

SUBJECT:

Teachers' Premature Retirement Compensation Scheme

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AUDIENCE:

- Principals and Boards of Governors of all Grant-Aided schools;
- Education and Library Boards;
- Council for Catholic Maintained Schools;
- Institutes of Further Education; and
- Other Interested Bodies.

SUMMARY OF CONTENTS:

This Circular updates information and requirements governing the operation of the Efficient Discharge element of the Teachers' Premature Retirement Compensation Scheme ("the Scheme") in Northern Ireland.

ENQUIRIES:

Any enquiries about the contents of this Circular should be addressed to:

Mrs Esterina Large
Teachers' Pensions Branch
Department of Education
Waterside House
75 Duke Street
Waterside
LONDONDERRY
BT47 6FP

STATUS OF CONTENTS:

Advice

RELATED DOCUMENTS:

1999/30

SUPERSEDED DOCUMENTS:Efficient Discharge element of
Circular 1999/30**EXPIRY DATE:**

Not applicable

DE WEBSITE:This Circular is available on
<http://www.deni.gov.uk>**TEL:** 028 7131 9000**FAX:** 028 7131 9190

1. INTRODUCTION

1.1 This circular takes immediate effect.

1.2 A full review of the Premature Retirement Scheme is to be carried out by the UK-wide Working Group during 2007. In the meantime, the Department of Education has conducted an internal review to address recommendations and concerns made by the Public Accounts Committee (PAC). This circular provides information about the revised guidelines for the operation of scheme for premature retirement of teachers on grounds of the efficient discharge of the employer's function. Since there are significant changes in the process this document should be read carefully before applications are made under the scheme. **Employers should continue to refer to circular 1999/30 for guidance about redundancies.**

1.3 For ease of reference, the remainder of this circular is arranged as follows:-

Section 2.0	Objectives and General Parameters
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1.4 This circular should be read in conjunction with the Teachers' Superannuation Regulations (Northern Ireland) 1998 and The Teachers' (Compensation for Redundancy and Premature Retirement) Regulations (Northern Ireland) 1991 (The Regulations). This circular does not purport to be a definitive interpretation of these Regulations.

2. OBJECTIVES AND GENERAL PARAMETERS OF THE SCHEME

2.1 Objectives

The Premature Retirement Compensation Scheme is intended to provide a management tool which employing authorities can use to bring about improvement in the educational provision in their schools, institutes of further education (IFE) or associated bodies. More specifically, the objectives are:-

- i. to enable relevant bodies to retire teachers/lecturers whose performance and effectiveness have been significantly affected through not being able to cope with the demands of curricular, technological, or other changes;
- ii. to provide relevant bodies and teachers/lecturers in Northern Ireland with a scheme comparable to that which operates in England and Wales.

[“Relevant Bodies” means employers of Members of the Teachers' Superannuation Scheme and their employing authorities.]

2.2 General Parameters of the Scheme

Consistent with these objectives, the Scheme must be operated at **the initiative of the employer** and not of the individual teacher. Two distinct decisions are involved:-

- a decision to release an eligible* teacher/lecturer from employment on grounds of the efficient discharge of the employer's function (“ED”). Efficient Discharge does not require the job to have disappeared and should be used to employ a replacement teacher in cases where a significant improvement can be brought about in the quality of education and in the effectiveness of the organisation as a whole. In such cases the Scheme provides for the early payment of accrued superannuation benefits (lump sum and annual pension) calculated on actual years of reckonable service; and
- a decision, at the discretion of the relevant body, to recommend compensation by way of added years.

The factors to be considered when deciding whether to offer premature retirement and any compensation are discussed more fully in Section 3.

* “eligible”: as defined in Regulation 4(3) and (4) of The Teachers' (Compensation for Redundancy and Premature Retirement) Regulations (Northern Ireland) 1991, is “a teacher aged 50 or over whose service is certified as having been terminated on the grounds of Efficient Discharge.”

2.3 Financial Controls

To ensure cost-effectiveness, it is important that expenditure on the Scheme should be kept to the minimum consistent with meeting its objectives. The Department is prepared to make funds available to support the Efficient Discharge (ED) Scheme. The scheme will operate within a cash allocation which has yet to be determined.

2.4 Maximum Compensation and Typical Costs

In deciding the level of compensation to be awarded, it is important that relevant bodies take account not only of the immediate compensation costs but also of the long term costs to public funds of the early payment of pension and lump sum. As a guide, **Appendix 2** gives the maximum levels of compensation and **Appendix 3** provides illustrative costs for a range of premature retirements as calculated by the Government Actuary's Department.

