

Annex 6E

Civil Service Compensation Scheme - Step by step process.

This step by step process outline is provided as a resource to help you communicate and explain your scheme to your staff.

You can select the appropriate Departure scheme process and use it as a checklist for your communications, or customise it by inserting your scheme terms (where applicable), application instructions, contact details and deadline dates.

Voluntary exit – step by step information for staff

Amend /insert appropriate text shown in red

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| <p>1. <i>[Insert the details of your exit scheme. Include terms and how they are to be worked out if you are using employer discretion. Make the following information available and tell staff where to find / access it.</i></p> <ul style="list-style-type: none">• Voluntary Exit Guidance <p>These are all available on the Civil Service Pensions website: www.civilservice.gov.uk/pensions.</p> <ul style="list-style-type: none">• Voluntary Exit calculator – <i>available from MyCSP. (You need to tell staff what information to input for your scheme if you are not using the Standard Tariff)</i> |
| <p>2. <i>[insert named contact and email address]</i></p> <p>By <i>[deadline date]</i>.</p> |
| <p>3. When expressing a interest, you must complete: <i>[insert details of your expression of interest form / instructions for doing this]</i>.</p> |
| <p>4. You must also complete and return a Compensation Scheme Information form (CSCS1) <i>[make this available on your intranet / tell them how to get hold of it]</i>. This contains information necessary to provide an accurate Compensation Quote if you are selected.</p> |
| <p>5. You can estimate how much compensation you may receive by using the calculator <i>[on our intranet – give instructions where to find it / get hold of it. If you do not have a copy, contact MyCSP]</i>. The calculator cannot take account of all possible variables but will give you an idea of how much you may receive.</p> |
| <p>6. If you wish to express an interest in taking the Voluntary Exit offer, please send your forms (see 3 and 4 above) to <i>[contact point]</i> by the deadline date above.</p> |
| <p>7. We will consider all the applications using the criteria <i>[need to publish these/ link / tell staff where to find them]</i> and tell you whether you have been selected to receive a Quote. <i>[Say when you will do this]</i> If so, we will send your details to MyCSP to produce a Quote.</p> |
| <p>8. We will send you a Quote of the compensation payment together with details of your pension, if applicable. The Quote includes a Compensation Scheme Declaration form (CSCS2) and Compensation Choice form for you to:</p> <ul style="list-style-type: none">• Accept/decline the voluntary early exit offer<ul style="list-style-type: none">a. if you accept this will mean that you confirm that you will leave on the agreed due dateb. <i>[Please Note that we may still have to reject your application if the offer is over-subscribed and we need to restrict the number of people leaving.]</i>• Make your appropriate pension choices |

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| 9. If you wish to accept the offer of compensation, complete & return the Compensation Scheme Declaration form (and Compensation Choice forms as appropriate) to <i>[insert named contact]</i> |
| 10. We will review the applications and tell you whether you have been approved to leave. We will instruct the Pension Service Centre to process your compensation and any pension payments |
| 11. The Pension Service Centre will process the payment and send you confirmation of the compensation / pension you will receive. |
| 12. Payments will be made by the Civil Service Pensions payroll, Capita Hartshead. If you are taking your pension they will write to tell you your pension payment date. |
| 13. Your Pension Service Centre will revise your payment if there are any later changes to your pay, for example following a retrospective pay increase. They will tell you of any changes. |

