



Section 11 – Retirement, Early Retirement, Redundancy and Redeployment Procedures

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COUNCIL POLICY ON EARLY RETIREMENT

Cabinet at its meeting on 25 June 2007 (B17/26 refers) set out the current policy arrangements. The overarching principle is a revised Early Retirement Policy introduced on a trial basis up to 31 March 2008 that includes amongst other matters:-

- up to a maximum of 52 weeks pay (with a cap of £500 per week) paid for **redundancy or efficiency of the service**.
- **VER** for employees who were pension scheme members prior to 1 October 2006, the 85 Year Rule provisions will still be in place until 31 March 2008. Transitional arrangements for those employees closer to retirement will apply up to 31 March 2020 [see Part C].
- **flexible retirement** as an option now available to employees from age 55 [see Part D].

The above is applicable to non-teaching employees only.

The costs of early retirement should be covered from savings arising over a period of 7 years. Such savings should be accommodated on a Directorate basis.

In all cases of early retirement the Council must give approval via a panel decision.

Application

A Panel will consider all applications. The policy applies to the following early retirement situations:

Redundancy
Efficiency of the Service
Voluntary Early Retirement
Flexible Retirement

The Panel

1. For all non based schools staff, a panel consisting of the Corporate Lead for HR and the Chief Finance Officer will need to approve any early retirement scenario, be it Redundancy, Efficiency of the Service or VER and any requests for flexible retirement.
2. A presentation to the panel would be made by the appropriate Chief Officer regarding those cases where the respective Service area wishes to pursue an 'early retirement' option or a request for flexible retirement.
3. Factors to be considered by the panel will include:
 - the reason for the early retirement
 - costs
 - effects on service/alternative employment/service delivery considerations
 - employee circumstances (including any compassionate grounds/merits of the case).
4. Early retirement considerations (for whatever reason – Redundancy, Efficiency of the Service or VER) and requests for flexible retirement relating to Chief Officers and above

will be referred to Elected Members (Cabinet). The Corporate Lead for HR and the Chief Finance Officer will make a recommendation on each case to Cabinet.

5. Appeals against the decision of the panel should be made within 10 working days of receipt of the decision and would be made to the Chief Executive (or Chief Officer authorised to act on his behalf). A further hearing will be convened to hear the appeal within 28 working days of receipt of the appeal. The Chief Executive (or Chief Officer authorised to act on his behalf) will be accompanied at the hearing by a member of staff from Human Resources.

(A) Redundancy

Minimum Requirements/Criteria for Early Retirement

1. To draw LGPS benefits (ie pension and lump sum if applicable) in any early retirement situation, an employee must be at least 55 on the last day of service.
2. The Council will award a cash lump sum as per Table 1, as appropriate, in terms of redundancy early retirements.
3. Redundancy Payments include any statutory redundancy payments due – such payments will be on the basis of ‘actual weekly wage’.
4. If the cash lump sum (plus any pay in lieu of notice) exceeds £30,000, tax is due on the excess.
5. ‘Bumped redundancies’, where agreed by the Council, are included in these provisions.
6. The employee can request the Council to exchange the cash lump sum for LGPS additional pension. Please note, additional pension is where an employee may request that their lump sum payment is paid directly into their pension account, which would result in an increase in the pension payments they receive. Advice from the West Yorkshire Pension Fund would need to be sought before the Council can confirm any exchange of lump sum for additional pension – such an exchange is entirely at the discretion of the Council and is not limited to employees aged 55 and above).
7. The cash lump sum and additional pension are mutually exclusive.

(B) Efficiency of the Service

Minimum Requirements/Criteria for Early Retirement

1. There is no definition of interests of efficiency contained in the Local Government Pension Scheme Regulations. Retirement in the interests of efficiency is generally understood to apply to those retirements outside the scope and coverage of ill health and compulsory retirement/redundancy.
2. Examples of where VER may be used are where a job changes or becomes more onerous or where there are changes in an individual's circumstances. Cases are always judged individually on the circumstances and merits of each case in question.
3. To draw LGPS benefits (ie pension and lump sum) in any early retirement situation, an employee must be at least 55 on the last day of service.
4. The Council will award a cash lump sum (plus any non taxable pay in lieu of notice) as per Table 1 (Efficiency of the Service) in terms of Efficiency of the Service early retirements.
5. If the cash lump sum (plus any pay in lieu of notice) exceeds £30,000, tax is due on the excess.
6. To qualify for a cash lump sum payment, the employee must have at least 5 years continuous service as an employee of Calderdale Council.
7. The employee can request the Council to exchange the cash lump sum for LGPS additional pension. Please note, additional pension is where an employee may request that their lump sum payment is paid directly into their pension account, which would result in an increase in the pension payments they receive. Advice from the West Yorkshire Pension Fund would need to be sought before the Council can confirm any exchange of lump sum for additional pension – such an exchange is entirely at the discretion of the Council and is not limited to employees aged 55 and above.
8. The exchange from cash lump sum to additional pension are mutually exclusive.

(C) Voluntary Early Retirement – Employer Consent (waived reductions) – Regulation 30 (8)

Minimum Requirements/Criteria for Voluntary Early Retirement

1. Only applies to active LGPS members who are age 55 and over.
2. Must have at least 10 years membership of the LGPS, 5 of which must be continuous service as an employee of Calderdale Council.
3. Employees awarded VER will not be re-engaged by the Council.
4. A mutually agreed termination date will be arrived at between management and employees as appropriate.

PLEASE NOTE:

Voluntary Early Retirement (VER) applies to employees who are already members of the 'Local Government Pension Scheme' (LGPS).

(D) Flexible Retirement – Employer Consent – Regulation 30(6)

Minimum Requirements/Criteria for Flexible Early Retirement

1. The provisions of the LGPS allows scheme members over 55 to draw their pension and lump sum entitlements early – if they reduce their hours or grade – providing the Council gives approval.
2. The employee must have at least 10 years membership of the LGPS, 5 of which must be as an employee of Calderdale Council.
3. Requests for flexible retirement will be considered where these are in the Council's interests (eg retention of particular skills/expertise, financial savings etc).
4. Where approvals are given, reduction in pension benefit will take place. Information on benefits will be requested on an individual basis from the West Yorkshire Pension Fund once a flexible retirement request has been received.