It should be noted that early payment of a pension which is not actuarially reduced is in itself a significant benefit to the teacher.

In providing this information, the Department wishes to ensure that the bodies responsible for taking decisions on premature retirement are aware of the substantial cost of their decisions and consequently, of the need to use the Scheme at the minimum level consistent with operational requirements.

3. OPERATION OF THE SCHEME

3.1 Deciding and Compensating Authorities

The Regulations provide that individual decisions on premature retirement and on the award of any compensation should, as far as practicable, be taken by the relevant bodies at local level in consultation with the employers. **Appendix 4** sets out the deciding and compensating authorities for each category of school.

3.2 Need for Clear Criteria

For "ED" the criteria will reflect the educational focus of the Scheme and thus give priority to those cases likely to effect the most significant improvement in line with the objectives set out in paragraph 2.1 above.

3.3 Circumstances in which the Scheme May Be Used

Appendix 1 outlines some of the main factors to be considered by the relevant bodies in determining whether the possible use of the Scheme is appropriate in individual cases. The Scheme should **NOT** be used in circumstances where **DISMISSAL WOULD OTHERWISE BE THE NORMAL AND PROPER COURSE OF ACTION (EG GROSS MISCONDUCT, OR INEFFICIENCY)**. (Particular attention should be paid to paragraph 5.1 of **Appendix 1** when considering if ED is appropriate). Nor should it be used where a teacher no longer meets the normal requirements as to health and physical capacity for teaching. Separate arrangements apply for retirement on grounds of ill-health.

'ED' cases require full examination to ensure that they comply with the objectives of the Scheme and the criteria established by the Department. Premature retirement on 'ED' grounds should be considered only after other available measures have been taken. Relevant bodies are required to provide substantive records showing what action has been taken, during the previous two years at least, by both the relevant body and the teacher to improve the quality of performance. This should include details of in-service training or support, or re-deployment within the school.

3.4 **Step-down Option**

When considering premature retirement on 'ED' grounds employers should consider the possibility of the teacher voluntarily moving to a position of lesser responsibility. It is particularly appropriate for employers to consider this possibility in the case of principals and vice-principals. There are provisions in the superannuation regulations which, to a large extent, protect the superannuation benefits of a person taking this option. More flexible provisions for retirement are currently being introduced as part of the overall review of pensions. However, these arrangements will not be in place until after 1 April 2007. Employers should notify Teachers' Pensions Branch of any teacher who enters into a step-down arrangement.

3.5 **Processing Individual Cases**

The role of the deciding authority is to **recommend** to the compensating authority the termination of a teacher's employment on grounds of "ED" and, if appropriate, the level of compensation to be awarded to the teacher concerned, within the limits laid down in **Appendix 2**. Before doing so, the recommending authority may obtain an estimate from the Department of the superannuation benefits which would be payable in the event of premature retirement of a given type with a given level of compensation. The Department will not provide estimates for a range of options for the same teacher. A request for an estimate should be made with the consent of the teacher to the information being made available to the employer or employing authority.

3.6 **Deciding Cases**

It is essential that Boards of Governors take full account of the advice given by Boards and, where appropriate, CCMS. If the compensating authority accepts the recommendation, the teacher must be invited to sign a declaration accepting the premature retirement on the terms agreed by the compensating authority. Pension application form TP4, of which all employers should retain a stock, should be given to the teacher who should return it to the employing authority for countersigning. It should arrive in Teachers' Pensions Branch **at least 4 months** before the date of retirement.

Employers should ensure that only those cases that fully meet the criteria are forwarded to Teachers' Pensions Branch.

Teachers should be made aware that they should not resign before the 'ED' retirement proposal has been approved; nor should the posts be advertised for replacement teachers while a decision is pending. The Department can accept

no responsibility if the retirement proposal is rejected or the compensation decided upon is less than that recommended by the deciding authority.

3.7 **Notification Procedure for Premature Retirement**

The notification forms attached as **Appendices 5-6** must be used as appropriate. It will be assumed that the compensation allowed has been agreed by the teacher. In order that the pension and lump sum payments can be processed in time, the Department must receive the notification of premature retirement (form TP53E and TP53B) and the supporting documentation (the teacher's acceptance) **at least 4 full months** before the date of retirement. The processing of superannuation benefits cannot begin until this notification and form TP4 has been received.

