



West Lothian
Council

COUNCIL EXECUTIVE

EARLY RETIRAL / VOLUNTARY SEVERANCE – 6 MONTH SUMMARY

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To advise the Council Executive of the number of employees who were granted early retiral / voluntary severance from the council during the 6 month period from 1 October 2012 to 31 March 2013.

B. RECOMMENDATION

The Council Executive is asked to note the content of the report which has been prepared in accordance with the reporting requirements of the council's policy on Early Retiral and Voluntary Severance.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs Being honest, open and accountable Providing equality of opportunities Developing employees Making best use of our resources Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The council's policy on Early Retiral and Voluntary Severance requires early retiral and severance cases to be reported to Council Executive on a regular basis.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	None

VI Resources - (Financial, Staffing and Property)	Each early retiral / voluntary severance reported has been approved on the basis of a robust business case and has been approved in accordance with council policy.
VII Consideration at PDSP	None
VIII Other consultations	Consultation has taken place with the Head of Finance and Estates and Lothian Pension Fund.

D. TERMS OF REPORT

The council’s policy on Early Retiral and Voluntary Severance requires that reports on the application of the policy are submitted regularly to Council Executive. This report records cases of early retiral / voluntary severance approved during the period 1 October 2012 to 31 March 2013.

In accordance with the Policy, all cases approved during this period were dependant on the establishment of a business case which ensured that costs of releasing the employee were recovered within the stipulated timescales. Of the 9 cases approved all fell within a 2 year payback period. .

Details of these approved cases are provided in Appendix 1.

E. CONCLUSION

All instances of early retiral / voluntary severance recorded in the Appendix to the report have been approved in accordance with council policy.

The Council Executive is asked to note the content of the report which has been prepared in accordance with the reporting requirements of the Council’s Policy on Early Retiral and Voluntary Severance.

F. BACKGROUND REFERENCES

Policy on the Application of Early Retiral and Voluntary Severance.

Appendices/Attachments: 1

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Date of meeting: 21 May 2013