

NHS Grampian Voluntary Severance Scheme

Introduction

NHS Grampian (NHSG) has an extremely challenging local agenda, the most critical aspect for long term sustainability of services being to sustain financial balance. The 'workforce component' of NHSG's Financial Balance Action Plan comprises 3 key strands:

- NHS Grampian Vacancy Management Procedure,
- Workforce Utilisation (ie optimum utilisation of existing capacity and capability),
- NHSG Voluntary Scheme.

This Scheme, the 3rd strand identified above, applies to all employees of NHSG and aims to contribute to NHSG's financial balance by facilitating service redesign through the creation of flexibility within organisational structures. Such flexibility will be effected through the approval of affordable Voluntary Severance Applications from individuals within approved staff groupings. The Scheme provides a framework to ensure consistency and equity across NHSG in terms of both when Expressions of Interest are sought and with regard to application approval.

The Scheme has been implemented on a time-limited basis in the first instance, to the end of March 2008 subject to review before that date.

General Principles & Values

- Consistency with Patient/Service objectives (ie no major negative impact)
- Full Involvement of Staff Partners
- Requirement to Retain the Necessary Knowledge, Skills and Experience to Deliver the Service
- Imperative to Minimise Service Costs/Achieve Maximum Overall Net Savings
- Transparency and Openness
- Effective Communication, Involvement and Responsible Management of Expectations
- Objective Criteria Applied Consistently To All
- Observance of NHSG Organisational Change Policy Principles
- Central Co-ordination to Ensure Consistency of Approach

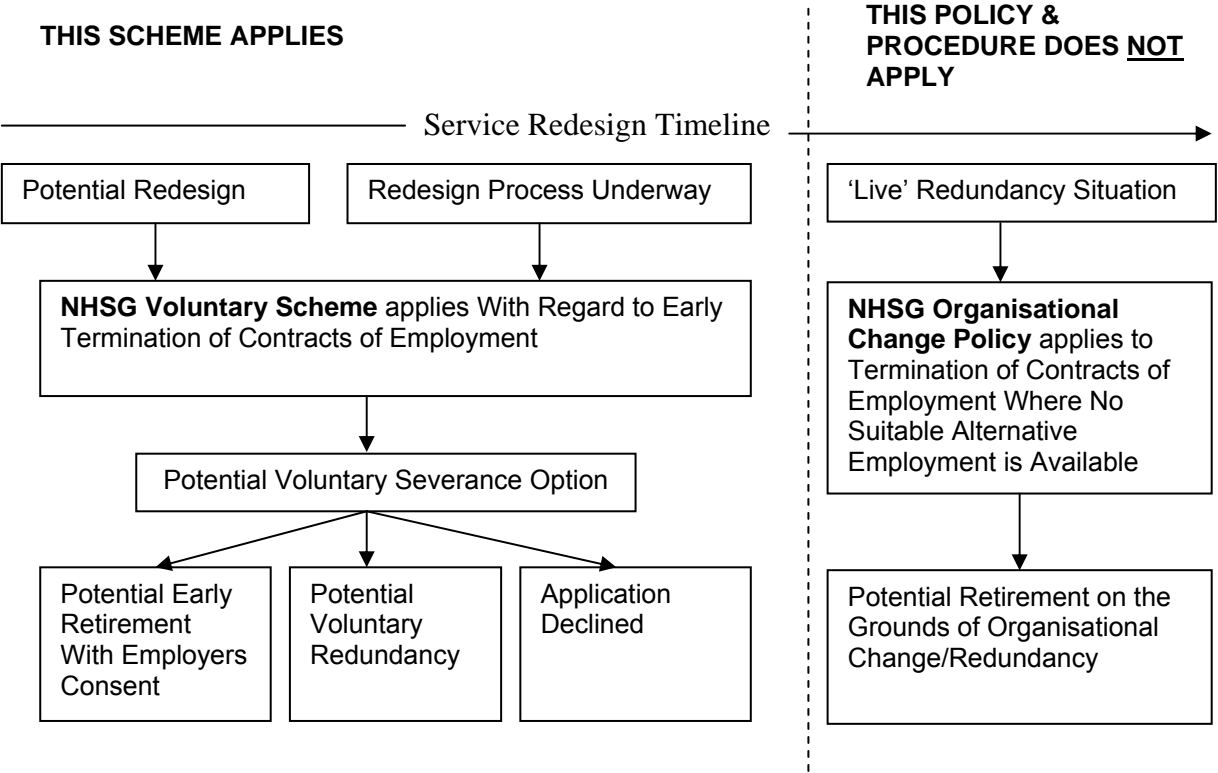
Voluntary Severance Entitlements

Organisation influenced premature severance, as opposed to staff having the freedom and right to leave without cost to the organisation, currently typically involves one of the following, which are defined in the NHS Terms & Conditions of Service/Scottish Public Pension Agency (SPPA) Policies:

