## Retirement (Includes Flexible and Early Retirement Options)

<table>
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</table>
| Author / Manager Responsible: | Author: Katy Coulam HR Manager  
Katie Murray HR Advisor  
Manager Responsible: Lynn Vaughan |
| Deadline for ratification: (Policy must be ratified within 6 months of review date) | September 2009 |
| Review Date:            | March 2009              |
| Ratified by:            | TCNC and Management Board |
| Date Ratified:          | September 2006          |

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- Managing Health & Sickness Policy
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E-Mail Distribution

- Board Members
- Directors/Deputy Directors
- Lead Clinicians
- Chair/Board and Assistant Board Managers
- Heads of Nursing
- Senior Nurses
- Ward and Departmental Managers
- Admin Managers
- Accredited Trade Unions
- HR Managers & Advisors
## CONSULTATION AND RATIFICATION SCHEDULE

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<td>AFC Payroll Manager</td>
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INTRODUCTION

Throughout this Policy & Procedure the Royal United Hospital, Bath, NHS Trust is referred to as “the Trust”.

With an increasing proportion of the UK workforce ageing towards retirement, it is becoming increasingly important to retain the skills and expertise of employees who are due to retire. The Trust is well aware and acknowledges the wealth of knowledge and experience that exists amongst its more mature employees and is committed, where possible, to retaining their services.

This Policy & Procedure is to be used in conjunction with the Trust’s Flexible Working & Leave Policy & Procedure.

This policy is written prior to the completion of national consultations into changes to the NHS Pension Scheme in relation to early retirement and redundancy and other arrangements. Any reference made to the NHS Pension Scheme and its rule/regulations is therefore subject to this national review.

POLICY

1. The Trust recognises that choosing the right time to retire can be a difficult decision for anyone as it usually requires the consideration of a number of factors. However, it need not be a sudden move from 'working' to 'not working' and it is the Trust's intention, therefore, to make available a number of options to facilitate the transition from work to retirement that will benefit both the organisation and employees.

2. The Trust also recognises that many staff will leave the Trust each year due to retirement, yet they could continue to work. By offering more flexible routes to retirement, such as a chance to move into a part time working pattern, a different role or to a differing level of responsibility, many of these staff can be retained on a basis designed to suit their own individual requirements.

3. This policy and procedure supports the 'Improving Working Lives' Practice Plus standard and its aims to act as a model employer. It is designed to achieve an improved work life balance through flexible retirement options, which also addresses issues of recruitment and retention of the valuable experience and skills of an ageing workforce.

4. The purpose of this policy is to:

   - Consider as far as possible both the needs of individual employees and those of the organisation.
• Allow sufficient flexibility in terms of the options for retirement to accommodate the needs of the service and those of the individual.

• Provide greater guidance so that managers and employees are aware of the options that are available and the ability of the individual to make choices about the way in which they wish to retire and their eventual retirement.

• Clarify the rights on the individual and the organisation.

5. This policy and procedure supports the national default retirement age of 65 years (as specified in the Employment Equality (Age) Regulations 2006). Employees have the right to request to work beyond this age and the Trust has a duty to give consideration to such requests.

6. This policy and procedure will apply to all staff directly employed by the Royal United Hospital NHS Trust.

7. Whilst this policy applies to all staff members, it must be noted that medical staff pension benefits are calculated differently. The pension for medical staff is calculated on the last full time salary, which for non-clinical usually remains fixed, but in the case of clinicians, working hours are variable up to and including retirement.

PRINCIPLES

1. Options for Retirement

1.1 Default Retirement Age

The Trust supports the principle of flexibility and encourages an age-diverse workforce. The normal or default age of retirement for Trust staff is 65 years (women born prior to 1950 can choose to retire at 60 years). All employees have the right to request to work beyond 65 and the Trust has clear processes by which employees can apply to continue working beyond the normal retirement age.

Staff should note that the age at which they retire could affect their pension benefits.
1.2 Optional Retirement Age

Members of the NHS Pension Scheme can receive full pension benefits if they chose to retire at or after age 60 (65 years of age, subject to the NHS Pension Review) (except Special Class Status, see section 1.4). Members may contribute to the scheme until age 70 or up to 40 years membership as at 60 years of age or 45 years membership as at 65 years of age.

