**Early Departure Scheme - Civil Service Compensation Scheme Application for Cabinet Office Approval for Single Person Exit Over £95,000 Part 1**

**Employing Organisation**

**Type of departure (please tick one box only)**

**Voluntary Exit (VE)**

**Voluntary Redundancy (VR)**

VR -

**Compulsory Redundancy (CR)** Please insert associated voluntary scheme identifier

**If this exit is part of a bulk scheme please indicate the relevant scheme identifier**

**What tariff will be applied?** (In a VE case there is flexibility on the level of tariff. You should

 provide an explanation in part 2 of this form which includes the considerations of using that flexibility).

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

**Will the early access to pension provision apply?** (Must apply in VR exits, must **not** apply in CR

Exits and discretionary for VE exits, please provide justification in part 2 of the form)

**Will discretion to vary qualifying service be used?** (May apply discretion in VE and VR exits only)

**Has formal consultation begun?** (Trade Unions/Employee Representatives etc. for VR/ CR schemes)

**Cost of Exit**

**Intended date of exit \***

\* Employers should not make formal offers to employees nor confirm their last day of service without the relevant scheme identifier

Signed:**..............................................................** Dated:**......................................................**

Contact Details (email & direct telephone number):Role/ Position:

**Cabinet Office use only:**

Scheme Identifier

The estimated cost of this exit is over £95,000 and has been agreed by Cabinet Office? Y or N/A.

Signed:**..............................................................** Dated:**......................................................**

**(This form is in two parts. On approval – this page will be submitted to MyCSP)**

**Early Departure Scheme - Civil Service Compensation Scheme Application for Cabinet Office Approval for Single Person Exit over £95,000 Part 2**

**Part 2 of this form is for the information of Cabinet Office only**

**Please note:**

* **Any proposed exit payments over £95,000 for a single person will need to be referred to the Cabinet Office for Ministerial approval before MyCSP can process such awards. Such approval is only likely to be given where there are clear and compelling reasons.**
* **Cases involving Permanent Secretaries will need to be referred back to the Cabinet Office regardless of their value.**

Please explain the reason for the proposed exit:

|  |  |
| --- | --- |
| **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 is justified under the Civil Service Compensation Scheme. Please 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 an offer under VE is not appropriate.

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**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 (inluding 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.

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Please describe the individual’s current role

Is the individual performing satisfactorily?

If not, why is the exit still justified under the CSCS?

**For VE Schemes Only**

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 seeking greater than standard tariff, please provide an explanation why, as these require MCO approval.

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Please explain whether you are offering early access to pension, and if so, why?

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**Name of Individual:**

|  |  |
| --- | --- |
| Annual salary of the individual (including permanent pensionable allowances)? | £ |
| Is the individual under scheme pension age? | Y/N |
| If yes, how many years under? |  |
| How many years of service? |  |
| Is the individual a Permanent Secretary? | Y/N |
| Has the individual had previous exit offers (if so please specify which type) | Y/N *which type* |

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| --- |
| **Estimated costs and payback period** |
|  | £ |
| Estimated cost of compensation payable to member |
| Estimated cost of employer top up to buy out actuarial reduction (if applicable) | £ |
|  | £ |
| Total cost |
|  |
| Payback period in months (this is the length of time it will take for savings made from the members departure to exceed the cost of their exit payment).  |
| Compensation paid to member |  months |
| Employer top up used to buy out pension costs |  months |
|  |  months |
| Total Payback period |

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**

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.