

**SUBJECT:**

Teachers' Premature Retirement Compensation Scheme

**CIRCULAR NUMBER:**

1999/30

**DATE OF ISSUE:**

December 1999

**AUDIENCE:**

- Principals and Boards of Governors of all grant-aided schools;
- Education and Library Boards;
- Council for Catholic Maintained Schools;
- Bodies of Institutions of Further Education; and
- Other Interested Bodies.

**SUMMARY OF CONTENTS:**

This Circular updates information and requirements governing the operation of the Teachers' Premature Retirement Compensation Scheme ("the Scheme") in Northern Ireland

**ENQUIRIES:**

Any enquiries about the contents of this Circular should be addressed to:

Mrs Esterina Large  
Teachers' Superannuation Branch  
Department of Education  
Waterside House  
75 Duke Street  
Waterside  
LONDONDERRY  
BT47 6FP

**STATUS OF CONTENTS:**

Advice

**RELATED DOCUMENTS:**

None

**SUPERSEDED DOCUMENTS:**

Circular 1995/4  
Teachers' Premature Retirement  
Compensation Scheme

**EXPIRY DATE:**

Not applicable

**DENI WEBSITE:**

This Circular is available on  
<http://www.deni.gov.uk>

**TEL:** 01504 319000

**FAX:** 01504 319190

## **1. INTRODUCTION**

1.1 This circular takes immediate effect.

1.2 For ease of reference, the remainder of this Circular is arranged as follows:-

Section 2.0	Objectives and General Parameters
2.1	Objectives
2.2	General Parameters of the Scheme
2.3	Financial Control
2.4	Maximum Compensation and Typical Costs
Section 3.0	Operation of the Scheme
3.1	Deciding and Compensating Authorities
3.2	Need for clear criteria
3.3	Circumstances in which the Scheme may be used
3.4	Category of Premature Retirement
3.5	Step-down option
3.6	Processing Individual cases
3.7	Deciding cases
3.8	Notification Procedure for Premature Retirements
3.9	Procedures to be followed in all re-employment cases
Section 4.0	Charging Premature Retirement Compensation costs to Schools' or Institutions' of Further Education Budget Shares
4.1	Article 51 of the Education (NI) Order 1998
4.2	Other circumstances where payments may be charged to budget shares
Section 5.0	Evaluation of the Scheme
5.1	Annual Evaluation
5.2	Future Arrangements for the Scheme
Section 6.0	Enquiries

1.3 This circular should be read in conjunction with The Teachers' Superannuation Regulations (Northern Ireland) 1998 and The Teachers' (Compensation for Redundancy and Premature Retirement) Regulations (Northern Ireland) 1991 (The Regulations). This circular does not purport to be a definitive interpretation of these Regulations.

## **2. OBJECTIVES AND GENERAL PARAMETERS OF THE SCHEME**

### **2.1 Objectives**

The Premature Retirement Compensation Scheme is intended to provide a management tool which employing authorities can use to bring about a qualitative improvement in the educational provision in their schools or institutions of further education (IFE). More specifically, the objectives are:-

- i. to enable relevant bodies to retire teachers whose performance and effectiveness have been affected through not being able to cope with the demands of curricular, technological, or other changes;

- ii. to allow relevant bodies to make necessary organisational changes in a school arising, for example, from curricular changes, rationalisation or falling enrolments;
- iii. to provide relevant bodies and teachers in Northern Ireland with a scheme comparable to that which operates in England and Wales.

[“Relevant Bodies” means employers of Members of the Teachers’ Superannuation Scheme and their employing authorities.]

## **2.2 General Parameters of the Scheme**

Consistent with these objectives, the Scheme must be operated only at **the initiative of the employer** and not of the individual teacher. Two distinct decisions are involved:

- a decision to release an eligible\* teacher from employment on grounds of redundancy (“R”) or on grounds of the efficient discharge of the employer’s function (“ED”). In such cases the Scheme provides for the early payment of accrued superannuation benefits (lump sum and annual pension) calculated on actual years of reckonable service; and
- a decision, at the discretion of the relevant body, to recommend compensation by way of added years

The factors to be considered when deciding whether to offer premature retirement and any compensation are discussed more fully in Section 3.