1.3 Voluntary Early Retirement (VER)

NHS Pension Scheme members can chose to receive pension benefits if they opt for voluntary early retirement (VER) at or after the age of 50 (55 after the NHS pension review) subject to 2 years pensionable service. However, benefits are actuarily reduced to take account of early payment. Acceptance of VER is at the discretion of the NHS Pensions Agency and is not guaranteed.

1.4 Special Class Status

Employees in certain staff groups who were members of the NHS Pension Scheme before 6 March 1995 and have qualifying service, have Special Class Status (see appendix 2). They can chose to retire with full pension benefits (some exceptions for men) from age 55.

Special Class Status is no longer granted to new entrants to the pension scheme on or after 6 March 1995. Re-entrants to Special Class type employment retain the status in the scheme if they do not have a break in pensionable scheme membership of 5 years or more.

Further information about Pension Benefits, Special Class Status and VER is contained in the NHS Pension Agency booklets entitled 'Guide to NHS Pension Scheme' and 'Leaving the Scheme', both of which are available from the Trusts Pension Officer.

1.5 Early retirement on 'other' grounds

Early retirement on the grounds of ill health or organisational change will operate in appropriate cases in accordance with the relevant Trust agreed policies and procedures.

2. Flexible Retirement Options

The Government and the NHS Pensions Agency have introduced various options for flexible retirement. This provides alternatives to the conventional view of simply stopping work and drawing a pension that may suit some employees. Flexible retirement is positively encouraged by the Trust where it can be accommodated within the service requirements.
The possible options for flexible retirement are as follows:

- **Winding down** (to move into a part time work in a way that does not reduce pension benefits).

- **Stepping down** (to step down into a less demanding (lower grade) role in a way that preserves pension entitlement from the higher-level post for the last 2 years).

- **Retire and come back** (to retire and start receiving a pension subject to pre-retirement earnings limit if under 60 years of age, but carry on with part-time or full-time work. If aged over 60 years working hours can be unlimited after the 1st month).

- **Work when needed** (this could include working in school holidays, winter months, occasional days or temporary job fill).

2.1 **Winding down**

As an alternative to simply retiring, staff may choose to wind down by working fewer days in their current post. There is a general misconception that moving to part time work in the years leading up to retirement may reduce the eventual pension. However, pensions for part time staff are actually calculated on the whole time equivalent salary, so moving from full time to part time work, rather than retiring, should not reduce the level of pension although it will reduce the level of service. For example, someone working 4 years at 50% of full time will be credited with two extra years of contribution to the scheme.

2.2 **Stepping down**

In some cases, it may be the pressure and responsibilities of the current role that an employee wants to reduce without leaving work altogether. If so, they can look to step down into a less demanding job on lower pay, with the opportunity of working less hours and/or days, but in areas which still make good use of their skills and experience.

Also, within the Trust, there are a range of both clinical and non-clinical posts that can be pursued on a voluntary basis and such a move can be particularly valuable where the member of staff has critical skills and experience and where the new role facilitates transfer of this experience to other staff.
2.3 Retire and Come Back

There are no significant obstacles to employees resuming work after retirement full-time, part time or for short periods. Once retired, employees are no longer members of the NHS Pension Scheme and will therefore not build up any further pension entitlement. However, employees earnings will usually have no effect on their pension.

The conditions attached to this option are:-

- Anyone aged under 60 years, with the exception of those who have taken an actuarially reduced pension, cannot earn more through pension and post-retirement employment than their salary at retirement. Where this occurs, the pension is reduced to bring the total income down to the required level.

- If over 60 years of age, no more than 16 hours a week can be worked within the first calendar month of retirement, otherwise the pension is suspended. After the first calendar month following retirement, the number of hours worked per week can increase beyond 16 hours. Further advice about each individual case should be sought from the Pensions Officer.

- To receive benefits there must be a break of at least 24 hours between leaving one post and taking up another.

