



# Policy:

## HR 005 Retirement

<b>Executive Director Lead</b>	Director of People
<b>Policy Owner</b>	Human Resources Adviser
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<b>Ratified By</b>	PEOPLE COMMITTEE
<b>Date of Issue</b>	December 2021
<b>Date for Review</b>	30 September 2024

### Summary of policy

The policy sets out the procedure for employees who are working towards retirement in the near future and has been developed from best practice and relevant legislation. It provides guidance so that managers and employees are aware of the retirement options available. The policy also provides information on the NHS Pension Scheme.

<b>Target audience</b>	All SHSC employees
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<b>Keywords</b>	Retirement, Pension, Gratuities, Buffet, Gift
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### Storage & Version Control

Version 5 of this policy is stored and available through the SHSC intranet/internet. This version of the policy supersedes the previous version (V4, 17.11.2017). Any copies of the previous policy held separately should be destroyed and replaced with this version.

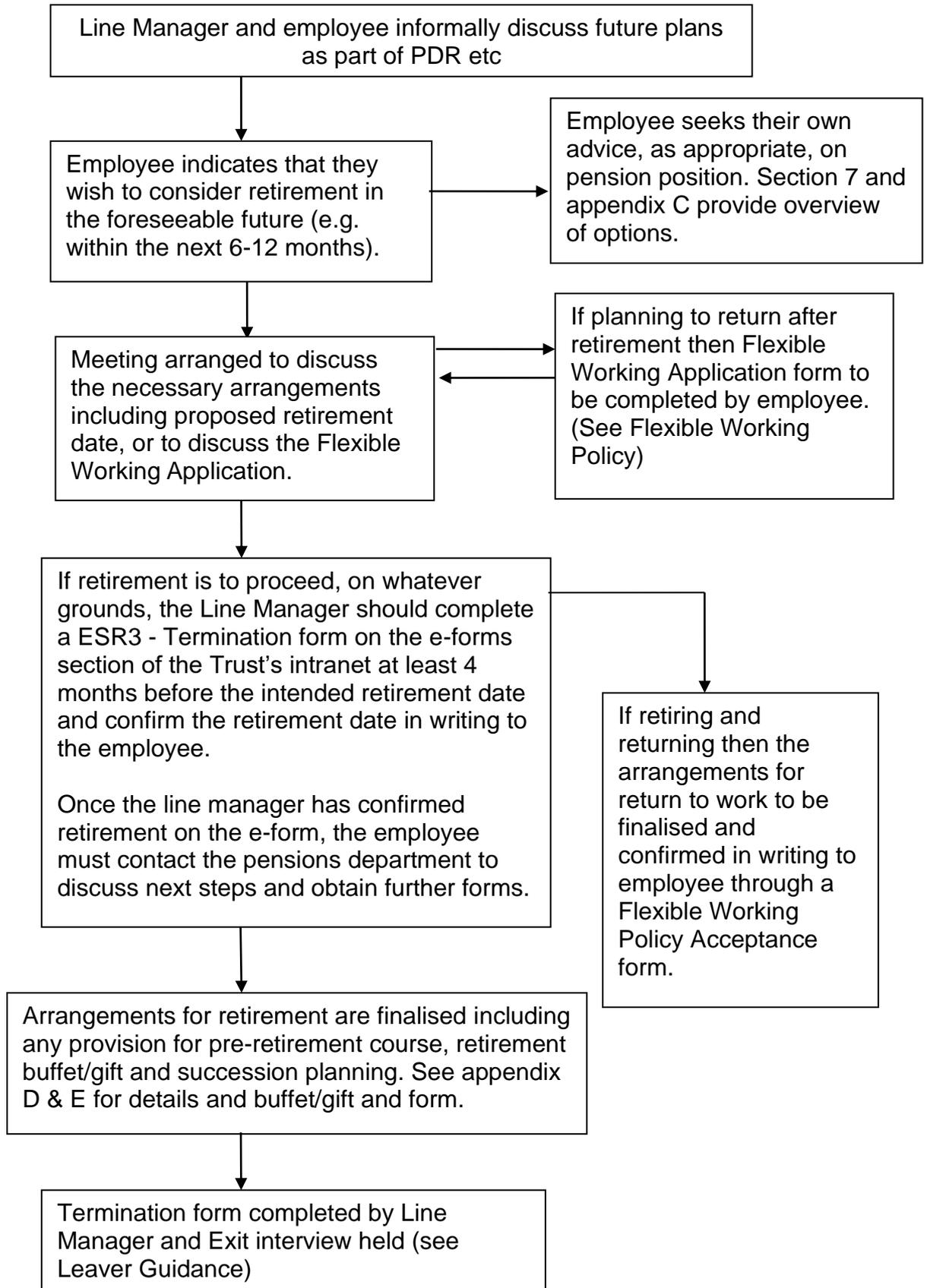
## Version Control and Amendment Log

Version No.	Type of Change	Date	Description of change(s)
1.0	New policy	2005	n/a
2.0	Ratification and issue	Feb 2012	Amendments made during consultation, prior to ratification.
3.0	Ratification and issue	Nov 2016	Early review undertaken to update the policy to comply with new format requirements, and to update references, including removal of outdated reference to Pension Choice exercise.
4.0	Ratification and issue	TBI	Amendments made during consultation, prior to ratification.
5.0	Review of policy	September – November 2021	<p>Updated flowchart with detail of process in regard to administrative forms submitted.</p> <p>Liaised with Pensions Department to input information on Mental Health Officer status.</p> <p>Updated Buffet &amp; Gift form to reflect BACS payment etc.</p> <p>Added further detail into process for employees and managers to ensure there is clarity on what forms etc. Need completing when retiring.</p> <p>Added further detail into policy to sign what options are available when considering retirement and added poster from NHS employers into appendices which highlights options available to all NHS staff when retiring.</p>

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# Flowchart



## 1 Introduction

We wish to ensure that when a member of our workforce leaves their role, they do so in a planned, structured and supported way. This includes the transition to retirement.

The Trust aims to have a diverse workforce and develop its skills and talents. It recognises the contribution that all employees can make at all ages and the importance of appropriate age diversity.

The policy sets out the procedure for employees who are working towards retirement in the near future and has been developed from best practice and relevant legislation. It provides guidance so that managers and employees are aware of the retirement options available. The policy also provides information on the NHS Pension Scheme.

