

APPENDIX 3

TIMETABLE FOR ACTIONING VR EXPRESSIONS OF INTEREST

Action	Guideline	Final deadline
Receipt of expression of interest		25 th November 2016
<u>Stage 1</u> HOS to make initial assessment and advise HR to proceed to obtain financial estimate	As soon as possible	16th December 2016
HOS (or relevant manager) to meet with all employees where the EOI has been rejected at Stage 1.	As soon as possible	20 th January 2017
<u>Stage 2 – informal offer stage</u> HOS receives figures and determines whether VR is affordable or not.	As soon as possible	23 rd January 2017
HOS notifies employee if VR is affordable and provides figures for the employee to consider.	Within 5 working days of receipt of figures.	30 th January 2017
HOS (or relevant manager) notifies employee if VR is unaffordable and that their EOI cannot proceed any further.	Within 5 working days of receipt of figures.	
Employee advises HOS whether or not s/he wants to proceed to final offer stage.	Within 10 working days of employee receiving figures	10 th February 2017
<u>Stage 3 – formal offer stage</u> HOS advises HR that employee will proceed to formal offer stage and provides completed and signed Business Case.	As soon as possible	17 th February 2017
HR provides formal written offer to employee.	Within 10 working days of receipt of HOS notification	3 rd March 2017
Employee signed response to the HR team to agree VR Officer.	Within 10 working days of receipt of formal offer.	17 th March 2017
HR team to notify payroll / pension team of VR leavers	As soon as possible	31 st March 2017