



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

PD 616

Retirement Options

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Registered Owner:

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PS 155 Retirement Options Policy
G2029 Flexible Retirement Application Form

Functional owner

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This procedure applies from 1st April 2013 when it replaces the whole of PD 552 and part of PD 281 (with the exception of s12 retirement on grounds of ill health).

Table of Contents

SECTION 1 VERSION CONTROL2
 SECTION 2 BACKGROUND2
 SECTION 3 AIMS / OBJECTIVES.....2
 SECTION 4 DETAILS.....3
 4.1 Planning for retirement3
 4.2 Options for retirement under the LGPS scheme3
 4.3 Flexible Retirement Provisions.....3
 4.3.1 Reduction in hours of work3
 4.3.2 Alternative role4
 4.3.3 The flexible retirement and early retirement application process.....4
 4.3.4 The Appeal Process5
 4.3.5 Returning to work after Retirement.....6
 SECTION 5 LEGISLATIVE COMPLIANCE6

SECTION 1 VERSION CONTROL

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1.0	Feb 2013	Sue Peckham	Senior HR Partner	

SECTION 2 BACKGROUND

Nottinghamshire Police is committed to taking all reasonable steps to support its individuals in achieving an effective work life balance.

SECTION 3 AIMS / OBJECTIVES

This procedure has been developed to:

- Provide guidance to the individual on the retirement options available to them under the Local Government Pensions Scheme (LGPS)
- Provide guidance on the force’s flexible retirement provisions
- Explain the process for making a flexible retirement application and the considerations which will be applied to it.

This procedure should be read in conjunction with PS 155 Retirement Options Policy

SECTION 4 DETAILS

4.1 Planning for retirement

Individuals no longer have to retire when reaching the date on which they become eligible to do so as a result of the Employment Equality (Repeal of Retirement Age Provisions Regulations) which became law in April 2011.

Information to support retirement planning is available from the following sources:

- Retirement planning seminars, accessed through the Learning and Development portal.
- LGPS website www.lgps.org.uk provides information and scheme members may request indicative quotations on their personal circumstances without obligation.
- The website www.directgov.org.uk provides details on the state retirement pensions.
- The flexible retirement options detailed in this procedure

HR Shared Services will notify individuals in writing not more than 12 months and not less than 6 months prior to the date on which they will become eligible to retire under the normal arrangements within the LGPS scheme, should they wish to do so.

It is the individual's responsibility to determine their retirement plans. Having evaluated their options, an individual should then request their preferred early or flexible retirement arrangements or advise the force of their intended date of retirement with as much notice as possible, and no less than their contractual notice period.

4.2 Options for retirement under the LGPS scheme

The LGPS scheme provides its members with a number of options for their retirement and further particulars are available from the LGPS administrator and website: www.lgps.org.uk

4.3 Flexible Retirement Provisions

4.3.1 Reduction in hours of work

From the age of 55 years, individuals may request a reduction in their hours of work and subject to the force's agreement, may draw some or all of the pension benefits they have accrued up to the point at which the changes take effect.

The individual should meet with their line manager to make a request for a reduction in working hours to be taken over one or more of the usual working days.

The line manager should make the individual aware that their request for a reduction in hours and taking their pension early is unlikely to succeed if it results in additional costs to the force. The individual must also be made aware that salary will be pro rata to hours worked.

The individual should request a pension forecast from HR Operations, who will liaise directly with Payroll and the administrator of the LGPS on behalf of the individual.

The individual should be aware that the value of pension benefits will in the vast majority of cases be actuarially reduced for individuals taking flexible retirement. It is the individual's responsibility to seek independent financial advice prior to proceeding with a flexible retirement.

If the individual wishes to proceed, after receiving a pension quote, the G 2029 Flexible Retirement Application Form should be completed and sent to their line manager.

Individuals approved for a reduction in hours and drawing some or all of their pension, may request to rejoin the LGPS scheme and to continue to make pension contributions, thereby building up further future benefits in the Scheme. These contributions and those of the force will be based upon the reduced hours and the benefits will accrue at a rate proportionate to those of a full time individual. As a result, when the individual finally retires they will be entitled to a second pension based on the second period of service.

