



REPORT TO EXECUTIVE

PORTFOLIO AREA: GOVERNANCE AND RESOURCES

Date of Meeting: 13 February 2012

Public

Key Decision: No

Recorded in Forward Plan:

No

Inside Policy Framework

Title: Updated Personnel Policies

Report of: Director of Resources

Report reference: RD 86/11

Summary:

The requirement to produce and publish a pay policy Statement on Senior Officers remuneration (Item A13) has led to consideration of three other HR policies to ensure that they are up to date. Minor changes to wording are required, mainly as a result of new legislation and/or a change in Council structure. Two of the policies also contained details of transitional arrangements, which are no longer required. Three updated policies are attached with amended wording.

Recommendations:

That the Executive note the amended wording to the policies and give any views that they would like passed to the Employment Panel.

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Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 Report RD 85/11 details the requirement to produce and publish a pay policy statement on Senior Officers' remuneration. The requirements of this Statement impact on other, HR policies. This has prompted a review of the three prominent policies to ensure that they are up to date and fit for publication on the Council's web pages.
- 1.2 Three policies which needed immediate update are:
- Pay Policy and Arrangements – approved in November 2009, for implementation on 1 March 2010
 - Redundancy and Early Release Schemes Policy, Guidance Notes and Procedures – approved in April 2008
 - Flexible Retirement – approved in September 2007
- 1.3 Pay Policy Arrangements was drawn up as a result of changes to the pay structure brought about through the introduction of Job Evaluation after lengthy consultation with staff and trades unions. Changes that are required since it was first introduced are:
- removal of procedure for moving from previous pay and grading structure to the one in this policy as this is no longer required. (This was part three in the original policy located between current pages 18 and 19).
 - removal of 2 salary grades (O and P in original policy) as they were specific to individual posts which no longer exist (bottom of page 19).
 - changed job titles and processes as a result of transformation within the Council (throughout the document).
- 1.4 Redundancy and Early Release Schemes was drawn up in response to the major changes in the Local Government Pension Scheme Regulations in 2007 and 2008. This was extensively consulted upon at the time. The changes that are required to this document are:
- removal of transitional arrangements that ceased in March 2010 (after paragraph 5.1 on page 6, after paragraph 7 on page 14) and all references to pension being drawn from age 50 years as this is now age 55 years due to legislative requirements (in several places in the document).
 - changes to job titles and processes as a result of transformation within the Council (throughout the document)
 - the requirement to cover the cost of redundancy and early release within three years (previously it was five years) – paragraphs 5.1 and 5.2 pages 6 and 7 in new document.

- 1.5 Flexible Retirement Policy was drawn up in response to the change in Local Government Pensions Scheme Regulations which introduced the ability to take partial retirement and draw a pension at the same time. The changes to this document related to changed job titles and processes as a result of transformation and legislative changes (i.e. the removal of a default retirement age) – throughout the document.
- 1.6 None of the amended wording constitutes any change in policy and is more in the nature of a “housekeeping exercise”.

2. CONSULTATION

- 2.1 Consultation to Date. None.
- 2.2 Consultation proposed. The views of the Executive will be passed to the Employment Panel for it to consider. Trades Unions will be advised of the content of the Statement.

3. RECOMMENDATIONS

- 3.1 That the Executive note the report and attachments and give any views that they would like the Employment Panel to be aware of.

4. REASONS FOR RECOMMENDATIONS

- 4.1 The proposed changes make the policies look more professional as they reflect the current situation.

5. IMPLICATIONS

- Staffing/Resources – No further implications as there is no change to policy.
- Financial – there are no financial implications arising from these changes.
- Legal – The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 provide that the power to determine terms and conditions of employment is not a function of the Executive. However, the Executive is responsible for the Council’s budget, therefore, it is appropriate that the said

Executive is given the opportunity to make its comments to the Employment Panel.

- Corporate – no new implications
- Risk Management – none
- Environmental – none
- Crime and Disorder – none
- Impact on Customers – none
- Equality and Diversity – none

Impact assessments

Does the change have an impact on the following?

Equality Impact Screening	Impact Yes/No?	Is the impact positive or negative?
Does the policy/service impact on the following?	No	
Age	No	
Disability	No	
Race	No	
Gender/ Transgender	No	
Sexual Orientation	No	
Religion or belief	No	
Human Rights	No	
Health inequalities	No	
Rurality	No	

If you consider there is either no impact or no negative impact, please give reasons: not applicable.



Pay Policy and Arrangements

9 November 2009
Updated 6 March 2012

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CARLISLE CITY COUNCIL

Pay Policy

INTRODUCTION

Remuneration is a fundamental part of the contract of employment. In order for the Authority to attract, retain and motivate staff with the right skills and experience, employees must be rewarded fairly, equitably and competitively for the work they do.

An effective pay policy must balance these factors with affordability and legal considerations.

Carlisle City Council employment & remuneration framework includes four clear components: pay, benefits, development and learning and the work environment. The key content of each is set out below.

Pay <ul style="list-style-type: none">• Basic pay• Annual pay review• Additional payments	Benefits <ul style="list-style-type: none">• Annual leave• Sickness provision• Final salary pension• Other benefits
Development and Learning <ul style="list-style-type: none">• Appraisal and personal development planning• Training & development programmes	Work Environment <ul style="list-style-type: none">• Work-life balance• Valuing diversity• Health, safety & welfare• People related policies

Part 1 of this document outlines Carlisle City Council's pay policy. Part 2 deals with arrangements to put this policy into practice.

CARLISLE CITY COUNCIL

PAY POLICY

PART 1

1. Purpose

The purpose of this pay policy is to outline the principles and key features that underpin employee pay at Carlisle City Council.

2. Aims and guiding principles

This policy aims to integrate pay provisions with corporate objectives and other people related policies and procedures. Carlisle City Council's pay policy:

- Is designed to enable us to attract and retain the quantity and quality of staff we require to achieve our strategic and operational objectives
- Is underpinned by the need to achieve value for money having regard to market forces and the Council's financial constraints
- Recognises the responsibility and accountability borne by employees and encourages the delegation of decision making to the lowest level commensurate with effective service delivery
- Recognises employee contribution and performance in achieving their objectives, including the acquisition of relevant skills and competencies and displaying the knowledge, ability and attitude required.
- Is transparent and fair ensuring that all employees receive equal pay for work of equal value having particular regard to those with protected characteristics.
- Supports cost effective flexible working in meeting customer/client requirements and work/life balance for employees.

3 Scope and Application

The pay policy applies to all employees of Carlisle City Council, except Apprentices, those on "permitted work schemes", and also the Chief Executive and Chief Officers

(whose pay arrangements are covered in the Statement on Pay of Senior Officers of the Council).

4 Policy

- 4.1 The pay rate for each job will be determined using the appropriate job evaluation scheme.
- 4.2 Additional temporary payments may be attached to specific jobs to enable the Council to be able to recruit suitably qualified staff if there is a clear demonstrable need. Any such payments will be made in line with the processes outlined in Part 2, paragraph 9 and reviewed regularly.
- 4.3 Allowances will be paid in line with those agreed as part of the Single Status agreements as outlined in Part 2, paragraph 5.
- 4.4 Pay enhancements will be paid for working outside normal office hours as outlined in part 2, paragraph 7.
- 4.5 The basic pay rate for each job will be determined using the appropriate job evaluation scheme.
- 4.6 Where restructures and re-organisations of work that result in amended or changed jobs occur, the changed jobs must go through the job evaluation process so that the full costs are known before the final decision is made to restructure or re-organise.
- 4.7 The nationally negotiated pay award will be applied to pay rates, temporary and permanent enhancements and allowances. Except where explicitly stated otherwise, this will be the pay award negotiated for Local Government Services employees ('Green Book').
- 4.8 There can be no payments made outside of this policy and arrangements.

5 Responsibilities

Director of Resources

- Monitoring application of this policy
- Encouraging action to reduce, minimise and, where possible remove any identified inequalities
- Implementing the national pay awards

Managers

- Applying this policy in their service areas
- Participating in job evaluation activities
- Taking practical steps to reduce, minimise and, where possible remove any identified inequalities

6 Appeals against this policy

Any employee who has a grievance against the application of this policy (except the grade for their job) should use the Council's grievance procedure.

Employees who wish to appeal against the grade of their job must follow the procedure outlined in part 2, paragraph 4.

7 Links to Other Policies

- Qualification Study
- Attendance Management: Sickness Absence
- Occupational Maternity Scheme
- Grievance Policy and Procedure
- Market Supplements procedures
- Statement on Pay of Senior Officers of the Council

8 Monitoring and Reviews

This policy was completed on 8 November 2009 and is monitored and reviewed in light of experience, national negotiations, changing legislation and Council organisation as follows:

Date	Reason
8 November 2009	Approved by Council
1 March 2010	Implemented
6 March 2012	Section relating to implementation removed as no longer valid; terminology and pay table updated due to changes in organisational structure.