- a) Voluntary Early Retirement With Employers Consent) See Also Appendix 1,
- b) Early Retirement on the Grounds of Organisational) Items 2, 4 & 6
- Change/Redundancy)
- c) Voluntary Redundancy)

Early Retirement under this Scheme is limited to “With Employer’s Consent” (See Appendix 1, Item 2)

Early Retirement on the Grounds of Organisational Change/Redundancy only applies when in a ‘live’ redundancy situation, suitable alternative employment for an individual(s) is not available. This type of early retirement is not an option under this Scheme (See Diagram below & NHSG Organisational Change Policy).



Where individuals are not of minimum retirement age or do not hold sufficient NHS Superannuation Scheme Service to be eligible to apply for Early Retirement With Employer’s Consent, Voluntary Severance entitlement will be to Redundancy Compensation, calculated in line with National Terms and Conditions of Service (See Appendix 1, Item 6).

Should an individual be eligible to apply for Early Retirement with Employer’s Consent but have a preference to pursue Voluntary Redundancy instead, they should clearly indicate this on the completed paperwork they submit (Appendices 5 & 7).

Procedure (See Appendix 2 for Summary)

1. **Identification of Potential Staff Groupings for Inclusion**
 There will effectively be 3 routes into the NHSG Voluntary Severance (VS) Scheme:
 - 1.1 When opportunities for a more cost effective organisational structure are identified by Management, in Partnership, through forward Service/Workforce Planning,
 - 1.2 When, as a consequence of ongoing Organisational Change Process(es), potential opportunities for mutual Service/Individual benefit through Voluntary Severance are identified, or

- 1.3 When expressions of interest in Voluntary Severance, coupled with opportunities for redesign, are raised by individual member(s) of staff at any time.

Regardless of how a potential opportunity is identified, every care must always be taken to ensure that Management actions never lead any individual to feel 'singled out' or pressurised to agree to Voluntary Severance. This Scheme is entirely voluntary.

Because it would clearly be detrimental to the Service for NHSG to support VS Applications incongruent with short- and long-term workforce needs, to ensure that this does not occur some control mechanisms are necessary.

Control Mechanisms

In every case, regardless of how the Voluntary Severance opportunity is first initiated/identified, to allow both a Sector/Directorate-level and NHSG-level review, the matter cannot be progressed without the relevant General Manager/Director submitting either of the following to the NHSG Workforce Management Steering Group for approval:

- An existing Service & Workforce Plan (Tool available on intranet site) + Proposal, or
- A Completed Service & Workforce Questionnaire (Appendix 3).

When Potential Personal Opportunities Are Identified by Individual Member(s) of Staff

This Scheme relates primarily to opportunities identified by Management in Partnership eg as part of ongoing Service/Workforce Planning, however, it is not intended to debar identification of potential personal opportunities by individual member(s) of staff at any time.

In such circumstances, however, it must be appreciated by the individual member(s) of staff concerned that:

- Applications for VS out-with 'identified staff groupings' established through workforce planning, may be less likely to be successful,
- For a potential opportunity to be considered, it must be raised with the relevant line Manager/Head of Department,
- A proposal will only be supported where a robust business case is identified (See Criteria under Section 7),
- Subsequent to initial discussions, where individual(s) wish to pursue the matter, a written request for the opportunity to be considered by Management will be required,
- There will be an onus on the individual(s) to propose/contribute to the development of the potential redesign,
- To control the workload of the HR Service Centre, the local HR Team will require authorisation from the relevant General Manager's/Director's Office before compensation estimates can be sought.

Should a request for consideration from an individual(s) be supported by the relevant General Manager/Director, the remainder of this document will apply.

Should a request be declined by the relevant General Manager/Director, the member of staff will receive written notification of the decision and substantiated rationale. Any individual who feels unjustly treated at this stage may seek recourse under the NHSG Grievance Policy. Grievances should be submitted within 10 working days of receipt of request outcome letter.

