Retirement Policy

V2.0

May 2022
Summary

Staff member considers retirement and discusses with manager their pre-retirement options/intention to retire as part of regular 1:1 meetings and/or during appraisal.

Important!
Before making an application, NHS Pension Scheme members are advised to contact the Trust’s Pensions Department to determine implications of flexible retirement options on their pension.

See also the ‘McCloud Judgment’, Section 6.7.

Staff member decides to fully retire and notifies line manager of their intention ideally at least six months before their expected date of retirement

Is staff member a member of the NHS Pension Scheme?

No

Non-NHS Pension member required to formally provide contractual notice in writing

Manager completes R-Form and submits to the Payroll Department

Staff member retires

Yes

NHS Pension member required to formally provide at least four months’ notice in writing to ensure their pension benefits are available on retirement

Staff member decides to apply for flexible retirement

Please see Section 6.5 and Appendix 3

Manager sends notification to the Trust’s Pensions Department (as soon as possible but at least four months in advance advising:

- proposed last day of service inclusive of any outstanding annual leave
- staff member’s home address

Pensions Department sends staff member Retirement Claim Form (AW8)

Staff member returns completed form to Pensions Department who forward it to NHS Pensions

Please note
The Trust does not operate a compulsory retirement age however age-related criteria will apply in relation to NHS pension benefits
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The Trust has a duty under the Data Protection Act 2018 and General Data Protection Regulations 2016/679 to ensure that there is a valid legal basis to process personal and sensitive data. The legal basis for processing must be identified and documented before the processing begins. In many cases we may need consent; this must be explicit, informed, and documented. We cannot rely on opt out, it must be opt in.

Data Protection Act 2018 and General Data Protection Regulations 2016/679 is applicable to all staff; this includes those working as contractors and providers of services.

For more information about your obligations under the Data Protection Act 2018 and General Data Protection Regulations 2016/679 please see the Information Use Framework Policy or contact the Information Governance Team rch-tr.infogov@nhs.net
1. **Introduction**

1.1. The policy is designed to assist colleagues who are considering or have taken the decision to retire from the Trust.

1.2. The Trust recognises that retirement can cause considerable change in an individual's life and the measures outlined are intended to help support them in making proper preparation for retirement and ensure a smooth transition from work to retirement.

1.3. The Trust places a high value on the significant skills and experience staff will have developed over the length of their employment and the contribution they have made to service provision. It is important therefore that staff considering retirement are made aware of the opportunities that may be available to enable them to stay in employment with the Trust or to return following retirement.

1.4. The policy takes account of good practice and adherence to it will ensure individuals are treated fairly and in an open and transparent manner.

1.5. This version supersedes any previous versions of the policy.

### IMPORTANT INFORMATION

**The McCloud Judgement**

In 2015 the Government introduced reforms to most public service pension schemes including the NHS Pension Scheme. Scheme members who were close to retirement at the time were protected from moving to the new schemes. The Court of Appeal has since found these protections to be discriminatory against younger members.

As a result of the judgement, all members will earn benefits in the 2015 Scheme from 1 April 2022 when it will no longer be possible to build up any more service in the 1995 or 2008 sections.

Please see Section 6.6 for further details.

2. **Purpose of this Policy/Procedure**

The policy aims to:

- set out the ways in which staff can retire from their employment with the Trust

- raise awareness of the options that may be available to them including those associated with flexible retirement

- detail the procedure to be followed by managers and staff when individuals approach retirement and the process involved in applying for NHS pension benefits (as applicable)
▪ ensure staff are given assistance to make proper preparation for retirement

3. Scope

The policy applies to all staff directly employed by the Trust.

4. Definitions / Glossary

▪ Retirement – when a staff member chooses to stop working on a permanent basis

▪ Flexible retirement – allows staff and the Trust to be flexible about the age at which staff retire, the length of time staff take to retire and the nature and pattern of work in the lead up to final retirement

▪ Retirement age – the age at which a staff member chooses to retire from work. The Trust does not have a compulsory retirement age and there is no statutory default retirement age

▪ NHS pension age (NPA) – the age at which a staff member can draw their NHS pension benefits. This will depend on their particular NHS section/scheme membership. It will not necessarily coincide with their retirement age (their age on the date they retire)

▪ Special class status – applicable to members of the 1995 section of the NHS Pension Scheme who work as a nurse, midwife, physiotherapist, health visitor or occupational health nurse. Qualification is dependent on an individual having been awarded special class status on or before 6 March 1995 and, at no time following, having had a break in pensionable employment of five years or more. Members must also have special class status at retirement and must have had this status for five years leading up to retirement

▪ State pension age (SPA) – the earliest age at which an individual can claim their state pension (subject to qualifying conditions)

The state pension age (SPA) is changing. The new state pension will be a regular payment from the government that you can claim if you reach state age on or after 6 April 2016. You can find your state pension by following the link below:

https://www.gov.uk/state-pension-age#content

▪ TRAC – an on-line application management system that covers the entire recruitment process from advertising through to interview, offer and pre-employment checks
▪ National Employment Savings Trust (NEST) – a workplace pension scheme and the Trust’s alternative provider

If a member of the 1995 section retires and returns to work, they are not eligible to re-join the NHS Pension Scheme. Instead, they will be automatically enrolled into NEST (assuming they meet the eligibility criteria)

They do not have to remain in the NEST pension scheme however and can opt out at any time

Members of the 2008 and 2015 scheme who choose to return to work following retirement may re-join the NHS Pension Scheme

5. Ownership and Responsibilities

5.1. Role of the Director of People and Organisational Development

The Director of People and Organisational Development (POD) is responsible for ensuring that robust processes and procedures are in place to enable the efficient and equitable application, monitoring and review of this policy.

5.2. Role of the General Manager/Clinical Director/Head of Service

General Managers/Clinical Directors/Heads of Service are responsible for:

▪ the fair and equitable application and implementation of the policy within their groups/service

▪ fully considering all flexible retirement and retire and return requests

▪ ensuring staff who retire are formally written to and thanked for their service to the Trust

5.3. Role of managers

Managers are responsible for:

▪ ensuring the consistent, open and transparent application of the policy and adherence to its principles and processes

▪ fully participating in the retirement planning procedure by:

  ❖ discussing the short, medium and long-term aims of all the staff they manage, irrespective of age, as part of the annual appraisal process (to assist workforce and succession planning) and/or at 1:1 meetings and

  ❖ ensuring staff are made aware of the pension options and potential opportunities of remaining in Trust employment as an alternative to retirement
• ensuring the Trust’s Pensions Department receives advance notification of the pending retirement of an NHS pension scheme member. This should be at least four months in advance of the proposed last day of service (to ensure the scheme benefits can be paid on retirement)

