



Working Together

Staff Severance Policy

February 2019

History of Changes

Version	Description of Change	Authored by	Date
1.1	Review period changed from 2 years to 3 years	D Kerr	27.11.13
1.2	No changes	D Kerr	March 2017

1. Introduction

In cases of severance due to redundancy or premature retirement, Borders College will apply the following policy to all staff, taking account of both the statutory position and individual contracts of employment. This general policy statement should therefore be read in conjunction with the member of staff's contract of employment and, where appropriate, the College's Redundancy Policy.

2. Scope

This policy applies to all employees of the College.

3. Key Principles

Premature Retirement

Borders College as employer does not have a general early release policy, but can exercise the employer's discretion and allow premature retirement. Each application will be considered on its merits. Regard will be had to both the circumstances of the member of staff and to whether the proposed premature retirement is in the College's financial or operational interests.

Premature Retirement due to Ill-Health

In cases of ill health retirement the appropriate superannuation scheme rules will be followed. Further information is available from the HR Department.

Premature Retirement by Reason of Redundancy

Any individual who is liable to be affected by a redundancy situation will be dealt with in accordance with the procedures detailed in the College's Redundancy Policy, taking into account the rules under the relevant superannuation scheme.

Compulsory Retirement

This will be treated as a dismissal under the College's Disciplinary Policy and Procedure or the Performance Improvement Policy and Procedure.

Voluntary Redundancy

In situations where the College invites applicants for voluntary redundancy, payment to the member of staff will be calculated by reference to statutory redundancy pay, plus additional payment where financial circumstances allow.

Compulsory Redundancy

Any compulsory redundancies will be governed by the College's Redundancy Policy.

Administration of Severance Arrangements

Termination arrangements will be in accordance with current employment law and guidance from the Scottish Funding Council.

Any severance package proposed in accordance with this severance policy is subject to ratification by the HR and Remuneration Committee, with subsequent reporting to the Board of Management. Any package not wholly in accordance with the policy will require to be endorsed by the HR and Remuneration Committee and thereafter formally approved by the Board of Management. In accordance with the Financial Memorandum severance packages for senior staff must be reported to the Funding Council.

The Principal, as the College's Chief Accounting Officer, will notify the Funding Council if she considers that the College or Board of Management plans a course of action that is in conflict with or would infringe this policy. In any severance settlement for Senior Staff the settlement must be reviewed by the College's external auditors.

4. Responsibilities

- 4.1 The Regional Board is responsible for approving this policy and for overseeing compliance with its principles.
- 4.2 The SMT and Head of HR are responsible for the implementation of this policy.
- 4.3 All staff are responsible for ensuring compliance with this policy.

5. Related Documents

Redundancy Policy and Procedure
Disciplinary Policy and Procedure
Performance Improvement Policy and Procedure
Scottish Public Pensions Agency
Local Government Pension Scheme

6. Review

This policy will be reviewed every two years or more frequently if necessary.

Equality Impact Assessment

(Rapid impact assessment tool)

What Impacts may there be from this proposal on any group's ability to use the College services?

Policy: Staff Severance Policy

Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
This policy is implemented equally for all staff. The positive impact it may have is to ensure that all staff are treated equally regardless of any protected characteristic.	None
Actions taken to alleviate any negative Impacts: No negative impacts	
Recommendations: Updated policy to be adopted	

From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?

No

Has a full Equality Impact Assessment been recommended?

Yes

No

Reason for recommendation:

No negative impacts

Staff Severance Policy

Status:	Agreed by JCC
Policy Dated:	February 2019
Author:	Head of HR and Development
Review Date:	February 2021
Equality Impact Assessed:	November 2011