



Civil Service Compensation Scheme

Application for Scheme Approval – Single Person Scheme (Package less than £95,000)

This form is in 2 parts. If approved, part 1 will be sent to the Scheme Administrator (MyCSP). All fields are mandatory. Please complete all fields before submitting your form. This form should be used for the following;

- Apply for a single person exit; and;
- where the package is less than £95,000
- 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

For constituent parts of the Scottish Administration, bodies sponsored by the Scottish Government and any other organisations to which the [Scottish Public Finance Manual \(SPFM\)](#) applies, all business cases should be submitted to the appropriate sponsor team. If you have any queries please contact the Severance Policy for Scotland team. **There is also a condensed scheme identifier application form available on the SPFM. This form should be used instead of the Cabinet Office form to obtain the necessary scheme identifier number from MyCSP** (once approval from Scottish Ministers has been received on the organisations business case), email address:

Exit.schemes@mycsp.co.uk

For organisations and public bodies which report to or are funded by Welsh Ministers, all CSCS application forms should be submitted to the Welsh Government's Public Bodies Unit, email address: CyrffCyhoeddus.PublicBodies@gov.wales. Again, this should be used instead of the Cabinet Office form to obtain the necessary scheme identifier number from MyCSP.

Employing Organisation

Part 1 – Type of departure and tariff

Type of departure (please type yes in all boxes that apply)

Voluntary Exit (VE)	<input type="checkbox"/>
Voluntary Redundancy (VR)	<input type="checkbox"/>
Compulsory Redundancy (CR)	<input type="checkbox"/>
Please insert associated voluntary scheme identifier	<input type="text"/>
If this exit is part of a bulk scheme please indicate the relevant scheme identifier	<input type="text"/>

Flexibilities

What tariff will be applied?	<input type="text"/>
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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. You will need to provide an explanation in part 2, which includes the considerations of using that flexibility.

Will discretion to vary qualifying service be used? (Must not apply in CR)	<input type="checkbox"/>
Will the lower paid underpin apply? (Must apply in VR and CR)	<input type="checkbox"/>
Will the early access to pension provision apply?	<input type="checkbox"/>

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?	<input type="checkbox"/>
Cost of Exit (Insert amounts £)	VE: <input type="text"/>
	VR: <input type="text"/>
	CR: <input type="text"/>
Intended date of exit (Insert date(s))	VE: <input type="text"/> / <input type="text"/> / <input type="text"/>
	VR: <input type="text"/> / <input type="text"/> / <input type="text"/>
	CR: <input type="text"/> / <input type="text"/> / <input type="text"/>

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: ____/____/____

Email: _____

Position: _____

Cabinet Office use only:

Scheme identifier:

The estimated cost of this exit is under £95,000 and has been agreed by Cabinet Office.

Yes

N/A

Signed:

Date: / /

Part 2

Please note: This information is for Cabinet Office Only and will not be forwarded.

Rationale

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

Restructuring/downsizing	<input type="checkbox"/>
Refreshing leadership/long term workforce planning	<input type="checkbox"/>
Skills or abilities no longer required/meet requirements	<input type="checkbox"/>
Other (please explain below)	<input type="checkbox"/>

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

Redeployment

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

What additional action will you take to try to redeploy the individual should you receive approval for this exit scheme?

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

* This does not apply to bodies which report to or are funded by Welsh Ministers.

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

You should include details about retraining/reskilling opportunities offered to the individuals and/or any flexible working options for e.g. homeworking combined with working in the office.

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.

Selection criteria

Early exits can use a broad range of criteria at the Employers discretion. Please be aware that Cabinet Office Ministers (or Welsh 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 (including 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.

Please describe the individual's current role

Is the individual performing satisfactorily? If not, why is the exit still justified under the CSCS?

Which location is the individual based in?

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.

If you are offering early access to pension, please provide justification why you have chosen to use this flexibility

Departmental/public body sign off

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

Arm's length bodies and non-departmental public bodies must gain relevant approvals from their sponsor departments. For organisations and public bodies which report to or are funded by Welsh Ministers, approval should be sought from the Welsh Government Public Bodies Unit.

To be completed by the Sponsor Department/Team/Unit. Please provide confirmation that you agree with this exit.

Individual's details and estimated costs

Annual salary of the individual (including permanent pensionable allowances)?	£ <input type="text"/>
Is the individual under scheme pension age?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how many years under?	<input type="text"/>
Is the individual a Permanent Secretary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the individual a Director-General?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many years of service?	<input type="text"/>
Has the individual had previous exit offers (if so please specify which type)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the individual opted out of their pension scheme	Yes <input type="checkbox"/> No <input type="checkbox"/>

Estimated costs and payback period

Estimated cost of compensation payable to member (£)	VE:	<input type="text"/>
	VR:	<input type="text"/>
	CR:	<input type="text"/>
Estimated cost of employer top up to buy out actuarial reduction (if applicable) (£)	VE:	<input type="text"/>
	VR:	<input type="text"/>
	CR:	<input type="text"/>
Total cost (£)	VE:	<input type="text"/>
	VR:	<input type="text"/>
	CR:	<input type="text"/>

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)	VE:	<input type="text"/>
	VR:	<input type="text"/>
	CR:	<input type="text"/>
Employer top up used to buy out pension costs (months)	VE:	<input type="text"/>
	VR:	<input type="text"/>
	CR:	<input type="text"/>
Total payback period (months)	VE:	<input type="text"/>
	VR:	<input type="text"/>
	CR:	<input type="text"/>

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

See information above for organisations and public bodies which report to or are funded by Welsh Ministers.