**Mutually agreed resignation schemes (MARS)**

**Checklist for submitting MARS applications
 for NHS England approval**

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| **Name of Trust**  |  |
| Rationale for running MARS(e.g. Cost Improvement Programme) |  |
| Estimated Cost Savings from running the scheme  |  |
| Confirmation that the scheme has been approved by your Board.  |  |
| Confirmation that the scheme is affordable, provides value for money and that any financial impact will be managed within the organisation and the ICB system financial plans.  |   |
| Confirmation that the scheme will not be open (for staff to apply) for more than 3 months in duration and does not overlap with or replace a redundancy consultation. |  |
| Confirmation that the scheme and payments made are line with the national MAR Scheme and principles as per Section 20 of the AfC Terms and Conditions of Service Handbook |  |
| Confirmation that:* Any staff considered for MARS will have a minimum of 12 months ‘continuous’ service
* Individual payments will not be greater than £80,000 in respect of any individual
* That the scheme will apply a salary cap of £80,000 (pro rata for part time workers).
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| Confirmation that no provision will be made for notice pay (PILON)  |  |
| Confirm that staff will be made aware that if a successful MARS applicant who has not worked their notice in full by their leaving date, some or all of the severance payment may be taxable as Post Employment Notice Pay (PENP).  |  |
| Confirmation that no-one will be allowed to leave that potentially puts the service at any risk |  |
| Confirmation there are no staff leaving under the scheme who should otherwise be managed under the organisation’s performance/capability procedures |  |
| Confirmation that the roles vacated will create job vacancies which can be filled by redeployment of staff from other jobs or as a suitable alternative for staff at risk of redundancy |  |
| Confirmation that audit scrutiny of applications will take place either pre or post payment |  |
| Confirmation that all staff leaving under MARS will be covered by a settlement agreement that will include potential claw back provision and that there are no unnecessary confidentiality or “gagging” provisions including those relating to the disclosure of information which is in the public interest.  |  |

**\*\*Please attach a copy of the proposed scheme and highlight any terms and conditions outside of the national scheme.**