

DCLG VOLUNTARY EXIT SCHEME
REF: VES DCLG2

**“TRANCHE THREE” EXTENSION
FOR STAFF AT GRADES AA-SEO**

1. INTRODUCTION

1.1. Following the opportunities for staff below the SCS to apply for voluntary exit earlier this year under “Tranche One” and “Tranche Two” of the DCLG’s Voluntary Exit Scheme, there is now a further opportunity for staff at grades AA-SEO.

1.2. This document supplements the main VES DCLG1 scheme pack published on the intranet on 20 January 2011.

2. PURPOSE

2.1. The reasons and benefits of offering Tranche Three are:

2.1.1. To provide AA-SEO staff with a last chance to volunteer prior to the start of the selection exercise for their grade. Those who have agreed exits will not be required to submit an application to compete.

2.1.2. To offer a later range of leaving dates to co-incide with the restructuring programme.

3. TERMS

3.1. The terms will be the same as for Tranches One and Two. In headline terms this means the standard tariff of one month’s pay per year of service (subject to the usual scheme limits), and full top-up cost for those eligible to access an unreduced pension in exchange for sacrificing compensation. If you earn less than £23,000, we will treat you as if you earned that amount when we work out your compensation payment (your pension benefits will continue to be based on your final pensionable earnings).

4. ELIGIBILITY

4.1. The eligibility criteria for Tranche Three is the same as for Tranches One and Two, with the exception of AA-SEO staff on career break who are eligible if they already have a career break end date of 31 October 2012 or earlier.

5. TIMETABLE

Activity	Date
Tranche Three Launch	3 May 2011
Closing Date for Moderated Applications	16 May 2011
Offers made	1 June 2011
Deadline for return of acceptances (start of notice period)	10 June 2011

6. LEAVING DATES

6.1. You may apply for one of the following leaving dates. The leaving date must suit business need as well as individual preference. DDs should take this into account in making their recommendations on the application form.

31 January 2012

30 April 2012

31 July 2012

6.2. Where an individual has already been offered an exit at Tranche Two, we reserve the right to offer 31 October 2011 where this is best for the business. An offer at Tranche Two does not guarantee an offer would be repeated for any date at Tranche Three.

7. SELECTION CRITERIA

7.1. The selection criteria are broadly unchanged. Deputy Directors are asked to make an assessment of both the fit of the applicant for the future Department, and the impact of their departure on their work (where there is some change of wording to take account of the later leaving dates). The panel will also ensure value for money is achieved within the overall scheme.

7.2. Agreement to release remains a management decision. Whilst we continue to apply our best endeavours to achieving staff reductions through voluntary means, we must also ensure future business delivery is assured.

7.3. Whilst staff from the Fast Stream are eligible to apply, given DCLG is still recruiting a small number of Fast Streamers, it is highly unlikely they will be offered a voluntary exit.

7.4. The moderation process will take place at Director General level for Tranche Three.

7.5. We reserve the right to use other information about individuals to test the validity of the assessment of suitability for release.

8. ESTIMATE OF BENEFITS

8.1. You will need to supply an estimate of your compensation and, if applicable, pension on your application form. Please see paragraph 6 of the original scheme document for instructions. Your estimate is subject to confirmation from Pensions. You should not enter into financial commitments on the basis of a calculator estimate.

9. HOW TO APPLY

- 9.1. Completed “Tranche Three” application forms should be e-mailed to hrsharedservices@communities.gsi.gov.uk by 5pm on Monday 16 May 2011.

10. APPEALS

- 10.1. Given the tight timetable, there will be a short appeal window likely to be by 6 June.

11. FURTHER QUESTIONS

- 11.1. Please refer to the Voluntary Exit Q&A. If your question is unresolved, please contact HR Shared Services on 0151 224 6400.
12. Please do not make commitments on the basis of an assumed outcome or on unconfirmed estimates.