In circumstances where delay in payment of the lump sum gives rise to a claim for compensation for loss of interest, the Department permits payment for compensation only where Teachers' Pensions Branch accepts responsibility for the delay. Where the application form, properly completed and countersigned, or the notification of premature retirement, is not received at least 4 full months before the date of retirement, Teachers' Pensions Branch will not accept liability for compensation claims. Teachers, unlike members of other professions, tend to retire at the end of August and it is therefore especially necessary when schools are closed during July and August and school administrative staff are on leave, that 4 full months are allowed in which to process applications. For this reason information about salaries, part-time earnings etc needs to be supplied in good time.

3.8 **Re-employment of Prematurely Retired Teachers - Efficient Discharge**

While there is no legal impediment to the re-employment of prematurely retired teachers, as a general principle it is to be regarded as undesirable in view of the significant pension and compensation costs that may have already been incurred. Wherever possible, preference should be given to newly qualified or experienced teachers seeking to return to employment when filling vacancies, including those of a temporary nature. The Northern Ireland Substitute Teachers Register (NISTR) will assist employers in this respect.

Re-employment is particularly hard to justify in 'ED' cases where the grounds for premature retirement related to the teacher's effectiveness. Application forms for 'ED' cases (see Appendices 5 and 6) will require the school or IFE to confirm that it does not intend to re-employ the teacher concerned.

Where a retired teacher does resume employment as a teacher/lecturer in a school or Institute of Further Education, the employer must notify Teachers' Pensions Branch immediately. Failure to do so may result in an overpayment of pension. This is in addition to any notification which may be required by Teachers' Pay and Administration Branch or by an other Branch of the Department.

4. EVALUATION OF THE SCHEME

An evaluation of the revised 2007/08 scheme will be undertaken between September 2007 and January 2008. This will be undertaken in conjunction with employers and teachers unions and will be used to inform the process for 2008/09. Terms of reference for the evaluation will be drawn up for consultation. The evaluation process is likely to include input from internal audit and the Education and Training Inspectorate.

5. ENQUIRIES

Any enquiries regarding this Circular should be addressed in writing to **Teachers' Pensions Branch** at Waterside House, 75 Duke Street, Londonderry, BT47 6FP.

ESTERINA LARGE (MRS)
Teachers' Pensions Branch

PREMATURE RETIREMENT – EFFICIENT DISCHARGE

1. INTRODUCTION

The ED element of the Premature Retirement Scheme is intended to provide a management tool which employing authorities can use to bring about a qualitative improvement in the educational provision in their schools/ institutes of further education. The parameters and requirements governing the operation of the Scheme, emphasise the importance of clear criteria being established to determine which cases should be processed in a given year and stress that “criteria should reflect the educational focus of the scheme and thus give priority to those cases likely to effect the most significant qualitative improvement.”

2. POINTS TO BE CONSIDERED

- 2.1 Allowing a teacher/lecturer to retire before the age of 60 involves extra costs for the Teachers’ Superannuation Scheme which is financed by all contributing employees and employers; and awarding extra years’ service (compensation) involves a direct cost to the appropriate board. It is therefore important that Boards of Governors, Governing Bodies and employing authorities as appropriate, balance carefully the costs and advantages of premature retirement.
- 2.2 The Scheme is a management tool, and not an option to be offered because a teacher wishes to retire prematurely. Consideration needs to be taken of any possible difficulties which are envisaged in recruiting a replacement, for example, in the case of shortage subjects. To avoid disruption within the school/college, offers of premature retirement, other than in exceptional circumstances, should be effective from the end of each school/college year.

3. GUIDELINES FOR EMPLOYING AUTHORITIES ON THE OPERATION OF THE SCHEME FOR PREMATURE RETIREMENT OF TEACHERS ON GROUNDS OF THE EFFICIENT DISCHARGE OF THE EMPLOYER’S FUNCTION

3.1 Circumstances in which the Efficient Discharge Scheme may be applied

- 3.2 Bearing in mind the overall objective “to provide a management tool which relevant bodies can use to effect a qualitative improvement in the teaching force” the Scheme may be applied in the following circumstances,

- where a teacher’s/lecturer’s performance, whilst not having been found unsatisfactory under the agreed procedures, is below that which might be reasonably expected eg in terms of methodology; lack of necessary specialist skills; relationship with the pupils/students;

- 3.3 It is clearly understood that in each of these circumstances concerted efforts will have been made to address the identified problems in terms of training and/or support before initiating the Efficient Discharge Scheme. Evidence of such intervention should be noted in the application form. The Efficient Discharge

Scheme must only be used where the problems associated with the teacher's /lecturer's effectiveness and performance cannot to be resolved adequately through training and/or support:

- where the ability of a School/Institute of Further Education to meet its commitments to pupils/students or the community in a professional manner would be significantly and adversely affected by the continuation in employment of an individual teacher/lecturer; and
- the teacher/lecturer has been convinced that acceptance of premature retirement on efficient discharge grounds would be the most reasonable and mutually acceptable course of action in the circumstances.

