



Retirement Policy

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Alternative Formats

This documentation can be made available in alternative formats such as large print, Braille, disk, audio tape or in an ethnic-minority language upon request. Requests for alternative formats can be made to the Probation Board using the following contact information:

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1.0 Application of Policy

The Board has a wide range of policies which may apply to different categories of people.

The application of this policy only applies to employees of the Probation Board for Northern Ireland

An employee is any person under a current contract of employment with PBNI, including temporary and fixed term contracts.

2.0 Introduction

The Local Government Pension Scheme for Northern Ireland (LGPS NI) changed with effect from 1 April 2015. In the 2015 pension scheme normal pension age (NPA) has been redefined and is the employee's state pension age, subject to a minimum age of 65. If the employee's state pension age increases then normal pension age will also increase meaning that the employee could be older than age 65 before they can receive their pension benefits.

Staff can find out their current state pension age at www.gov.uk/calculate-state-pension. It may also be shown on the last NILGOSC pension benefit statement.

Pension benefits will be reduced if they are claimed before normal pension age and increased if they are not claimed until after that time.

The Probation Board for Northern Ireland has developed this Retirement Policy and supporting Retirement Procedure which seeks to establish a structured approach to retirements and flexible retirements within Probation Board for Northern Ireland which will ensure the timely, fair and consistent treatment of employees in accordance with the requirements of all relevant legislation and pension regulations.

The policy outlines the different approaches to retirement and the details are set out in the procedure.

3.0 Policy Aim

The aim of this policy is to ensure that those employees who wish to retire are dealt with in a fair, equitable and transparent manner in accordance with legislation.

4.0 Policy Objective

To provide a clear structured framework for dealing with retirements.

5.0 Policy Outcome

Retirements will be dealt with in a consistent, open and transparent manner in accordance with this policy and supporting Retirement Procedure.

6.0 Policy Statement

The Probation Board for Northern Ireland (PBNI) has a responsibility to deliver a range of services across Northern Ireland. The organisation recognises and values the varied knowledge, experience and skills of staff and the contribution they make to the organisation.

It is recognised that as people are living longer, they may wish to continue working longer than previously and make this phase in their lives more rewarding and enjoyable.

It is also recognised however that some staff will still wish to retire from employment or partially retire (flexible retirement) and this policy therefore sets out a number of approaches to retirement that will apply:

- Retirement at normal pension age (NPA)
- Early retirement between the age 55 and NPA
- Flexible Retirement from age 55
- Late retirement up to age 75
- Retirement on the basis of redundancy
- Retirement on ill-health grounds

7.0 Costs

Individual requests for early or flexible retirement may incur actuarial costs to PBNI as the employer for a strain on the pension fund. Where this is the case each request will be judged equally on its own merits. Consideration will be given to a number of aspects including a business case demonstrating financial benefit/cost to PBNI as set out under the Retirement Procedure.

8.0 Procedure

This policy is supported by the Retirement Procedure. The Retirement procedure should be read in conjunction with this document and used for all requests for retirement within PBNI.

Employers are required to formulate, publish and keep under review a policy statement in relation to the exercise of a number of discretions under the NILGOSC pension scheme. The PBNI has set out its Statement of Policy on Discretionary Provisions this should also be read in conjunction with this Retirement Policy and Retirement Procedure.

9.0 Linkages

This policy also links to the following:

- Statement of Employer Policy on Discretionary Provisions
- Sick Absence Policy and Procedure
- Redundancy Policy and Procedure

10.0 Review

This Policy will be reviewed 3 years from date of approval.

Interim reviews may also be prompted by feedback, challenge, legislative changes to Pension Regulations or identified best practice.