



RETIREMENT POLICY & PROCEDURE

Updated: 1st April 2019 / Reviewed: November 2025

1. POLICY STATEMENT

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- 1.1 ELCAP has no fixed retirement age. ELCAP acknowledge that retirement is a matter of choice for individuals and will not pressurise staff into resigning because they have reached or are approaching a certain age.
- 1.2 ELCAP employ people of all ages and consider that age diversity is beneficial to the organisation.

2. PURPOSE OF THE POLICY

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This policy aims to create a framework for workplace discussions. It will enable staff to express their preferences and expectations with regard to retirement and allow ELCAP to people plan for future work requirements.

3. DISCUSSING YOUR FUTURE PLANS

- 3.1 Whatever the age of staff, discussing their future aims and aspirations will help ELCAP to identify the training and development needs of staff and provide an opportunity to discuss the future work requirements. Through CPD meetings there will be discussion as to where staff see themselves in the next few years and how they view their contribution to ELCAP. This discussion will look at the short, medium and long term aims and plans of staff. There is no obligation for staff to feel they must have a plan when meeting their manager but it may be mutually beneficial to do so.

The outcome of these discussions will be recorded as part of a member of staff's CPD meetings. All staff have a responsibility to ensure that their CPD record is kept up to date. CPD records belong to staff.

- 3.2 ELCAP will not make generalised assumptions that performance will decline with age, whether due to competence or health issues. If there are problems with a member of staff's performance or ill-health, these will be dealt with in the usual way, through the Attendance at Work or Disciplinary Procedures.
- 3.3 During CPD meetings:
- [a] The manager will not assume that a member of staff wants to retire just because they are approaching a certain age, such as state pension age; and
 - [b] will not make discriminatory comments, suggesting that the member of staff should move on due to age.
- 3.4 If the member of staff indicates that they are thinking of retiring, they are free to change their mind at any time until they have actually given notice to terminate employment.
- 3.5 Employment or promotion prospects will not be prejudiced because a member of staff has expressed an interest in retiring.

4. GIVING NOTICE OF RETIREMENT

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If deciding to retire, ELCAP would appreciate as much notice as possible, although a member of staff should give ELCAP at least the notice they are obliged to give under their contract of employment.