\*“eligible”: as defined in Regulation 4(3) and (4) of The Teachers’ (Compensation for Redundancy and Premature Retirement) Regulations (Northern Ireland) 1991, is a teacher aged 50 or over whose service is certified as having been terminated on either of the grounds indicated above.

## **2.3 Financial Controls**

To ensure cost-effectiveness, it is important that expenditure on the Scheme should be kept to the minimum consistent with meeting its objectives. The Department will therefore continue to operate a system of separate cash allocations and limits for the two main elements of the Scheme - ie “R” cases and “ED” cases. Cash limited sums will be identified annually for Education and Library Boards (boards), Voluntary Grammar Schools, Grant Maintained Integrated Schools and Institutes of Further Education to cover expenditure under these headings in respect of the teachers for which they have responsibility as compensating authority. The Department will continue to monitor the position in order to assess appropriate levels of funding for subsequent years.

## **2.4 Maximum Compensation and Typical Costs**

In deciding the level of compensation to be awarded, it is important that relevant bodies take account not only of the immediate compensation costs but also of the long term costs to public funds of the early payment of pension and lump sum. As a guide, **Appendix 1** gives the maximum levels of compensation, and **Appendix 2** provides illustrative costs for a range of premature retirements as calculated by the Government Actuary’s Department. In providing this information, the Department wishes to ensure that the bodies responsible for taking decisions on premature retirement are aware of the substantial cost of their decisions and, consequently, of the need to use the Scheme at the minimum level consistent with operational requirements.

### **3. OPERATION OF THE SCHEME**

#### **3.1 Deciding and Compensating Authorities**

The Regulations provide that individual decisions on premature retirement and on the award of any compensation should, as far as practicable, be taken by the relevant bodies at local level in consultation with the employers. Appendix 3 sets out the deciding and compensating authorities for each category of school.

#### **3.2 Need for Clear Criteria**

The boards are the compensating authority for the majority of controlled and maintained schools and for this purpose are given an annual cash-limited allocation (para 2.3). **Since resources are finite, it is essential that boards should operate clear criteria in determining which cases should be processed in a given year.** These criteria should be drawn up in consultation with the Council for Catholic Maintained Schools (CCMS). Particularly in relation to cases arising from “ED” **the criteria should reflect the educational focus of the Scheme and thus give priority to those cases likely to effect the most significant qualitative improvement in line with the objectives set out in para 2.1 above.** The criteria are not subject to Departmental approval, but the continued annual evaluation of the Scheme (see Section 5) will consider whether the criteria adopted have been appropriate and sufficiently rigorous.

#### **3.3 Circumstances in which the Scheme May Be Used**

Appendix 4 outlines some of the main factors to be considered by the relevant bodies in determining whether the possible use of the Scheme is appropriate in individual cases. The Scheme should **NOT** be used in circumstances where **DISMISSAL WOULD OTHERWISE BE THE NORMAL AND PROPER COURSE OF ACTION (EG GROSS MISCONDUCT, OR INEFFICIENCY)**. Nor should it be used where a teacher no longer meets the normal requirements as to health and physical capacity for teaching. Separate arrangements apply for retirement on grounds of ill health.

#### **3.4 Category of Premature Retirement**

The circumstances giving rise to premature retirement on grounds of redundancy are normally relatively clear as they must be in conformity with the Contracts of Employment and Redundancy Payments Act (Northern Ireland) 1965. ‘ED’ cases require fuller examination to ensure that they comply with the objectives of the Scheme and the criteria established by the Boards. Premature retirement on ‘ED’ grounds should be considered only after other available measures have been taken. Relevant bodies are thus expected to be able to produce on request substantive records showing what action has been taken, during the previous 2 years at least, by both the relevant body and the teacher to improve the quality of performance. This should include details of in-service training or support, or re-deployment within the school. Evidence of the prior action taken will also be sought for the random sample of ‘ED’ cases examined as part of the annual evaluation exercise (see Section 5).

