



PRE-RETIREMENT POLICY

Approved/last reviewed by Policy Sub Committee : 20/7/21

Date due for review : July 2025

The information in this document is available in other languages or on tape/CD, in large print and also in Braille.

For details contact the Association on 0141 578 0200 or e-mail: admin@hillheadhousing.org

本文件所載資料備有中文(廣東話)版本，也可以製作成錄音帶/光碟，以及利用特大字體和凸字印製，以供索取。
欲知有關詳情，請聯絡本協會，電話：0141 578 0200，或向我們發送電郵，電郵地址：
admin@hillheadhousing.org

Tha am fiosrachadh anns an sgrìobhainn seo ri fhaotainn ann an Gàidhlig no air teip/CD, sa chlà mhòr agus cuideachd ann an Clò nan Dall.
Airson tuilleadh fiosrachaidh, cuiribh fios dhan Chomann air 0141 578 0200 no cuiribh post-dealain gu: admin@hillheadhousing.org

इस दस्तावेज़ में दी गई जानकारी हिन्दी में भी या टेप, सी डी, बड़ी छाप और ब्रैल में भी उपलब्ध है। विवरण के लिए एसोसिएशन को नम्बर 0141 578 0200 पर या ई-मेल के द्वारा सम्पर्क करें : admin@hillheadhousing.org

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿੱਚ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਪੰਜਾਬੀ ਵਿੱਚ ਵੀ ਜਾਂ ਟੇਪ, ਸੀ ਡੀ, ਵੱਡੀ ਛਪਾਈ ਅਤੇ ਬ੍ਰੈਲ 'ਤੇ ਵੀ ਉਪਲਬਧ ਹੈ। ਵੇਰਵੇ ਲਈ ਐਸੋਸਿਏਸ਼ਨ ਨੂੰ ਨੰਬਰ 0141 578 0200 'ਤੇ ਜਾਂ ਈ-ਮੇਲ ਰਾਹੀਂ ਸੰਪਰਕ ਕਰੋ : admin@hillheadhousing.org

اس دستاویز میں درج معلومات اردو زبان یا ڈی وی ڈی، بڑی طباعت اور بریل میں بھی دستیاب ہیں۔
تفصیلات کے لئے ایسوسی ایشن سے ٹیلیفون نمبر 0141 578 0200 یا ای میل admin@hillheadhousing.org کے ذریعے رابطہ قائم کریں۔

HILLHEAD HOUSING ASSOCIATION 2000

Pre-Retirement Policy

INTRODUCTION

Hillhead Housing Association 2000 recognises that retirement can be a huge change for most people and that it can be stressful, particularly if they are unprepared for it, but it can also represent a major opportunity.

Pre-retirement guidance and counselling helps encourage a positive attitude, relieves uncertainty and any worries, it also helps in planning for the future.

PREPARATION FOR RETIREMENT

Retirement is that time after employment where people have the opportunity to allocate more spare time to those things they enjoy. While many look forward to confidence to this new opportunity, some find it more difficult to adapt to a life of leisure and the absence of the structure of a working day. Hillhead Housing Association 2000 intends to help pre-retiring employees and their partners take full advantage of the opportunities of retirement.

Many colleagues run courses on behalf of a range of large and small employers which have found to be of benefit to many people approaching retirement.

Hillhead Housing Association 2000 will arrange day release for courses with an external provider for pre-retiring employees to provide information and guidance on preparing for a successful and enjoyable retirement. This will be designed to cover subjects such as:

- Pensions
- Income Tax
- Investments
- Physical and mental health
- Social living
- Introducing leisure time interests
- Volunteering opportunities

The objectives of the course are to:

- Promote education and preparation for retirement
- Promote activities by advising on facilities for hobbies, interests etc.
- Provide information and advice services

The course will engage any concerns that people may have: such as:

- Maintaining the standard of living they have been used to when income comes from earnings to pension
- How they will keep physically fit and mentally alert without the challenges of work
- How they will address the loss of companionship provided by the workplace
- How they will replace the purpose provided by the challenges of work
- How they can continue to be an active contributing member of society

Participants will include employees approaching retirement (within the last six months of working life) and those taking early retirement. Partners will also be eligible to attend.

Hillhead Housing Association 2000 will pay the external providers (see Appendix 1) fees and will arrange for paid time off for employees. Normally, the course will be held 1 day a week for 3 weeks.

The Director will arrange for interested employees to be enrolled with the external provider. The external provider will be provided with the name, address and age of the person wishing to attend. The employee's permission will be sought prior to information being released.

The courses will usually consist of between 10 and 20 people from different organisations and will involve talks by expert speakers and some group discussions under the guidance of a facilitator. Where Hillhead Housing Association 2000 has between 10 and 20 people approaching retirement, then a 1 day pre-retirement course, specifically designed for Hillhead Housing Association 2000 and held on company premises, may be arranged.

A typical 3-day college based course would include talks on subjects such as:

- State Pensions
- Opportunities in Adult Education
- Security in the Home
- Books and Libraries
- Volunteering
- Income Tax
- Legal Matters
- Eat Well and Keep Well
- Accident and Fire Prevention
- Savings and Investments
- Introduction to the Internet
- Keeping Fit in Retirement
- Safety in the Home
- Enjoy your Retirement and Appraisal of Course

Invited speakers will deliver information on the topics covered. Topics can be varied by the provider based on what attendees have asked for, or have previously found most helpful.

PHASED RETIREMENT

Where requested, phased retirement will be considered in line with flexible working arrangements. This will be at the discretion of the Director and will be subject to the exigencies of the service.

Appendix 1 - External Provider Details

Scottish Pre-Retirement Council

Address: Alexandra House
204 Bath Street
Glasgow
G2 4HL

Tel: 0141 332 9427

Website: <http://www.sprc.org.uk/>