**APPLICATION FOR RECRUITMENT AND RETENTION PREMIUM**

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| **Board:** |  |
| **Post Title:** |  |
| **Directorate:** |  |
| **Service/Department:** |  |
| **Post Pay Band:** |  |
| **Number of Posts Covered:** |  |

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| **Are you applying for:** | |
| **Short Term RRP\*** | **Long Term RRP** |
| **Proposed Duration:** |  |

**\*Short Term is up to one year, anything more than this will be regarded as Long Term.**

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| **Suggested Value of RRP (per full-time post):** | **£\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per annum** |

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| **Reason For Application: In this section you should include detailed information on steps that have been taken to address the problem (flexible working, additional training; recruitment initiatives etc. – see section 7 of the guidance) and why an RRP is felt to be the only option. This may include information obtained from exit interviews, response to adverts, turnover rates, any national shortages, availability of locum/agency equivalents; external (non-NHS) rates of pay for equivalent posts, employment benefits, length of vacancy.** |
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| **If you have information about external rates of pay for similar posts, or any other additional evidence, please attach this to the application.** |
| **Who else could be affected by this application? Internally – are there other staff groups or services that could be affected by the application of the requested RRP? Externally – is there potential for the application of the requested RRP to impact on other Board areas?** |
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| **Please detail below 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).** |
| **Suggested Number of Total**  **RRP Value x Employees = Cost of RRP**  **Current cost of Locums (per person):** |

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| **Expected benefits of applying RRP (i.e. reduced waiting times; reduced complaints; increased applications; improved absence rates, reduced turnover, etc.).** |
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| **Action Plan setting out how the Board intend to mitigate the need for the RRP in the longer term.** |
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| **Before submitting an application, it should be benchmarked against section 1 to 15 of Scotland’s Recruitment and Retention policy to ensure that the case is robust when measured against the stated criteria.**  **As well as the application form, STAC has provided a template on their website which can be used to document efforts to recruit to the posts for which an RRP is sought.**  **Boards will wish to use the check list below to ensure that the application is complete.** | |
| **Has the application been benchmarked against the required criteria?** |  |
| **Has all supporting material been attached including, were appropriate, a template outlining recruitment efforts for the post/s?** |  |
| **Does the application contain a robust Action Plan for moving back to standard terms and conditions?** |  |
| **Has an Equality Impact Assessment of the proposed RRP been included?** |  |
| **Signature of Chief Executive:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of Employee Director:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_** | |