

SCOTTISH BORDERS COUNCIL

Local Government Pension Scheme (Scotland) Regulations

Flexible Retirement

Any member who has at least two years' total membership (or has brought a transfer value into the LGPS) may wish to consider the possibility of flexible retirement. Rather than continuing in their job until their Normal Pension Age and drawing their pension from then, they could from age 55, with their employer's consent, reduce their hours or move to a position on a lower grade and elect in writing (to the administering authority) to draw the pension benefits already built up, whilst receiving their pay on the reduced hours or grade.

The member can also continue paying into the LGPS to build up further benefits in the Scheme in respect of their ongoing job.

The following points are important

- The member must have their employer's consent to draw pension benefits under flexible retirement. In giving their consent an employer would take account of the needs of the service and any possible pension costs e.g. "strain on fund costs".
- Election to draw pension benefits must be made in writing to the administering authority.
- There must be a reduction in hours or rate of pay.
- **If the member joined the LGPS after 30 November 2006 and takes flexible retirement before their Normal Pension Age, the pension and lump sum will be reduced for early payment.**
- Any benefits paid under flexible retirement will not be subject to reduction or suspension for re-employment whilst the member continues in employment or any subsequent employment with **the employer that allowed flexible retirement.**

Request for Further Information on Flexible Retirement

Personal Details

Name: _____	Employer: _____
Employee No: _____	Job: _____
Grade: _____	Contract Hours: _____

I am considering applying for Flexible Retirement and would like some information about my pension before making a formal application. Please provide me with an estimate of retirement benefits assuming Flexible Retirement with effect from / / (**please insert date**). I am over age 55 and I have more than 2 years' LGPS membership (or have brought a transfer into the LGPS).

Signed: _____ Date: _____

This form should be returned to The Pensions Team, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 OSA. pensions@scotborders.gov.uk

Important Information

Once you have received the estimate of retirement benefits, if you wish to progress with an application you will have to complete an application form, which can be found in the Flexible Working Policy.

You will then require to discuss this with your line manager. The application would have to be approved by your line manager, Director and the Director People Performance and Change before it is granted.

There are a number of factors to be considered before a flexible working application is granted. These include, but are not limited to:

- Any additional costs falling on the Council as a result of early payment of pension.
- Impact on ability to meet customer demand.
- Inability to reorganise work amongst existing staff.
- Impact on quality and performance of service
- Any planned structural change

Any change in your working pattern would be a permanent change to your terms and conditions of employment and you would have no right in law to revert back to your previous working pattern.

You are strongly advised to seek independent financial advice before proceeding with any such application.