PREPARATION for RETIREMENT POLICY

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<tr>
<th>Author:</th>
<th>Head of HR – Policy &amp; Governance</th>
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<td>Responsible Lead Executive Director:</td>
<td>Human Resources Director</td>
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<td>Endorsing Body:</td>
<td>Joint Policy Forum</td>
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<td>Governance or Assurance Committee:</td>
<td>Human Resources Forum</td>
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<td>April 2016</td>
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## CONSULTATION AND DISTRIBUTION RECORD

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## CHANGE RECORD

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<td>May 2018</td>
<td>Deputy HRD</td>
<td>GDPR statement added into section 3 and updated name of Data Protection Act</td>
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<td>10/05/2018</td>
<td>Deputy HRD</td>
<td>Para 4.1 – phased retirement can only be accessed once</td>
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<td>10/05/2018</td>
<td>Deputy HRD</td>
<td>Definition of “permanently”</td>
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<td>Deputy HRD</td>
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1. **INTRODUCTION**

NHS Lanarkshire recognises the importance of a retirement policy for employees that is clear, concise and free from all forms of discrimination, as well as the need to ensure that appropriate support is available to staff at the time of their retirement from work.

This is an important element of the organisation’s commitment to equal opportunities and the following procedures will ensure fairness and equity in relation to all staff groups. At the same time, we wish to provide that when employees retire appropriate recognition is given to their contribution to NHS Lanarkshire and to the NHS in general.

This policy and related procedures do not affect the rights and benefits of individual employees who are members of the National Health Service Superannuation Scheme in Scotland. This policy does not cover retirement on the grounds of ill-health, which is addressed in the Sickness Absence policy.

2. **AIM, PURPOSE AND OUTCOMES**

- To provide fairness & equity approaching retirement.
- To manage the retirement process in a way which allows the employee to retire with dignity and facilitates appropriate celebration of attaining retirement status.

3. **SCOPE**

- This policy applies to all directly employed staff of NHS Lanarkshire irrespective of age, disability, ethnicity/race, marital or civil partnership status, sexual orientation, religion or belief, pregnancy or maternity or gender reassignment.
- This policy will affect all staff employed by NHSL who are intending to retire.
- It will benefit staff intending to retire as it will provide a clear framework and procedure for retirement.
- NHS Lanarkshire takes care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal health information secure, and confidential. In order to find out more about current data protection legislation and how we process your information, please visit the Data Protection Notice on our website at [www.nhslanarkshire.scot.nhs.uk](http://www.nhslanarkshire.scot.nhs.uk) or ask a member of staff for a copy of our Data Protection Notice.

3.2 **Who are the Stakeholders?**

- Employees of NHS Lanarkshire
4. PRINCIPAL CONTENT

4.1 Phased Retirement

This applies to any member of staff who has indicated their intention to **permanently** retire, regardless of the age at which they retire. *Permanently in this context means that the individual is not returning to work for NHS Lanarkshire other than as a Bank worker.*

Employees will receive their normal rate of pay during a phased retirement or, for annual leave taken during phased retirement. Phased retirement can only be accessed once.

In order that an employee can adjust to the prospect of increased leisure hours, a gradual reduction in working hours will be introduced three months prior to retirement, as follows:

- **Third month before retirement:** Work 4 days per week
- **Second month before retirement:** Work 3 days per week
- **Last month before retirement:** Work 2 days per week

The above example is based on a **5 day working week.**

*For any other combination of shifts/working pattern, this will be as follows:*

- **Third month before retirement:** Work 4/5ths of a week
- **Second month before retirement:** Work 3/5ths of a week
- **Last month before retirement:** Work 2/5ths of a week

In order that employees can take advantage of the full three month phased retirement period it is advised that they notify their line manager, in writing, as far in advance as possible but no later than 6 months before their intended date of retirement.

Staff are **not** permitted to “accrue” their phased retirement entitlement in order to take it all in one episode.

**Annual leave during phased retirement**

Staff should endeavour to utilise any **annual leave** prior to phased retirement. However, if the employee wishes to take annual leave during the phased retirement period, their entitlement will be as follows:

- **Third month before retiral:** 1 week annual leave = 4 days annual leave and 1 day phased retiral.
- **Second month before retiral:** 1 week annual leave = 3 days annual leave and 2 days phased retiral.
- **Last month before retiral:** 1 week annual leave = 2 days annual leave and 3 days phased retiral.
4.2 **Preparation for Retirement**
Pre-retirement courses are available for all employees up to one year before their planned retirement date. Staff will have access to a wide range of information and will receive their ‘retirement pack’. Staff will also have access to a health check and advice from the Occupational Health Department.

4.3 **Pension Application**
Employees applying for a pension should give a minimum of 6 months notice, before the retirement date, to ensure that the pension is paid timeously. Completed application forms along with any relevant certificates should be forwarded to the Payroll Department in order that they can be processed prior to submission to the Scottish Public Pensions Agency (SPPA). Medical and Dental staff should continue to return completed forms to the Medical & Dental Staffing Department at Law House. Further advice and guidance is available from SPPA. For information on how to access this please refer to the SPPA booklet or contact SPPA directly at www.sppa.gov.uk

4.4 **NHS Retirement Fellowship**
NHS Lanarkshire supports the NHS Retirement Fellowship. On retiral employees will be provided with information about the local branch and will be encouraged to take advantage of the benefits and facilities offered by this organisation. Employees wishing to join the NHS Retirement Fellowship should complete the appropriate form in the SPPA Booklet provided within the retirement pack. Further information is available by phoning 0800 9151 455 or www.nhsrf.org.uk

4.5 **Acknowledgment of Retirement**
Staff retiral should be acknowledged with arrangements for this being the responsibility of the line manager. In particular, long service should be acknowledged in accordance with NHS Lanarkshire’s Long Service Recognition Scheme.

5. **ROLES AND RESPONSIBILITIES**

5.1 **Line Managers**
- Communicate policy to their staff.
- Notify Organisational Development Department of impending retiral to assist in the planning of Pre-retirement courses.

5.2 **Human Resources Staff**
- Communicate and monitor the policy.

5.3 **Staff approaching retirement**
- Notify their manager of their intention with respect to retiral, six months in advance
- Complete appropriate pension applications timeously.
5.4 Staff side representatives
   • Advise members of the provisions of the policy.
   • Support members where necessary.

6.RESOURCE IMPLICATIONS
   • There will be financial implications where staff access Pre-Retirement courses.
   • There may be financial implications where staff access Phased Retirement.

7.COMMUNICATION PLAN
   • This policy will be launched using the weekly staff briefing and it will be available on Firstport.
   • This policy will also be discussed at the appropriate management team meetings and local partnership fora.
   • Staff within HR will be briefed on the content of the policy.

8.QUALITY IMPROVEMENT – Monitoring and Review
   This policy will be reviewed every three years via the Joint Policy Forum.

9.EQUALITY AND DIVERSITY IMPACT ASSESSMENT
   This policy meets NHS Lanarkshire’s EDIA Yes

10.SUMMARY
   This policy provides a framework to ensure that staff approaching retirement are supported and treated fairly and consistently.

11.REFERENCES
   • General Data Protection Regulations 2018
   • NHS Lanarkshire Sickness Absence policy
   • SPPA Regulations
   • Work/life Balance Partnership Information Network (PIN) Policy