2.4 Working When Needed

Individuals who have retired already may be a resource of qualified staff willing to work for limited periods to cover absence or peak activity. This could include school holidays, occasional days or temporary job fill. However, this must be of mutual benefit particularly during the winter months when the need for extra staff to cope with the increased activity levels is at its highest and when cold wet weather and shorter days may provide less opportunity for those who have retired to be out and about.

These periods of work will usually have no impact on pension entitlement. The only controlling factor would be eligibility to practice for nurses and other professions.

Staff who are interested in returning to work but who do not want to commit themselves to regular hours may wish to consider registering with the Trust-wide nurse pool/bank, administration and clerical bank or any other temporary bank arrangements which support the Trust. In this way skilled and experienced individuals who may be happy to return to work for varying periods of time will be maintained.
3. Keep in Touch (KIT) Scheme

Once people have chosen to retire they will be asked if they wish their name to be placed on the Trust’s register of retired employees, retained by the HR department. Those on the register will be contacted regularly by the Trust to update them on the Trust's activities and a record kept of their willingness to consider returning to work part time during peak periods of pressure in the Trust.

4. Notice Periods

Staff who choose to retire should give normal contractual notice in writing to their line manager, stating their intention to retire from the Trust.

However, it is essential that the Pensions Officer, based in the Payroll Department, is given 3 months notice, in order to process an application for pension benefit, if the employee is a member of the NHS Pension Scheme.

**PROCEDURE**

1. Notification of Default Retirement and ‘duty to consider’ Procedure

Under the Employment Equality (Age) Regulations 2006, the employer has a duty to consider any request from an employee to work beyond their default retirement date.

In order to ensure that all staff in this situation receive the same treatment the Trust will follow the procedure (A) below from 1\textsuperscript{st} April 2007. There is a separate procedure (B) for staff with default retirement dates of between 1\textsuperscript{st} October 2006 and 31\textsuperscript{st} March 2007 which is set out after this.

A. Procedure for Staff with Default Retirement Dates of 1\textsuperscript{st} April 2007 and later

1.1 Notification - The HR department will notify managers of their employees who will be turning 64 ½ years of age in a quarterly report and will write to these employees informing them of the date of their default retirement date and their right to make a request to work beyond their retirement date. This must be done no later than 6 months but no more than 12 months before the default retirement date.

1.2 Employee Request - If the employee wishes to continue working, they must request to do so in writing no less than 3 months before the default retirement date stating whether they wish to continue working indefinitely; for a stated period; or until a stated date. If the employee wishes to retire either through full or flexible retirement they will do so in line with the flowchart shown in Appendix A.
1.3 **Consideration of Request** - The manager must consider the request to continue working and, if not immediately granted, hold a meeting with the employee to discuss the request within a reasonable period of receiving it. The employee has the right to be represented at this meeting by an accredited representative of a Trade Union or a professional association or a friend who is an employee of the Trust.

1.4 **Confirmation of Decision** - After the meeting, the manager must inform the employee in writing of their decision as soon as is reasonably practicable. The employee’s employment continues until they have been informed of the decision on the request.

- If the manager has agreed to the request, they must confirm whether the employment will continue indefinitely, or the date or period that it will be extended to or by.
- If the manager has refused, they must confirm that they wish to retire the employee on the date of retirement.
- Alternatively, the manager could agree to continue the employment for a shorter period.

In confirming their decision in writing the manager must inform the employee of their right of appeal.

1.5 **Appeal** - If the request is refused, the employee may appeal against the decision within 21 working days after receiving notification of the decision. If the employee does appeal, the appeal meeting should be held as soon as is reasonably practicable. The appeal meeting can be held after the retirement has taken effect.

1.6 If employment beyond 65 is agreed, both parties should agree their expectations and the employment will be extended for the agreed period.