#### **3.5 Step-down Option**

When considering premature retirement on ‘ED’ grounds employers should consider the possibility of the teacher voluntarily stepping-down to a position of lesser responsibility. There are provisions in the superannuation regulations which, to a large extent, protect the superannuation benefits of a

person taking this option. Employers should notify Teachers' Superannuation Branch of any teacher who enters into a step-down arrangement.

### **3.6 Processing Individual Cases**

The role of the deciding authority is to **recommend** to the compensating authority the termination of a teacher's employment on grounds of 'ED' or 'R' and, if appropriate, the level of compensation to be awarded to the teacher concerned, within the limits laid down in Appendix 1. Before doing so, the recommending authority may obtain an estimate from the Department of the superannuation benefits which would be payable in the event of premature retirement of a given type with a given level of compensation. The Department will not provide estimates for a range of options for the same teacher. A request for an estimate should be made with the consent of the teacher to the information being made available to the employer or employing authority.

In the case of teachers or lecturers employed in Voluntary Grammar Schools or Institutions of Further Education, applications for 'ED' retirement should be made by the employer on form TP53B and sent to the Department (Teachers' Superannuation Branch) by the date notified each year by the Department. Teachers should be made aware that they should not resign before the 'ED' retirement proposal has been approved. The Department can accept no responsibility if the retirement proposal is rejected or the compensation decided upon is less than that recommended by the deciding authority.

### **3.7 Deciding Cases**

In order to avoid a situation where the costs have to be charged directly to the school's budget (see Section 4) there should be close co-operation, as appropriate, between Boards, CCMS and Boards of Governors/governing bodies before final decisions are taken on the level of compensation to be offered. It is essential that Boards of Governors take full account of the advice given by Boards and, where appropriate, CCMS. If the compensating authority accepts the recommendation, the teacher must be invited to sign a declaration accepting the premature retirement on the terms agreed by the compensating authority. Pension application form TP4, of which all employers should retain a stock, should be given to the teacher who should return it to the employing authority for countersigning on behalf of the employing authority. It should arrive in Teachers' Superannuation Branch **at least 3 months** before the date of retirement.

### **3.8 Notification Procedure for Premature Retirement**

The notification forms attached as Appendices 5-8 must be used as appropriate. It will be assumed that the compensation allowed has been agreed by the teacher. In order that the pension and lump sum payments can be processed in time, the Department must receive the notification of premature retirement (form TP53A, TP53D, TP53E as appropriate) and the supporting documentation (the teacher's acceptance) **at least 3 full months** before the due date of retirement. The processing of superannuation benefits cannot begin until this notification and form TP4 has been received.

In circumstances where delay in payment of the lump sum gives rise to a claim for compensation for loss of interest, the Department permits payment for compensation only where Teachers' Superannuation Branch accepts responsibility for the delay. Where the application form, properly completed and countersigned, or the notification of premature retirement, is not received at least 3 full months before the date of retirement, Teachers' Superannuation Branch will not accept liability for compensation claims. Teachers, unlike members of any other profession, tend to retire at the end of August and it is therefore especially necessary when schools are closed during July and August

and school administrative staff are on leave, that 3 full months are allowed in which to process applications. For this reason information about salaries, part-time earnings etc needs to be sought in good time.

### **3.9 Re-employment of Prematurely Retired Teachers and Procedures to be followed in ALL re-employment cases**

While there is no legal impediment to the re-employment of prematurely retired teachers, as a general principle it is to be regarded as undesirable in view of the significant pension and compensation costs that may have already been incurred. Wherever possible, preference should be given to newly qualified or experienced teachers seeking to return to employment when filling vacancies, including those of a temporary nature. Re-employment is particularly hard to justify in 'ED' cases where the grounds for premature retirement related to the teacher's effectiveness. In this context, deciding authorities should note that the revised notification forms for 'ED' cases (see Appendices 5 and 8) now require the school or IFE to confirm that it does not intend to re-employ the teacher concerned.