A discussion about possible retirement will not result in the Trust making any assumptions about the employees commitment to the Trust. The Trust seeks to retain the best talent, including older employees. Workplace discussions are an informal opportunity for both the Trust and employees to plan jointly for the future

## 2 Scope

The policy applies to all SHSC employees.

Reference is made to the The NHS Pensions Agency who currently has three pension schemes:

- 1995 Scheme
- 2008 Scheme
- 2015 Scheme

For an overview of the NHS Pension Schemes please refer to:

<https://www.nhsbsa.nhs.uk/nhs-pensions>

To identify which scheme you are in, the below tool can help;

[https://applications.nhsbsa.nhs.uk/Pension\\_Scheme\\_Identifier/MemberID.html](https://applications.nhsbsa.nhs.uk/Pension_Scheme_Identifier/MemberID.html)

This policy details options available to employees however, there may be more flexibility and options depending on which scheme you are in. See the Retirement flexibilities poster located in appendix C. We recommend employees speak with the pensions department and a financial adviser regarding options.

## 3 Purpose

The purpose of the policy is to:

- Assist employees considering retirement and help managers to also understand the options and support available
- Enable the Trust to undertake workforce planning including retention of key skills
- Promote age diversity within the workforce
- Improve the wellbeing of employees by enabling them to plan constructively for their retirement and explore options which suit their individual circumstances
- Improve engagement with employees by facilitating discussion between staff and managers on retirement options
- Meet the requirements of relevant legislation.

\* Please note: Members of the “special classes” are not eligible to remain in the NHS Pension Scheme after their 65th birthday.

#### 4 **Definitions**

Normal retirement age. There is no longer a Trust normal retirement age. As of 1st October 2011 (when the statutory default retirement age of 65 was removed) the Trust also moved away from having a compulsory contractual retirement age of 65. From that date employees who reach or have reached the age of 65 continue in post in the normal way as with other employees.

Employees can still choose to retire at age 65 if they wish. This will not necessarily apply to all employees as they may:

- Retire at an earlier age
- Continue working beyond this age
- Retire on the grounds of ill health
- Hold “special class” or “MHO” status \*

#### 5 **Details of the policy**

The Trust recognises the value of the knowledge, experience and skills of all employees and the contribution flexible retirement can make in helping the Trust retain employees and at the same time match demand for skills with supply. This policy sets out the Trust’s approach to retirement and details a number of flexible approaches to retirement that may be of interest to staff. The Trust supports good practice and ensures compliance with the Equality Act 2010 and will apply this within the constraints of the NHS Pension Scheme rules.

