

# RETIREMENT POLICY & PROCEDURE

This document applies to all Council employees except:

- Fire employees on Grey & Gold Book Terms & Conditions

*This document may not be applicable to employees who transferred into LCC under TUPE legislation and remain on the terms and conditions of their previous organisation.*

<b>Last Review</b>	July 2016
<b>Next Scheduled Review</b>	July 2019
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## **POLICY**

This policy sets out the council's approach to the retirement of employees.

The council values the contribution of all employees and seeks to maximise their potential, whilst allowing them flexibility and choice about when to end their career.

To facilitate this, the council's policy is that it does not have a contractual retirement age and employees may continue working until they give their contractual notice that they wish to retire.

Separate arrangements for operational Fire Fighters will apply.

## **CONDITIONS OF SERVICE**

All employees will continue to be employed on the terms and conditions of service applicable to the role they hold, therefore all the normal employment policies of the council will apply.

The effect of this policy is that for employees who previously may have had a contractual retirement age stated in their terms and conditions of service, that condition no longer applies.

## **IMPACT ON PENSIONS**

Employees who are members of the Local Government Pension Scheme (LGPS) may consider a flexible retirement pattern of work as an alternative to full retirement, and details of this can be found in the [Flexible Retirement Policy](#).

Employees who are not members of the LGPS may request flexible working hours through the council's [Flexible Working Policy](#).

## **RETIREMENT PROCEDURE**

Employees are encouraged to give an early indication of their planned retirement date as this will assist the council in ensuring appropriate succession plans are in place prior to the employee's retirement.

Once an employee has decided that they wish to retire, they should inform their line manager in writing of their intended retirement resignation date. The length of notice must be not less than their contractual notice period.

The council will write to the employee acknowledging receipt of the employee's notice of retirement resignation letter.

The line manager will meet with the employee to discuss arrangements for leaving the council, including the intended leaving date, succession and handover plans, pension details and flexible retirement, if applicable.

Once a leaving date has been agreed, the council will write to the employee confirming their last date of employment, and the normal arrangements for leaving the authority will apply.

The line manager should complete the relevant Business World On! Employee Leaver Form and forward it to Serco Payroll.

## **FURTHER INFORMATION**

Please contact your HR Adviser.

[Local Scheme of Conditions of Service](#)

[ACAS Guide Working without the Default Retirement Age](#)