

Voluntary Severance Scheme

Discussion Meeting with Employee

Guidance for Line Managers

Employees who wish to obtain a VS estimate have been asked to discuss their request with their line manager in the first instance. This guidance is designed to help you with this discussion. **Your SMT will give direction on areas where VS would not normally be considered. You may wish to have a discussion with your Head of Service about what this means for your area of responsibility.** Ideally you will be able to meet any employees who wish to request pension figures for voluntary severance. The purpose of the meeting is to -

- 1 Allow open dialogue around the reasons why the employee wishes to be considered for voluntary severance.
- 2 Make the employee aware that we are trying to ensure that only genuine enquiries for VS figures are progressed to manage the volume of requests passed to the Pension Team.
- 3 Remind the employee that they can check [the online pension portal](#) if they are simply curious about what pension they may receive.
- 4 Provide clarification on any of the VS provisions, process, or timescale. Further information is available on our website or general enquiries can be emailed to vss@pkc.gov.uk.
- 5 Advise the employee that, prior to any estimate being requested from the Pension Team, an initial assessment will be made by the Service and Human Resources to determine if the request is likely to meet the VS criteria.
- 6 The initial assessment will determine whether the employee's request for a VS estimate will be progressed or not. This process will help manage the flow of estimates required to be prepared by the Payroll & Reward Team and the Pension Team, and ensure priority is given to those requests which have a reasonable prospect of approval.
- 7 Allow you to provide any relevant comments or information to inform the initial assessment carried out by the Service and Human Resources. If you wish to provide any comments or information, please email vss@pkc.gov.uk along with the employee's name and payroll number. Your Head of Service may contact you regarding your discussion with your employee.

Please note that line managers are not being asked to support or reject any request for VS estimate.

If you are unable to personally meet the employee, please ensure that you have a telephone discussion with them.