



Civil Service Compensation Scheme - Application For Scheme Approval – Single Person Scheme (Package less than £95,000)

This form is in 2 parts. If approved, part 1 will be sent to MyCSP. This form should be used for the following;

- Apply for single person schemes; and;
- Where packages are less than £95,000
- In submitting this form you are confirming that you have read and understood the associated guidance and terms of the Civil Service Compensation scheme (Annex 6F of the Employers Pension Guide) and guidance to complete the form.

Once completed, return to redundancyschemes@cabinetoffice.gov.uk

Employing Organisation

Part 1 – Type of departure & tariff

Type of departure (please tick all boxes that apply)

Voluntary Exit (VE)

Voluntary Redundancy (VR)

Compulsory Redundancy (CR)

Please insert associated voluntary scheme identifier

Flexibilities:

What tariff will be applied?

Please note: For VE cases, there is flexibility on the level of tariff - you can offer the standard tariff or lower provided this is no less than statutory redundancy amount.

Will discretion to vary qualifying service be used? (Does not apply in CR)

Will the lower paid underpin apply? (Must apply in VR and CR)

Will the early access to pension provision apply ('employer top up')

Please note: Early access to pension must apply in VR but must not apply in CR)

Notes (To include inclusion of any Other service, etc)

Has formal consultation begun for VR/ CR schemes?

Total number of exits projected under the scheme(s):

VE	(e.g 1)	VR	(e.g 1)	CR	(e.g 1)
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Total number of quotes expected under the scheme:

VE	VR	CR
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Intended date(s) of exit*

VE	VR	CR
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Please note: Employers must not make a formal offer to an employee nor confirm their last day of service without obtaining the relevant Scheme Identifier.

Signed for on behalf of the employer:

Name:.....Date:.....

E-mail:Position:.....

Cabinet Office Use only:

Scheme Identifier:

Signed:.....

Name: Date:.....



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Part 2

Please note: This information is for Cabinet Office only and will not be forwarded.

Please explain the reason for the proposed exit scheme:

Rationale	Yes/No
Restructuring/downsizing	
Refreshing leadership/long term workforce planning	
Skills or abilities no longer required/meet requirements	
Other (please provide an explanation below)	

Please expand, with reference to the reasoning above, why the exit scheme is justified under the Civil Service Compensation Scheme. You will need to make particular reference to the attempts made to redeploy the individual including why you do not consider redeployment possible/sustainable. For VR and CR please explain why a VE scheme is not appropriate.

Selection Criteria

Early exits can use a broad range of criteria at the employers discretion. Please be aware that the MCO will expect all schemes to have considered, and will scrutinise against, the three broad criteria of value for money, overall cost and retention of key skills. Please confirm the criteria used for the scheme (including those identified above and any others that you have used) and provide further explanation on the application of the above criteria, either in the box below or in your business case. This is required for all schemes.



Projected numbers of exits and estimated costs

Individual Exit – under which scheme(s): Insert 1 where applies	VE	VR	CR
Individual exit expected to be over £95,000: insert 1 where applies	VE	VR	CR
Total estimated exit cost(s): (insert £'s)	VE	VR	CR
Payback period in months:	VE	VR	CR
Projected exit date:	VE	VR	CR
Have there been previous exit offers to this individual?	Y/N Delete as appropriate		
Does the Scheme include a Permanent Secretary	Y/N Delete as appropriate		

Voluntary Exit Scheme – Flexibility Justification

Please describe the tariff used and confirm what consideration you have given to the level of tariff and using the flexibilities available to offer lower than standard tariff.

If you are offering early access to pension, please provide justification why you have chosen to use this flexibility.

Please provide any other information relevant to the proposed exit below, or in a separate document if you prefer:

Send the completed form to redundancyschemes@cabinetoffice.gov.uk