UNIVERSITY OF DUNDEE

APPLICATION FOR APPROVAL OF SETTLEMENT AGREEMENTS

Name of Employee: **Job Title:**

School/Directorate: **Date of Application:**

Notes on Approval Process:

a. With the exception of agreements relating to members of the University Executive Group (UEG) **UEG** must approve all Mutually Agreed Settlement Agreements, including Voluntary Severence, up to and including one year's salary/with a maximum ceiling of £100,000 (as approved by Court).

b. **The Remuneration Committee** must approve, in advance:
  - All applications which are higher than the sum approved by Court (see a. above).
    - Where the settlement sum is higher than the threshold approved by Court, the University must first consult with the SFC's Accountable Officer and the external auditor and report the discussions to the Remuneration Committee.

c. In the case of any settlement relating to a member of UEG, excluding the Principal & Vice-Chancellor, this form must be completed by the Principal & Vice-Chancellor, approved by Remuneration Committee and reported to the next available meeting of the Court.

d. In the case of any settlement relating to the Principal & Vice-Chancellor, this form must be completed by the Chair of Court and considered by the Remuneration Committee, which will make a recommendation to the Court for approval.

1. Details of the circumstances of the case and a statement setting out the proposals and alternative options considered (attach Voluntary Severance application if relevant):

2. Assessment of risk undertaken together with the risk of potential litigation and likely outcome *(following discussion with HR Officer)*. Not required in cases of Voluntary Severance:

3. Confirmation that the relevant compliance, management and Human Resources procedures have been followed to date:

4. Proposed Settlement including a breakdown of the constituent parts of the proposal, if relevant and proposed Termination Date:

5. Assessment of value for money offered by the proposal. If Voluntary Severance, detail the period over which the savings will be recouped.

6. Any non-financial considerations:

7. Clarification in relation to the need or otherwise to replace the post-holder:

Signature of Dean or Director: Date:

Signature of Vice-Principal (Provost)
        or University Secretary: Date:

Signature of Principal or
Chair of Court: Date:

Approved by Court – November 2020

UEG/Chair of Remuneration Committee/Remuneration Committee Decision:

Date: