

**APPENDIX**

**Retirement Procedure**

**Introduction**

Rochford District Council is committed to ensuring that its retirement process is fair and transparent. It is necessary to ensure that employees approaching 65 are given between 12 and 6 month's notice of their imminent retirement and that they are allowed the right to apply to continue their employment beyond the retirement age of 65. The procedure includes an appeal opportunity to provide recourse to the individual should they have their request to remain denied.

The procedure applies to all employees regardless of gender or status.

**The Procedure**

The Human Resources unit will periodically conduct a review of staff birth dates to identify individuals who are approaching their 65<sup>th</sup> birthday. They will send a letter to the employee notifying them of their identified retirement date no less than 6 months before and no more than 12 months before the date they are due to retire (appendix 1). The letter will inform the individual of their right to apply to remain at work beyond their 65<sup>th</sup> birthday.

If an employee wishes to exercise their 'right to ask to remain at work' they must commence the following procedure by making a written request to the Human Resources Manager. This must be no later than 4 months before the intended retirement date. The Human Resources Manager will then arrange a meeting with the Head of Service to discuss the request. The Human Resources Manager will notify the employee in writing of the outcome within 15 working days of the meeting. The letter will either reaffirm the intended retirement date and detail the right and process of appeal or detail a revised retirement date.

If the employee's request to continue working is declined they may appeal the decision within 15 working days of receiving the notice. The appeal must be sent in writing to the Human Resources Manager who will arrange for the appeal to be heard by the Corporate Director within 15 working days of receiving the appeal letter. Written notice will be provided to the individual of the appeal outcome within 15 working days of the appeal meeting and the Corporate Director's decision will be final.

If the request to continue working is granted the employee will be issued a 1-year fixed term contract, which may be renewed annually by mutual agreement until the age of 70 is reached, unless legislation determines a removal of an age limit.

In the event that the above process is not finalised before the employee's intended retirement date the individual shall continue to work until the process is finalised.

**Managers' Responsibilities**

It is the Manager's responsibility to ensure that team members due to retire are aware of the Retirement Procedure and that they are given the appropriate support whether they are planning to retire, which is a dramatic change to lifestyle or considering a request to retain their employment.

**DIRECTORATE OF LAW,  
PLANNING AND ADMINISTRATION**

**Human Resources Unit**

My Ref:  
Your Ref:

Ask for: Human Resources Manager  
Ext: 3830  
Direct Dial:

**Email:** xxxxxx.xxxxxx@rochford.gov.uk  
**Website:** www.rochford.gov.uk



**Rochford District  
Council**

Council Offices South Street  
Rochford Essex SS4 1BW

Telephone: 01702 546366  
DX 39751 Rochford  
Facsimile: 01702 318154

Date: XXXXXX

Dear XXXX

**Re: Retirement**

Following a review of our records we have identified that you will soon be celebrating your 65<sup>th</sup> birthday. As you are aware, this event coincides with the statutory retirement age. We should like to congratulate you on reaching this important milestone in your life.

You have been with the Council since XXXXXX during which time we have found your loyalty and support of great value. It is, therefore, with regret that we have to inform you that, since you have reached retirement age, your last day of work will be XXXXXX.

After many years of hard work you are probably looking forward to your retirement and the opportunities it will herald. Although, if you would like to appeal your planned retirement date and request to remain at work, you may do so by writing to the Human Resources **Manager no less than 4 months before your intended retirement date.** A meeting will then be arranged for you to discuss your request. Please see the Retirement Procedure on the Council's Intranet.

Once again we should like to congratulate you and thank you for your support.

Yours sincerely

Human Resources Manager



INVESTOR IN PEOPLE