



# Retirement Policy and Procedure



## Retirement

This policy sets out the procedure for Retirement at West Lindsey District Council (WLDC). This policy does not form part of your contract of employment.

The policy applies to employees of WLDC. It does not apply to contractors or consultants external to the council.

WLDC recognises the contribution of a diverse workforce, including the skills and experience of older employees and does not operate a compulsory retirement age for employees.

### Types of Retirement

**Retirement at Normal Pension age** – retirement at the age at which the council occupational pension scheme is payable or if an employee is not a member of LGPS, the age at which state pension is payable. To note that under current legislation employees may choose to continue to work and draw state pension.

**Early Retirement** – retirement over the age of 55 and before Normal Pension age. This is likely to lead to be to a reduction in pension benefits. Employees who are considering this option should contact the pension department for further information.

**Flexible Retirement** – a reduction or change in working pattern or responsibilities. If hours are reduced this will result in a reduction in salary and pension contributions. Employees who are considering this option should contact the pension department if they are a member of LGPS for further information. West Lindsey District Council will fairly consider all requests by those employees for changes to their working patterns. Employees are under no obligation to participate in the flexible retirement. However, in certain circumstances this may be beneficial for both the employee and employer. The council will not make any changes to an employee's working pattern without their express written consent. The employer must give consent for an employee to flexibly retire as there may be a cost to the council depending on their age and length of service.

WLDC does not have discretion to permit employees to take Flexible retirement, where an employee who is a member of the LGPS continues to work and takes all or some of their pension.

**WLDC cannot provide employees with advice or guidance on pension entitlements, and employees should contact the pension department (if they are a member of the LGPS) and/or seek other advice.**

## Retirement Procedure

Employees are encouraged to discuss potential retirement plans as early as possible with their line manager. This allows both the employee and the manager to plan, it also allows an early discussion about the potential for phased retirement.

Once an employee has decided that they wish to retire, they should inform their line manager in writing as far in advance as possible and, in any event, in accordance with their notice period as set out in their contract of employment.

The line manager will acknowledge the employee's notice to retire and arrange a meeting with the employee to discuss arrangements for retirement, including the intended retirement date, handover plans, pension details and phased retirement if applicable.

Employees should consider their pension provision and if necessary, take independent financial advice before making any decision to retire.

Employees who are members of the LGPS and who have decided to retire on a specific date may request details of their pension entitlement from the pension department.

## Gifts and rewards on Retirement

West Lindsey District Council values the contribution of all its employees and wishes to reward them for their commitment and loyalty by issuing them with a gift, the value of the gift to be the equivalent to the awarding of £8.08 for each completed year of service at West Lindsey District Council.

### Who is Eligible

Staff members must have a minimum qualifying period of 12 months (except for ill-health retirement). Staff members that have completed 12 months service with the Council will be eligible if they:-

- retire and have applied to draw their LGPS pension or if not in LGPS have reached state pension age
- 55 or over, reason for leaving retirement
- leave on the ground of permanent ill-health at any age

The scheme applies to all permanent employees. Part time employees will be paid at the same rate as full time employees.

## **Process and Administration of the Gift**

Once an employee has given notice of retirement, they will receive a retirement gift letter and form from the Human Resources team, which should be completed and returned to Human Resources who will raise an order requisition and send to procurement along with the completed gift form.

Human Resources will arrange with Procurement for the gift to be ordered and will produce a certificate to recognise the employee's retirement. This will be sent with a letter of recognition from the Chief Executive and Chairman of the Council, to be presented to the employee by their line manager.

In addition, retiring employees will be invited to attend the Chairman's Christmas lunch as a special thank you from the Chairman and Chief Executive.

The gift amount will come out of the employee's departmental budget. For any other information on the retirement gift, please contact Human Resources.

## **Monitoring**

This policy will be reviewed annually by the Human Resources Team.

### ***Policy Statement***

*West Lindsey District Council has a commitment to equal opportunities. It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.*

**If you would like a copy of this document in large print, audio, Braille or in another language:**

**Please telephone 01427 676676**

**or email [customer.services@west-lindsey.gov.uk](mailto:customer.services@west-lindsey.gov.uk)**



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