

OFFICIAL SENSITIVE - STAFF (WHEN COMPLETE)

BUSINESS CASE FOR A SETTLEMENT AGREEMENT/COT3

Please note all text boxes automatically expand as necessary when they are being completed. Once complete this Business Case should be sent to the dedicated mailbox for consideration by Scottish Government.

Name of organisation

Board contact
Name
Designation
Email
Phone number

Central Legal Office contact
Name
Designation
Email
Phone number

SG Contact
Name
Designation
Email
Phone number

Confirm whether this is a proposed Settlement Agreement/COT3

Background and circumstances of the case

Claim 2

[REDACTED]

Insufficient detail is provided in the second aspect of the claim, to allow it to be responded to.

[REDACTED]

[REDACTED].

[REDACTED].

What Workforce policies and processes have been applied?

[REDACTED]

Details of any follow up activity (staff retraining etc) to be undertaken in response to the case circumstances

[REDACTED]

An non-financial considerations

[REDACTED].

Options

- Run claim
- Settle claim

Recommendation

It is proposed that authority is given to settle the case for up to €95,000. This takes account of the cap on termination payments introduced by the Scottish Government in October 2019.

An attempt will be made to settle the case at as low of a level as possible.

An assessment of the value for money offered by the proposal by reference to the completed attached) Employment Information Schedule

Settlement of the claim within the parameters of the information within the EIS represents value for money.

Handling / Communications

Comms Team

Accountable Officer to confirm that this business case is appropriate and complies with the SPFM Guidance

Signed:

Date	[REDACTED]
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Signature

Date

MINISTERIAL APPROVAL - For cases that cannot be capped at £95,000

Signature:

Date:

Conditions attached to approval or reason for refusal: