

# PADDOCK WOOD TOWN COUNCIL

## RETIREMENT POLICY

### POLICY STATEMENT

The Council's policy is that employees may continue working until they give notice that they wish to retire. The council no longer has a contractual retirement age.

### POLICY PRINCIPLES

The Council values the contribution of all employees and seeks to maximise their potential, whilst allowing them flexibility and choice about when to end their career. This policy sets out the council's approach to the retirement of employees.

### LEGAL BACKGROUND

The Equality Act 2010 makes discrimination in employment and training because of a person's age unlawful. This includes recruitment, terms and conditions, promotions, transfers and dismissals.

The Employment Equality (Repeal of Retirement Age) Regulations 2011 abolished the Default Retirement Age of 65 from 1<sup>st</sup> October 2011.

### GIVING NOTICE OF RETIRMENT

Employees who wish to retire from their employment are required to resign and give notice of their intended date of retirement to their manager in writing. The length of notice must be not less than their contractual notice period.

Employees are encouraged to give an early indication of their planned retirement date as this will assist the council in ensuring appropriate succession plans are in place prior to the employee's retirement.

### CONDITIONS OF SERVICE

All employees will continue to be employed on the terms and conditions of service applicable to the role they hold, and therefore all the normal employment policies of the council will apply.

The effect of this policy is that for employees who have a contractual retirement age stated in their terms and conditions of service, this condition is now removed.

### POLICY MONITORING

This policy will be monitored and reviewed by the Policy, Procedures and Protocol Committee.

### RETIREMENT PROCESS

Once an employee has decided they wish to retire, they should inform their line manager in writing of their intended retirement resignation date, in accordance with their contractual notice period.

The Council will write to the employee acknowledging receipts of the employee's notice or retirement resignation letter.

The line manager will meet with the employee to discuss arrangements for leaving the council, including the intended leaving date, succession and handover plans, pension details and flexible retirement, if applicable.

Once a leaving date has been agreed, the council will write to the employee confirming their last date of employment, and the normal arrangements for leaving will apply.

Reviewed 21<sup>st</sup> May 2018