III health – Fast Track Process This process should be used when the employee is terminally ill and time is a critical factor Makes Completes **Employee** Receives decision Completes YPS Completes and returns decision and on options inform forms. and returns agree effective conversion Sends to manager and complete consent option form date with nomination form if Service Centre form to EWS to YPS Manager necessary 1. Asks employee to complete consent form Discuss options with If Death in service and asks for copies of any medical reports 1. Implements AD decision is the preferred 1. Manager works family - either 2.Completes IHR ticket on the eOPAS portal. immediately on receipt of YPS 1. Death in service option. Stops IHR with People Marked Urgent Fast Track. Attach medical certificate and agrees effective Manager is Management. process - informs reports. date with employee plus PILON informed 2. IHR PM and EWS. 2. Informs AD of **FOLLOWS UP WITH A PHONE CALL TO ENSURE** 2. Completes termination process Manager by In both cases ensure Manager relevant costs and **IT HAS BEEN PICKED UP 01768 812556** (attach YPS cert to Service Centre employee/ continues to medical opinion. nomination is up to 3. Attaches Pension certificate with section 1 ticket) heir family date and send form manage 3. AD makes completed / Job Profile. One certificate per 3.. Confirms in writing to that the if necessary appropriately decision on IHR position. employee and gives the employee orognosis is 4.Informs People Management on 01228 the YPS personal details and terminal 221231 member declaration forms for 5. Asks Service centre for estimates for all Tiers completion of IHR and Death in service payments and costs to council Manager Triages form. Types report onto **EWS** admin Gathers further Book IRMP review portal. Send to information time. Obtain medical nanager, PM and reports if necessary individual IRMP Not previously involved Needs further information. Prepares a IHR meets criteria Undertakes Write to report repares report and paper reviev specialist providing an completes YPS (1 hour) opinion. certificate. Management Provides Options to Liases with finance, service the manager to People centre and YPS to ensure all discuss with the know it's "Fast track". employee and their Check if nomination form has family and provides been completed relevant YPS forms Sends YPS:-Asks YPS for Service Centre Leaver form, Personal Send estimates to pension figures for details form, Intention to Manager and all tiers and Death People retire form, member in Service benefits Management declaration form and YPS certificates Finance Assists with checking pension records/ documentation if necessary. Pension Provides pension estimates Sends Your and costs for active and (if Implements conversior applicable deferred benefits options pensions). form Assistant Director Authorises consideration of IHR