# Appendices

## APPENDIX A

**Local Government Services Employees Pay Grades Effective 1st April 2021**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Point** | **Salary** |  | **Grade** | **Point** | **Salary** |
| **GRADE 1** | 1 | 18,333 |  | **GRADE 8** |  |  |
|  | 2 | 18,516 |  |  | 26 | 30,984 |
| **GRADE 2** | 2 | 18,516 |  |  | 27 | 31,895 |
|  | 3 | 18,887 |  |  | 28 | 32,798 |
| **GRADE 3** | 3 | 18,887 |  |  | 29 | 33,486 |
|  | 4 | 19,264 |  |  | 30 | 34,373 |
|  | 5 | 19,650 |  | **GRADE 9** |  |  |
| **GRADE 4** | 5 | 19,650 |  |  | 30 | 34,373 |
|  | 6 | 20,043 |  |  | 31 | 35,336 |
|  | 7 | 20,444 |  |  | 32 | 36,371 |
|  | 8 | 20,852 |  |  | 33 | 37,568 |
|  | 9 | 21,269 |  |  | 34 | 38,553 |
| **GRADE 5** |  |  |  | **GRADE 10** |  |  |
|  | 10 | 21,695 |  |  | 34 | 38,553 |
|  | 11 | 22,129 |  |  | 35 | 39,571 |
|  | 12 | 22,571 |  |  | 36 | 40,578 |
|  |  |  |  |  | 37 | 41,591 |
|  | 14 | 23,484 |  |  | 38 | 42,614 |
|  | 15 | 23,953 |  | **GRADE 11** |  |  |
|  |  |  |  |  | 38 | 42,614 |
|  | 17 | 24,920 |  |  | 39 | 43,570 |
| **GRADE 6** |  |  |  |  | 40 | 44,624 |
|  | 17 | 24,920 |  |  | 41 | 45,648 |
|  | 18 | 25,419 |  | **GRADE 12** |  |  |
|  | 19 | 25,927 |  |  | 41 | 45,648 |
|  | 20 | 26,446 |  |  | 42 | 46,662 |
|  | 21 | 26,975 |  |  | 43 | 47,665 |
|  | 22 | 27,514 |  | **GRADE 13** |  |  |
| **GRADE 7** |  |  |  |  | 44 | 48,729 |
|  | 22 | 27,514 |  |  | 45 | 49,832 |
|  | 23 | 28,226 |  |  | 46 | 50,955 |
|  | 24 | 29,174 |  |  |  |  |
|  | 25 | 30,095 |  |  |  |  |
|  | 26 | 30,984 |  |  |  |  |

## APPENDIX B

**JNC Chief Executive and Chief Officers Pay Grades**

**Effective 1st April 2021**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHIEF EXECUTIVE** | | | | |
| **Point 1** | **Point 2** | **Point 3** | **Point 4** | **Point 5\*** |
| £135,090 | £138,467 | £141,845 | £145,221 | £148,599 |

\* subject to performance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CORPORATE DIRECTOR** | | | | |
| **Point 1** | **Point 2** | **Point 3** | **Point 4** | **Point 5\*** |
| £111,485 | £112,029 | £114,759 | £117,491 | £120,224 |

\* subject to performance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHIEF FINANCE OFFICER** | | | | |
| **Point 1** | **Point 2** | **Point 3** | **Point 4** | **Point 5** |
| £90,451 | £92,771 | £95,091 | £97,418 | £99,730 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HEAD OF SERVICE** | | | | |
| **Point 1** | **Point 2** | **Point 3** | **Point 4** | **Point 5** |
| £77,269 | £79,199 | £81,127 | £83,060 | £84,991 |

## APPENDIX C

**Neath Port talbot COUNTY BOROUGH COUNCIL**

**NATIONAL PAY GRADES – Soulbury**

**EDUCATIONAL PSYCHOLOGISTS - SCALE A**

|  |  |
| --- | --- |
| **SPINE POINT** | **Pay – with effect from 01.09.21** |
|  | 38,865 |
|  | 40,838 |
|  | 42,811 |
|  | 44,762 |
|  | 45,755 |
|  | 48,727 |
|  | 50,584 |
|  | 52,440 |
|  | 54,179\* |
|  | 55,921\* |
|  | 57,544\* |

**Notes:**

1. Pay scales to consist of 6 consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. \*Extension to scale to accommodate structured professional assessment points.

**SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B**

| **SPINE POINT** | **Pay – with effect from 01.09.21** |
| --- | --- |
|  | 48,727 |
|  | 50,584 |
|  | 52,440\* |
|  | 54,179 |
|  | 55,921 |
|  | 57544 |
|  | 58210 |
|  | 59,456 |
|  | 60,690 |
|  | 61,945 |
|  | 63,177 |
|  | 64,431 |
|  | 65,707 |
|  | 66,941\*\* |
|  | 68,235\*\* |
|  | 69,514\*\* |
|  | 70,803\*\* |
|  | 72,090\*\* |

**Notes**:

1. Pay scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. \* Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. \*\* Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

**TRAINEE EDUCATIONAL PSYCHOLOGISTS**

|  |  |
| --- | --- |
| **SPINE POINT** | **Pay – with effect from 01.09.21** |
| 1 | 24,970 |
| 2 | 26,798 |
| 3 | 28,623 |
| 4 | 30,453 |
| 5 | 32,279 |
| 6 | 34,107 |

**ASSISTANT EDUCATIONAL PSYCHOLOGISTS**

|  |  |
| --- | --- |
| **SPINE POINT** | **Pay – with effect from 01.09.21** |
| 1 | 30,694 |
| 2 | 31,948 |
| 3 | 33,201 |
| 4 | 34,448 |

**YOUNG PEOPLE’S / COMMUNITY SERVICE MANAGERS**

|  |  |
| --- | --- |
| **SPINE POINT** | **Pay – with effect from 01.09.21** |
| 1 | 38,433 |
| 2 | 39,691 |
| 3 | 40,947 |
| 4 | 42,231\* |
| 5 | 43,535 |
| 6 | 44,807 |
| 7 | 46,107\*\* |
| 8 | 47,585 |
| 9 | 48,400 |
| 10 | 49,660 |
| 11 | 50,912 |
| 12 | 52,166 |
| 13 | 53,412 |
| 14 | 54,669 |
| 15 | 55,928 |
| 16 | 57,191 |
| 17 | 58,460 |
| 18 | 59,722 |
| 19 | 60,976 |
| 20 | 62,257\*\* |
| 21 | 63,562\*\*\* |
| 22 | 64,898\*\*\* |
| 23 | 66,260\*\*\* |
| 24 | 67,650\*\*\* |

**Notes**:

The minimum Youth and Community Service Officers’ scale is 4 points. Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

\* normal minimum point for senior youth and community officers undertaking the full range of duties at this level

\*\* normal minimum point for principal youth and community service officer undertaking the full range of duties at this level

\*\*\* extension to range to accommodate discretionary scale points and structured professional assessments.

**EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)**

| **SPINE POINT** | **Pay – with effect from 01.09.21** |
| --- | --- |
| 1 | 37,056 |
| 2 | 38,383 |
| 3 | 39,637 |
| 4 | 40,907 |
| 5 | 42,168 |
| 6 | 43,431 |
| 7 | 44,758 |
| 8 | 46,035\* |
| 9 | 47,522 |
| 10 | 48,849 |
| 11 | 50,158 |
| 12 | 51,425 |
| 13 | 52,860\*\* |
| 14 | 54,140 |
| 15 | 55,553 |
| 16 | 56,831 |
| 17 | 58,113 |
| 18 | 59,371 |
| 19 | 60,668 |
| 20 | 61,338\*\*\* |
| 21 | 62,626 |
| 22 | 63,749 |
| 23 | 64,985 |
| 24 | 66,093 |
| 25 | 67,278 |
| 26 | 68,434 |
| 27 | 69,616 |
| 28 | 70,815 |
| 29 | 72,016 |
| 30 | 73,215 |
| 31 | 74,404 |
| 32 | 75,611 |
| 33 | 76,819 |
| 34 | 78,056 |
| 35 | 79,291 |
| 36 | 80,560 |
| 37 | 81,809 |
| 38 | 83,071 |
| 39 | 84,316 |
| 40 | 85,561 |
| 41 | 86,811 |
| 42 | 88,061 |
| 43 | 89,309 |
| 44 | 90,564 |
| 45 | 91,815 |
| 46 | 93,069 |
| 47 | 94,327 |
| 48 | 95,574\*\*\*\* |
| 49 | 96,825\*\*\*\* |
| 50 | 98,079\*\*\*\* |