• considering each application for flexible retirement on its merits, in accordance with the application procedure, reviewing the impact on the operation of the department and the needs of the service, whilst taking into consideration the economic circumstances and workforce planning issues facing the department and Trust at the time

• ensuring the paperwork appropriate to their staff member’s choice of retirement/flexible retirement option is accurately completed and submitted in a timely manner

• in the case of applications to retire and return, agreed via the relevant Vacancy Review Group process, ensuring they follow the procedure set out in Appendices 4 and 5

• seeking advice, as appropriate, from their People Partner team in the implementation of this policy

5.4. Role of individual staff members

Individual staff members are responsible for:

• discussing pre-retirement options with their line manager and/or raising their intention to retire as part of regular 1:1 meetings and/or during their annual appraisal

• wherever possible, notifying their manager at least six months before their expected date of retirement to enable arrangements to be made to ensure service continuity and, where applicable, to meet NHS Pension notice period requirements

• in the case of flexible retirement, completing and submitting the appropriate application paperwork well in advance of the proposed date of change

5.5. Role of People Partner Teams

The People Partner teams are responsible for:

• providing advice and support to managers and staff in the practical implementation of the policy, ensuring its fair and equitable application

• monitoring successful/unsuccessful applications for flexible retirement, analysing and reporting trends

5.6. Role of the Trust’s Pensions Department

The Trust’s Pensions Department is responsible for:

• providing information to managers
• providing quotes and retirement packs to staff
• processing retirement applications for submission to NHS Pensions

While Pension Officers have a duty to provide information about the scheme, they are not, by law, able to offer financial advice to scheme members.

6. Standards and Practice

This section is intended to give brief details about the NHS Pension Scheme. As the scheme is subject to change, the information given may alter with time. Managers and staff should therefore contact the Trust’s Pensions Department and/or refer to the NHS Pensions website to ensure they obtain the most recent information of the section(s) of the Pension Scheme of which they are a member.

There are a number of ways in which an employee may retire. Although the Trust does not operate a compulsory retirement age, age-related criteria will apply in relation to NHS Pension benefits as described below.

6.1. Age retirement - normal pension age (NPA)

6.1.1. The normal pension age (NPA) is the age that you can retire from NHS employment and have your NHS pension paid without a reduction or enhancement. The NPA will depend on which section of the scheme you are part of and your status.

- The NHS pension scheme up to 31 March 2008 is now called the 1995 Section
- Members who joined for the first time on or after 1 April 2008 joined the 2008 Section
- Members joining for the first time on or after 1 April 2015 join the 2015 Scheme

6.1.2. The NPA for the different schemes/sections are:

- 1995 Section – age 60
- 2008 Section – age 65
- 2015 Scheme – the same as the state pension age (SPA)

6.1.3. Under the 1995 Section of the scheme, members of special class status who meet the relevant criteria (please see Section 4 for definition) may choose to retire at any time from age 55 without having a reduction to their benefits.

6.1.4. Members of the NHS pension scheme can request pension quotes from the Trust Pensions Department or direct from NHS Pensions, telephone number 0300 330 1346.
6.2. Voluntary early retirement (VER)

6.2.1. Staff who are members of the NHS Pension Scheme may choose to take early retirement at any time from the minimum pension age applicable to the Section/Scheme they are in, or have been a member of, provided they have at least two years' membership.

6.2.2. The minimum retirement ages are listed below.

- 1995 Section – members who joined before 6 April 2006 can choose to take VER from age 50 and receive reduced benefits
  
  Members who joined the 1995 Section for the first time on or after 6 April 2006, or previously left the scheme before March 2000 and deferred benefits or re-joined after 6 April 2006, can choose to take VER from age 55

- 2008 Section – members can choose to take VER from age 55 and receive reduced benefits

- 2015 Scheme – members can choose to take VER from age 55 with reduced benefits

6.2.3. Members of staff considering VER should check their entitlements with the Pensions Department. Staff may only receive VER when their reduced pension is above the Guaranteed Minimum Pension.

6.2.4. Members who joined the NHS Pension Scheme on or after 6 April 1997 and who did not transfer in membership with a Guaranteed Minimum Pension do not have to meet this test and can retire, provided they have two years' membership and have reached their minimum retirement pension age.

6.3. Early retirement on the grounds of ill health

6.3.1. Employees who are members of the NHS Pension Scheme can, in certain circumstances, be considered for early retirement on the grounds of ill health. Detailed medical evidence from the Trust’s Occupational Health Department or an employee’s GP is required in such cases.

6.3.2. Further information regarding this option can be obtained from the Trust’s Attendance Management Policy, a copy of which can be accessed via the HR folder of the document library. Advice can also be obtained from the People Partner teams and NHS Pensions.

6.4. Retiring early on the grounds of redundancy

The provisions of Section 16 of the NHS Terms and Conditions of Service Handbook will apply to staff members retiring early on the grounds of redundancy.
6.5. Flexible retirement

- Experienced staff often have a great deal to offer the Trust later in their careers, particularly in terms of knowledge and skills. Flexible retirement offers great choices for staff whilst providing time for succession planning to ensure continuity of future service provision.

- Flexible retirement options are open to all staff. Each request will be considered on its merits taking into consideration the job role, service, financial and workforce needs as well as any other information that may be relevant.

- Staff considering flexible retirement options should discuss these, in the first instance, with their line manager. NHS pension scheme members are also advised to contact the Trust’s Pensions Department to determine the implications of flexible retirement on their pension.

- Since the introduction of the 2015 scheme in April 2015, staff may have membership in more than one section/scheme. When considering flexible retirement options staff should ensure they understand the application and impact on all parts of their pensionable membership. (See also Section 6.6, the McCloud Judgement)

- Details of the flexible retirement options that may be available to staff are provided below.

6.5.1. Winding down – working fewer hours in an existing post

6.5.1.1. Staff approaching retirement may wish to gradually reduce the number of hours they work in their current role up to their actual retirement date.

6.5.1.2. Staff who are members of the NHS pension scheme who continue to work reduced hours can carry on building up pension entitlement.

6.5.1.3. Pension benefits for part-time staff with membership in the 1995 and 2008 sections are calculated on the whole-time equivalent salary so moving from full time to part-time work, as opposed to retiring, should not reduce the level of pensionable pay for the calculation of pension benefits.

6.5.1.4. Further information is available on the NHS Pensions website.

6.5.1.5. Staff wishing to request a reduction in hours should submit an application in line with the Trust’s Flexible Working Policy, a copy of which is available from the Trust’s document library.
6.5.1.6. If the application is successful, the manager should raise a Contract Amendment Form (CAF) advising Payroll of the change in hours and ensuring that reference is made to a pre-retirement wind-down in the “Additional Information” section so as to alert the Trust’s Pensions Department.