CARLISLE CITY COUNCIL

PAY POLICY

PART 2 - ARRANGEMENTS

1 Pay structure

1.1 An employee's pay will consist of:

- Rate for the job as measured by the appropriate job evaluation scheme

It may also include any of the following permanent or temporary elements, as appropriate:

- Any allowances as listed in paragraph 5 below
- Extra time/overtime payments in line with paragraph 6 below
- Payment for working non standard hours as in paragraph 7 below
- Payment for additional duties as in paragraph 8 below
- Any Recruitment and Retention Payments (paragraph 9 below).
- Occupational Maternity Pay and Maternity Support Pay, Occupational Sick Pay
- Any statutory payment due such as Statutory Sick Pay, Statutory Maternity Pay
- Travel expenses in line with Council policy

1.2 The pay structure will consist of 13 grades for those below the level of Senior Management with additional grades for Chief Executive, Deputy and Directors. A copy of the pay structure and current salary levels (applicable in March 2012) is given in Appendix 1.

2 New and amended jobs

2.1 Managers will initiate a review of the grade for a job when:

- They plan to amend a structure or working arrangements within their work team
- They feel it may be appropriate to re-grade a particular job because responsibilities have changed significantly

- They create a new position.

2.2.1 The process to be followed is:

- The manager will have a brief discussion with a representative of Personnel Services to determine whether or not the job is likely to fall under the Hay or the NJC Scheme. If there is any doubt about which scheme should be used, the job will be scored using both schemes and if it scores above 530 points on the NJC scheme the Hay score will be used. If it scores 530 points or less on NJC, or below 175 points on the Hay scheme then the NJC scheme will be used.
- If the job is a variation on a current post, the original Job Description Questionnaire (JDQ) will be made available to the manager, who will document, in writing, the dimensions where the new job differs from the original one, and amend the original JDQ.
- If the job is a totally 'new job', the manager will complete a NJC/Hay Job Description for the post(s) in question.
- A Job Evaluation (JE) Panel will be convened to score the job(s). The panel will consist of one representative from management, the trades unions and Personnel Services. All must be conversant with the relevant Job Evaluation Scheme and the management representative must be from another Service area to the manager seeking the re-evaluation. The Service Manager, or as delegated, will attend as an 'expert witness'.
- The panel will arrive at a score for the job(s) and this will be converted to a grade within the Council's pay structure.
- The findings of the JE panel will form part of the Establishment Change process.

2.3 New jobs will have their JE score reviewed at the end of the probationary period of the first person to occupy the position. The review will be carried out by a person competent in the relevant job evaluation scheme and familiar with the job and documented as such. If a review of the grade appears to be warranted, a job evaluation panel will be convened to assess this.

3 Protection

An employee whose pay rate is reduced through no fault of their own (such as redeployment instead of redundancy, or for health reasons) will have their rate of pay protected for a period of twelve months, pro rata to the hours worked. Allowances and any other payments are not protected and are only paid if they apply in the new job. Any cost of living award is not payable unless it results in the new rate for the current job being lower than the protected rate.

4 Appeals by employee against their grade

Any employee may appeal against the grade for their job if they believe that it has changed significantly since it was last evaluated.

Employees may not make more than one request in two years since their job was last evaluated.

Employees may only appeal against the grade of new positions after two years has elapsed since the grade of the job was reviewed at the end of the probationary period.

The individual employee will complete a form giving reason(s) why they believe their job should be re-evaluated. If required, the original JDQ and any notes will be made available to the individual concerned. They must indicate which factor(s) they believe has changed since their job was last evaluated.

The form will then be passed to the Service/Team Manager to make comments on the information provided.

The completed form will be passed to Personnel Services who will arrange for a Job Evaluation Panel to be convened.

The JE Panel will consist of a representative from management, a trades union and Personnel Services. All must be trained in the relevant JE Scheme and the management representative must be from another service area than the appellant. The Service Manager, or as delegated, will also attend as an 'expert witness'.

The Job Evaluation Panel will invite the employee and their representative to explain their case, and may ask questions of the Service Manager and the employee, and seek any clarification they require.

The appellant, their representative and the 'expert witness' will leave and the panel will consider the case.

The options available to the Panel are:

- The JE score should increase
- The JE score should decrease
- The JE score is correct.

The employee will be advised, in writing, of the decision of the JE Panel.

The employee has the right to appeal against the decision of the Panel within 2 weeks of being advised of the decision. Any appeal must be in writing, giving reasons, on the standard pro forma.

The appeals process will be as follows:

- The employee will complete a pro forma indicating why they disagree with the original JE panel.
- An Appeal Panel will be convened consisting of a Director as Chair, a management representative and a trades union representative. The members of the Panel must be conversant with the relevant JE scheme, be different from those who originally

evaluated the jobs and the Chair and management representative must be from another service area to the appellant.

- The employee will be invited to attend the appeal hearing, and may be accompanied by a work colleague or trades union representative. The employee will put their reasons why the JE Panel decision was wrong. The employee and their representative will leave the appeal panel and the Panel will arrive at their decision.
- A representative of Personnel Services will advise the employee of the outcome of the appeal hearing.
- That will be the end of the appeal process relating to the grade of the job.

Note: Grievances relating to other aspects of employment (e.g. if it appears this policy has been applied wrongly because of discriminatory practice by management) will be dealt with under the Council's normal grievance procedure.

5 Allowances payable

The following allowances are payable where relevant.

5.1 First Aid Allowance

An allowance of £104 per year (and increased in line with the Local Government Services pay awards) will be paid to employees who:

- a) Are an approved Council First Aider (approved by the Health, Safety and Environment Manager in conjunction with the Service Head) and
- b) Have a current First Aid at Work certificate
- c) Commit to responding to requests to administer first aid within the Council.

The allowance is paid monthly. It is personal to the employee, not the position and is voluntary. The employee may withdraw from being a first aider by advising the Health, Safety and Environment Manager, in writing. Equally the Council may withdraw the 'First Aider' status from the employee; in the event of this, three months notice in writing will be given to the employee.

First aid allowances are not paid to those who are trained first aiders as part of their job role, nor is it paid to those who have an Appointed Persons certificate.

5.2 Tool Allowance

A tool allowance will be paid to those employed in craft positions in line with the national agreement for Local Authority Craft and Associated Employees ('Red

Book') and the Carlisle City Council local agreement to pay Bricklayers the Joiners' rate.

5.3 Stand By Allowance

A standby Allowance of £80 per week (increased in line with the Local Government Services pay awards) will be paid to those employees who:

- a) Are part of an approved Standby rota (approved by the Director or Service Manager)
- b) Are available out of hours during the period of their Standby duty, and are able to respond to any call made to them

In the event of the person on standby being called out, overtime at single time will also be paid for the hours spent on the callout, plus their travel expenses. Call out fees are not payable to those receiving a Standby payment.

The Working Time Directive will be complied with.

5.4 Call out

A call out fee of £40 per period will be paid to employees who are called out during non working hours, irrespective of the numbers of time called out. A 'period' is the time between leaving work and starting again the next day or a 24 hour period if at the weekend. In addition travel expenses for all journeys and overtime at single time for all hours worked will be paid.

The Working Time Directive will be complied with.

5.5 Emergency Planning

Staff with designated Emergency Planning duties will be paid call out rates, appropriate overtime and travel expenses when called out to deal with an Emergency Incident. No other payment will be made.

5.6 Sleep In

Employees who are required to 'sleep in' as part of their job will be paid as follows:

- (a) 14% of the part of their salary that relates to hostel duties that are part of their normal rota. This covers 'sleep in', shift allowance and 'night work'.
Note: staff who are not required to carry out 'sleep in' duties, but work at night, will have their pay enhanced as detailed in paragraph 7 below.
- (b) A payment of £32.94 (increased in line with the annual Local Government Services pay awards) for any additional 'sleep in' above the employee's normal rota. This payment covers 'sleep in', shift allowance and 'night work'.
- (c) 'Sleep in' payments cover the first 30 minutes of any occasion they are disturbed and work during the night. If any occasion lasts over 30 minutes, extra time or overtime payments are applicable (paragraph 6 below).

5.7 Re-organisation of work - Excess Travel Allowance

In the case of staff who are moved from one work location to another because of a re-organisation, the following excess travelling allowance will apply:

- (a) If the move is between locations within urban Carlisle, no excess travelling allowance is payable
- (b) If the move is between rural locations and urban Carlisle (or the opposite way) or between Greater Carlisle and another Council area, excess travel allowance is payable as detailed below:
 - (i) Payment to be for a period of four years or as long as the need to travel exists, whichever is the shorter
 - (ii) Payment will only be made if the difference in cost to the employee of travelling to the new location is greater than £ 4.07 per week (increased each year in line with the Local Government Services pay award)
 - (iii) Where payable, payment will be based on the full rate of:
 - Second- class train fare and/or bus fares incurred, or
 - For employees who are Essential Car Users or where public transport is not available, mileage allowance (at Essential User Rate) for the difference in mileage between home to old and home to new locations.

6 Extra time and overtime payment

6.1 Payment for working extra hours and overtime will be paid in line with the national agreement for Local Government Services. These are:

- a) Employees on or below pay point P17 (*previously scp 28*) will be entitled to payment for extra hours worked
- b) Employees must have worked 37 hours in the week in question (Sunday to Saturday) before enhanced rates are payable
- c) Single time rates apply to hours worked on callout and standby – see 5.3 and 5.4 above
- d) Special arrangements apply to those on ‘Sleep in’ – see 5.6 above.
- e) Employees above pay point P17 who are required to work additional hours may:
 - take time off (at plain time) in recompense or,
 - in exceptional circumstances, be paid either at plain time on their own rate or at the relevant overtime rate at the top of grade F which ever is the greater.
 - Any payment must be authorised by the Service Manager and agreed in advance with the employee.

f) Where enhanced rates apply they are:

- Monday to Saturday: Time and a half
- Sunday and Public Holidays: Double time

All additional hours worked must be authorised in advance by the Service Manager, or their nominee.

