

# Employer Pension Guide - Annex 6E

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Civil Service Compensation Scheme -  
Step-by-step process



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# Step-by-step process

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**This step-by-step process 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

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Amend/insert appropriate text shown in red

## Steps

- 1 [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.]
  - Voluntary Exit Guidance [www.civilservicepensionscheme.org.uk/employers/civil-service-compensation-scheme-for-employers/](http://www.civilservicepensionscheme.org.uk/employers/civil-service-compensation-scheme-for-employers/)
  - Link to Voluntary Exit calculator – [www.civilservicepensionscheme.org.uk/members/civil-service-compensation-scheme-for-members/cscs-calculators/](http://www.civilservicepensionscheme.org.uk/members/civil-service-compensation-scheme-for-members/cscs-calculators/) (You need to tell staff what information to input for your scheme if you are not using the Standard Tariff)
- 2 [insert named contact and email address]  
By [deadline date].
- 3 When expressing an interest, you must complete: [insert details of your expression of interest form instructions for doing this].
- 4 You must also complete and return a Compensation Scheme Information form (CSCSI – Annex 6K) [make this available/tell them how to get hold of it]. This contains information necessary to provide an accurate Compensation Quote if you are selected.
- 5 You can estimate how much compensation you may receive by using the calculator [available on the Civil Service Pension Scheme website - [www.civilservicepensionscheme.org.uk/members/civil-service-compensation-scheme-for-members/cscs-calculators/](http://www.civilservicepensionscheme.org.uk/members/civil-service-compensation-scheme-for-members/cscs-calculators/)]. The calculator cannot take account of all possible variables but will give you an idea of how much you may receive.
- 6 If you wish to express an interest in taking the Voluntary Exit offer, please send your forms (see 3 and 4 above) to [contact point] by the deadline date above (see 2).
7. We will consider all the applications using the criteria [need to publish these/ link tell staff where to find them] and tell you whether you have been selected to receive a Quote [Say when you will do this]. If so, we will send your details to the Scheme Administrator to produce a Quote.

- 8** We will send you a Quote of the compensation payment together with details of your pension, if applicable. The Quote includes a Compensation Declaration Form (CDF).

  - Accept/decline the Voluntary Early exit offer
    - a. if you accept, this will mean that you confirm that you will leave on the agreed due date
    - b. [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.]
  - Make your appropriate pension choices
- 9** If you wish to accept the offer of compensation, complete & return the Compensation Declaration Form to [insert named contact].
- 10** We will review the applications and tell you whether you have been approved to leave. We will instruct the Scheme Administrator to calculate your compensation payment and process your pension options.
- 11** The Scheme Administrator will process your pension options and send you confirmation of the pension you will receive.
- 12** Any compensation payments will be made via payroll. If you are taking your pension, the Scheme Administrator will write to tell you your pension payment date.
- 13** If there are changes to the benefits, for example, due to a retrospective pay award or new data being received, the Scheme Administrator will recalculate the value of the benefits. Any additional compensation will be paid via pay-roll. If the change results in an overpayment of compensation, we will seek recovery from you. The Scheme Administrator will tell you of any changes to your pension benefits.

# Voluntary Redundancy – step-by-step information for staff

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Amend/insert appropriate text shown in red

## Steps

- 1 [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.]
  - Voluntary Redundancy Guidance [www.civilservicepensionscheme.org.uk/employers/civil-service-compensation-scheme-for-employers/](http://www.civilservicepensionscheme.org.uk/employers/civil-service-compensation-scheme-for-employers/)
  - Voluntary Redundancy/Compulsory Redundancy calculator link [www.civilservicepensionscheme.org.uk/members/civil-service-compensation-scheme-for-members/cscs-calculators/](http://www.civilservicepensionscheme.org.uk/members/civil-service-compensation-scheme-for-members/cscs-calculators/)
- 2 [insert named contact and email address]  
By [deadline date].
- 3 When expressing an interest, you must complete: [insert details of your expression of interest form / instructions for doing this].
- 4 You must also complete and return a Compensation Scheme Information form (CSCSI – Annex 6K) [make this available/tell them how to get hold of it]. This contains information necessary to provide an accurate Compensation Quote if you are selected.
- 5 You can estimate how much compensation you may receive by using the calculator [www.civilservicepensionscheme.org.uk/members/civil-service-compensation-scheme-for-members/cscs-calculators/](http://www.civilservicepensionscheme.org.uk/members/civil-service-compensation-scheme-for-members/cscs-calculators/). The calculator cannot take account of all possible variables but will give you an idea of how much you may receive.
- 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 [contact point] by the deadline date above (see 2).
7. We will consider all the applications using the criteria [need to publish these/ link/tell staff where to find them] and tell you whether you have been selected to receive a Quote [Say when you will do this]. If so, we will send your details to the Scheme Administrator to produce a Quote.

