PROCESS MAP

NAME OF PROCESS: 30+ RETENTION SCHEME
APPLICATION

Receive completed application form from officer (Appendix 1)



Forward completed application form to WFT lead for approval



Decision yes

Decision no

Final authorisation from Chief Superintendent, Performance Management

Final authorisation from Chief Superintendent, Performance Management

HR to send letter to officer saying Yes subject to medical approval (Appendix 3) along with relevant forms (Appendices 4 to 11 inclusive) or No (Appendix 12) Letter from HR informing officer of outcome to be sent to Officer (Appendix 12)

From DCC?

From DCC?

Officer details entered onto Medical spreadsheet (located s:\30 year + scheme\YEAR) If officer wishes to make representations on decision, representations should be made to the Assistant Director HR for consideration of Director HR

Completed forms received in HR (Appendices 4 to 11 inclusive)

feedback final decision

Medical Questionnaire Form
(Appendix 6) forwarded to
Occupational Health for approval

If Medical approved confirmation
letter (Appendix 13) is forwarded
to officer. If medical not
approved letter to be sent
advising officer of outcome

If approved forms (Appendices 5,7,8 & 9) are forwarded to Finance and forms (Appendices 10 & 11) sent to Welfare Department

Copy of Acceptance letter (Appendix 13) passed to HR Admin for entering onto CYBORG.

Details of Ceremony sent to officer, with copies to Keyfile/DivHRAdvisor/finance Certificate is produced (Appendix 15) and forwarded to Director of HR for signature

HR prepares relevant forms for re-attestation ceremony (Appendix 16) and pen pictures (Appendix 17)

HR Admin to Keyfile all paperwork regarding 30+ Officer