**Notes**: Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

\* normal minimum point for EIP undertaking the full range of duties at this level

\*\* normal minimum point for senior EIP undertaking the full range of duties at this level

\*\*\* normal minimum point for leading EIP undertaking the full range of duties at this level

\*\*\*\* extension to range to accommodate structured professional assessments.

## APPENDIX D

**NATIONAL PAY GRADES – JNC youth and community workers**

|  |  |
| --- | --- |
| **YOUTH AND COMMUNITY SUPPORT WORKER RANGE** | |
| **SPINE POINT** | **Pay – with effect from 01.09.20** |
| 5 | £19,308 |
| 6 | £19,631 |
| 7 | £19,922 |
| 8 | £20,589 |
| 9 | £21,439 |
| 10 | £22,104 |
| 11 | £23,178 |
| 12 | £24,228 |
| 13 | £25,313 |
| 14 | £26,437 |
| 15 | £27,202 |
| 16 | £28,001 |
| 17 | £28,787 |

|  |  |
| --- | --- |
| **PROFESSIONAL RANGE** | |
| **SPINE POINT** | **Pay – with effect from 01.09.20** |
| 13 | £25,513 |
| 14 | £26,437 |
| 15 | £27,202 |
| 16 | £28,001 |
| 17 | £28,787 |
| 18 | £29,579 |
| 19 | £30,364 |
| 20 | £31,152 |
| 21 | £32,036 |
| 22 | £33,039 |
| 23 | £34,015 |
| 24 | £34,997 |
| 25 | £35,985 |
| 26 | £36,973 |
| 27 | £37,961 |
| 28 | £38,961 |
| 29 | £38,953 |
| 30 | £40,947 |
| 31 | £41,617 |
| 32 | £42,718 |

## Appendix E

**All Employee Groups - Main Conditions of Service**

|  |  |
| --- | --- |
| **ANNUAL LEAVE**  **(pro rata for part time employees)** | |
| * Chief Executive * Chief Officers | 34 days pa (includes one day allocated at Christmas) |
| * Local Government Services | 32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas) |
| * Soulbury | 32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas) |
| * Youth & Community Workers | 35 days after 5 years service; 30 days pa initially (includes one day allocated at Christmas) |
| **HOURS OF WORK** | |
| * Chief Executive * Chief Officers | Minimum of 37 hours per week, together with additional evening, weekend and bank holiday working as required |
| * Local Government Services * Soulbury * Youth & Community Workers | Standard working week is 37 hours |
| **OVERTIME PAYMENTS** | |
| * Chief Executive * Chief Officers * Soulbury | None payable |
| * Local Government Services | Time plus 30% for weekdays and weekends; double time on Bank Holidays, except Christmas Day which is triple time |
| * Youth and Community Workers | Time plus 30% for weekdays and weekends; double time on Bank Holidays |
| **WEEKEND WORKING PAYMENTS** | |
| * Chief Executive * Chief Officers * Soulbury * Youth & Community Workers | None payable |
| * Local Government Services | Time plus 30% |
| **SICK PAY SCHEME** | |
| * Chief Executive * Chief Officers * Local Government Services * Soulbury * Youth & Community Workers | 1 month’s full pay at commencement of employment, increasing year on year, after 5 years service, to up to 6 months at full pay, followed by up to 6 months at half pay |