7 Working non standard hours (premium payment)

7.1 Payment to employees who are required to work outside 'normal' hours as part of their usual work rota will be made in line with the national agreement for Local Government Services. These are:

- (a) Saturday: Time and a half
- (b) Sunday: Time and a half for those on grade C and above
Double time for those on grades A and B
- (c) Night work
20.00 - 06.00: Time and a third
- (d) Public Holidays: Plain time for all hours worked within their normal hours for that day In addition, at a later date, time off with pay as follows:
 - Time worked less than half the normal working day: Half day
 - Time worked more than half the normal day Full day

This is in addition to the employee's normal pay for the day.

7.2 Where it is more practical to do so, the total payment for working hours outside of non standard hours may be calculated and paid as an additional percentage to basic pay.

8 Additional duties/acting up

8.1 On occasions, an employee may be asked to carry out additional duties above the level of their current grade and/or carry out the full duties of a post at a higher level than their own.

8.2 Where an employee carries out the full range of duties of a higher level post, they should be paid the full rate for the job (at the bottom of the grade). Therefore the employee would be paid an Acting Up payment equivalent in value to difference between their current salary and the bottom of the grade for the post that they are covering for, or one additional increment whichever is the higher. The employee must carry out the full duties for a minimum period of four weeks before any payment can be made. However, once they have been carrying out the duties for four weeks, the

payment can be backdated to the start of the period when the duties commenced. The acting up payment must be agreed by the Director or Service Manager.

- 8.3 Where an employee carries out part of the duties of a higher graded post, the percentage of the higher grade work should be established by the manager and this percentage applied to the difference between the employee's current pay rate and the higher graded post and an honorarium paid for that value. Where this would be a derisory sum, the manager may use the second point of grade of the higher level post.
- 8.4 In circumstances where an employee carries out a one-off project where the work involved is of a higher level than the employee's grade, the Director or Service Manager may agree to pay the employee an honorarium. The sum involved will depend on the work in question, and advice can be obtained from a member of Personnel Services. In these circumstances, payment of an honorarium should not be regarded as 'the norm' but only where exceptional circumstances apply.

9 Recruitment and Retention incentives

- 9.1 Interview expenses will be paid, in line with Council rules, in respect of those jobs identified as attracting interview expenses.
- 9.2 Relocation expenses will be paid, in line with Council rules, to the successful applicant of those positions identified as attracting a relocation package.
- 9.3 Where a Director or Service Manager identifies that the job evaluated grade of a post is too low to attract or retain staff of suitable calibre, a market supplement or other recruitment incentive may be considered. This must be capable of being objectively justified and subject to an equality impact assessment.
- 9.4 Any recruitment and retention incentive referred to in paragraph 9.3 above must be endorsed by SMT on every occasion it is proposed to apply it to a post. The process for setting a recruitment and retention incentive will be:
- The Director will gather evidence in support of the request, including the outcome of the impact assessment. Such evidence must include relevant current market data, the impact on any other staff especially the line manager of this position, views from Financial Services and from Personnel. It may also include other pertinent information such as turnover rates, average length of service in the particular position, and any feedback from unsuccessful recruitment exercises.
 - SMT will consider the evidence and make a decision.

Full details of the procedures to follow are contained in the document Market Supplements Procedures.

- 9.5 Where any market supplements are applied the arrangements must be reviewed every two years to ensure there is still an objective reason for the payment. The outcome of the review must be endorsed by SMT. Personnel will oversee these reviews
- 9.6 Where on-going payments are made and the review indicates that it is no longer necessary, the employee(s) concerned will be given three months notice in writing that the payment will cease.

10 Progression through the grade (excluding career grades)

- 10.1 Employees will be appointed at the bottom of the grade unless there are objective reasons for appointing at any higher pay point. Any decision to offer a job above the bottom of the pay grade must be approved by the Director.
- 10.2 Employees will receive an increment on 1st April each year until they reach the top of their grade, subject to them being in the job for six months or longer, and satisfactory performance.
- 10.3 Employees appointed between 1st October and 31st March each year will receive their first increment after six months in their job, subject to satisfactory performance.
- 10.4 Employees who are appointed to a higher graded job, will receive the bottom pay point for the new job immediately and incremental progression rules in 10.2 and 10.3 will apply.
- 10.5 Employees whose job is re-graded upwards to encompass their current pay rate will receive an increment of one pay point immediately.
- 10.6 Separate rules apply to career graded jobs – see paragraph 11 below.
- 10.7 Employees who have undertaken a secondment and return to their original job will move on to the pay point they would have reached had the secondment not occurred.
- 10.8 In exceptional circumstances, where an employee has demonstrated special merit or ability, the Director may approve that the employee receives an accelerated increment - provided that the maximum of the grade is not exceeded.

11 Career grades

11.1 Definition

A job designated as a *career grade* is one where the Council commits itself to training and developing the employee to take on an increasingly more complex and specialist role until they are able to carry out the work of a fully qualified professional in their field. Mostly, but not exclusively, the increased knowledge comes from studying for professional qualifications and the increased experience is derived from planned development within the service area.

11.2 Criteria

To be suitable for a career grade, the volume, diversity and complexity of the work must provide sufficient scope to allow an individual's contribution to increase as they become more knowledgeable and experienced.

There must be clear, distinct levels of responsibility within the scope of the work and career grades should only be applied to areas where there is an established pattern of career progression.

Career grades should not apply to any post that is responsible for the management of staff in the same career grade. In addition, they should not apply to those at service or team manager level.

Career grades should normally be limited to those that take a minimum of three years to become fully proficient. Equally, posts with a very long career grade should not be established unless they can be justified by the number of steps to becoming fully proficient in the work as measured by job evaluation. Appropriate job titles should be identified for each stage in the career graded post. For example, a person may be a trainee in early stages of training, an assistant officer, after part qualifications are obtained and an officer when training complete.

Apprenticeships will be designated career graded posts if they meet the necessary criteria outlined in this paragraph.

There must be an identified service need for the career grade.

11.3 Establishing a career grade post

Managers wishing to establish a career grade post must:

- a) Identify each stage of the job; there should be a significant increase in level of work at each stage.
- b) Identify the criteria that will lead to an employee passing to the next stage of the career grade.
- c) Produce job descriptions/JDQs and person specifications for each stage of the job; if wished, separate job titles can be applied to different stages of the job. This avoids, for example, people who are near the top of their career grade and therefore carrying out fairly complex work, being designated as 'a trainee', or 'Assistant'.
- d) Arrange to have each stage job evaluated
- e) Follow the Council's agreed practice for amending departmental structures.

11.4 Appointing to a career graded post

- a) Appointment will normally be made at the bottom of the grade for the relevant work to be carried out. Inexperienced staff would be appointed at the bottom of the grade.
- b) When appointing to a career grade, managers must assess whether or not the individual has the potential to progress to the top of the grade.
- c) Those appointed to a career graded post will be supported through the Council's Qualification study policy to gain the appropriate qualifications.

11.5 Progression through the career grade

- a) Progression through the pay points attached to that stage of the job will be by normal incremental progression.
- b) Progression to the next level within the career grade will be dependent upon:
 - meeting the required person specification for that stage
 - satisfactory performance in current work
 - demonstrating an ability to work to the higher level ability
 - a service need for the higher level work to be carried out
 - sufficient funding.

Note: if there is insufficient funding to allow the employee to progress to a higher level, they must not be asked to carry out any work at that higher level.

- c) Assessment for progression should be made by the line manager and a recommendation made to the service manager. Any disagreement should be referred to the Director.

11.6 When a career grade becomes vacant

The post should be reviewed to assess whether or not it is still required or whether a different arrangement would suit the department (e.g. a post on a fixed grade).

11.7 Vacancies for fully proficient officers within the service area

If a vacancy arises for a fully proficient officer within the same service area and one or more of those on a career graded post are close to meeting the job requirements, the vacancy may be advertised internally without the need for external competition.

12 Casuals

The rate for casual jobs will be determined using the appropriate Job Evaluation scheme.

Those service areas that use casual staff on a regular basis will have the casual work graded using job evaluation and these will, where possible form the benchmarks for other casual work.

The casuals rates will be enhanced by 10.73% as holiday pay, and the hourly rate for the job **and** the amount of holiday pay per hour must be quoted separately.

The score for casual jobs will fall outside the appeal process as the individuals carrying them out would not be in the position sufficiently long to be able to judge the depth and complexity of the work involved.