2. Staff Grouping Approval Process

The NHSG Workforce Management Steering Group, which is chaired by the Chief Executive and convenes monthly, will consider all 'potential staff grouping' proposals submitted, to ensure their suitability against with regard to the wider workforce needs. Following on from the Steering Group's review, proposals will be supported, delayed, referred back for additional information or rejected. Outcomes will be communicated to relevant General Managers/Directors in writing within 5 working days of consideration. Where proposals are rejected, the Group will provide clear reasons for its decision.

Approvals should be for full post elimination but variations (eg temporary elimination, redesigned posts) will be considered subject to the extent to which cost savings will be achieved. Permanent adjustments to Service establishments will be actioned from an appropriate date should VS agreements with individual staff members subsequently be reached.

3. Collective Consultation

NHS Grampian is committed to working in Partnership to put in place the support staff will need throughout this process, but it also has a legal requirement to consult formally with Trade Unions at as early a stage as possible. This includes formally writing to and consulting with the recognised Trade Unions whose members may be affected, to confirm such information as the reasons for the proposals and the number and description of staff affected.

The number of staff affected at an establishment within a period of 90 days or less determines the length of the statutory minimum consultation period (eg 30 days consultation for 20-99 staff). Formal consultation must be in good time and must be completed before notices of termination can be issued.

The opportunity for proposals to be submitted and for relevant staff to express an interest in VS will be managed in 'phases'. The Chief Executive/Director of HR will commence formal consultation, through the Grampian Area Partnership Forum, with regard to potential Voluntary Severance Arrangements at this stage of each phase.

4. Invitation to Express An Interest in Voluntary Severance

All staff in formally approved groups, through whichever route they were initiated, will be written to (Template Letter Contained in Appendix 4) by the relevant Head of Department, providing:

- the opportunity to apply for Voluntary Severance,
- the rationale for the headcount reduction process, and
- the process for Expressing Interest/Obtaining an Estimate.

Subsequently, anyone who wishes to express interest in exiting the organisation or find out more about what their potential entitlement would be, are required to complete an Expression of Interest Form (Appendix 5). This Form will be attached to their letter and on completion should be sent to the local HR Team. At this initial stage, the Expression of Interest will remain confidential within the HR Directorate. Unless an individual expressly indicates otherwise, it will not be discussed with their line manager.

Ability to lodge an Expression of Interest Form will be time-limited and the period will normally be 2 weeks/10 working days, however, allowances will be made for holidays, etc.

Staff should be encouraged to submit their Expression of Interest as early as possible to support the necessary process eg processing of estimates.

Local HR Teams will be available to individuals considering submitting an Expression of Interest Form for advice and support.

Completion of the Expression of Interest Form does not commit either the employee or the employer to Voluntary Severance.

All Expressions of Interest received will be responded to in writing (to home address unless otherwise requested), and will include an estimate of potential Voluntary Severance entitlement (See Appendix 6 & 7). This will normally be within 10 working days of submission, but may be longer, dependant on the number of expressions received.

It will be made clear that any figures quoted are estimates only.

Information, timeframe and mechanisms for those who wish to proceed to making an application for Voluntary Severance will be confirmed at this stage.

Provision of an estimate of entitlement does not commit either the employer or the employee to voluntary severance.

5. External Pre- and Post-Application Support

Professional external one-to-one support will be made available to individuals seriously considering VS. This confidential service will serve to help such individuals identify/clarify their options and vision for the future and determine how best to manage their personal situation.

Eligible staff (ie staff within formally approved groups) will be notified how they can access this Service on receipt of their estimated VS entitlement.

6. Applying for Voluntary Severance

Having received a written estimate of their potential VS entitlement, an individual will have 10 working days to seek support if desirable and to decide whether they wish to make a Formal Application to apply for VS. This will be done by submitting a

completed Formal Application Slip which is attached to the written estimate (See Appendix 6).

The receipt of Formal Applications will be acknowledged in writing, normally within 7 working days, clearly stating that the member of staff has now formally applied for VS. This letter will also notify the member of staff that their Formal Application will be discussed imminently with their line management as part of the selection process and that if they have not already spoken with their manager, it would be best if they now did so.

Formal Applications will be submitted to the Selection Process via the relevant General Manager/Director who will also enclose local management's input with regard to each as regards the agreed selection criteria (See Section 7 below).

A Formal Application does not commit either the employee or the employer to VS.

7. Selection Process & Criteria

A NHSG Selection Panel, comprising representation from Sector General Management (Chair), the Grampian Area Partnership Forum and the HR and Finance Directorates, with input as required from relevant line managers, will convene monthly, subject to demand, to consider fairly each application against the agreed criteria.