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 (CDF).
  - Accept/decline the Voluntary Early exit offer
  - if you accept, this will mean that you confirm that you will leave on the agreed due date
    - 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.]
  - Make your appropriate pension choices
9. If you wish to accept the offer of compensation, complete & return the Compensation Declaration Form to [insert named contact].
10. We will review the applications and tell you whether you have been approved to leave. We will instruct the Scheme Administrator to calculate your compensation payment and process your pension options.
11. The Scheme Administrator will process your pension options and send you confirmation of the pension you will receive.
12. Any compensation payments will be made via payroll. If you are taking your pension, the Scheme Administrator will write to tell you your pension payment date.
13. If there are changes to the benefits, for example, due to a retrospective pay award or new data being received, the Scheme Administrator will recalculate the value of the benefits. Any additional compensation will be paid via payroll. If the change results in an overpayment of compensation, we will seek recovery from you. The Scheme Administrator will tell you of any changes to your pension benefits.

# Compulsory Redundancy – step-by-step information for staff

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Amend/insert appropriate text shown in red

## Steps

- 1 Discuss your requirements with the Scheme Commissioner (at the Scheme Administrator) for Compulsory Redundancy so that you are in a position to instruct the Scheme Administrator to issue Quotes for those staff. This will allow you to enclose the Notice of Compulsory Redundancy. Tell them you will do this – **Step 7 onwards**
2. 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)**
- 3 [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.]
  - Compulsory Redundancy Guidance [www.civilservicepensionscheme.org.uk/employers/civil-service-compensation-scheme-for-employers/](http://www.civilservicepensionscheme.org.uk/employers/civil-service-compensation-scheme-for-employers/)
  - Voluntary Redundancy / Compulsory Redundancy calculator link [www.civilservicepensionscheme.org.uk/employers/civil-service-compensation-scheme-for-employers/cscs-calculators/](http://www.civilservicepensionscheme.org.uk/employers/civil-service-compensation-scheme-for-employers/cscs-calculators/)
4. Please complete and return a Compensation Scheme Information form (CSCS1 – Annex 6K) [make this available / tell them how to get hold of it] this contains information necessary to provide an accurate Compensation Quote. [Tell them where to send their forms].
5. You can estimate how much compensation you may receive by using the calculator [available on the Civil Service Pension Scheme website - [www.civilservicepensionscheme.org.uk/members/civil-service-compensation-scheme-for-members/cscs-calculators/](http://www.civilservicepensionscheme.org.uk/members/civil-service-compensation-scheme-for-members/cscs-calculators/)]. 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 the Scheme Administrator, who will send you a Quote of the compensation payment together with details of your pension, if applicable.

- 7** If you are providing the Quote with the Notice letter, you may wish to make the information at Step 3 above available to staff. You should also 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.
- 8.** The Quote includes a Compensation Declaration Form (CDF) for you to:
  - Confirm your details and make your appropriate pension choices.
- 9.** We will instruct the Scheme Administrator to calculate your compensation payment and to process your pension options.
- 10.** The Scheme Administrator will process your pension options and send you confirmation of the pension you will receive.
- 11** Any compensation payments will be made via payroll. If you are taking your pension, the Scheme Administrator will write to tell you your pension payment date.
- 12** If there are changes to the benefits, for example, due to a retrospective pay award or new data being received, the Scheme Administrator will recalculate the value of the benefits. Any additional compensation will be paid via payroll. If the change results in an overpayment of compensation, we will seek recovery from you. The Scheme Administrator will tell you of any changes to your pension benefits.

