CareVille
CARE TAILORED TO YOU

Retirement Policy

HR18

Date Written	
Author(s)	
Version	
Date Signed Off	
Reviewed by	

Date: [ ]

Review Data

Initial Production

Name	Role/Department	RACI	Date

R = Responsible for writing the policy; **A** = Accountable; **C** = Consulted; **I** = Informed

Change History

Version	Date	Details of Change	Author

Emergency Contact Details

Name	Email	Mobile

CQC Fundamental Standards

Legislation	Legislation Details
Regulation 18: Staffing	Staff must receive the support, training, professional development, supervision and appraisals that are necessary for them to carry out their role and responsibilities. They should be supported to obtain further qualifications and provide evidence, where required, to the appro-priate regulator to show that they meet the professional standards needed to continue to practice.

Key Lines of Enquiry

KLOE	How this applies to Anti-Bribery
Effective	This Retirement policy is an aspect of 'Effective' due to our commitment to providing staff with a flexible retirement policy which allows employees to choose to retire at any time after the age of 67.

Related Documents

This policy should be read in conjunction with our:

- HR23 - Training, Development and Qualifications Policy
- HR02 - Appraisal Policy
- HR19 - Safer Recruitment Policy

Policy Statement

Policy Aims

The aim of this policy is to make staff aware that Careville Ltd does not operate any compulsory or contractual retirement age. Instead Careville Ltd operates a flexible retirement policy which allows employees to choose to retire at any time after the age of 67.

An employee who decided to retire (at any time after age 67) should provide written notice to their line manager in accordance with the terms of the Contract of Employment. Upon receipt of this notice the HR department will arrange to meet with the employee to discuss preparation for retirement and, then relevant, occupational pension provision.

Employees may, however, notify Careville Ltd up to (two/three) years before the time they intend to retire of their intentions. This early notification will allow the employer to offer the employee certain pre-retirement options and benefits (see below).

1. Careville Ltd will offer pre-retirement training at no cost to the employee. Details of this training are available from the HR department on request.
2. Careville Ltd will normally offer an employee within two years of retirement the option to reduce his/her hours of work, so as to enable the employee to adjust gradually to full.

retirement. What is offered will depend on the extent it is feasible for Careville Ltd to offer reduced hours, which in turn will depend on the nature of the employee's job and operational requirements at the time.

Dissemination and Implementation

This Retirement Policy will be introduced to each Careville Ltd Worker at induction and made available electronically.

Process for Monitoring Compliance and Effectiveness

The following processes will be used to monitor the impact of the Retirement Policy:

- Client Complaints;
- Client surveys;
- Other feedback received.

This policy will be evaluated and reviewed by Careville Ltd annually to ensure that it is supporting the required behaviour change.

Policy Review

A Director will review this policy at least once a year to make any updates needed.

Authorisation and Signature
This Policy is the authorised version agreed by the Directors of Careville Ltd. All employees are expected to follow this policy and failure to do so could result in disciplinary action.

Director's Signature

Director