TABLE 1**REDUNDANCY/EFFICIENCY OF THE SERVICE**

Regulation 33 of the Age Regulations allows employers to pay enhanced payments calculated using age and length of service.

Age (years)	SERVICE (YEARS)																			
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
18	1.73	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
19	1.73	2.60	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
20	1.73	2.60	3.46	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
21	1.73	2.60	3.46	4.33	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
22	1.73	2.60	3.46	4.33	5.19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
23	2.60	3.46	4.33	5.19	6.06	6.92	-	-	-	-	-	-	-	-	-	-	-	-	-	
24	3.46	4.33	5.19	6.06	6.92	7.79	8.65	-	-	-	-	-	-	-	-	-	-	-	-	
25	3.46	5.19	6.06	6.92	7.79	8.65	9.52	10.38	-	-	-	-	-	-	-	-	-	-	-	
26	3.46	5.19	6.92	7.79	8.65	9.52	10.38	11.25	12.11	-	-	-	-	-	-	-	-	-	-	
27	3.46	5.19	6.92	8.65	9.52	10.38	11.25	12.11	12.11	12.11	-	-	-	-	-	-	-	-	-	
28	3.46	5.19	6.92	8.65	10.38	11.25	12.11	12.98	13.84	14.71	15.57	-	-	-	-	-	-	-	-	
29	3.46	5.19	6.92	8.65	10.38	12.11	12.98	13.84	14.71	15.57	16.39	17.30	-	-	-	-	-	-	-	
30	3.46	5.19	6.92	8.65	10.38	12.11	13.84	14.71	15.57	16.44	17.30	18.17	19.03	-	-	-	-	-	-	
31	3.46	5.19	6.92	8.65	10.38	12.11	13.84	15.57	16.44	17.30	18.17	19.03	19.90	20.76	-	-	-	-	-	
32	3.46	5.19	6.92	8.65	10.38	12.11	13.84	15.57	17.30	18.17	19.03	19.90	20.76	21.63	22.49	-	-	-	-	
33	3.46	5.19	6.92	8.65	10.38	12.11	13.84	15.57	17.30	19.03	19.90	20.76	21.63	22.49	23.36	24.22	-	-	-	
34	3.46	5.19	6.92	8.65	10.38	12.11	13.84	15.57	17.30	19.03	20.76	21.63	22.49	23.36	24.22	25.09	25.95	-	-	
35	3.46	5.19	6.92	8.65	10.38	12.11	13.84	15.57	17.30	19.03	20.76	22.49	23.36	24.22	25.09	25.95	26.82	27.68	-	
36	3.46	5.19	6.92	8.65	10.38	12.11	13.84	15.57	17.30	19.03	20.76	22.49	24.22	25.09	25.95	26.82	27.68	28.55	29.41	
37	3.46	5.19	6.92	8.65	10.38	12.11	13.84	15.57	17.30	19.03	20.76	22.49	24.22	25.95	26.82	27.68	28.55	29.41	30.28	
38	3.46	5.19	6.92	8.65	10.38	12.11	13.84	15.57	17.30	19.03	20.76	22.49	24.22	25.95	27.68	28.55	29.41	30.28	31.14	
39	3.46	5.19	6.92	8.65	10.38	12.11	13.84	15.57	17.30	19.03	20.76	22.49	24.22	25.95	27.68	29.41	30.28	31.14	32.01	
40	3.46	5.19	6.92	8.65	10.38	12.11	13.84	15.57	17.30	19.03	20.76	22.49	24.22	25.95	27.68	29.41	31.14	32.01	32.87	
41	3.46	5.19	6.92	8.65	10.38	12.11	13.84	15.57	17.30	19.03	20.76	22.49	24.22	25.95	27.68	29.41	31.14	32.87	33.74	
42	4.33	6.06	7.79	9.52	11.25	12.98	14.71	16.44	18.17	19.90	21.63	23.36	25.09	26.82	28.55	30.28	32.01	33.74	35.47	
43	5.19	6.92	8.65	10.38	12.11	13.84	15.57	17.30	19.03	20.76	22.49	24.22	25.95	27.68	29.41	31.14	32.87	34.60	36.33	
44	5.19	7.79	9.52	11.25	12.98	14.71	16.44	18.17	19.90	21.63	23.36	25.09	26.82	28.55	30.28	32.01	33.74	35.47	37.20	
45	5.19	7.79	10.38	12.11	13.84	15.57	17.30	19.03	20.76	22.49	24.22	25.95	27.68	29.41	31.14	32.87	34.60	36.33	38.06	
46	5.19	7.79	10.38	12.98	14.71	16.44	18.17	19.90	21.63	23.36	25.09	26.82	28.55	30.28	32.01	33.74	35.47	37.20	38.93	
47	5.19	7.79	10.38	12.98	15.57	17.30	19.03	20.76	22.49	24.22	25.95	27.68	29.41	31.14	32.87	34.60	36.33	38.06	39.79	
48	5.19	7.79	10.38	12.98	15.57	18.17	19.90	21.63	23.36	25.09	26.82	28.55	30.28	32.01	33.74	35.47	37.20	38.93	40.66	
49	5.19	7.79	10.38	12.98	15.57	18.17	20.76	22.49	24.22	25.95	27.68	29.41	31.14	32.87	34.60	36.33	38.06	39.79	41.52	
50	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.09	26.82	28.55	30.28	32.01	33.74	35.47	37.20	38.93	40.66	42.39	
51	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	27.68	29.41	31.14	32.87	34.60	36.33	38.06	39.79	41.52	43.25	
52	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	28.55	30.28	32.01	33.74	35.47	37.20	38.93	40.66	42.39	44.12	
53	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	28.55	31.14	32.87	34.60	36.33	38.06	39.79	41.52	43.25	44.98	
54	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	28.55	31.14	33.74	35.47	37.20	38.93	40.66	42.39	44.12	45.85	
55	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	28.55	31.14	33.74	36.33	38.06	39.79	41.52	43.25	44.98	46.71	
56	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	28.55	31.14	33.74	36.33	38.93	40.66	42.39	44.12	45.85	47.58	
57	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	28.55	31.14	33.74	36.33	38.93	41.52	43.25	44.98	46.71	48.44	
58	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	28.55	31.14	33.74	36.33	38.93	41.52	44.12	45.85	47.58	49.31	
59	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	28.55	31.14	33.74	36.33	38.93	41.52	44.12	46.71	48.44	50.17	
60	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	28.55	31.14	33.74	36.33	38.93	41.52	44.12	46.71	49.31	51.04	
61	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	28.55	31.14	33.74	36.33	38.93	41.52	44.12	46.71	49.31	51.90	
62	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	28.55	31.14	33.74	36.33	38.93	41.52	44.12	46.71	49.31	51.90	
63	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	28.55	31.14	33.74	36.33	38.93	41.52	44.12	46.71	49.31	51.90	
64	5.19	7.79	10.38	12.98	15.57	18.17	20.76	23.36	25.95	28.55	31.14	33.74	36.33	38.93	41.52	44.12	46.71	49.31	51.90	

Table with a maximum of 51.90 weeks capped at a maximum of £500 per week.

