

Appendix O1 -Retirement Procedure

1. Purpose

1.1 To comply with Age Discrimination legislation and the abolition of the default retirement age and statutory procedure.

2. Scope of the Procedure

2.1 This policy applies to all Leicester City Council employees.

3. Principles

3.1 In accordance with age discrimination legislation, from 1 October 2011, Leicester City Council will not enforce the retirement of an employee.

4. Procedure

4.1 Leicester City Council will no longer instigate the retirement of an employee.

4.2 Employees are not expected to work indefinitely and may finish work and `retire' when they feel it is appropriate. Where an individual wishes to end their employment, they will give their contractual period of notice and resign their position.

4.3 If a manager feels that an employee, of any age, is no longer performing in a satisfactory way, then the appropriate policy should be followed, for example in a case of poor performance, the capability policy should be. Appendix A to this policy provides more information for managers on how they should address concerns with the performance of an employee.

4.4 Managers should carry out regular risk assessments for employees of all ages, especially in physically or mentally demanding roles.

4.5 Employees are encouraged to have open discussions with their manager regarding future plans and are encouraged to give an early indication if they wish to finish work.

4.6 Where an employee indicates that they do wish to retire at some future date they may want to discuss options such as flexible retirement and managers should give advice and guidance accordingly.

4.7 Currently access to the State Pension for men is at 65. For women, the current state pension age is increasing from 60 to 65. This affects women born on or after 6 April 1950. If an employee wishes to continue to work beyond their state pension age, they will be entitled to access their state pension, in addition to their earnings. Employees may also wish to defer receipt of their pension. For further information on options about your state pension or to receive individual advice contact The Pension Service Tel: 0845 606 0265 or online at www.direct.gov.uk

4.8 The Local Government Pension Scheme's (LGPS) normal pension age is 65. However, employees can retire and receive payment of pension benefits at any time from age 60 onward although pension benefits may be reduced. As pensions differ according to individual's circumstances, employees are

recommended to seek advice on their own individual pension benefits. Queries should be directed to Local Government Pension Scheme, Tel: 0116 305 6878 or Teachers Pension Scheme, 0845 6066166.

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