

HR Shared Service
Employee Relations Centre of Expertise
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All Headteachers of Norfolk Schools

Dear Headteacher

RE: Abolition of Default Retirement Age (DRA) from 5th April 2011.

I am writing to remind you of the imminent abolition of the default retirement age (DRA) of 65 from 5th April onwards. After this date it will not be possible to retire an employee against their wishes purely on the ground that they have attained the age of 65.

If a member of staff has already attained or will attain the age of 65 years on or before 30th September 2011 then they can still be required to retire by virtue of the DRA subject to their legal right to request to continue working. More information can be found in our model guidance for schools on *Extension of service and employment of persons over the age of 65* on Schools People Net (G210a) and a full toolkit of template letters and other documents may be found there under references L210-L210h.

If any members of your staff fall into this age group, have not been notified of their intended date of retirement (IDR) and the school does not positively wish to retain their services, then steps should be taken to initiate the retirement process on or before 5th April 2011. Notification of the employee's IDR should be given to them in writing in accordance with the model procedure and template letters.

The law requires that employees in this position receive between 6-12 months notice though Norfolk County Council recommends that only six months should be given unless there are exceptional circumstances relating to the needs of the school or the individual's particular skills. If in any doubt then you should seek advice from HR Direct.

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Thereafter the procedures set out on Schools People Net should be followed, and I would draw your attention in particular to the procedural flowchart which can be found at figure G210b.

Yours sincerely

Ian Cooper
Employee Relations Manager