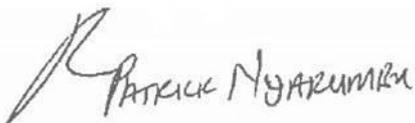




Retirement Policy

Policy number and category	HR11	Human Resources
Version number and date	4	June 2023
Ratifying committee or executive director	Transforming Our Culture and Staff Experience	
Date ratified	June 2023	
Next anticipated review	June 2026	
Executive director	Executive Director of Strategy, People & Partnerships	
Policy lead	Senior People Partner	
Policy author (if different from above)	As Above	
Exec Sign off Signature (electronic)		
Disclosable under Freedom of Information Act 2000	Yes	

Policy context

This policy outlines the procedure to be undertaken, associated information and options available for everyone seeking to retire and access their pension from the Trust. The policy also outlines the procedure to support individuals return to employment within the Trust following retirement.

Policy requirement (see Section 2)

The purpose of this policy is to provide people and managers with information and guidance on how to retire from the Trust, consider flexible retirement option and retire and return. The policy links in with the Trust's Flexible Working Policy (HR12).

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1: Introduction

Rationale (why):

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

The Trust recognises that retirement is a time of great significance in a person's life and is committed to making the transition from work to retirement as smooth as possible. The procedure outlines the options available for flexible retirement to increase the choices available to individuals who are considering and/or planning their retirement.

The policy takes into account the terms of the Equality Act 2010.

Scope (when, where and who):

The policy applies to everyone working at BSMHFT regardless of whether the individual is in the NHS Pension scheme or not.

Principles (beliefs):

Our values of compassion, inclusion and commitment describe our core ethics and principles. They guide our culture and are underpinned by our everyday behaviours.



2: The Policy

The purpose of this policy is to provide people and managers with information and guidance on how to retire from the Trust, consider flexible retirement option and retire and return. The policy links in with the Trust's Flexible Working Policy (HR12).

3: The Procedure

3.1 Recognition of Service

Individuals who have 15 or more years' aggregated NHS service at the point of retirement are eligible to Retirement Gift Vouchers as follows:

- 15 – 19 years (£100)
- 20 – 29 years (£150)
- 30 years and over (£200)

Eligible individuals should complete the Application for Retirement Gift Vouchers form (Appendix 4) at least 3 months before retirement date.

3.2 Retirement Age

The current retirement age for members of the NHS Pension Scheme are as follows:

	1995 Section	2008 Section	2015 Scheme
Normal pension age	60	65	Equal to your State Pension Age or age 65 if that is later
Minimum pension age (early retirement)	55 (50 if you joined before 6 April 2006)	55	55
Special Class/Mental Health Officer Status	55	Not applicable	Not applicable

For further information about retirement ages, please visit [Normal pension age | NHSBSA](#)

If any member of NHS Pensions would like to know more about retirement options and ideally have between two and five years of working time remaining before they retire, then they can visit:

- www.sbs.nhs.uk/esd (you will need to register an account)
- <http://www.nhsbsa.nhs.uk/pensions>

There are retirement seminars available for members of the NHS Pension Scheme to find out more information. It is advisable for all those wishing to explore retirement options to attend this course as it covers subjects relating to pensions, finances, taxes, and retirement options. Information on dates available on the Trust Intranet page. It is advisable that individuals seek independent financial advice.

An estimate of pension benefits can be obtained from the annual benefits statement which can be found in the Total Reward Statement area on ESR. If for any reason

this is unavailable people can request this from NHS Pensions (please note charges may apply).

3.3 Pension Application Form (AW8)

When an individual has made the decision to retire, they should contact the payroll team and request a Pension Application Form (AW8). The AW8 should be completed as guided.

Original documents must be shown to the manager which then must be photocopied and signed for verification purposes. The signed copies of the document will need to be enclosed with the AW8 when returned.

The completed AW8 (along with supporting documents) should be sent to payroll at least 6 months prior to the retirement date. This will enable the pension application to be processed in time to ensure that the pension fund is available at the time of retirement.

3.4 Resigning/Notification of Retirement

People must notify their line manager by way of letter of resignation that they wish to retire providing 6 months' notice. On receiving written notification with intentions to retire, the manager will complete the termination process on ESR.