Where a retired teacher does resume employment as a teacher/lecturer in a school or Institute of Further Education, the employer must notify Teachers' Superannuation Branch immediately. Failure to do so may result in an overpayment of pension. This is in addition to any notification which may be required by Teachers' Salaries and Administration Branch or by any other Branch of the Department.

## **4. CHARGING PREMATURE RETIREMENT COMPENSATION COSTS TO SCHOOLS' OR COLLEGES' BUDGET SHARES**

### **4.1 Article 51 of the Education (NI) Order 1998**

The Department or the Board, as the compensating authority, may, if it has good reason under the provisions of Article 31 of the Education and Libraries (Northern Ireland) Order 1993 charge a school's or IFE's budget with the cost of the early retirement. Schools and IFEs should therefore clearly understand that they can expect boards or the Department to fund compensation **only if Boards of Governors or Governing Bodies recommend compensation which is in line with this circular and, where applicable, the respective Board's/CCMS guidelines.**

### **4.2 Other Circumstances Where Payments may be charged to Budget Shares**

It should be noted that compensation under the Scheme is entirely distinct from a payment under Schedule 4 of the Education Reform (NI) Order 1989. That Schedule also contains provision for a board, as the Local Management of Schools funding authority, to deduct, where it has good reason, the costs from a school's budget share.

## **5. EVALUATION OF THE SCHEME**

### **5.1 Annual Evaluation**

The Department will continue to monitor closely the operation of the scheme and for this purpose will conduct an annual evaluation. As part of this exercise, a sample of "ED" cases will be selected for close examination and relevant bodies will be asked to provide information on whether the objectives of the premature retirement as stated on Form TP53E are being met.

## **5.2 Future Arrangements for the Scheme**

The Department will use the information provided by the relevant bodies and by the annual evaluation in determining the future arrangements for the Scheme, including compensation levels and overall levels of funding. The monitoring arrangements themselves will be kept under review.

## **6. ENQUIRIES**

Any enquiries regarding this Circular should be addressed in writing to **Teachers' Superannuation Branch** at the above address.

**E LARGE (MRS)**

Teachers' Superannuation Branch

**MAXIMUM LEVELS OF COMPENSATION**

The maximum levels of compensation are as follows:-

**a. EFFICIENT DISCHARGE**

<b>Completed Whole Years of Service as at proposed date of retirement</b>	<b>Number of Years of Compensation</b>
5 to 12 years	1
13 to 20 years	2
21 to 28 years	3
29 years or over	4

**b. REDUNDANCY**

<b>Completed Whole Years of Service as at proposed date of retirement</b>	<b>Number of Years of Compensation</b>
5 to 8 years	1
9 to 12 years	2
13 to 16 years	3
17 to 20 years	4
21 to 24 years	5
25 to 28 years	6
29 years or over	6 2/3

## APPENDIX 2

### CALCULATING THE COSTS OF A PREMATURE RETIREMENT

To calculate the cost involved in the early payment of superannuation benefits before the normal retirement age of 60, the factors shown on page 2 should be used as in the following example:-

#### 1. Calculating the cost of the early payment of the basic pension.

ie

$$\frac{a}{80} \times \frac{b}{1} \times \frac{c}{1} = \text{Basic Pension Cost}$$

where a is number of years service at date of retirement  
b is the annual salary at date of retirement  
c is the appropriate age factor from Table A Page 2.

#### 2. Calculating the cost of enhancing the basic pension.

ie

$$\frac{d}{80} \times \frac{e}{1} \times \frac{f}{1} = \text{cost of enhancement}$$

where d is the number of added years service  
e is the salary at date of retirement  
f is the appropriate age factor from Table B Page 2.

