



RETIREMENT POLICY

Introduction

1. The purpose of this policy is to ensure the City of London Corporation manages retirement in line with the requirement of age legislation, whilst meeting our workforce needs and trying to meet the aspirations of our staff in their retirement.
2. Normal retirement age is 65. However. This policy ensures staff are treated fairly in applications to vary their retirement date.
3. This policy applies to all City of London Corporation employees.

General Principles

4. It is expected that staff will retire at 65. However, staff may apply to work beyond the normal retirement age or retire early. Requests will be considered in relation to organisational needs and the requirements of the Local Government Pension Scheme
5. As with all dismissals, retirement will, where possible, be by mutual consent with sufficient written notice being given by either party as required.
6. Requests to work beyond retirement age will be considered and only granted in accordance with operational and organisational need eg.: to retain knowledge and skill for a specific purpose; for stability within the team; where reorganisation/restructure is not planned; where new ways of working are not required or where there are recruitment difficulties (this is not an exhaustive list).
7. Where requests to work beyond the expected retirement age are agreed, the retirement date should ordinarily be deferred for 1 year. Staff will be able to request further extensions.
8. Departmental HR will confirm to employees, in writing, their expected retirement date 6 - 12 months before the expected retirement date, providing details about the retirement process and the right to request working beyond normal retirement age.
9. Staff should submit in writing requests to alter their retirement date to their line manager 3 - 6 months in advance of their desired / expected retirement date. If no written request is forthcoming, the expected retirement date will stand.



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10. If a request is made, the line manager will arrange a meeting with the employee within 1 month of the request being received (giving at least 5 working days written notice, and offering the right to be accompanied by a trade union representative or work colleague) to discuss it.
11. Once the request has been considered a formal written reply must be forwarded within 5 working days of the meeting.
12. Staff have a right to appeal against a decision to decline their request to defer their retirement. This appeal must be made in writing and forwarded to the Chief Officer within 10 working days of date of receipt of the formal notification of the decision.
13. The appeal will be heard by a Chief Officer or a nominated manager at or above grade I / Chief Superintendent (in the City of London Police) / deputy Head in schools). They will meet with the employee (who has the right to be accompanied by a trade union representative or work colleague). The appeal meeting must occur as soon as practicable, but giving at least 5 working days written notice. The decision is final and cannot be appealed via any other process. The appeal procedure for Chief Officers will be heard by the relevant appointing committee.
14. Once the appeal has been considered a formal written reply must be forwarded within 5 working days of the meeting.
15. Where staff continue to work beyond the normal retirement age, they will be treated equally in all respects, except where there are justifiable reasons. Any performance issues will be dealt with using the appropriate procedures e.g. attendance management or capability as the need arises, in line with other employees.
16. Where staff retire at short notice, departments should contact Corporate HR to arrange the appropriate support.
17. Departmental HR will provide advice on any matter relating to retirement, and will offer staff the opportunity to attend briefings to plan for their retirement at least 12 months prior to their retirement

Monitoring

18. Corporate HR will submit an annual report to Establishment Committee outlining the number of staff working beyond normal retirement age, including any equalities implications

Agreed at Establishment Committee on: 23rd November 2006

Review of Policy to be no later than: 30th November 2009