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Policy / Procedure Review Report

People and Organisational
Development Committee
6 September 2022
Agenda Item: 3.4

Section 1 - Policy / Procedure Information

Policy / Procedure Title	Retirement Procedure (PHW 53)
Policy Owner	Caroline Hill, Assistant People and OD Partner
Lead Executive	Neil Lewis, Director of People and OD
PHW / All Wales?	PHW
Date of last Review	August 2019
Is the current policy / procedure within date?	No
Approving Body /Group	People and OD Committee
Version Number	V2

Section 2 – Recommendation

The Business Executive Team reviewed this draft policy on 5 July 2022 and endorsed for submission to the Committee for approval.

The Committee is asked to **approve** the revised Retirement Procedure.

3 – Details of the Review:

Background:

Reason for review	The procedure was reviewed in line the People and OD policy review schedule in 2019. However due to the pandemic, the approval of the procedure was paused. We have recently reviewed the procedure again in partnership with staff side colleagues.
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Consultation:

Has this Policy / Procedure been through the appropriate consultation process?	Minimum of 28 day consultation.
Date range of consultation:	January 2020 to end April 2020.
Please provide details of any feedback received and outline what changes if any were made to the document as a result:	
No changes or issues submitted.	
Had this policy / procedure been considered by any other groups?	Local Partnership Forum: attendees at Policy Workshop in August 2019.
If so, please provide detail of any comments / feedback or amendments made to the documents as a result of this	
No changes or issues submitted.	

4 – Impact Assessments

Equality and Health Impact Assessment	Completed and submitted with the Policy to the approving body.
Risk and Assurance	No member of staff should take unacceptable risks with their personal health and safety when taking actions under this procedure.
Health and Care Standards	This Policy / Procedure supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability Theme 7 - Staff and Resources Choose an item.
Financial implications	No financial implications have been identified
People implications	The policy supports other All Wales and PHW policies that are already in existence and so no additional people implications have been identified.

5 - Implementation

Please provide details of any actions that will be taken to implement the policy.

Implementation plan (with timescales)		
Next steps	Timescale	Responsible officer(s)
Once approved the updated policy will be launched via the staff and manager bulletins and updated intranet pages	Within 1 month of approval	Caroline Hill