All applications will be considered against the following fixed set of criteria, which has been endorsed by the Grampian Area Partnership Form:

1. Application approval is not incongruent with short- and long-term workforce needs, including development/redesign of Services,
2. There will be sufficient knowledge, capacity and skill base left within the Service/Department should the application be approved,
3. Extent to which approval will facilitate a Service/Post Redesign,
4. Extent of VS Costs to NHSG
5. Extent to which a Service/Post Redesign will achieve cost savings,
6. VS costs, should normally be contained within a 2 year pay back period (individual pay back period calculation),
7. VS may be used to create possibilities for suitable alternative employment for displaced staff.

Line managers involvement in the selection process will be important. In particular, their input with regard to the selection criteria will be crucial in assisting the Selection Panel in its deliberations. This will be achieved in the main through written submissions (See Section 6 above). Attendance by invitation, at relevant Selection Panel Meetings, to answer questions/provide additional clarity, may, however, be required from time to time.

A written rationale will be produced and retained for each Application considered (See Appendix 9 For Application Information & Rationale Form).

Selection Process outcomes will be communicated to the relevant General Managers/Directors in writing within 5 working days of consideration. Where

proposals are rejected, the Group will provide clear and substantiated reasons for its decision.

8. Application Outcomes

4.1 Application Approved

Where an application for Voluntary Severance is supported by the Selection Panel, the member of staff will receive a letter from their Head of Department within 10 working days of the Panel Meeting (See Appendix 10 for Template Letter) to:

- confirm this outcome, and
- convene a meeting with the individual and a member of the local HR Team to discuss the detail of the potential termination of their Contract of Employment on the grounds of Voluntary Severance.

Should individuals wish they may be accompanied at this meeting by a colleague or a recognised Trade Union Representative.

At this stage there is still no legal obligation for either the employer or employee to proceed with Voluntary Severance.

Subsequent to the meeting, the member of staff will then have 5 working days to either accept or decline the formal offer of Voluntary Severance in writing.

For individuals who accept the offer, a range of options will be made available through their line manager and the local HR Team to aid and support them in leaving the organisation.

4.2 Application Not Approved

Individuals whose Applications are declined by the Selection Panel will receive a letter from their Head of Department (See Appendix 11 for Template Letter) within 10 working days of the Panel Meeting providing:

- The Rationale as to why they were not selected,
- The Process of Appealing the Decision, and
- An Offer of personal/professional support from the HR Directorate following the decision.

9. Appeal Process

Should an application be declined by the NHSG Selection Panel, the member of staff can appeal against this decision by writing to their General Manager/Director. Appeals should be lodged, detailing the reasons for the appeal, within 10 working days of receipt of the application outcome letter.

The Appeal Panel will have a membership of 3:

- The Chief Executive,
 - The Employee Director, and
 - The Director of Human Resources,
- none of whom will have participated on the Selection Panel.

The panel will review the selection process conducted in relation to the individual to ascertain whether or not the agreed process was followed and criteria adhered to. It will have access to all the relevant documents and may call the employee and the line manager.

Any appeal hearings will be heard 20 working days after the closing date by which the individual could lodge an appeal.

The Appeal Panel will inform the relevant General Manager/Director and employee of the appeal outcome in writing within 5 working days of the Appeal Panel Meeting. This notification would include an explanation for the decision reached. There is no further appeal to the decision.

Monitoring & Review

The Workforce Management Steering Group will be responsible for monitoring the implementation of the Scheme, with regular reports to the Grampian Area Partnership Forum.

The Scheme will be formally reviewed 12 months after implementation.

**Information About Types of Early Retirement
& Redundancy Compensation**

1. **Voluntary Early Retirement On Reduced Pension** – A member can choose to take voluntary early retirement from age 50 and receive a reduced pension on the understanding that they are retiring and not simply taking a break in employment. Benefits are reduced to cover the extra cost of being paid for a longer time. The same reduction will apply to those members of the special classes who retire before age 55. In the unlikely event that an individual's reduced pension is less than the Guaranteed Minimum Pension, they will not be able to take voluntary early retirement with reduced pension. Pensions awarded from age 50 do not normally attract cost-of-living increases until age 55.
2. **Voluntary Early Retirement With Employers Consent** – Where a member is aged 50 or over, has at least 2 years' service in the NHS Superannuation scheme and the employer agrees to their voluntary early retirement, they are able to retire on pension and lump sum earned. There would, however, be no compensatory enhancements or redundancy pay included.
3. **Retirement in the Interests of the Efficiency of the Service** – Members who for example, after giving valuable service in the past, are no longer able to adjust to new and expanding duties, may be prematurely retired in the interests of the efficiency of the Service. The age and qualifying conditions are the same as for Organisational Change/Redundancy and they also qualify for benefits and compensation however, no redundancy compensation is due. Retirements in this category are very rare as other actions are usually taken to resolve the issue.
4. **Early Retirement on the Grounds of Organisational Change/Redundancy**
Those made redundant in accordance with Agenda for Change Terms & Conditions of Service Section 16 qualify for benefits and compensation if they are over age 50 and have 5 years service in the Superannuation Scheme.

