

# Bwrdd Gweithredol

## 27.11.17

**Y Pwnc a'r Pwrpas: Cynllun Terfynu Cyflogaeth – estyniad y tu hwnt i fis Mawrth 2018**

**Yr Argymhellion / penderfyniadau allweddol sydd eu hangen:**

- Adolygu'r Cynllun Terfynu Cyflogaeth cyfredol a chytuno ar estyniad y tu hwnt i fis Mawrth 2018

**Y rhesymau:**

Daw'r Cynllun Terfyn Cyflogaeth ar hyn o bryd i ben ar 31 Mawrth 2018. Gofynnir i'r Aelodau ystyried a yw'n cadw'r polisi y tu hwnt i 2018 ac i gytuno ar estyniad os yw'n briodol

Angen ymgynghori â'r Pwyllgor Craffu perthnasol - NAC OES

Y Bwrdd Gweithredol: 27 Tachwedd 2017

Angen i'r Bwrdd Gweithredol wneud penderfyniad OES

Angen i'r Cyngor wneud penderfyniad OES

**YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Y Cynghorydd Mair Stephens**

Y Gyfarwyddiaeth:

Y Prif Weithredwr

Enw Pennaeth y Gwasanaeth:

Paul R Thomas

Awdur yr Adroddiad:

Alison Wood

Swyddi:

Prif Weithredwr Cynorthwyol  
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**EXECUTIVE SUMMARY  
EXECUTIVE BOARD  
27<sup>TH</sup> NOVEMBER 2017**

**Severance Scheme – extension beyond March 2018**

**THE CURRENT SCHEME**

The current Scheme has been in place since 2016. During that time 336 applications have been received and 38 employees have been released. It has provided managers with a method for incentivising staff to volunteer to leave their employment thus making it easier to manage change and reduce the requirement for enforced redundancies.

It has been successful in its aims but more recently the numbers being released under the Policy have reduced and it may be timely to review:

- a) Whether the policy and process should continue in its current format
- b) Whether the policy should be withdrawn
- c) Whether the policy should be continued but with a more flexible and lower key approach

Continuing the Scheme (a)

Previously, letters have been sent out to staff every year inviting them to apply for severance. Some staff have applied on numerous occasions and the application has been turned down. The current process is resource intensive and administratively cumbersome in relation to the numbers of applications which are agreed.

**It is recommended therefore that that the process should not be continued in its current format.** The Policy could be retained if it is considered to be a useful tool for incentivising staff to leave their employment in order to avoid compulsory departures.

Withdrawing the Scheme (b)

The Policy could be withdrawn in April 2018 and managers could utilise other policies such as voluntary early retirement (efficiency of the service), flexible retirement, redundancy, natural wastage and recruitment restrictions to manage workforce reductions.

Retaining the Scheme as part of a range of strategies (c)

Rather than continue with a formal process each year, it is suggested that the Policy could be retained and extended for another 3 years or beyond and managers could utilise it alongside other strategies as and when required. There would be no time limits for applications from staff who could apply under the Scheme at any time. People Services would continue to manage the scheme and liaise with Heads of Service regarding release and the submission of business cases.

<b>DETAILED REPORT ATTACHED ?</b>	<b>NO</b>
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## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Paul R Thomas

Assistant Chief Executive (People Management and Performance)

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>

**1. Finance**

There are costs associated with release of staff under the Scheme.

**7. Staffing Implications**

HR and Employer Pension Policy implications.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Paul R Thomas

Assistant Chief Executive (People Management and Performance)

**1. Scrutiny Committee**

N/A

**2. Local Member(s)**

N/A

**3. Community / Town Council**

N/A

**4. Relevant Partners**

N/A

**5. Staff Side Representatives and other Organisations**

N/A

**Section 100D Local Government Act, 1972 – Access to Information**

**List of Background Papers used in the preparation of this report:**

**THERE ARE NONE**

Title of Document	File Ref No.	Locations that the papers are available for public inspection