FLEXIBLE RETIREMENT REQUEST – WYPF MEMBERS

FLEX.Request

Name:		
Date of Birth:		National Insurance Number:
Date Commenced Employment:		
Post:	Hours Worked:	Grade/Salary:
	Other Allowances Paid:	
Service:	Directorate or School:	
<u>1. Employee's Request</u> (continue on a separate sheet if necessary)		
Employee's Signature: <p style="text-align: center;"><i>Please now forward this form to your manager</i></p>		
<u>2. Manager's Comments</u>		
Does the member meet the criteria in-line with our Policy Statement? YES/NO		
Manager's Signature:		
Head of Service's Signature:		
<i>What will be the proposed new working arrangements (hours) should the flexible retirement request be granted?</i>		
<i>If flexible retirement is granted, from which date will the new working arrangements commence?</i>		
<i>Final date of employment following flexible retirement:</i>		
3. Please complete Form RT1 and forward to the Pension Section who will request pension entitlements and details of cost implications from the West Yorkshire Pension Fund. (You may need to liaise with your school adviser)		
Part 4 – please complete after pension costings and decision has been made		
4. I approve/do not approve the request for flexible retirement		
..... Corporate Lead for HR or Head of School Date:		
I approve/do not approve the request for flexible retirement		
..... Chief Finance Officer or School Governor Date:		
NB: Please forward now to your HR admin team, the flexible retirement date should be at least 4 weeks after approval date above.		

APPLICATION FOR EARLY RETIREMENT (WYPF MEMBERS)

Name:		Work Telephone Number:
Address:		Home Telephone Number:
		Email Address:
Directorate:		Post Held:
Grade and Salary Details:		
Reasons for the proposed early retirement: <i>[please tick as applicable]</i> <input type="checkbox"/> VER <input type="checkbox"/> Efficiency of the Service <input type="checkbox"/> Redundancy		
Details of the effect on the Service of approving the early retirement: <i>[please attach any supporting documentation]</i>		
Will you refill the post? - on what basis: <i>[please give details]</i>		

Financial details of costs and financial implications to the Service and Directorate including the period of time over which costs are recoverable. Please also include details of the package for the employee and details of costs to the Council.

Directorate/Service Contact:

Chief Officer Authorisation: Date:

Approved ☐

Not Approved ☐

Chief Finance Officer: Date:

Corporate Lead for HR: Date:

Reason if not approved:

EARLY RETIREMENT - PAYMENT ARRANGEMENTS

1. Services should write to all employees whose applications for early retirement have been accepted. Figures should not be quoted in these letters. Copies of these letters should be sent to the Pensions Officer, the Salaries and Wages Officer.
2. As regards the actual paying out of the various amounts of money due to successful applicants, the following will apply:
 - (a) Local Government Pension Scheme Lump Sum
 - Pensions Officer in conjunction with the Pension Fund will calculate and arrange to pay out.
 - (b) Local Government Pension Scheme Annual Pension
 - Pensions Officer in conjunction with the Pension Fund will calculate and arrange to pay out.
 - (c) Redundancy
 - Chief Officers should arrange for the calculation and payment out of redundancy pay (Chief Finance Officer's staff are available to assist with the calculation if required).
 - (d) Payment in Lieu of Notice
 - The Service should work out the pay in lieu of notice entitlement and send the details directly to the Salaries and Wages Officer (Finance) who will arrange for payment. Please enter the amount of the "Notification of Employee Leaving" Form.

Note : Pay in lieu of notice should only be granted in exceptional circumstances and Services need to contact the Corporate Lead for HR prior to agreeing this. Guidelines have been issued when pay in lieu of notice is payable.
3. The above only applies when approval is given to applications for early retirement. Estimates in response to requests from individuals for early retirement details should continue to be directed to the Pensions Officer.

REDEPLOYMENT POLICY FOR NON TEACHING EMPLOYEES (INCLUDING CHIEF OFFICER APPOINTMENTS AND ABOVE)

This policy relates to all non-school based employees.

The Corporate Lead for HR has overall management responsibility for the redeployment process.

This procedure should be considered for all employees whose posts have been declared redundant. In the event of an employee's post being declared redundant, then redeployment will be sought during the employees notice period. **(Refer to Section 10. Statutory Notice Periods below).**

Human Resources should be notified immediately of any potential redundancy situations.

This procedure is also applicable to redeployment situations in respect of ill health and secondees.

The appropriate Trade Union(s) will be consulted with before this procedure is triggered.

Aim of Redeployment Process

The aim of the process will be to support and secure employees on redeployment into alternative employment.

1. Redeployment Criteria

Employees who meet the following criteria will be considered for redeployment:

- 1.1 **Redundancy/Restructure:** if there is a threat of redundancy due to a staffing restructure in their service Human Resources should be notified immediately of any potential redundancy situations to ensure that employees are placed on the At Risk Register. On formal notification of redundancy, employees should be considered for Redeployment.
- 1.2 **Ill-Health:** if, following the advice of Occupational Health, it is agreed that an employee's health may affect their ability to perform the duties of their existing post and the Occupational Health Practitioner has identified that redeployment may be appropriate.
- 1.3 **Secondments:** Employees who are seconded to other positions, whether internal or external to the Council (eg CHFT / SYWFHT / NHS, local authority or other partner organisation) and at the end of the secondment it is not practicable by reason of redundancy or restructure for the employee to return to their substantive post then suitable alternative employment will be considered in accordance with the Council's Redeployment Procedure.