#### 6 **Duties**

The **HR Director** will be responsible for ensuring the policy is implemented and reviewed.

**Managers** will be responsible for:

- Timely consideration and discussion with employees regarding their retirement options and intentions
- Arranging meeting/s with the employee to discuss arrangements for retirement, including the intended retirement date, succession and handover plans, pension details and phased retirement, if applicable
- The Line Manager should complete all relevant forms dependent on retirement option chosen
- Writing to the employee acknowledging the employee’s decision
- Drawing the attention of the retiring employee to the availability of pre-retirement training at no cost to the employee. Details of this training are available from the Intranet
- Drawing the attention of the contractual implications of a decision to retire and return to an employee who wishes to explore this option (see section 7)
- Consideration of options for retirement courses, if requested
- Consideration of retirement presentation to include gift/buffet entitlement

**Employees** will be responsible for:

- Raising with their manager their intentions regarding retirement in order that a timely discussion can occur and the Pensions notification process can take place.
- Informing their line manager in writing as far in advance as possible and, in any event, in accordance with his/her notice period as set out in the contract of employment. This will assist the Trust with its succession planning.
- Considering their own pension provision and take independent financial advice before making any decision in relation to retirement.

**People Department** will be responsible for:

- Providing advice and guidance on the operation of the policy.
- Monitoring the operation of the process.

## **7 Procedure**

Flexible retirement provides flexibility regarding the age at which an employee retires, the length of time it takes to retire and the nature and intensity of work in the lead up to final retirement. It assists the Organisation by retaining the skills of key employees who are approaching, or are at, retirement age and provides a greater choice for employees. See below options;

### **7.1 Pre-retirement wind down (existing post)**

An employee approaching their retirement may wish to gradually reduce the number of hours they work leading up to their actual date of retirement. Managers and employees should consult the Trust's Flexible Working Policy and complete the appropriate forms. Requests will be considered in line with the Flexible working policy and will be judged on the basis of business needs.

If a reduction in hours is agreed, the employee will be paid pro rata to the reduced hours worked. Annual leave entitlement will also be calculated on a pro rata basis.

### **7.2 Pre-retirement step down (lower banded role)**

An employee approaching retirement may request to continue working in a less demanding role. The employee should refer to the Flexible Working Policy and submit a flexible working request to their line manager. The manager should discuss this with the people directorate to explore options available. If a lower banded and suitable post is not readily available there is no obligation on the Health and Social Care Trust to create a role.

### **7.3 Retire and Return**

Any request to retire and return should be made through an application under the Flexible Working Policy and Procedure, so that appropriate consideration may be given to the request and to ensure that reasons for any decision not to allow such a request are documented and justified. This process also allows for the option of an appeal. Employees should not assume that the change will be automatically agreed as this will depend on the nature of the service requirements at the time. If a request is to an alternative post within the Trust, to ensure Equal Opportunities, the normal

recruitment process may apply.

Where the employee wishes to return to a different post they should apply through open competition, in accordance with the normal recruitment process and be interviewed prior to the agreed termination date. If successful, the employee will be appointed on the scale and pay band applicable to the post. Where a Disclosure and Barring Check is required for the post, this will need to be undertaken if the employee has not previously had a check or where a higher level of check is necessary.

If an employee does retire and return, a break in service of two full continuous weeks is required. The line manager should contact HR before this is agreed. This break in service will have an impact on any potential future payment under the MARS Scheme or under redundancy provisions, as the basis of the calculation for such a payment will be the start date of the return and will not include any service prior to the initial retirement date.

If agreed, confirmation of the arrangement should be confirmed in writing by the Line Manager through the Flexible Working Acceptance Form with other relevant forms needed to complete the process.

All flexible retirement options need to be consistent with service provision and resource utilisation so it cannot necessarily be the case that an employee's preferences will be met.

#### **7.4 Early retirement**

The 1995 section of the pension scheme provides for an employee, who is a member of the scheme, to claim benefits at age 60 without reduction in the value of the pension. (For special classes, e.g. if holding Mental Health Officer status, the age is 55 rather than 60).

Members of the 1995 section of the pension scheme normally can take reduced pension benefits at any age from 50 on the grounds of Voluntary Early Retirement.

The arrangements within the 2008 section of the pension scheme allow voluntary early retirement from age 55. The Pension will be reduced if the employee retires before 65.

The arrangements within the 2015 pension scheme allow voluntary early retirement from age 55. The Pension will be reduced if the employee retires before Normal Pension Age.

