



Civil Service Compensation Scheme – Application for Scheme Approval – Single Person Scheme

This form is in 5 parts. If approved, part 1 will be sent to the Scheme Administrator. All fields in each relevant section 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;
- 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.

For a standard Voluntary Exit (VE), Voluntary Redundancy (VR) and Compulsory Redundancy (CR) – **please complete parts 1, 2 & 3 only.**

For Voluntary Exits which fall within the scope of a Mutually Agreed Exit (MAE) – **please complete parts 1, 2, 4 & 5 only.**

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** (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. Again, this should be used instead of the Cabinet Office form to obtain the necessary scheme identifier number.

Part 1 – Type of departure and tariff

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

Employing Organisation

Voluntary Exit (VE), including Mutually Agreed Exits (MAE)

Voluntary Redundancy (VR)

Compulsory Redundancy (CR)

If 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 ONLY offer either 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 you be including previous qualifying service?

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

Will the early access to pension provision apply?*

(must apply in VR)

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

Additional notes (to include any non-standard tariff, inclusion or any other service, CILON if payable, etc.)

Has formal consultation begun for the VR/CR scheme?

Cost of Exit (£)

If you are seeking to negotiate the exit cost (applicable to VE/MAE only, please document the full range of compensation that would be considered.

VE (incl. MAE):

VR:

CR:

Intended date of exit
(Insert date(s))

VE:

VR:

CR:

Please note: Employers must 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 address

Position

Cabinet Office use only:**Scheme identifier****The estimated cost of the exit had
been agreed by Cabinet Office****Yes****N/A****Signed****Date**

Part 2 - Individual's details and estimated costs

Individual's details and estimated costs

Annual salary of the individual (including permanent pensionable allowances)?

Is the individual under scheme pension age?

If yes, how many years under?

Has the individual opted out of their pension scheme?

Is the individual a Permanent Secretary?

Is the individual a Director-General?

Number of years of service?

Has the individual had previous exit offers? (if so please specify which type)

Estimated costs and payback period

Insert the estimated cost of compensation payable to member

VE (incl. MAE):

VR:

CR:

Insert the estimated cost of employer top-up to buy out actuarial reduction (if applicable)

VE (incl. MAE):

VR: (Must apply in VR)

Insert the total cost	VE (incl. MAE):
	VR:
	CR:

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).

Number of months to recoup the compensation paid to the member.	VE (incl. MAE):
	VR:
	CR:

Number of months to recoup employer top up used to buy out pension costs	VE (incl. MAE):
	VR:
	CR:

Total number of months to recoup payback period	VE (incl. MAE):
	VR:
	CR:

Check:

- You have initially referred to the Civil Service Compensation Scheme (Annex 6F of the Employers Pension Guide) where you need guidance on completing this form.
- The form has been fully completed and all mandatory information/costs/ months included?
- You have proof read / sense checked this form before submission.
- The relevant person authorised the form and correctly dated it?

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.

Part 3 – Rationale for VE (excluding MAE)/VR /CR only

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 in detail, 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 be taken to try and redeploy the individual should you receive approval for this exit scheme?

Organisations are expected to engage with the RRWG as soon as exit planning begins.

