

OFFICIAL - SENSITIVE

EMPLOYMENT INFORMATION SCHEDULE - FINAL CONFIRMATION OF TERMS

Please refer to Business Case submission for the employee before completion. Use TAB key to navigate.

NAME OF ORGANISATION

Section 1 - Employee detail

1.1 First name	[Redacted]				
1.2 Last name	[Redacted]				
1.3 Job title	[Redacted]				
1.4 Length of continuous service	[Redacted]	years	[Redacted]	months	
1.5 Full Time Equivalent	[Redacted]				
1.6 Age	[Redacted]	years	[Redacted]	months	
1.7 Contractual notice period	[Redacted]	weeks			
1.8 Date employment ended	[Redacted]				

Section 2 – Final Termination Costs (contractual/through Civil Service Compensation Scheme/Employer equivalent). Refer to the Employment Information Schedule for Business Case submitted in relation to this employee.

2.1 Compensation In Lieu of Notice (CILON)	[Redacted]
2.2 Payment in lieu of annual leave untaken	[Redacted]
2.3 Other (e.g. Time Off In Lieu untaken)	[Redacted]
Total	£40765.98

Benefits received by employee from Civil Service Compensation Scheme/ Employer Equivalent (if applicable)

2.4 Pension/year	[Redacted]
2.5 Pension lump sum	[Redacted]
2.6 Compensation lump sum (payable in full if pension not drawn)	[Redacted]

2.7 Employer cost of making up any pension shortfall	[Redacted]
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2.8 Other costs (specify, if any)		[Redacted]
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Total contractual termination costs	[Redacted]
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Section 3 – Final cost - terms of agreement; not to exceed £95,000

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3.1 Gross value of non-contractual sum offered (if any)		£70,000
3.2 Final cost of employee support for legal assistance		[Redacted]
3.3	Other	[Redacted]
(specify)		
e.g. cost of outplacement support for employee not available through normal course of employment. (Include any VAT)		
3.4 Costs of negotiating and concluding an agreement		£110,765.98
Total cost - terms of agreement*		£110,765.98
<p>Consistent with the Scottish Public Finance Manual (SPFM), we sought ministerial views on the payment of an additional £70,000 settlement figure to the individual. This will bring the total contractual and non-contractual elements of the settlement agreed to [Redacted] (including CILON and payment for accrued leave which was paid upon dismissal).</p> <p>Given the prospects of successfully defending the case at employment tribunal, the associated legal costs and management costs, and our prospects of success outlined above, we believe reaching a settlement figure of £70,000 provided best value for money in this case.</p> <p>This settlement offer and approach is consistent with guidance offered in the SPFM and with the Scottish Government's current severance scheme.</p>		
4 Has a Confidentiality Clause been included in this settlement agreement?		Y
If so, why?		
[REDACTED].		