

Annex C - Voluntary Exit – Scheme Terms Approval Form

In conjunction with EPN513, and the guidance provided in Annex B, this form should be completed to confirm the terms you wish to apply to your VE Scheme, that was previously approved and awarded under the 2016 CSCS scheme. As stated in the EPN, details of your decision need to reach the Cabinet Office by 16 October 2017 at the latest.

Please complete the boxes below stating ‘**For Employer Completion**’ in sections 1-3.

Section 1 - Scheme Details

	For Employer Completion
Employer Name	
Cabinet Office Scheme Approval Number	

Section 2 – Confirmed Terms

	For Employer Completion (Please Tick one box below)		Cabinet Office Comments
CSCS Terms	Discretionary tariff (please state tariff details below)		
	Unchanged offer from that previously offered		

Please Note: -

If confirming an unchanged offer from that previously offered, the tariff for those earning less than £24,500 will need to be increased by a small amount to ensure that the effect of the reduced underpin of £23,000 (which applies in all cases) is mitigated. This will be calculated by the scheme.

	For Employer Completion	Cabinet Office Comments
If you wish to add any further comments please note them here for Cabinet Office review.		

Section 3 – Employer Sign Off

HRD Sign Off	Name	Signature

For Cabinet Office use only

Approval	Yes/No	Name	Signature

Please return this form to redundancyschemes@cabinetoffice.gov.uk