

**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. |
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| 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 /Finance Business Partner/Severance Policy Team

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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 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)