## APPENDIX F

|  |  |
| --- | --- |
| **ER/VR/CR Scheme**    Human Resources | monologo |

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|  |  |  | **APPROVED BY** | Personnel Committee |
|  | | | | |
|  |  |  | **DATE** | 15/10/2018 |
|  | | | | |
|  |  |  | **EDITION/VERSION** | 3 |
|  | | | | |
|  |  |  | **REVIEW DATE** | 31/03/2022 |
|  | | | | |
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|  |  |  | |  |
| **1. SCOPE** | | | | |
| This Scheme is applicable to all NPT Council employees, excluding Teachers. | | | | |
| **2. VOLUNTARY REDUNDANCY (VR)** | | | | |
| The Council may, from time to time, in accordance with the needs of the service and within a specified period, invite expressions of interest in voluntary redundancy (VR) as part of its Workforce Strategy to reduce employee costs. It is unlikely that all volunteers will be allowed to leave the Council’s employment under this Scheme as the Council will have an ongoing need to retain employees with the necessary skills and competencies to both deliver and transform a range of services.  The Council will consider “bumped” redundancies, where appropriate. In these circumstances, employees may apply for voluntary redundancy, thereby making available their post for employees with transferable skills whose job has or will become redundant and who do not wish to leave the employment of the Council. Such “bumping” of a redundancy will be considered across service areas, with appropriate funding arrangements being agreed by the Heads of Service or Head teachers involved.  All VR expressions of interest will be considered at management’s sole discretion, based on a robust business case (including the cost of any consequential organisational/pay grade changes). All VR expressions of interest will need to be authorised by the relevant Head of Service and Directorate Management Team.  The Council’s grievance procedure will not apply in the case of VR, but the Head of People and Organisational Development has an advisory and monitoring role in this respect. | | | | |
| **3. EARLY RETIREMENT (ER)** | | | | |
| Applications for Early Retirement (ER), where a job loss does not take place, will be granted in exceptional circumstances only, and on the basis of “in the interests of efficiency of the service” (due to the range of alternative, and usually more cost-effective, measures available to manage capability issues). All such ER decisions will be subject to a robust business case (including the cost of any consequential organisational/pay grade changes) being approved by the relevant Head of Service and Directorate Management Team, or Head teacher and School Governing Body, as appropriate.  The Council’s grievance procedure will not apply in the case of ER, but the Head of People and Organisational Development has an advisory and monitoring role in this respect. | | | | |
| **4. FLEXIBLE RETIREMENT** | | | | |
| The Council’s Flexible Retirement Policy will remain available to eligible employees alongside this ER/VR/CR Scheme. | | | | |
| **5. COMPULSORY REDUNDANCY (CR)** | | | | |
| It is the Council’s policy to prevent compulsory redundancies from arising to the greatest extent possible. However, where unavoidable, selection for compulsory redundancy (CR) will take place in accordance with relevant management of change and associated employment policies.   |  | | --- | | **6. SCHEME PAYMENTS, COSTS AND FUNDING (ER/VR/CR)** | | **VR and CR Payments**  Subject to **the total cost to the Council of early release of pension and/or severance payment being limited to the equivalent of 52 weeks’ pay** for the employee concerned (see Note 1), the following provisions will apply in cases of Voluntary Redundancy (VR) and Compulsory Redundancy (CR):  **early release of pension** for “qualifying” employees (see Note 2);  lump sum **statutory redundancy payment** (see Note 3), using the 30 week Statutory Redundancy table (Appendix A);  Lump sum **discretionary compensation payment**, using the Council’s 45 week table (Appendix B), (reduced by the statutory redundancy payment referred to above).  Where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks’ pay, the payback period may be extended “up to 104 weeks”, **but subject to only early access to pension plus statutory redundancy pay being applicable (i.e. no discretionary severance payment)**  **ER Payments**  Subject to **the total cost to the Council of early release of pension being limited to the equivalent of 52 weeks’ pay** (see Note 1), the following will apply in cases of Early Retirement (ER): Early release of pension for “qualifying” employees (see Note 2).  **ER, VR and CR Funding**  Early retirement, statutory redundancy and discretionary compensation payment costs will all be met by the employing Directorate, with the exception of school Governing Bodies where the costs will be met from a separately identified element of schools’ delegated budgets.  Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by Full Council. | | | | | |