- 1.4 **Fixed Term Contracts:** Employees who hold a fixed term contract for more than 2 years and therefore have continuous service of 2 years or more will be considered for redeployment prior to the end of the fixed term contract.

Note: Casual/Agency Workers: The Council's Redeployment Procedure does not apply to Casual Workers, Agency Workers.

2. Redeployment Process

- 2.1 The [Resourcing and Recruitment Team](#) will manage the process for redeployment.

A Job Matching Process will take place that considers an employees suitability for any internal vacancies based on their strengths profile held in the Future Workforce Programme Internal Jobs Market.

Where the reason for redeployment is in relation to ill health, Occupational Health advice will always be sought regarding the suitability of any posts.

Employees will have a designated member of the Resourcing and Recruitment Team and a deployment manager (usually their line manager) to support them through the deployment process. The employee will have a deployment meeting with a member of Human Resources and their line manager, to explain the Deployment Process and Job Matching Process.

3. Job Vacancies

- 3.1 In accordance with the Council's Recruitment and Selection Policy, **vacant posts identified as suitable for redeployment purposes will be offered internally in the first instance to employees on the Council's Redeployment and 'At Risk' Lists.** Redeployees will be given details of the Job Matching Process and how to apply for potentially suitable vacancies during a redeployment meeting with a member of Human Resources.

Note: Details of any interest shown in vacant posts/or applications submitted by redeployees will be recorded on their record. Details will also be kept of vacancies not pursued that have been deemed suitable for redeployees.

- 3.2 Redeployees are also expected to actively pursue redeployment opportunities. Redeployees who unreasonably refuse an offer of suitable alternative employment will have any entitlement to a redundancy payment withdrawn.

Note: Redundancy payments are not applicable to ill health redeployment situations.

4. Job Offer

- 4.1 If redeployees are successful after the selection process the appointment to the position will be confirmed on a 4 Week Trial Period with salary protection to be paid by the employing service.
- 4.2 The trial period may be extended for the purposes of retraining. Retraining can be offered where appropriate. Cost and time required to undertake training must be taken into consideration before agreeing to offer a redeployee retraining.

- 4.3 **The 4 week trial period will not extend beyond an employee's notice period** except in cases where retraining is required. Approval to the extension of an employee's notice period must be sanctioned by the Corporate Lead for HR.
- 4.4 If, during the trial period, the appointment is not deemed suitable by either party (and the reason given by the employee in declining the job offer is deemed reasonable by the Corporate Lead for HR) then the employee's contract of employment will be terminated and any unexpired notice due will be paid in lieu and the employee is treated as being dismissed when the original contract comes to an end, and is entitled to a redundancy payment.

Note: In all circumstances, redeployment will only be sought during an employee's notice period.

- 4.5 If the appointment is confirmed after the trial period or retraining programme and, in the event of the new post carrying a lower grade than the previous post, the postholder will receive salary protection (based on a maximum of two grades) on the following basis:-

Year 1 – maintained at existing level

Year 2 – maintained at existing level

After 2 years' protection the employee will revert to the salary of the new post (the highest spinal column point). The protection also applies to Annual Leave. In the event of the new post carrying a lower annual leave entitlement, the employees entitlement to annual leave at the point of redeployment will be maintained for 2 years and then revert to the annual leave entitlement of the new post.

Note: Ill health redeployment – there will be no salary/grade protection in respect of redeployment to a lower graded post as part of this procedure. The terms and conditions of employment will be those relating to the new post.

5. External Job Vacancies

- 5.1 Redeployees will be granted reasonable paid leave of absence to seek employment outside the Council and for retraining/skills development purposes. Approval should be sought from the line manager and / or the HR Advisory team beforehand.

6. Redundancy Payment

- 6.1 Redeployees should be reminded that a failure to take a positive approach to any posts identified as suitable may result in no redundancy pay being paid at the end of the process.

7. Representation

- 7.1 Throughout the redeployment procedure employees will be entitled to representation by a Trade Union or work colleague.

8. Up-skilling/Learning and Development

- 8.1 Any up-skilling or learning and development needs identified which are deemed appropriate to a new appointment will be supported where possible and associated reasonable costs will be funded by the employing service.

9. Appointments Made by Members (Chief Officer appointments and above)

- 9.1 Should a Chief Officer be made redundant and a suitable alternative post becomes vacant the Employment Committee will make a decision on whether to appoint the Chief Officer after they have gone through the selection process prior to advertising the post elsewhere.

10. Statutory Notice Periods

- 10.1 For employees with one month or more but less than two years continuous service with Calderdale Council (or associated employer*), the minimum notice which you are entitled to receive is one week.
- 10.2 For employees with 2 years or more, but less than 12 years' continuous service with Calderdale Council (or associated employer*) the minimum notice which you are entitled to receive is one week for each year of continuous service.
- 10.3 For employees with 12 years or more continuous service with Calderdale Council (or associated employer*), the minimum notice which you are entitled to receive is 12 weeks.

* includes previous continuous service with any public authority to which the Redundancy Payments Modification Order applies.

REDEPLOYMENT INTERVIEW

NAME:

ADDRESS:

.....

.....

TELEPHONE NUMBER: (HOME) (WORK):

DATE OF BIRTH:.....

DATE LOCAL AUTHORITY SERVICE COMMENCE:

DATE CONTRIBUTIONS TO SUPERANNUATION FUND COMMENCE (if known):

.....

CURRENT JOB TITLE:

REASON FOR REDEPLOYMENT:

.....

.....

.....

DETAILS OF CLOSURE (if applicable):

.....

.....

.....

WORK PLACE AND CURRENT HOURS (Dual Employment Y/N):

CURRENT DUTIES:

.....

.....

.....

WOULD YOU CONSIDER A CHANGE IN WORKING HOURS Y/N

IF YES

.....

.....

GEOGRAPHICAL LOCATION REQUIRED:

.....

.....

PREVIOUS EXPERIENCE:

.....

.....

.....

.....

QUALIFICATIONS (Driving Licence etc):

.....

.....

.....

.....

INTERESTS:

.....

.....

FUTURE WORK ASPIRATIONS:

.....

.....

.....

.....

(WOULD RETIREMENT/REDUNDANCY BE A POSSIBILITY Y/N)

ANY OTHER INFORMATION:

.....

.....

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.....

.....

