

EXAMPLE DRAFT CONCILIATED AGREEMENT

Tribunal Case Number Xxx/xxx

AGREEMENT FOLLOWING CONCILIATION ACTION BY THE LABOUR RELATIONS AGENCY IN RESPECT OF A CLAIM MADE TO THE INDUSTRIAL TRIBUNAL

CLAIMANT	RESPONDENT(S)
Jane Smith	ABC Services Limited

SETTLEMENT REACHED AS A RESULT OF CONCILIATION ACTION

We the undersigned have agreed:

1. The Respondent shall pay and the Claimant shall accept the sum of **£X,000** in full and final settlement of these proceedings before the Industrial Tribunal.
2. The Claimant agrees to refrain from continuing these proceedings.
3. The Respondent agrees to make payment of the above sum by bank transfer to the Claimant's nominated bank account within 28 days of the date on which this agreement is signed and dated by the Claimant.
4. The Respondent shall provide the Claimant with a reference in the terms attached at Appendix 1, on headed notepaper and signed by an officer of the Respondent company, within 14 days of the date on which this agreement is signed and dated by the Claimant.
5. This agreement constitutes a certificate in writing as per Article 21A Industrial Tribunals (Northern Ireland) Order 1996.

Claimant.....Date.....

For and on behalf of
The Respondent

.....

Date.....

I hereby certify that,

The Labour Relations Agency has taken action under Article 20 of the Industrial Tribunals (Northern Ireland) Order 1996 and we hereby certify that a compromise has been reached in this case as set out herein and which for the purposes of Article 21A is a relevant document.

Signed: _____

For and on behalf of the Labour Relations Agency

Print Name: Conciliation Officer

Date: _____