If considering the option of early retirement, the employee should consult with the Pensions Department at Victoria Pay Services for further information.

Once the employee has established their personal position with regard to pension benefits and any potential advantages or disadvantages involved in their intended course of action, a meeting should be arranged with the Line Manager to discuss the options. If there is a need for a break in service, prior to a return to work, the line manager must contact HR before this is agreed.

## **7.5 Normal Retirement Age**

The removal of the compulsory retirement age represents an opportunity to review current practices and processes. This would include ensuring that there is regular communication with all employees about their future plans / expectations. Having such discussions will help identify training or development needs and provide an opportunity to discuss future work requirements and how these might impact on the member of staff. Employees who are interested in retirement can be signposted to the opportunities for voluntary / flexible retirement under the rules of the appropriate pension scheme and subject to the relevant Trust processes.

Although, managers and staff should discuss future aspirations as part of, for example, the PDR process, it is important to note that any discussion about retirement should be voluntary and is for the employee to initiate.

An employee who has decided to retire will often have considerable knowledge in relation to his/her role and responsibilities. The Trust may require the employee's assistance and cooperation for succession planning.

Prior to retirement, employees should assist, if requested to do so, by:

- Providing full written details of the status of work projects and future steps
- Developing a job description, including key competencies and skills required for the role
- Ensuring a smooth handover of work
- Assist in training any successor

## **7.6 Pension**

All new employees of the Trust are automatically made members of the NHS pension scheme but can opt out if they wish. Similarly, a current member of the pension scheme, can decide to withdraw from it and rejoin it at any time if they comply with the appropriate regulations and requirements of the scheme.

Some employees who are transferred into the Trust (members of a local authority pension scheme for example), may be able to retain membership of their local authority scheme. There are separate arrangements for staff who are in the South Yorkshire Pension Scheme. You should contact the Scheme Administrators on 01226 772923.

The Trust is unable to give personal advice about pension issues. Requests for information about pension benefits and the operation of the scheme should be directed to the Pensions Department at Victoria Pay Services (please refer to section 12). The Pensions Department at Victoria Pay Services are not permitted to give financial advice and employees requiring such advice should consult an independent financial adviser.

## **7.7 Flexible Retirement may affect Pension**

Employees will need to know what effect flexing retirement pension plans will have on their pension benefits and income. Alternatives to conventional retirement exist and can have the effect of protecting pension income. The Scheme Guide to the NHS Pension Scheme sets out the retirement arrangements within the 1995 scheme, the 2008 scheme and the 2015 scheme, and is available at: <http://www.nhsbsa.nhs.uk/Pensions.aspx>.

Employees need to read these carefully if considering flexible retirement options. Employees should refer to the arrangements in the Pension Scheme Guide before making a final decision.

If employees wish to explore the options, it is recommended that they seek information from the Pensions Department at Victoria Pay Services (please refer to section 13), or the Pensions Agency. The Help Line number for the Pensions Agency is 0845 421 4000 (you will need to have your pension reference or national insurance number available).

Once the personal position with regard to pension benefits has been established and any potential advantages or disadvantages involved in the intended course of action, a meeting should be arranged with the Line Manager to discuss the options.

## **7.8 Mental health officer (MHO) status**

Mental health officer (MHO) status is a benefit that was awarded to 1995 section members working full or part-time in a hospital for patients suffering from mental disorders.

In order to qualify for and retain MHO status it is necessary to spend substantially the whole of your time in the direct treatment or care of patients suffering from mental disorders.

MHO membership counting towards doubling will cease when a member moves to the 2015 Scheme;

1995 Section members holding MHO status who either move straight into the 2015 Scheme or do so following the end of a period of Tapered Protection and who do not exceed a break of five years or more, will have a final salary link for the purpose of the 1995 Section pension benefits. If the final salary link is maintained and the criteria to retire at age 55 for MHO purposes is met, the 1995 Section benefits can be claimed once all NHS employment ends. Any 2008 Section or 2015 Scheme benefits would be calculated as normal and, if being paid before the Normal Pension Age, would attract an actuarial reduction.

Although MHO status is not applicable to 2015 Scheme membership, it will still need to be recorded to establish possible early retirement criteria for those members who hold rights in the 1995 Section. Employers will need to continue to accurately record MHO status and the continuation of MHO status in these circumstances. The same processes and forms used for protected 1995 members will continue to apply.

If you have Mental health officer status we recommend you discuss your options with the pensions team on 0114 3052220.