REDUNDANCY POLICY FOR ALL NON TEACHING EMPLOYEES & EMPLOYEES WHO ARE NOT PART OF THE SCHOOL ESTABLISHMENT

1. INTRODUCTION

- 1.1 The Council is committed to the principle of maintaining the highest possible level of job security for all its employees and regards compulsory redundancy as a last resort. It recognises, however, that as a consequence of providing the best possible service to the public, changes in competitive conditions, government legislation, organisational and technical developments, staff may still be displaced.
- 1.2 It is the intention of this policy to mitigate so far as is possible the effects on staff of any such changes.
- 1.3 Whilst alternative employment will be considered, the Council recognises that it may not always be possible to redeploy displaced employees.
- 1.4 In the event of a redundancy situation this policy will provide a uniform and fair method of selection for redundancy, which would come into effect when other Council Procedures to avoid compulsory redundancy have been exhausted.

2. Procedure of Avoiding Compulsory Redundancy

2.1 Trade Union Consultation

The Council will consult appropriate trade unions or employees' representatives as soon as possible.

In accordance with The Collective Redundancies and Transfer of Undertakings (Amendment) Regulations (S1 1999 No 1925) consultation must be undertaken with a view to reaching an agreement about ways of:

- avoiding the dismissals
- reducing the number of employees to be dismissed, and
- mitigating the consequences of the dismissals.

It is apparent therefore, that the consultation should precede any decision to terminate employment on the grounds of redundancy.

- 2.2 In addition to consulting the Trade Unions the Council is required to disclose in writing to the Trade Union Representatives the following:

- the reasons for the proposals
- the numbers and descriptions of employees it is proposed to dismiss as redundant
- the total number of employees of that description employed at the establishment in question
- the proposed method of selecting the employees who may be dismissed
- the proposed method of carrying out the dismissals, including the period over which the dismissals are to take effect

- the proposed method of calculating the amount of any redundancy payments to be made.

Any employees who are likely to be affected by any proposals will also need to be consulted, whether or not they are members of the recognised trade union and made aware of the agreed redundancy handling procedure.

Members should always be advised of any proposals to declare any Council employees compulsorily redundant.

3. Measures to Minimise Redundancy

Measures which will be jointly considered for avoiding compulsory redundancies will include the following:

- 3.1 Natural wastage.
- 3.2 A restriction or freeze on recruitment.
- 3.3 The termination, where practical, of the employment of temporary employees.
- 3.4 Seeking applicants for early retirement and voluntary redundancy. In these instances, while the Council will be prepared to consider all applications, it reserves the right to determine who would be permitted to go, taking into account current and future operational requirements.
- 3.5 The retraining and redeployment, where appropriate, of existing employees into appropriate vacancies in accordance with the Council's Redeployment Procedure.

4. SELECTION CRITERIA FOR COMPULSORY REDUNDANCY

- 4.1 Where the measures outlined in paragraph 3 fail to provide the revised size and composition of workforce required by the Authority, selection criteria will be used when considering employees for redeployment/redundancy. The selection criteria will be based on the necessity to maintain a balanced workforce after the redundancies have taken place which has the appropriate skills and commitment to ensure the continued success of the service and ensuring that employees are not discriminated against on the grounds of sex, marital status, disability, race, sexual orientation or trade union activities. Qualifications and skills should be taken into account where a revised structure requires such attributes.
- 4.2 It is difficult to anticipate all circumstances which could lead to redundancy and all criteria used should be as objective as possible using pre-recorded and verifiable data. The criteria that should be taken into account is as follows:-

- A.
 - The priorities of current service provision as determined by the Council/ Directors and Chief Officers
 - Attendance Records
 - Live Disciplinary Records
- B. If no overall selection is possible from the above:-
 - Sickness Absence
(This will not include pregnancy related sickness, or in the case of a disabled person, any absences attributable to their disability. Occasions of specific gender related sickness absences and certified industrial injury are also to be excluded.)
 - Objective Performance Measures
- C. If these criteria prove to be inconclusive, it may be necessary to consider:-
 - Qualifications, experience, skills - where there is an objective method of assessing, this criteria

- 4.3 The relevant Trade Union should be supplied with details of the redundancy exercise and potential redundancies.
- 4.4 Employees who can satisfy the Corporate Lead for HR that they have a disability as defined by the Disability Discrimination Act 1995 will receive further consideration if they are identified as potentially redundant.

5. **APPEALS**

- 5.1 Employees will be informed of the reasons for their proposed dismissal on the grounds of redundancy, together with the criteria used for selection. Wherever possible, this should be done in person by the Chief Officer or his/her representative.
- 5.2 The employee will also be given a copy of the Council's Redundancy Procedure and informed of their right to appeal by submitting such an appeal in writing to the Chief Law and Administration Officer within 10 working days of the proposal to make the employee redundant.
- 5.3 Appeals from employees who feel the selection criteria adopted have been unfairly applied in their particular case will be considered and determined by the Employee Appeals Panel in accordance with the Council's Appeals Procedure.
- 5.4 At the Appeals hearing the employee may be accompanied by his or her Trade Union Representative or some other person of the employee's choice.
- 5.5 The outcome of the appeal will be conveyed in writing to the person concerned within 5 working days of the hearing.
- 5.6 Should an employee be given notice of redundancy and subsequently appeals, the employee will remain in employment and the termination notice be suspended pending the outcome of the Employee Appeals Panel which should be convened as soon as possible.

6. **Eligibility for Redundancy Payments**

To qualify for redundancy payments an employee must have at least 2 years continuous employment.

7. **Assistance in Seeking Alternative Employment**

Reasonable time off with pay will be granted to enable employees to find alternative work or undergo training for new employment.

