# 

|  |  |
| --- | --- |
|  |  |

|  |
| --- |
| **FLEXIBLE RETIREMENT PROPOSAL** |

|  |
| --- |
| Employing Service to process in accordance with the following guidance notes:   * Provide details of the business case in support of the application showing costs and savings and attach Pension Fund statement of strain costs as appropriate. * Depute Chief Executive (or Head of Finance Services as appropriate) to sign off and pass to Head of Corporate Services for certification; * Supported proposal to be referred to the Chief Executive for final sign off. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE’S PERSONAL DETAILS** | | | | | | | |
| Full Name: |  | | | | | | |
| Job Title: |  | | | | | | |
| Service Area: |  | | | | | | |
| Proposed Commencement Date: | |  | | Age at Commencement Date: | |  | |
| Basis of Flexible Retirement  (**X** as appropriate): | | | Reduction in hours | **X** | Reduction in Salary Grade | |  |

|  |
| --- |
| **DETAILS OF BUSINESS CASE** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| **Head of Service** | |
| **I confirm my support for the above proposal** | |
| Name (please PRINT): | |
| Signature: | Date: |

|  |  |
| --- | --- |
| Head of Corporate Services or Nominated Senior Officer | |
| Documentation certified as complete | |
| Name (please PRINT): | |
| Signature: | Date: |

|  |  |
| --- | --- |
| **Depute Chief Executive (or Head of Finance Services as appropriate)** | |
| **I confirm my support for the above proposal** | |
| Name (please PRINT): | |
| Signature: | Date: |

**Appendix 3**

|  |  |
| --- | --- |
|  |  |

|  |
| --- |
| **APPROVAL OF FLEXIBLE RETIREMENT** |

|  |  |
| --- | --- |
| EMPLOYEE’S PERSONAL DETAILS | |
| Name of applicant: |  |
| Job Title: |  |
| Service: |  |

|  |
| --- |
| **AUTHORISING SIGNATURES** |

|  |  |
| --- | --- |
| CHIEF EXECUTIVE | |
| Graham Hope | |
| Signature: | Date: |

|  |  |
| --- | --- |
| LEADER OF THE COUNCIL | |
| Lawrence Fitzpatrick | |
| Signature: | Date: |