

**Resources Committee**  
**Early Retirement Sub-Committee**

Minutes of Meeting of the Early Retirement Sub-Committee held at Council Headquarters, Inverness on Tuesday 25 November, 2014 at 4.00 p.m.

**PRESENT**

Dr D Alston  
Miss J Campbell  
Mr N Donald

Mr A Mackinnon (by telephone conference)  
Mr G MacKenzie  
Mrs E McAllister

Officials in attendance

Ms T Luxton, Area Community Services Manager, Community Services  
Ms K Zoryk, HR Business Partner, Corporate Development Service  
Mr C MacCallum, Payroll and Pensions Manager, Finance Service  
Mr A MacInnes, Administrative Assistant, Corporate Development Service

**Dr D Alston in the Chair**

**1. Apologies for Absence**

An apology for absence was intimated on behalf of Ms M Smith.

**2. Declarations of Interest**

Mr A Mackinnon declared a non-financial interest on the item to be discussed at the meeting on the grounds that his spouse was an employee of the Council but, having applied the test outlined in Paragraphs 5.2 and 5.3 of the Councillors' Code of Conduct, concluded that his interest did not preclude him from taking part in the discussion.

**3. Exclusion of the Public**

The Sub-Committee **RESOLVED** that under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting on the grounds that the matter for discussion involved the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 7A of the Act.

**4. Application for Early Retirement**

There had been circulated to Members only:-

- i. an Early Retirement application from Community Services;
- ii. a copy of the Early Retirement/Voluntary Severance Scheme; and
- iii. an explanatory note of the calculations involved in determining the financial

implications of applications for early retirement/voluntary severance.

Members expressed concern that they were being asked to consider this application so close to the prospective retirement date of 30 November, 2014 and there was a feeling that the decision had already been taken for them which they were uncomfortable with. The view was expressed that there was a cost to the Council for Members' attendance at these meetings and the application therefore should have been brought to the Sub-Committee much earlier.

Members were provided with an explanation on the process for submitting applications to the Sub-Committee and the reasons for the delay in bringing this particular application forward. Members were advised that there could be no formal agreement in terms of the financial package for the applicant, without the approval of the Sub Committee.

Members were also informed that the applicant could have stayed in employment until the end of December, 2014, but to have delayed the application until then would have been financially detrimental to the applicant. Officials noted Members concerns, apologised for the delay and advised that the process for Early Retirement/Voluntary Severance applications would be reviewed so that this situation would not be repeated. Members accepted this approach.

Thereafter, the Sub-Committee:

- i **NOTED** that the process for submitting Early Retirement/Voluntary Severance applications would be reviewed, so that the Sub-Committee had sufficient time to consider applications;
- ii **AGREED** that the undernoted application be granted Early Retirement on the following grounds: Criteria 1 on the grounds of redundancy, 2(iii) to assist in service restructuring, 2(iv) to effect financial savings; Criteria 3 to meet the wishes of the employee provided at least one other criteria is satisfied.

<u>Pension Scheme Reference No.</u>	<u>Leaving Date</u>	<u>Criteria</u>
A015100256	30/11/2014	Categories 1, 2(iii), 2(iv) and 3 of the Early Retirement/Voluntary Severance Scheme

The meeting ended at 4.30 p.m.