## **7.9 Administrative forms to complete**

If retirement is to proceed, on whatever grounds, the Line Manager should complete a ESR3 - Termination form on the e-forms section of the Trust's intranet.

Once the line manager has confirmed retirement on the e-form, the employee must contact the pensions department to discuss next steps and obtain further forms. You can contact them by calling 0114 3052220 and select option 3 for Sheffield Health and Social Care NHS Foundation Trust. You will then be given six options, option 2 will forward you to the pensions department.

To make sure that pension benefits are available the day after the employee's retirement, the ESR3 form should be processed and the Pensions Department at Victoria Pay Services needs to be informed at least **4 months before the date of retirement**.

If an employee is returning after retirement, then a flexible working request should be completed by the employee and given to the line manager for consideration. Please refer to Flexible working policy. If an employee is returning into a different post and is successful, an appropriate member of the recruitment team will send a new contract to the employee. The manager and employee should refer to the Trust's Recruitment and Selection Policy as the normal recruitment and selection process may apply.

#### **7.10 Preparation for Retirement course**

The Trust will seek to provide employees with the opportunity, with paid time off to attend a Preparation for Retirement Course. (As the courses are subject to availability, there is no guarantee that you will secure a place).

Employees should speak to their Line Manager and Human Resources who will identify what is available and appropriate about attendance on such a course. Any reasons for refusal of a request to attend an available course should be clarified in writing.

#### **7.11 Retirement on ill-health grounds**

If an employee has at least two years membership in the NHS pension scheme and is unable to undertake any regular employment or unable to do their own job, then the employee may be able to retire early and take their pension benefits.

The Scheme Guides to the NHS Pension Scheme set out the relevant benefits in their respective sections on "Illness, life assurance and family benefits".

If an ill-health retirement is pursued, the application for ill-health retirement is available from the Pensions Department at Victoria Pay Services (please refer to section 12).

The application for retirement must be supported by a GP, a Consultant or Occupational Health and the final decision regarding acceptance is the decision of the NHS Pensions Agency.

The employee may request an estimate of the ill-health retirement benefits that may be paid. This information can be obtained by contacting Victoria Pay Services.

Once an application for ill health retirement has been approved the Manager needs to complete various forms to finalise the retirement. The manager must ensure the employee is informed of the position and has signed a consent form to the ill health retirement. The correspondence will then be forwarded to the Pensions Department at Victoria Pay Services (please refer to section 12).

There are separate arrangements for staff who are in the South Yorkshire Pension Scheme. You should contact the Scheme Administrators on 01226 772923.

If the application for ill health retirement is accepted by either the NHS Pensions Agency or South Yorkshire Pensions, the Line Manager will be notified and a termination date agreed. The appropriate form would then be sent to the employee to

claim benefits.

If the application is rejected and no suitable post can be found, then it may be necessary for the employment to be terminated due to the employee's ill-health.

If the application is rejected, there is a right of appeal to the appropriate Pensions Department.

### **7.12 Retirement gratuities**

With the cessation of a compulsory retirement age, employees can choose whether or not they retire at age 65. Nevertheless, the Trust would like to continue to recognise the contribution of employees however, where an individual retires and returns to work for the Trust after applying for payment of their pension these arrangements will only apply at the initial point of retirement. Any gratuity allowances would therefore be based on the accumulated years of service only up to that initial retirement date.

Should an employee retire and then return to the Trust in any capacity, they will not be entitled to any further retirement gratuities under these provisions at any later point.

The Line Manager will confirm the entitlement to both the buffet and the gift allowance and complete the Retirement Entitlement Request form (see appendix D & E) for completion. To ensure that all entitlements can be arranged in good time, it is recommended that the request form is submitted to the Finance Department ([manaccteam3@shsc.nhs.uk](mailto:manaccteam3@shsc.nhs.uk)) **no later than two weeks before** the intended date of retirement.

### **7.13 Retirement presentation**

If there is a retirement buffet on Trust premises it is normal practice for the retirement gift to be presented at this event.

To review retirement gift and buffet entitlement the manager should refer to appendix D & E. If eligible, the line manager will also complete a retirement entitlement request form detailing gift and buffet allowance. The Line Manager should verify the length of service with Human Resources to ascertain whether the individual is eligible for the standard retirement entitlements. Once complete the line manager should send the completed form to the Finance Team's inbox [manaccteam3@shsc.nhs.uk](mailto:manaccteam3@shsc.nhs.uk)

## **8 Development, Consultation and Approval**

This policy was reviewed by the HR Advisory team, Human Business Partners and People directors. Other relevant departments such as Finance, Procurement and the Pensions Department have also had oversight and recommended any necessary amendments. Staff side have consulted and agreed at the last staff side meeting to progress with changes and taking into account the Equality Impact Assessment.

