

## WITHAM AND HUMBER DRAINAGE BOARDS

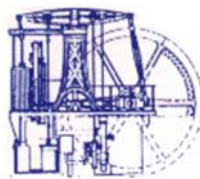
*Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.*



Witham First District IDB



Upper Witham IDB



Witham Third District



North East Lindsey

[www.witham3idb.gov.uk](http://www.witham3idb.gov.uk)

### **Policy and procedure on retirement**

#### **Policy purpose and scope**

This policy provides a statement of Witham and Humber Drainage Boards' approach to employee retirement. With effect from 6 April 2011, the 4 Boards' no longer specifies a fixed retirement age and employees are no longer required to retire at a specific age.

The 4 Boards' recognises the valuable contribution made by all our employees and, wherever possible, wishes to retain the skills and expertise of all employees. However, employees can choose to retire should they wish to do so.

We suggest that before making any firm decisions that advice is sought regarding any pension provisions and that independent financial advice is obtained.

#### **Retirement procedure**

When an employee makes the decision to retire they are required to give at least their contractual notice to the 4 Boards'. Any decision should be given formally in writing to Chief Executive confirming their intention to retire and confirming the date on which they will leave employment.

The employing Board will write to the employee to invite them to attend a meeting to discuss any queries or questions that they may have in relation to their retirement and to plan any necessary arrangements. Arrangements may have to be made to ensure a smooth handover of the role and responsibilities, whilst certain financial arrangements may also need to be discussed eg in regards to pensions.

Following the meeting, the employing Board will write to the employee to formally accept the notice of their intention to retire and to confirm the date on which employment will end.

#### **Retirement procedure (to aid workforce planning)**

Should an employee wish to continue working beyond the legal retirement age, they should formally notify Chief Executive in writing at their earliest convenience within a month of the intended date of retirement.

In order to consider such a request the 4 Boards' will invite to the employee to attend a meeting to discuss. The 4 Boards' will consider the request in line with all relevant factors including the business needs and employee submissions. The 4 Boards' will provide the employee with written notice of the decision made as soon as possible after the meeting.

Any final decisions regarding the request of the employee to continue working, or the retirement of the employee, will be made by the 4 Boards'.

#### **Appeal**

Should an employee's request to continue working be refused, the employee may appeal. The employee should *notify Chief Executive* in writing as soon as possible.

#### **Employee request to retire**

Should an employee wish to formally request early retirement then it is advised that they seek independent pension and financial advice before entering into any decision.

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Should an employee make the decision to take early retirement then they should write to Chief Executive confirming the date on which they intend to retire and for their employment to end. The Board will require the employee to give the contractual notice period.

The Board will write to the employee inviting them to attend a meeting to discuss any queries or questions that they may have in relation to their retirement and to plan any necessary arrangements. Arrangements may have to be made to ensure a smooth handover of the role and responsibilities, whilst certain financial arrangements may also need to be discussed eg in regards to pensions.

Following the meeting, the Board will write to the employee to formally accept the notice of their intention to retire and to confirm the date on which employment will end.