Procedures require employing authorities to ensure that organisational change and redundancy premature retirements are in the overall interests of the Service and also to take account of comparative costs arising from alternatives such as redeployment or protection.

5. **Ill-Health Retirement** – Benefits may be paid early to scheme members and former members who retire early because they cannot carry out their duties due to permanent ill-health. Individuals may qualify for early payment of benefits if they are 'permanently incapable of efficiently discharging the duties of their employment' and have at least 2 years service/preserved service in the scheme. NB: SPPA's medical advisers, not NHSG, decide if the criteria for ill health retirement are satisfied.
6. **Redundancy Compensation** (Updated January 2007) – Regardless of age, any staff member made redundant shall receive one month's pay per year of continuous service, with a maximum of 24 months pay ie:

Years Service	No of Months Pay Entitlement
2	2
12	12
24 & over	24

Outline Summary of Scheme

1. Identification of Potential Staff Groupings

- Effectively 3 routes into the Scheme:
 - as a consequence of forward Service/Workforce Planning,
 - as a consequence of Organisational Change processes, or
 - unsolicited expression(s) of interest, coupled with identified opportunity for redesign, raised by individual member(s) of staff .

2. Staff Grouping Approval Process

- Voluntary Severance Agreements cannot be incongruent with short-and long-term workforce needs
- Consequently, all proposals regardless of how first initiated/identified require to be approved first locally by the relevant General Manager/Director and subsequently in partnership by the NHSG Workforce Management Steering Group before they can be progressed further.

3. Collective Consultation

- To occur at as early a stage as is possible and thereafter on an ongoing basis through the Grampian Area Partnership Forum
- Formal consultation must be completed before notices of termination can be issued.

4. Invitation to Express An Interest in Voluntary Severance

- Completed Expression of Interest Form (Appendix 5) to be returned to local Human Resources Manager
- Estimate of potential entitlements for the individual is requested from the HR Service Centre
- Expressions of Interest remain confidential within the HR Directorate at this stage (with the exception of those that have been raised through the unsolicited route – see 1. above).

5. Receipt of Estimate

- Staff member requires to decide whether they wish to make a Formal Application
- For individuals seriously considering VS, external pre-and post-application support available

6. Formal Application for Voluntary Severance

- Completed Formal Application Slip (Appendix 6) to be returned to local Human Resources Manager within specified time-period
- Receipt of Formal Application will be acknowledged
- Staff member's manager will be notified that the individual has made a Formal Application
- Local management's input as regards the agreed selection criteria will be attached
- Application will be put forward to the NHSG Selection Panel to be considered.

7. Selection Process

- All applications considered against fixed set of criteria
- Additional line manager input may be required (eg points of clarification)
- Individual outcomes will be communicated via the relevant General Manager/Director within 10 working days of NHSG Selection Panel Meeting.

8. Appeal Process

- There will be an opportunity for those staff whose application was not accepted to appeal
- NHSG Appeal Panel will have a membership of 3: Chief Executive, Employee Director & Head of Human Resources
- Appeal must be made in writing to the appropriate General Manager/Director within 10 working days of receipt of Application Outcome Letter.

9. Support

- Information and support is available on ongoing basis from local HR Teams & Partnership Representatives
- For individuals seriously considering VS, External Pre- and Post-Application Support is available

SERVICE & WORKFORCE QUESTIONNAIRE

Department/Service/Function:

Completed By:

Date:

1. ANALYSIS OF DEPARTMENT/SECTION UNDER CONSIDERATION

- List Summary of Major Services/Functions
- Which Services/Functions can be:
 - Stopped?
 - Reduced?
 - Redesigned?
 - Transferred or Merged?
- If Services are Reduced, etc What is Impact on:
 - Other NHSG Services/Clients?
 - Patients?
 - SEHD?
 - Others?
- Fit with NHSG HealthFit Vision, NHSG Workforce Plan and other relevant Service/Workforce Plans (eg Change & Innovation Plans)?
- Other Consequences eg:
 - Future Workforce?
 - Cost of Staff Development?
 - Stress on Staff/Workload (absence)?
 - Additional Training Needs?
 - Recruitment/Retention?
 - Other?
- Have you already Consulted with HR/Staff Partners?
- Have you already Estimated Termination Costs?