SELECTION FOR REDUNDANCY CRITERIA

POINTS ASSESSMENT SCHEME

Criteria and Measured Area	Standard	Points	Total
Discipline Recorded action from personal disciplinary records.	No record "Live" written warning "Live" final warning	30 5 0	
Timekeeping Total number of unauthorised occasions arrive late/leave early over past 3 years.	0 - 1 day 2 days 3 days 4 or more	30 20 10 0	
Unauthorised Absence Total number of occasions over past 3 years.	No record 1 occasion 2 occasions 3 or more	30 10 5 0	
* Duration of Sickness Total duration of sickness over the previous 3 years divided by the number of years records used.	0 - 5 days Greater than 5 and up to and including 10 days Greater than 10 and up to and including 15 days Greater than 15 days	15 10 5 0	
* Frequency of Sickness Total number of occasions of sickness over the previous 3 years divided by the number of years records used.	0 - 2 occasions Greater than 2 up to and including 3 occasions Greater than 3 up to and including 4 occasions Greater than 4 up to and including 5 occasions Greater than 5 occasions	20 15 10 5 0	
<u>Note:</u> * Pregnancy related absence to be excluded and in the case of a disabled person any absences attributable to their disability.	TOTAL		
METHOD: THE CASES OF 'AT RISK' EMPLOYEES WILL BE REVIEWED IN TERMS OF THEIR OVERALL POINTS RATING - THE LOWER THE RATING, THE GREATER THE PROBABILITY OF SELECTION FOR REDUNDANCY.			

**ILLUSTRATION : APPLICATION OF THE
POINTS ASSESSMENT SCHEME**

EMPLOYEE "A"		EMPLOYEE "B"	
CRITERIA	POINTS AWARDED	CRITERIA	POINTS AWARDED
1.1 Discipline Written warning in force	5	1.1 Discipline No disciplinary record	30
1.2 Timekeeping Total of 17 occasions over 3 years	0	1.2 Timekeeping Total of 0 occasions over 3 years	30
1.3 Unauthorised Absence Total of 1 occasion over 3 years	10	1.3 Unauthorised Absence Total of 0 occasion over 3 years	30
TOTAL POINTS AWARDED	15	TOTAL POINTS AWARDED	90

In the above illustration the probability of selection for redundancy would be greater for "Employee A" (15 points) than for "Employee B" (90 points)

EMPLOYEE "C"		EMPLOYEE "D"	
CRITERIA	POINTS AWARDED	CRITERIA	POINTS AWARDED
Stage 1			
2.1 Discipline		2.1 Discipline	
No record	30	No record	30
2.2 Timekeeping		2.2 Timekeeping	
Total of 1 occasion over 3 years	30	Total of 3 occasions over 3 years	10
2.3 Unauthorised Absence		2.3 Unauthorised Absence	
Total of 1 occasion over 3 years	10	Total of 0 occasion over 3 years	30
TOTAL POINTS AWARDED	70	TOTAL POINTS AWARDED	70
Stage 2			
2.4 Duration of Sickness		2.4 Duration of Sickness	
Total of 32 days over 3 years Average duration per annum = $32/3 = 10.2$ days	10	Total of 11 days over 3 years Average duration per annum = $11/3 = 3.6$ days	15
2.5 Frequency of Sickness		2.5 Frequency of Sickness	
Total of 1 occasion over 3 years Average frequency per annum = $11/3 = 3-6$ occasions	5	Total of 2 occasions over 3 years Average frequency per annum = $2/3 = 0.7$ occasions	15
TOTAL POINTS AWARDED	85	TOTAL POINTS AWARDED	105

In the above illustration the probability of selection for redundancy would be greater for "Employee C" (85 points) than for "Employee D" (105 points).

In this example there are no pre-recorded objective performance measures which could be taken into account.

EMPLOYEE APPEALS PANEL

1. The Chief Officer or his/her representative and the Appellant and his/her representative may each prepare a statement, explaining the basis of their case.
2. Following any discussions between the parties, any documents must be sent to the Chief Executive to arrive at least one week before the date of the hearing.
3. All documents will be sent out to Members of the Panel in accordance with the provisions of the Access to Information Act, and also to both parties.
4. The parties to the hearing may choose to be represented or may represent themselves.
5. If either party, together with their representative if any, fail to attend the hearing it may proceed in their absence, at the discretion of the Members of the Panel.
6. Either party may call witnesses to support their case.
7. The parties, or one representative for each party, shall be the spokesperson. None other shall speak except as a witness or if called upon to answer a question. The parties' spokesperson will present the oral submissions. If this is someone other than the parties, then the parties will not be entitled to present an oral submission, except in reply to questions raised by the Members of the Panel or where asked by their representative to amplify a point raised in the submission.
8. The Chief Officer or his/her representative's case will be put first. He/she will open the case and then call any witnesses. The Appellant or his/her representative shall have the right to cross examine each witness, after he/she has given evidence and to ask questions of the Chief Officer and/or his/her representative. The Members of the Panel may ask further questions of the Chief Officer and/or his representative and of each witness in order to clarify the issues.
9. The Appellant's case will then be put and the Chief Officer or his/her representative and the Members of the Panel shall be entitled to ask questions of the Appellant and/or his representative and any witnesses.
10. The Chief Officer or his/her representative may then summarise their case, without introducing any new matters. The Appellant or his/her representative may then submit their closing remarks without introducing any new matters.
11. The hearing will then close without further discussion. Both parties will retire whilst the Employee Appeals Panel, advised by the Corporate Lead for HR, makes its decision. If the Employee Appeals Panel wishes to seek further clarification from either party then both parties shall be recalled whilst the questions are put.
12. The parties shall both be recalled for the decision to be announced by the Chair.

PROCEDURE TO BE USED FOR

- A) APPEALS AGAINST DISCIPLINARY ACTION**
- B) APPEALS AGAINST REDUNDANCY**

RESTRUCTURING PROCESS

Chief Officers should consult with the Corporate Lead for HR and his/her Portfolio Holder in the first instance in connection with any proposals for restructuring within a service in order to provide a steer and to determine the best way forward.

The Trade Unions and employees should be fully consulted on all aspects of any proposed re-structure within Directorates.

In accordance with HR delegations (approved by Cabinet on 20 September 1999) restructures within Services/Directorates are dealt with as follows:

- A. Restructures that identify significant changes to the nature of service delivery and do not have trade union agreement - **REPORT TO CABINET WITH A RECOMMENDATION THAT ACTION ON PROGRESSING THE RESTRUCTURE IS HANDLED BY THE RESPECTIVE CHIEF OFFICER. IF CABINET AGREE THE RECOMMENDATION NO FURTHER REPORT IS REQUIRED.**
- B. Small Restructures which do not significantly change the nature of service delivery and have the Trade Union and employees' agreement - **DEALT WITH BY CHIEF OFFICER AND IN CONSULTATION WITH CORPORATE LEAD FOR HR.**
- C Restructures where there is a potential for and/or redundancies in employment in the service - **REPORT TO CABINET.**

All reports to Cabinet will include the old and new structures, costings and potential redundancies.