Resignations need to be submitted at the same time as the AW8 as the pensions team need confirmation of a termination date to process the AW8.

Please note that as a Trust we have an external payroll provider and the section on the AW8 form for completion by the "employer" needs to be done by the pension and payroll provider.

3.5 Flexible Retirement

The Trust is keen to support those that wish to take a flexible approach to their retirement. The options available include:

3.5.1 Moving to a Lower Banded Post (Stepping Down)

People may request moving or stepping down to a lower graded post in the lead up to retirement which may be for reasons such as less responsibility or being able to work less hours.

Please be aware there must be a vacant post for these to happen. This could be across the Trust and not necessarily in the same department.

3.5.2 Reduction in Hours in the Lead Up to Retirement (Winding Down)

People may request a reduction in hours in the lead up to a planned retirement. A request for this should be done in line with the Flexible Working Policy.

Please be aware there must be a vacant post for these to happen. This could be across the Trust and not necessarily in the same department.

3.5.3 Retire and Return

People should be aware that any request to retire and return will be dependent on availability of work and service need. The contract of employment issued to individuals returning following retirement will be limited to 12 months subject to review prior to the end of the contract period with a view to extend or ending the contract. If people wish to return to work following retirement, they will need to complete the form in Appendix 5 and submit this to their manager. A copy will be retained on the individuals personal file as a record of the agreement/refusal.

If someone would like to return to work to the same role (on current or reduced hours) within the Trust following their retirement, they need to discuss this request with their line manager at the time of discussing their retirement and completing the AW8 form. Depending on the needs of the service and a workforce review being undertaken this may be accommodated however, there is no automatic entitlement to return following retirement. The manager should confirm any agreement or refusal to the individual in writing.

Please note that if an agreement has been confirmed in writing, then this cannot be withdrawn unless there are exceptional service changes where the return to work will no longer be feasible to accommodate. If this should be the case a discussion with the People Team would need to take place to explore alternatives.

Please note if the individual is subject to a formal management process such as performance management, sickness absence or disciplinary, then any discussion regarding returning to work following retirement would need to be reviewed by the Associate Director of the service (or equivalent senior manager) in conjunction with the People Team before a decision is made.

If an individual wishes to retire and return to a different post, they will need to apply for this post in line with the Trust's recruitment process. Please refer to the Trust's Recruitment & Selection Policy. All posts need to be approved through the correct authorisation process. If appointed, the individual will be appointed on the salary scale/pay band applicable to the post.

When returning to work following retirement people must take a minimum of a 2 week break in service from the date of retirement, which includes the 24 hour break for pension purposes and is Trust policy to ensure the return is managed consistently, allow for the necessary recruitment process to be implemented and in line with other Trust's. Following this break, people are able to work up to full-time hours immediately as per their agreement with the manager.

When retiring and returning, the individual will be set up as new starters within the Trust and will be issued with a new fixed term contract of employment for a period of 12 months. Recruitment will also need to complete new identity checks to meet new starter ESR requirements. Please note these can only be done 3 months prior to returning to work.

All entitlements relating to redundancy, leave and sickness are in line with agenda for change and continuity of service.

It is advisable for managers to seek support from the People Team prior to any agreements regarding Retire and return.

Please be aware that the Trust must auto-enrol anyone newly joining the Trust into a pension scheme. When returning to work following retirement people will be enrolled into the NHS Pension scheme.

3.5.4 Draw Down

Members can take part of their pension benefits and continue in NHS employment.

3.5.5 Late Retirement Enhancement

People can decide that they do not wish to retire at their normal pension age and continue work. The benefit for individuals is that they can have their pension benefits increased.

3.5.6 Early Retirement Reduction Buy Out (ERRBO)

This provision to the 2015 NHS pension scheme arrangements allows people – and/or their employer – to make additional contributions to the scheme that will support people to retire earlier than their normal pensionable age without any early retirement reduction (although not more than three years earlier than their normal pensionable age and not allowing for a retirement age of less than 65 years old). It is known as 'buying out' the early retirement reduction that would otherwise apply.