Appendix 1: The pay structure

GRADE	JOB EVALUATION POINTS	'OLD' SPINAL COLUMN POINT	NEW PAY POINT	£ 2009/10
A	<250 (NJC)	6	P1	12,489
		7	P2	12,787
B	251 – 330 (NJC)	8	P3	13,189
		10	P4	13,874
		12	P5	15,039
C	331 – 378 (NJC)	14	P6	15,725
		15	P7	16,054
		16	P8	16,440
D	379 – 407 (NJC)	18	P9	17,161
		19	P10	17,802
		20	P11	18,453
E	408 – 445 (NJC)	22	P12	19,621
		23	P13	20,198
		24	P14	20,858
F	446 – 474 (NJC)	26	P15	22,221
		27	P16	22,958
		28	P17	23,708
G	475 – 499 (NJC)	29	P18	24,646
		30	P19	25,472
		31	P20	26,276
H	500 - 530 (NJC)	32	P21	27,052
		33	P22	27,849
		34	P23	28,636
I	175 - 350 (Hay)	35	P24	29,236
		36	P25	30,011
		37	P26	30,851
J	351 – 450 (Hay)	38	P27	31,754
		39	P28	32,800
		40	P29	33,661
K	451 – 550 (Hay)	41	P30	34,549
		43	P31	36,313
		44	P32	37,206
L	551 – 650 (Hay)	45	P33	38,042
		47	P34	39,855
		49	P35	41,616
M	651 and above (Hay)	54	P36	46,259
		58	P37	50,607
N	Town Clerk and Chief Executive, Deputy and Directors			52,500 – 58,000
Q				74,545 – 82,000
R				96,627 – 104,462

**CARLISLE
CITY COUNCIL**



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**Redundancy and Early Release Schemes
Policy
Guidance Notes and Procedures**

29 April 2008
Updated March 2012

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CARLISLE CITY COUNCIL

REDUNDANCY AND EARLY RELEASE

POLICY, GUIDANCE AND PROCEDURES

INTRODUCTION

We live in a world that is constantly changing and Local Government and Carlisle City Council is no different from any other organisation in this respect. Changes are brought about because of government initiatives, different demands for services, financial pressures, new ways of working. Sometimes changes can result in jobs disappearing or being substantially changed. It is important that anyone unfortunate enough to be made redundant can benefit from a fair and transparent severance package. Equally, because we are a public sector organisation, we need to be seen to be using public money wisely. Legislation places limits on what can be paid and any policy on severance packages must take account of this.

Legislation covering the Local Government Pensions Scheme and the Employment Rights Act govern compensation payable for loss of employment. Some provisions are fixed while others are discretionary and may be applied in line with any policy drawn up by the Council. This policy and associated procedures and guidance detail the redundancy and early release schemes, their operation and how they will be applied.

CARLISLE CITY COUNCIL

PART 1

REDUNDANCY AND EARLY RELEASE SCHEMES

POLICY

1 Purpose

To detail the early release schemes available and how the Council will use the discretion it has under Local Government Pension Scheme legislation to make an enhanced payment to employees who leave through redundancy and through Early Release in the Interests of Efficiency.

2 Aim

To achieve a balance between enhancing payments to employees who are made redundant and the need to spend public money wisely.

To enable the Council to use the discretions it has under Local Government Pensions legislation to make enhanced payments in a non-discriminatory manner.

3 Scope

This policy applies to all employees of Carlisle City Council.

4 Definitions

4.1 Redundancy

This occurs when a dismissal is wholly or mainly due to actual or intended cessation or reduction of:

- the service *or*

- requirement for the employee's work – both generally or in a particular place
or
- the requirements of the Council for employees to carry out work of a particular kind or carry out work of a particular kind in the place where the employee is/was employed.

4.2 Voluntary Redundancy

Similar to redundancy as defined in 4.1 above, but in this case the employee has volunteered for redundancy even though their own position is not at risk, but by taking redundancy will prevent another employee being made compulsorily redundant. Further details of this are given in the Council's Redundancy Selection Policy and Procedures.

4.3 Early Retirement in the Interests of Efficiency

There may be occasions when there is not a redundancy situation, but where the retirement of an employee would allow for cost savings and/or organisational efficiencies. In such cases the employee may request 'early retirement in the interests of efficiency'.

4.4 Retirement under the '85 year rule'

This facility is being phased out from the local government pension scheme (see guidance in Section 2, paragraph 3).

Those whose age and service add up to 85 years (or more) can retire with no reduction in pension **if** they fall within the transitional arrangements. Where employees are aged under 60 years, Council approval is required as there will be a cost attached to this.

4.5 Ill-health early retirement

This occurs when an employee's health deteriorates to such an extent that they are incapable of carrying out their job. Any agreement to allow an employee ill health early retirement must be based on an assessment by an independent physician appointed by the Local Government Pension Scheme administrators. Details of this scheme can be found in the Council's policy on 'Attendance Management: Sickness Absence'.

4.6 Early retirement for other reasons

Employees who wish to retire and are over 60 years but who do not qualify for any of the above schemes, are able to do so, but they should be aware that their pension benefits will be reduced.

5 Policy

5.1 Redundancy

- In the event of an employee being made redundant, the Council will make a compensatory payment based on one of the following options:
 - a) a redundancy payment of 2.5 times the statutory redundancy payment (but based on actual weeks pay)

or

 - b) a redundancy payment which is equal to the statutory redundancy payment plus augment the employee's pension service by an amount of service which would result in the same cost to the Council as if the employee had received the payment in (a) above.

The choice of (a) or (b) to be the employee's, subject to any restrictions imposed by LGPS legislation. Only employees who are members of the pension scheme would be able to choose (b).

- As with the previous policy, redundancy payments will be based on actual pay where this exceeds the statutory cap on earnings (£430 per week from February 2012)
- As with the previous policy, a redundancy payment will not be made to an employee who unreasonably refuses offers of suitable alternative employment.
- The Council requires that the full cost of any redundancy is recovered within a period not exceeding 3 years.

5.2 Early Release in the Interests of Efficiency (ERS)

- The decision on whether or not to agree to release an employee under ERS and whether or not to award a discretionary compensatory payment will rest with the Director concerned in liaison with the Director of Resources and the Personnel Manager . The decision will be taken on a case by case basis in light of both the relevant circumstances at the time and the economic and organisational interests of

the Council. The Council requires that the full cost of any ERS is recovered within a period not exceeding 3 years.

- Whilst the Council will not normally award compensation to an employee who leaves under ERS, where it decides to do so, the Council will:
 - (a) Make a payment equal to 1.5 times the statutory redundancy calculator (but based on actual weeks pay)
 - or*
 - (b) augment the employee's pension service by an amount of service which would result in the same cost to the Council as if the employee had received the payment in (a) above.

The choice of (a) or (b) to be the employee's, subject to any restrictions imposed by LGPS legislation. Only members of the pension scheme would be able to choose (b).

- As with the previous policy, where a compensatory payment is made it will be based on the employee's actual salary where this exceeds the statutory weeks pay (£430 per week from February 2012).
- As with the previous policy, a compensatory payment will not be made to an employee who unreasonably refuses offers of suitable alternative employment.
- There will be an appeal process for employees not satisfied with the decision relating to any request for Early Release. It will be heard by the Chief Executive or nominee, with a second appeal available to be heard by the Employment Panel.

5.3 Retirement under the '85 year rule'

- 5.3.1 Employees who are eligible to retire under the '85 year rule' and who have not yet reached the age of 60 years may make a request to be allowed to do so.
- 5.3.2 All requests will considered on a case by case basis and made in the light of the best operating interests of the Council.

5.4 General points about the policy

The above forms the Council's current policy. It should be noted that:

- 5.4.1 The policy confers no contractual rights, and

5.4.2 The Council will retain the right to change the policy at any time without prior notice or consultation (although the Council will endeavour to discuss proposed changes with the recognised trade unions), and

5.4.3 Only the policy which is current at the time a relevant event occurs to the particular employee or scheme member will be applied to them.

6 Responsibilities

6.1 Directors are responsible for:

- Ensuring that adequate consultation takes place when redundancies are likely
- Declaring redundancies
- Receiving requests for ERS from employees and making a recommendation on whether or not to accept the request
- Receiving requests for retirement under the '85 year rule' where the employee is under 60 years old and making a recommendation on whether or not to agree to it.

6.2 Managers are responsible for:

- Carrying out consultation
- Bringing suitable vacancies to the attention of the employee and allowing them time off with pay, and use of resources, to carry out job search activities.

6.3 Employees are responsible for:

- Co-operating with any redeployment activities designed to assist them obtain suitable alternative employment
- If they wish to apply for ERS, retirement under the '85 year rule' or voluntary redundancy, making that application, in writing
- Obtaining any required financial advice.

6.4 Personnel Services is responsible for:

- Providing costs of redundancy and early payment of pension benefits
- Obtaining pension estimates for employees
- Co-ordinating re-deployment activities
- Arranging for any augmented service to be given
- Notifying the pensions administrator of an employee's leaving date and other relevant pensions information.

6.5 The Establishment Change process is used to approve ERS retirements (with or without a discretionary compensatory payment) and retirements under the '85 year rule' where the employee is aged under 60 years.

7 Links to Other Policies

- Redundancy Selection Procedures
- Redeployment
- Flexible Retirement
- Managing Attendance: Sickness Absence

8 Responsibility for this Policy

Implementation of this policy is the responsibility of the Director of Resources. Any query relating to the policy or its interpretation should be directed to the Personnel Manager or an HR Advisor.

9 Monitoring and Reviews

This policy was approved by Council on 29 April 2008, It will be monitored on an on-going basis, and reviewed in light of changing legislation and business needs.