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

Yes

No

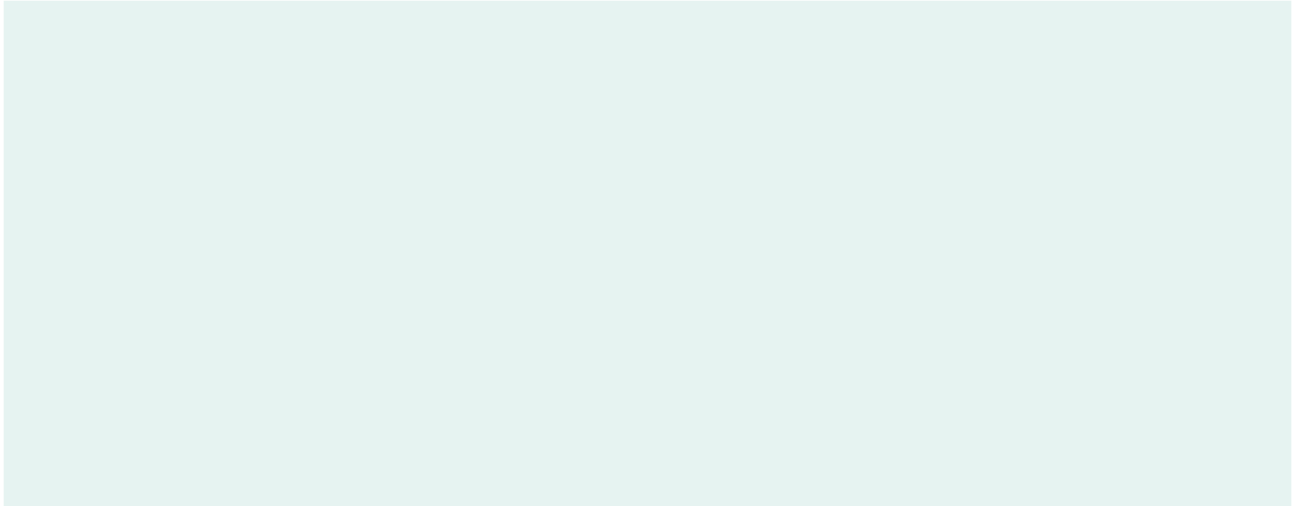
If you answered “**No**” to the above, then please can you explain why and when you intend to do so?* The RRWG can be contacted using the following email address contact.us@csep.gov.uk

If you answered “**Yes**”, please provide a brief description of your contact with RRWG below:

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

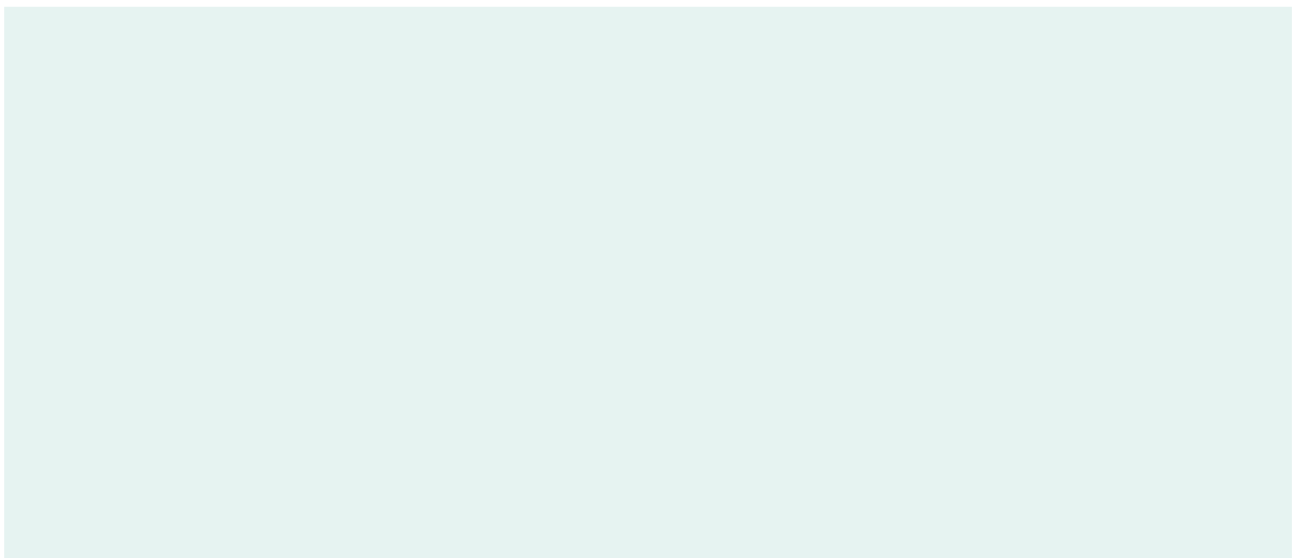
What other actions have you taken (or intend to take) to try and avoid an exit?

