

10 SUPPORT SERVICES DEPARTMENT - EARLY RETIREMENT (AN179-2003)

The Committee is aware that Chief Officers continue to monitor the effectiveness and costs of organisational structures and, when appropriate, reviews are carried out and opportunities taken to make changes.

An Administrative Assistant (ER3/03) within the Support Services Department indicated recently that she would be prepared to accept early retirement if such an option arose.

The Director of Support Services and the Director of Personnel and Management Services have considered the situation and have concluded that early retirement should be recommended. This would allow the Director of Support Services to review the establishment of the section in which the employee currently works.

The additional superannuation cost of this proposal would be £8,777 per year for 5 years. The estimated saving arising from changes to the establishment would be £1,110 per year for the first 5 years and £9,887 per year thereafter.

The Committee is requested to approve the early retirement on the grounds of the efficiency of the service of an Administrative Assistant in the Support Services Department from 30th June, 2003. This retirement will be in accordance with the Local Government Pension Scheme (Scotland) Regulations 1998.