**SETTLEMENT AGREEMENT ASSESSMENT FORM**

**Section A *(To be completed by Head of Service/ Chief Officer)***

Employee Name: Employee No:

Job Title: Service:

**Background to Recommendation for Settlement Agreement:**

**Section B *(To be completed following discussion with HR/ Legal)***

Alternative Options Considered (Outline alternatives considered and why ruled out eg Disciplinary, Capability Procedures):

Additional Comments (Outline any additional factors identified in discussion with HR/Legal):

Financial Business Case (Outline financial justification for recommended settlement limit)

Recommended Limit: MIN £\_\_\_\_\_\_\_\_\_\_\_\_ MAX £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section C: Service Director/ Chief Officer Approval**

Settlement Agreement Approved YES/NO

Additional Comments:

Settlement Agreement Limit

MIN £ MAX £

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section D: HR Manager/ \*Director of Transformation, Communities & Corporate Approval**

Settlement Agreement Approved YES/NO

Additional Comments:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section E: Chief Finance Officer Approval**

Settlement Agreement Approved YES/NO

Additional Comments:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section F: \*\*Chief Executive Approval**

Settlement Agreement Approved YES/NO

Additional Comments:

Maximum Limit:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Director of Transformation, Communities & Corporate approval is required where:

• the value of any settlement is more than 6 months’ pay

\*\*Chief Executive approval is required where:

• the value of any settlement is more than £75k and outwith the Council’s normal voluntary severance authorisation process or

• the financial business case is particularly limited, but a significant case can made be made for seeking a settlement agreement on other grounds, for example, detrimental impact on wider workforce.