**Early Departure Scheme - Civil Service Compensation Scheme Application for Cabinet Office Approval for Exits (Bulk and Single Person) 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

**What tariff will be applied?** (For VE cases, there is flexibility on the level of tariff. You should

provide an explanation in part 2 of this form which includes the consideration 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. There is flexibility to offer the provision for VE exits, please provide the justification in part 2 of this 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)

Total number of exits projected under the scheme:

Total number of quotes expected under the scheme:

Y/N

Please confirm bulk exits are in line with your workforce reform plans as agreed by your Minister

**Intended date(s) of exit\***

\*Employers must 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**

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 Exits (Bulk and Single Person) Part 2**

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

**Please note:**

* **All bulk exit schemes for 20 employees or more will need to be approved by the Minister for the Cabinet Office (MCO). Bulk exit schemes below that number can be approved by Cabinet Office Officials.**
* **Approvals for bulk exit schemes is provisional only, because any proposed exit costs of over £95,000 for an individual arising from a bulk exit will need to be referred back to the Cabinet Office for MCO approval before MyCSP can process such awards. Please use the application form for Single Person Exits over £95,000 for this referral.**
* **Cases for Permanent Secretaries will need to be referred back to the Cabinet Office regardless of their value.**

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, including why you do not consider redeployment possible/­sustainable. For VR and CR please explain why a VE scheme 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. This is particularly needed for schemes with more than 20 employees affected.

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**Projected numbers of exits and estimated costs**

|  |  |
| --- | --- |
| Projected total number of exits: |  |
| Projected number of exits expected to be over £95,000: |  |
| Total estimated exit costs: | £ |
| Payback period in months (average for bulk schemes): |  |
| Projected exit date: |  |
| Have there been previous exit offers to this group / individual? | Y/N |
| Does the Scheme include a Permanent Secretary | Y/N |

**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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**Please provide any other information relevant to the proposed exits 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.