|  |
| --- |
| **7. POST EMPLOYMENT NOTICE PAY (PENP)** |
| With effect from 6th April 2018, the HMRC has changed the way employers must deal with termination payments.  The changes introduce the concept of post–employment notice pay (PENP), which represents the amount of basic pay the employee will not receive because their employment was terminated without full notice being given. PENP is calculated by applying a formula for the total amount of the payment, or benefits paid in connection with the termination of employment. This element of the payment will be subject to tax and National Insurance Contributions (NICs). Any remaining balance of the termination payment, which is not a PENP may be included within the overall £30,000 exemption for tax purposes and is free from NICs.  What this means for employees considering taking VR is if the contractual notice is worked, then no tax and national insurance would be deducted from the VR payment. However, if the contractual notice period is not worked then tax and national insurance would be deducted from the VR payment, at an amount depending on the termination date and the date the VR acceptance is signed.  This change applies to payments, or benefits received on, or after, 6 April 2018 in circumstances where the employment also ended on, or after, 6 April 2018.  Further guidance is available by visiting:-  <https://www.gov.uk/government/news/new-rules-for-taxation-of-termination-payments> |

|  |
| --- |
| **7. OTHER ER/VR/CR PROVISIONS** |
| In cases of **compulsory redundancy (CR)**, there will be a presumption that employees will continue to be employed during the statutory notice period, particularly as this will maximise the prospects of potential redeployment. Employees in this situation must arrange to take any outstanding annual leave during the notice period but, if not practicable and certified accordingly by the relevant Head of Service, an employee will be paid for any untaken annual leave which remains outstanding on expiry of the notice period. Any annual leave entitlement exceeded will be recovered from pay. Exceptionally, pay in lieu of notice, which is subject to tax and National Insurance, may be granted.  Employees leaving the Council’s employment on the grounds of **ER or VR** will do so on the basis of a **mutually agreed termination date, with no notice period being applicable on either side** and with **no extra payment being made** for any outstanding holidays, time off in lieu or flexi leave.  Employees who leave the Council’s employment on the grounds of early retirement (ER) or voluntary redundancy (VR) who are employed on LGS Grades 11, 12 and 13 or equivalent, will not normally not be permitted to return to any paid temporary or permanent NPT Council employment (which includes schools) or be re-engaged as an agency worker or on a consultancy basis. However, in exceptional circumstances, re-employment may be permitted if the “employing” Head of Service is able to provide a robust business case for doing so which is acceptable to the Chief Finance Officer and Head of People and Organisational Development, in consultation with the relevant trade union/s.  All other employees who leave the Council’s employment on the grounds of early retirement (ER) or voluntary redundancy (VR) will not be permitted to return to employment with the Council for a period of 12 months following their leaving date. However, in exceptional circumstances, earlier re-employment may be permitted if the “employing” Head of Service is able to provide a robust business case for doing so which is acceptable to the Chief Finance Officer and Head of People and Organisational Development, in consultation with the relevant trade union/s. |
| **8. NOTES** |
| **Note 1:** All employees who are made redundant are entitled to a statutory redundancy payment (see Note 3 below).  “Qualifying” employees are also entitled to early release of pension if their employment is terminated on the grounds of redundancy (or in the interest of efficiency of the service). Statutory redundancy payments may be enhanced through the payment of discretionary compensation payments and will be calculated having regard to the total cost of:  (a) early release of pension,  (b) statutory redundancy payments and  (c) discretionary compensation payments not exceeding - in total – the  equivalent of 52 weeks’ pay for the employee concerned.  For example, where an employee’s entitlement under the 45 week table takes the total cost above the value of his/her annual pay, the number of weeks of redundancy and/or discretionary compensation payments and/or the weekly pay calculator rate will be adjusted downwards as necessary.  The definition of a “week’s pay” will be in accordance with statutory provisions for redundancy pay calculation purposes.  In summary, this will be the gross amount payable for a week’s work in accordance with the employee’s contract of employment as applicable on the “calculation date”, which will be the pay period immediately preceding the first day of his/her notice period. If an employee’s remuneration is variable, a 12 weekly average will be calculated. Sections 220 to 229 and Section 234 of ERA 1996 further define the calculation of a “week’s pay”.  **Note 2:** “**Qualifying**” generally means aged 55 years, or over, with 3 months’ membership of the Local Government Pension Scheme (LGPS). The definition of “qualifying” is covered by LGPS Regulations and may change as a result of future legislative changes.  **Note 3:** To use the statutory redundancy table in Appendix A, firstly look up the employee’s age and number of years’ continuous service with the Council (& its predecessor authorities). Where the two intersect on the table, this is the number of weeks’ pay which becomes payable. The “week’s pay” to be used to calculate the lump sum statutory redundancy payment will be in accordance with statutory provisions (maximum of £508 per week with effect from 6th April 2018). |