Date of Review	Reason
6 March 2012	Removal of transitional arrangements no longer valid; updated terminology in light of organisational change and requirement to recover any associated costs within three years.

CARLISLE CITY COUNCIL

PART 2

REDUNDANCY AND EARLY RELEASE SCHEMES

GUIDANCE

1 Conditions under which immediate pension benefits can be paid

Under current legislation the criteria for receiving immediate pension benefits are:

- Employee must be at least age 55 years *and*
- Have their employer's consent *and*
- Have been a member of the Local Government Pension Scheme for a minimum of three months.

2 Costs to the Council

The Council must meet the costs of:

- Redundancy – all costs have to be met in full at the time of the redundancy
- Cost of paying the pension early – payable either in full at the time or over five years.

If the employee is over 60 years old, there is no cost of paying the pension early unless the employee would suffer a reduction *and* the Council agrees to waive this. This will not be normal practice. If the Council does waive any employee's pension reduction, it needs to meet the cost either in one payment immediately or spread over five years.

If the Employee is aged 60 years or more and meets the '85 year rule' there will be no cost to the Council of them drawing their pension early.

If the employee is under 60 years and does not meet the '85 year rule' and there is a cost to the pension fund, the Council must meet this, if it agrees release in these circumstances. This will not be normal practice.

3 '85 year rule'

This facility currently allows members of the Local Government Pension Scheme between the age of 55 and 60 to apply for early retirement under the "rule of 85" if their service (in whole years) and their age (in whole years) adds up to 85. However, as in all cases of early retirement the employer must make restitution to the Pension Fund for early payment of benefits. Therefore all applications for payment of retirement benefits under this provision will be considered on an individual basis and will only be approved if it can be demonstrated to be in the Council's interest to do so.

It should be noted that further changes to the Local Government Pension Scheme will mean:

- a) the '85 year rule' is being gradually phased out and employees who are interested in this provision should seek advice from an HR Advisor.

4 Employees who are not members of the Local Government Pension Scheme

An employee must be a member of the Local Government Pension Scheme for a minimum of three months before any additional pension service can be bought for them. Therefore, employees who are not members of the LGPS will receive a redundancy payment or compensatory payment where relevant, and will not have the choice of receiving a lower payment plus additional pension service.

5 Redeployment

Details of this can be found in the Council's Redeployment Policy and Procedure.

6 Augmenting pension service

The policy allows employees in the LGPS the choice of either receiving an enhanced redundancy payment or a redundancy payment plus additional pension service

Example 1: Employee Y has 10 years service, is aged 40 years and earns £15,000 per year. His/her statutory redundancy payment would be £2,877 (ten weeks at £287.68 per week). His/her enhanced redundancy payment 2.5 times that amount i.e. £ 7,193 so they may choose either £7,193 payment or £2,877 plus £4,316 worth of additional pension service.

Example 2: Employee Z has 10 years service, is aged 40 years and earns £25,000 per year. His/her weekly pay is £479.48 per week. His/her redundancy payment due is 25 weeks X his weekly pay = £11,987. As this employee earns over £430 per week he/she can use this sum to calculate minimum redundancy or elect to use his/her his full rate of pay i.e. £479.48. Thus Employee Z would have a choice of (i) a payment of £11,987 or (ii) a payment of £4,795 plus additional pension service worth £7,192 or (iii) a redundancy payment of £4,300 plus £7,687 worth of additional pension service. Employee Z has these three choices because their weekly pay is above the cap the government puts on earnings for the purpose of calculating statutory redundancy payments.

7 Guidance on factors to take into account when considering applications for ERS, voluntary redundancy or early release under the '85 year rule'.

The following may influence a consideration for ERS, or early release under the '85 year rule'. They are not exhaustive and any other relevant factor should not be excluded. It is also important that early release of any form is not used as an easy option where it is more appropriate to apply capability procedures and/or redeployment.

Financial:

- What are the costs of allowing the employee to leave?
- What savings can be made by arranging work differently?
- How long will it take to recover the costs?

Increase or reduction in duties and responsibilities

- Is the role becoming increasingly difficult to perform?

- Have the duties diminished or become easier so that they could easily be incorporated into an existing job or delivered in a different way (but where there would not be a business case for redundancy)?

Seniority of the post

- It is probably true to say that generally, the more senior the post, the more important it is that the employee can consistently produce the level of work required by that position.

Diversity and complexity of activities

- Generally, the more diverse and complex the functions of any post, the more important it is for the employee to have an effective grasp of their work and role.

The working environment and anticipated change

- Consideration should be given to whether or not major changes requiring a long sustained effort to bring about change will be required. This could relate to re-organisation, legislative changes, any new major and complex work and/or relationships that might affect the applicant. Consideration should be given to redeployment. Would a new person bring new life to the work?

CARLISLE CITY COUNCIL

REDUNDANCY AND EARLY RELEASE SCHEMES

PART 3

PROCEDURES

1 Redundancy and Voluntary Redundancy

1.1 Any employee at risk of redundancy, or who is considering responding to a request for voluntary redundancy may ask Personnel for an estimate of their:

- redundancy payments
- pensions benefits payable (if appropriate – see guidance part 2, paragraph 1)
- the amount of additional pension service the non statutory aspect of the redundancy payment would purchase (if they are likely to opt for augmenting pension service – see guidance, Part 2, paragraph 6)

without any commitment on their part.

1.2 Personnel will obtain the costs of releasing pension benefits early for any employee at risk of redundancy and any employee who indicates they may consider volunteering for redundancy where relevant.

1.3 After all consultation has been carried out and formal redundancy notices issued, Personnel will contact all employees likely to be made redundant to formally ask if they wish to take an enhanced redundancy payment or statutory redundancy plus additional pension service.

2 Early Retirement in the Interests of Efficiency (ERS)

2.1 Any employee eligible for immediate pension benefits (see guidance, section 2, paragraph 1) may ask Personnel for an estimate of:

- pensions benefits payable

without any commitment on their part.

2.2 Any employee wishing to be considered for ERS must apply to their Director:

- in writing
- indicate what they see as the impact their retirement may have on service delivery, their colleagues, and the Council; and their view as to how this could be accommodated and why it would be beneficial to both the employee and the Council.

- 2.3 The Director will obtain details of costs to the Council (from Personnel) and consider the request to see whether or not there is a sound business case.
- 2.4 The Establishment Change process will be used to determine whether or not the request will be agreed and, if so, whether any discretionary payment will be made. The recommendation should include the business argument in support of the decision.
- 2.5 Personnel will advise the employee if their request for ERS has been granted and the terms of their release, and make the necessary arrangements with the Pensions Administrator.
- 2.6 The employee's manager will agree a leaving date with the employee.
- 2.7 If the request is not approved Personnel will advise the employee of this and of their right of appeal.

3 Early Release under the '85 year rule'

- 3.1 Any employee considering applying for this may, without any commitment, ask Personnel for an estimate of pension benefits.
- 3.2 Personnel will obtain details of the employee's pension benefits and any costs of releasing the pension early.
- 3.3 If the employee wishes to pursue retirement under the '85 year rule' and they are less than 60 years, they must apply in writing to their Director to seek Council approval.
- 3.4 The Director will use the Establishment Change process to determine whether or not this should be granted. The papers should contain details of costs and a business case.
- 3.5 If granted, the Director will agree a leaving date with the employee. Personnel will advise the employee that their request for release under the '85 year rule' has been agreed, and make the necessary arrangements with the Pensions Administrator.
- 3.6 If not granted, Personnel will advise the employee of this and their right of appeal against the decision.

3.7 If the employee is over 60 years old, they do not need Council approval to leave and should submit their resignation in the normal way.

4 Right of Appeal

4.1 Any employee who is dissatisfied with the decision on their request for retirement under the 85 year rule has the right to appeal against the decision within fourteen calendar days of being advised of the decision. An appeal must be made in writing giving reasons for the appeal.

4.2 Any such appeal will be heard by the Chief Executive, or nominee in the first instance.

4.3 The Chief Executive will arrange a meeting with the employee and their trade union representative or co-worker.

4.4 In considering the employee's appeal the Chief Executive will:

- Take account of the employee's views
- Consider the papers relating to the request and appeal
- Obtain any further information he/she feels necessary to reach a decision (this may take place during the meeting, or subsequent to it, as appropriate)
- Reach a decision and advise the employee in writing.

4.5 If the Employee is dissatisfied with the decision of the Chief Executive they may appeal to the Employment Panel. Any such appeal must be made in writing within 14 calendar days of receiving formal notification of the Chief Executive's decision.

4.6 The procedure for the appeal hearing by the Employment Panel will be:

- Employee can be accompanied by a trades union representative or co-worker
- Employee to explain why they believe the Chief Executive's decision was wrong
- Chief Executive, or other management representative, to explain the reason for the decision
- Panel to ask questions of employee and Chief Executive/management representative as they wish
- Panel to make their decision in private
- If possible, Panel to advise employee and Chief Executive/management representative verbally

- Employee to be advised formally in writing of the decision.

4.7 This is the end of the appeal process and no further requests can be made within twelve months, unless the employee's circumstances change significantly.