6.5.2. Stepping down – deferring retirement by stepping down to a less demanding role

6.5.2.1. A step down to a less demanding role may take place on one occasion and can occur where:

- a vacancy exists or is being considered as part of service change, and
- the member of staff is successful in being appointed as part of the normal Trust appointment process

6.5.2.2. If appointment to a stepdown role is agreed, the staff member will be paid the appropriate rate for the new post, pro rata for part-time working.

6.5.2.3. Members of the 1995 Section who are over the minimum retirement age and whose pay reduces by at least 10%, may apply for their pension rights earned at the higher level to be preserved. Members must apply for this protection within 15 months of the date on which the rate of pay is reduced. On retirement the member’s pension will be made up of two pensions. The first, based on the preserved rate of pay (plus inflation increases) up to the date of preservation and a second, for membership after that date, calculated using the rate of pay at retirement. If, at retirement, the protected pay is not more beneficial, the whole pension benefit will be calculated using the rate of pay at retirement.

6.5.2.4. The pension for a 2008 Section member, who is aged over 55 and moves to a less demanding role, will be calculated using the average of the best three consecutive years’ pensionable pay during the last ten years of service.

6.5.2.5. Pension benefits for a 2015 Scheme member are based on the pensionable pay earned each year.

6.5.2.6. Further information is available on the NHS Pensions website.

6.5.2.7. Where a staff member’s application for a step-down role is successful, the Contract Amendment Form (CAF) advising Payroll of the change in role must include reference to pre-retirement step-down in the “Additional Information” section to alert the Trust’s Pensions Department.
6.5.3. **Retire and return**

6.5.3.1. Retire and return, the most popular flexible retirement option, is where a member of staff retires, releasing their pension and lump sum, and subsequently returns to work, after a gap, as described in Appendices 4 & 6.

6.5.3.2. It should be noted that there is no guarantee that an application to retire and return will be approved and there is no automatic right for a retiree to return to their current or different role, on a full or part-time basis.

6.5.3.3. Individuals who wish to retire and return to a different post will need to apply for the post in open competition in line with the Trust’s recruitment process.

6.5.3.4. Individuals who wish to retire and return to the same post will not need to apply for the post in open competition. However, managers will consider each case on its merits in line with the Trust’s retire and return application procedure taking into consideration the service, financial and workforce needs as well as any other information that may be relevant, such as:

- the burden of additional cost
- any impact on the ability to meet service demand
- the ability to re-organise work among existing staff
- the ability to recruit additional staff
- whether there could be a detrimental impact on quality or performance
- whether there is likely to be sufficient work during the periods the employee wishes to work
- whether any organisational changes are planned and the potential impact

6.5.3.5. **Fixed term contracts**: the use of fixed term contracts may be appropriate where the staff member is returning to the Trust in order to meet a temporary need, e.g., to fulfil a short-term, funded project.

6.5.3.6. It is important, however, that staff returning on fixed term contracts are not treated less favourably than their substantive colleagues.

6.5.3.7. Managers considering the use of a fixed term contract are advised to discuss the reason with their local People Partner team.
6.5.3.8. Further details of the retire and return procedure are provided in Appendices 4 and 5.

6.5.4. **Working when needed**

Retiring but remaining available to work through registering for the provision of bank services via Kernowflex.

6.5.5. **Draw down – partial retirement (2008 Section and 2015 Scheme members only)**

6.5.5.1. Members may elect to partially retire and take some of their benefits whilst continuing in NHS employment. To do this, members must have at least reached their minimum retirement age (55) and have reduced their pensionable pay by at least 10%.

6.5.5.2. Members can take between 20% and 80% of their pension entitlement whilst continuing to build up membership. Pensionable pay must remain reduced for at least a year, otherwise eligibility to a pension will cease. Benefits can be drawn down twice before final retirement.

6.5.5.3. Staff wishing to apply for this flexible retirement option are advised to contact the Trust’s Pension Department.

6.5.6. **Late Retirement (2008 Section and 2015 Scheme members only)**

6.5.6.1. Staff who remain in employment beyond their normal pension age, and remain in the NHS pension scheme, may continue to earn benefits to age 75 or until they reach 45 years’ service.

6.5.6.2. Members of the 2008 Section will have any pension earned before age 65 increased to take into account that it is being paid later than the normal pension age.

6.5.6.3. Members of the 2015 Scheme will have late retirement factors applied to all pension earned until retirement.

6.5.7. **Early retirement and reduced buy out (ERRBO) – open to 2015 members**

6.5.7.1. Members or employers can pay additional contributions to buy out or reduce the actuarial reduction that would be applied to their pensions were they to retire before their normal pension age (although not more than three years earlier than an individual's state pension age and not allowing for a retirement age of less than 65).

6.5.7.2. Further information can be obtained from the ERRBO factsheet on the NHS Pensions website.
6.6. Re-joining the scheme after retirement

(Open to members of the 2008 Section and 2015 Scheme)

6.6.1. Members are eligible to re-join the Scheme after drawing their pension benefits, up to a maximum age of 75, and build up a separate pension.

6.6.2. Staff who retire from the 1995 Section cannot re-join the NHS Pension Scheme but, if eligible under automatic enrolment rules, will be enrolled in NEST (see Section 4: Definitions/Glossary).

6.7. The McCloud Judgement

6.7.1. In 2015 the Government introduced reforms to most public service pension schemes including the NHS Pension Scheme. Scheme members who were close to retirement at the time were protected from moving to the new schemes. The Court of Appeal has since found these protections to be discriminatory against younger members.

6.7.2. Colleagues who joined the NHS Pension Scheme on or before 31 March 2012, and were still members on 1 April 2015, will consequently be eligible for the “remedy”, recently announced by the government, to remove the discrimination.

6.7.3. They will be given the choice as to whether they wish to receive their 1995/2008 or 2015 scheme benefits for the period between 1 April 2015 to 31 March 2022 (the remedy period).

6.7.4. As a result of the judgement, all members will join the 2015 scheme on 1 April 2022, and it will not be possible to build up any more service in the 1995 or 2008 sections. However, pension benefits already accrued will be protected.

6.7.5. Those who joined the scheme on or after 1 April 2012 will not be affected.

6.7.6. Further information about the McCloud Judgement and the government’s remedy is available from the NHS Employers and NHS Pensions websites.

6.8. Coronavirus – Temporary suspension of certain NHS Pension Scheme regulations

6.8.1. In March 2020, emergency legislation was passed, temporarily suspending some of the NHS Pension Scheme regulations, to allow retired members to respond to the national emergency and return to work without affecting their pension benefits.

6.8.2. Details are available from NHSBSA’s Coronavirus: Temporary suspension of certain NHS Pension Scheme regulations.

6.8.3. The temporary suspensions will end on 31 October 2022.
6.9. Preparation for retirement

6.9.1. NHS Fellowship

6.9.1.1. The fellowship is a registered charity that exists to promote the welfare and interests of retired NHS Staff. Membership is open to retired NHS workers, and those nearing retirement, whatever their age.

