

NOT PROTECTIVELY MARKED



**ILL HEALTH RETIREMENT/RETIREMENT IN
THE INTERESTS OF
EFFICIENCY/VOLUNTARY REDUNDANCY
(POLICE STAFF)**

FORCE REFERENCE DOCUMENT

FRD Reference Number	R28
Quality Auditor	Human Resources
First Issued	20.1.04
Last Updated	7.12.07
Version	2

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

POLICY

1. INTRODUCTION

- 1.1 Northern Constabulary is committed to, wherever possible, retaining the services of all staff and minimising turnover. However, it is recognised that in some circumstances it may be appropriate for staff to leave the organisation and when this occurs police staff who are members of the Local Government Pension Scheme may be entitled to certain benefits.
- 1.2 Non-members of the Local Government Pension Scheme should note that they are not entitled to the benefits as specified in this Force Reference Document. Redundancy payments may however be payable in accordance with Force Reference Document R29.
- 1.3 The provisions of the Local Government Pension Scheme (Scotland) Regulations 1998 set out criteria whereby staff can leave the Force other than by normal resignation or dismissal. These circumstances are: -
- (i) Ill health retirement
 - (ii) Retirement in the interests of efficiency of the service
 - (iii) Voluntary redundancy.

Where appropriate, steps will be taken by the Force to minimise the need for the above, and separate Force policies on the management of sickness absence, redeployment and redundancy all provide further clarification.

- 1.4 Police staff who leave the Force on ill health retirement will be eligible to receive an enhanced pension at any age, provided they have at least five years' service. In the case of voluntary redundancy and retirement in the interests of efficiency, staff under 50 will receive only a redundancy payment, with pension benefits preserved until at least 60.
- 1.5 The purpose of this policy is to set out the detailed procedure to be followed when a member of police staff is to retire on ill health, or retires in the interests of the efficiency of the service, or on grounds of redundancy.

2. ROLE OF NORTHERN JOINT POLICE BOARD ("NJPB")

- 2.1 As the employer of police staff, the NJPB has the final authorising function in regard to any retirement under these provisions.

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

STANDARDS

1. INTRODUCTION

The following provisions relate only to members of police staff who are members of the Local Government Pension Scheme ("LGPS"). Non members of LGPS should refer where appropriate to Force Reference Document R29 (Redundancy – Police Staff).

2. ILL-HEALTH RETIREMENT

- 2.1 A member of staff who is to be retired from the Force on the grounds of ill health will have this process managed in accordance with the provisions of Force Reference Document S2 (Management of Sickness Absence From Work).
- 2.2 Where a member of staff, irrespective of age, retires because of permanent ill-health and has two or more years of membership of the pension fund, he/she is entitled to immediate payment of his/her lump sum and pension. Additional service is awarded dependent upon length of scheme membership as follows:

PERIOD OF MEMBERSHIP	ENHANCEMENT
2 or more but less than 5 years	None
5 – 10 years	Equivalent to period of membership
10 – 13 1/3 years	Period to 20 years
Over 13 1/3 years	6 2/3 years

Note: Enhancement cannot be greater than the period from the employee's retirement to age 65, or that which takes total membership to more than 40 years.

- 2.3 The costs of ill-health retirement are borne by the pension fund. The only cost to Service Unit/Area Command budgets is the requirement to pay in lieu of notice and outstanding holiday entitlement, as it is highly unlikely, due to the circumstances of the retirement, that staff will be able to work their notice. Outstanding holiday entitlement on termination is calculated with reference to the Police Staff Handbook.

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

3. RETIREMENT IN THE INTERESTS OF EFFICIENCY OF THE SERVICE

- 3.1 Each applicant for early retirement is to be considered on an individual basis. A member of staff aged 50 years or over, who has 5 or more years' service, may or may not be awarded enhancements to their lump sum and pension benefit. This is at the discretion of the NJPB.
- 3.2 A member of staff aged 50 years or over who has at least 2 but less than 5 years' service, is not entitled to enhancements to lump sum and pension benefit, and would receive immediate payment of lump sum and pension based on service accrued up to the leaving date if he/she was granted early retirement by the NJPB.
- 3.3 A member of staff under 50 years of age would receive a deferred pension benefit.
- 3.4 The costs of early retirement on efficiency grounds are borne entirely by the pension fund if no enhancement is awarded. The costs of any enhancements are borne by the relevant Service Unit/Area Command revenue budget and are ongoing costs. Pay in lieu of notice would not normally be applicable as the retirements are by mutual agreement.
- 3.5 It is essential that the costs of any enhancements are submitted to the NJPB, together with any savings resulting from the proposal. It will be the responsibility of the Service Unit Manager/Area Commander to prepare any business case, with assistance from the Directors of Finance and Human Resources as appropriate.

4. RETIREMENT ON THE GROUNDS OF VOLUNTARY REDUNDANCY

- 4.1 Before a voluntary redundancy can take place, the Service Unit Manager has to confirm that the employee's post can be deleted from the establishment, or that there is a significant reduction in hours, or consequential saving. This is to ensure that there are savings which will more than offset the costs of the redundancy. This also extends to cover a situation where one employee can be granted voluntary severance in order to provide a position for another employee who would otherwise have been made redundant.
- 4.2 An employee over 50 who is granted voluntary redundancy, and has 5 years' or more pension service, would receive maximum enhancement to pension and lump sum, based on the lesser of:
 - A period of 10 years
 - A period equal to total service
 - A period, when added to service, which does not exceed 40 years

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

- Potential service to age 65.

- 4.3 An employee under 50 who is granted voluntary redundancy would receive a deferred pension benefit and redundancy lump sum compensation.
- 4.4 The costs of enhancements and redundancy pay are borne by the relevant Service Unit/Area Command revenue budget, while the cost of early payment of lump sum and pension are borne by the pension fund.
- 4.5 Employees are entitled to contractual notice of termination of employment and it is normal practice that employees should work their notice, or waive any entitlement to notice, if they wish to finish at an earlier date. Pay in lieu of notice will only be authorised in exceptional cases.

5. RE-EMPLOYMENT

- 5.1 Employees granted early retirement by the NJPB on the grounds of redundancy or efficiency should not be re-employed by the Force in any capacity without specific approval of the NJPB.
- 5.2 Any member of staff who is retired on the grounds of permanent ill-health cannot be re-employed without being medically examined and assessed by the Occupational Health Unit as being fit to be re-employed.

NOT PROTECTIVELY MARKED