

# Executive Director Flexible Retirement App Guidance

This document contains guidance for the Executive Director 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 Workforce Governance Group you will receive the below email with the application details. The shortfall letter will be attached to the email for you to view.

**Note:** if during the approval process the line manager, Resourcing Manager, Assistant Director or Workforce Governance Group does not support the application, it will be sent to you to review the decision.

## Flexible Retirement Application



Microsoft Power Automate <flow-noreply@microsoft.co  
To: Matthew Halfpenny (Corporate Services and Transformation)



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Approvals | Power Automate

### Flexible Retirement Application

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

Date Created: Wednesday, 21 June 2023 12:35

Dear Chris Henning,

Please see below flexible retirement request for John Smith for review.

This application has been supported by Karen Beardow (Corporate Services and Transformation).

Once reviewed, please use the buttons below to approve or reject the application.

**Applicant Name:** John Smith  
**Department:** Place  
**Job Title:** Officer  
**Grade:** 6  
**Location:** County Hall  
**Line Manager:** Karen Beardow (Corporate Services and Transformation)  
**Proposed Commencement Date:** 2023-09-01  
**Current Contracted Hours:** 37  
**Proposed Contracted Hours:** 15  
**Description of Duties:** Administration  
**Team Structure:** Team structure  
**Benefits to the Organisation:** Benefits  
**Financial Implications:** Finances  
**Resourcing Implications:** Resourcing  
  
**Resourcing Manager Name:** Tanya Causebrook  
**Resourcing Manager Comments:** Rm first comments  
  
**Assistant Director Name:** Karen Beardow (Corporate Services and Transformation)  
**Assistant Director Comments:** AD comments

**HR Considerations Name:** Karen Beardow (Corporate Services and Transformation)  
**HR Considerations Comments:**

**Legal Considerations Name:** Karen Beardow (Corporate Services and Transformation)  
**Legal Considerations Comments:**

**Finance Considerations Name:** Karen Beardow (Corporate Services and Transformation)  
**Finance Considerations Comments:**

If you have any queries please contact the Resourcing Manager.

Kind regards,  
Business Support

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Approve ×

Comments

Enter comments

When either Approve or Reject 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 will be provided as shown below.

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**Supported**

Date Submitted: Friday, 23 June 2023 16:26

Comments [Comments](#)

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The Resourcing Manager will review the case and if happy for it to progress will click on Send to Pensions.

This will send notification to Derbyshire Pension Fund and HR Services of the approved application, and notification to the line manager regarding SAP Workplace updates and confirmation of approval to the employee.

If you do not support the application the line manager and Resourcing Manager will receive an email to state not supported. The line manager will then be asked to discuss the decision with the employee.