For example, a member of NHS pension scheme with a normal pensionable age of 68 could make arrangements to buy out three years' worth of early retirement reduction so that they can retire at age 65 without suffering any reduction in their pension benefits. However, someone with a future normal pensionable age of 66 could only buy out a one-year reduction, allowing them to retire at age 65. They

could not buy out the full three years as this would take their retirement below age 65. There are strict time limits on when someone can enter such a buy-out arrangement. Further information can be found at [Member hub | NHSBSA](#).

3.5.7 The Bank (TSS)

Some people may choose to continue working following their retirement. In these circumstances people can choose to resign from their substantive post, retire and register with TSS. TSS is the Trust's internal bank and offers flexibility to book shifts and work on days and hours that are convenient for personal circumstances and allowing a healthier work-life balance.

Further information regarding what options are available can be found in the NHS Pension Scheme Guide available at [Flexible retirement | NHS Employers](#) or through the members guides available through [Member hub | NHSBSA](#).

4: Responsibilities

Post(s)	Responsibilities	Ref
All People	To work in line with the guidance of the policy and timescales.	
Service, Clinical and Corporate Directors	To promote the principles of the policy and ensure people work within the framework provided.	
Policy Lead	Monitor any developments/changes that impact the policy content or processes	
Executive Director	To promote the principles of the policy and ensure people work within the framework provided.	
Managers, recruitment, payroll and support services	To work in line with the guidance of the policy and timescales.	

5: Development and Consultation process

Consultation summary	
Date policy issued for consultation	February 2023
Number of versions produced for consultation	5
Committees / meetings where policy formally discussed	Date(s)
JOSC	

PDGM		
TCSE		
Where received	Summary of feedback	Actions / Response
Staff side		
PDMG		

6: Reference documents

- Flexible Working Policy
- Sickness Absence Policy

7: Bibliography

- NHS Business Authority <https://www.nhsbsa.nhs.uk/>
- NHS Employers <https://www.nhsemployers.org/>

8: Glossary

- TSS – Temporary Staffing Service

9: Audit and assurance

Elements to be monitored	Lead	Tool	Frequency	Reporting Committee
People in NHS Pension scheme contacting SBS at least 4 months before intended retirement date	Head of People and Culture	Data obtained from SBS	Quarterly	People
SBS sending pensions pack to people within 2 weeks of the individuals request	Head of People and Culture	Data obtained from retiree	Quarterly	People
People tender written notice to line manager and HR in line with notice periods	Head of People and Culture	Data obtained from People Team	Quarterly	People

Line manager processes leaver information to HR at least one month before retirement date	Head of People and Culture	Data obtained from People Team	Quarterly	People
People are in receipt of all necessary pension and leaving information and documentation at least two weeks before leaving	Head of People and Culture	Data obtained from retirees	Quarterly	People
Exceptions to the above	Head of People and Culture	Data obtained from retirees/people Team/SBS	Quarterly or by exception	Actions taken, such as direct liaison with SBS/retires etc will be reported back at the relevant committee

10. Appendices:

Appendix 1	Equality Analysis Screening Form
Appendix 2	Frequently Asked Questions
Appendix 3	Retirement Flow Chart
Appendix 4	Application for Retirement Gift Voucher
Appendix 5	Application to Retire and Return

Appendix 1

Equality Analysis Screening Form

A word version of this document can be found on the HR support pages on Connect
<http://connect/corporate/humanresources/managementsupport/Pages/default.aspx>

Title of Policy	Retirement Policy		
Person Completing this policy	Taj Ghai	Role or title	Senior People Partner
Division	Corporate	Service Area	People & Culture
Date Started	February 2023	Date completed	March 2023
Main purpose and aims of the policy and how it fits in with the wider strategic aims and objectives of the organisation.			
The purpose of this policy is to provide individuals and managers with information and guidance on how to retire from the Trust. The policy links in with the Trust's Flexible Working Policy (HR12).			
Who will benefit from the proposal?			
The policy applies to everyone working in BSMHFT regardless of whether the individual is in the NHS Pension scheme or not.			
Does the policy affect service users, employees or the wider community? <i>Add any data you have on the groups affected split by Protected characteristic in the boxes below. Highlight how you have used the data to reduce any noted inequalities going forward</i>			
People working within Birmingham and Solihull Mental Health NHS Foundation Trust.			
Does the policy significantly affect service delivery, business processes or policy? <i>How will these reduce inequality?</i>			
As people retire there will be an impact on services with the loss of experienced people. The policy supports reducing inequality through the mechanism of retire and return.			
Does it involve a significant commitment of resources?			