6.9.1.2. National membership of the fellowship (for which there is a small annual fee) offers a package of benefits including financial discounts and reductions.

6.9.1.3. Further information can be obtained by contacting the fellowship, details supplied at Appendix 3.

6.9.2. Pre-retirement Course

6.9.2.1. Keeping your retirement plans on track can be a challenging task. To guide staff through the options the Trust has arranged for a dedicated planning pre-retirement course to be made available. The pre-retirement online course encourages a positive and realistic approach to help you make informed choices about your retirement plans.

6.9.2.2. More information can be obtained from Affinity Connect, telephone 0800 019 6076.

6.10. Recognition of NHS service

6.10.1. A notification of forthcoming retirements is sent by Payroll Services to the Trust’s Head Office where arrangements are made to recognise the retiree’s NHS service.

6.10.2. Staff who have:

- over 15 years’ NHS reckonable service are entitled to receive £60
- over 20 years’ NHS reckonable service are entitled to receive £90
- over 25 years’ NHS reckonable service are entitled to receive £125

6.10.3. Previous employment with an NHS employer will count as reckonable service in respect of recognition of service on retirement regardless of whether there has been a break in service.

6.10.4. Where appropriate, managers are advised to liaise with the Business Manager in the Chief Executive Office.
7. Dissemination and implementation

7.1. A copy of the policy will be stored electronically in the HR section of the Trust’s document library.

7.2. A copy of the policy will be circulated to the People Partners, Assistant People Partners and Pensions Department to enable them to participate in and support the implementation of the policy.

7.3. A clear communication will be sent to managers to make them aware that the policy has been issued and that they are responsible for cascading the information to their staff members.

7.4. The Trust’s Staff-Side committees will be made aware of the issue of the revised policy.

8. Monitoring compliance and effectiveness

<table>
<thead>
<tr>
<th>Information Category</th>
<th>Detail of process and methodology for monitoring compliance</th>
</tr>
</thead>
</table>
| Element to be monitored | ▪ Number of staff retiring.  
                          ▪ Number of approved retire and return requests. |
| Lead | Deputy Director of People and OD |
| Tool | ESR |
| Frequency | Annually |
| Reporting arrangements | ▪ POD  
                          ▪ Joint Consultative Negotiating Committee (JCNC) |
| Acting on recommendations and Lead(s) | The Head of People Experience will ensure subsequent recommendations are undertaken including the development of an action plan for any deficiencies within an agreed timeline. |
| Change in practice and lessons to be shared | Any system improvements agreed, via the action planning process, will be actioned in partnership with Staff-Side within six months. Lessons learnt will be shared with all relevant stakeholders. Any revision to policy will be communicated to staff. |

9. Updating and Review

The policy will be reviewed every three years or earlier in view of any developments which take place that may include legislative changes, national policy instruction (NHS or Department of Health), Trust Board decision, or request by either management or Staff-Side.
10. Equality and Diversity

10.1. The Royal Cornwall Hospitals NHS Trust is committed to a policy of equal opportunities in employment. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment because of their race, colour, nationality, ethnic or national origin, or on the grounds of their age, gender, gender reassignment, marital status, domestic circumstances, disability, HIV status, sexual orientation, religion, belief, political affiliation or trade union membership, social or employment status or is disadvantaged by conditions or requirements which are not justified by the job to be done. This policy concerns all aspects of employment for existing staff and potential employees.

10.2. The initial Equality Impact Assessment screening form is at Appendix 2.

10.3. In accordance with legislation, the default retirement age has been removed. The Trust has chosen not to have a compulsory retirement age and this, together with the flexible options available, will enable older staff to have a greater choice and flexibility over the age at which they choose to retire.
## Appendix 1. Governance Information

<table>
<thead>
<tr>
<th>Information Category</th>
<th>Detailed Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Title:</strong></td>
<td>Retirement Policy V2.0</td>
</tr>
<tr>
<td><strong>This document replaces (exact title of previous version):</strong></td>
<td>Retirement Policy V1.3</td>
</tr>
<tr>
<td><strong>Date Issued/Approved:</strong></td>
<td>May 2022</td>
</tr>
<tr>
<td><strong>Date Valid From:</strong></td>
<td>May 2022</td>
</tr>
<tr>
<td><strong>Date Valid To:</strong></td>
<td>May 2025</td>
</tr>
<tr>
<td><strong>Directorate / Department responsible (author/owner):</strong></td>
<td>Angela Chisholm, People Risk, Policies and Governance Manager</td>
</tr>
<tr>
<td><strong>Contact details:</strong></td>
<td>01872 253240</td>
</tr>
<tr>
<td><strong>Brief summary of contents:</strong></td>
<td>The policy sets out the different ways of retirement and aims to ensure all staff retiring from the Trust are aware of the options available to them and are given the support to make preparation for their retirement.</td>
</tr>
<tr>
<td><strong>Suggested Keywords:</strong></td>
<td>Retirement, flexible retirement, retire and return, step down, wind down, early retirement, ill health retirement, voluntary early retirement</td>
</tr>
<tr>
<td><strong>Target Audience:</strong></td>
<td>RCHT: Yes</td>
</tr>
<tr>
<td></td>
<td>CFT: No</td>
</tr>
<tr>
<td></td>
<td>KCCG: No</td>
</tr>
<tr>
<td><strong>Executive Director responsible for Policy:</strong></td>
<td>Director of People and Organisational Development (POD)</td>
</tr>
<tr>
<td><strong>Approval route for consultation and ratification:</strong></td>
<td>Joint Consultative Negotiating Committee (JCNC)</td>
</tr>
<tr>
<td><strong>General Manager confirming approval processes:</strong></td>
<td>Head of People Experience</td>
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<td>Detailed Information</td>
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<tr>
<td>Name of Governance Lead confirming approval by specialty and care group management meetings:</td>
<td>Angela Chisholm, People Risk, Policies and Governance Manager</td>
</tr>
<tr>
<td>Links to key external standards:</td>
<td>None required</td>
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<tr>
<td>Related Documents:</td>
<td>▪ Annual Leave Policy</td>
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<td>▪ Appraisal Policy</td>
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<td>▪ Attendance Management Policy</td>
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<td>▪ Disclosure and Barring Policy</td>
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<td>▪ Employment Break Policy</td>
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<td>▪ Equality Act 2010 (as amended)</td>
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<td>▪ Equality, Inclusion and Human Rights Policy</td>
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<td></td>
<td>▪ Flexible Working Policy</td>
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<td></td>
<td>▪ Leavers Exit Form</td>
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<tr>
<td></td>
<td>▪ Medical and Dental Terms and Conditions of Service</td>
</tr>
<tr>
<td></td>
<td>▪ NHS Pension Scheme – 1995 and 2008 Sections and 2015 Scheme Guides</td>
</tr>
<tr>
<td></td>
<td>▪ Professional Registration Policy</td>
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<td>▪ Recruitment Policy</td>
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<td>▪ Right to Work Policy</td>
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<tr>
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<td>▪ Special Leave Policy</td>
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<tr>
<td></td>
<td>▪ Starting Salaries Policy</td>
</tr>
</tbody>
</table>

| Training Need Identified?                                | No                                                                                    |

| Publication Location (refer to Policy on Policies – Approvals and Ratification): | Internet & Intranet                                                                 |

