

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No.

meeting date: WEDNESDAY, 20 MARCH 2013
title: AMENDMENT TO EARLY RETIREMENT POLICY
submitted by: HEAD OF HUMAN RESOURCES
principal author: MICHELLE SMITH

1 PURPOSE

1.1 To ask members to agree an amendment to the Council's Early Retirement Policy.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – As staff are the Council's biggest resource the achievement of all the Council's ambitions is dependent on having an available and appropriate supply of labour to deliver services within budgetary limitations.
- Community Objectives – See above.
- Corporate Priorities – See above.
- Other Considerations – None.

2 BACKGROUND

2.1 Committee last approved an Early Retirement Policy in January 2011 and as such it has been deemed appropriate to review the current procedure to ensure that it is still 'it-for-purpose' and that it accurately reflects the provisions of the Local Government Pensions Scheme (LGPS).

3 ISSUES

3.1 The Early Retirement policy outlines the circumstances in which an employee would be entitled to request Early Retirement and the procedure to be followed thereafter.

3.2 In the last 12 months or so we have seen an increase in the number of staff who have requested Flexible retirement in accordance with section 7 of the policy.

3.3 In dealing with these requests it has become apparent that clarification is needed regarding the ongoing position once a request for flexible retirement has been approved, and specifically that an employee should not be allowed to increase their hours/grade beyond those that Committee approved in granting their request, at a later date.

3.4 This policy change has been discussed with Linda Jones – branch UNISON Secretary, and she supports the proposed amendment. CMT have also reviewed the document and support the amendment.

3.5 A copy of the Early Retirement Policy with amendments is attached at Appendix 1.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – Effective management of early retirement is more likely to reduce the impact on Council budgets where redundancy or re-deployment is necessary. The use of Flexible retirement options ensures that the Council is able to manage the retention of valuable skills and knowledge from our older workforce.
- Technical, Environmental and Legal – The adoption of an Early Retirement policy would ensure that the council complies with the provisions of the LGPS.
- Political – There are no political implications.
- Reputation – An Early Retirement Policy would add to our existing Human Resource policies (as detailed in the Staff Handbook) and confirm the Council's reputation as a good employer.
- Equality & Diversity – a clear policy will enable us to ensure that all staff are treated fairly.

5 RECOMMENDED THAT COMMITTEE

5.1 Approve the Early Retirement Policy as set out in Appendix 1 of the report.

MICHELLE SMITH
HEAD OF HR

JANE PEARSON
DIRECTOR OF RESOURCES

BACKGROUND PAPERS

Appendix 1 – Early Retirement Policy

For further information please ask for Michelle Smith, extension 4402.

REF: MS/CMS/PERSONNEL/20 MARCH 13