How will these reduce inequality?				
No.				
Does the policy relate to an area where there are known inequalities? (e.g. seclusion, accessibility, recruitment & progression)				
Potentially the recruitment process. Where people will retire and not return, there will be the need to recruit new people into post.				
Impacts on different Personal Protected Characteristics – Helpful Questions:				
<i>Does this policy promote equality of opportunity?</i> <i>Eliminate discrimination?</i> <i>Eliminate harassment?</i> <i>Eliminate victimisation?</i>			<i>Promote good community relations?</i> <i>Promote positive attitudes towards disabled people?</i> <i>Consider more favourable treatment of disabled people?</i> <i>Promote involvement and consultation?</i> <i>Protect and promote human rights?</i>	
Please click in the relevant impact box and include relevant data				
Personal Protected Characteristic	No/Minimum Impact	Negative Impact	Positive Impact	Please list details or evidence of why there might be a positive, negative or no impact on protected characteristics.
Age			x	Under the NHS Pension Scheme, individuals can be eligible for retirement from the age of 55 (50 if you joined before 6 April 2006). The Trust currently offers the option for retirees to be able to return to work as part of the Trust's flexible retirement initiative. This policy ensures that once people have made a decision to retire, they are treated in a fair, reasonable and consistent manner irrespective of their age and supported with flexible retirement options.
Including children and people over 65 Is it easy for someone of any age to find out about your service or access your policy? Are you able to justify the legal or lawful reasons when your service excludes certain age groups				
Disability			x	Currently we have the Disability and Neuro Diversity Staff Network Group who currently support people with disability. We also support

				people with reasonable adjustment with the Government 'Access to Work' grant. Therefore, it is anticipated that disability will not have an impact in terms of discrimination as this policy ensures that all people should be treated in a fair, reasonable and consistent manner irrespective of their disability. This is dependent if the individual feel comfortable about being open about their disability especially where this may be a hidden disability or mental health issues. The current WDES is showing the Trust is ranked in the top 10% nationally in Recruitment and Reporting of harassment, bullying and abuse
Including those with physical or sensory impairments, those with learning disabilities and those with mental health issues Do you currently monitor who has a disability so that you know how well your service is being used by people with a disability? Are you making reasonable adjustment to meet the needs of the staff, service users, carers and families?				
Gender	x			It is anticipated that gender will not have an impact in terms of discrimination as this policy ensures that all people should be treated in a fair, reasonable and consistent manner irrespective of their gender identity. The Trust has now set up a Women's Network who will be meeting on a monthly basis and is in the process launching a Men's Network.
This can include male and female or someone who has completed the gender reassignment process from one sex to another Do you have flexible working arrangements for either sex? Is it easier for either men or women to access your policy?				
Marriage or Civil Partnerships	x			It is anticipated that marriage or civil partnership will not have an impact in terms of discrimination as this policy ensures that all people should be treated in a fair, reasonable and consistent manner irrespective of their marriage or civil partnership. This is dependent on people feeling comfortable about being open about their Marriage or Civil Partnership status.