Procedure to be followed:-

- 1. The Staff Side and employees formally consulted on proposals.
- 2. Expressions of interests in voluntary early retirement be considered where a reduction of employees is required.
- 3. Report to Cabinet (if appropriate).
- 4. Decision on voluntary early retirement made (by Chief Officer).
- 5. Assimilation and appointment process.

PRINCIPLES OF THE ASSIMILATION AND APPOINTMENT PROCESS

- 1.1 The following principles underpin the process of assimilation and appointment of staff to a new structure:-
- where a post is substantially performing the **same** or **substantially similar** functions and carries a comparative level of responsibilities as a post within the existing structure, the postholder will be automatically assimilated to that post. Any employee who is assimilated in this way into a post within the new structure will not be able to apply for other posts in the new structure as they are filled.
 - those posts classed as being the same as, or substantially the same as, those within the present structure will be agreed and provisionally listed in the restructuring procedures as **unaffected posts**.
 - all staff are regarded as occupying their **substantive post** in the existing structure, regardless of the present post occupied or duties being undertaken on a temporary basis or on secondment.
 - the process is restricted to existing established postholders.
 - the posts unfilled at the completion of the process will be advertised in accordance with the Council's Recruitment and Selection Code of Practice, and appointed as soon as possible.
- 1.2 Employees will be assimilated or appointed from an agreed implementation date and all appointments to the new structure and any changed gradings will be effective from that date.
- 1.3 The aim of the assimilation and appointment process is to provide a smooth and speedy method of appointing employees into the new structure whilst ensuring that staff are treated fairly and equitably.
- 1.4 Staff may make requests to their Chief Officer **not** to be assimilated to a post which is the same or substantially the same as their current post. In doing so, the postholder will forfeit their right to automatic assimilation. **If this request is agreed**, staff will be able to express a preference for posts which remain to be filled **following** the process of assimilation.
- 1.5 Those posts in the existing structure which are substantially different to posts in the new structure are **affected posts** (see para 3.0).

2.0 Details of the Assimilation Process

- 2.1 Following consultation with the Staff Side and individual postholders, and the approval of the Chief Officer, the list of **unaffected posts** in the new structure will be circulated to all employees. These posts will be subject to the process of **assimilation**.

- 2.2 At the beginning of the appointment process to the new structure, postholders who are to be **assimilated** will be informed in writing. Postholders, within this group, can request the Chief Officer not to apply the assimilation in their case. Such requests will normally be accepted unless it is the view that:-
- no other persons employed (or is able to be recruited) have the knowledge and experience or ability to fill the post; and/or
 - it would not be in the best interests of the efficient delivery of the service to release the present postholder from that position.
- 2.3 Staff making a request **not to be assimilated** will be informed of the outcome of that request. Where the request is declined an appeal may be made in the first instance to the Chief Officer. If employees remain dissatisfied with the decision the postholder may appeal to the Corporate Lead for HR whose decision is final.
- 2.4 If the request not to be assimilated is agreed the existing post and postholder will be included in the list of **affected posts**.

3.0 *Appointment to Posts*

- 3.1 The categories of staff able to be considered for the remaining posts in the new structure are those listed as **affected posts** as a result of the restructuring together with those staff whose request, not to be automatically assimilated to a post, has been approved by the Chief Officer.
- 3.2 Appointments to the new structure will be made tier by tier.
- 3.3 Employees identified as **affected posts** will be able to apply for posts as they are released tier by tier. The Chief Officer will make appointments to all posts below Head of Service level.
- 3.4 Where only one person wishes to be considered for a particular post the Chief Officer will decide whether to appoint, with or without interview. Where two or more persons apply for the same post, all applicants will be interviewed.
- 3.5 Where interviews take place to make appointments staff have an option to invite an independent observer from their appropriate union. This is to observe the interview process only and not to participate in the decision-making.
- 3.6 Implementation of new structure on an agreed date. All appointments to new structure, changes to grades and protection of salary to start from this date.

GRATUITIES FOR EX WEST RIDING COUNTY COUNCIL STAFF

Criteria

1. Must have been a former employee of West Riding County Council before the 1974 re-organisation.
2. On leaving the employee must have 20 years' continuous service.
3. Employee must be 60 years of age.
4. Payment made to non-superannuable employees, however, if in the superannuation scheme – service is calculated to the date before joining the superannuation scheme.
5. Gratuities are calculated on one full year's pay (gross earnings).
6. Chief Officers calculate and process payments.

PENSIONS INTERNAL DISPUTE RESOLUTION PROCEDURE **(NON TEACHING EMPLOYEES)**

The Council has an Internal Dispute Resolution Procedure for processing complaints about decisions affecting employees/past employees pension benefits arising from the Local Government Pension Scheme. This covers employment circumstances made by the Council to release Pension Benefits to employees for example terminations on the grounds of VER, Efficiency of the Service, Redundancy or Ill Health Retirement.

In cases of ill health termination without a certificate of incapacity the following procedure applies:

Calderdale Council Internal Dispute Resolution Procedure

Introduction

The Internal Resolution Procedure is the official name for the Council's complaints procedure for processing complaints about decisions affecting an employees/past employees pension benefits arising from the Local Government Pension Scheme. The person to whom you address your complaint is known as the nominated person and the nominated person in Calderdale Council is the Corporate Lead for HR. If you are unhappy with the decision of the Corporate Lead for HR you can make a complaint to the West Yorkshire Pension Fund.

Many problems can be resolved in the first instance. The problem might have been caused by a misunderstanding or the wrong information which can be explained and put right quite easily. An informal enquiry in the first instance could save you a lot of time and trouble. You are advised to speak to the Council's Superannuation Officer (Diane Eastwood Tel: 01422 288315) in the first instance before making a formal complaint.

The Procedure (A-C)

A. Stage 1

You need to make a formal complaint to the Council in writing. This must be made within six (6) months from being notified of the decision you want to complain about. Your complaint will carefully be considered by a person appointed by the Corporate Lead for HR who will provide you with a written response in respect of the decision that has been made.

