


RETIREMENT

VERSION No	1	
REVIEWED BY	Mariana Philipova	
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Policy Statement

This organisation does not operate a compulsory retirement age for its employees. In line with current legislation i.e. the *Employment Equality (Age) Regulations 2006* and *Equality Act 2010* this organisation is committed to equal opportunities for all its employees and recognises the contributions of a diverse workforce, including the skills and experience of older employees. It believes that employees should, wherever possible, be permitted to continue working for as long as they wish to do so. However, because this organisation provides a service in a Regulated Activity, we have a responsibility to ensure that staff are fit and both physically and mentally able to deliver the service to our residents.

The Policy

To ensure that this organisation works to current employment legislation, meeting the requirements of the *Health and Social Care Act 2008* and safeguarding both residents and workers.


Supervisions














At each supervision and appraisal the deputy and the manager will discuss the employee's performance, developmental or training needs, and employee's future plans and expectations in the short, medium and long-term. During those meetings, employees may discuss their future plans or proposals for retirement. A discussion about possible retirement will not result in the organisation making any assumptions about the employee's commitment to the company. These discussions are an informal opportunity for both the company and employees to plan jointly for the future.

Retirement

Before making any decision about retirement, employees are strongly advised to consult the relevant pension scheme rules and take independent financial advice. If an employee decides that they wish to retire, they should inform their 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. This will assist the organisation with its succession planning. This organisation will then write to the employee acknowledging the employee's notice to retire.

The Finance department can obtain retirement quotes for the employee from the relevant pension scheme, if requested by the employee.

- 1. Early Retirement:** Employees who wish to retire and draw pension benefits before scheme pension age may be allowed to do so under scheme rules, but this may be subject to an actuarial reduction. Detailed information can be obtained from the Pensions Officer. The organisation will consider written requests from employees for early retirement; these requests will be considered by the manager. There may be circumstances, in the light of business needs, where QAA may wish to initiate discussions about early retirement with an employee.
- 2. Preparation for Retirement:** An employee may wish to reduce their working hours leading up to retirement. Requests will be considered by the manager.
- 3. Checklist for Managing the Retirement Process Fairly and Effectively**
 -  Be fair treat workers of all ages fairly and with respect, taking into account their individual needs and preferences and the scope to accommodate these whilst meeting business challenges;

-  Be informed ensure managers have the information required to manage the performance of employees of all ages, including older workers;
-  Review the performance of all workers if only one group of workers is reviewed and not others there is the risk of unlawful age discrimination;
-  Encourage a culture of performance management this can help to avoid unexpected announcements, confrontations or 'loss of dignity'; be honest, fair and build trust;
-  Carry out regular performance discussions focus on performance, potential and planning;
-  Ask all employees where they see themselves in a year or two this will give older workers an opportunity to talk about retirement planning;
-  Inform workers about their options use formal or informal discussions, at any time, to encourage employees to clarify whether they want to carry on working as they are, or whether they are considering a need for a change;
-  Be flexible offering flexible working options, such as a change in hours or responsibilities, could help employees to carry on working productively and help to retain their valuable skills and experience;
-  Refer employees to guidance on working and retirement planning on the Directgov website: www.direct.gov.uk
-  Suggest that employees talk to their pension providers they can help them consider the financial implications of continuing to work;
-  Plan for the transfer of knowledge, skills and experience back into the business when employees want to plan towards their retirement phasing retirement through part-time or flexible working can give older employees the opportunity to work longer, while helping to mentor or train their replacement. This will help both parties to plan ahead.
-  Address, via performance management, if an employee is not delivering properly, regardless of their age, discuss the problem and whether training, reasonable adjustment, flexible working, or a job change could resolve it;
-  Use the same fair dismissal procedures for all employees where performance problems cannot be resolved;
-  Monitor who is leaving your business and their reasoning if people are retiring because they think they have reached an age when retirement is expected, consider what can be done to change this perception.

Related Policies
Equal Opportunities
Equality and Diversity