

Voluntary Severance Scheme

Initial Assessment

Prior to any requests for VS estimates being submitted to the Pension Team, your Service and representatives from Finance and Human Resources will carry out an initial assessment of your VS request. The purpose of the initial assessment will be to provide an initial screening of each request to determine whether it is likely to meet the required criteria of –

Sustainable Revenue Budget Savings – requests must produce a saving within less than 5 years (60 months) with a maximum weighting where the payback is achieved within 2 years (24 months). This is the most important criterion.

Impact on Service Delivery and Balanced Workforce - this will ensure that only genuine enquiries for VS figures which have a realistic prospect of being approved are progressed to manage the volume of requests passed to the Pension Team.

The factors to be considered at this initial assessment will be –

- Is the employee potentially covered by a transformational project?
- Is the employee potentially covered by a requirement to achieve budget savings?
- Has the employee previously requested a VS estimate and, if so, do we already hold pension costs for this individual that could give an indication of viability?
- Could this job/role provide opportunities for redeployment, redesign, Modern Apprenticeships, Professional Trainees, or other development opportunity?
- Are there key triggers ie thresholds for age/service which impact on costs?
- Any comments or information provided by the Line Manager which may be relevant to the assessment?
- Is the job/role considered to be a “hard to fill” post or is it in an area where there is forecast to be an increasing demand for services in the medium/long term?
- Are there any other significant factors which need to be considered? This includes consideration of workforce requirements/changes in other Services.

Based on these factors, the initial assessment will determine whether the employee’s request for a VS estimate will be progressed or not. This process will help manage the flow of estimates required to be prepared by the Payroll & Reward Team and the Pension Team, and ensure priority is given to those requests which have a reasonable prospect of approval.