4. CRITERIA FOR EVALUATION OF EFFICIENT DISCHARGE CASES

4.1 Cases submitted by relevant bodies for release under the Efficient Discharge Scheme should be prioritised on the basis of where the greatest educational impact might be effected, taking account of the cost to the public purse. (Appendix 3 provides more detail on how the cost is calculated).

4.2 It will be the responsibility of employers to ensure that:

- The reasons for application of the Efficient Discharge Scheme are identified clearly and unambiguously.
- Evidence is provided to support the conclusion there had been a significant decline in the teacher's effectiveness and/or motivation;
- The required improvements are specified explicitly.
- The means by which the pupils' needs and abilities would be better served by another teacher are specified.
- Details are provided of other strategies considered and deployed where there is evidence of a significant decline in teaching/managerial decline; including the provision of substantive records showing what action has been taken, during the previous 2 years by both the employer and the teacher to improve the quality of performance; this should include details of in service training or support, or redeployment within the school.
- Details are supplied of the outcome of other strategies deployed.
- Confirmation is provided that consideration has been given to the possibility of the teacher voluntarily moving to a position of lesser responsibility and a full explanation as to why this option has not been considered appropriate.
- Other reasons not specified above are given where appropriate.

5. CIRCUMSTANCES IN WHICH THE EFFICIENT DISCHARGE SCHEME MAY NOT BE APPLIED

5.1 The Efficient Discharge Scheme may **NOT** be used:

- where, on the proposed effective date of termination of employment, the teacher/lecturer has not attained the age of 50 years.
- where the teacher/lecturer is on long-term sick leave or is pursuing retirement on grounds of ill-health.
- to deal with cases involving professional misconduct which may fall within the terms of the disciplinary procedure.
- as a means of avoiding dismissal on grounds of unsatisfactory performance.
- where a teacher/lecturer has received a performance pay increase in the previous 12 months.

6. POINTS TO BE CONSIDERED WHEN AWARDING COMPENSATION

6.1 As well as deciding on the principle of premature retirement in a particular case, it is necessary to decide whether the award of extra years' service should be offered, and if so, how many. The guiding principle should be the minimum expenditure consistent with achieving the desired effect.

6.2 Level of Enhancement

Those bodies taking decisions on levels of compensation will wish to take into account the advice and guidance offered by the Board or CCMS.

6.3 Other points for consideration are:

- It is recognised that the premature retirement of teachers/lecturers and consequent early release of pension is a significant cost to the public purse. It should be noted that early payment of a pension which is not actuarially reduced is a significant benefit to the teacher. Careful consideration must be given, therefore, to the level of enhancement which is to be offered and to whether enhancement is appropriate in every case.
- Each case should be considered on its merits with a view to deciding if the full level of compensation provided for in the sliding scale is justified. This consideration should include the circumstances leading to the teacher becoming a candidate for premature retirement, the teacher's effectiveness and factors relating to the school's organisation and management.
- Employing Authorities, Board of Governors and Governing Bodies should be aware of the effect which levels of compensation may have on other teachers serving in the school.

- Once the priority cases for premature retirement on efficient discharge grounds have been agreed between the employing authority and the compensating authority, levels of enhancement will be offered which will be sufficient to secure the premature retirement of these priority cases.

APPENDIX 2

MAXIMUM LEVELS OF COMPENSATION

The maximum levels of compensation are as follows:

a. **EFFICIENT DISCHARGE**

Completed Whole Years of Service as at proposed date of retirement	Number of Years of Compensation
5 to 12 years	1
13 to 20 years	2
21 to 28 years	3
29 years or over	4

CALCULATING THE COSTS OF A PREMATURE RETIREMENT

To calculate the cost involved in the early payment of superannuation benefits before the normal retirement age of 60, the factors shown on page 2 should be used as in the following example:-

1. Calculating the cost of the early payment of the basic pension.

ie

$$\frac{a}{80} \times \frac{b}{1} \times \frac{c}{1} = \text{Basic Pension Cost}$$

where a is number of years service at date of retirement
 b is the annual salary at date of retirement
 c is the appropriate age factor from Table A Page 14.

