

EARLY RETIREMENT / REDUNDANCY COMMITTEE

Minutes of a Remote meeting held on 18th September, 2025.

The Committee agenda is available [here](#).

The Meeting recording is available [here](#).

Present: Councillor P. Drake (Chair); Councillors J.E. Charles, G. John, M.J.G. Morgan and N.C. Thomas.

300 ANNOUNCEMENT –

Prior to the commencement of the business of the Committee, the following statement was made: “May I remind everyone present that the meeting will be live streamed as well as recorded via the internet and this recording archived for future viewing”.

301 APPOINTMENT OF VICE-CHAIR –

RESOLVED – T H A T Councillor N.C. Thomas be appointed as Vice-Chair of the Early Retirement and Redundancy Committee.

302 APOLOGY FOR ABSENCE –

This was received from Councillor A.M. Ernest

303 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 18th July, 2025 be approved as a correct record.

304 DECLARATIONS OF INTEREST –

No declarations of interest were received.

305 AMENDMENT TO THE TERMS OF REFERENCE OF EARLY RETIREMENT AND REDUNDANCY COMMITTEE (DCR) –

The report was presented to seek the Committee's views surrounding a proposal to amend its Terms of Reference.

Matters considered by Members included:-

- There would continue to be a minimum reduction to working hours of 40%, however individuals could request a higher reduction and such requests would be considered on a case-by-case basis. The Flexible Retirement Terms on the Local Pension Scheme Regulations 2014 state that applications for flexible requirements must result in a reduction of hours of at least 40%.
- Legally, it was not possible to force a member of staff to retire under the Equality Act and not possible to force end of work timescales for flexible retirement accordingly. Most staff would state an end date that suited both the applicant and the employer, but others preferred to keep that date open.
- Councillor Charles said that she would like more information as allowing staff to flexibly retire for two years whilst receiving a salary and their state pension was nonsensical and should form part of the consideration of future requests. The Operational Manager - Employee Services said that detail would be clarified to the Committee.
- Staff members on flexible retirement would have a reduction in salary as part of the flexible retirement process which made savings for the Council.
- Councillor Charles expressed concern that staff granted flexible retirement and a reduction of hours would then require another staff member to cover the difference in hours which needed further consideration as it affected the remaining staff and provision of services to the public.
- Councillor Thomas said that it was a matter that was discussed upon receipt of an individual case and whether an individual request would have an effect on their Department if granted. Often a reduction in hours allowed the Service Area to recruit to fill those vacant hours or provide transitional or training needs within a Department. He felt that guidance should be provided for those Officers who would have the proposed delegated authority to consider such applications, considering both the request from the individual and the needs of the relevant Department, including any training and succession matters.
- The Operational Manager - Employee Services clarified that any request would still go through all the relevant checks and balances as they would have done to come for Committee to consider, including Managers, HR Business Partners, Heads of Service and Directors. That would include any succession planning or training needs as well as consider the needs of the Department.
- Councillor Thomas said he would like to see more consideration to succession planning. The Operational Manager - Employee Services said that the wording could be strengthened in the Policy to reflect that in writing.
- Members requested that the revisions to the documentation be highlighted so Members could see the changes made prior to the matter returning to Early Retirement and Redundancy Committee for consideration.

Having regard to the contents of the report and discussions at the meeting, it was subsequently

RESOLVED –

(1) T H A T the proposed revisions to the Early Retirement and Redundancy Committee's Terms of Reference be referred back to Officers in order to:

- Provide more information regarding allowing staff to flexibly retire for two years whilst receiving a salary and their state pension;
- Provide guidance for those Officers who would have the proposed delegated authority to consider such applications, which considered both the request from the individual and the needs of the relevant Department, including any training and succession matters;
- Strengthen the wording within the Policy considering succession planning.

(2) T H A T, once updated, the proposed revisions to the Early Retirement and Redundancy Committee's Terms of Reference be brought to the October meeting of the Early Retirement and Redundancy Committee prior to progression through amendments to the Constitution at the Full Council meeting on 1st December, 2025.

Reason for decisions

(1&2) Having regard to the contents of the report and discussions at the meeting.

306 EXCLUSION OF PRESS AND PUBLIC –

RESOLVED – T H A T under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 4 of Schedule 12A (as amended) of the Act, the relevant paragraphs of the Schedule being referred to in brackets after the minute heading.

307 DETERMINATION OF REDUNDANCY – W (DCR) (EXEMPT INFORMATION – PARAGRAPHS 12, 13 AND 14) –

Consideration was given to proposed arrangements for making redundant a Graduate Trainee Accountant at the end of the three year temporary contract.

Having regard to the contents of the report and discussions at the meeting, it was subsequently

RESOLVED –

(1) T H A T a redundancy payment be approved on or before 17th / 18th October, 2025 on the basis of Scheme E of the Council's Early Retirement/Redundancy Scheme, subject to Resolution (2) and W complying with the avoiding redundancy procedure.

(2) T H A T should alternative employment be found for W, the notice would be extended to cover any trial period and Resolution (1) be revoked (together with any redundancy payment) if the trial period proved to be successful.

Reasons for decisions

- (1) To ensure that W received the appropriate redundancy remuneration on the basis of Scheme E of the Council's Early Retirement / Redundancy Scheme.
- (2) To maintain compliance with the Council's agreed Human Resource policies such as Avoiding Redundancy and Redeployment as appropriate.

308 APPLICATION FOR FLEXIBLE RETIREMENT – R (DEH) (EXEMPT INFORMATION – PARAGRAPHS 13 AND 14) –

Consideration was given to determine an application for flexible retirement in respect of the above employee.

