Civil Service Compensation Scheme

Application for Scheme Approval – Bulk Exits

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 a bulk exit scheme; and;
* Where packages within the bulk are less than £95,000 (any packages over £95k within a bulk approval will require additional single approval)
* 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 type yes in 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, twice standard tariff, or lower provided this is no less than the statutory redundancy amount.**

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

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

Will the early access to pension provision apply?

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

Additional notes (To include any non-standard tariff, inclusion or any other service, etc.)

Has formal consultation begun for VR/ CR scheme?

Total number of exits projected under the scheme (Insert amounts £) VE:

 VR:

 CR:

Total number of quotes expected under the scheme (Insert amounts £) VE:

 VR:

 CR:

Intended date of exit (Insert date(s)) VE:

 VR:

CR:

**Please note: Employers should not make formal offers to employees nor confirm their last day of service without 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

Civil Service Compensation Scheme

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Part 2

**Please note:**

* This information is for Cabinet Office Only and will not be forwarded.
* 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 a Single Persons Exits over £95,000 for this referral.

Rationale

Please explain the reason for the proposed exit scheme (please type yes in all boxes that apply):

* Restructuring/downsizing
* Refreshing leadership/long term workforce planning
* Skills or abilities no longer required/meet requirements
* Other (please explain below)

Please expand, with reference to the reasoning above, on why this exit scheme is justified under the Civil Service Compensation Scheme?

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Redeployment

What attempts have you made so far to mitigate against redundancy by redeploying the affected individuals both within your organisation and with other Civil Service employers? If you do not consider redeployment possible/sustainable then please explain why?

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What additional action will you take to redeploy the affected individuals should you receive approval for this bulk exit scheme?

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Have you engaged with the central Recruitment and Redeployment Working Group (RRWG)?

Yes

 No

If you answered No to the above, then please can you explain why and when you intend to do so? The RRWG can be contacted using the following email address **contact.us@csep.gov.uk**

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What other actions have you taken (or intend to take) to try and avoid these exits?

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Consideration of a Voluntary Exit

If you are only intending to offer a VR and CR then 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 Cabinet Office Ministers 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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Voluntary Exit Schemes

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.

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If you are offering early access to pension under the voluntary exit scheme, please provide justification why you have chosen to use this flexibility

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Departmental Sign Off

Please can you confirm who in your organisation has approved this application?

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Arm’s length bodies and non-departmental public bodies must gain relevant approvals from their sponsor departments.

**To be completed by the Sponsor Department.**Please provide confirmation that you agree with this proposed bulk exit scheme.

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Projected number of exits and estimated Costs

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| Projected total number of exits (insert numbers) | * VE:
* VR:
* CR:
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| Projected number of exits expected to be over £95,000 (insert numbers) | * VE:
* VR:
* CR:
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| Total estimated costs: (£) | * VE:
* VR:
* CR:
 |
| Payback period in months (average for bulk schemes) (insert number of months) | * VE:
* VR:
* CR:
 |
| Projected exit dates: (insert dates) | * VE:
* VR:
* CR:
 |
| Have there been previous exit offers to this group? (insert Yes or No) |  |
| Does the scheme include a Permanent Secretary? (insert Yes or No) |  |

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

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