<p>| Document Library Folder/Sub Folder:                      | Human Resources                                                                      |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Version Number</th>
<th>Summary of Changes</th>
<th>Changes Made by</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2014</td>
<td>V1.0</td>
<td>Initial issue</td>
<td>Helen Strickland, HR Business Partner</td>
</tr>
<tr>
<td>April 2015</td>
<td>V1.1</td>
<td>Amended to reflect the introduction of the 2015 NHS Pension Scheme.</td>
<td>Helen Strickland, HR Business Partner and Isabelle Pridmore Pensions Manager</td>
</tr>
<tr>
<td>August 2015</td>
<td>V1.2</td>
<td>Minor amendments only to ensure governance compliance for example re hyperlinks.</td>
<td>Helen Strickland, HR Business Partner</td>
</tr>
<tr>
<td>October 2017</td>
<td>V1.3</td>
<td>Updated and amended to take into consideration the principles of the DOH publication entitled, Re-employment of staff in receipt of NHS Pension Scheme Benefits - Guidance for employers and staff.</td>
<td>Helen Strickland, HR Business Partner</td>
</tr>
<tr>
<td>November 2021</td>
<td>V2.0</td>
<td>Three yearly review:</td>
<td>Angela Chisholm, People Risk, Policy and Governance Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● reformatted to comply with Trust’s latest policy template</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● updated to reflect current structures, policy title changes, etc</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● reference to auto enrolment (section 4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● summary – inclusion of flow chart to reflect retirement process (page 2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● additional information provided ref flexible retirement options (Appendix 3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● additional information provided ref retire and return procedure including Managers’ Checklist (Appendix 5)</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Version Number</td>
<td>Summary of Changes</td>
<td>Changes Made by</td>
</tr>
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<td>-----------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Flexible retirement forms (previously included as Appendices) removed, updated and provided under a separate document entitled Retirement Policy: Supporting Documents.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Reference to McCloud Judgement &amp; Temporary suspension of certain NHS Pension Scheme regulations</td>
<td></td>
</tr>
</tbody>
</table>

All or part of this document can be released under the Freedom of Information Act 2000

This document is to be retained for 10 years from the date of expiry.

This document is only valid on the day of printing

Controlled Document

This document has been created following the Royal Cornwall Hospitals NHS Trust Policy for the Development and Management of Knowledge, Procedural and Web Documents (The Policy on Policies). It should not be altered in any way without the express permission of the author or their Line Manager.
Appendix 2. Equality Impact Assessment

Section 1: Equality Impact Assessment (EIA) Form

The EIA process allows the Trust to identify where a policy or service may have a negative impact on an individual or particular group of people.

For guidance please refer to the Equality Impact Assessment Policy (available from the document library) or contact the Equality, Diversity & Inclusion Team rcht.inclusion@nhs.net

<table>
<thead>
<tr>
<th>Information Category</th>
<th>Detailed Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the strategy / policy / proposal / service function to be assessed:</td>
<td>Retirement Policy V2.0</td>
</tr>
<tr>
<td>Directorate and service area:</td>
<td>People Experience (Human Resources)</td>
</tr>
<tr>
<td>Is this a new or existing Policy?</td>
<td>Existing</td>
</tr>
</tbody>
</table>
| Name of individual completing EIA (Should be completed by an individual with a good understanding of the Service/Policy): | Angela Chisholm  
People Risk, Policy and Governance Manager                                           |
| Contact details:                                                                     | 01872 253240                                                                          |

<table>
<thead>
<tr>
<th>Information Category</th>
<th>Detailed Information</th>
</tr>
</thead>
</table>
| Policy Aim - Who is the Policy aimed at?  | The policy is designed to assist staff members who are considering or have taken the decision to retire from the Trust.  
It sets out the procedure that managers and staff will follow when considering the option of retirement, including flexible retirement. |
| Policy Objectives                         | Staff members are aware of the options available and the support they can expect from management. |
| Policy Intended Outcomes                  | • Supports staff in making the transition to retirement  
• Gives staff greater choice over when they can retire  
• Highlights the business case benefits and contribution older employees can make to service provision |
<table>
<thead>
<tr>
<th>Information Category</th>
<th>Detailed Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will you measure each outcome?</td>
<td>Please refer to Section 8 of the policy entitled, ‘monitoring compliance and effectiveness’.</td>
</tr>
<tr>
<td>Who is intended to benefit from the policy?</td>
<td>▪ Staff members</td>
</tr>
<tr>
<td></td>
<td>▪ the Trust</td>
</tr>
<tr>
<td>6a. Who did you consult with?</td>
<td>• Workforce: Yes</td>
</tr>
<tr>
<td></td>
<td>• Patients/ visitors: No</td>
</tr>
<tr>
<td></td>
<td>• Local groups/ system partners: Yes</td>
</tr>
<tr>
<td></td>
<td>• External organisations: No</td>
</tr>
<tr>
<td></td>
<td>• Other: Yes</td>
</tr>
<tr>
<td>6b. Please list the individuals/groups who have been consulted about this policy.</td>
<td>Please record specific names of individuals/groups:</td>
</tr>
<tr>
<td></td>
<td>• JCNC/JLNC</td>
</tr>
<tr>
<td></td>
<td>• People Partner Teams</td>
</tr>
<tr>
<td></td>
<td>• Pensions/Payroll Manager</td>
</tr>
<tr>
<td>6c. What was the outcome of the consultation?</td>
<td>Policy agreed</td>
</tr>
<tr>
<td>6d. Have you used any of the following to assist your assessment?</td>
<td>National or local statistics, audits, activity reports, process maps, complaints, staff or patient surveys: No</td>
</tr>
</tbody>
</table>

7. The Impact

Following consultation with key groups, has a negative impact been identified for any protected characteristic? Please note that a rationale is required for each one.