Clarified process for managers and employees and added extra detail to ensure employees are aware of all options and flexibility available to them when considering/retiring.

This policy has been to JPG and will go to PGG in November 2021 to then be consulted by JCF and ratified by the People Committee with a view of publishing on the Trust's intranet and website by December 2021.

## 9 Audit, Monitoring and Review

<b>Monitoring Compliance Template</b>						
Minimum Requirement	Process for Monitoring	Responsible Individual/group/committee	Frequency of Monitoring	Review of Results process (e.g. who does this?)	Responsible Individual/group/committee for action plan development	Responsible Individual/group/committee for action plan monitoring and implementation
To be reviewed in line with relevant employment legislation changes	Review of policy when changes occur	People Directorate	At least every 3 years, earlier if legislation dictates a policy review		Joint Consultative Forum / Policy Governance Group	People Committee
Financial consequences may be reviewed on an annual basis.	The Finance Department will maintain a schedule of all disbursements in order to review.	The Finance Department.	May be reviewed on an annual basis.	The Finance Department.	The Finance Department.	The Finance Department.

Review date: September 2024

## 10 Implementation Plan

Action / Task	Responsible Person	Deadline	Progress update
New policy to be uploaded onto the Intranet and Trust website.	Director of Corporate Governance	Within 5 working days of ratification	N/A
A communication will be issued to all staff via the Communication Digest immediately following publication.	Director of Corporate Governance	Within 5 working days of issue	N/A

A communication will be sent to Education, Training and Development to review training provision.	Director of Corporate Governance	Within 5 working days of issue	N/A
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## 11 Dissemination, Storage and Archiving (Control)

Version No.	Type of Change	Date	Description of change(s)
1.0	New policy	2005	n/a
2.0	Ratification and issue	Feb 2012	Amendments made during consultation, prior to ratification.
3.0	Ratification and issue	Nov 2016	Early review undertaken to update the policy to comply with new format requirements, and to update references, including removal of outdated reference to Pension Choice exercise
4.0	Ratification and issue	TBI	Amendments made during consultation, prior to ratification.
5.0	Review of policy	September 2021	Amended flowchart and detail on the process for a manager and employee. Clarified actions needed in advance of retirement etc. Added detail in the policy to ensure employees are aware of the flexibility and options available when considering/retiring.
5.0	Ratification and issue	December 2021	Amendments and consultation prior to ratification in December 2021 and published via the Trust's intranet and internet.

## 12 Training and Other Resource Implications

The Human Resources Department offers training and support to managers in the implementation of Human Resources policies.

## 13 Links to Other Policies, Standards (Associated Documents)

Flexible Working Policy  
Policy Leaver Guidance

## 14 Contact Details

<b><i>Title</i></b>	<b><i>Phone</i></b>	<b><i>Email</i></b>
Pensions Department	0114 2714407	STH.457pensions@nhs.net
Victoria Pay Services	0114 3052439	Surnames beginning A-F - email: <a href="mailto:STH.457eformsa-f@nhs.net">STH.457eformsa-f@nhs.net</a> Surnames beginning G-N - email: <a href="mailto:STH.457eformsg-n@nhs.net">STH.457eformsg-n@nhs.net</a> Surnames beginning O-Z - email: <a href="mailto:STH.457eformso-z@nhs.net">STH.457eformso-z@nhs.net</a>
People Department	0114 2263301	hradvisors@shsc.nhs.uk

## Appendix A

### Equality Impact Assessment Process and Record for Written Policies

**Stage 1 – Relevance** - Is the policy potentially relevant to equality i.e. will this policy potentially impact on staff, patients or the public? This should be considered as part of the Case of Need for new policies.

**NO** – No further action is required – please sign and date the following statement.  
**I confirm that this policy does not impact on staff, patients or the public.**

***I confirm that this policy does not impact on staff, patients or the public.***  
 Name/Date:

**YES, Go to Stage 2**

**Stage 2 Policy Screening and Drafting Policy** - Public authorities are legally required to have 'due regard' to eliminating discrimination, advancing equal opportunity and fostering good relations in relation to people who share certain 'protected characteristics' and those that do not. The following table should be used to consider this and inform changes to the policy (indicate yes/no/ don't know and note reasons). Please see the SHSC Guidance and Flow Chart.