<p>People who are in a Civil Partnerships must be treated equally to married couples on a wide range of legal matters Are the documents and information provided for your service reflecting the appropriate terminology for marriage and civil partnerships?</p>				
Pregnancy or Maternity	x			<p>It is anticipated that pregnancy and maternity will not have an impact in terms of discrimination as this policy ensures that all people should be treated in a fair, reasonable and consistent manner irrespective of this. However, the Trust will provide necessary support and reasonable adjustment for anyone who is pregnant or on maternity, paternity or adoption leave and this may be pausing the procedure for a temporary time. This is dependent on people feeling comfortable about being open about their or their partners pregnancy, including miscarriage. We also have started the Women's Network where these matters can be discussed and shared there.</p>
<p>This includes women having a baby and women just after they have had a baby Does your service accommodate the needs of expectant and post natal mothers both as staff and service users? Can your service treat staff and patients with dignity and respect relation in to pregnancy and maternity?</p>				
Race or Ethnicity	x			<p>The Trust is working towards becoming an Anti-Racist organisation. It is anticipated that Race or Ethnicity will not have an impact in terms of discrimination as this policy ensures that all people should be treated in a fair, reasonable and consistent manner irrespective of this. This is also dependent on people feeling comfortable about being open about their heritage or refugee status.</p>
<p>Including Gypsy or Roma people, Irish people, those of mixed heritage, asylum seekers and refugees What training does staff have to respond to the cultural needs of different ethnic groups? What arrangements are in place to communicate with people who do not have English as a first language?</p>				
Religion or Belief	x			<p>It is anticipated that religion or belief will not have an impact in terms of discrimination as this policy ensures that all people should be treated in a fair, reasonable and consistent manner irrespective of</p>

				this. This is also dependent on people feeling comfortable about being open about their religion or belief.
Including humanists and non-believers Is there easy access to a prayer or quiet room to your service delivery area? When organising events – Do you take necessary steps to make sure that spiritual requirements are met?				
Sexual Orientation		x		We currently have LGBTQ Staff Network who meet regularly where information is shared. It is anticipated that sexual orientation will not have impact in terms of discrimination as this policy ensures that all people should be treated in a fair, reasonable and consistent manner irrespective of this.
Including gay men, lesbians and bisexual people Does your service use visual images that could be people from any background or are the images mainly heterosexual couples? Does staff in your workplace feel comfortable about being 'out' or would office culture make them feel this might not be a good idea?				
Transgender or Gender Reassignment		x		It is anticipated that transgender or gender reassignment will not have an impact in terms of discrimination as this policy ensures that all people should be treated in a fair, reasonable and consistent manner irrespective of this. This is also dependent on people feeling comfortable about being open about their being transgender or undergoing gender reassignment. There is also a Trans and Non-Binary Policy to support this.
This will include people who are in the process of or in a care pathway changing from one gender to another Have you considered the possible needs of transgender staff and service users in the development of your policy or service?				
Human Rights			x	The policy protects the human rights of those working within the Trust
Affecting someone's right to Life, Dignity and Respect? Caring for other people or protecting them from danger? The detention of an individual inadvertently or placing someone in a humiliating situation or position?				

If a negative or disproportionate impact has been identified in any of the key areas would this difference be illegal / unlawful? I.e. Would it be discriminatory under anti-discrimination legislation. (The Equality Act 2010, Human Rights Act 1998)

		No		
What do you consider the level of negative impact to be?	High Impact	Medium Impact	Low Impact	No Impact
				x

If the impact could be discriminatory in law, please contact the **Equality and Diversity Lead** immediately to determine the next course of action. If the negative impact is high a Full Equality Analysis will be required.

If you are unsure how to answer the above questions, or if you have assessed the impact as medium, please seek further guidance from the **Equality and Diversity Lead** before proceeding.
 If the policy does not have a negative impact or the impact is considered low, reasonable or justifiable, then please complete the rest of the form below with any required redial actions, and forward to the **Equality and Diversity Lead**.

Action Planning:

How could you minimise or remove any negative impact identified even if this is of low significance?

EDI Leads will work with the organisation to reduce impact of any detriment experienced by reports of concerns.

How will any impact or planned actions be monitored and reviewed?

Feedback from reports of concerns, escalating concerns through governance routes. Regular audits and policy updates, communication to managers through Operational Meetings.

How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic.

EDI Communications plan and trust wide promotion in ways accessible to ALL people without the reliance upon electronic communications.

Please save and keep one copy and then send a copy with a copy of the policy to the Senior Equality and Diversity Lead at bsmhft.edi.queries@nhs.net. The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Divisional or Service planning and monitored on a regular basis.

Appendix 2 – Frequently Asked Questions

Where can I get appropriate advice when considering retirement?

You may seek advice from payroll and may also find it beneficial to discuss retirement with an independent financial advisor. The People team can only support people through the process of retirement and if agreed, retire and return. They cannot provide pensions advice as this is a financial matter.