Where a negative impact is identified without rationale, the key groups will need to be consulted again.
<table>
<thead>
<tr>
<th>Protected Characteristic</th>
<th>(Yes or No)</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Age</strong></td>
<td>No</td>
<td>The Trust has chosen not to have a compulsory retirement age and this, together with the flexible options available, will enable older staff members to have a greater choice and more flexibility over the age at which they choose to retire.</td>
</tr>
<tr>
<td><strong>Sex (male or female)</strong></td>
<td>No</td>
<td>In terms of the retire and return option that may be available, the policy impacts positively on female members of staff who make up the majority of the workforce and are statistically more likely to have caring responsibilities. It does not, however, discriminate against male members of staff who make such requests or staff who do not have caring responsibilities.</td>
</tr>
<tr>
<td><strong>Gender reassignment (Transgender, non-binary, gender fluid etc.)</strong></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>Race</strong></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>Disability (e.g. physical or cognitive impairment, mental health, long term conditions etc.)</strong></td>
<td>No</td>
<td>NHS Pension scheme members, who have a disability affecting their ability to regularly attend or to undertake the duties of their role (with or without reasonable adjustments), are eligible, subject to length of service criteria, to also/or apply for early retirement on the grounds of ill health.</td>
</tr>
<tr>
<td><strong>Religion or belief</strong></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>Marriage and civil partnership</strong></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>Pregnancy and maternity</strong></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>Sexual orientation (e.g., gay, straight, bisexual, lesbian etc.)</strong></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>A robust rationale must be in place for all protected characteristics. If a negative impact has been identified, please complete section 2. If no negative impact has been identified and if this is not a major service change, you can end the assessment here.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I am confident that section 2 of this EIA does not need completing as there are no highlighted risks of negative impact occurring because of this policy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of person confirming result of initial impact assessment: Angela Chisholm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| If a negative impact has been identified above OR this is a major service change, you will need to complete section 2 of the EIA form available here: Section 2. Full Equality Analysis |
### Appendix 3. Flexible retirement options

<table>
<thead>
<tr>
<th>Flexible retirement options – please note individual scheme rules apply</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-retirement wind down (a reduction in hours)</strong></td>
</tr>
<tr>
<td>Open to: 1995, 2008 and 2015 Scheme members</td>
</tr>
<tr>
<td>See Section 6.5.1.</td>
</tr>
<tr>
<td>Staff member applies via the Trust’s Flexible Working Policy</td>
</tr>
<tr>
<td>Management action required</td>
</tr>
<tr>
<td>Manager follows the Trust’s Flexible Working Policy.</td>
</tr>
<tr>
<td><strong>Please Note!</strong> If application successful, the Contract Amendment Form (CAF), advising Payroll of the change in hours, must include reference to pre-retirement wind-down.</td>
</tr>
<tr>
<td><strong>Pre-retirement step down (to a less demanding role)</strong></td>
</tr>
<tr>
<td>Open to: 1995, 2008 and 2015 Scheme members</td>
</tr>
<tr>
<td>See Section 6.5.2.</td>
</tr>
<tr>
<td>Staff member applies for a vacancy that exists or is being considered as part of a service change in their own department or submits application for vacancy in another department as part of the normal Trust application process.</td>
</tr>
<tr>
<td>Management action required</td>
</tr>
<tr>
<td>Normal recruitment processes apply.</td>
</tr>
<tr>
<td><strong>Please Note!</strong> If application successful, the Contract Amendment Form (CAF), advising Payroll of the change in role, must include reference to pre-retirement step-down.</td>
</tr>
<tr>
<td><strong>Retire and Return</strong></td>
</tr>
<tr>
<td>Open to: 1995, 2008 and 2015 Scheme members</td>
</tr>
<tr>
<td>See Section 6.5.3. and Appendices 4/5 (See also Appendix 6 for senior medical staff)</td>
</tr>
<tr>
<td>Staff member applies via the Trust’s Retire and Return Procedure using the application form provided in the Retirement Policy: Supporting Documents.</td>
</tr>
<tr>
<td>Management action required</td>
</tr>
<tr>
<td>Manager follows the Trust’s Retire and Return Procedure ensuring all paperwork is completed accurately and in a timely manner, including:</td>
</tr>
<tr>
<td>▪ Resignation (R) Form</td>
</tr>
<tr>
<td>▪ Re-employing a retired member of staff form</td>
</tr>
<tr>
<td>▪ CAF to increase hours (as appropriate).</td>
</tr>
<tr>
<td><strong>Work when needed</strong></td>
</tr>
<tr>
<td>Open to: 1995, 2008 and 2015 Scheme members</td>
</tr>
<tr>
<td>See Section 6.5.4.</td>
</tr>
<tr>
<td>Staff member retires but registers as a bank worker with Kernowflex, the Trust’s temporary workforce provider.</td>
</tr>
<tr>
<td>Management action required</td>
</tr>
<tr>
<td>Manager follows the Trust’s retirement procedure.</td>
</tr>
</tbody>
</table>
### Flexible retirement options (cont’d) – please note individual scheme rules apply

<table>
<thead>
<tr>
<th>Draw down – partial retirement</th>
<th>Late retirement</th>
<th>Early retirement and reduced buy out (ERRBO)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open to:</strong> 2008 and 2015 Scheme members</td>
<td><strong>Open to:</strong> 2008 and 2015 Scheme members</td>
<td><strong>Open to:</strong> 2015 Scheme members</td>
</tr>
<tr>
<td><strong>See Section 6.5.5.</strong></td>
<td><strong>See Section 6.5.6.</strong></td>
<td><strong>See Section 6.5.7.</strong></td>
</tr>
<tr>
<td>Staff member elects to partially retire taking some of their pension benefits whilst continuing in NHS employment.</td>
<td>Staff member chooses to remain in employment beyond their normal pension age and have their pension benefits increased.</td>
<td>Staff member chooses to pay additional contributions to reduce the actuarial reduction that would be applied if they retire before their normal pension age.</td>
</tr>
<tr>
<td>No management action required.</td>
<td>No management action required</td>
<td>No management action required</td>
</tr>
<tr>
<td>Staff member liaises directly with Trust’s Pension Department and/or NHS Pensions.</td>
<td></td>
<td>Staff member liaises directly with Trust’s Pension Department and/or NHS Pensions.</td>
</tr>
</tbody>
</table>
Appendix 4. Retire and return procedure

1.1. Staff who wish to retire and access their NHS Pension and then return to the employment of the Trust (retire and return) must discuss their plans with their manager and submit an application (using the form provided in Section 1 of the Retirement Policy: Supporting Documents) at least six months prior to the proposed date of retirement.

1.2. Although all requests will be considered, the Trust has no obligation to agree to individuals returning to work post retirement and no assurances should be given at the time of application.

1.3. Each case will be considered on its own merits and must take account of service, financial and workforce needs. There is no guarantee, therefore, that the staff member will be able to return on a substantive basis, to their current (or a different* role), on a full or part-time basis.

