



Amendment to the Retirement and Early Severance Policy

Report to: Board
Date: 19 June 2019
Report by: Gordon Weir, Executive Director of Corporate and Customer Services
Report No: B-25-2019
Agenda Item: 21

PURPOSE OF REPORT

To advise the Board that the Retirement and Early Severance Policy makes reference to the Resources Committee as the approving authority where cases have a financial implication for the Care Inspectorate. As the Committee has been disbanded, the report proposes that this authority be delegated by the Board to the Chief Executive.

RECOMMENDATIONS

That the Board:

1. Delegates to the Chief Executive authority to approve cases of retirements and of staff early severance where there is a cost to the Care Inspectorate.
2. Notes that this will not be implemented until there has been appropriate consultation with the Partnership Forum.

Version: 1.0	Status: <i>Draft</i>	Date: 10/6/2019
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Consultation Log

Who	Comment	Response	Changes Made as a Result/Action
Senior Management			
Legal Services			
Corporate and Customer Services Directorate			
Committee Consultation (where appropriate)			
Partnership Forum Consultation (where appropriate)			
Equality Impact Assessment			
Confirm that Involvement and Equalities Team have been informed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
EIA Carried Out	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If yes, please attach the accompanying EIA and appendix and briefly outline the equality and diversity implications of this policy.			
If no, you are confirming that this report has been classified as an operational report and not a new policy or change to an existing policy (guidance, practice or procedure)	Name: Gordon Weir Position: Executive Director of Corporate and Customer Service		
Authorised by Director	Name: G Weir	Date: 10 June 2019	

1.0 INTRODUCTION

The Care Inspectorate's Retirement and Early Severance Policy was approved in March 2017 (See Appendix 1 for reference) with a review date of March 2020. We have received an application for early retirement from a member of staff but the policy refers to the Resources Committee as the approving body in circumstances where there is a cost to the Care Inspectorate. As the Resources Committee had been disbanded, the policy requires to be amended.

2.0 RETIREMENT AND EARLY SEVERANCE POLICY

The Care Inspectorate's Retirement and Early Severance Policy allows employees who are aged between 55 and 59 to apply for early retirement with employer's consent.

The Care Inspectorate's policy is to support such requests where it can be demonstrated to be in the interests of the organisation. There is an actuarial reduction applied to the employees' pension which takes into account the fact that they will be receiving their pension before the planned retirement age of 65 and not making the contributions they would otherwise have been making.

Where the employee funds this actuarial reduction there are generally no issues about granting such requests and this can currently be done by the Chief Executive.

Where the employee requests that the Care Inspectorate funds the actuarial reduction, then the policy requires such decisions to go to the Resources Committee. As noted in Section 1, this situation requires to be resolved.

3.0 PROPOSED POLICY AMENDMENT OPTIONS

There are two identified options for the approval route. These are for the Board to carry out the role or for this to be delegated to the Chief Executive.

Board level approval is not recommended given the operational nature of the decisions and therefore the proposal is for the Chief Executive to assume the responsibilities previously held by the Resources Committee.

There are no other changes being proposed to the policy.

If the Board supports the proposal to delegate this responsibility to the Chief Executive, this can then be taken to the Partnership Forum for discussion and agreement.

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4.0 RESOURCE IMPLICATIONS

There are no resource implications arising directly from this report.

5.0 BENEFITS FOR PEOPLE WHO EXPERIENCE CARE

There are no direct benefits for people who use care services and their carers.

6.0 CONCLUSION

Following the disbandment of the Resources Committee, the Retirement and Early Severance Policy requires to be updated.

It is considered that the Chief Executive is best placed to assume the responsibilities previously held by the Resources Committee.

Partnership Forum consultation will be required.

LIST OF APPENDICES

Appendix 1 - For Reference: Retirement and Early Severance Policy