1.7 This process must be completed 6 months before the employee reaches their new retirement date.

**B. Procedure for Staff with Default Retirement Dates of between 1st October 2006 and 31st March 2007**

1.1 **Notification** – On or after 1st October 2006, the HR department will notify managers of their employees who will be reaching their default retirement age of 65 between 1/10/06 and 31/3/07 in a quarterly report. On or after 1st October 2006, the HR department will write to these employees a period equal to the longer of their statutory or contractual notice period prior to their default retirement date confirming the date of their default retirement date and their right to make a request to work beyond their retirement date.
1.2 **Employee Request** - If the employee wishes to continue working, they must request to do so at least 4 weeks prior to their default retirement date (or as soon as practicable after being notified) stating whether they wish to continue working indefinitely; for a stated period; or until a stated date. If the employee wishes to retire either through full or flexible retirement they will do so in line with the flowchart shown in Appendix 1 – chart 1i.

1.3 **Consideration of Request** - The manager must consider the request to continue working and, if not immediately granted, hold a meeting (at least 4 weeks prior to the proposed retirement date or as soon as practicably possible) with the employee to discuss the request within a reasonable period of receiving it. The employee has the right to be represented at this meeting by an accredited representative of a Trade Union or a professional association or a friend who is an employee of the Trust.

1.4 **Confirmation of Decision** - After the meeting, the manager must inform the employee in writing of their decision as soon as is reasonably practicable. The employee’s employment continues until they have been informed of the decision on the request.

- If the manager has agreed to the request, they must confirm whether the employment will continue indefinitely, or the date or period that it will be extended to or by.
- If the manager has refused, they must confirm that they wish to retire the employee on the date of retirement.
- Alternatively, the manager could agree to continue the employment for a shorter period.

In confirming their decision in writing the manager must inform the employee of their right of appeal.

1.5 **Appeal** - If the request is refused, the employee may appeal against the decision within 21 working days after receiving notification of the decision. If the employee does appeal, the appeal meeting should be held as soon as is reasonably practicable. The appeal meeting can be held after the retirement has taken effect.

1.6 If employment beyond 65 is agreed, both parties should agree their expectations and the employment will be extended for the agreed period.

2. **Notification to Managers of Staff Nearing Default Retirement Age**

2.1 The HR department will produce a report from the employee database on a quarterly basis listing all employees who are at the trigger age of 64 and 6 months and will write to managers and staff in line with either procedure A or B (depending on the employee’s default retirement date) in line with section 1 above.
2.2 Depending on the employee’s response their line manager should arrange to meet and discuss with them in relation to their retirement intentions and options in line with procedure A or B (depending on the employee’s default retirement date) in line with section 1 above.

3. Pre-Retirement Preparation

3.1 All employees approaching retirement are encouraged to contact the HR department and the Payroll Department, Pensions Section, for support prior to their retirement.

3.2 The Pensions Officer within the Trust Payroll Department can be contacted by employees for information on the NHS Pension Scheme and retirement options affecting a pension.

3.3 Further information on the NHS Pension Scheme can be gained by an employee contacting directly the NHS Pensions office on 01253 774774 / 01253 774440 or on www.nhspa.gov.uk.

4. Employee Responsibility

4.1 An employee will be required to instigate discussions with their manager to consider their retirement and retirement options. If an employee wishes to continue to work beyond the age of 65, they must inform their manager in writing in line with the above procedure A or B – normally no less than 3 months before their retirement date.

4.2 It is at the manager’s discretion of whether to accept the request, however should they decide not to they must arrange a meeting with the employee to discuss the request. The employee has the right to representation by a Trade Union, professional association or a friend who is an employee of the Trust.

4.3 The employee has the right to appeal against the manager’s decision and must do so within 21 working days of receiving the decision.

4.4 The employee is required to give contractual notice in writing to their manager of their intention to retire.

4.5 Careful consideration should be given to decide if any of the flexible retirement options are to be pursued.

4.6 Where pension entitlement may be affected, advice should be sought from the Payroll Department by the employee.
4.7 Should the employee opt for flexible retirement the application form for flexible retirement needs to be completed by the employee, in conjunction with the line manager (appendix 3).

5. Manager’s Responsibility

5.1 It is the responsibility of the line manager to follow up the letter from the HR department to their member of staff (informing them of their right to request to continue to work past their default retirement date) when they hit the trigger age of 64 ½ years of age wherever appropriate.