If the individual requesting the reduction in working hours is in a job share situation, the force will endeavour to ensure that the job share partner does not suffer any detriment as a result of approving the request.

4.3.2 Alternative role

From the age of 55 years, to assist in the transition from work to retirement, individuals may wish to reduce their level of responsibility and/or the range of their duties and move to an alternative role at a less senior level.

Full time individuals may wish to reduce both their level of responsibility and their hours and any request for part time working should be indicated on the application for the alternative role.

For equity and fairness, any individual wishing to transfer to an alternative role, will be required to submit an application for current vacancies and to go through the force's recruitment processes as an internal candidate. They will not be afforded any special consideration, unless the change of role has been recommended as a reasonable adjustment for health, disability or any other protected characteristic reason.

The individual may apply for more than one alternative role should they so wish, but each will require a separate application.

Individuals who are appointed to an alternative lower graded role will make their pension contributions based on the new salary and the benefits will accrue at the new salary rate until the effective date of retirement or of employment from the date of implementation. The individual will thereby waive their entitlement to revert to their former hours or role.

4.3.3 The flexible retirement and early retirement application process

The individual should arrange an informal discussion with their line manager to discuss whether flexible retirement is an option. The line manager must emphasise to the individual that any application resulting in additional costs to the force is very unlikely to succeed.

Individuals wishing to apply for early or flexible retirement should firstly obtain a pension benefits quotation from www.lgps.org.uk.

When individuals are wishing to transfer to a less senior role, the force's agreement in principle to the flexible retirement should be obtained before any alternative job application is made. Should an alternative job offer be made following a selection process, an appointment would not be held pending the completion of a flexible retirement consideration process. The individual should, therefore, identify the type of role to which

they would wish to move to and the grade and salary range for that role, in order to obtain the pension quotation.

Should they wish to continue with the application, the individual should complete the individual section of G 2029 Flexible Retirement Application Form and forward it to the line manager at least 3 months in advance of the desired date from which they would like it to be effective.

The line manager will complete the application to support or reject the application, taking into consideration the following:

- Personal circumstances of the individual
- Overall performance
- Operational requirements
- Any outstanding projects/ work commitments
- Any outstanding disciplinary/ capability / sickness issues
- Resilience/ succession plans within the team
- Impact upon others in the team
- The potential costs on the pension fund over a period of years
- Whether it promotes any efficiencies in service delivery/administrative efficiency.

The manager will forward the completed application to the Head of HR and OD within 7 calendar days of receipt.

Requests for early retirement will be considered within 14 calendar days of their receipt by the:

- Head of HR and OD
- Head of Finance

In the event that one or both of the above are not available to consider the application within the 14 days, their nominated deputies will substitute for them, or the decision date will be extended by mutual agreement with the individual.

The request will be given all reasonable consideration and the decision will be made on a case for case basis taking into account the manager's report. There will be a particular consideration of the financial impact for the force in respect of the pension costs which would be incurred.

The Head of HR and OD will advise the individual of the decision.

4.3.4 The Appeal Process

If an early or a flexible retirement application is rejected the individual has the right of appeal to the ACO Resources.

If the individual wishes to appeal they should write to the ACO Resources within 14 days of the receipt of the decision and send a copy of the appeal to the Head of HR and OD.

The individual should clearly state the reasons for their appeal. The appeal will be acknowledged by HR and the ACO Resources will consider the appeal within 14 calendar

days of his/her receipt of it. The individual will be advised of the decision. The decision of the ACO Resources is final.

4.3.5 Returning to work after Retirement

An individual who has taken retirement and is in receipt of a pension on any grounds except for ill health, is, subject to a break in service, eligible to apply for employment with Nottinghamshire Police as an external candidate.

If appointed to a new role, the individual may be eligible to join the LGPS as a new individual. The decision on eligibility will be for the Scheme administration.

SECTION 5 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention of Human Rights and other legislation relevant to policing.