**BUSINESS CASE FOR RECRUITMENT AND RETENTION PREMIA**

**Supporting Evidence**

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| Post Title: |   |
| Directorate: |   |
| Post Pay Band: |   |
| Number of Posts: |   |

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| Is this application for problems with: (Please Tick) |
| Recruitment  | Retention  | Both |
| Are you applying for: |
| Short Term RRP | Long Term RRP |
| Proposed Effective Date:  | Proposed Duration:  |
| Is there any other RRP currently applied?  |
| Yes | No |
| If YES, please give further details: |

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| Summary of identified difficulties to recruit or retain: |

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| Evidence of previous attempts to recruit or retain. In this section you should include information such as: exit interview results; response to adverts; turnover rates for post(s); National Shortages; Availability of Locum/Agency Equivalents; External (non-NHS) Rates of Pay, etc. |
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| If you are providing information about external rates of pay for similar posts, please attach recent adverts |
| Suggested value of RRP based upon above information (per full-time post): | £……………………………….. per annum |

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| Please summarise any other action that has been taken/considered to overcome recruitment or retention issues. This should include: flexible working; additional training; changes to roles and recruitment initiatives. |
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| Who else could be affected by this application? For example, are there any implications for posts that attract external sources of funding? |
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| Please detail below how the total cost of the proposed RRP and any cost saving that could be achieved through the application of RRP (i.e. reduction in agency costs) |
| SuggestedRRP VALUE | X | Number of EMPLOYEES | = | TotalCOST OF RRP |
| Current Cost of Cover (per person): |
| Where will the RRP be funded from? (e.g. Existing/Additional Funding) |
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| Expected benefits of applying RRP |
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| Proposed by: ………………………………………………………..Signed: …………………………………………………………….Date: ………………….………………………………………………..Remuneration Committee Approval Date: .…………………….…. |