When would I need to apply for my pension?

Where people wish to access their NHS pension, they will be required to formally submit a request to their line manager outlining their intention to retire on a given date at least six months in advance. The longer the notice period is, the more time the NHS Pension Agency has to ensure that all of the processes have been completed by the agreed retirement date.

What flexible retirement options are open to me?

Upon applying for retirement and accessing their NHS Pension, people can apply to:

- Fully retire
- Retire and join the Bank
- Return to their current post and current hours (requires line management approval)
- Return to their current post on reduced hours (requires line management approval)
- Apply for roles of a lower band

What is the Retire and Return Option?

This is where people who have decided to retire, can make a request to return to employment in their current role either at the same or reduced hours.

When should I inform my manager that I wish to retire and return?

Requests to return to employment should be submitted, ideally six months before the given retirement date (at the same time as applying for your pension). This should be in writing and include information such as the proposed hours of work in the new post and the proposed new start date.

Who is Retire and Return available to?

Anyone retiring can apply to retire and return, whether they are full-time, part-time. However, applications must be approved by the line manager and or relevant service manager.

Is the Trust obliged to support my application?

Although all such requests will be considered, there is no obligation to agree to individuals returning to work post retirement and no assurances will be given that this will be the case.

What are the salary arrangements for people returning to their current post?

In line with current practice, the individual will return to their pre-retirement salary point if returning to the same banded post. Any incremental date will be deferred by the number of days break.

What salary point will people be placed on if returning to a lower banded post?

Using evidence from the most recent payslip, people returning to a lower banded post will be placed at the highest increment point if returning to a similar role.

What salary point will people be placed on if returning to a higher banded post?

Anyone returning to a higher banded role will be placed at the first increment point within the band.

What is the process for being set up as a new starter?

Following any agreement with the line manager to retire and return, a termination will be completed indicating that the individual will retire and return. This is picked up by the Recruitment Team, who will contact the individual to arrange the necessary process. Whenever anyone retires and returns they are issued with a new ESR assignment number. The Recruitment Team will also run full recruitment processes including Occupational Health checks, ID checks and DBS checks (if appropriate for the position applied for).

Can I retire and return immediately?

No, where an application to retire and return is agreed, people must take a break of 2 weeks (excluding any periods of paid annual leave) between the date of retirement and the date of re-starting.

Can I return to full time hours immediately on return?

Yes

Is my annual leave entitlement affected?

No, annual leave is based on cumulative service. Therefore, the level of annual leave entitlement would not change as per Agenda for Change Terms and Conditions or Medical and Dental Terms and Conditions.

Will my retirement impact on any pay protection agreed through a change process?

Any existing pay protection arrangement that may have been agreed as part of a change process would cease on retirement. Any future entitlement to pay protection would only be based on the post-retirement service.

Will my retirement impact on any future redundancy entitlement?

Yes, Agenda for Change Terms and Conditions Handbook state that where someone has previously been given pension benefits, any employment that has been taken account for the purposes of those pension benefits will not be counted as reckonable service for the purposes of the NHS redundancy payment. This means that any potential future redundancy payment would only take into account the post-retirement service.

Will I be enrolled to NHS pensions if I return to work after retirement?

Yes. It is a legal requirement that any new starter will be enrolled to join the 2015 section of the NHS pension scheme.