**Stage 3 – Policy Revision** - Make amendments to the policy or identify any remedial action required and record any action planned in the policy implementation plan section

SCREENING RECORD	Does any aspect of this policy or potentially discriminate against this group?	Can equality of opportunity for this group be improved through this policy or changes to this policy?	Can this policy be amended so that it works to enhance relations between people in this group and people not in this group?
Age	NO	N/A	N/A
Disability	NO	N/A	N/A
Gender Reassignment	NO	N/A	N/A
Pregnancy and Maternity	NO	N/A	N/A

<b>Race</b>	<b>NO</b>	<b>N/A</b>	<b>N/A</b>
<b>Religion or Belief</b>	<b>NO</b>	<b>N/A</b>	<b>N/A</b>
<b>Sex</b>	<b>NO</b>	<b>N/A</b>	<b>N/A</b>
<b>Sexual Orientation</b>	<b>NO</b>	<b>N/A</b>	<b>N/A</b>
<b>Marriage or Civil Partnership</b>	<b>NO</b>		

Please delete as appropriate: - Policy Amended due to regular review process.

Impact Assessment Completed by: R. Watson      13/07/2021
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## Appendix B

### Review/New Policy Checklist

This checklist to be used as part of the development or review of a policy and presented to the Policy Governance Group (PGG) with the revised policy.

		Tick to confirm
<b>Engagement</b>		
1.	Is the Executive Lead sighted on the development/review of the policy?	√
2.	Is the local Policy Champion member sighted on the development/review of the policy?	√
<b>Development and Consultation</b>		
3.	If the policy is a new policy, has the development of the policy been approved through the Case for Need approval process?	√
4.	Is there evidence of consultation with all relevant services, partners and other relevant bodies?	√
5.	Has the policy been discussed and agreed by the local governance groups?	√
6.	Have any relevant recommendations from Internal Audit or other relevant bodies been taken into account in preparing the policy?	N/A
<b>Template Compliance</b>		
7.	Has the version control/storage section been updated?	√
8.	Is the policy title clear and unambiguous?	√
9.	Is the policy in Arial font 12?	√
10.	Have page numbers been inserted?	√
11.	Has the policy been quality checked for spelling errors, links, accuracy?	√
<b>Policy Content</b>		
12.	Is the purpose of the policy clear?	√
13.	Does the policy comply with requirements of the CQC or other relevant bodies? (Where appropriate)	√
14.	Does the policy reflect changes as a result of lessons identified from incidents, complaints, near misses, etc.?	√
15.	Where appropriate, does the policy contain a list of definitions of terms used?	√
16.	Does the policy include any references to other associated policies and key documents?	√
17.	Has the EIA Form been completed (Appendix 1)?	√
<b>Dissemination, Implementation, Review and Audit Compliance</b>		
18.	Does the dissemination plan identify how the policy will be implemented?	√
19.	Does the dissemination plan include the necessary training/support to ensure compliance?	√
20.	Is there a plan to <ol style="list-style-type: none"> <li>i. review</li> <li>ii. audit compliance with the document?</li> </ol>	√
21.	Is the review date identified, and is it appropriate and justifiable?	√

Appendix C - Retirement flexibilities poster



**NHS Employers**

# Retirement flexibilities – NHS Pension Scheme

	1995 section	2008 section	2015 section
<p><b>Step down</b> Staff can 'step down' to a different role, for example, to reduce their level of responsibility while remaining in NHS employment. This supports the organisation to retain the individual's skills and experience while supporting the staff member to approach retirement.</p>	✓	✓	✓
<p><b>Wind down</b> Staff can 'wind down' to retirement by remaining in their current post but reduce the number of hours or days they work.</p>	✓	✓	✓
<p><b>Retire and return to NHS employment</b> Staff who have reached the minimum pension age can choose to retire, claim their pension benefits and then return to NHS employment.</p>	✓*	✓	✓
<p><b>Draw down</b> Members can take part of their pension benefits and continue in NHS employment. This means that staff can continue working while benefitting from being able to partially draw down their pension benefits and supplement their income.</p>	✗	✓	✓
<p><b>Late retirement enhancement</b> If a member chooses to retire later than their normal pension age (NPA), their pension benefits will be increased by the application of late retirement factors.</p>	✗	✓	✓
<p><b>Early retirement reduction buy out (ERRBO)</b> Members or their employers can pay additional contributions to buy out, or reduce, the actuarial reduction that would be applied to their pension were they to retire before their normal pension age.</p>	✗	✗	✓

\*Members of the 1995 section will not be eligible to rejoin the NHS Pension Scheme on their return to employment.