2. PROPOSAL DETAIL

- Context (eg nature of proposed change, organisational scale, staff groups that make up the team)
- What Partnership involvement has there been?
- How many staff with what characteristics are needed?
- Are new roles required? Can we recruit to these or will development/reskilling be required?
- What are the Knowledge & Skills Framework competencies?
- What posts identified for reduction/elimination and with effect from approximately when?
- What would the remaining Staff Development Needs be? How are these met? What are the costs?
- What is the difference in cost between the current service and the proposed new service?
- Outline Action Plan

3. DETAIL OF POSTS IDENTIFIED FOR REDUCTION/ELIMINATION

Proposal:	Complete Post Elimination/Hours Reduction/Grade Reduction/Other Redesign* (please specify).....	
Post Title:		
Grade:		
WTE:		
Total Costs:		
Where Post Holder(s) Identifiable - Their Details:	Name:	
	Pay Number:	
	Age:	
	Continuous Service Date:	
	Current Salary:	
	Name:	
	Age:	
	Continuous Service Date:	
Current Salary:		

Proposal:	Complete Post Elimination/Hours Reduction/Grade Reduction/Other Redesign* (please specify).....	
Post Title:		
Grade:		
WTE:		
Total Costs:		
Where Post Holder(s) Identifiable - Their Details:	Name:	
	Pay Number:	
	Age:	
	Continuous Service Date:	
	Current Salary:	
	Name:	
	Age:	
	Continuous Service Date:	
Current Salary:		

* Delete as appropriate

NOTE: In all cases, staff groupings for inclusion within the VS Policy & Procedure as a consequence of proposals should be as broad as possible.

Approval to invite Expression of Interest in Voluntary Severance From the Above Staff Groups Sought:

Signed Date

Name (Block Capitals) Designation

Dear Colleague,

Voluntary Severance Option

You will be aware, following various recent Service communications, that NHS Grampian has an extremely challenging local agenda, the most critical aspect for long term sustainability of services being to return to a sustainable financial balance.

The 'workforce component' of NHSG's Financial Recovery Plan is an important one and comprises 3 key strands: Vacancy Management, Workforce Utilisation and Voluntary Severance.

This correspondence relates to the 3rd strand, the NHSG Voluntary Severance Scheme, which became effective in July '06. A copy is attached for your information.

This new Scheme was developed in Partnership and consultation with regard to potential Voluntary Severance Agreements has commenced with NHSG's recognised Trade Unions. In the meantime, it has been agreed that Expressions of Interest may be sought.

Based on Service/Workforce Planning outcomes, I write to advise that it has been agreed at NHSG level that the opportunity to Express Interest can be offered to those within your staff group, amongst a range of others, at the present time. A copy of the Scheme is attached and this provides details with regard to Voluntary Severance Entitlements. Further information with regard to Early Retirement with Employers Consent can be obtained from the Scottish Public Pensions Agency – Website: www.sppa.gov.uk/nhs or Tel No: 01896893100.

Individuals who submit an Expression of Interest Form will receive a written estimate of their potential entitlement, which will be based on current NHS Terms & Conditions of Service. There is no commitment at this stage of the process either from those expressing an interest to accept Voluntary Severance or for NHSG to grant it to them.

If you wish to Express Interest, please complete the attached Expression of Interest Form and return it to your local HR Manager.

You may wish to discuss this with your line manager, local HR Team or Trade Union Representative in confidence. At this stage, the Expression of Interest will remain confidential within the HR Directorate. Unless an individual expressly indicates otherwise, it will not be discussed with their line manager.

To be considered, completed Expression of Interest Forms must be submitted to the local HR Team no later than.....

Yours sincerely

Head of Department
cc HR Manager

Expression of Interest Form

To be completed by all staff wishing to find out more about what their Potential Voluntary Severance entitlement would be/Express Interest in Voluntary Severance

The closing date for all Expressions of Interest within the

..... **Staff Group is****2006**

1. PERSONAL DETAILS

a) Title: Miss/Mrs/Ms/Mr/Dr or Other

b) Name:.....

c) Home Address:

.....

