

**Business Case – Settlement Agreements**

Briefly outline the circumstances of the request to provide a settlement agreement. This should be very brief.

**Please provide full details of the settlement proposal, not named individuals**

Directorate:

Department:

Reason:

**Overall total cost of the settlement:**

**Total cost and breakdown :**

**Please provide details of alternative courses of action and advantages and disadvantages of each. For example the potential cost (and resource) of following internal process.**

**Non Disclosure Clause**

If this is included is there anything additional to the norm ?

**Business Case prepared by:**

Name of Manager:

Date:

<b>Directorate Sign Off : Assistant Director / Director</b> To confirm date of discussion with Executive Member – Name and Date  <b>Name of Manager:</b> _____ <b>Date:</b> _____
<b>HR Comments:</b>  <b>Name:</b> _____ <b>Date:</b> _____
<b>Finance Comments</b>  <b>Name: ...</b> _____ <b>Date:</b> _____
<b>Legal Comments</b>  <b>Name: ...</b> _____ <b>Date:</b> _____
<b>Date submitted to Section 151 Officer :</b>  Business case approved/not approved on _____