Appendix 1: Statutory Redundancy Calculator

	YEARS OF SERVICE																			
AGE	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
17	1																			
18	1	1.5																		
19	1	1.5	2																	
20	1	1.5	2	2.5																
21	1	1.5	2	2.5	3															
22	1	1.5	2	2.5	3	3.5														
23	1.5	2	2.5	3	3.5	4	4.5													
24	2	2.5	3	3.5	4	4.5	5	5.5												
25	2	3	3.5	4	4.5	5	5.5	6	6.5											
26	2	3	4	4.5	5	5.5	6	6.5	7	7.5										
27	2	3	4	5	5.5	6	6.5	7	7.5	8	8.5									
28	2	3	4	5	6	6.5	7	7.5	8	8.5	9	9.5								
29	2	3	4	5	6	7	7.5	8	8.5	9	9.5	10	10.5							
30	2	3	4	5	6	7	8	8.5	9	9.5	10	10.5	11	11.5						
31	2	3	4	5	6	7	8	9	9.5	10	10.5	11	11.5	12	12.5					
32	2	3	4	5	6	7	8	9	10	10.5	11	11.5	12	12.5	13	13.5				
33	2	3	4	5	6	7	8	9	10	11	11.5	12	12.5	13	13.5	14	14.5			
34	2	3	4	5	6	7	8	9	10	11	12	12.5	13	13.5	14	14.5	15	15.5		
35	2	3	4	5	6	7	8	9	10	11	12	13	13.5	14	14.5	15	15.5	16	16.5	
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14.5	15	15.5	16	16.5	17	
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15.5	16	16.5	17	17.5	
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16.5	17	17.5	18	
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17.5	18	18.5	
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18.5	19	
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19.5	
42	2.5	3.5	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	

YEARS OF SERVICE																				
AGE	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
44	3	4.5	5.5	6.5	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	
45	3	4.5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
46	3	4.5	6	7.5	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	
47	3	4.5	6	7.5	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
48	3	4.5	6	7.5	9	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	
49	3	4.5	6	7.5	9	10.5	12	13	14	15	16	17	18	19	20	21	22	23	24	
50	3	4.5	6	7.5	9	10.5	12	13.5	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5	
51	3	4.5	6	7.5	9	10.5	12	13.5	15	16	17	18	19	20	21	22	23	24	25	
52	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24.5	25.5	
53	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19	20	21	22	23	24	25	26	
54	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	20.5	21.5	22.5	23.5	24.5	25.5	26.5	
55	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22	23	24	25	26	27	
56	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	23.5	24.5	25.5	26.5	27.5	
57	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25	26	27	28	
58	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	26.5	27.5	28.5	
59	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28	29	
60	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	29.5	
61	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	30	
62	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	30	
63	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	30	
64	3	4.5	6	7.5	9	10.5	12	13.5	15	16.5	18	19.5	21	22.5	24	25.5	27	28.5	30	

Appendix 2: Enhanced Redundancy Payments Calculator: Some figures have been rounded therefore this calculator acts as a rough guide only

YEARS OF SERVICE																			
AGE	2.0	3.0	4.0	5.0	6.0	7.0	8	9	10	11	12	13	14	15	16	17	18	19	20
	2.5r																		
17	2.5																		
18	2.5	3.8																	
19	2.5	3.8	5.0																
20	2.5	3.8	5.0	6.3															
21	2.5	3.8	5.0	6.3	7.5														
22	2.5	3.8	5.0	6.3	7.5	8.8													
23	3.8	5	6.3	7.5	8.8	10.0	11.3												
24	5.0	6.3	7.5	8.8	10.0	11.3	12.5	13.8											
25	5.0	7.5	8.8	10.0	11.3	12.5	13.8	15.0	16.3										
26	5.0	7.5	10.0	11.3	12.5	13.8	15.0	16.3	17.5	18.8									
27	5.0	7.5	10.0	12.5	13.8	15.0	16.3	17.5	18.8	20.0	21.3								
28	5.0	7.5	10.0	12.5	15.0	16.3	17.5	18.8	20.0	21.3	22.5	23.8							
29	5.0	7.5	10.0	12.5	15.0	17.5	18.8	20.0	21.3	22.5	23.8	25.0	26.3						
30	5.0	7.5	10.0	12.5	15.0	17.5	20.0	21.3	22.5	23.8	25.0	26.3	27.5	28.8					
31	5.0	7.5	10.0	12.5	15.0	17.5	20.0	22.5	23.8	25.0	26.3	27.5	28.8	30.0	31.3				
32	5.0	7.5	10.0	12.5	15.0	17.5	20.0	22.5	25.0	26.3	27.5	28.8	30.0	31.3	32.5	33.8			
33	5.0	7.5	10.0	12.5	15.0	17.5	20.0	22.5	25.0	27.5	28.8	30.0	31.3	32.5	33.8	35.0	36.3		
34	5.0	7.5	10.0	12.5	15.0	17.5	20.0	22.5	25.0	27.5	30.0	31.3	32.5	33.8	35.0	36.3	37.5	38.8	
35	5.0	7.5	10.0	12.5	15.0	17.5	20.0	22.5	25.0	27.5	30.0	32.5	33.8	35.0	36.3	37.5	38.8	40.0	41.3
36	5.0	7.5	10.0	12.5	15.0	17.5	20.0	22.5	25.0	27.5	30.0	32.5	35.0	36.3	37.5	38.8	40.0	41.3	42.5
37	5.0	7.5	10.0	12.5	15.0	17.5	20.0	22.5	25.0	27.5	30.0	32.5	35.0	37.5	38.8	40.0	41.3	42.5	43.8
38	5.0	7.5	10.0	12.5	15.0	17.5	20.0	22.5	25.0	27.5	30.0	32.5	35.0	37.5	40.0	41.3	42.5	43.8	45.0
39	5.0	7.5	10.0	12.5	15.0	17.5	20.0	22.5	25.0	27.5	30.0	32.5	35.0	37.5	40.0	42.5	43.8	45.0	46.3
40	5.0	7.5	10.0	12.5	15.0	17.5	20.0	22.5	25.0	27.5	30.0	32.5	35.0	37.5	40.0	42.5	45.0	46.3	47.5
41	5.0	7.5	10.0	12.5	15.0	17.5	20.0	22.5	25.0	27.5	30.0	32.5	35.0	37.5	40.0	42.5	45.0	47.5	48.8
42	6.3	8.8	11.3	13.8	16.3	18.8	21.3	23.8	26.3	28.8	31.3	33.8	36.3	38.8	41.3	43.8	46.3	48.8	51.3

YEARS OF SERVICE																			
AGE	2.0	3.0	4.0	5.0	6.0	7.0	8	9	10	11	12	13	14	15	16	17	18	19	20
43	7.5	10.0	12.5	15.0	17.5	20.0	22.5	25.0	27.5	30.0	32.5	35.0	37.5	40.0	42.5	45.0	47.5	50.0	52.5
44	7.5	11.3	13.8	16.3	18.8	21.3	23.8	26.3	28.8	31.3	33.8	36.3	38.8	41.3	43.8	46.3	48.8	51.3	53.8
45	7.5	11.3	15.0	17.5	20.0	22.5	25.0	27.5	30.0	32.5	35.0	37.5	40.0	42.5	45.0	47.5	50.0	52.5	55.0
46	7.5	11.3	15.0	18.8	21.3	23.8	26.3	28.8	31.3	33.8	36.3	38.8	41.3	43.8	46.3	48.8	51.3	53.8	56.3
47	7.5	11.3	15.0	18.8	22.5	25.0	27.5	30.0	32.5	35.0	37.5	40.0	42.5	45.0	47.5	50.0	52.5	55.0	57.5
48	7.5	11.3	15.0	18.8	22.5	26.3	28.8	31.3	33.8	36.3	38.8	41.3	43.8	46.3	48.8	51.3	53.8	56.3	58.8
49	7.5	11.3	15.0	18.8	22.5	26.3	30.0	32.5	35.0	37.5	40.0	42.5	45.0	47.5	50.0	52.5	55.0	57.5	60.0
50	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	36.3	38.8	41.3	43.8	46.3	48.8	51.3	53.8	56.3	58.8	61.3
51	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	40.0	42.5	45.0	47.5	50.0	52.5	55.0	57.5	60.0	62.5
52	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	41.3	43.8	46.3	48.8	51.3	53.8	56.3	58.8	61.3	63.8
53	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	41.3	45.0	47.5	50.0	52.5	55	57.5	60.0	62.5	65.0
54	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	41.3	45.0	48.8	51.3	53.8	56.3	58.8	61.3	63.8	66.3
55	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	41.3	45.0	48.8	52.5	55.0	57.5	60.0	62.5	65.0	67.5
56	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	41.3	45.0	48.8	52.5	56.3	58.8	61.3	63.8	66.3	68.8
57	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	41.3	45.0	48.8	52.5	56.3	60.0	62.5	65.0	67.5	70.0
58	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	41.3	45.0	48.8	52.5	56.3	60.0	63.8	66.3	68.8	71.3
59	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	41.3	45.0	48.8	52.5	56.3	60.0	63.8	67.5	70.0	72.5
60	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	41.3	45.0	48.8	52.5	56.3	60.0	63.8	67.5	71.3	73.8
61	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	41.3	45.0	48.8	52.5	56.3	60.0	63.8	67.5	71.3	75.0
62	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	41.3	45.0	48.8	52.5	56.3	60.0	63.8	67.5	71.3	75.0
63	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	41.3	45.0	48.8	52.5	56.3	60.0	63.8	67.5	71.3	75.0
64	7.5	11.3	15.0	18.8	22.5	26.3	30.0	33.8	37.5	41.3	45.0	48.8	52.5	56.3	60.0	63.8	67.5	71.3	75.0

Appendix 3: Early Retirement on the grounds of Efficiency Discretionary Compensation Payments Calculator: some figures have been rounded therefore this calculator acts as a rough guide only.

