



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

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This form is in two parts. If approved, part one will be sent to the Scheme. 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](mailto: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).**

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](mailto:CyrffCyhoeddus.PublicBodies@gov.wales). Again, this should be used instead of the Cabinet Office form to obtain the necessary scheme identifier number from MyCSP.

## Part 1 – Type of departure and tariff

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

Employing Organisation

Voluntary Exit (VE)

Voluntary Redundancy (VR)

Compulsory Redundancy (CR)

Please insert associated voluntary scheme identifier

If this exit is part of a bulk scheme please indicate the relevant 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. 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)

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?**

**Cost of exit**

(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**

**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**

**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?

### 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](mailto: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

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

## Estimated costs and payback period

	VE:
Estimated cost of compensation payable to member (£)	VR:
	CR:

	VE:
Estimated cost of employer top up to buy out actuarial reduction (if applicable) (£)	VR:
	CR:

	VE:
Total cost (£)	VR:
	CR:

Payback period in months (this is the length of time it will take for savings made from the member's departure to exceed the cost of their exit payment).

	VE:
Compensation paid to member (months)	VR:
	CR:

	VE:
Employer top up used to buy out pension costs (months)	VR:
	CR:

	VE:
Total Payback period (months)	VR:
	CR:

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