Statutory redundancy table

**Appendix B**

**45 WEEK DISCRETIONARY COMPENSATION PAYMENTS TABLE**

45 week discretionary compensation payments table

APPENDIX C

|  |  |
| --- | --- |
| **Business Case –**  **Voluntary Redundancy**  Human Resources | monologo |

**TO BE COMPLETED BY MANAGEMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BUSINESS CASE – VOLUNTARY REDUNDANCY** | | | | | | | | | | | | |
| **Part A – Introduction** | | | | | | | | | | | | |
| 1. **All decisions concerning voluntary redundancy are subject to a business case being approved by the “employing” Head of Service. The** Head of People and Organisational Development **has an advisory and monitoring role.** 2. **Once Parts B-E have been completed, this form should be forwarded to your designated HR Officer.** 3. **All requests for Pensions estimates must be sent to the City & County of Swansea Pension Section by HR/Payroll, not by the individual or his/her line manager** | | | | | | | | | | | | |
| **Part B – Employee Details** | | | | | | | | | | | | |
| **Full Name** | | | | |  | | | | | | | |
| **Job Title and Workplace** | | | | |  | | | | | | | |
| **Directorate** | | | | |  | | | | | | | |
| **National Insurance Number** | | | | |  | | | | | | | |
| **Post Reference Number** | | | | |  | | | | | | | |
| **Payroll Number** | | | | |  | | | | | | | |
| **Date of Birth** | | | | |  | | | | | | | |
| **Proposed Leaving Date** | | | | |  | | | | | | | |
| **Part C – Further Required Information** | | | | | | | | | | | | |
| **Please explain how it is proposed that the service area concerned will operate in future if this employee (and any other(s)) leaves the Council’s employment in accordance with this Scheme. Full supporting details to be attached.** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **If this business case is supported, will the person qualify for the early payment of their pension benefits? (see Note 2 of Transitional VR Scheme)** | | | | | **Yes** | | |  | **No** | | |  |
| **Leaving Reason**  **Please tick the relevant box below to confirm which Leaving Reason this employee’s employment will be terminated on:-** | | | | | | | | | | | | |
| **VOLUNTARY REDUNDANCY** | | | | | **Yes** | | |  | **No** | | |  |
| **VR – WITH SETTLEMENT AGREEMENT** | | | | | **Yes** | | |  | **No** | | |  |
| **VR – BUMPED REDUNDANCY**  **(Please state which post/grade on structure is being deleted):** | | | | | **Yes** | | |  | **No** | | |  |
| **VR – BUMPED REDUNDANCY WITH SETTLEMENT AGREEMENT**  **(Please state which post/grade on structure is being deleted** | | | | | **Yes** | | |  | **No** | | |  |
| **Part D - Declaration** | | | | | | | | | | | | |
| 1. **I have not made, and will not make, an agreement with this employee concerning re-employment by the Council in any paid capacity.** 2. **My support for this application is not as a result of any capability or disciplinary issues or concerns in relation to this employee** 3. **There are no outstanding concerns or formal processes regarding this employee’s ability to attend work on a regular basis;** 4. **The savings which will accrue from implementation of this business case cannot be achieved in a different way through the non-filling of vacancies, or known leavers, and no suitable alternative employment is available within the Council for this employee;** 5. **This business case is supported by the relevant Directorate Management Team, as appropriate, and has been recorded accordingly.** | | | | | | | | | | | | |
| **Signed**  **Head of Service** |  | | | | | | | **Date** |  | | | |
| **If you cannot give this declaration, please state the reason below:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Part E – Fixed Term or Temporary Employees** | | | | | | | | | | | | |
