

# Email Template: Request for Information on Ex-Employee Payments

**Subject:** Formal Request for Information Regarding Payments to Former Employees - [Legal Basis/Reference Number]

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**To:** [Charity Name/Finance Director/Chief Executive]

**From:** [Your Name/Organisation]

**Date:** [Date]

**Re:** Request for Information Under Statutory Disclosure Requirements

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Dear [Sir/Madam/Specific Name],

I am writing to formally request information regarding payments made to former employees of [Charity Name] (Charity Registration Number: [Number]) pursuant to the following legal and regulatory frameworks:

## Legal Basis for Request

This request is made under the authority of:

- 1. The Charities Act 2011, Section 47** - Annual reports and public benefit reporting requirements
- 2. The Charities (Accounts and Reports) Regulations 2008** - Disclosure of employee remuneration and benefits
- 3. Companies Act 2006, Section 412** - Directors' remuneration report (if applicable to charitable company)
- 4. The Freedom of Information Act 2000** (if charity receives substantial public funding)
- 5. Data Protection Act 2018/UK GDPR Article 6(1)(f)** - Legitimate interests for transparency and accountability

## Specific Information Requested

I respectfully request disclosure of the following information for the period [specify timeframe, e.g., "1 April 2023 to 31 March 2024"]:

### A. Statutory Reporting Requirements

- Details of any payments exceeding £60,000 per annum to former employees, as required under Charities SORP (FRS 102)
- Termination payments made to former trustees or senior management
- Compensation for loss of office payments

- Any severance arrangements or settlement agreements

## **B. Regulatory Compliance Information**

- Details of any payments that may constitute private benefit under Charity Commission guidance CC11
- Information on any Charity Commission approval sought for exceptional payments (per CC7 - The Essential Trustee)
- Documentation evidencing trustee approval for any substantial ex-gratia payments

## **C. Governance and Transparency**

- Board minutes relating to approval of termination payments exceeding £10,000
- Any legal advice obtained regarding propriety of payments to former employees
- Risk assessments conducted regarding reputational or regulatory implications

## **Statutory Context and Requirements**

Under **Section 4 of the Charities Act 2011**, trustees have a duty to act in the charity's best interests and ensure proper application of charitable funds. The **Charity Commission's guidance CC11** stipulates that payments to individuals must be justified and properly authorised.

**The Charities SORP (FRS 102)** requires disclosure in annual accounts of:

- Staff costs including termination benefits
- Key management personnel compensation
- Any payments to former trustees or connected persons

For charitable companies, **Section 412 of the Companies Act 2006** mandates disclosure of directors' remuneration, including compensation for loss of office.

## **Request for Supporting Documentation**

Please provide copies of:

1. Relevant board resolutions authorising payments
2. Legal opinions obtained regarding payment authorisation
3. Any correspondence with the Charity Commission regarding such payments
4. Documentation demonstrating compliance with charity law requirements

## **Timeframe and Response**

I would be grateful for your response within **20 working days** of receipt of this letter, in accordance with good governance practices and regulatory expectations for transparency.

Should you consider any information commercially sensitive or subject to confidentiality restrictions, please specify the legal basis for withholding such information and provide a redacted version where possible.

## **Legal Professional Privilege**

Please note that any legal advice obtained by the charity regarding these matters may be subject to legal professional privilege. However, the fact of obtaining advice and the general nature of concerns addressed would typically be disclosable.

## **Regulatory Considerations**

This request is made in the context of ensuring charitable sector accountability and compliance with regulatory requirements. Non-disclosure of material information that should be publicly available may constitute a breach of transparency obligations under charity law.

I trust you will treat this matter with appropriate urgency and provide the requested information to ensure compliance with statutory obligations and maintenance of public confidence in charitable governance.

Should you require clarification of any aspect of this request or wish to discuss proportionate disclosure, please contact me at [contact details].

I look forward to your prompt response.

Yours faithfully,

[Your Name]

[Your Title/Position]

[Organisation Name]

[Contact Information]

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**Enclosures:** [Any supporting documentation]

**Copy to:** [If applicable - e.g., Charity Commission, other relevant parties]