

# Voluntary Severance Scheme

**IDENTIFICATION OF POTENTIAL STAFF GROUPINGS FOR INCLUSION UNDER SCHEME:**

- By Management in Partnership through forward Service & Workforce Planning, or
- As a consequence of ongoing Organisational Change Processes, or
- Expressions of interest in Voluntary Severance, coupled with proposed opportunities for redesign, raised by individual member(s) of staff at any time.

**PROPOSED STAFF GROUPING APPROVAL PROCESS:**

- Approval from relevant Director/General Manager **AND**
- Approval from joint NHSG Workforce Management Steering Group.

Approved

Not Approved

**COLLECTIVE CONSULTATION WITH RECOGNISED TRADE UNIONS & GAPF:**  
By Chief Executive & Director of HR through GAPF

**OPTIONS:**

- Accept outcome/rationale and shelf proposal
- Review/enhance proposal and resubmit
- Raise any concerns/ grievance with line manager

**INVITATION TO APPROVED GROUPS OF STAFF AND INDIVIDUALS TO EXPRESS INTEREST IN VOLUNTARY SEVERANCE:**  
Individual letters from Head of Department

Staff Interested

Staff Not Interested

No Further Action Required

**EXPRESSION OF INTEREST FORM:**  
To be completed by staff member and returned to local HR Team within specified timescale

**PROVISION OF ESTIMATE OF VOLUNTARY SEVERANCE ENTITLEMENT:**  
From HR Service Centre to individual home address

Staff Seriously Interested

Staff Not Seriously Interested

Individual staff to notify their local HR Manager of this decision

**EXTERNAL PRE-DECISION SUPPORT:**  
Confidential service available – access through local HR Teams

Applying for VS

Not Applying for VS

**FORMAL APPLICATION SLIP RETURNED TO LOCAL HR MANAGER:**  
Required from individual within 10 working days of receipt of estimate

**LOCAL MANAGEMENT INPUT WITH REGARD TO AGREED SELECTION CRITERIA:**  
Formal applications will be submitted to the NHSG Selection Process via the relevant GM/Director who will enclose local management's input as regards the agreed selection criteria.

**MONTHLY NHSG SELECTION PANEL:**  
All applications considered in Partnership against agreed, fixed criteria (see Section 7 of Scheme)

Application Approved

Application Not Approved

**LETTER OF CONFIRMATION FROM HEAD OF DEPARTMENT:**  
Convening a meeting to discuss the detail of the potential termination of individual's Contract of Employment on the grounds of VS

**LETTER OF CONFIRMATION FROM HEAD OF DEPARTMENT:**

- Rationale as to why not selected
- Process for Appealing Decision
- Offer of personal/professional support from HR Directorate

VS Agreement

No VS Agreement

Appealing

Not Appealing

**CONTRACT OF EMPLOYMENT TERMINATED ON THE GROUNDS OF VS:**

- Relevant compensation paid to individual
- Availability of external post-decision support

**STATUS QUO:**  
Individual member of staff continues in current role

NHSG Appeal Panel

Appeal Upheld

Appeal Rejected

**NOTE:** There will be full Trade Union/Staff Side involvement at every stage of this scheme