2. Calculating the cost of enhancing the basic pension.

ie

$$\frac{d}{80} \times \frac{e}{1} \times \frac{f}{1} = \text{cost of enhancement}$$

where d is the number of added years service
 e is the salary at date of retirement
 f is the appropriate age factor from Table B Page 14.

Total Cost of the Premature Retirement is the sum of 1 + 2.

The above factors automatically include the cost of the personal pension and lump sum and the pension payable to any dependent on the teachers' death.

**Age last
birthday
at
retirement**

FACTORS FOR ESTIMATING:

Basic Cost

Enhancement cost

TABLE A

TABLE B

MEN

50	6.81	21.46
51	6.49	21.32
52	6.12	21.13
53	5.70	20.91
54	5.25	20.64
55	4.78	20.33
56	4.28	20.01
57	3.73	19.68
58	3.16	19.34
59	2.56	19.00
60	2.27	18.66
61	2.00	18.32
62	1.59	17.97
63	1.14	17.65
64	0.59	17.26

WOMEN

50	6.15	21.92
51	5.80	21.79
52	5.44	21.62
53	5.07	21.40
54	4.65	21.14
55	4.19	20.83
56	3.67	20.50
57	3.10	20.17
58	2.48	19.83
59	1.84	19.48
60	1.80	19.13
61	1.70	18.76
62	1.54	18.39
63	1.14	18.01
64	0.64	17.62

APPENDIX 4

DECIDING AND COMPENSATING AUTHORITIES FOR THE PURPOSES OF COMPENSATION UNDER THE TEACHERS' (COMPENSATION) FOR REDUNDANCY AND PREMATURE RETIREMENT) REGULATIONS (NORTHERN IRELAND) 1991

School Type/Institution of Further Education Etc	Deciding Authority	Compensating Authority
Controlled schools with partially delegated budgets	Board	Board
Controlled schools with fully delegated budgets	Board of Governors	Board
Catholic Maintained Schools with partially delegated budgets	CCMS	Board
Catholic Maintained Schools with fully delegated budgets	Board of Governors	Board
Non-Catholic Maintained Primary Schools	Board of Governors	Board
Controlled Special Schools	Board	Board
Maintained Special Schools	CCMS	Board

The Department's prior approval will continue to be required for each case of "Efficient Discharge" in the following categories.

	Deciding Authority	Compensating Authority
Institutions of Further Education with fully delegated budgets	Governing Body	Department
Non-Catholic Maintained Special Schools	Board of Governors	Department
Voluntary Grammar Schools	Board of Governors	Department
Grant Maintained Integrated Schools	Board of Governors	Department
Other employers with staff in the Teachers' Superannuation Scheme	Employing Authority	Department

NOTE: In the event of full delegation being suspended under Article 53(1) and Article 117(1) of the Education Reform (NI) Order 1989, decisions on dismissal under the premature retirement scheme and the award of compensation will cease to be the responsibility of Board of Governors and Governing Bodies as appropriate.

PREMATURE RETIREMENT OF TEACHERS ON THE GROUNDS OF THE EFFICIENT DISCHARGE OF THE EMPLOYER'S FUNCTION

(Teachers' Employed in Controlled and Maintained Schools only).

NOTES:

1. This form must be used to notify the compensating authority of the proposed premature retirement.
2. It should be countersigned by the appropriate compensating authority and forwarded to the Department **4 clear months** before the date on which the retirement is to take place. The information will be used for the ongoing evaluation of the Teachers' Premature Retirement scheme.
3. All sections should be fully completed; it is not sufficient to write N/A in answer to any question.

Name of Teacher: _____

Teacher's Ref No: _____ **Date of Birth:** _____

School: _____

School Roll No: _____

Position Held in School: _____

Main Subject(s) Taught (Including Time Spent On Each)

Date of Premature Retirement: _____

Length of Service in Present School: _____

Added Years to be Awarded to the Teacher: _____

1. a. Identify clearly and unambiguously the reasons for application of the Efficient Discharge Scheme. Additional pages may be used if necessary.

- b. Provide evidence which led to the conclusion there had been a significant decline in the teacher's effectiveness and/or motivation.

- c. Identify the curricular changes or restructuring by management necessitated the premature retirement?

- d. Specify explicitly the anticipated and required improvements.

