

TONBRIDGE & MALLING BOROUGH COUNCIL

RETIREMENT POLICY

This Policy applies to all employees whether permanent or temporary.

The normal retirement age from the Council's service is 65 years and the Council's employment of any individual will normally end on the day before his/her 65th birthday.

The employee's Chief Officer will write to the employee not more than a year but at least six months before his/her 65th birthday to inform him/her of the date of retirement. An employee can, when his/her employment is to be ended in this way, request that the Council considers the possibility of continuing the employment. If such a request is made the Chief Officer will hold a meeting with the employee to discuss it. The employee may be accompanied at the meeting by his/her Trade Union or staff representative.

Although there is a general assumption that all employees will retire at age 65 at the latest, requests to continue in employment beyond that age will be fairly and objectively considered, taking account particularly of service provision and personnel factors that might justify an extension of employment. Following the meeting, the Chief Officer's decision will be confirmed in writing within 5 working days and, if appropriate, will detail the employee's right of appeal.

Where granted, such an extension will normally be for a period of one year, with a repeated review afterwards at a twelve month interval(s).

In the event that an employee's request is not granted and he/she wishes to appeal, he/she will have a right of appeal to the Chief Executive. Such an appeal should be in writing and be received within 5 working days of receipt of the Chief Officer's written decision. Where the Chief Executive has taken the original decision because the employee was in his/her service, the right of appeal will be to a panel of two members of the Management Team.

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