| **Is the employee engaged on a temporary or fixed term contract?** | | | | | **Yes** | | |  | **No** | | |  |
| **If yes, please give start and end dates and state whether grant-funded.** | | | | | **Start Date:** | | | | **End Date:** | | | |
| **Part F - Value of 52 weeks’ pay – HR to complete from database** | | | | | | | | | | | | |
| **Value of 52 weeks’ pay is** | | | **£** | | | | | | | | | |
| **Part G – Costs for Voluntary Redundancy – HR to complete from database** | | | | | | | | | | | | |
| **Cost Centre Code** | | |  | | | | | | | | | |
| **Cost of Early Release of Pension** | | | **£** | | | | | | | | | |
| **Statutory Redundancy**  **Payment** | | | **£** | | | | | | | | | |
| **Discretionary Compensation payment (reduced by (2) above)** | | | **£** | | | | | | | | | |
| **Total Cost** | | | **£** | | | | | | | | | |
| **The total cost under (G) must not exceed the cost under (F).**  **If (G) exceeds (F) the Discretionary Compensation payment must be reduced.** | | | | | | | | | | | | |
| **\*\*\*\*where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks’ pay, the payback period may be extended “up to 104 weeks”, but subject to only early access to pension plus statutory redundancy pay being applicable (i.e. no discretionary severance payment) If the lump sum Discretionary Compensation payment becomes zero, and (G) is still larger than (F), the weekly rate will be reduced until (G) = (F) subject to the £508 per week provision not being contravened.**  **If this condition still cannot be met, the application for voluntary redundancy will be refused.** | | | | | | | | | | | | |
| **Part I – Business Case Approval** | | | | | | | | | | | | |
| **Head of Service (or Director, where a Head of Service is the subject of this approval)** | | |  | | | | | | | | | |
| **Approved** | | | |  | | **Not Approved** | | | | |  | |
| **Signed** | |  | | | | | **Date** | | |  | | |
| **ADMINISTRATIVE CHECKLIST FOR HR** | | | | | | | | | | | | |
| **Employee expresses an interest in voluntary redundancy** | | | | | | | | | | | |  |
| **Head of Service has agreed that the post can be “lost”** | | | | | | | | | | | |  |
| **HR Officer updates VR database and sends request to Payroll** | | | | | | | | | | | |  |
| **Payroll Officer emails request/s for estimates of benefits to Pension Section (if over 55)** | | | | | | | | | | | |  |
| **Estimate of Benefits received from Pension Section** | | | | | | | | | | | |  |
| **Copy of Estimate given to employee (and Line Manager if necessary). Retain one copy on file.** | | | | | | | | | | | |  |
| **Outcome discussed with employee and he/she confirms they wish to leave on grounds of VR** | | | | | | | | | | | |  |
| **Business Case to be completed by HR and Head of Service, for signature** | | | | | | | | | | | |  |
| **Head of Service returns Business Case signed and HR Officer issues letter offering VR** | | | | | | | | | | | |  |
| **HR Officer to remind Line Manager to make suitable arrangements about the employee’s leaving date, outstanding annual leave etc.** | | | | | | | | | | | |  |
| **HR Officer to “terminate” employee on Vision** | | | | | | | | | | | |  |
| **HR Officer to send memo to Pensions and Payroll regarding termination. Include a copy of the offer letter. Pensions to process termination.** | | | | | | | | | | | |  |
| **Copy of all documents retained on iDocs** | | | | | | | | | | | |  |
| **HR Officer to complete Post Details Form with Post Reference, Number of Hours and JEID and discuss with Workforce Information Team to ensure correct post is being disestablished/bumped redundancy/restructure** | | | | | | | | | | | |  |