* Please note: where an individual wishes to retire and return to a different post, they will need to apply in open competition as per the Trust’s recruitment process.

1.4. Managers are strongly encouraged to e-mail the Pensions Department as soon as they become aware of an individual’s intention to retire and return. A completed resignation (R) form must be submitted to the Payroll Department as soon as possible, and at least four months prior to the expected date of retirement, so the pension can be processed in time for payment to be made on the due date.

1.5. Staff who plan to retire and return should complete and return the “Application for Retirement Benefits” (AW8) form as soon as possible. The form will be provided by the Trust’s Pensions Department as soon as they are notified of the intention to retire and return – normally as a result of the manager’s email or via sight of the completed R form.

1.6. Where an application to retire and return is agreed through the relevant local Vacancy Review Group process, the line manager should ensure that the Re-employing a retired member of staff form (see Section 12 of the Retirement Policy: Supporting Documents) is completed and uploaded into TRAC so that arrangements for the re-appointment documentation (including any appropriate employment checks) can be made by Recruitment Services.

Please note: Where notice to resign is given, there is no guarantee it can be subsequently withdrawn. Agreement from the manager and the relevant senior management team would be required.

1.7. The following conditions will apply to their re-appointment. (Information regarding the conditions that apply to senior medical and dental staff is set out in Appendix 6: Retire and return – senior medical staff.)

- All employees who retire and return must take a minimum break of 14 continuous calendar days (excluding any paid annual leave) from the date of retirement to the date of re-engagement. The break must be a true break and annual leave cannot be used as an alternative
▪ The staff member will be issued with a new contract of employment and the
date of commencement of continuous employment for statutory rights and
contractual reckonable service for the purposes of redundancy, pay
protection and mutually agreed resignation scheme (MARS) will be the date
the staff member returns to work

▪ It is important to be clear that this break applies to the staff member’s
contractual relationship with the Trust which is different and separate to the
breaks described under the NHS Pension Scheme NHS Pensions which
outlines the minimum breaks to be taken to avoid pension payments being
suspended

▪ To ensure the NHS Pension conditions are met members of the 1995
section, who return to work and wish to take the minimum break, will need to
take a break of 14 continuous calendar days and, on re-commencement,
work 16 hours or less for the remainder of the calendar month effective from
the first day after the last day of service with the Trust

**Example:** A member of the 1995 section whose last day of service is 9
March would need to take a 14-day continuous break from 10 March until 23
March. The member of staff would return to work on the 24 March and work
16 hours or less for the remainder of the calendar month i.e. until 9 April.
They would then commence working the hours agreed for the re-employed
role (if greater than 16 hours) from 10 April onwards

▪ Members of the 2008 section and 2015 scheme will need to take a break of
14 days after which they can re-commence work on the hours agreed for the
re-employed role

▪ Whereas members of the 2008 section and 2015 scheme can re-join the
scheme after drawing their 2015 benefits (up to a maximum age limit of 75),
former members of the 1995 scheme cannot. However, they can, if eligible
under automatic enrolment rules, be enrolled in an alternative pension
scheme provided by the Trust

▪ Any outstanding annual leave must be taken prior to the retirement date as it
cannot be carried over to the new contract of employment, but all previous
periods of service (aggregated as appropriate) will be counted towards a
staff member’s entitlement to annual leave, in line with the Trust’s Annual
Leave Policy

▪ Where there has been a break in service of 12 months or less, previous
service will count towards a staff member’s entitlement to sick leave

▪ Payment on re-commencement will be set in accordance with the principles
of the Trust’s Starting Salaries Policy (a copy of which is available on the
Trust’s document library)

▪ Staff who retire and are re-employed by the Trust will/may be subject to the
following pre-employment checks

❖ *Health check* - this is only required when the period of break is three
months or more or where the individual is returning to a role which
involves a significant change of duties
❖ **Criminal record check** - where applicable to the role and unless the individual has had a check within the last 36 months which remains fit for purpose, i.e. at the correct level. (Please refer to the Trust’s Disclosure and Barring Checks Policy)

❖ **Verification of identity and right to work** (in relation to immigration status)

❖ **Qualifications** required for the post

❖ **Professional registration** - where applicable, in accordance with the Trust’s Professional Registration Policy

- **IT Access** – A list of all staff leaving the Trust is generated and acted upon by Cornwall IT Services on a weekly basis. It is important, therefore, that they are advised of a staff member’s intention to return before they leave the Trust.

  Managers should, therefore, complete the CITS on-line System Access Returning Employees form (available from the Accounts and Folder Access section of the CITS Service Desk IT Self-Service Portal) to ensure the staff member’s IT access is not de-activated. Instead, access to the account(s) will be restricted by re-setting the user password(s)

- On their return to the Trust the staff member will need to contact the CITS Service Desk, by calling 01209 881717, to be advised of their new password(s)

- **Security Card** – In accordance with the Trust’s Access Control Policy, all leavers will have their ID badge disabled

  Re-activation of the card (and associated access rights) will be dependent on receipt of an e-mail to the [ID Badge Service](#) from the line manager confirming that the staff member has returned to work and advising the level of access required (if different from their previous employment)
Retire and Return Application Procedure

Staff and managers are encouraged to regularly engage in informal conversations about flexible working and retirement options during one-to-one meetings.

Staff member decides to make formal request and submits application using Part 1 of the form provided in Section 1 of the Retirement Policy: Supporting Documents

Please Note
Where a staff member wishes to retire and return to a different post, they will need to apply in open competition as per the Trust’s recruitment process.

Manager acknowledges receipt of application (using Part 2 of the application form) and, if they wish to discuss before submitting the application for consideration as part of the VRG process, arranges to meet with staff member within 21 calendar days of receiving their application.

Manager considers application and completes Part 3 of the application form indicating whether they are able to support the request, seeking support from their People Partner team as required.

Manager submits Parts 1 and 3 of the application form to their Care Group General Manager, Clinical Director, Head of Service or Executive Director for consideration/approval as part of their local VRG process.

Retire & Return application agreed?

Manager writes to the staff member within 14 calendar days of their meeting confirming the specifics of the business grounds for refusing the request and advising them of their right to appeal*.

Manager writes to the staff member within 14 calendar days of their meeting confirming the success of their application and commences arrangements for staff member to retire and return.

* Appeal process: although the Trust has no obligation to agree to individuals returning to work post retirement, staff members have the right to appeal if they believe their request was not handled reasonably in line with the Retire and Return procedure.

The appeal process will follow that described in Section 6.5 of the Flexible Working Policy. Template forms for use during the retire and return appeal procedure are provided in the Retirement Policy: Supporting Documents.
### Appendix 5. Retire and return: manager’s checklist

**Actions to be taken before staff member retires from the Trust**

1. **Manager sends notification to the Trust’s Pensions Department (as soon as possible but at least four months in advance) advising:**
   - proposed last day of service (inclusive of any outstanding annual leave)
   - staff member’s home address.
   