Voluntary Redundancy – step by step information for staff

Amend /insert appropriate text shown in red

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| <p>1. <i>[Insert the details of your exit scheme. Include terms and refer staff to the Guidance for information on how they are to be worked out. Make the following information available and tell staff where to find / access it.</i></p> <ul style="list-style-type: none"> • Voluntary Redundancy Guidance <p>These are all available on the Civil Service Pensions website: www.civilservice.gov.uk/pensions.</p> <ul style="list-style-type: none"> • Voluntary Redundancy / compulsory redundancy calculator – available from MyCSP |
| <p>2. <i>[insert named contact and email address]</i></p> <p>By[deadline date].</p> |
| <p>3. When expressing a interest, you must complete: <i>[insert details of your expression of interest form / instructions for doing this]</i>.</p> |
| <p>4. You must also complete and return a Compensation Scheme Information form <i>[make this available on your intranet / tell them how to get hold of it]</i>. This contains information necessary to provide an accurate Compensation Quote if you are selected.</p> |
| <p>5. You can estimate how much compensation you may receive by using the calculator <i>[on our intranet – give instructions where to find it / get hold of it. If you do not have a copy, contact MyCSP]</i>. The calculator cannot take account of all possible variables but will give you an idea of how much you may receive.</p> |
| <p>6. If you wish to express an interest in taking the Voluntary Redundancy offer, please send your completed forms (see 3 and 4 above) to <i>[contact point]</i> by the deadline date above.</p> |
| <p>7. We will consider all the applications using the criteria <i>[need to publish these/ link / tell staff where to find them]</i> and tell you whether you have been selected to receive a Quote. <i>[Say when you will do this]</i> If so, we will send your details to MyCSP to produce a Quote.</p> |
| <p>8. We will send you a Quote of the compensation payment together with details of your pension, if applicable. The Quote includes a Compensation Scheme Declaration form and Compensation Choice form or you to:</p> <ul style="list-style-type: none"> • Accept/decline the Voluntary Redundancy offer • if you accept this will mean that you confirm that you will leave on the agreed due date <p><i>a. [Please Note that we may still have to reject your application if the offer is over-subscribed and we need to restrict the number of people leaving.]</i></p> <ul style="list-style-type: none"> • Make your appropriate pension choices |
| <p>9. If you wish to accept the offer of compensation, complete & return the Compensation Scheme Declaration form (and Compensation Choice forms as appropriate) to <i>[insert named contact]</i></p> |

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| 10. We will review the applications and tell you whether you have been approved to leave. We will instruct the Pension Service Centre to process your compensation and any pension payments |
| 11. The Pension Service Centre will process the payment and send you confirmation of the compensation / pension you will receive. |
| 12. Payments will be made by the Civil Service Pensions payroll, Capita Hartshead. If you are taking your pension they will write to tell you your pension payment date. |
| 13. Your Pension Service Centre will revise your payment if there are any later changes to your pay, for example following a retrospective pay increase. They will tell you of any changes |

Compulsory Redundancy – step by step information for staff

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| 1. <i>Discuss with your MyCSP Client Relationship Manager how you can check the data for the staff selected for compulsory redundancy so that you are in a position to instruct MyCSP to issue Quotes for those staff, for you to enclose with the Notice of Compulsory Redundancy. Tell them you will do this –Step 7 onwards</i> |
| 2. <i>If you are unable to cleanse the staff data in advance, you will have to give notice and ask the staff to complete a Compensation Scheme Information form (Step 4 onwards)</i> |
| 3. <i>[Insert the details of your exit scheme. Include terms and refer staff to the Guidance for information on how they are to be worked out. Make the following information available and tell staff where to find / access it.</i> |
| <ul style="list-style-type: none"> • Compulsory Redundancy Guidance <p>These are all available on the Civil Service Pensions website: www.civilservice.gov.uk/pensions.</p> <ul style="list-style-type: none"> • Voluntary Redundancy / compulsory redundancy calculator – available from MyCSP |
| 4. Please complete and return a Compensation Scheme Information form [<i>make this available on your intranet / tell them how to get hold of it</i>] This contains information necessary to provide an accurate Compensation Quote. [<i>Tell them where to send their forms</i>] |
| 5. You can estimate how much compensation you may receive by using the calculator [<i>on our intranet – give instructions where to find it / get hold of it. If you do not have a copy, contact MyCSP</i>]. The calculator cannot take account of all possible variables but will give you an idea of how much you may receive. |
| 6. We will send your details to MyCSP, who will send you a Quote of the compensation payment together with details of your pension, if applicable. |
| 7. <i>If you are providing the Quote with the Notice letter – you may wish to make the information at Step 3 above available to staff and tell them you will write to staff affected with a Quote of their compensation payment, together with details of their pension, if applicable. You can use the information below to tell staff about the process for responding, although the covering letter with the Quote also explains this.</i> |
| 8. The Quote includes a Compensation Scheme Declaration form for you to: |
| <ul style="list-style-type: none"> • Confirm your details and make your appropriate pension choices |
| 9. We will instruct the Pension Service Centre to process your compensation and any pension payments |
| 10. The Pension Service Centre will process the payment and send you confirmation of the compensation / pension you will receive. |
| 11. Payments will be made by the Civil Service Pensions payroll, Capita Hartshead. If you are taking your pension they will write to tell you your pension payment date. |
| 12. Your Pension Service Centre will revise your payment if there are any later changes to your pay, for example following a retrospective pay increase. They will tell you of any changes |