**Business Case for Recruitment or Retention Payment – Type 1**

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| **Case details** | | |
| **Job Title** |  | |
| **Faculty/School/Division** |  | |
| **Recruitment or Retention issue** |  | |
| **Job group Number** |  | |
| **Names of employees in the role to be covered by the payment (where applicable)** | |  |
| **Reference number/s and/ or dates of previously unsuccessful recruitment exercises (where applicable)** | |  |
| **Enclosures and attachments checklist** | | |
| **Job Description** | | **□** |
| **Copy of the Application for Approval form that authorised the vacancy (where applicable)** | | **□** |
| **Supporting comments** | | |
| **Head of School/School Manager’s comments** |  | |
| **Head of School’s/School Manager’s signature**  **Head of School’s/School Manager’s name**  **(please print)** |  | |
| **Dean’s/Faculty Manager’s/ /Divisional Head’s comments** |  | |
| **Dean’s/Faculty Manager’s/ Divisional Head’s signature**  **Dean’s/Faculty Manager’s/Divisional Head’s name (please print)** |  | |
| **Faculty/Professional Services HR Manager’s comments** |  | |
| **Faculty/Professional Services HR Manager’s signature**  **Faculty/Professional Services HR Manager’s name (please print)** |  | |

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| **HR Policy & Reward team recommendation** | |
| **Comments and details of recommendation** |  |
| **Proposed Review Date:** |  |
| **HR Policy & Reward Manager/Officer signature**  **HR Policy & Reward Manager/Officer name (please print)** |  |
| **Date** |  |

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| **Trade Union comments** | |
| **Trade Union Representative’s comments** |  |
| **Trade Union Representative’s signature**  **Trade Union Representative’s name (please print)** |  |

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| **Senior Level Committee decision** | | | | |
| **Case Agreed** | **Yes / No** | | **Amount agreed** | **£** |
| **Rationale for rejecting case** | |  | | |
| **Effective Date (if approved)** | |  | | |
| **Details to be included in the contract of employment / notification letter** | |  | | |
| **Review date** | |  | | |