

Outcome Form & Settlements



Outcome Form

The Outcome Form records whether the case is settled (Full and Final Settlement) or not settled (No Settlement).

It also records the Agreements reached, and the level of confidentiality agreed by the parties.

It is an important document that is signed by both parties. It is the only record of the meeting. Note taking (other than for a reason relating to a disability) is actively discouraged because it may stop people from speaking freely. Only where both parties are in agreement about note taking (and the use to which those notes will be put) will a party be permitted to take their own notes away at the end of a meeting.

Conciliators will probably take notes during the meeting, as part of their role, but these will be destroyed after the meeting along with the rest of the information they have about the case.

The content of the Outcome Form is confidential. If any information is to be made public, this must be agreed by both parties at the meeting.

Settlements

At the end of the conciliation meeting, the Complainant decides whether the Agreements reached at the meeting constitute a Full & Final Settlement or a No Settlement. The chosen option is signed by both parties.

If the Complainant chooses Full & Final Settlement, they are declaring that any potential DDA case (based on the issues raised in the case) is resolved and that they will not take legal action. If the Complainant chooses a No Settlement they are keeping their right to take legal action.

Almost 80% of DCS cases reach a Full & Final Settlement.