**Step 1** - the manager receives a medical report and Ill Health Retirement Certificate from occupational health. The Ill Health Retirement Certificate is required for pension purposes and must be completed by both occupational health and relevant manager if the decision is to progress with the ill health retirement.

* To meet the legal requirements of a Tier 1 ill health retirement, the certificate must state that: ‘The employee’s ill health or infirmity of mind of body renders them permanently incapable of discharging efficiently the duties of their employment/office and that they are **unlikely to be capable of undertaking** gainful employment before normal pension age.’
* To meet the legal requirements of a Tier 2 ill health retirement, the certificate must state that: ‘The employee’s ill health or infirmity of mind or body renders them permanently incapable of discharging efficiently the duties of their employment/office but that they are **likely to be able to undertake gainful employment** before normal pension age.’

**Step 2** – the manager should arrange for the employee to be issued with an estimate of pension benefits by contacting Pensions on 01224 264264 or [pensions@nespf.org.uk](mailto:pensions@nespf.org.uk) The manager should request that an estimate of benefits is issued to the employee, based on either a Tier 1 or Tier 2 ill health retirement recommendation.

* Please note that in cases where a Tier 2 ill health retirement is recommended, an employee may also contact Pensions directly to request an estimate of pension benefits. Employees can also get an estimate themselves through the Member Self Service facility at [www.nespf.org.uk](http://www.nespf.org.uk)

**Step 3** – pensions will send the employee an estimate of pension benefits, including any enhancements due under a Tier 1 or Tier 2 ill health retirement recommendation.

**Step 4** – the manager should arrange to meet with the employee using the letter to invite employee to ill health retirement meeting.

* They will be accompanied by a People and Organisational Development Adviser. The employee can be accompanied by a trade union representative or work colleague to support them at this meeting if they wish. In exceptional cases, the manager will have discretion to allow an employee’s friend or relative to attend the meeting.
* At the meeting it is the manager’s responsibility to ensure that the following areas have been considered before deciding on whether to proceed with the ill health retirement. In the majority of cases, the points listed below are likely to have been considered at an early stage:
  + An examination of redeployment or retraining
  + An assessment as to whether a reasonable adjustment could be made to the duties of the employee’s post
  + Consideration of a return to work on lighter duties or on a reduced hours basis
  + Note – The manager must complete the checklist to record that the discussion has taken place
* If the employee disagrees with the recommendation for ill health retirement, the meeting should be adjourned to give the employee the opportunity to submit additional evidence or provide a second medical opinion. If the employee wishes to obtain a second medical opinion, this should be provided within one month and will be at the employee’s own expense although their trade union may be able to assist in this matter.

**Step 5** – where applicable the additional evidence or second medical opinion should be forwarded to the Council’s occupational health provider and the meeting should be reconvened when occupational health has reviewed the information. The reconvened meeting should normally process on the basis of the occupational health provider’s recommendation.

* Where recommendation (or reviewed recommendation) is for ill health retirement and the Council wishes to proceed with this, the employee will be asked to mutually agree to the ending of their employment on the basis of ill health retirement and asked at the end of the meeting to sign a Mutual Agreement Declaration Form. This will be signed by the manager conducting the meeting on behalf of the Council. The signed form confirming the mutual termination will be placed in the employee’s personal file and a copy given to the employee with the ill health retirement letter.

**Step 6** – the manager should confirm the outcome of the meeting to the employee in writing indicating whether the mutually agreed ill health retirement is based on Tier 1 or Tier 2, using the mutual consent letter.

**Step 7** – a copy of the letter and original Ill Health Retirement Certificate should be sent to the Pensions section. Pensions require both the occupational health provider and the relevant manager to sign this certificate, acknowledging that the conditions of the pension scheme have been met. A copy of the letter, medical report and signed Ill Health Retirement Certificate will be sent to the HR & Payroll Service Centre.

**Step 8** – on receipt of the above items, the HR & Payroll Service Centre will arrange to complete and forward a termination notice and confirmation of ill health retirement (detailing the appropriate tier) to the Payroll and Pensions sections.

**Step 9** – pensions will issue retiral option forms based on ill health retirement to the employee approximately 4 weeks prior to their retirement date.

**Step 10** – payroll will send the completed termination notice to Pensions and arrange for final payments to be made to the employee.

**Step 11** – pensions will contact the employee and confirm details of their enhanced pension benefits, based on either a Tier 1 or Tier 2 ill health retirement.