implemented in a fair, consistent and non-discriminatory manner	To ensure this policy is implemented in a fair, consistent and non-discriminatory manner	To ensure this policy is implemented in a fair, consistent and non-discriminatory manner	To notify managers of reasonable adjustments required	Provide advice and guidance to managers and employees
<b>General operation of the scheme</b>				
<p>Ensure the policy is implemented in a fair, consistent and non discriminatory manner</p> <p>Ensure managers carry out their responsibilities</p>	<p>Ensure the policy is implemented in a fair, consistent and non discriminatory manner</p> <p>Ensure managers carry out their responsibilities</p>	<p>Ensure that requests for phased retirement are dealt with in a timely manner</p> <p>Provide opportunities for employees to discuss potential retirement plans at MIP meetings</p> <p>Deal empathetically with employees wishing to discuss retirement options</p>	<p>Discuss plans for retirement or phased retirement at MIP meetings</p> <p>Consider ways to ensure the passing on of your knowledge to others prior to retirement</p>	<p>Provide advice and guidance to managers and employees</p>
<b>Request for phased retirement</b>				
<p>Discuss plans for phased retirement as part of the MIP process</p> <p>Ensure that requests for phased retirement are dealt with in a timely manner</p>	<p>Discuss plans for phased retirement as part of the MIP process</p> <p>Ensure that requests for phased retirement are dealt with in a timely manner</p>	<p>Discuss plans for phased retirement as part of the MIP process</p> <p>Deal with requests for phased retirement in a timely manner.</p>	<p>Discuss plans for phased retirement as part of the MIP process</p>	<p>Provide advice and guidance to managers and employees</p>