**UNISON SOUTH EAST**

**SETTLEMENT AGREEMENT FORM FOR BRANCH REFERRALS**

If you would like to refer a Settlement Agreement to Thompsons Solicitors for signing-off please complete the form below and email it (with any accompanying paperwork) to your **Branch RO**\*.

Please ensure that your email is headed: **SETTLEMENT AGREEMENT LEGAL REFERRAL**

**Please complete all sections:**

|  |  |
| --- | --- |
|  | **Details of member to be advised:** |
|  | Name: |  |  |
|  |
|  | Address (inc postcode): |  |  |
|  |
|  | Telephone number(s): |  |  |
|  |
|  | email: |  |  |
|  |  |
|  | **Branch officer/rep who has negotiated the agreement on behalf of the member:** |
|  | Name: |  |  |
|  |
|  | Address: |  |  |
|  |
|  | Telephone number(s): |  |  |
|  |
|  | email: |  |  |
|  |
|  | **Contact details of employer representative:**  |
|  |
|  | Name of person dealing: |  |  |
|  |
|  | Name of their organisation: |  |  |
|  |
|  | Address: |  |  |
|  |
|  | Telephone number(s): |  |  |
|  |
|  | email: |  |  |
|  |
|  | **Has the agreement been seen and agreed by the member?** | Yes |  | No |  |
|  |
|  | **Has the agreement been negotiated by the Branch?** | Yes |  | No |  |
|  |
|  | **Has £350 + VAT payment for the advice been agreed?** | Yes |  | No |  |
|  |
|  | If not, how much has been agreed? | £ |  |
|  |
|  |
|  | **Is there a deadline by which advice must be given?** | Yes |  | No |  |
|  |
|  | If yes, when? |  |  |
|  |
|  | **Any special instructions?** |  |  |
|  |  |  |
|  |
| \*in your RO’s absence this form can be sent to your Case Lead RO: p.terry@unison.co.uk (Hampshire, IoW & Thames Valley branches) or s.mcgreal@unison.co.uk (Kent, Surrey & Sussex branches). **Please do not send to multiple recipients or to the SEnewcasereferrals email address**.**Please ensure that you provide an electronic copy of the final draft settlement agreement that requires Thompsons’ advice with this form.** |