

Letter Seeking Employee Information

Spreadsheet for providing data - to accompany letter

	4	9	10	11	12
Grade/Function (Care should be taken if including a singleton Grade/Pay Band as this would identify the subsequent information as relating to an individual).					
Location (If services currently provided are conducted at several geographical sites, care should be taken if there is only one employee or an employee in a singleton Grade/Function as this would identify the subsequent information as relating to an individual).					
Age in years (not date of birth)					
Employment status (ie Fixed term, casual, permanent).					
Length of current period of continuous employment (in years/months).					
Weekly conditioned hours of attendance (gross).					
Standard Annual Leave Entitlement (not the 'in year' leave total that may contain carry over or deficit from the previous leave year).					
Detail of current employer provided Pension Scheme Membership (Name of scheme identifying whether it is a Defined Benefit, Defined Contribution or Stakeholder arrangement, including employee contribution rate. (To ensure that the requirements of the Pensions Act 2004 can be met). In addition, please indicate if the employee is a former Civil Servant participating in a pension scheme that has been the subject of certification for "broad comparability" by the Government Actuary's Department).					
Redundancy liability information (Statutory or Enhanced Company scheme and £)					
Annual Salary.					
Details of any regular overtime commitments (These may be weekly, monthly or annual commitments for which staff may receive an overtime payment).					
Details of attendance patterns that attract enhanced rates of pay or allowances (ie shift or rostered attendance).					
Regular or recurring allowances.					
Outstanding financial claims arising from employment (ie season ticket loans, transfer grants - noting that these will only give an indication of the type and value of loan balances and that these will change during the bid period).					
Addition information about factors influencing staffing levels and costs.					