Flexibilities within the NHS Pension scheme can enable members to take a different approach to retirement. They enable them to work to a later retirement age in a way that can meet their needs and those of the organisation they work for. These flexibilities must be discussed between a staff member and an employer to reach an agreement about how they will be applied on an individual basis.

Further information about retirement flexibilities can be found on our website [www.nhsemployers.org/articles/flexible-retirement](http://www.nhsemployers.org/articles/flexible-retirement)

 @NHSE\_Reward

## Appendix D

### Retirement Gift & Buffet Entitlement

The Trust will provide employees to these benefits whether they are retiring on the grounds of age or ill health, or if they are accepting voluntary redundancy providing they have acquired the required length of service. Entitlement is dependent upon employees having 15 years or more continuous service with any NHS organisation or Local Authority in respect of long service. Human Resources staff will advise on eligibility criteria where necessary.

For employees with the requisite length of service, the standard benefits are: -

Gift Entitlement: £5.00 per full year of service. Available if continuous length of service is 20 years or more. For example, 22 years of service will equate to a gift entitlement of £110.00

Buffet Entitlement: £5.00 per full year of service. Available if continuous length of service is 15 years or more.

**When completing the below form, Line Managers should consider;**

#### Gift details

- It is recommended that gift entitlements are requested in the form of a voucher, bank transfer or purchase card made payable to a retail outlet. The gift should be selected from a place of the employee's choice. If the item chosen exceeds the gift allowance (this should not be greater than the allowance to which the employee is entitled from the Trust) the employee should pay the difference before the collection of the gift. The gift should be reserved in the employee's name, and details of the relevant business, organisation or shop.
- Cheques cannot be made payable to the person retiring because of income tax implications. The gift entitlement may be paid in cash however, sufficient notice is needed to make sure that this payment can be made along with the final salary. Employees will be subject to income tax on the gift allowance, which means that they will incur a loss on the amount which is payable.
- The arrangement where colleagues purchase retirement gifts out of their own personal monies and then request reimbursement is not to be encouraged. In the rare circumstances where this does happen, receipts must be provided as proof of purchase. If an employee chooses to purchase their own gift and then seek reimbursement, this can only take place if the amount reimbursed is subject to tax, i.e. they would not get back the full gift allowance.
- To discuss your options further, please contact the Finance or Procurement Team.

## Buffet details

- Wherever possible, it is recommended that retirement buffets are arranged via a SHSC Trust Catering Department. To arrange this, a Refreshment Order Form should be completed and attached to the Retirement Entitlement Request and sent to the Finance Team's inbox [manaccteam3@shsc.nhs.uk](mailto:manaccteam3@shsc.nhs.uk)
- The Finance department will forward the Refreshment Order Forms to the appropriate Catering Department. However, the employee can decide to use the money at an alternative venue, cater for the buffet themselves. In these circumstances, they must submit receipts to the value of the allowance to the Management Accounts Section at Fulwood House.
- If you are considering an alternative catering option, vouchers may be suitable. To discuss your options further, please contact the Finance or Procurement Team.
- Please state the intended date of the function in order that arrangements can be made in good time.
- Please bear in mind the Trust's alcohol policy when arranging functions.
- With the express approval of the relevant Budget Manager, the standard buffet entitlement may be supplemented by revenue monies. In such cases the additional cost should be charged to an appropriate hospitality code.
- This entitlement is intended to be used towards retirement buffets at which the majority of guests will be work colleagues. Please note that the buffet entitlement is not available for private functions attended solely by the employee's relatives/personal friends.

**To ensure that all entitlements can be arranged in good time, it is recommended that the request form is submitted to the Finance Department no later than two weeks before the intended date of retirement.**

## Appendix E

### Retirement Entitlement Request Form

#### **SECTION 1** - To be completed by Line Manager

Could you please arrange retirement entitlements as per the following details -

<b>EMPLOYEE DETAILS</b>	
Full Name	
Length of Service	
Ward / Department	
Intended date of retirement	
Site / location of work	

<b>GIFT DETAILS</b>	
Entitlement (Amount in £)	
Payment made payable to, please give details of company:	
Please check how the company will accept payment and provide purchase / bank details below:	

<b>BUFFET DETAILS</b>	
Entitlement (Amount in £)	
Date of Function	
If in-house (i.e. via a SHSC Catering Department) is to be used?	Please complete a Refreshment Order Form and send in with this form.