YEARS OF SERVICE																				
AGE	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	1.5r																			
17	1.5																			
18	1.5	2.3																		
19	1.5	2.3	3.0																	
20	1.5	2.3	3.0	3.8																
21	1.5	2.3	3.0	3.8	4.5															
22	1.5	2.3	3.0	3.8	4.5	5.3														
23	2.3	3	3.8	4.5	5.3	6.0	6.8													
24	3.0	3.8	4.5	5.3	6.0	6.8	7.5	8.3												
25	3.0	4.5	5.3	6.0	6.8	7.5	8.3	9.0	9.8											
26	3.0	4.5	6.0	6.8	7.5	8.3	9.0	9.8	10.5	11.3										
27	3.0	4.5	6.0	7.5	8.3	9.0	9.8	10.5	11.3	12.0	12.8									
28	3.0	4.5	6.0	7.5	9.0	9.8	10.5	11.3	12.0	12.8	13.5	14.3								
29	3.0	4.5	6.0	7.5	9.0	10.5	11.3	12.0	12.8	13.5	14.3	15.0	15.8							
30	3.0	4.5	6.0	7.5	9.0	10.5	12.0	12.8	13.5	14.3	15.0	15.8	16.5	17.3						
31	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	14.3	15.0	15.8	16.5	17.3	18.0	18.8					
32	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	15.8	16.5	17.3	18.0	18.8	19.5	20.3				
33	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	17.3	18.0	18.8	19.5	20.3	21.0	21.8			
34	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	18.8	19.5	20.3	21.0	21.8	22.5	23.3		
35	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	20.3	21.0	21.8	22.5	23.3	24.0	24.8	
36	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	21.8	22.5	23.3	24.0	24.8	25.5	
37	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	23.3	24.0	24.8	25.5	26.3	
38	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	24.8	25.5	26.3	27.0	
39	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	26.3	27.0	27.8	
40	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	27.8	28.5	
41	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	29.3	
42	3.8	5.3	6.8	8.3	9.8	11.3	12.8	14.3	15.8	17.3	18.8	20.3	21.8	23.3	24.8	26.3	27.8	29.3	30.8	

YEARS OF SERVICE																			
AGE	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
43	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	30.0	31.5
44	4.5	6.8	8.3	9.8	11.3	12.8	14.3	15.8	17.3	18.8	20.3	21.8	23.3	24.8	26.3	27.8	29.3	30.8	32.3
45	4.5	6.8	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	30.0	31.5	33.0
46	4.5	6.8	9.0	11.3	12.8	14.3	15.8	17.3	18.8	20.3	21.8	23.3	24.8	26.3	27.8	29.3	30.8	32.3	33.8
47	4.5	6.8	9.0	11.3	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	30.0	31.5	33.0	34.5
48	4.5	6.8	9.0	11.3	13.5	15.8	17.3	18.8	20.3	21.8	23.3	24.8	26.3	27.8	29.3	30.8	32.3	33.8	35.3
49	4.5	6.8	9.0	11.3	13.5	15.8	18.0	19.5	21.0	22.5	24.0	25.5	27.0	28.5	30.0	31.5	33.0	34.5	36.0
50	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	21.8	23.3	24.8	26.3	27.8	29.3	30.8	32.3	33.8	35.3	36.8
51	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.0	25.5	27.0	28.5	30.0	31.5	33.0	34.5	36.0	37.5
52	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.8	26.3	27.8	29.3	30.8	32.3	33.8	35.3	36.8	38.3
53	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.8	27.0	28.5	30.0	31.5	33.0	34.5	36.0	37.5	39.0
54	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.8	27.0	29.3	30.8	32.3	33.8	35.3	36.8	38.3	39.8
55	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.8	27.0	29.3	31.5	33.0	34.5	36.0	37.5	39.0	40.5
56	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.8	27.0	29.3	31.5	33.8	35.3	36.8	38.3	39.8	41.3
57	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.8	27.0	29.3	31.5	33.8	36.0	37.5	39.0	40.5	42.0
58	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.8	27.0	29.3	31.5	33.8	36.0	38.3	39.8	41.3	42.8
59	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.8	27.0	29.3	31.5	33.8	36.0	38.3	40.5	42.0	43.5
60	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.8	27.0	29.3	31.5	33.8	36.0	38.3	40.5	42.8	44.3
61	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.8	27.0	29.3	31.5	33.8	36.0	38.3	40.5	42.8	45.0
62	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.8	27.0	29.3	31.5	33.8	36.0	38.3	40.5	42.8	45.0
63	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.8	27.0	29.3	31.5	33.8	36.0	38.3	40.5	42.8	45.0
64	4.5	6.8	9.0	11.3	13.5	15.8	18.0	20.3	22.5	24.8	27.0	29.3	31.5	33.8	36.0	38.3	40.5	42.8	45.0



Flexible Retirement

Policy

Guidance Notes and Procedures

Approved September 2007
Last updated March 2012

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CARLISLE CITY COUNCIL

**FLEXIBLE RETIREMENT
POLICY, GUIDANCE AND PROCEDURES**

INTRODUCTION

Flexible retirement has a number of benefits both for the employee and for the Council.

It can provide a useful tool for employees nearing their preferred retirement age to ease into retirement and achieve an acceptable work/life balance. In some circumstances it can be useful for employees with health difficulties but who do not meet the requirements for ill health retirement.

It can also assist the Council to manage change more effectively, achieve a more balanced workforce and retain the key skills and knowledge of valuable and experienced employees and enable this to be passed on to newer staff.

Current legislation allows employees in the Local Government Pension scheme to take flexible retirement and draw their pension benefits which can then be supplemented by earning either through working fewer hours or by taking a less responsible job, or a combination of both. However, employees who are not members of the Local Government Pension scheme may also request flexible retirement.

Clearly any such arrangement must be acceptable to both the employee and the Council and no-one will be forced to take flexible retirement against their will. Equally, the Council cannot grant flexible retirement where it would have an adverse impact on its operations.

However, used sensibly, flexible retirement may be an option that benefits both the employee and the Council.

CARLISLE CITY COUNCIL

PART 1

FLEXIBLE RETIREMENT

POLICY

1 Purpose

The purpose of this policy and associated guidance and procedures is to detail the circumstances under which flexible retirement will be considered and the process for making requests for flexible retirement.

2. Aim

- 2.1 To provide more choice and flexibility to employees who wish to ease into retirement or stay in work beyond retirement and make their transition from working life to retirement an enjoyable one.
- 2.2 To enable the Council to retain the skills and knowledge of employees who are considering retirement.
- 2.3 To support the Council's work/life balance activities.

3. Scope

- 3.1 This procedure applies to all employees of Carlisle City Council covered by the National Joint Council for Local Government Employees (NJC) and The Joint Negotiating Committee for Local Authority Craft Workers. The same policy also applies to Chief Officers and the Chief Executive although the method for determining any requests will be different according to the needs of the constitution.

- 3.2 It is primarily aimed at those in the Local Government Pension Scheme and who would be eligible for immediate payment of pension benefits. Other employees may also make such requests and they will be considered equally. More guidance is given in part two of this document.

4 Policy

- 4.1 That the terms agreed for individuals requesting Flexible Retirement are those that are beneficial to both the Council and the employee. The Council will not agree to terms that are not in their best interests. Equally, employees will not be expected to agree to flexible retirement if they do not wish to.
- 4.2 Requests for Flexible Retirement will normally only be considered where the request is for a reduction of at least 20% in hours and/or an alternative post of at least one grade reduction.
- 4.3 Requests for Flexible Retirement will be considered from any employee wishing to reduce their hours/grade where the reduction relates to the employee's current position or any other position within the Council.
- 4.4 Employees who wish to take up a lower grade post and/or one with fewer hours in other parts of the Council must apply for advertised vacancies in the normal way.
- 4.5 Any reduction in pension benefits for an individual arising as a result of their Flexible Retirement will not be waived, in whole or in part, unless there is a strong business case for doing so. The Director will be responsible for making a decision relating to this issue.
- 4.6 Flexible Retirement may be considered where ill health retirement is not an option but where, for medical reasons, a reduction in hours and/or the level of work would be mutually beneficial to the employee and to the Council.

- 4.7 Once Flexible Retirement has been agreed, the Council will not allow the employee to work additional hours (temporarily or permanently) or be appointed to a higher grade post or a post with higher contractual hours within the Council. Any exception to this must be agreed by the SMT.
- 4.8 Employees' earnings, including pension payments, under the flexible retirement scheme are not permitted to be more than their earnings before flexible retirement (excluding any cost of living awards).
- 4.9 The decision on whether or not to grant a request for flexible retirement will rest with the Director, with the opportunity to appeal to the Town Clerk and Chief Executive or his nominee, and a final appeal to the Employment Panel. (See part 3 – procedures for more details).
- 4.10 Any employee granted Flexible Retirement will not be entitled to any salary protection if this would otherwise apply.

