

## Template for HM Treasury approval for special severance cases

Please read Managing Public Money Annex 4.13 before completing the proforma. You should be aware that we can not approve special severance payments that reward, or will be seen to reward, failure, dishonesty or inappropriate behaviour.

*This template is to be used for all special severance cases to be submitted to HMT for approval. We will only be able to give approval if all aspects are answered.*

<b>Contact in sponsor Department:</b>	
<b>Name of organisation:</b>	
<b>Initials/name/number of case:</b>	
<b>Date case is submitted:</b>	
<b>Date decision is needed and why:</b>	
<b>Case history &amp; details</b>	
Please provide a <b>brief</b> case history, with dates, summarising how the situation has come about. What are individual's terms of employment (age, length of service, current salary, contractual notice period, type of contract (e.g. fixed term, part time), whether member of PCS/PS)?	
<b>Management procedures</b>	
Explain what procedures have been followed; or why relevant procedures have not been followed.	
<b>Proposed ways of proceeding</b>	
What is the individual's contractual entitlement, and why do you propose to make a special severance payment? What is the scope for reference to tribunal (incl. summary of the legal assessment of the chances of winning or losing the case, potential consequences). What other options have been considered?	
<b>Value for money consideration underlying the proposed settlement</b>	
Set out break-down of costs, including legal costs and potential tribunal awards. Provide rationale for proposed settlement, including level of proposed settlement (with pay comparison ie x months' pay / y% of salary); costs of alternative options, and why proposed settlement offers best (incl best value for money) solution. When considering vfm, non-financial costs (ie effect on staff morale, achievement of business objectives) can also be taken into account.	

**Please confirm that your Accounting Officers is aware of and satisfied with the proposed settlement.**

**Wider impact and potential precedents**

Explain whether this case might have an impact on or set a precedent for other existing or future cases, both within own organisation, or for other public sector bodies.

**Other useful information**

**Lessons learnt from this case**

Explain what lessons have been learned and how management systems have been/will be improved to avoid future occurrences of similar cases.

***FOR HMT USE:***

**Approval given by:**

**Date:**

**Advice taken from (TOA/ WPP):**

**Rationale for approval and any conditions:**