B. Stage 2

You can ask the West Yorkshire Pension Fund to take a fresh look at your complaint if it falls within the following set of circumstances:

- You are not satisfied with the stage 1 decision.
- You have not received a decision or a holding letter from the Corporate Lead for HR and it is three (3) months since you made your complaint.
- It is one (1) month after the date by which the Corporate Lead for HR notified you (in an initial letter) that he would give you a decision and you have still not received that decision.

C. If you are still unhappy with the decision reached at Stage 2 you can take your case to the Pensions Ombudsman provided you do so within three (3) years from the date of the original decision (or lack of decision) about which you are making your complaint.

- At any time during the formal complaints procedure you can contact the Pensions Advisory Service (OPAS) for information and advice. The address and contact details are listed below.
- You have the rights to representation in raising your complaint. This might be a solicitor, a trade union official, welfare officer, your husband/ wife/partner or a friend.
- Your personal situation and type of complaint has set time limits for lodging an appeal and these are detailed overleaf.

Additional Help

West Yorkshire Pension Fund
PO Box 67
BRADFORD BD1 1UP
Telephone: 01274 434999
Fax: 01274 723228
Minicom Textphone: 01274 724472
Website: www.wypf.org.uk

The Pensions Ombudsman is at the same address as OPAS:

The Pensions Advisory Service (OPAS)
11 Belgrave Road
LONDON SW1V 1RB
Telephone: 020 7834 9144
Fax: 020 7821 0065
Email: enquiries@pensions-ombudsman.org.uk
Website: www.pensions-ombudsman.org.uk

TIME LIMITS UNDER THE INTERNAL DISPUTE RESOLUTION PROCEDURE

Your Situation	To complain to	Time limit
You have received a decision on your benefits under the pension scheme from your employer, and there seem to be good grounds for complaining.	The Corporate Lead for HR under the Stage 1 of the procedure.	six months from the date when you were notified of the decision. ¹
You have received a stage 1 decision on your complaint from the nominated person, but you are not satisfied.	The West Yorkshire Pension Fund under the stage 2 of the procedure.	six months from the date of the Corporate Lead for HR's decision.
You made your complaint in writing to the Corporate Lead for HR, with all the information they needed but, three months later, you have not received their decision on your complaint or any interim reply.	The West Yorkshire Pension Fund under the stage 2 of the procedure.	nine months from the date when you submitted your complaint.
You received a holding reply to your complaint to the Corporate Lead for HR, within two months of applying to them. Their reply promised you a decision by a specified date but, one month after the specified date, you still have not received their decision.	The West Yorkshire Pension Fund under the stage 2 of the procedure.	seven months from the date by which you were promised you would receive a decision.
Your complaint is that the Corporate Lead for HR has failed to make any decision about your benefits under the pension scheme.	The West Yorkshire Pension Fund under the stage 2 of the procedure.	six months from the date when the employer should have made the decision. ¹
Your complaint went to the West Yorkshire Pension Fund under the stage 2 of the procedure. You received their decision but you are still not satisfied.	The Pensions Ombudsman. Note that the Ombudsman will normally expect you to have asked OPAS for help first.	three years from the date of the original decision about which you are complaining.
You have taken your complaint to the West Yorkshire Pension Fund under the stage 2 of the procedure but, two months after your complaint was received by the authority, you have not received their decision on your complaint or any holding reply.	The Pensions Ombudsman. Note that the Ombudsman will normally expect you to have asked OPAS for help first.	three years from the date of the original decision about which you are complaining
You received a holding reply to your stage 2 complaint to the West Yorkshire Pension Fund, within two months of applying to them. Their reply promised you a decision by a certain date but, by that date, you still have not received their decision.	The Pensions Ombudsman. Note that the Ombudsman will normally expect you to have asked OPAS for help first.	three years from the date of the original decision about which you are complaining

¹ The nominated person (Corporate Lead for HR) can extend the six month time limit for a reasonable period where there are special circumstances.

Internal Dispute Resolution Procedure

You can use this form:

- a) to apply to the nominated person at stage 1 of the internal dispute resolution procedure if you want them to investigate a complaint concerning your pension; and
- b) to apply to the pensions administering authority if you want them to reconsider a determination made by the nominated person.

Please write clearly in ink, and use capital letters in boxes 1, 2 and 3.

1. Member's details:

If you are the member (the person who is or was in the Scheme), or a prospective member (a person who is eligible to be a member of the Scheme), please give your details in this box. You can then go straight to box 4.

If you are the member's dependant (for example, their husband, wife or child), please give the member's details in this section, and then go to box 2.

If you are representing the person with the complaint, please give the member's details in this section, and then go to box 2.

Full name										
Address										
Address										
Address										
Date of birth										
Employer										
Employer										
National Insurance Number										

2. Dependant's details:

If you are the member's dependant and the complaint is about a benefit for you, please give **your** details in this box and then go to box 4.

If the complaint is about a benefit for a dependant and you are the dependant's representative, please give the dependant's details in this box and then go to box 3.

Full name										
Address										
Address										
Address										
Date of birth										
Relationship to member										

3. Representative's details:

If you are the member's or dependant's representative, please give your details in this box.

Full name	
Address	
What address should response letters be sent to?	

4. Your complaint

Please give full details of your complaint in this box. Please try to explain exactly why you are unhappy, giving any dates or periods of Scheme membership that you think are relevant.

If there is not enough space, please go on to a separate sheet and attach it to this form.

Remember to write your name, and national insurance number at the top of any separate sheet if you are a member. Or, if you are not a member, put the member's name and national insurance number at the top of any separate sheet.

--

5. Your signature

I would like my complaint to be considered and a decision to be made about it. I am a:

- Scheme member/former member/prospective member *
- Dependant of a former member *
- Member's representative/dependant's representative *

* delete as appropriate

Signature		Date	
------------------	--	-------------	--

6. Please enclose a copy of any notification of the decision you are complaining of which has been issued by the employer or administering authority.

Also enclose any other letter or notification that you think might be helpful.

Please send this form to:

Stage 1 of the internal dispute resolution procedure	Stage 2 of the internal dispute resolution procedure
If your complaint is about a decision made by your employer, please send this form to: Corporate Lead for HR Calderdale MBC Human Resources 3 rd Floor Westgate House Westgate Halifax HX1 1PS	The Stage 2 contact is: Tony Reeves Chief Executive Chief Executive's Office City Hall Bradford BD1 1HY