5.2 If the employee wishes to continue working beyond default retirement date - If the line manager receives a request from an employee the required period in advance to continue to work past their retirement date, then the line manager must consider the request and, if they do not immediate grant it, set up and hold a meeting with the employee to discuss the request within a reasonable period of receiving it (in line with paragraph 1.3 of the procedure A or B above). The employee has the right to representation by a Trade Union, professional association or a friend who is an employee of the Trust. If the manager accepts the request immediately, there is no need to hold a meeting.

5.3 It is at the line manager’s discretion as to whether they propose alternative working patterns, other than those proposed by the employee.

5.4 If the line manager decides to accept the employee’s request they should inform them in writing as soon as is practically possible confirming this extension stating if appropriate any new employment pattern and / or new intended retirement date. The line manager should then complete and forward a change of conditions form to reflect the extension beyond retirement date and if appropriate the new employment pattern.

5.5 If the line manager decides to refuse the request they should confirm this to the employee in writing as soon as practically possible including the date that they wish them to retire – either on the original intended retirement date or an alternative later date. The line manager should then complete and forward a leaving form confirming the date of retirement.

5.6 If the employee wishes to retire on their default retirement date - It is the responsibility of the line manager to meet with the employee and discuss the arrangements concerning their retirement and complete a leaving form confirming the retirement date. If the employee opts to retire fully from the Trust the line manager will ask the employee if they wish to be registered on the Keep in Touch (KIT) scheme. If the employee does wish this the manager will notify the HR Department.
5.7 Where instigated by the employee, managers should consider all requests for flexible retirement.

5.8 The employee has the right to appeal against the decision of their manager within 21 working days of receiving the decision. If the manager receives an appeal, they must contact HR to arrange an appeal meeting with a suitable panel (normally the line manager’s manager with HR support if appropriate). The employee has the right to representation by a Trade Union, professional association or a friend who is an employee of the Trust. At the end of the meeting the panel may decide whether or not to accept the employee’s request to continue working. It is at the discretion of the panel to decide on alternative working patterns other than those proposed by the employee.

5.11 The manager from the appeal panel will inform the employee of the final decision in writing.

6. Notification to the Payroll Department

6.1 For full retirement the line manager will complete a leaver’s form, with the employee, stating the last day of service and taking into account any accrued annual leave.

6.2 For flexible retirement of NHS Pension Scheme members a leavers form will be completed with the employee, stating the last day of service and taking into account any accrued annual leave. In order to draw a pension the employee is required to leave for a minimum of 24 hours. On returning the manager will complete with the employee an appointment form.

6.2 For flexible retirement of non NHS Pension Scheme members the line manager will complete a change of conditions form with the employee.

6.3 All forms should be sent to the HR Department who will in turn notify the payroll department.

7. Retirement Function / Gratuity / Letter

7.1 All employees who retire from the Trust for any reason with over 20 years continuous NHS service will be eligible for a financial contribution towards catering for a retirement party, and a gratuity cheque (appendix 4).

7.2 Employees who retire but return to the Trust to continue working in any capacity without a break in service will be able to claim their retirement function and gratuity once they finally leave the Trust.
7.3 If the employee expresses a wish not to have a retirement party or function then a request for the financial contribution should not be made. The financial contribution cannot be used for purposes other than for ordering of food for the retirement function.

7.4 The financial contribution from the Trust towards a retirement party or function will be up to a maximum of £60.00 (sixty pounds).

7.6 The value of the gratuity will be £5.00 (five pounds) net per completed year of continuous NHS Service.

7.7 The line manager will need to complete the “Request for Retirement Function / Gratuity / Letter” (appendix 4).

8. Interpretation, Variation and Termination

8.1 Any questions as to the interpretation of this policy shall be referred to the relevant HR Manager/Advisor. Where further advice is required this should be referred to the Director of HR.

8.2 Management and Staff Side will jointly review the collective performance and effectiveness of this policy and procedure at appropriate intervals. There shall be no variation to this policy except by joint agreement through the Trust Consultation and Negotiation Committee (TCNC).
Appendix 1

1i. Flow Chart of Retirement Procedure for employees who are under 64 ½ years of age and wish to apply for full or flexible retirement

HR Department notifies managers & affected staff of staff who reaching 64 ½ years of age in a quarterly report.