Postcode:

Contact Tel Numbers:

Payroll Number:

(can be found on pay slip)

Superannuation Number:

(can be found on pay slip if a member of the NHS Pension Scheme)

2. INFORMATION ABOUT YOUR POST(S)

a) Date joined NHS Grampian:

b) Date joined NHS (if different):

c) Did you have a break of 12 months or more from a previous NHS employer before joining NHS Grampian? YES/NO* (* Please delete)

Please provide details about your substantive position(s) in this section. If you are currently in a secondment/acting position please provide this additional information too.

Main Substantive Post

a) Job Title b) Directorate/Sector

c) Base d) Line Manager

e) Contracted Hours f) Grade

- g) Fixed-Term/Permanent*
- h) If your Contract of Employment is fixed-term, when is it due to come to an end?
- i) Are you engaged in other pensionable employment? YES/NO*
- j) If yes, please specify how many hours you work in that post per week

Seconded/Acting Position

- a) Job Title
- b) Directorate/Sector
- c) Base
- d) Line Manager
- e) Contracted Hours
- f) Grade
- g) When does your secondment/acting position end?

3. ESTIMATE REQUEST

I am interested in Voluntary Severance and request an estimate of the compensation I would receive (please tick ✓ as appropriate):

3.1 Early Retirement with Employers Consent
 (Eligibility: 50 Years of Age + At least 2 Years Superannuable Service)

3.2 Voluntary Redundancy
 (Eligibility: 2 Years Reckonable NHS Service over the Age of 18 Years)

Please tick (✓) as appropriate:

My service is no longer required

Others can absorb my duties

Others can be trained/re-skilled

Other redesign (.....)

Scottish Public Pension Agency (SPPA) Statement (if applicable)

For those staff over 50 years of age with 5 years service (and superannuated), it would assist the HR Service Centre in processing the written estimates of your entitlement if you could provide a copy of the last Statement of Scheme Benefits from SPPA and attach it to this form. Please note that if you are not able to provide a copy, this may delay your estimate being provided. Please tick the box if you have included a copy of a statement with this form:

Copy of my last statement from SPPA is included:

Declaration (Please read the statement below and sign to confirm your agreement)

By completing and signing this form I confirm that I am Expressing an Interest in Voluntary Severance and there is no obligation on me or the organisation to take this forward. I understand that making an Expression of Interest is not a formal application.

I also give authority for the organisation to contact SPPA on my behalf to enquire about my pension entitlement if applicable.

Sign: Date:

Print Name:

<p>Please return the completed form in Strict Confidence to:</p> <p>Human Resources Manager,</p> <p>.....</p>

This information is required by NHS Grampian in order that a written estimate of your potential entitlement can be provided and also to allow any subsequent formal application to be considered fully. All information will be held securely and will remain confidential within the HR Directorate until you have agreed, after having received a written estimate of your entitlement, that you wish to proceed with a Formal Application. If you decide to make a Formal Application this information will be shared with your Line Management, the Selection Panel and where applicable the Appeal Panel.

* Please delete

..... (Date)

.....

.....
(Home Address)

Dear Colleague

NHSG Voluntary Severance Scheme – Estimate of Personal Entitlement

In response to your completed Expression of Interest Form, please find attached two copies of your Voluntary Severance Estimate.

Please note that:

- a) this is an ESTIMATE ONLY,
- b) a copy of this documentation has also been forwarded to your local Human Resources Manager
- c) this documentation does NOT in any way commit either yourself or NHSG to Voluntary Severance

If having received your estimate you decide you:

- do not wish to proceed - please notify your local Human Resources Manager in writing at your earliest convenience
- do wish to proceed – please complete the Formal Application Section of one of the Forms and return the whole Form to your local Human Resources Manager within 10 working days of receipt of this estimate

Please note that External Pre- and Post-Application Support is available to assist individuals seriously considering Voluntary Severance. To access this Service, please contact your local HR Manager.

Receipt of completed Formal Applications Forms will be acknowledged in writing, normally within 7 working days of receipt. Thereafter, such applications will be submitted to a monthly NHSG Selection Panel for consideration against the agreed selection criteria.

Should you have any queries on any of the above, please do not hesitate to contact your local Human Resources Team.