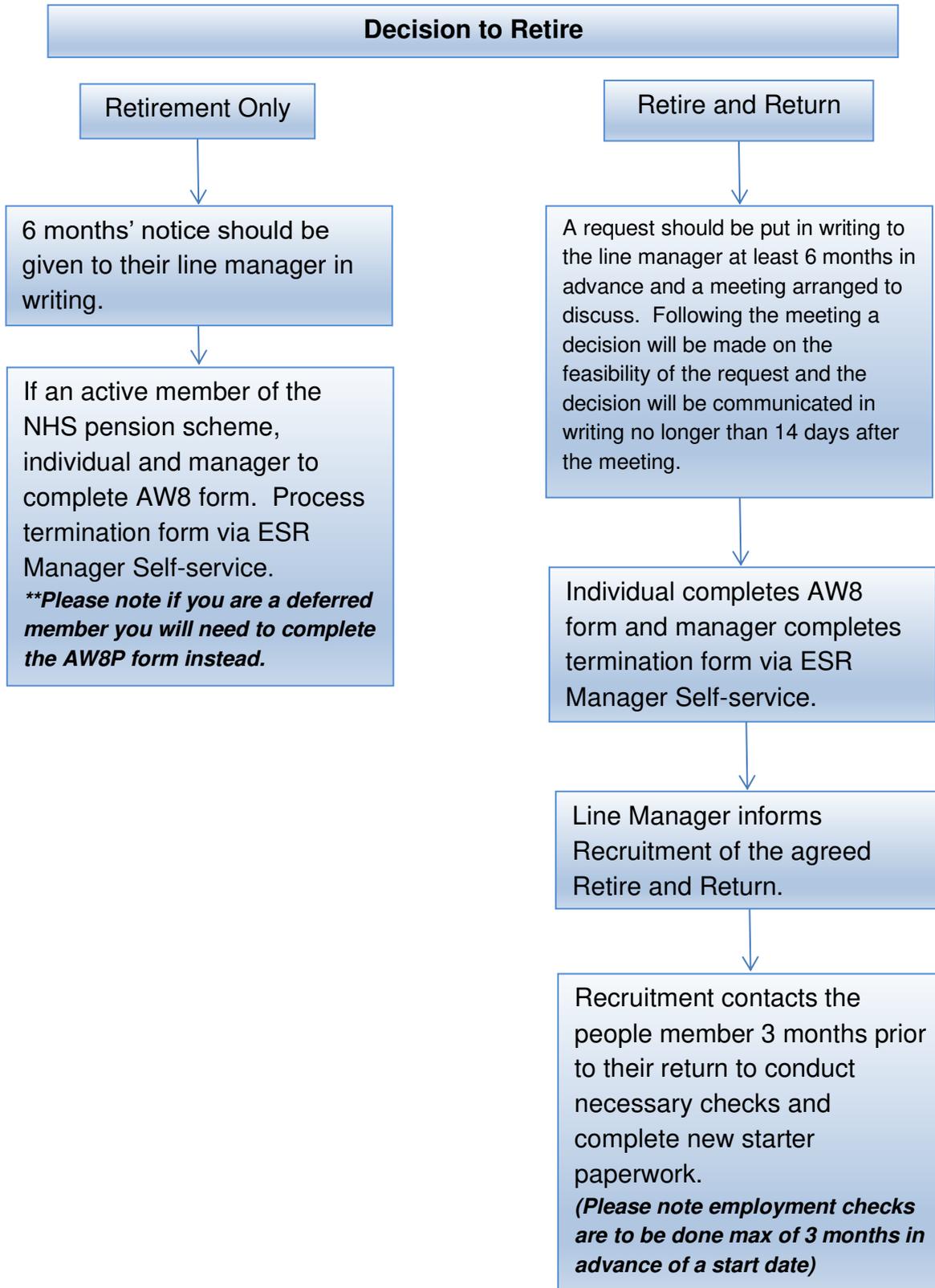
Can the Trust provide me with an application to leave the NHS Pension Scheme form (SD502)?

No. Under the auto enrolment rules, the Trust is prevented from issuing pension scheme opt out forms directly to new starters.

Can I be paid for any outstanding annual leave?

Annual leave entitlements will be calculated to the individuals final working. All annual leave must be taken prior to retirement. The Trust will not pay for any outstanding annual leave. Please note that the retirement date will be deferred to support the utilisation of annual leave hence extending the pensionable membership which could impact pension entitlements.

Appendix 3 – Retirement Flow Chart



NB. People who are not in the NHS Pension Scheme can retire by submitting their resignation in accordance with their contractual notice period.