Manager & employee discuss retirement options

Employee opts for full retirement from the Trust

Employee gives contractual notice in writing to manager

Employee & manager complete & submit leavers form (3 months in advance for pensions officer)

Manager asks employee if they wish to be registered on the KIT scheme, if so manager notifies HR department

Employee prepares for retirement, including contacting the Pensions Officer

Manager completes and submits applicable sections of “Request for Retirement Function/Gratuity/Letter” form.

If applicable, retirement function held

Employee opts for flexible retirement option

Manager & Employee complete and submit "Flexible Retirement Application"

Manager and employee complete & submit leavers form (3 months in advance for pensions officer)

Manager and employee complete and submit an appointment form after a minimum period of 24 hours after leaving
1ii Flow chart for employees who wish apply to work beyond the age of 65

HR Department notifies managers of staff who reaching 64 ½ years of age in a quarterly report

HR Department notifies the employee in writing of their right to request to work beyond their retirement date

Employee confirms their intention to retire (follow above flow chart – App 1)

Employee makes request to work past their normal retirement date in writing and no less than 3 months prior to retirement date

Manager considers request. If not immediately granted, then a manager sets up and holds meeting with employee.

If manager accepts the request, a change of conditions form must be complete and the manager must write to the employee to confirm their new retirement date

If manager declines the request, they must write to the employee to confirm that continue to intend to retire them, and the date that they are to retire

The employee has the right to appeal within 21 working days. If they appeal, the manager must inform HR to arrange an appeal panel and date. The employee has the right to be accompanied

The decision of the appeal panel is final. The outcome and the employee’s retirement date must be confirmed to the employee in writing and the appropriate steps taken
Appendix 2

SPECIAL CLASS STATUS

Special Class Status only applies to staff in the following staff groups who were members of the NHS Pension Scheme before 6 March 1995 and who have not had a break in scheme membership of 5 years or more. It does not apply to new scheme members who joined one of these groups on or after 6 March 1995.

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<td>Nurses</td>
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</tr>
<tr>
<td>Midwives</td>
<td>last 5 years of service</td>
</tr>
<tr>
<td>Physiotherapists</td>
<td>last 5 years of service</td>
</tr>
<tr>
<td>Occupational Health Nurses</td>
<td>last 5 years of service</td>
</tr>
<tr>
<td>Health Visitor</td>
<td>last 5 years of service</td>
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<tr>
<td>Mental Health Officers</td>
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Further information is given in the booklet “A Guide to the NHS Pension Scheme”, available from the Pensions Officer, Payroll Department.

Confirmation of whether an employee has Special Class Status can be obtained from the Trust’s Pension Officer.
Appendix 3

Flexible Retirement Application
This form is to be completed by those employees choosing a flexible retirement option and receiving their pension.

<table>
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<th>Last day worked prior to retirement:</th>
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<td>Date referred to occupational health:</td>
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<td>Date occupational health clearance gained:</td>
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<td>Date due to return following retirement:</td>
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(Please note that a minimum break of 1 working day is required following retirement in order to break service, as is required for a pension to commence).

<table>
<thead>
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<th>Position / Job Title following retirement:</th>
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<td>Salary Band &amp; Point on Band:</td>
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(please state any additional allowances, i.e. additional annual leave)

<table>
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<th>Hours worked during 1st month following retirement date:</th>
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<td>(please note that this should not exceed 16 hours per week)</td>
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<tr>
<td>Hours worked from 2nd month onwards:</td>
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<tr>
<td>Other additional information to be stated within contract of employment:</td>
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**Employee Name:**
**Employee Signature:**
**Date:**

**Managers Name:**
**Manager Signature:**
**Date:**
**Designation:**
**Department:**

*On completion, this form must be sent to the HR Department.*
Appendix 4

Request for Retirement Function / Gratuity / Letter

Employee Name: 
Job Title: 
Department: 
Retirement Date: 
Trust Service: From _______ To _______
Continuous Completed Years of Trust Service: 
Continuous Completed Years of NHS Service: 