**Total Cost of the Premature Retirement is the sum of 1 + 2.**

The above factors automatically include the cost of the personal pension and lump sum and the pension payable to any dependent on the teachers' death.

**Age last  
birthday  
at  
retirement**

**FACTORS FOR ESTIMATING:**

**Basic Cost**

**Enhancement Cost**

**TABLE A**

**TABLE B**

**MEN**

50	6.81	21.46
51	6.49	21.32
52	6.12	21.13
53	5.70	20.91
54	5.25	20.64
55	4.78	20.33
56	4.28	20.01
57	3.73	19.68
58	3.16	19.34
59	2.56	19.00
60	2.27	18.66
61	2.00	18.32
62	1.59	17.97
63	1.14	17.65
64	0.59	17.26

**WOMEN**

50	6.15	21.92
51	5.80	21.79
52	5.44	21.62
53	5.07	21.40
54	4.65	21.14
55	4.19	20.83
56	3.67	20.50
57	3.10	20.17
58	2.48	19.83
59	1.84	19.48
60	1.80	19.13
61	1.70	18.76
62	1.54	18.39
63	1.14	18.01
64	0.64	17.62

## APPENDIX 3

### **DECIDING AND COMPENSATING AUTHORITIES FOR THE PURPOSES OF COMPENSATION UNDER THE TEACHERS' (COMPENSATION) FOR REDUNDANCY AND PREMATURE RETIREMENT) REGULATIONS (NORTHERN IRELAND) 1991**

<b>School Type/Institution of Further Education Etc</b>	<b>Deciding Authority</b>	<b>Compensating Authority</b>
Controlled schools with partially delegated budgets	Board	Board
Controlled schools with fully delegated budgets	Board of Governors	Board
Catholic Maintained Schools with partially delegated budgets	CCMS	Board
Catholic Maintained Schools with fully delegated budgets	Board of Governors	Board
Non-Catholic Maintained Primary Schools	Board of Governors	Board
Controlled Special Schools	Board	Board
Maintained Special Schools	CCMS	Board

The Department's prior approval will continue to be required for each case of "Efficient Discharge" in the following categories.

	<b>Deciding Authority</b>	<b>Compensating Authority</b>
Institutions of Further Education with fully delegated budgets	Governing Body	Department
Non-Catholic Maintained Special Schools	Board of Governors	Department
Voluntary Grammar Schools	Board of Governors	Department
Grant Maintained Integrated Schools	Board of Governors	Department
Other employers with staff in the Teachers' Superannuation Scheme	Employing Authority	Department

**NOTE:** In the event of full delegation being suspended under Article 53(1) and Article 117(1) of the Education Reform (NI) Order 1989, decisions on dismissal under the premature retirement scheme and the award of compensation will cease to be the responsibility of Boards of Governors and Governing Bodies as appropriate.

## **PREMATURE RETIREMENT**

### **MAIN FACTORS TO BE TAKEN INTO CONSIDERATION**

#### **1. POINTS TO BE CONSIDERED BEFORE OFFERING PREMATURE RETIREMENT**

Allowing a teacher to retire before the age of 60 involves extra cost for the Teachers' Superannuation Scheme which is financed by all contributing employees and employers; and awarding extra years' service (compensation) involves a direct cost to the appropriate board. It is therefore important that Boards of Governors, Governing Bodies and employing authorities as appropriate, balance carefully the costs and advantages of premature retirement. Other points should be considered as follows:-

##### **General**

- . The Scheme is a management tool, and not an option to be offered because a teacher wishes to retire prematurely.
- . Whether the premature retirement would facilitate a qualitative improvement in the educational provision in the school/college.
- . Whether it would facilitate a necessary internal reorganisation in the school.
- . Any possible difficulties which are envisaged in recruiting a replacement, for example, in the case of shortage subjects.
- . Whether it would facilitate a necessary curriculum change.
- . To avoid disruption within the school, offers of premature retirement, other than in exceptional circumstances, should be effective from the end of each school year.

