

Assistant Director Flexible Retirement App Guidance

This document contains guidance for Assistant Directors on how to review and approve flexible retirement applications.

Please note: if you use the focused inbox in Outlook, emails from Microsoft Power Automate may go into the 'Other' inbox. Please ensure you check both your 'Focused' and 'Other' inboxes.

Once the flexible retirement application has been reviewed and approved by the resourcing managers you will receive the below email with the application details. The shortfall letter will be attached to the email for you to view.

Flexible Retirement Application

Microsoft Power Automate <flow-noreply@microsoft.com>
To: James Hodges (Corporate Services and Transformation)

MP

← Reply ← Reply All → Forward [Share]

Fri 23/06/2023

ⓘ This sender flow-noreply@microsoft.com is from outside your organization.
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Test - Copy.xlsx 15 KB Test.xlsx 15 KB

Approvals | Power Automate

Flexible Retirement Application

Requested by **James Hodges (Corporate Services and Transformation)**
<James.Hodges@derbyshire.gov.uk>

Date Created Friday, 23 June 2023 16:16

Dear Assistant Director,

A new flexible retirement application has been submitted by Flex Retirement. Please review this application and use the buttons below to indicate whether you support or not support the application. The shortfall letter is attached if you need to view this.

Applicant Name: Flex Retirement
Department: Corporate Services & Transformation
Job Title: Process Improvement Manager
Grade: 13
Location: County Hall
Line Manager: James Hodges (Corporate Services and Transformation)
Proposed Commencement Date: 2023-09-01
Current Contracted Hours: 37
Proposed Contracted Hours: 18.5
Description of Duties: This and that and occasionally something else
Team Structure: 2 people and 1.5FTE
Benefits to Organisation: This will really help keep the knowledge within the team and help the employee ease into retirement
Financial Implications: No financial implications as the resultant 18.5 hours vacancy will be recruited to

Resourcing Implications: Recruitment to the 18.5 hours will take place. There will be a temporary gap in resources to cover by the existing other members of the team.

Resourcing Manager: Tanya Causebrook
Resourcing Manager Comments: This looks ok from a resourcing perspective

If you have any queries, please discuss this with the Resourcing Manager.

This will now be sent on to HR, Legal Services and Finance.

Kind regards,
Business Support

Kind regards,
Business Support


Supported ✕

Comments

Enter comments

When either Supported or Not Supported is selected, a comments box is provided. This is not mandatory but must be completed if the case is not supported so we know the reasons for this.

Once completed click on 'Submit' and confirmation is provided as shown below.

 **Approvals | Power Automate**

Supported

Date Submitted: Friday, 23 June 2023 16:26

Comments Comments

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

If you support the application a confirmation email is sent to the line manager and the employee confirming the stage change.

If you do not support the application, the request will be sent to the Executive Director for review who will either agree or, in limited circumstances, disagree with your decision. If your decision is upheld, the Resourcing Manager will be notified to discuss the decision with the line manager. If your decision is not upheld the application will progress to the next stage.

The application can also be rejected at the Resourcing Manager and Workforce Governance stages of the process and will be sent to the Executive Director for review.