



For better
mental health

Sheffield Mind Ltd

Lawton Tonge House
57 Wostenholm Road
Sheffield S7 1LE
T: 0114 258 4489
F: 0114 250 0729
w: www.sheffieldmind.co.uk
e: office@sheffieldmind.co.uk

Sheffield Mind

RETIREMENT

Under the provisions of the Employment Equality (Age) Regulations October 2006, Sheffield Mind is obliged to give consideration to all staff who wish to remain in work beyond the contractual retirement age of 65 and who submit a written request to do so.

No more than twelve months and no less than six months prior to a member of staff reaching their contractual age of retirement, the line manager will write to the individual concerned to remind them that their employment with Sheffield Mind is due to cease on the grounds of retirement on their 65th birthday.

The staff member will also be invited to meet with the Chief Executive to discuss their retirement plans, and to ascertain how Sheffield Mind may be able to assist in supporting their retirement process. The staff member concerned will be informed of their right to request to remain in work beyond this date, if they wish to do so.

Any request to extend employment beyond an individual's 65th birthday must be in writing and must state the period of time the person concerned wishes to remain in employment. The request must be made no more than six months and no less than three months before the intended retirement date. The request must also state that this request is made under 'paragraph 5 of schedule 6 of the Employment Equality (Age) Regulations October 2006.

Sheffield Mind has an obligation to consider staff requests to remain in work, but is not obliged to agree to such requests. The Board will consider the request within a period of 10 days of receipt of the written request (or as soon as is practically possible). Board members will first consider current and future organisational needs for the role in which the staff member currently works.

The Board will inform the member of staff concerned of their decision in writing and will give appropriate feedback on the decision made. When extensions of employment beyond contractual retirement age are agreed, further request for extensions will not be considered within 6 months of the original request.

In the event of Sheffield Mind deciding against a request, the staff member may appeal. Such an appeal should be put in writing to the Chief Executive within 5 working days of receipt of the letter of refusal. The Chief Executive will then inform the Chair of the Board (or, in his/her absence, the Vice-Chair of the Board) who will convene a panel of not less than three and not more than five directors to consider the appeal. The panel will meet within 10 days of the appeal (or as soon as it is reasonably practical to do so).

The individual lodging the appeal will be invited to present his/her case to the panel and, has the right, if s/he wishes, to be accompanied by another member of staff (who may be a Union representative if the person concerned is a Union member). The panel will adjourn and reach a decision as soon as possible, normally within 5 working days.



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If the appeal is upheld, the request will be referred back to the Board with any recommendation as to the period of extension of employment. If the appeal is rejected, the person concerned will be informed of this decision in writing within five working days, setting out the reasons for the decision, and confirming that their employment will cease at the contractual retirement date.

All new and existing staff should be made aware of this policy on commencement of their employment. It is the responsibility of line managers to ensure that all staff who report to them are aware of and adhere to the policy framework within which Sheffield Mind operates and to keep them abreast of updated and new policies as soon as practicable.

Policy agreed by Directors on 3rd March 2009

Policy due to be reviewed on March 2011