- e. Specify how the pupils' needs and abilities would be better served by another teacher.

- f. Provide details of other strategies considered and deployed where there is evidence of a significant decline in teaching/managerial decline; including the provision of substantive records showing what action has been taken, during the previous 2 years by both the employer and the teacher to improve the quality of performance; this should include details of in service training or support, or redeployment within the school.

- g. The outcome of action taken or considered under f. above.

- h. Provide confirmation that consideration has been given to the possibility of the teacher voluntarily moving to a position of lesser responsibility and a full explanation as to why this option has not been considered appropriate.

- i. Other reasons for premature retirement not specified above.

2. What specific improvements does the school expect to achieve as a result of the teacher's premature retirement?

3. Is the teacher/lecturer currently suspended from duty or under investigation for serious misconduct? Yes No

4. Is the teacher/lecturer on long term sick leave or pursuing retirement on grounds of ill health? Yes No

5. Has the teacher/lecturer received Performance Pay Increase in the past 12 months? Yes No

CERTIFICATE

I certify that the above information is correct to the best of my knowledge. In the interests of the efficient discharge of the employer's functions, I recommend that the above teacher's employment in reckonable service be terminated from the date given.

SIGNED: _____ **DATE:** _____

***On Behalf of Board of Governors**

***On Behalf of ELB) In cases where the school does not have a**

***On Behalf of CCMS) fully delegated budget.**

*(Delete as appropriate)

3. The Compensating Authority has agreed to the retirement of the above teacher under the provisions of the Teachers' Premature Retirement Scheme and agrees to the award of _____ added years.

SIGNED: _____ **DATE:** _____

Official Stamp of ELB
Where ELB is the Compensating
Authority

PREMATURE RETIREMENT OF TEACHERS/LECTURERS ON GROUNDS OF EFFICIENT DISCHARGE

NOTE: This form should **not** be used in respect of teachers employed by an ELB or CCMS. It should be used in all other cases. It should be sent to Teachers' Pensions Branch by **31 January**.

All sections should be fully completed; it is not sufficient to write N/A in answer to any question.

Name of Teacher/Lecturer: _____

Teacher's Ref No: _____ **Date of Birth:** _____

School: _____

School Roll No: _____

Position Held in School/Institute of Further Education: _____

Main Subject(s) Taught (Including Time Spent on Each)

Date of Premature Retirement: _____

Length of Service in Present School/IFE: _____

Proposed Award of Added Years: _____

1. a. Identify clearly and unambiguously the reasons for application of the Efficient Discharge Scheme. Additional pages may be used if necessary.

- b. Provide evidence which led to the conclusion there had been a significant decline in the teacher's effectiveness and/or motivation.

- c. Identify the curricular changes or restructuring by management which necessitated the premature retirement?

- d. Specify explicitly the anticipated and required improvements.

- e. Specify how the pupils' needs and abilities would be better served by another teacher.

-
- f. Provide details of other strategies considered and deployed where there is evidence of a significant decline in teaching/managerial decline; including the provision of substantive records showing what action has been taken, during the previous 2 years by both the employer and the teacher to improve the quality of performance; this should include details of in service training or support, or redeployment within the school.

- g. The outcome of action taken or considered under f. above.

- h. Provide confirmation that consideration has been given to the possibility of the teacher voluntarily moving to a position of lesser responsibility and a full explanation as to why this option has not been considered appropriate.

- i. Other reasons for premature retirement not specified above.

2. What specific improvements does the school/Institute of Further Education wish to achieve as a result of the teacher's premature retirement?

3. Is the teacher/lecturer currently suspended from duty or under investigation for serious misconduct? Yes No

4. Is the teacher/lecturer on long term sick leave or pursuing retirement on grounds of ill health? Yes No

5. Has the teacher/lecturer received Performance Pay Increase in the past 12 months? Yes No

CERTIFICATE

I certify that the above information is correct to the best of my knowledge. In the interests of the efficient discharge of the employer's functions, I recommend that the above teacher's employment in reckonable service be terminated from the date given.

SIGNED: _____ **DATE:** _____

ON BEHALF OF THE EMPLOYER (please specify); _____

Please return the completed form to Teachers' Superannuation Branch, Department of Education, Waterside House, 75 Duke Street, Londonderry BT47 6FP at least 6 months before retirement would be due to take effect.

OFFICIAL USE

The reasons for the termination of the employment of this teacher is approved/not approved.

SIGNED: _____ **DATE:** _____
Department of Education