Yours sincerely

Manager - HR Service Centre Manager

cc HR Manager

Voluntary Severance Estimate Form & Formal Application Slip

Employee Name:

Pay Number:

Superannuation Number:

Estimate As At:

Annual Saving:

Eligible for Early Retirement With Employer’s Consent:

YES/NO*

1. If Yes, **ESTIMATED** Entitlements As At Above Date:

Annual Pension: £

Lump Sum: £

Cost to NHSG: £

Payback Period:

2. If No/Preference, **ESTIMATED** Entitlement As At Above Date:

Redundancy Compensation: £

Payback Period:

If having received your estimate you decide you:

→ don’t want to proceed - please notify your local HR Manager in writing,

→ do want to proceed – please complete and return the Confirmation Slip below to your local HR Manager within 10 working days of receipt of estimate

FORMAL APPLICATION FOR VOLUNTARY SEVERANCE

By completing and signing this form I confirm that I am Formally Applying to NHSG for Voluntary Early Retirement With Employers Consent/Voluntary Redundancy* but that there is still no obligation on me or the organisation to take this forward. I also understand that the estimate entitlements that have been provided to me are only estimates.

Sign: Date:

Print Name:

Completed Slips/Formal Applications For Voluntary Severance must be forwarded, in Strict Confidence, to the Local Human Resources Manager within 10 working days of receipt of estimates by individuals

NHSG SELCTION PANEL DECISION: APPLICATION APPROVED/REJECTED*

..... General Manager
(Signature)

.....
(Date)

* Please delete as appropriate

..... (Date)

.....

.....
(Home Address)

Dear

NHSG Voluntary Severance Scheme – Formal Application

Receipt of your Formal Application is acknowledged.

Please note that:

- a) Your Application will now be discussed with your line manager as part of the selection process. If you have not already spoken with your line manager on this issue, it would be best if you now do so.
- b) A Formal Application does not commit either yourself or NHSG to Voluntary Severance.

Please do not hesitate to contact either myself or any other member of the local Human Resources Team should you have any queries or concerns.

Yours sincerely

Human Resources Manager

VOLUNTARY SEVERANCE APPLICATION
- NHSG PANEL INFORMATION & RATIONALE FORM

APPLICATION DETAILS:

Employee Name:	
Pay Number:	
Estimate As At:	
Cost to NHSG:	
Payback Period:	
Annual Saving:	

CRITERIA:

PANEL FINDINGS:

1. Application Approval is Not Incongruent with Short- and Long-Term Workforce Needs	
2. There Will be Sufficient Knowledge, Capacity and Skill Base Left Within the Service/Department Should the Application Be Approved	
3. Extent to which Approval will Facilitate a Service/Post Redesign	
4. Extent of VS Costs to NHSG	
5. Extent to Which Redesign will Achieve Cost Savings	
6. VS Costs should normally be Contained Within a 2 Year Payback Period	
7. VS will create Possibility for Suitable Alternative Employment for Displaced Staff	

PANEL CONCLUSION:

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Dear

NHSG Voluntary Severance Scheme – Formal Application Outcome

I write to confirm that the NHSG Voluntary Severance Selection Panel has indicated its willingness to support your Application. You must be aware, however, that there is still no legal obligation on either NHSG or yourself to reach a Voluntary Severance Agreement.

In order to discuss this matter further ie the potential termination of your Contract of Employment on the grounds of Voluntary Severance, I wish to invite you to attend a meeting with myself and <HR Rep> on <date> at <time> in the <venue>, <address>.

You have the right to be accompanied at this meeting by an officer from your Trade Union/Staff Organisation or Professional Organisation, or by a colleague, friend or relative not acting in a professional capacity. Should you wish to exercise your right in this regard please advise me as soon as possible of the name and organisation, if appropriate, of the person who will be attending along with yourself.

If for any reason you are unable to attend this meeting please let me know as soon as possible in order for a more convenient date and time to be arranged.

Should you have any queries regarding any of the above please do not hesitate to contact me. In the meantime, the availability of external support is still there for you should you feel that this would be helpful.

Yours sincerely

Head of Department

Dear

NHSG Voluntary Severance Scheme – Formal Application Outcome

I write to confirm that the NHSG Voluntary Severance Selection Panel has indicated that for the following reason it is unable to support your Application.

RATIONALE:

Within the Scheme, you have the right to appeal against this decision. Should you wish to do so, the reasons of appeal should be submitted in writing to <relevant GM/Director>, <address> within 10 working days of receiving this letter.

In the meantime, please remember that staff support is available through your line management structure, the HR Directorate and/or Staff Representatives.

Yours sincerely

Head of Department