

**CABINET SECRETARY FOR FINANCE**

**Public Bodies in Civil Service Pension Schemes for Single Person Voluntary Severance**

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| **1. Employing Organisation** |
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| **2. Terms to be applied** | | |
| a. Is the standard tariff [[1]](#footnote-1) being applied? | Yes | No |
| b. If applying a lower tariff (but no less than statutory redundancy) please describe. |  | |
| c. Please confirm what consideration you have given to the level of tariff and using the flexibilities available to offer lower than standard tariff. | | |
|  | | |
| d. Where the compensation payment is insufficient to meet the cost of the actuarial reduction, there is flexibility for the employer to top up. Do you intend to offer this? | Yes | No |
| e. Will any transferred in service be included in the reckonable service calculation? | Yes | No |
| f. If you have answered Yes to (d) or (e), please provide the justification below. | | |
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| **3. Estimated costs and payback period** | |
| 1. Estimated cost of compensation payable to individual | £ |
| 1. Estimated cost of employer top up to buy out actuarial reduction (if applicable) | £ |
| 1. Total cost (not to exceed £95,000) | £ |
| *Payback period - the maximum payback period is 21 months. Calculated by: the package cost divided by (the current annual salary divided by 12)* | |
| 1. Compensation paid to individual | months |
| 1. Employer top up used to buy out pension costs | months |
| 1. Total Payback period | months |
| 1. Justification if payback period is over 21 months: | |
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| **4. Individual’s Details** | | |
| a. Intended date of exit |  | |
| b. Title and description of the individual’s current role: |  | |
| c. Is the individual performing satisfactorily? If not, why is the exit justified under the CSCS? |  | |
| d. If this exit is part of a bulk scheme please indicate the relevant scheme identifier |  | |
| e. Annual salary of the individual (including permanent pensionable allowances)? | £ | |
| f. Is the individual under scheme pension age? | Yes | No |
| g. If yes, how many years under? |  | |
| h. How many years of service? |  | |

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| **5. Please explain the reason for the proposed exit :** | | |
| 1. Restructuring / downsizing | Yes | No |
| 1. Refreshing leadership / long term workforce planning | Yes | No |
| 1. Skills or abilities no longer required / meet requirements | Yes | No |
| 1. Other (please provide an explanation below) | Yes | No |
| 1. Please expand, with reference to the reasoning above, why the exit scheme is justified under the Civil Service Compensation Scheme, including why you do not consider redeployment possible/­sustainable. | | |
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| **6. Other Information** |
| 1. Please provide any other information relevant to the proposed exits below, or in a separate document if you prefer: |
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| **7. Declaration** | |
| **Signed** |  |
| **Date** |  |
| **Contact Details (email)** |  |
| **Role / Position in organisation** |  |
| **Accountable Officer signature if not above** |  |
| **Date** |  |

Send the completed form to your SG Sponsor Team

If you do not have a Sponsor Team, send the completed form to your DG Office, copied to

SG [People Directorate](mailto:SGPDSeverance@gov.scot) /Finance Business Partner/[Severance Policy Team](mailto:Severance-Policy-for-Scotland@gov.scot)

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| **Scottish Government People Directorate Comments:** | | |
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| Name: | Date: | Job Title: |

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| **Scottish Government Finance Business Partner Comments:** | | |
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| Name: | Date: | Job Title: |

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| **Scottish Government Public Spending Division (Severance Policy Team):** | | | | |
| Does the scheme comply with the Settlement and Severance chapter of the Scottish Public Finance Manual? | | | Yes | No |
| Comments: | | | | |
| Name: | Date: | Job Title: | | |

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| **FOR PORTFOLIO MINISTERIAL USE** (where required) | | |
| Approved: | Date: | |
| Conditions attached to approval or reasons for refusal: | | |
| Name: | Name of Ministerial Private Office : | Ext no: |

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| **CABINET SECRETARY FOR FINANCE** (required in **all** cases) | | |
| Approved: | Date: | |
| Conditions attached to approval or reasons for refusal: | | |
| Name: | Name of Ministerial Private Office : | Ext no: |

Once approved by the Cabinet Secretary for Finance, complete and send the Cabinet Office summary application to Exit.schemes@mycsp.co.uk, copying in [redundancyschemes@cabinetoffice.gov.uk](mailto:redundancyschemes@cabinetoffice.gov.uk) mailbox so that they can issue the unique reference number to each scheme. This is necessary for the administration and payment of compensation payments by MyCSP

**By submitting this form you are confirming that you have read and understood the associated guidance and terms of CSCS (Annex 6f of the employers guide ) and guidance to complete the form.**

1. Standard Tariff = 1 month’s pay per year of service up to a maximum of 21 months for those under scheme pension age [↑](#footnote-ref-1)