

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:
Directorate Sign Off: Assistant Director / Director	
To confirm date of discussion with Executive Member – signed below	
Name of Manager:	Date:
Name of Executive Member	Date:
HR Comments:	
Name:	Date:
Finance Comments	
Name: ...	Date:
Legal Comments	
Name: ...	Date:
Date submitted to Section 151 Officer / Chief Executive for approval:	
Business case approved/not approved on	