   The Pensions Department will then send the staff member a Retirement Claim form (AW8).
   The staff member must complete the form and return it to the Pensions Department who will forward it to NHS Pensions.

2. **Manager completes R-form, indicating “retirement” as reason for leaving, and submits to Payroll Services.**
   
   Managers are advised to enter “Retire and Return” in the “Any Other Destination” field of Section B: Destination on Leaving. This will alert Payroll staff to the forthcoming arrival of a re-appointment form.
   **Please note:** any outstanding leave must be taken prior to the retirement date as it cannot be carried over to the new contract of employment.

3. **Manager completes Re-employing a Retired Member of Staff form (see Section 12 of the Retirement Policy: Supporting Documents), ensuring contractual rules and NHS Pension conditions are observed (see note below), and arranges for form to be counter-signed by the appropriate General Manager/Clinical Director/Head of Service.**
   
   Please note: All employees who retire and return must take a minimum break of 14 continuous calendar days (excluding any paid annual leave) from the date of retirement to the date of re-engagement. The break must be a true break and annual leave cannot be used as an alternative.

   In addition, members of the 1995 section of the NHS Pension Scheme must only work 16 hours or less for the remainder of the calendar month (effective from the day after the last day of service) prior to working the hours agreed for their re-employed role.

   Managers should be aware, therefore, of the possible need to raise a Contract Amendment Form (CAF) to increase the staff member’s hours from 16 (on re-appointment) to the contracted hours agreed during the application process (see item 4 below).

4. **Where appropriate*, manager raises CAF to increase staff member’s contracted hours and submits to Payroll Services.**
   
   * See note in item 3 above ref members of the 1995 section of the NHS Pension Scheme.
5. Manager uploads authorised copy of Re-employing a Retired Member of Staff form and enters “vacancy” on TRAC ensuring:
   - the words “Retire and Return” are entered after the job title
   - the advertising section is set to “internal”, and
   - the name of the retiree is provided in the notes section together with instruction that vacancy is not to be advertised.

   This will alert Recruitment Services to the need to raise the appropriate appointment paperwork and undertake any required pre-employment checks.

6. Manager completes an eRoster Personnel Change Request form and/or e-mails the Roster Team to advise them of the staff member’s dates of retirement and return to work together with details of any change in their contract hours or working pattern.

   This will ensure the staff member’s posting assignment is closed on the date of their retirement (to prevent any further payments being made against their old posting) and a new posting assignment (reflecting any change in their working arrangements) is created ready for their return.

7. Manager completes CITS on-line System Access Returning Employees form (available from the Accounts and Folder Access section of the CITS Service Desk IT Self-Service Portal) to ensure staff member’s IT access is not de-activated.

   A list of all staff leaving the Trust is generated and acted upon on a weekly basis.

   By completing the above form before the staff member retires from the Trust, CITS will be aware of the requirement not to de-activate their account. Instead, they will restrict access by re-setting account passwords.

   On their return to the Trust, the staff member will need to contact the CITS Service Desk, by calling 01209 881717, to be advised of their new password(s).

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**Actions to be taken before staff member returns to work**

8. Manager arranges re-activation of the staff member’s security card (and associated access rights) by e-mail to the **ID Badge Service**, advising them of the date of return.

   A list of all staff leaving the Trust is generated and acted upon on a weekly basis.

   In accordance with the Trust’s Access Control Policy, all staff listed as leavers will have their ID badge disabled.

   It is the line manager’s responsibility to inform the ID Badge Service that the member of staff is returning to the Trust after retirement and of the need for their card to be re-activated.
Appendix 6. Retire and return procedure for senior medical staff

1. Introduction

Retire and return issues relating specifically to senior medical staff are set out below.

2. Procedure

2.1. In each case a retire and return contract will be drawn up for signature by the Chief Operating Officer and the consultant which sets out the terms which will apply.

2.2. In the first instance the request to retire and return must be discussed with the Clinical Director and General Manager. The decision will need to consider a full range of factors including:

- is there a need to provide the future service in its current form or could it be provided in a different way?
- if a change in service is appropriate, how will this impact on the member of staff making the application?
- are there any staff whose post is at risk who could be considered for all or part of the work?

2.3. Following agreement in principle within the Care Group the terms of the agreement will be sent for authorisation to the Chief Operating Officer or deputy.

3. Terms of the agreement

3.1. There will need to be a break of 14 continuous calendar days (excluding any paid annual leave) from the date of retirement to the date of re-engagement.

3.2. A job plan will be required as part of the ‘retire and return’ agreement.

3.3. Payment will be at the pre-retirement pay rate (pro rata to PAs) excluding any local or national excellence or merit awards.

3.4. Supported Professional Activity (SPAs) will be agreed in advance and will be subject to a maximum of 1.5 PAs per week. Any study leave provision will be agreed as part of the agreement.

3.5. The pre-retirement appraisal date will be retained, and revalidation date retained as applicable.

3.6. Staff members who retire and are re-employed by the Trust will be subject to the following pre-employment checks:

- occupational health - this is only required when the period of break is three months or more or where the individual is returning to work in a different role
▪ criminal record - where applicable unless the individual has had a check within the last 36 months which remains fit for purpose i.e. at the correct level

▪ verification of identity and right to work

▪ qualifications required for the post

▪ professional registration and revalidation

3.7. Staff returning after a break in service will be required to comply with the statutory pension auto-enrolment arrangements.
Appendix 7. Further information and useful contacts

▪ **RCHT Pensions Department**

  Telephone: 01872 258420  
  RCHT Pensions Department e-mail address

▪ **NHS Pensions**

  For more detailed information on your own pension position, call the NHS Pensions helpline on 0300 3301 346.

  You will need to have your national insurance number available.

  NHS Pensions e-mail address  
  NHS Pensions website  
  Address: NHS Pensions, PO Box 2269, Bolton, BL6 9JS

▪ **NHS Retirement Fellowship**

  For further information, visit NHS Retirement Fellowship or, if interested in joining, please contact them on their free membership number: 0800 915 1455.

▪ **Pre-Retirement Course**

  The pre-retirement online course is designed to help you make informed choices about your retirement plans.

  To find out more, or to book onto a course, please contact Affinity Connect or telephone 0800 019 6076.

▪ **Employee Assistance Programme**

  A free, confidential health service open to all staff and their families including partners and dependents. This service, provided by Health Assured, is available 24 hours a day, seven days a week and offers support with issues such as health and wellbeing information, stress at home or work, financial issues including debt, family and relationship matters and consumer issues.

  Call 0800 030 5182 or visit the online health portal. (You will require a user-name and password available from the People Experience team.)