5 Responsibilities

- 5.1 Employees are expected to:
- Apply in writing in accordance with this procedure
 - Explain the effect that this change may have on their role, and that of their colleagues and the Council, including how the change could be accommodated and why it would be beneficial to the employee and the Council
 - Establish the financial implications that such a change would have on their pay including, where applicable, their pension benefits
 - Work with their manager and colleagues to ensure that the change is as smooth as possible if agreement is reached to change their working arrangements.
- 5.2 Managers are expected to:
- Follow the procedure detailed in part three of this document
 - Consider employee's applications for reduced hours and flexible retirement sympathetically

- Advise employees of the need to consider the financial impact that such changes may have on them
- Advise employees of their rights to be represented at any discussions
- Consider the implications for the service and the Council of the changes associated with employees' applications under this policy
- Base decisions or recommendations on business needs whilst endeavouring to accommodate employees' requests.

6 Links to Other Policies

- Flexible working
- Redeployment
- Job Share

7 Monitoring and Review

The final version of this policy was completed in September 2007. It is monitored and reviewed in line with changing legislation, good practice and council organisational structure, as follows:

Date	Reason
January 2011	Changes in legislation and Council organisation
March 2012	Changes in Council organisation

CARLISLE CITY COUNCIL

PART 2

FLEXIBLE RETIREMENT

GUIDANCE

1 Flexible Retirement

Employees who have attained the age of 55 have the following options, subject to the agreement of their employers, to request:

- Partially retire, thereby easing into retirement gradually. This would involve reducing the hours worked and/or taking a job at a lower grade in either their current job or another job within the organisation.

Employees reaching their 65th birthday are advised, in writing between six and twelve months before their birthday, of their right to continue in work or request flexible retirement.

Flexible retirement means reducing the hours worked and/or the grade of work.

Employees who are members of the Local Government Pension Scheme and who are eligible for immediate payment of pension benefits will, if their request is granted, receive pension benefits based on their service in the

pension scheme up to the point of flexible retirement, and also receive pay in accordance with their new working arrangements. The employee may build up a new pension entitlement in respect of their new working arrangements if they wish to.

2 Conditions under which immediate pension benefits can be paid under flexible retirement

Under current legislation the criteria for receiving immediate pension benefits are:

- Employee must be at least age 55 years
and
- Have their employer's consent
and
- Have been a member of the Local Government Pension Scheme for a minimum of three months.

3 Impact of flexible retirement on an employee's local government pension

NOTE: It is important that any employee considering making a request for flexible retirement that involves taking pension benefits early seeks independent financial advice. The following are broad guidelines only.

- Employees who meet the '85 year rule' (see below) can draw their full pension benefits accrued
- Employees who do not meet the '85 year rule' will receive a reduction in the pension payable unless the Council agrees to waive this requirement. Council policy is not to waive this reduction except in exceptional circumstances.

4 Costs to the Council when an employee takes flexible retirement with pension benefits

If the employee is aged 60 years or older and meets the '85 year rule' there will be no cost to the Council of them drawing their pension early.

If the employee is under 60 years and meets the '85 year rule' there will be a cost to the Council of them drawing their pension early.

If the employee is under 60 years and does not meet the '85 year rule' there may be a strain on the pension fund that the Council must meet. This will depend on individual circumstances.

If the employee is aged 60 years or older and does not meet the '85 year rule' there will be no cost to the Council unless it agrees to waive any reduction in pension benefits payable to the employee.

5 '85 year rule'

This facility currently allows members of the Local Government Pension Scheme between the age of 55 and 60 to apply for early retirement under the "rule of 85" if their service (in whole years) and their age (in whole years) adds up to at least 85. However, as in all cases of early retirement the employer must make restitution to the Pension Fund for early payment of benefits. Therefore all applications for payment of retirement benefits under this provision will be considered on an individual basis and normally will only be approved if it can be demonstrated to be in the employer's interest to do so.

It should be noted that further changes to the Local Government Pension Scheme will mean:

- a) the '85 year rule' is being gradually phased out and employees who are interested in this provision should seek advice from an HR Advisor.

6 Employees who are not members of the local government pension scheme

Employees who are not Members of the Local Government Pension scheme may also request flexible retirement. If their request is agreed the change to their terms and conditions will be implemented in the normal way.

7 Employees who wish to take a post in another section of the Council under the 'flexible retirement conditions'

Employees wishing to do this should

- Speak to their Service Manager in the first instance advising them of their wish to do this
- Speak to a H.R Advisor who will advise them on their options

If the employee is in circumstances where redeployment would apply, the H.R Advisor will arrange for the employee to be placed on the 'at risk' register and co-ordinate re-deployment activity

If the employee does not fall into a situation where redeployment would apply, they should apply for vacancies in the normal way. If/when successful, the option for flexible retirement will be considered.

8 Redeployment and Salary Protection

Council Policy on re-deployment is that, under certain circumstances, an employee's pay will be protected for a period of a year. However, when re-deployment is part of a flexible retirement package, salary protection will not apply.

CARLISLE CITY COUNCIL

PART 3

FLEXIBLE RETIREMENT

PROCEDURE

1 Informal Action

- 1.1 Prior to making any formal request for flexible retirement, the employee may, if they wish, discuss the matter informally with their line manager and ask a H.R Advisor to obtain an estimate of their retirement benefits.

2 Formal Action

- 2.1 The employee must make a request for flexible retirement. It must :
- Be in writing
 - Be addressed to their Service Manager
 - Be made between three and six months prior to the date they wish flexible retirement to start
 - Contain details of the change to hours and/or grade they wish
 - Contain the date on which they would like their arrangements to start
 - Contain a consideration as to the effect they anticipate the change may have on their role, their colleagues, service

delivery and the Council; and their view as to how this could be accommodated and why it would be beneficial to both the employee and the Council

- Be signed and dated.

2.2 The Service Manager will obtain necessary information to enable consideration of the request. Such information may include:

- Operational business needs
- Individual circumstances of the employee including, where appropriate, medical evidence
- Any costs to the pension fund (see guidance in part 2)
- Any other risks to the service/Council

2.3 The Service Manager (or nominated deputy) will hold a meeting with the employee within 28 days of receiving the request. At that meeting:

- The employee may be accompanied by a trades union representative or a co-worker
- The Service Manager may, if they wish, ask a manager more familiar with the detail of the job of the employee and/or a H.R Advisor to be present at the meeting
- The Service Manager and the employee will discuss the request
- If the Service Manager has any doubts about the arrangements, they should explore alternative ideas with the employee

2.4 If the employee, or their representative or co-worker is unable to attend the meeting, they should advise the Service Manager and another meeting will be arranged, within seven days if possible. If the employee fails to attend a re-arranged meeting without a reasonable explanation, it will be assumed the request is withdrawn.

2.5 Following the meeting with the employee, the Service Manager will make a decision to support or reject the request based on the relevant facts:

- Details of the employee's request
- Impact on service delivery and how this will be dealt with
- Any costs/savings involved

The factors to be taken into consideration by the Service Manager will include:

- Additional costs involved and the impact of this on the Council's finances
- Whether or not there would be a detrimental effect on service delivery
- Whether or not suitable additional staff can be recruited
- Whether or not there will be an impact on the quality of the service
- Any planned structural changes required.

2.6 The Service Manager sends the proposed outcome of the meeting to Personnel and finance for validation (ES1 form) and on to the Director for consideration. In all cases the Director will make the final decision.

2.7 The Personnel Services will advise the employee of the decision of the process.

2.8 If the Director agrees to the request, Personnel and Payroll section will make the necessary arrangements to amend the employee's contract of employment and, if applicable, release pension benefits.

2.9 If the decision is to refuse the request, or the arrangements agreed are different from those the employee originally requested, the employee has the right to appeal. Any appeal

must be made within 14 calendar days of receiving formal notification of the decision.

3 Appeals

- 3.1 An appeal must be made in writing giving reasons why the employee feels the decision was not reasonable.
- 3.2 The Town Clerk and Chief Executive or nominee will arrange a meeting with the employee and their representative or co-worker.
- 3.3 The following considerations will be taken into account during the appeal meeting:
 - Take account of the employee's views
 - Consider the papers relating to the request and appeal
 - Obtain any further information he/she feels necessary to reach a decision (this may take place during the meeting, or subsequent to it, as appropriate)
 - Reach a decision and advise the employee in writing.
- 3.4 If the Employee is dissatisfied with the decision of the Town Clerk and Chief Executive they may appeal to the Employment Panel. Any such appeal must be made in writing within 14 calendar days of receiving formal notification of the decision.
- 3.5 The procedure for the appeal hearing by the Employment Panel will be:
 - Employee can be accompanied by a trades union representative or co-worker
 - Employee to explain why they believe the Town Clerk and Chief Executive or nominee's decision was wrong
 - Town Clerk and Chief Executive , or other management representative, to explain the reason for the decision
 - Panel to ask questions of employee and management representative as they wish

- Panel to make their decision in private
- If possible, Panel to advise employee and Director / management representative verbally
- Employee to be advised formally in writing of the decision.

3.6 This is the end of the appeal process and no further requests can be made within twelve months, unless the employee's circumstances change significantly.

**Appendix A:
retirement**

Flow chart of procedure for requesting flexible