A. Retirement Function (please contact the catering department to arrange)

Catering Arrangements (tick as appropriate) up to a maximum of £60.00 (with min. 20 years continuous NHS service)
Hospital Catering Department
Private Catering
(receipt for expenses to be submitted) £

Amount to be charged to Charitable funds: £
Date & Time of Function: 
Venue: 
(Catering to arrive approx. 30mins before start time)

B. Gratuity (Minimum of 20 completed years of continuous service)

Value of Gratuity:

Number of continuous completed years of NHS Service x £5.00 = £

Cheque to be made payable to (i.e., employee name)

Cheque required no later than (please specify date):

Cheque to be sent to (managers name): 
At:
Appendix 4  
*For Internal Use Only*

**FINANCE DEPARTMENT**

Gross pay: £ (a)
EE NI: £
EE Tax: £
EE Superann: £

NET pay: £
Cheque requested: ___/___/___

ERS NI: £ (b)
ERS Superann: £ (c)

Gross cost: £ (a+b+c)

Account code:
Cost centre:
To be reimbursed from endowment funds.

Copy to financial accounts: ___/___/___

Signed: Date:

**FINANCIAL ACCOUNTS**

£___________(gross cost) charged to endowment funds

Journal ref:

Signed: Date:

Hospital Catering

Journal ref:

Signed: Date:

**HR**

Date letter sent to manager:
Date OH clearance gained:
Signed: Date:
Appendix 5

Retirement Checklist for Managers

1. Have you informed the employee of their right to request work beyond their normal retirement age of 65 years of age?

2. If yes, have you arranged a meeting with them to discuss the request?

2. Have you received a resignation letter from the employee?  Yes / No

3. Has the employee given the Pensions Officer at least 3 months notice of retirement (if a member of the NHS Pension Scheme)?  Yes / No

4. Is the employee choosing a flexible retirement option?  Yes / No
   a) If Yes,
      Have you referred the employee to occupational health?  Yes / No
      Has occupational health clearance been received?  Yes / No
      Have you completed & submitted the “Flexible Retirement Application”?  Yes / No
      Have you completed & submitted a leavers form?  Yes / No
      Is there at least a 24 hour break between retirement and Returning? (if NHS Pension Scheme member)  Yes / No
      On returning, is the employee working 16 hours or fewer per week for the first month?  Yes / No
      Have you completed & submitted an appointment form?  Yes / No
   b) If No,
      Have you completed and submitted a leavers form?  Yes / No

5. If the employee is leaving, do they wish a retirement function?  Yes / No

5. Have you completed and submitted the “Request for Retirement Function/Gratuity/letter”? (Where eligible)  Yes / No

6. Have you asked the employee of they wish to be Registered on the KIT Scheme?  Yes / No
   Does the employee wish to be registered on the KIT Scheme?  Yes / No

7. If a function is being held, have you:
   a) Booked a venue  Yes / No
   b) Invited guests  Yes / No
CONSULTATION CHECKLIST

Author, please attach this to each copy of the policy being sent to a meeting for comments.

Dear Chairman, please would you review this policy at your committee and return any amendments / comments to ____________________________by ____________________________.

Title of meeting

Date of meeting

Name of policy

Name of author

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| Are there any elements of this policy which present operational issues that require further discussion? If yes, please provide a contact name for the author. |
| Yes | No | N/A |
|-----------------------------------------------|

Is the policy referenced?

Does the policy include a training plan?

If you are the appropriate forum, have the necessary resources been agreed to implement this policy?

Is there a plan for policy implementation?

Does your meeting recommend further consultation with groups or staff other than listed at the front of the policy?

Other comments from meeting.

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Policy accepted without further comment. (Please circle)  Yes / No
Policy needs further amendment. (Please circle) Yes / No

**Confirmation of Ratification by Chair of Staff-side, TCNC:**

Name of Chair _______________________

Signature ________________________ Date_________________

**Confirmation of Ratification by Chair of Management side, TCNC:**

Name of Chair _______________________

Signature _________________________