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

Please: (1) describe the individual's current role; (2) confirm if the individual is performing satisfactorily? If not, explain **why** the exit is still justified under the CSCS; and (3) which location is the individual based in?

Voluntary Exit Schemes

Please describe the tariff used and explain what consideration you have given to: (1) the level of tariff and (2) 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

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.

Please confirm who (name, role title) in your organisation has approved this application?

To be completed by the Sponsor Department/Team/Unit

Please provide confirmation that you agree with this exit, and (2) provide authorising name(s) and job title.

Name

Job title

Part 4 – Rationale for Mutually Agreed Exits

Please confirm the rate of the tariff you will offer (e.g. 0.8 / 1.2 x standard tariff)

Are you paying Compensation In Lieu Of Notice (CILON)?

If you answered yes to the above question, please state how much

Do you intend to use a Settlement Agreement?

If so, do you intend to use a confidentiality clause?

Has the individual raised a whistleblowing claim or protected disclosure?

Rationale

Voluntary exits can be offered in the interests of workforce efficiency and where employers wish to reduce staff numbers, to support organisational changes, address promotion blockages and where there is limited efficiency. There is no compulsion on individuals to accept the offer; it is an agreement between the employer and employee.

Please summarise the reason for the proposed exit scheme and why it is justified under the Civil Service Compensation Scheme?

This should include:

- A summary of the relevant circumstances, including details (role name and responsibilities) of the individual's current role.
- An assessment of why a Mutually Agreed Exit is the most appropriate course of action.
- The steps taken to support the individual or any steps taken for performance related issues
- How the individual has been managed to date.
- An assessment of the impact on the business/the individual's work area if this is not approved.
- Confirmation that the proposed course of action is in line with the flexibilities under the scheme terms.

Please provide rationale for additional elements of the MAE (CILON, Settlement Agreement and Confidentiality Clause)

If applicable, this should include:

- Your assessment of why CILON is appropriate in the circumstances, and represents VfM, recognising that CILON should be paid by exception only as it is generally expected that notice periods should be worked.
- Why you judge a settlement agreement is necessary, and the impact if the individual does not wish to sign this.
- Why you judge a confidentiality clause is necessary, given that the CO are clear that these should not be used as a matter of course.
- An assessment of the need for the confidentiality clause to diverge from the model clause set out in the CO guidance.
- Confirmation that the settlement agreement, and confidentiality clause, do not contravene paragraph 7 of the guidance, and notably are not being used to prevent a staff member from speaking out - for example, to mask malpractice or allegations of bullying, harassment or discrimination, or because the individual has made a protected disclosure (known as whistleblowing).

Please explain why the use of a Mutually Agreed Exit offers value for money?

This should include:

- This should include a cost assessment of the total compensation package against continuing with the status quo.
- If you intend to go above the standard tariff, you should explain why this is necessary in these circumstances.
- If you intend to offer employer funded top up, why this is necessary.
- The length payback period and how long before it is possible to realise savings (and the value of the savings).

Part 5 – Equality Monitoring (for MAE only)

As part of continued policy evaluation, please provide the following details to enable Government People Group to review the equality impacts of Mutually Agreed Exits.

Current substantive grade of the individual

AA

AO

EO

HEO

SEO

G7

G6

SCS

Declared Gender Identity of the individual

Female

Male

They identify in another way

Prefer not to say/Unknown

Ethnicity of the individual

White

Mixed or Multiple Ethnic Groups

Asian or Asian British

Black, Black British, Caribbean or African

Other Ethnic Group

Prefer not to say/Unknown

Age of the individual	Under 30 years
	30-39 years
	40-49 years
	50-59 years
	60+ years

Is the employer aware that the individual has any disability or health condition that has a substantial or long term impact on their ability to carry out day to day activities?	Yes
	No
	Unknown
	Prefer not to say