

Resources Committee
Early Retirement Sub-Committee

Minutes of Meeting of the Early Retirement Sub-Committee held at Council Headquarters, Inverness on Wednesday 29 April, 2015 at 1.30 p.m.

PRESENT

Ms M Smith
Miss J Campbell

Mr N Donald
Mr A Mackinnon

Officials in attendance

Ms E Barrie, HR Manager, Corporate Development Service
Ms A MacPherson, Acting Workforce Staffing & Planning Manager, Care & Learning Service
Mr A MacInnes, Administrative Assistant, Corporate Development Service

Ms M Smith in the Chair

1. Apologies for Absence

Apologies for absence were intimated on behalf of Dr D Alston and Mr A Christie.

2. Declarations of Interest

There were no declarations of interest.

3. Early Retirement/Voluntary Severance Process

There was circulated Report No. ER/1/15 by the Head of People and Performance outlining the procedure to be adopted following a review of the Early Retirement/Voluntary Severance process.

To ensure there was sufficient time to enable applications to be processed and submitted to the Sub-Committee, it was recommended the employee's leaving date will take into account the formal notice period due to the employee and also to allow sufficient time for the early retirement/redundancy application to be submitted to the committee for approval i.e. ideally at least 3 weeks before the proposed leaving date.

The pensions section also required time to process any Additional Voluntary Contributions (AVCs) which employees may have.

Staff were now reminded throughout this process that Sub-Committee approval was required before any announcement can be made by the Council or the employee of their early retirement/redundancy. A flow chart outlining the process

was attached as an appendix to the report.

In terms of the proposed process, Members requested that where appropriate, trade unions be consulted on employees applications for early retirement. It was also requested that employees be advised in writing that they should seek independent financial advice in terms of the financial package that was being offered to them.

The Sub-Committee:

- i **APPROVED** the procedure for processing applications as outlined in section 3 of the report, subject to the inclusion of trade unions being consulted on employees applications, where appropriate; and
- ii **AGREED** that employees be advised in writing that they should seek independent financial advice in terms of the Early Retirement financial package that was being offered to them.

4. 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.

5. Applications for Early Retirement

There had been circulated to Members only:-

- i. Early Retirement applications from the Care and Learning Service;
- 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.

For information purposes, it was advised that in terms of the Flexible Retirement Policy an amendment to this policy was being considered, to include a requirement for employees to commit to a retirement date within a certain period of time when applying for flexible retirement. This would be conducive for Services workforce planning purposes. Trade Unions were being consulted on this proposal.

Thereafter, the Sub-Committee **AGREED** that the undernoted applications be granted Early Retirement on the following grounds: Criteria 2(i) as an alternative to redundancy of an individual, 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>
79/2680	16/08/2015	Categories 2(iii), 2(iv) and 3 of the Early Retirement/

Voluntary Severance Scheme

85/0458	16/08/2015	Categories 2(iii), 2(iv) and 3 of the Early Retirement/ Voluntary Severance Scheme
79/0046	16/08/2015	Categories 2(iii), 2(iv) and 3 of the Early Retirement/ Voluntary Severance Scheme
79/0211	16/08/2015	Categories 2(i), 2(iii), 2(iv) and 3 of the Early Retirement/ Voluntary Severance Scheme
02/7145	16/08/2015	Categories 2(iii), 2(iv) and 3 of the Early Retirement/ Voluntary Severance Scheme

The meeting ended at 1.50 p.m.