Appendix 4 – Application for Retirement Gift Voucher

Full Name (Mr/Mrs/Miss/Ms/Dr)			
Job Title		Personal No.	
Leaving / Retirement Date		Last Day of Service	
Directorate and Department			
Total length of aggregated NHS Service			
<p>Please tick one of the following boxes. Based on eligibility criteria as laid down in the retirement gift section of the Policy as a request is being made for:</p>			
15 – 19 Years (£100)		<input type="checkbox"/>	
20 – 29 Years (£150)		<input type="checkbox"/>	
30 Years and above (£200)		<input type="checkbox"/>	
<u>DETAILS OF TOTAL NHS SERVICE</u>			
<u>POST</u>	<u>INCLUSIVE EMPLOYMENT DATES</u>	<u>EMPLOYING TRUST</u>	
<p>If vouchers are to be collected, please indicate contact name and contact number of the person who will collect the Vouchers</p>			
NAME		TEL. NO.	
Service verified/approved by Line Manager: (PRINT NAME)		<u>ESR CHECK TICK BOX</u>	
APPROVED BY LINE MANAGER		DATE:	
APPROVED BY PEOPLE TEAM		DATE:	

Please submit completed form at least 3 months prior to the individuals retirement date to Monique Swaby, monique.swaby@nhs.net

Appendix 5 – Application to Retire and Return

Section 1: Personal Details	
Name:	
Job Title:	
Location:	
Service:	
Contact No:	
Current Band:	
Current Salary:	
Section 2: Retire and Return Arrangements	
Describe the hours and working pattern/job plan that you would like to request	
Please detail what role/band you intend to return to	
What is your date of retirement?	
I would like to return to work on (date):	
I am aware of the implications this request will have on the terms and conditions of my employment and understand the obligations and responsibilities under the Trust's Retirement Policy. I understand that I should speak to the Trust's Pensions Department and/or an independent financial advisor for information and/or advice on the pension implications.	
Signature:	
Name:	
Date:	
Section 3: To be completed by the manager following a meeting with the individual	
Is this application currently on the national approved shortage occupation list?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	

<p>For roles not on the shortage occupation list please detail evidence of difficulties in recruitment/retention in relation to this post in terms of skills/experience required to undertake this role.</p> <p>Are the skills, knowledge and experience to do the job readily available in the local employment market?</p> <p>Additionally, please also detail if the skills and experience are of a specialist nature and what implications would be for the Trust if these skills were lost.</p>
<p>Are there any organisational change developments impending that may impact on the return?</p> <p>Additionally, are there any staff “at risk” that need to be considered? What is the impact on the wider team and service?</p>
<p>Are there any concerns around skills or performance? Performance information such as DNA rates, complaints, productivity and case load should be considered.</p> <p>Additionally, compliance with Fundamental Training and Appraisal over the last 12 months must be included.</p>
<p>What is the impact on succession planning?</p>
<p>Is it operationally efficient and are there any significant advantages from a business continuity perspective for the employee to return to their current role or would it be more beneficial to the Trust for the individual to return to a re-defined role?</p>
<p>I have considered the request to retire and return and I advise the Executive Director that I wish to support this request.</p> <p>I recommend that the new working arrangements will be as follows:</p>
<p>I recommend that the new working arrangements commence from:</p>
<p>In the case of a reduction in working hours, I intend to cover the remaining duties in the following way:</p>
<p>OR:</p> <p>I am unable to support the request to flexibly retire under the following business grounds:</p> <ul style="list-style-type: none"> • Post not on shortage occupation list/ hard to recruit post <input type="checkbox"/> • burden of additional cost <input type="checkbox"/> • detrimental effect on ability to meet service demand <input type="checkbox"/> • inability to re-organise work among existing staff <input type="checkbox"/>

<ul style="list-style-type: none"> • detrimental impact on quality <input type="checkbox"/> • detrimental impact on performance <input type="checkbox"/> • planned structural changes <input type="checkbox"/> 	
Name:	
Signature:	
Job Title:	
Date:	
Section 4: For completion by the relevant Executive Director	
Request supported:	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
If no , please outline reasons below:	
If yes , is the employee currently earning a salary of £90,000 or above?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, please complete Remuneration Committee section below.	
Recommendation from Executive Director for consideration at Remuneration Committee:	
Name:	
Signature:	
Job Title:	
Date:	

For employees on a salary below £90,000 please proceed with communicating the outcome of the decision to the employee, line manager and People Partner for Service area.

For employees on a salary of £90,000 and above please submit this application to the Trust Company Secretary for consideration at Remuneration Committee.