Having regard to the contents of the report and discussions at the meeting, it was subsequently

RESOLVED –

- (1) T H A T the flexible retirement of R be agreed, in accordance with the Council's policy subject to no other circumstances arising in the interim whereby the employment was to be terminated for a different reason.
- (2) T H A T the use of the appropriate delegated powers be endorsed, for R, to enable reduced contracted hours from 37 to 22 hours per week from 1st October, 2025.
- (3) T H A T the retirement of R from employment with the Council would take place on or before 30th September, 2027.

Reasons for decisions

- (1) To determine the flexible retirement application of R within the Regulation and to allow for any eventualities that may not be known at this time.
- (2) To ensure the working hours of R were reduced accordingly.
- (3) To facilitate the retirement of R at the end of the flexible retirement period.

309 APPLICATION FOR FLEXIBLE RETIREMENT – W (DSS) (EXEMPT INFORMATION – PARAGRAPHS 12 AND 13) –

Consideration was given to determine an application of flexible retirement in respect of W.

Having regard to the contents of the report and discussions at the meeting, it was subsequently

RESOLVED –

(1) T H A T the slight amendment to the flexible retirement of W be agreed in accordance with the Council's policy subject to no other circumstances arising in the interim whereby the employment was to be terminated for a different reason.

(2) T H A T the amendment to the flexible retirement of W be agreed without a specified end date providing no other circumstances arose in the interim whereby the employment was to be terminated for a different reason.

Reasons for decisions

(1) To determine the flexible retirement application within the regulations and to allow for eventualities that may not be known at this time.

(2) To achieve the necessary change to the employee's working hours to assist service continuity, provide appropriate support to assist the employee's transition to retirement and to contribute to the work of Adult Services.

310 APPLICATION FOR FLEXIBLE RETIREMENT – A (DSS) (EXEMPT INFORMATION – PARAGRAPHS 12 AND 13) –

Consideration was given to determine an application of flexible retirement in respect of A.

Having regard to the contents of the report and discussions at the meeting, it was subsequently

RESOLVED –

(1) T H A T the flexible retirement of A be agreed in accordance with the Council's policy subject to no other circumstances arising in the interim whereby the employment was to be terminated for a different reason.

(2) T H A T the flexible retirement of A be agreed with an end date of December 2026 providing no other circumstances arose in the interim whereby the employment was to be terminated for a different reason.

Reasons for decisions

(1) To determine the flexible retirement application within the regulations and to allow for eventualities that may not be known at this time.

(2) To achieve the necessary change to the employee's working hours, to assist service continuity provide appropriate support to assist the employee's transition to retirement and to contribute to the work of Adult Services.

311 APPLICATION FOR FLEXIBLE RETIREMENT – S (DSS) (EXEMPT INFORMATION – PARAGRAPHS 12 AND 13) –

Consideration was given to determine an application of flexible retirement in respect of S.

Having regard to the contents of the report and discussions at the meeting, it was subsequently

RESOLVED –

(1) T H A T the extension of the flexible retirement of S be agreed in accordance with the Council's policy subject to no other circumstances arising in the interim whereby the employment was to be terminated for a different reason.

(2) T H A T the continuation of the flexible retirement of S be agreed for an additional 12 months to end September 2026 providing no other circumstances arose in the interim whereby the employment was to be terminated for a different reason.

Reasons for decisions

(1) To determine the flexible retirement application within the regulations and to allow for eventualities that may not be known at this time.

(2) To support the employee's continued working hours, to assist service continuity through a period of service transition and to contribute to the work of Adult Services.

312 MATTER WHICH THE CHAIR HAD DECIDED WAS URGENT –

RESOLVED – T H A T the following matter which the Chair had decided was urgent for the reason given beneath the minute heading be considered.

313 DETERMINATION OF REDUNDANCY WITH EARLY RETIREMENT – E (DCR) (EXEMPT INFORMATION – PARAGRAPHS 12, 13 AND 14) –
(Urgent by reason of the need to ensure that a determination of Redundancy with Early Retirement for E can be considered by the Early Retirement/Redundancy Committee at the earliest opportunity)

Consideration was given to consider and determine an application for redundancy in respect of employee E.

Having regard to the contents of the report and discussions at the meeting, it was subsequently

RESOLVED –

- (1) T H A T a statutory redundancy payment be approved on or before 18th January, 2026 on the basis of Scheme E of the Council's Early Retirement / Redundancy Scheme, subject to Resolution (2) and C complying with the avoiding redundancy procedure.
- (2) T H A T should alternative employment be found for E, the notice would be extended to cover any trial period and Resolution (1) would be revoked (together with any redundancy payment) if the trial period proved to be successful.
- (3) T H A T subject to approval from the Early Retirement / Redundancy Committee of Resolutions (1) and (2) above, delegated authority be granted to the Head of Digital to agree or not agree PILON (Payment in Lieu of Notice) or availability of E to work their contracted notice period as deemed necessary following consultation with relevant officers.

Reasons for decisions

- (1) To ensure that E received the appropriate redundancy remuneration on the basis of Scheme E of the Council's Early Retirement / Redundancy Scheme.
- (2) To maintain compliance with the Council's agreed Management of Change policy and Human Resource Policies such as Avoiding Redundancy and Redeployment as appropriate.
- (3) To ensure delegations were in place for the Head of Digital to agree or not agree PILON or availability of E to work their contracted notice period as deemed necessary following consultation with relevant officers.