

**ANGUS COUNCIL**  
**PERSONNEL & PROPERTY SERVICES COMMITTEE**

ITEM No 9

28 NOVEMBER 2000

**ILL HEALTH RETIRAL PROCEDURE**  
**REPORT BY DIRECTOR OF PERSONNEL**

**ABSTRACT**

This report details the procedure which is followed for ill health retirements for employees of the Council (excluding teachers).

**1. RECOMMENDATION**

The Committee note the terms of the Ill Health Retiral Procedure outlined in the Appendix to this report.

**2. INTRODUCTION**

Although there has been an established protocol for processing ill health retirements for non teaching employees within the Council, Audit Scotland has asked that this be written in procedure format and reported to this Committee.

**3. PROPOSAL**

In the Appendix to this report the procedure which is followed for ill health retirements is detailed in a 'step by step' procedural format.

It is proposed that the Committee note the terms of this procedure to enable the Council to comply with the requirements of Audit Scotland.

**4. FINANCIAL IMPLICATIONS**

There are no financial implications associated with the terms of this report.

**5. CONSULTATION**

The Chief Executive, Director of Finance and Director of Law & Administration have been consulted on the terms of this report.

JANICE TORBET  
Director of Personnel

**NOTE** No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973, (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.

## ILL HEALTH RETIRAL PROCEDURE

### **1 Employee referred to Council's Occupational Health Adviser by Personnel Department -**

Referral may be a result of (i) review of absence record or (ii) approach from employee supported by their own GP or (iii) recommendation by Council's Medical Adviser.

### **2 Medical examination by Council's Occupational Health Adviser**

### **3 Occupational Health Adviser forwards report to Personnel Department -**

- (i) *If report says employee not permanently unfit - absence dealt with in accordance with absence management procedures.*
- (ii) *If report says employee permanently unfit - employee retired on the grounds of ill health.*
- (iii) *If report says employee permanently unfit for job but could do alternative employment - alternative employment sought and if found employee redeployed; if no alternative employment employee retired on grounds of ill health.*
- (iv) *If report says employee could do present job if adjustments made - reasonable adjustments considered in accordance with Disability Discrimination Act - if adjustment not feasible alternative employment sought - if no alternative employment available employee retired on grounds of ill health*

#### Note

- In applying above managers will take into account the Council's Guidelines on Recruitment and Retention of Employees with Disabilities.