##### **Redundancy**

- . Whether a post will cease to exist eg as a result of falling pupil numbers and/or reorganisation within the school.
- . Where a post is being abolished, whether there is any possible alternative to redundancy.
- . Where a redundant teacher has been offered suitable alternative employment, and has refused that offer, the teacher should not be offered premature retirement.

### **Efficient Discharge Of The Employer's Function**

- . Where premature retirement results from the exercise of the efficient discharge of the employer's functions, there may be no direct savings.
- . Where the teacher being considered might make a continuing contribution to the work of the school or the college in the same or some other capacity, eg, through retraining or redeployment.
- . Whether the school's academic and financial objectives can be better achieved in respect of any individual by means other than premature retirement.
- . Whether it would correct an unsatisfactory age distribution at the school or create promotion opportunities which could improve the organisation and management of the school.

### **2. POINTS TO BE CONSIDERED WHEN AWARDING COMPENSATION**

As well as deciding on the principle of premature retirement in a particular case, it is necessary to decide whether the award of extra years' service should be offered, and if so, how many. The guiding principle should be the minimum expenditure consistent with achieving the desired effect. Those bodies taking decisions on levels of compensation will wish to take into account the advice and guidance offered by the Board or CCMS. Other points for consideration are:-

- i. Each case should be considered on its merits with a view to deciding if the full level of compensation provided for in the sliding scale is justified. This consideration should include the circumstances leading to the teacher becoming a candidate for premature retirement, the teacher's effectiveness and factors relating to the school's organisation and management.
- ii. Employing Authorities, Board of Governors and Governing Bodies should be aware of the effect which levels of compensation may have on other teachers serving in the school.

**APPENDIX 5**

**TP53 E**

**PREMATURE RETIREMENT OF TEACHERS ON THE GROUNDS OF THE EFFICIENT DISCHARGE OF THE EMPLOYER'S FUNCTION**

(Teachers' Employed in Controlled and Maintained Schools only).

**NOTES:**

1. This form must be used to notify the compensating authority of the proposed premature retirement.
2. It should be countersigned by the appropriate compensating authority and forwarded to the Department 3 clear months before the date on which the retirement is to take place. The information will be used for the ongoing evaluation of the Teachers' Premature Retirement scheme.

**Name of Teacher:** \_\_\_\_\_

**Teacher's Ref No:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**School:** \_\_\_\_\_

**School Roll No:** \_\_\_\_\_

**Position Held in School:** \_\_\_\_\_

**Main Subject(s) Taught (Including Time Spent On Each)**

_____	_____
_____	_____
_____	_____
_____	_____

**Date of Premature Retirement:** \_\_\_\_\_

**Length of Service in Present School:** \_\_\_\_\_

**Added Years to be Awarded to the Teacher:** \_\_\_\_\_

1. Please indicate as appropriate the specific reasons which promoted the need for the premature retirement of the above-named teacher. Additional pages may be used if necessary.

a. Evidence which led to the conclusion there had been a significant decline in the teacher's effectiveness and/or motivation.

---

---

---

b. What curricular changes or restructuring by management necessitated the premature retirement?

---

---

---

c. The steps taken by the school (including in-service training or consideration of redeployment within the school) before the option of premature retirement was considered. Where such steps were not taken, the reasons for this decision should be stated.

---

---

---

d. The outcome of action taken or considered under c. above.

---

---

---

e. Other reasons for premature retirement not specified above.

---

---

---

2. What specific improvements does the school wish to achieve as a result of the teacher's premature retirement?

---

---

---

**-CERTIFICATE-**

I certify that the above information is correct to the best of my knowledge.

