**Retention Supplement Proposal Form**

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| --- | --- |
| Job title |   |
| Department/School/Institute |   |
| Grade |  |
| Total amount of proposed Retention Supplement (£annual) |   |
| Proposed end date/period of payment (months/years) |  |
| Employee’s name |  |
| Source of funding  |   |
| New/continuation of supplement |  |
| Date of business case  |   |

# Business case (to be completed by Head of Department/School/Institute)

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| What evidence is there of retention difficulties? Why does QM need to retain the recipient? Specify the critical skills and why it is important for QM to retain them (e.g. delivery of a business critical project/programme, specialist knowledge/skills held solely by the individual). |
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| What other measures have been explored? For example:* Changes to organisational structure / job design / upskilling others
* Other ways of resourcing / delivering the service other than via an in-house workforce?
* Other recruitment / retention initiatives
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| What data is there to support the business case? For example:* Salary data from professional salary surveys / external reward consultants
* Advertisements / job descriptions from similar positions in comparable organisations at the same level of seniority / accountability (please provide copies)
* Job offers made to the employee (please provide written evidence)
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| Has the EDI impact been considered and how do you intend to deal with any issues? (Support can be provided by the relevant HR Partner). For example:* Salaries currently being paid to those in the same/similar role or academic discipline
* Equal pay analysis and overall impact on the gender/ethnicity pay gaps
* Are there any specific internal comparators (i.e. doing exactly the same specialist job or contributing at a similar level in the same academic field) and, if so, how can the pay differential be objectively justified?
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| What steps are being taken to address the issue of recruitment / retention on a longer term basis, in order to mitigate the need for pay supplements in future? |
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# Approval

##  Head of Department/School/Institute

I propose that the retention supplement should be paid/continued, that all other appropriate options have been explored, and that the funding/budget is available/agreed with Finance.

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| --- | --- |
| Signature |   |
| Date  |   |
| Job title  |   |

## HR Director

I endorse that the retention supplement should be paid/continued, that all EDI implications have been assessed, and that all other options/measures have been explored.

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| Signature |   |
| Date  |   |
| Job title |   |

### Vice-Principal/Chief Officer

I approve the business case and confirm that the retention supplement should be paid/continued.

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| --- | --- |
| Signature |   |
| Date |  |
| Job title |   |