

GUIDANCE ON COMPENSATION FROM THE CITY SOLICITOR

IMPORTANT

- Before any monetary compensation is considered it is important to establish that the complaint against the Council is justified and that the Council is likely to be liable either for breach of statute or maladministration.
- Payment of compensation will not amount to a waiver of the Council's ongoing statutory responsibilities. For example, it will still have an obligation to fulfill its statutory responsibilities after payment.
- Executive Directors must ensure that a precise record is kept of all circumstances and events in respect of which compensation is paid. A record of compensation made must be recorded in the Have Your Say (iCasework) database. If possible this should be signed by the complainant and be in a form which might be produced in Court in the event of a continuing claim.
- Payment of compensation should wherever possible be made in full and final settlement of all the matters complained of.
- Individual circumstances may be referred to the City Solicitor for advice.