As far as I am aware, it is not intended to re-employ this teacher and written substantive evidence in support of 1.c above will be available on request.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- \* **On Behalf of Board of Governors**
- \* **On Behalf of ELB )In cases where the school does not have a**
- \* **On Behalf of CCMS ) fully delegated budget.**

\*(Delete as appropriate)

3. The Compensating Authority has agreed to the retirement of the above teacher under the provisions of the Teachers' Premature Retirement Scheme and agrees to the award of \_\_\_\_\_ added years.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*(Delete as appropriate)

\_\_\_\_\_  
Official Stamp of ELB  
Where ELB is the  
Compensating Authority

**APPENDIX 6  
TP53D**

**PREMATURE RETIREMENT OF TEACHERS ON THE GROUNDS OF  
REDUNDANCY**

(Teachers employed in Controlled and Maintained Schools only).

(This form should **not** be used in respect of teachers employed in Voluntary Grammar Schools or in Grant Maintained Schools (ie Integrated and Irish medium) or in respect of lecturers employed in Institutions of Further Education).

**NOTES:**

1. This form must be used to notify the compensating authority of the proposed premature retirement.
2. It should be countersigned by the appropriate compensating authority and forwarded to the Department 3 clear months before the date on which the retirement is to take place. The information will be used for the ongoing evaluation of the Teachers' Premature Retirement scheme.

**Name of Teacher:** \_\_\_\_\_

**Teachers' Ref No:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**School:** \_\_\_\_\_

**School Roll No:** \_\_\_\_\_

**Position Held in School:** \_\_\_\_\_

**Main subject(s) Taught (Including Time Spent on Each)**

_____	_____
_____	_____
_____	_____
_____	_____

**Date of Premature Retirement:** \_\_\_\_\_

**Length of Service in Present School:** \_\_\_\_\_

**Added Years to be Awarded to the Teacher:** \_\_\_\_\_

**If the teacher is to receive any other compensation, please give details:**

_____
_____

1. a. What enrolment/restructuring/financial changes necessitated the need for redundancy

---

---

---

---

---

b. How was the teacher selected for redundancy?

---

---

---

---

---

c. What steps were taken to avoid the redundancy? If no steps were taken, the reason for this decision should be stated.

---

---

---

---

---

2. Where redundancy occurred other than as a consequence of enrolment changes, what specific curricular improvements does the school wish to achieve?

---

---

---

---

---

---

---

**- CERTIFICATE -**

I certify that the above information is correct to the best of my knowledge, I also certify that this teacher has been made redundant under the provisions of the contracts of Employment and Redundancy Payments (NI) Act 1965. As far as I am aware, it is not intended to re-employ this teacher.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- \* **On Behalf of Board of Governors**
- \* **On Behalf of ELB ) Where school does not have fully**
- \* **On Behalf of CCMS ) delegated budget.**

**\*(Delete as appropriate)**

3. The Compensating Authority has agreed to the retirement of the above teacher under the provisions of the Teachers' Premature Retirement Scheme and agrees to the award of \_\_\_\_\_ added years.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

---

**Official Stamp of ELB**  
Where ELB is  
Compensating Authority

**APPENDIX 7**

**TP53A**

**PREMATURE RETIREMENT OF TEACHERS/LECTURERS RETIRED ON  
GROUNDS OF REDUNDANCY**

**NOTE:** This form should **not** be used in respect of teachers employed by an ELB or CCMS. It should be used in all other cases. It should be forwarded to the Department 3 full months before the date on which the retirement is to take place.

**Name of Teacher/Lecturer:** \_\_\_\_\_

**Teacher's/Lecturer's Ref No:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**School/Institute of Further Education:** \_\_\_\_\_

**School/Institute of Further Education Roll No:** \_\_\_\_\_

**Position Held in School/Institute of Further Education:** \_\_\_\_\_

**Main Subject(s) Taught (Including Time Spent on Each):**

_____	_____
_____	_____
_____	_____
_____	_____

**Date of Premature Retirement:** \_\_\_\_\_

**Length of Service in Present School/Institute of  
Further Education:** \_\_\_\_\_

**Added Years to be Awarded to the Teacher/Lecturer:** \_\_\_\_\_

**If the Teacher/Lecturer is to receive any other compensation, please give details:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. What enrolment/restructuring/financial changes necessitated the need for redundancy?

---

---

---

b. How was the teacher/lecturer selected for redundancy?

---

---

---

c. What steps were taken to avoid the redundancy? If no steps were taken, the reason for this decision should be stated.

---

---

---

2. Where redundancy occurred other than as a consequence of enrolment changes, what specific curricular improvements does the school/institute wish to achieve.

---

---

---

3. Please give details of consultation between the teacher/lecturer, the employer and the teacher's/lecturer's union/organisation about the proposed retirement.

---

---

---

4. It is proposed to award \_\_\_\_\_ added years' service to this teacher/lecturer.

**- CERTIFICATE -**

I certify that the above information is correct to the best of my knowledge. I also certify, that the above teacher/lecturer has been made redundant under the provisions of the Contracts of Employment and Redundancy Payments (Northern Ireland) Act 1965. As far as I am aware, it is not intended to re-employ this teacher/lecturer.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ON BEHALF OF THE EMPLOYER (please specify):**

\_\_\_\_\_

Please return the completed form to:

Teachers' Superannuation Branch, Department of Education, Waterside House, 75 Duke Street, LONDONDERRY BT47 6FP at least 3 clear months before the date on which the retirement is to take place.

**APPENDIX 8**

**TP53B**

**PREMATURE RETIREMENT OF TEACHERS/LECTURERS ON GROUNDS OF EFFICIENT DISCHARGE**

**NOTE:** This form should **not** be used in respect of teachers employed by an ELB or CCMS. It should be used in all other cases. It should be sent to Teachers' Superannuation Branch **at least 6 months** before the proposed retirement date.

**Name of Teacher/Lecturer:** \_\_\_\_\_

**Teacher's Ref No:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**School:** \_\_\_\_\_

**School Roll No:** \_\_\_\_\_

**Position Held in School/Institute of Further Education:** \_\_\_\_\_

**Main Subject(s) Taught (Including Time Spent on Each)**

_____	_____
_____	_____
_____	_____
_____	_____

**Proposed Date of Premature Retirement:** \_\_\_\_\_

**Length of Service in Present School/IFE:** \_\_\_\_\_

**Proposed Award of Added Years:** \_\_\_\_\_

**1.** Please indicate as appropriate the specific reasons which prompted the need for the premature retirement of the above-named teacher. Additional pages may be used if necessary.

a. Evidence which led to the conclusion there had been a significant decline in the teacher's effectiveness and/or motivation.

---

---

---

b. What curricular changes or restructuring by management necessitated the premature retirement?

---

---

---

c. The steps taken by the school/IFE (including in-service training or consideration of redeployment within the school) before the option of premature retirement was considered. Where such steps were not taken, the reasons for this decision should be stated.

---

---

---

d. The outcome of action taken or considered under c. above.

---

---

---

e. Please include any other reasons for premature retirement not specified above.

---

---

---

2. What specific improvements does the school/Institute of further Education wish to achieve as a result of the teacher's premature retirement?

---

---

---

3. Please give details of consultation between the teacher, the employer and the teacher's/lecturer's union/organisation about the proposed retirement.

---

---

---

**-CERTIFICATE-**

4. I certify that the above information is correct to the best of my knowledge. In the interests of the efficient discharge of the employer's functions, I recommend that the above teacher's employment in reckonable service be terminated from the date given. As far as I am aware, it is not intended to re-employ this teacher.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ON BEHALF OF THE EMPLOYER (please specify):** \_\_\_\_\_

**Please return the completed form to Teachers' Superannuation Branch, Department of Education, Waterside House, 75 Duke Street, Londonderry BT47 6FP at least 6 months before retirement would be due to take effect.**

**OFFICIAL USE**

The reason for the termination of the employment of this teacher is approved/not approved.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Department of Education**