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| **FLEXIBLE RETIREMENT PROPOSAL**  |

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| 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.
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| **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 |  |

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

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

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| **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**

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| **APPROVAL OF FLEXIBLE RETIREMENT** |

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

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| **AUTHORISING SIGNATURES** |

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

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