**Proforma for HM Treasury Approval for Special Severance Payments**

Please read [Guidance on Public Sector Exit Payments: Use of Special Severance Payments](http://www.gov.uk/government/publications/public-sector-exit-payments-guidance-on-special-severance-payments) before completing the proforma. You should be aware that we cannot 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. Completed forms should be submitted to the relevant department’s normal HMT spending team contact.

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| **Special Severance Business Case** |
| Contact in Sponsor Department  |  |
| Name of Requesting Organisation |  |
| Date case is submitted  |  |
| Date decision is needed and why  |  |
| Accounting Officer who approved case |  |
| **Circumstances of the Case**  |
| Overview of the Case and Organisation |
| *Please provide a brief case history, with key dates, summarising how the situation has come about. Specify organisations key deliverables, size and previous use of severance payments* |
| Terms of employment |
| *What are individual’s terms of employment (length of service, current salary, contractual notice period, type of contract (e.g. fixed term, part time)?* |
| Breakdown of proposed exit payment |
| *Please list each type pf payment separately e.g. Statutory redundancy, pay in lieu of notice, Special Severance Payment* |
| Proposed ways of proceeding |
| *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)? Other options considered?* |
| **Financial Considerations** |
| The value for money consideration underlying the proposed payment |
| *Set out break-down of costs, including legal costs; potential tribunal awards. Highlight efficiency savings from workplace reform and/or any associated repercussive risks e.g. conduct issues to the delivery of the organisation’s objectives. Provide rationale for proposed level of settlement (with pay comparison i.e. x months’ pay / y% of salary); costs of alternative options, and why a proposed settlement offers best (include best value for money) solution. When considering vfm, non-financial costs (i.e. effect on staff morale, achievement of business objectives) can also be considered.* |
| **Non- Financial Considerations** |
| Performance management |
| *Specify if performance has been an issue for the individual. Provide details of performance management procedures followed if applicable.* |
| Management procedures |
| *Specify measures taken to prevent the exit, including efforts to perform reasonable adjustments, resolve grievances or redeploy.* |
| **Repercussive risk** |
| 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.* |
| 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, and for other public sector bodies.* |
| Any other useful information |
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