

**Strictly Private and Confidential**

**Special Severance Payment**

This template is to be used for all special severance cases submitted for approval.

<b>Special Severance Business Case</b>	
Name of Requesting Department	
Date case is submitted	
Date decision is needed and why	
<b>Circumstances of the Case</b>	
Overview of the Case	
Terms of employment	
Breakdown of proposed exit payment	
Proposed ways of proceeding	
<b>Financial Considerations</b>	
The value for money consideration underlying the proposed payment	
[Include here consideration of:	

- whether there is any feasible possibility of exiting the individual at a lower cost. Only where there is no such possibility should a Special Severance Payment be considered;
- how the exit payment will be perceived by the public and whether it is in line with the duty to manage taxpayers money appropriately;
- what alternative use could be made of that expenditure. All Special Severance Payments necessarily reduce the funds that would otherwise be available to deliver important public services;
- the setting of any potential precedent (e.g. where a Special Severance Payment is made to certain employees and not others);
- evidence for additionality, i.e. that those offered Special Severance Payments would not have, under any circumstances, been willing to leave with their statutory and contractual benefits alone.]

**Non- Financial Considerations**

Performance management

Management procedures

**Repercussive risk**

Lessons learnt from this case

Wider impact and potential precedents

Any other useful information